

Part 606 – Exhibits

Subpart E – Project Installation

606.64 Project Completion Letter to the SLO—Example

February 7, 2007
Mr. [Name], Chairman Your SWCD 8020 FM 741 Your City, Your State 77777
Effective as of the date of this letter, all structural and nonstructural measures involving Public Law 78-534 assistance have been installed in accordance with the Any Creek Watershed Plan, as amended and supplemented.
Please accept my congratulations on the work accomplished by this project.
We commend all of you for your efforts in attempting to solve erosion, sedimentation, and flooding problems in the watershed. Twelve floodwater retarding structures, five grade stabilization structures and accompanying land treatment measures have been installed. The completed measures are functioning as planned to reduce flood damages, sedimentation, and erosion on agricultural and other lands.
Please be reminded of your responsibility for operation and maintenance of completed works of improvement. This responsibility will continue during the program life of the structures.
Your signature on this letter will document your agreement and concurrence in the completion of this project.
Sincerely,
/s/ [NAME] State Conservationist Your SWCD
By: _____ Title: _____
This action was authorized at an official meeting of the sponsor named immediately above on _____.
Attest: _____ Title: _____