

Sample Continuing Authorities Program Study Request Letter

SPONSOR LETTERHEAD

Colonel Jonathan S. Stover
Commander, U.S. Army Engineer Corps of Engineers
819 Taylor Street (Room 3A32)
Fort Worth, TX 76102

Dear Colonel Stover:

The [SPONSOR NAME] is requesting assistance from the U.S. Army Corps of Engineers for a study to address the [flooding problems] [ecosystem restoration] [bank erosion problems] [other] in [GENERAL AREA DESCRIPTION].

[GENERAL PROBLEM DESCRIPTION IN ONE TO THREE PARAGRAPHS]

The [SPONSOR NAME] intends to serve as the sponsor for the project. We are aware that the first \$100,000 in funding for the feasibility study is fully federally funded, and that any feasibility study costs above that would be cost-shared 50% federal and 50% non-federal.

We understand that the estimated cost of the feasibility study would be prepared following a determination of federal interest. We further understand that a Federal Interest Determination (FID) report shall be prepared following initial investigation by USACE.

We are committed to this project and are willing, able and would be financially prepared to participate in the feasibility study. We look forward to executing a cost-sharing agreement for the study at the appropriate time in the process. Thank you for your assistance with this much needed project. Please contact [SPONSOR'S POINT OF CONTACT] for further information or assistance.

SIGNATURE BLOCK

Director, City Manager, Mayor, etc., as appropriate