[INSERT YOUR LETTERHEAD]

RCRA and CERCLA Consultation Letter

Date

Michael D’Arcy

State Hazard Mitigation Officer

Oklahoma Department of Emergency Management

PO Box 53365

Oklahoma City, OK 73152-3365

Dear Mr. D’Arcy,

The County, Town or City of NAME is applying to the Oklahoma Department of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) for a grant under FEMA’s Hazard Mitigation Grant Program (HMGP). The proposed project is titled, project title, under DR-XXXX (provide the disaster number associated with the application, this can be found on the NOFO). Within this application, the County, Town or City of NAME proposes to brief statement about the project scope of work.

FEMA’s HMGP application requires documented coordination with the Department of Environmental Quality if there is a reason to suspect there are contaminants from current or past use on the proposed project property or adjacent property or if any construction or project activities involve the use of hazardous or toxic materials. At this time, we request you initiate the necessary hazardous materials review to determine any issues or concerns near/at the project area. Please find the attached documents such as a scope of work, project location map and/or addresses, ground disturbance map, etc. Below is a table with the address locations and the latitude/longitude of each site.

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| --- | --- | --- |
| **Site # and Name** | **Site Address** | **Site Lat/Long** |
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|  |  |  |

We are in the process of submitting/have submitted our grant subapplication to OEM. Should you need any additional information, please do not hesitate to reach out to project contact name, title at email address, phone number, physical mailing address.

Sincerely

[Insert signature]

[Insert name, title, etc.]