

Sample ER Request Memorandum

Subject: [State Name] - Emergency Relief (ER) Event,
[Event Title, Disaster Code]

From: [Division Administrator Name]
Division Administrator
[City, State]

In Reply
Refer To:

To: [Office of Program Administration Director Name]
Director, Office of Program Administration

The purpose of this memorandum is to advise you that the [State] Division Office has approved the subject event as eligible for ER funding. In accordance with the Delegation of ER "Finding" Approval memorandum, dated June 28, 1999, we are providing the following information:

1. [Example event description] Beginning on March 10, 2013, severe storms caused flooding and wind damage resulting in debris and roadway damages to Federal-aid highways in the southwestern region of the State. Some areas received up to 15 inches of rainfall over a 48 hour period. Several major roadways, including State Highway 10 and Interstate Highway 90 were severely damaged and were closed to traffic due to flood damages. Typical damages include debris deposits on many roadways, shoulder washouts, pavement damage, sign and signal damage, and scour around bridge piers.
2. The disaster number for this event is _____.
3. The total cost of eligible damage is \$_____ with a Federal share of \$_____.
4. Counties with eligible damage sites are _____.
5. The following U.S. Congressional Districts were affected: _____.

We request that ER funding in the amount of \$_____ be made available for the subject disaster. If you have any questions concerning this request, please contact _____.