

Sample State Letter Requesting ER Funds

Date _____

To: FHWA Division Administrator

Subject: Heavy Rains and Flooding March 23-26, 2013

Dear _____

Under the provisions of Title 23, U.S.C. Section 125, the (State) Department of Transportation is requesting Emergency Relief (ER) Funds to assist in the cost of repairing damages on Federal-aid highways in (State) damaged as a result of extreme runoff and flooding following the heavy rains beginning March 23, 2013. Based on the preliminary estimate of damage, we are requesting \$3 million in ER funds. Following a favorable determination of eligibility for ER funds by the Federal Highway Division Administrator, we will submit detailed damage inspection report with the scope of work and cost estimate for each site as a program of projects.

Sincerely

Title
[State] DOT