### C.10 Applicant’s Program of Projects Letter

*To be written by Applicant’s regional or state office*

Date

Division Director

Federal Highway Administration

[Division name]

[Address]

[City, State, Zip]

Re:/Subject: Emergency Relief for Federally Owned Roads

 Program of Projects Request Letter No: (number), (ERFO Disaster Number)

 (event name i.e. 2010 June Flooding), (event dates)

Dear [Division Director name]***:***

We request ***(initial/revised)*** Program of Projects approval for roads damaged in disaster [disaster number] which occurred on [d**ate]** as a result of a ***(natural disaster/catastrophic failure***) under our jurisdiction as summarized below.

|  |
| --- |
| **Program of Projects Summary Table** |
| **Location of Damage** | **Organization Performing the Repairs** | **Previously Approved Amount** |  **Requested Amount** | **Total Requested****Amount** |
| Pike NF | FS | $0  | $80,000  | $80,000 |
| CFLHD | $0  | $60,000 | $60,000  |
| San Isabel NF | FS  | $130,000 | $20,000 | $150,000 |
|  CFLHD | $140,000 | $0 | $140,000 |
| **Subtotal** | FS | $130,000 | $100,000 | $230,000 |
| CFLHD | $140,000 | $60,000 | $200,000 |
| **Grand Total** | **$270,000** | **$160,000** | **$430,000** |

Attached is our ***(initial/revised)*** proposed Program of Project's spreadsheet. ***(Submit the original Damage Survey Reports if not previously submitted.)***

We request that the [Division name] Federal Lands Highway Division perform the following work ***(includes description and site location.)***:

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

 Sincerely,

 Signature

 [*Name*]

 [*Title*]

Enclosure: Program of Projects Table

cc: FLHD ERFO Coordinator, (FHWA Tribal Coordinator when applicable)