

EWP Application for Assistance example letter

Use sponsor's Letterhead

Date

To: Donald Pettit, State Conservationist,  
Natural Resources Conservation Service  
441 S. Salina Street, Suite 354  
Syracuse, NY 13202-2450

Dear Mr. Pettit,

Our town requests Federal NRCS assistance under the Emergency Watershed Protection Program (EWP) to repair damages caused by the storms and subsequent high water we experienced on (dates). Our rainfall totals for this period were (X) inches in (Y time).

Extensive damage has occurred in the town in the following locations: (roads or specific sites). This damage threatens lives and property and without repair it will likely worsen. The funds we have available to repair the damage are insufficient to provide adequate recovery from this event.

We understand, as sponsors of an EWP project, our responsibilities include providing 25 % of the cost of construction, obtaining land rights, obtaining permits, and performing operations and maintenance (O&M) on the project in the future as needed. If we apply for other State or Federal Assistance on these projects we will notify you.

The contact information for the officials that can make decisions for obligating the money and /or providing in-kind assistance and technical information about the project site are: (Town supervisor, Highway Superintendent, Town Engineer, etc.)

Please contact my office if additional information is needed.

Sincerely,

Officer Title

Cc: Local District Conservationist for NRCS