

FHWA General Letter Guidance

If there is a rush on any letters, please contact the appropriate Environmental Coordinator to see how they would like you to send them and to provide notice.

When to Send Letters to FHWA

- Follow CE Scoping Letter Guidance and only send BLM scoping letters through FHWA
- Cooperating and Participating Agency Letters must be sent by FHWA
- Section 4(f) Letters must be sent by FHWA
- Sole Source Aquifer Letters must be sent by FHWA
- Follow Biological Consultation Procedures for Biology Letters to USFWS
- Follow Cultural Consultation Letter Guidance for Section 106 Letters

General

- Use Time New Roman, 12 pt
- Default paragraph formatting for entire letter should be 0 before and 0 after (to access paragraph formatting right click and select *Paragraph, Spacing* or select *Format, Paragraph, Spacing* from menu bar)
- One inch margin - top, bottom, right, and left (to set margins select *File, Page Setup, Margins* from the menu bar)
- Never use *Justified* for text justification (to set text justification select *Format, Paragraph, General, Alignment* from menu bar or click on the appropriate icon on the menu bar)

FHWA header block formatting:

- Right justify
- Include type of letter (cooperating, participating, scoping, etc.)
- One space between FHWA header block and recipient address

Recipient address formatting:

- Use personal title (Dr, Mr, Ms, etc.)
- Use Chairman, Chairwoman, Chairperson, not Chair (usually for use on 106 letters)
- For inside address, the receiver's name should be preceded by Mr., Ms., Dr., etc. followed by their title (Chairman, Governor, Team Lead, Archaeologist, etc.). Put the title on the same line as the name of the receiver. (Ex: Dr. David Jacobs, Compliance Specialist)
- Spell out *Arizona*
- Left justify
- One space between recipient address and the salutation
- For address, spell out directional names (north, south, etc) street identifiers (avenue, street, road, etc.). Spell out state and include zip code.

Salutation formatting:

- Dear < *professional title or personal title if none* > < *last name* >
- Messrs. is the proper acronym for Messieurs (the plural of Mister)
- Use *To Whom it May Concern* if the recipient name is not known
- Left justify
- One space between salutation and the body (text)
- Opening salutation should be Dear Mr. Smith. Do not use first name or include titles here

Body (text) formatting:

- Left justify
- One space between each paragraph
- Do not use hard page breaks
- For consistency use standard acronyms
- All tables/figures must be in 8.5" x 11" format only (do not use 8.5" x 14", 11" x 17", or any other format)
- At end of letter include contact information (phone and email) for both the EPG Planner and FHWA Environmental Coordinator. Email address should be a hyperlink (blue text and underlined)
- One space between last paragraph and complimentary closing (*Sincerely*)
- All paragraphs should be spaced at zero before and after. You make this change by right clicking, choosing paragraph and changing the pulldown under "spacing" to zero

Complimentary closing and signature block formatting:

- Center justify
- Never orphan the complimentary closing and signature block on a separate page, do the following if needed:
 - Reduce to three spaces for signature between complimentary closing and typed name
 - Change font size of letter to 11 pt.
- Four spaces for signature between complimentary closing and typed name
- Include Karla's middle initial – Karla S. Petty

Concurrence line formatting (if asking for concurrence):

- Left justified
- Include Federal Project Number and consulting party under the concurrence line
- One space between concurrence line and *Enclosure(s)* (if needed)
- One space between concurrence line and cc: (if no enclosures)
- Refer to Biological Consultation Procedures for when concurrence is appropriate
- Refer to Cultural Consultation Letter Guidance for when concurrence is appropriate

Enclosure notification formatting:

- Only include if something is enclosed with the letter
- Left justify
- If there is one enclosure for the recipient, type *Enclosure*
- If there are two or more enclosures for the recipient, type *Enclosures*
- One space between *Enclosure(s)* and cc:

cc: (courtesy copy) formatting

- cc: is correct; do not use cc. or Cc: or CC:
- Only include if someone is receiving a courtesy copy of the letter
- Left justify
- If the person receiving the courtesy copy is receiving the enclosure(s) correct format is: cc with enclosure(s):
- Tribal or agency contacts listed first, followed by FHWA and ADOT. The first recipient should be on the next line and left justified as shown below:

cc:

Tribal or Agency recipient [title and address if different from recipient address]

RSwiecki/DCremer [do not include (FHWA)]

EPG Planner (EM02)

- If cc: is with outside consultant or other outside agency, include name of agency and address
- *Arizona* can be abbreviated in the cc:

Submitting Project Related Letters to FHWA for Processing:

- Send email to arizona.fhwa@dot.gov
- Subject line must have the Federal Project Number followed with the Environmental Coordinator's name in parenthesis
- Email must list all enclosure(s) by general type (1. state vicinity map, 2. Biological Evaluation, etc.) and how and by whom the enclosures will be delivered

Enclosures:

- FHWA has the capacity to print project maps and agreement documents for signature only. All other enclosures must be printed and sent to FHWA
- Any documents greater than 2 MB need to be submitted in hard copy as well.
- Reference Federal Project Number, project information, and expected delivery date of letter(s) on enclosure transmittal
- Interoffice mail can take up to 4 days to arrive at FHWA, if enclosures are sent via interoffice mail, wait a few days to send letters
- If the project is a high priority hand deliver the enclosures