

-----EXAMPLE LETTER OF INTENT (Planning Assistance to States)-----

Mike Wilson, P.E.
Chief, Planning, Programs, and Project Management Division
U.S. Army Corps of Engineers, Nashville District
P.O. Box 1070
Nashville, TN 37202-1070

Date

Dear Sir:

This letter is in reference to the Corps of Engineers' Planning Assistance to States (PAS) Program. We understand that the provisions of Section 22 of the Water Resources Development Act of 1974, as amended, provides authority for the Corps, on a 50% federal, 50% non-federal cost-sharing basis, to assist non-federal entities in preparing comprehensive plans for the development, utilization, and conservation of water and related land resources. The *(name of state, tribe, local government, or other non-federal entity)* requests planning assistance for *(briefly describe the problem or need, including, if appropriate, the name of the body of water or the waterway and the city and/or county, and state)*.

We are aware that this letter serves as an expression of intent and is not a contractual obligation and that either party may discontinue the study process at any stage.

We would like to discuss the availability of information, required schedule, and level of effort required to negotiate a Letter of Agreement to initiate a PAS (Section 22) study. Please contact *(name, title, and phone number)* to arrange a further discussion of this request.

Sincerely,
Name of Sponsor
Title (Official Capacity)