**June 2, 2016**

**Attention:**

Kevin Houck, P.E., CFM – Chief, Watershed and Flood Protection

Colorado Water Conservation Board

1313 Sherman Street, Room 721

Denver, CO 80203

Dear Kevin Houck, Colorado Water Conservation Board:

With this letter, we are requesting Federal and State 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 during the September 2013 flood event. Our organization does not have the resources to do this work without Federal Assistance.

The requested work is needed to safeguard lives and property from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[hazard type, such as flooding, erosion, avulsion, debris flows, etc.]* as outlined in the draft DSR dated \_\_\_\_\_\_\_ *[date]* and attached to this document. The requested work is in support of, and in concurrence with, the previously completed \_\_\_\_\_\_\_\_\_\_\_\_\_ *[river name]* watershed master plan.

We understand, as sponsors of an Emergency Watershed Protection project, that our responsibilities will include acquiring the necessary land rights or permissions for design and construction, any permits needed to construct, and to operate and maintain the proposed measures.

We are prepared to provide a local contribution of at least 12.5% of the project cost, estimated to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[total amount of contribution which may include dollars and/or in-kind services]*.

An estimate of the breakdown of our match contribution including cash, material, labor, and volunteer hours comprising our match is shown in the table below.

|  |  |  |
| --- | --- | --- |
| Type | Match Contribution Amount | Description and Assumptions (please include unit costs for in-kind contribution) |
| Cash |  |  |
| In-Kind: Material (rock, trees, plantings, etc.) |  |  |
| In-Kind: Labor and Volunteer |  |  |
| Other |  |  |

The administrative and/or technical contact in our organization is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[include name, phone, and email address]*. Please contact the above individual(s) for any additional information that you might need in assessing our request.

Sincerely,

*[Signature]*

Attachments: Draft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[project name]* DSR, dated \_\_\_\_\_\_\_\_\_\_\_ *[date]*