



Cordova, Alaska  
Small Boat Harbor

# Sample letter to request a study



Alaska District  
U.S. Army Corps of Engineers

## Section 107 Small Navigation Projects

Under the U.S. Army Corps of Engineers Continuing Authorities Program (CAP), **Section 107 of the 1960 River and Harbor Act, as amended**, allows the U.S. Army Corps of Engineers to study, plan, and construct small navigation projects such as boat harbors and channel dredging that have not been specifically authorized by Congress. A project is approved for construction only after detailed study shows engineering feasibility, economic justification, and environmental acceptability. Each project must be complete within itself and not be a component of a larger project.

District Commander  
Alaska District, U.S. Army Corps of Engineers  
ATTN: CEPOA-PM-C  
P.O. Box 6898  
Joint Base Elmendorf-Richardson, AK 99506-0898

Dear Sir:

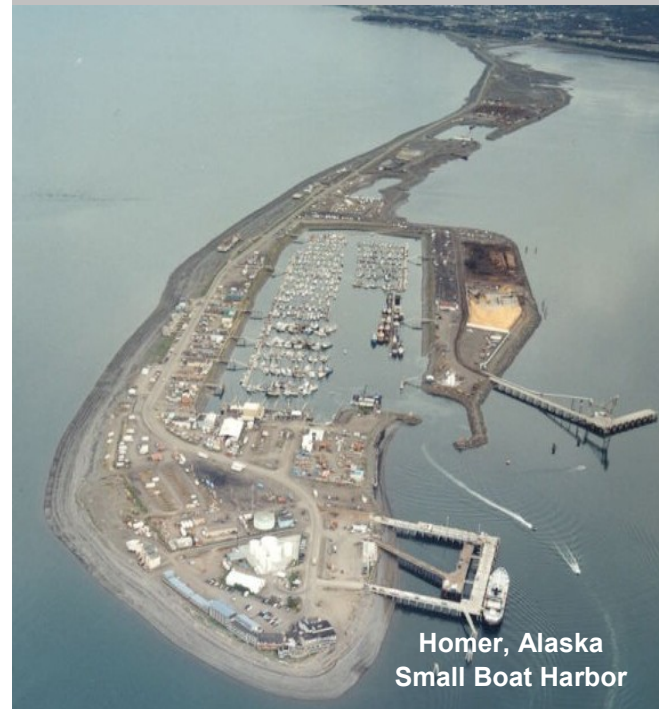
This letter is to request the assistance of the U.S. Army Corps of Engineers under Section 107 of the 1960 River and Harbor Act, as amended, in the construction of a small navigation project at (name of river or body of water) in (city or town, etc.).

*Briefly described the nature and severity of the problem. Examples include need for additional moorage, reduction in damages to boats and harbor facilities, or safety concerns.*

Thank you for considering this request. Please contact (name, address, phone, email) for more information.

Sincerely,

Name  
Title



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## How does the process start?

The Corps may begin a Section 107 study after it receives a formal letter of request from the prospective sponsoring community. A sample letter of request is included in this brochure.

The letter of request and any other inquiries about the Section 107 Small Navigation Projects program should be sent to the address below.

U.S. Army Corps of Engineers, Alaska District  
ATTN: CEPOA-PM-C  
P.O. Box 6898  
Joint Base Elmendorf-Richardson, AK 99506-0898  
Email: POA.AKCAP@usace.army.mil  
FAX: (907) 753-5645

# What the Corps of Engineers can do...

The maximum Federal expenditure per project is \$10 million and includes both planning and construction costs.

Federal funds can be spent only for general navigation features, including:

- A safe entrance channel leading to the anchorage basin or berthing area (protected by breakwaters or jetties, if needed)
- A protected maneuvering area or turning basin
- Maintenance dredging for the above items
- Maintenance of breakwaters or jetties

## Study Phase

After a State or local agency requests a project, the Corps will conduct a feasibility study if the Division Commander agrees that the project may have a Federal interest and if funds are available. The study begins at Federal expense. After approximately \$20,000 has been spent, a decision is made whether to continue and whether cost sharing is likely to be needed. Study costs in excess of \$100,000 are shared 50/50 with the non-Federal sponsor according to a cost-sharing agreement.

In the study, the problem is defined, the Federal interest is determined, potential solutions are identified, and the most feasible alternative is chosen. The costs, benefits, and environmental impacts of the potential project are analyzed.

## Design and Implementation Phase

Upon determination of a Federal interest in a feasible project for construction, a Project Partnership Agreement (PPA) is prepared in which the Government and the non-Federal sponsor agree



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to share project costs. No more than 3 years should pass between the start of the study and the start of construction. During construction the non-Federal sponsor must pay 10 percent of the construction costs for the breakwater, entrance channel, and maneuvering area for projects 20 feet deep or less. (For projects more than 20 but less than 45 feet deep, the sponsor must pay 25 percent.)

The sponsor must pay an additional 10 percent over 30 years for the General Navigation Features; the value of lands, easements, and rights-of-way may be credited toward this amount. Any costs over the \$10 million Federal limit must be paid by local interests.

# The non-Federal sponsor must agree to the following items:

Formal assurance of local cooperation must be furnished by a State or local agency (for example, an incorporated city) with the legal and financial authority under State law to act as a non-Federal sponsor. The non-Federal sponsor must agree to the following items such as:

- Hold and save the United States free from damages due to construction and maintenance of the project, except damages due to the fault or negligence of the United States or its contractors.
- Contribute in cash or applicable work-in-kind items the local share of planning and construction costs.

- Provide, without cost to the United States, all lands, easements, and rights-of-way necessary for construction and maintenance of the project.
- Pay all costs over the \$10 million Federal limit.
- Maintain and operate all the non-Federal works after completion of the project according to regulations prescribed by the Secretary of the Army.
- Provide and maintain berthing areas, floats, piers, slips, and similar marina and mooring facilities as needed for transient and local vessels, as well as access roads, parking areas, and other needed shore facilities open and available to all on equal terms. Only minimum basic facilities are required.

## Local responsibilities

- Docks
- Landings
- Piers
- Berths
- Boat stalls
- Mooring facilities
- Launching ramps
- Access roads
- Parking areas
- Interior access channels for maneuvering into berths.