

*(To be printed on WSDOT letterhead)*

*[Date]*

*[FHWA WA Division Administrator]*

711 South Capitol Way  
Olympia, WA 98501

Re: SAFETEA-LU 6002 notification of project initiation on *[Insert Project Name]*

Dear: *[WA Division Administrator]*

The Washington State Department of Transportation (WSDOT) in cooperation with *[Insert names of joint lead agencies]* is initiating the environmental review process as required by SAFETEA-LU 6002 for an Environmental Impact Statement (EIS) for the proposed *[Insert Project Name]*. This is a *[insert type of work]* project proposed in *[Insert name of County and closest City or specific area if within a large metro area]*. The proposed project is approximately *[Insert length]* and is located between *[Insert cross streets or mileposts]* on *[Insert name of State Highway]* (a project vicinity map is attached). The purpose of the project, as currently defined, is to *[Insert Basic Statement of the Project's Purpose and Need]*.

Pursuant to Section 6002 of SAFETEA-LU, the Federal Highway Administration (FHWA) must serve as the lead Federal agency for this project, and WSDOT *[list other joint leads as appropriate]* will serve as a joint lead agency. Under SAFETEA-LU, the responsibilities of the lead agencies are to:

- Identify the cooperating and participating agencies that will be involved in the SAFETEA-LU process.
- Develop an Agency Coordination Plan that describes how WSDOT and FHWA will communicate with cooperating and participating agencies, including tribes, and interested members of the general public.
- Provide opportunities for public and participating agency involvement in defining the project purpose and need and range of alternatives.
- Collaborate with participating agencies in determining impact assessment methodologies and the level of detail to be used for the analysis of alternatives.

The following list includes, but is not limited to, the federal permits and approvals WSDOT anticipates this project will require: *[list all federal (not state) approvals and permits anticipated to be necessary for the construction of the proposed project this is a best guess based on the work and topography]*.

▪

The following activities are planned in accordance with initiation of the *[Insert Project Name]* EIS under the SAFETEA-LU process:

▪

If you have any questions or would like to discuss in more detail the *[Insert Project Name]* or the SAFETEA-LU 6002 process as it pertains to this project, please contact *[Insert Contact Name and Phone Number – likely the project Environmental Project Manager, Project Leader, or Area Manager]*.

Name  
Date  
Page 2

Thank you for your cooperation and interest in this project.

Sincerely,

*[ESO Director]*

XX:xx

Enclosure: *Attach a map of the project location*

cc: *FHWA Area Engineer  
ESO NEPA Point of Contact  
Others*

endorsed TEMPLATE