**C.1 Notice of Intent**

*Letter to be written by the Applicant’s Regional or State Office*

Date

Division Director

Federal Highway Administration

[Division name]

[Address]

[City, State, Zip]

This letter is our formal Notice of Intent to apply for emergency relief funds to assist with the needed repairs and reconstruction under provisions of 23 U.S.C. 125. On [date], we conveyed by telephone to [name] our informal Notice of Intent to seek emergency relief funds.

We request a finding on the eligibility of damage to roads and trails that occurred on the [Forest, District, Park, Reservation] in the Counties of [name] in the state of [name].

The damage occurred on [specific date(s)].

Damage included failure over a wide area of:

 [*number*] bridges

 [*number*] bridge approaches

 [*number*] roads

The damage was caused by [*describe the nature and intensity of the disaster event or catastrophic failure*].

The preliminary cost estimate to restore eligible facilities to their pre-event condition is:

[*list or state dollar amounts*]

Counties covered by a presidential disaster declaration include [*list*].

Counties covered by a Governor’s Proclamation of Emergency include [*list*].

Please ensure that responses to this letter are copied to [name, title, address].

If you have any questions, please contact [name, title] at [telephone number].

 Sincerely,

 Signature

 [Name]

 [Title]

cc: FLHD ERFO Coordinator