[Month] [Day], 2021

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| Supervisors/Commissioners/County ExecutivesAddressCity, State ZIP |

Mr./Ms. NAME

On behalf of [District name], I am contacting you to respectfully request fiscal assistance from [COUNTY NAME] County’s Coronavirus Local Fiscal Recovery Fund monies for the district’s costs, losses and recovery from the pandemic. To date, the district can demonstrate $[AMOUNT] in eligible aid, as allocated under the American Rescue Plan Act.

[District name] provides [GENERAL POPULATION ESTIMATE (hundreds of thousands)] of residents in [location] with [types of services] that cities and the county do not otherwise provide. Many special districts have been impacted by the pandemic, yet most have not been able to access local government relief. The vast majority of districts were not included in 2020 with the state’s Coronavirus Relief Fund local government allocations to local governments populations fewer than 500,000. So far, the State of [STATE] has not allocated funds for districts, placing districts providing critical and essential services into a deeper hardship. As a result, districts must rely on counties to share a portion of its allocation as our last resort.

The American Rescue Plan Act gives counties the authority to transfer relief funds to special purpose units of state and local government for the same uses as the county. These uses include costs to respond to the pandemic, revenue loss, the ability to provide premium pay for works essential to the continuity of critical infrastructure services, and “necessary investments” in water, sewer and broadband services.

The [DISTRICT NAME] would appreciate the assistance to prevent further reductions to the essential services we provide to our community and mitigate further staffing reductions. I would appreciate the opportunity to discuss this matter further with you or your staff. Please let me when this would be possible.

Thank you,