

Sample State Letter for Quick Release of ER Funds

Name _____
FHWA Division Administrator

Dear _____:

We appreciate your timely acknowledgement letter of ___[date]___ sent in response to our letter of intent dated ___[date]___. We are continuing to conduct necessary emergency operations and repairs to maintain traffic throughout the disaster area.

We are performing damage assessments throughout the area. At this time it is not possible to provide exact cost estimates; however, damage to Federal-aid highways is anticipated to exceed ___[amount]___. We expect to be able to provide a more accurate estimate [within "x" weeks].

Our budget for emergencies is limited and local governments have even greater financial constraints with limited cash flows available to fund emergencies. Consequently, we are requesting approval of ER funding for this disaster with a quick release of emergency relief funds to allow us to proceed expeditiously with emergency repairs to Federal-aid highways.

We are requesting a quick release of ___[amount]___ for these emergency repairs. Additional allocations will be requested as damage survey teams inventory damage.

Sincerely yours,

(State Department of Transportation Official)

Date: _____