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| Logo  Description automatically generated | **Planning and Engineering****Environmental Office**700 E Broadway AvenuePierre, SD 57501-2586O: 605.773.4336dot.sd.gov |

Month ##, 20##

Jeff Tomac-Forest Supervisor

Forest Supervisor's Office

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Mike Gosse, District Ranger

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Phone: (307) 283-1361

Steve Kozel, District Ranger

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2014 N. Main Street

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Phone: (605) 642-4622

James Gubbels, District Ranger

Mystic Ranger District

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Rapid City, SD 57702

Phone: (605) 343-1567

Tracy Anderson, District Ranger

Hell Canyon Ranger District

1019 N. 5th Street

Custer, SD 57730

Phone: (605) 673-9200

**RE: Project #, PCN ####, \_\_\_\_\_ County**

Location

Work Description

Dear Mr./Ms.:

Attached is a scope summary and map detailing the location and extents of work proposed with the above referenced project. This project will (describe project). The National Environmental Protection Act (NEPA) review for project will be conducted as a FHWA Categorical Exclusion class of action.

The environmental review of project has been initiated by the SDDOT Environmental office. Whereas the SDDOT’S environmental review process will coordinate its activities in accordance with the provisions advocated through the Memorandum of Understanding Between the SDDOT and the FHWA and the USDA, Forest Service – Rocky Mountain & Northern Regions, FS Agreement No. 17-MU-11020000-072 (MOU). Per the MOU, FHWA is designated as the lead Federal agency for NEPA compliance and for purposes of fulfilling the Section 106 requirements under the National Historic Preservation Act. SDDOT is designated as joint lead agency for project and is responsible for coordinating and conducting all phases of the NEPA process under the guidance of FHWA.

I request your review of the attached information be returned by [30-day response period]. Specifically, I would ask that you provide with your response:

* The USFS Project Coordinator’s name and contact information,
* Comments on the project’s scope of work, and
* Additional (if any) USFS project needs, concerns, and interests. Included as attachment is Appendix A-1\_Potential USFS Issues & Concerns document from the MOU to aid in identifying any comments or concerns USFS may have regarding the project.

Please call if you have any NEPA related questions regarding this project action.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Email Address

Attachments Attach the Executive summary of Scope, Project location map, and Plans (if available), and Appendix A-1\_Potential USFS Issues & Concerns.