

-----EXAMPLE LETTER OF INTENT-----

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' Floodplain Management Services (FPMS) Program. We understand that the provisions of Section 206 of the Flood Control Act of 1960, as amended, authorizes the Corps to provide technical assistance to identify the magnitude of flood hazards and plan for wise use of floodplains. The *(name of state, tribe, local government, or other non-federal entity)* requests technical 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 understand that state and local governments can receive FPMS technical assistance free of charge; however matching the federal funds with state or local funds is also allowed and increases the amount of funding available for your study. Requests are funded in the order in which they are received and are subject to the availability of funds.

We are also aware that this letter is an expression of intent and is not a contractual obligation. Either party may discontinue the study at any time.

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 FPMS (Section 206) study. Please contact *(name, title, and phone number)* to arrange a further discussion of this request.

Sincerely,
Name of Sponsor
Title (Official Capacity)