**[Sponsor’s Letter Head]**

**[Date]**

Colonel Andrew J. Baker

Commander, Los Angeles District

U.S. Army Corps of Engineers

915 Wilshire Blvd

Los Angeles CA 90017

Dear Colonel Baker:

This letter requests that U.S. Army Corps of Engineers provide design **[and/or]** construction assistance under Section 595 of the Water Resources Development Act of 1999, as amended at **[location]**.

**[Briefly describe the water-related environmental infrastructure and resource protection and development project as it relates to the 595 Program. Specify how the project meets the intent of this program by stating the purpose of wastewater treatment and related facilities, water supply and related facilities, environmental restoration, or surface water resource protection and development.** **Include items such as status of: Project Planning, Design, and Environmental Documentation, and Coordination that has been completed. Include an estimated project cost for the project or initial usable increment, if applicable. The Cost Estimate should include contingency to allow for inflation, construction risks, and potential modifications and about 15-20% for US Army Corps of Engineers participation (management, technical review and environmental documentation, construction management, etc.)]**

**Other items to include (These can assist in project prioritization)**

**Median Household Income of affected area**

**Environmental Justice Considerations**

* **Rural Community**
* **Financially Disadvantaged Community**
* **Economic Development Opportunity**
* **Congressional Support**
* **Public Health Considerations**

**Population of Benefited Users**

**Estimated Jobs Created**

**Source of non-Federal cost share**

**Location: Latitude: – Longitude:**

We understand that if this project is federally funded, we are prepared to execute a project agreement for design **[and/or]** construction. As a local sponsor under the Section 595 program, we will be responsible for all costs to implement this project and we may be reimbursed for up to 75 percent of project design and construction costs. Our cost-share obligation can include provision of lands, easements, rights-of-way, relocations, and dredged material disposal areas required for the project. We intend to pursue budgetary actions so that funds are available to meet our cost sharing requirements. We understand that if a project is completed under this program, the **[sponsor agency]** will be 100 percent responsible for all operation and maintenance of the project.

The **[sponsor agency]** has designated **[Name/phone number]** as the point of contact for this project.

Sincerely,

[Name]

[Title]