

COST SHARING AGREEMENT

SAMPLE REQUEST LETTER

(DATE)

[Virginia USACE Program Manager]
Planning Assistance to States Program Coordinator
Norfolk District, U.S. Army Corps of Engineers
803 Front Street
Norfolk, Virginia 23510

Dear [Virginia USACE Program Manager]:

This is in reference to the U.S. Army Corps of Engineers' (USACE) Planning Assistance to States Program. We understand that the provisions of Section 22 of the Water Resources Development Act of 1974 (Public Law 93-251), as amended, provides authority for USACE to assist in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. The (name of state, eligible Native American Indian tribe, local government, or other non-Federal entity) requests planning assistance for (briefly describe problem or need, including, if appropriate, the name of the body of water or waterway, and city, township, etc), in (county and state).

We would like to discuss the availability of information, required schedule, and level of effort required in order to negotiate the appropriate Cost Sharing Agreement to initiate a Section 22 study. Please contact (name, title, phone number) to arrange further discussion of this inquiry.

(Signature of Cooperating Agency)