



United States
Department of
Agriculture

Natural
Resources
Conservation
Service

[Insert NRCS Office
Address]

[Insert Date]

[Insert Participant Name
and Address]

Dear Mr. Smith:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application meets our State wildlife objectives. However through our application ranking process, we have determined that other applications provide greater wildlife benefits. Because funding for WHIP projects in this State is limited to [insert funding level], your application cannot be approved.

Even though your application will not be funded at this time, we encourage you to keep your application on file should other funds become available. Please notify this office by [insert date] if you plan to keep your application on file for future funding opportunities. Our telephone number is [insert telephone number].

Non-approval of your application due to a lack of funding [as well as other matter of general program applicability such as ranking criteria, wildlife priorities, etc.] is not an appealable issue. However, you may request a review of appealability from the [insert appropriate NAD regional Associate Director and address] within 30 days of the date of this notice.

If you feel that other facts have not been properly considered, you may request either a preliminary review of this decision by the [insert the appropriate title], request mediation from a certified mediator, or appeal the decision to the National Appeals Division. Your written request must be made within 30-days of receipt of this notification and clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist