

[LETTERHEAD OF LOCAL SPONSOR]

Mr. John R. Kennelly  
Chief, Planning Division  
U.S. Army Corps of Engineers  
New England District  
696 Virginia Road  
Concord, Massachusetts 01742-2751

Mr. Kennelly:

We have identified a [DESCRIBE PROBLEM] problem at [LOCATION]. [BRIEF DESCRIPTION OF PROBLEM.] We request that the Corps of Engineers investigate the problem under its Hurricane and Storm Damage Reduction Program [Section 103 of the 1962 River and Harbor Act].

We understand that 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 65 percent federal and 35 percent non-federal.

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]