

FIRE DEPARTMENT LETTERHEAD

[Needed: legal name, street address, PO Box #, city, state & ZIP plus phone & fax numbers and website address if available; add whatever of this information is not on the letterhead]

[NOTE: This letter has been drafted in MS Word software. The bolded portions of this sample cover letter are informational only and are to be deleted or modified as necessary prior to submission to FWS]

[DATE]

Region 3, U.S. Fish and Wildlife Service (FWS)
Attention: Ms. Anna Reiber, Fire Management Program
1 Federal Drive (Whipple Fed. Bldg.)
Fort Snelling, MN 55111-4056

Dear Ms. Reiber:

Our fire department hereby submits is application for a grant under the Rural Fire Assistance program. The required forms SF-424, SF424A and SF424B have been completed and are attached to this letter for your consideration.

Our Project Manager's name is []. The name of our Responsible Official, who is authorized to act for the fire department, is []. **[NOTE: SEE the sample grant terms' definitions of these positions, which should be held by different individuals]**

NOTE: In this space, ITEMIZE the wildland firefighting equipment, supplies, and/or training that the fire department needs, including unit prices and quantities [which match the SF-424A Section B subcategory amounts]. If the list is long, you may add it as an attachment and provide a either summary here and/or a reference to the attachment. You may also indicate the order of importance that the different line items are to the fire department, in case FWS can make only partial award.

EXPLAIN how the federal funds will improve the department's ability to fight wildfires, and also explain to what degree the fire department has been and can be of assistance to the local national wildlife refuge [NWR] or federal wetland management district [WMD]. Also list the PROXIMITY to these federal wildlands, any HISTORY of helping put out wildfires on these or other federal properties, etc.

We have a current fire protection agreement with [] NWR / WMD. A copy of this agreement is enclosed as proof of our compliance with this prerequisite for obtaining an RFA grant. **NOTE: An alternative is a State Forester agreement that pledges mutual aid; a copy of this document must be included if used in lieu of the fire protection agreement.**

ADD other information as desired, and DISCLOSE whether the fire department is applying for any other similar assistance, stipulating what's being requested from the other sources.

Sincerely,

**[name and title of the fire
department official]**

Enclosures