

## Sample Advance Sign-Up Letter

<Letterhead>

<Date>

[Submit to [advance@epa.gov](mailto:advance@epa.gov) and you may also mail to:

Advance Program  
c/o Laura Bunte  
U.S. Environmental Protection Agency  
Office of Air Quality Planning and Standards, C304-01  
Research Triangle Park, NC 27711]

Dear Ms. Bunte:

<Name state, tribal, and/or local government agencies, along with any other stakeholder participants> would like to participate in the [Ozone and/or PM] Advance Program with respect to <name area>. We wish to join this partnership with EPA to preserve or improve the air quality in <name area>, and we meet the program eligibility criteria:

- (1) <Name area> is not currently a nonattainment area for [Ozone: either the 1997 8-hour or the 2008 ozone National Ambient Air Quality Standards (NAAQS),] [PM: the 1997 and/or 2012 annual PM2.5 National Ambient Air Quality Standards (NAAQS), the 2006 24-hour PM2.5 NAAQS, and/or any future revised PM2.5 NAAQS,]
- (2) <Name area> consists of <generally describe area; for example, list the counties included in the area>,
- (3) The following air monitor(s) reflect the air quality in <name area>: <identify monitor(s)>, and
- (4) Existing emissions inventory reporting requirements have been met.

We understand that our efforts under Ozone Advance may benefit <name area> by potentially:

- Reducing air pollution in terms of ozone as well as other air pollutants,
- Ensuring continued healthy ozone levels,
- Maintaining the ozone NAAQS, [Areas that are about to be designated nonattainment for a NAAQS should not include this bullet, but could indicate that their actions may help the area attain within the required timeframe or may achieve reductions that will feed into their eventual SIP]
- Helping avoid violations of the NAAQS that could lead to a future nonattainment designation,
- Increasing public awareness about [ozone and/or PM] as an air pollutant, and

- Targeting limited resources toward actions to address **[ozone and/or PM]** problems quickly.

Our goal is to implement measures and programs to reduce **[ozone and/or PM]** in **<name area>** in the near term. We agree to that it is in our best interest to work together and in coordination with stakeholders and the public to proactively pursue this goal.

I can be reached at **<insert phone #>** and by e-mail **<insert e-mail address>**.

Sincerely,

**<Signature(s)>**

**<Name(s)>**

**<Title(s)>**

**[Letter should be signed by the appropriate state, tribal, and/or local government official(s) with the authority to implement the program and to assist in leveraging staff and other resources as needed.]**

**cc: <Name of EPA Regional Office contact>**

**EPA Regional Office contacts for Ozone Advance include:**

Region 1	Anne Arnold	(617) 918-1047
Region 2	Matt Laurita	(212) 637-3895
Region 3	Ellen Schmitt	(215) 814-5787
Region 4	Kelly Sheckler	(404) 562-9222
	Jane Spann	(404) 562-9029
Region 5	Steve Rosenthal	(312) 886-6052
Region 6	Carrie Paige	(214) 665-6521
Region 7	Lachala Kemp	(913) 551-7214
Region 8	Jody Ostendorf	(303) 312-7814
Region 9	John Kelly	(415) 947-4151
	Karina O'Connor	(775) 434-8176
Region 10	Claudia Vaupel	(206) 553-6121

**EPA Regional Office contacts for PM Advance include:**

Region 1	Alison Simcox	(617) 918-1684
Region 2	Kenneth Fradkin	(212) 637-3702
	Gavin Lau	(212) 637-3708
Region 3	Maria Pino	(215) 814-2181
Region 4	Kelly Sheckler	(404) 562-9222
	Madolyn Sanchez	(404) 562-9644
Region 5	Steve Rosenthal	(312) 886-6052
Region 6	Carrie Paige	(214) 665-6521
Region 7	Amy Bhesania	(913) 551-7147

Region 8	Crystal Ostigaard	(303) 312-6602
Region 9	Wienke Tax	(415) 947-4192
Region 10	Jeff Hunt	(206) 553-0256
	Justin Spenillo	(206) 553-6125

**[EPA will review this letter determine that the applicants have met the basic program eligibility criteria, and will then indicate by e-mail and/or letter whether the applicants have been accepted into the program.]**