



REPLY TO  
ATTENTION OF: KAROLYN M. REED

## DEPARTMENT OF THE ARMY

JACKSONVILLE DISTRICT CORPS OF ENGINEERS  
P.O. BOX 4970  
JACKSONVILLE, FLORIDA 32232-0019

### Instructions for Non-Federal Sponsor Agreement Execution:

The Non-Federal Sponsor should execute four originals.

- (1) Do not date the first page of the agreement. The date will be filled in upon execution by the U.S. Army Corps of Engineers.
- (2) The representative of the Non-Federal Sponsor identified in the agreement should execute and date the signature page of all four copies of the agreement and all four copies of the Certification Regarding Lobbying (Please execute the copies with a written signature and not an electronic signature).
- (3) All four copies of the agreement and Certification Regarding Lobbying should be returned to the U.S. Army Corps of Engineers for execution. Upon execution, the date will be filled in on the first page, and two originals will be sent to the Non-Federal Sponsor.
- (4) FAILURE TO EXECUTE IN THIS MANNER COULD RESULT IN PROJECT DELAYS IF AGREEMENTS HAVE TO BE PROPERLY RE-EXECUTED.
- (5) If you have any questions, please contact Kari Reed at 904-232-1184.