

[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 an opportunity for mitigation of a shoreline damage issue potentially associated with a Federal navigation project at [LOCATION]. [INCLUDE NAME OF IMPACTING EXISTING CORPS PROJECT AND A DESCRIPTION OF THE PROBLEM]. We request that the Corps investigate the mitigation opportunity under its Mitigation of Damages Caused by Federal Navigation Projects (Section 111 of the 1968 River and Harbor Act, as amended).

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 all costs associated with the feasibility study as well as design and construction of any mitigation costs are cost shared at the same percentage as the original navigation project causing the damage.

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.

Sincerely,

AGENCY OFFICIAL