

Letter of Request for EWP Assistance  
Template Version 2020-10-19 (VT-NRCS 2023-07-10)

[Insert Town Letterhead]

[Date]

Travis Thomason  
State Conservationist  
Natural Resources Conservation Service  
356 Mountain View Drive, Suite 105  
Colchester, VT 05446

Dear Mr. Thomason:

We request Federal assistance under the provisions of section 216 of the Flood Control Act of 1950, Public Law 81-516 or section 403 of the Agricultural Credit Act of 1978, Public Law 95-334, to restore damages sustained in [County name] County by [Enter name and/or type of disaster that occurred] on [Enter date disaster occurred]. This work is needed to safeguard lives and property from an imminent hazard of [scope of the problems]. [Explain the assistance needed].

We are a [State, political subdivision of a State, qualified Indian tribe or tribal organization, or unit of local government] with a legal interest in or responsibility for the values threatened by the watershed emergency. We understand, as sponsors of emergency watershed protection measures, that our responsibilities will include:

- Contributing a share of the project costs, as determined by NRCS, by providing funds or eligible services necessary to undertake the activity.
- Obtaining any necessary real property rights, water rights, and regulatory permits.
- Agreeing to provide for any required operation and maintenance of the completed emergency measures.

We have exhausted or have insufficient funding or other resources available to provide adequate relief from applicable hazards. We acknowledge that NRCS will not provide funding for activities undertaken by a sponsor prior to the signing of an agreement between NRCS and the sponsor.

The names, addresses, and telephone numbers of the administrative and technical contact persons in our organization are as follows:

Administrative Contact

[Enter Name, Title, Address, Email, and Telephone number]

Technical Contact

[Enter Name, Title, Address, Email, and Telephone number]

Please contact them for any additional information that you might need in assessing our request.

Sincerely,

Signature of individual authorized to sign  
on behalf of entity requesting assistance.