

System Wide Improvement Framework (SWIF), Letter of Intent (LOI) Checklist to be used in conjunction with LOI template

Project Name Naming Convention- Levee system name(s), river basin, [Levee Sponsor's(s') name(s) and state(s)]

Cover letter contains the following statement in 2nd paragraph after sentence ending with operations and maintenance standards, *[Levee Sponsor]* is aware of the Interim Policy for Determining Eligibility Status of Flood Risk Management Projects for the Rehabilitation Program Pursuant to Public Law (P.L.) 84-99 dated 21 March 2014.

All blocks should be checked in each section below. Comment block at end for additional notes.

General note: Scanned documents frequently look grainy and of poor quality particularly maps and photos. It is recommended that sponsors convert their final documents to PDF before submittal. Scanned signature pages are acceptable if they are legible.

Identification of levee system or systems.	Complete?
1. Both government entity submitting the LOI and non-Federal sponsor(s) are identified for each segment(s). (These are usually the same, but not always)	
2. Segment and systems are identified as either Fed or non-Fed levees.	
3. The date and results of the most recent Inspection is identified and the date system(s) were made or will become inactive, based on those results.	
4. Segment ratings are provided.	
5. The LOI provides the system(s) and segment(s) names and NLD numbers tabulated.	
6. LOI provides a brief description each levee system and a map showing key features such as pump stations, closures, etc. is included.	
7. PAR and critical infrastructure is itemized for each system.	
8. Maps showing the leveed area are provided.	
9. A brief summary of the construction history is also provided.	
10. Risk characterization (risk screening such as LSAC) is provided if available along with key recommendations or LOI states risk assessment is not yet completed.	
If all blocks are checked this LOI objective is met.	

Brief description of deficiencies or issues that will be included in the SWIF and discussion of how a system-wide approach will improve and optimize overall flood risk reduction.	Complete?
1. The levee sponsor states they will take a worst first prioritized approach to correcting all deficiencies.	
2. The LOI states intent is to restore levee to USACE O&M standards with priority given to eligibility criteria identified in the Interim Policy.	
3. A tabulation is provided showing all the ratings for each deficiency category for each segment and the number of occurrences for each deficiency.	
4. Relative risk ranking for each deficiency category highest to lowest is identified.	
5. The Interim eligibility criteria is used in the prioritization.	
6. The main complexities and reasoning for using the SWIF are identified.	
7. Status of any vegetation variance requested or contemplated. If none, say none in LOI.	
8. If NFIP accredited has FEMA been notified, if not accredited no FEMA notification required.	
9. State if NFIP accreditation an objective of the SWIF.	
If all blocks are checked this LOI objective is met.	

Demonstration that significant non-federal resources have been, or will be, committed for developing and/or implementing the SWIF.	Complete?
1. Non-federal resources/funding source(s) and plans are identified.	
2. Sponsor will secure any shortfalls identified.	
3. The timeline and funding plan described.	
4. Corrective actions and estimated cost of work completed since the last inspection.	
5. LOI reflects activities accomplished since the last inspection.	
6. The rough estimated cost of all needed repairs is provided.	
7. The approximate timeline to complete all the corrections are clearly identified.	
If all blocks are checked this LOI objective is met.	

Anticipated <i>Interim Risk Reduction Measures that will be implemented throughout the SWIF process, including overall risk communication approach that addresses the risk to life increased by system wide deficiencies.</i>	Complete?
1. Residents have been informed of concerns related to the levee condition and actions to implement repairs via newsletter, public meetings, newspaper articles, radio or website.	
2. States that an IRRM Plan will be prepared per the USACE ECB 2016-8 dated 24 February 2016.	
3. Ongoing IRRM actions such as increased monitoring of U rated deficiencies, flood fight readiness actions are identified. Some kind of IRRM is required in the LOI.	
4. Additional IRRMs are identified that will be implemented immediately upon acceptance of this LOI until permanent solutions completed. (Screening risk assessment is a good source of IRRM's to implement right away.)	
5. States that there will be an Emergency Action Plan and risk communication plan as part of the SWIF IRRMP.	
If all blocks are checked this LOI objective is met.	

Brief description of existing or planned interagency collaborative efforts that will contribute positively to SWIF development, implementation and oversight.	Complete?
1. LOI provides a listing of collaborating partners, and their role.	
2. Milestones will be monitored by USACE	
3. Seeking partnerships with local community groups, local and state government and non-governmental agencies and provides description	
If all block are checked this objective is met.	

List of anticipated state and federal permits and consultation requirements needed to implement SWIF.	Complete?
1. A brief description of the planned rectification work.	
2. LOI provides a list of potential permits that may be required such as section 401/ 404 and section 408 as it applies to Federal levee projects.	
3. States that NEPA compliance will be observed as applicable. Any endangered species are listed and concerns are identified.	
4. Concluding statement to develop SWIF to meet interim eligibility criteria under PL84-99 requesting 2 years to develop SWIF plan.	
If all blocks are checked this objective is met.	

Comments for any exceptions noted or other unusual circumstances or considerations:

I have reviewed the subject letter of intent and it adequately meets the requirements set forth in the policy guidance letter for developing system wide improvement frameworks (SWIFs) dated Nov 29, 2011 and subsequent guidance provided. I recommend this letter of intent for approval.

FUNCTIONAL ELEMENT	NAME/SIGNATURE	CONCUR/NON-CONCUR	DATE
District EM			
District LSPM			
MSC EM			
MSC LSPM			
HQ SWIF Mgr.			
HQ PL84-99 Mgr.			