SAMPLE Letter of Intent for a General Investigation (Feasibility) Study

(LETTERHEAD OF LOCAL SPONSOR)

(CURRENT DATE)

Colonel xxxx
Commander, xxxx District
City, State <for a full list of Districts and mailing addresses, see:

Dear Colonel xxxx:

The (Name of Sponsor) is willing and able to participate as the Sponsor for the (name of study), in partnership with the U.S. Army Corps of Engineers (USACE), to cooperatively investigate (briefly state the water resources problems and opportunities) in the (name of location, such as watershed or city/county).

Our agency (or Name of Sponsor) understands that a study cannot be initiated unless it is selected as a new start study with associated allocation of Federal funds provided through the annual Congressional appropriations process. If selected, we intend to sign a Feasibility Cost Sharing Agreement (FCSA) to initiate the study with USACE. It is our understanding the FCSA targets completion of the feasibility study within 3 years at a total cost of no more than $3 million. After signing the FCSA, a Project Management Plan will be developed and agreed upon by our agency (or Name of Sponsor) and USACE. The study will be conducted and managed by USACE. The cost-sharing for the study is based on a 50% contribution by the Federal government, with our agency’s 50% contribution provided in cash, or by a portion or all of the contribution provided through in-kind non-monetary services.

Our agency (or Name of Sponsor) is aware that this letter constitutes an expression of intent to initiate a study partnership to address the specified water resources problems and is not a contractual obligation. We understand that work on the study cannot commence until it is included in the Administration’s budget request, funds are appropriated by the Congress, and an FCSA is signed. It is understood that we or USACE may opt to discontinue the study at any time after the FCSA is signed but will commit to work together as partners from the scoping phase, and subsequent decision points throughout the feasibility study, on providing the necessary support to risk-informed decision making. If it is determined that additional time or funding is necessary to support decisions to be made in order to complete the study, our agency will work with USACE to determine the appropriate course of action.

If you require additional information, please contact: (Designee) at (Telephone Number and/or Email).

(Signed by Individual or Group with Appropriate Decision Making Authority)