### C.16 Request for Time Extension

*To be written by the Applicant’s regional or state office, or FHWA Tribal Coordinator*

Date

Division Director

Federal Highway Administration

[Division name]

[Address]

[City, State, Zip]

Re:/Subject: Emergency Relief for Federally Owned Roads

Time Extension Request Letter No: (number), (ERFO Disaster Number )

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

Dear [Division Director name]:

The [Applicant name] requests a [time] extension for approved ERFO site [site location] which resulted from disaster number [disaster number].

Please see the attached table for justification statement and dates of major milestones.

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

Sincerely,

Signature

[*Name*]

[*Title*]

Attachment

cc: FLHD ERFO Coordinator; (BIA Regional Office or FHWA Tribal Coordinator if applicable)

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| --- | --- | --- |
| **Damage Survey Report Number** | Justification statement | Project Status and Timeline |
| *Example: BLU 2300-4.9* | *Example: We were delayed from accessing this site because of damage to county road, Route 6, that occurred during the OR 2007-2-BIA disaster. The damage at M.P. 1.0 has severely damaged the bridge abutment and it will not be repaired until later this fall. Route 2300 is a well maintained road that is the primary access to the landfill.* | *Example: (Provide completion/planned completion dates for the following deliverables)*  *Applicant’s POP Letter: [date]*  *Topographic Survey and Mapping: [date]*  *Environmental Resource Surveys: [date]*  *Preliminary Design: [date]*  *Draft NEPA Document: [date]*  *Biological Assessment/Opinion: [date]*  *Final NEPA (ROD, FONSI, CE): [date]*  *Final PS&E: [date]*  *Contract Award: [date]*  *Contract Completion: [date]* |
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