[Date]

[Title & Name]

State Conservationist

Natural Resources Conservation Service

100 Centennial Mall, North

Room 152

Lincoln, NE 68508

Dear [Title & Name]:

We request NRCS Watershed Program planning assistance for a potential Public Law (PL) 566 project in [County name] County [HUC 10 # and name]. The project would [provide brief description of purpose, need, and resource concerns addressed].

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 watershed project proposed. We understand, as sponsors of a PL 566 planning effort, that our responsibilities will include:

* Assisting in the locally led planning effort,
* Contributing a share of the project costs, as determined by NRCS, by providing funds or eligible services necessary to undertake the activity,
* Before being credited with the value of any in-kind contributions for in-kind services and/or acquisition of land rights, Sponsor will sign a Memorandum of Understanding (MOU) with NRCS,
* Obtaining any necessary real property rights, by eminent domain, if necessary,
* Obtaining any needed water rights, and regulatory permits at the Sponsor’s cost,
* Agreeing to provide for any required operation and maintenance of the completed measures.

We look forward to working with NRCS staff to complete a Preliminary Investigation Feasibility Report (PIFR) to provide reasonable assurance that a potential watershed project can be developed that addresses a PL 566 purpose and that there are no apparent insurmountable obstacles to the completion of that project.

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

[Enter name, title, address, email, and telephone of sponsor's representatives]

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

Sincerely,

[Organization’s Authorized Signatory Official]

[Title]

[Attachments or Enclosures]: e.g.: Watershed delineated boundary map (GIS file, or Image, or similar)