

-----EXAMPLE LETTER OF INTENT (Watershed Analysis)-----

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 Section 729 of the Water Resources Development Act of 1986, as amended in 2001 and 2007, the (*state, city, town, county*) requests the Corps of Engineers to undertake a watershed assessment and plan for the (*watershed of interest*). (*Briefly discuss the need for the study and the nature, extent, and source of any known problems or opportunities and provide any other available information.*)

We are aware of the following cost sharing requirements:

- The Initial Assessment is federally funded up to \$100,000. This phase would determine the federal interest in the study and include development of the scope and cost of additional studies.
- Studies costing more than \$100,000 are shared 75% federal and 25% non-federal. All of non-federal share can be work in-kind.

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

Sincerely,

Name of Sponsor  
Title (Official Capacity)