

EXAMPLE REQUEST LETTER FOR A COMPREHENSIVE PLAN UNDER
PLANNING ASSISTANCE TO STATES. THIS LETTER MAY ALSO BE
EMAILED TO JESSICA LUDY AT Jessica.J.Ludy@usace.army.mil

Date

Agency Name

Street Address

City, State, Zip code

Ms. Jessica Ludy
Corps of Engineers Planning Assistance to States Program Manager
U.S. Army Corps of Engineers, San Francisco District
450 Golden Gate Avenue, 4th Floor, Room WW209
San Francisco, CA 94102-3406

Dear Ms. Ludy,

This letter is in reference to the Planning Assistance to States (PAS) Program. Our agency understands that the provisions of Section 22 of the Water Resources Development Act of 1974 (Public Law 93-251), as amended, provides authority for the Corps to assist in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. We understand that a comprehensive plan is cost-shared 50 percent by the Corps and 50 percent by the partner and that our 50 percent share can be provided from funds or potentially in-kind services. Our agency is requesting planning assistance for [state reason here].

[Add brief paragraph here describing the problem or need in more detail.]

Upon your review of this initial request, we would like to discuss the availability of information, required schedule, and the level of effort to negotiate the appropriate Cost Sharing Agreement to initiate a Section 22 study for this [state study/project here]. Please contact [staff person, title] at [email address] or [phone number].

Sincerely,

Executive Director/Supervisor Title

Agency Name