

-----EXAMPLE LETTER OF INTENT (Investigation)-----

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

Date

Dear Mr. Wilson:

In accordance with the provisions of the Investigations Program, the *(state, city, county, town)* requests the Corps of Engineers assistance in a comprehensive watershed study for the *(name of basin)* in *(name of city/location)*.

We are aware of the following cost sharing requirements:

- The reconnaissance phase is 100% federally funded
- The feasibility phase is cost shared on 50% federal and 50% non-federal and all of sponsor's share can be in-kind services. These funds are collected before the feasibility study is initiated on a federal fiscal year cycle (October to September).
- Detailed Planning, Engineering and Design (PED) include preparation of the plans and specifications for the first construction contract. PED is ultimately shared in the same proportion as construction. However, it is initially funded on a 75% federal and 25% local basis. Funds are collected before this phase is initiated on a federal fiscal year cycle.
- The sponsor's share of construction for flood damage reduction and/or ecosystem restoration consists of providing lands, easements, right-of-way, relocations and disposal areas; a cash contribution of at least 5% of the total project costs is required for flood damage reduction. If this amount is less than 35% of total project costs, the sponsor is required to provide additional cash to equal 35%. The maximum local contribution is 35% for ecosystem restoration and non-structural (floodplain evacuation and floodproofing) flood damage reduction. However, it is 50% for structural (detention, levees and channels) flood damage reduction.
- The sponsor is also responsible for providing clean lands and for the operation and maintenance of the completed project.

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

Sincerely,

Name
Title (Official Capacity)