< Date >

Dear < supervisor's name >,

Ecology is supporting a Washington State Municipal Stormwater Conference November 5-6, tailored specifically for NPDES municipal permittees. The conference will offer a number of technical, regulatory, and policy sessions that are directly applicable to our permit compliance obligations, and will allow me to network with experts and colleagues from around the state. The conference is being supported by a grant from the Department of Ecology, is endorsed by Ecology and other key regional partners, and will be attended by a wide range of permittees across the state. I am seeking funds for the registration fee, travel expenses to the conference, and hotel expenses during the conference. A detailed cost breakdown is included below.

All of the presentations are developed specifically for stormwater management and permit-compliance and will provide information on how to more efficiently and effectively meet our NPDES permit requirements. The presentations are facilitated by both industry experts and colleagues who have encountered similar experiences. Getting the information in a seminar format will greatly reduce the research time and costs the < your organization's name > would normally incur in researching these topics. Professional development certificates with Continuing Education Units (CEU) will be available as well to support my <insert certification/licensing requiring CEUs>.

< You may wish to insert the session descriptions that most apply to your responsibilities.>

< The cost numbers below will need to be adjusted to reflect the current pricing. All registration fees are listed here. The travel costs vary, as well, and should be changed to reflect your costs. > Ecology’s grant support for the conference is subsidizing a majority of the costs, leaving only a $20.00 conference fee for NPDES permittees to cover the cost of meals. Conference pricing for local hotels has been negotiated by the hosting city at per diem rates. We have been advised that use of the current Ecology Capacity Grant funds will be considered by our Ecology Grant Manager with pre-approval < (Layne Slone layne.slone@ecy.wa.gov or Kyle Graunke Kyle.graunke@ecy.wa.gov). The request should include the conference agenda and the names and job duties of the staff members you wish to send in your request to use your grant $ for attendance.>

< You can insert your travel cost numbers here >

Here is the breakdown of conference costs:

Transportation: <$xxxx>

Hotel: <$xxxx>

Additional Meals: <$xxxx> (Dinners are not included with conference registration)

Conference Fee: <$20.00>

The total costs associated with attending this conference are: <$xxxx> .

The opportunity for me to make new connections with other stormwater managers and gain knowledge on new and changing municipal stormwater management approaches and permit requirements makes my attendance at this year’s Washington State Municipal Stormwater Conference a logical investment, which will yield direct dividends for < name of your organization > .

Sincerely,

< your name here>