



Natural Resources Conservation Service  
[OFFICE NAME]  
[ADDRESS]  
[PHONE]

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## SAMPLE DEFERRAL LETTER

[Date]

[Name]

[Address]

[City, state zip]

Dear Landowner:

We have received your recent application for the Wetland Reserve Program (WRP). We regret to inform you that we are unable to fund your application at this time. NRCS [Insert State] received numerous applications for enrollment in the WRP program and did not have sufficient funds to approve your application at this time.

NRCS [Insert State] utilizes a ranking process to prioritize applications received. Ranking criteria include environmental and cost factors such as—

- [Identify factors used in State ranking]

There are no appeal rights associated with this determination for the following reasons:

- Denial of assistance based on a lack of sufficient program funds are not appealable (7 CFR Section 614.4(a)(5)).
- Denial of assistance based on ranking is not appealable (7 CFR Section 614.4(a)(1)(i)).

If you feel that appeal rights have been inappropriately denied, you may request a review from the National Appeal Division (NAD). Requests for appealability review must be made in writing no later than 30 days from the date that you received this notification. Your request must include a copy of this notice and a summary of your reasons as to why the decision should be appealable. Send your request to the applicable NAD regional office, which can be found at [http://www.nad.usda.gov/contact\\_us.html](http://www.nad.usda.gov/contact_us.html), and provide a copy of your request to the NRCS address listed above.

We will keep your application on file for future funding consideration until 2012, unless you notify us in writing that you would like to cancel your application. If you intend to cancel your application, please do so as soon as possible so that we can accurately track the demand for WRP. Thank you for your interest in protecting and restoring our valuable wetland resources.

Please contact me at [Insert Phone Number] or [Insert Email Address] with any questions or concerns regarding your application.

*Helping People Help the Land*

An Equal Opportunity Provider and Employer



Sincerely,

[Name of NRCS Representative]  
[Title]

cc:  
District Conservationist

