[INSERT YOUR LETTERHEAD]

Floodplain Management Consultation Letter

Date

Jonathan Phillips, CFM, Floodplain Management Specialist

Floodplain Management Programs Manager

Oklahoma Water Resources Board

3800 North Classen Boulevard

Oklahoma City, OK 73118

Dear Mr. Phillips,

The County, Town or City of NAME is applying to the Oklahoma Department of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) for a grant under FEMA’s Hazard Mitigation Grant Program (HMGP). The proposed project is titled, project title, under DR-XXXX (provide the disaster number associated with the application, this can be found on the NOFO). Within this application, the County, Town or City of NAME proposes to brief statement about the project scope of work.

FEMA’s HMGP application requires documented coordination with the state floodplain coordinator for any proposed construction in the Special Flood Hazard Area (SFHA) or the regulatory floodway. We would like to inform your office that the project will/will not take place near/in the SFHA, and therefore, it is/is not expected to impact the regulatory floodway. If it is in the SFHA or may impact it, please explain that here or in additional attachments. Please find the attached documents such as a scope of work, project location map and/or addresses, wetland map, ground disturbance map, etc. Below is a table with the address locations and the latitude/longitude of each site.

|  |  |  |
| --- | --- | --- |
| **Site # and Name** | **Site Address** | **Site Lat/Long** |
|  |  |  |
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We are in the process of submitting/have submitted our grant subapplication to OEM. We will forward any responses you make to OEM and FEMA. If we do not receive a response within 30 days of this letter, we will assume your concurrence. Should you need any additional information, please do not hesitate to reach out to project contact name, title at email address, phone number, physical mailing address.

Please see attached FIRM Map with GPS coordinates.

Sincerely

[Insert signature]

[Insert name, title, etc.]