

[LETTERHEAD OF LOCAL SPONSOR]

Ms. Wendy C. Gendron  
Chief, Planning Division  
U.S. Army Corps of Engineers  
New England District  
696 Virginia Road  
Concord, Massachusetts 01742-2751

Ms. Gendron:

We have identified a commercial navigation problem at [LOCATION]. [BRIEF DESCRIPTION OF PROBLEM]. We request that the Corps of Engineers investigate the problem under its Small Navigation Program (Section 107 of the 1960 River and Harbor Act).

We understand that the Corps of Engineers will initially investigate the problem to determine whether it meets the requirements for federal participation. We understand that feasibility study costs in excess of the first \$100,000 are cost shared at 50 percent federal and 50 percent non-federal. We also understand that project implementation costs are cost shared at a percentage depending on the depth of any recommended project.

The [NAME OF AGENCY OR COMMUNITY] has designated [NAME OF LOCAL CONTACT AT AGENCY AND PHONE NUMBER] as the point of contact for this project.

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Sincerely,

[AGENCY OFFICIAL]