Template Email to Corps for Federal Coordination.

Send to: cenao.reg\_rod@usace.army.mil

Copy and paste the below text into the body of an email.

The subject line should read “22-SPGP coordination for WP#-##-####/NAO-####-##### [Project Name]” if sending through VITASHARE, leave ‘VITASHARE’ in subject line (so USACE knows to look for it in their plain text emails).

Dear Project Manager,

Attached please find the 22-SPGP coordination form and here is a link to the JPA: [Insert JPA link directly from the VMRC JPA assignment email (see example below), do not navigate to the application and send the hyperlink- an error will occur. If applicable include: Attached please also find the additional information provided by the agent/applicant to complete the SPGP application.]

[If the additional information is too large to include as an email attachment, send the information using VITAShare.

The additional information for the project is provided through this VITASHARE and is ready for your use. Please let me know if you have any difficulties accessing the information.

VITAShare instructions:

Click the **‘Link to download’ and wait for an email with the Authentication Code which will be from vitashare@vita.virginia.gov. Copy and Paste the Authentication Code into the VITA webpage or ‘**click on this link to automatically authenticate this download’. A new webpage will open and the documents will be present and available to download.]

Please contact me if you have any questions.

Respectfully,

DEQ logo and VWP contact information

[Ex.: [Application: 20221847](https://webapps.mrc.virginia.gov/public/habitat/search_permits.php?id=20221847&msg=454)

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