

**New York State Office of Emergency Management
Hazard Mitigation Grant Program (HMGP) Letter of Intent (LOI)
Combined HMGP-1957-1993-4020-4031**

The New York State Office of Emergency Management (State OEM) has combined its HMGP grant cycles for disaster declarations 1957, 1993, 4020 and 4031. You must use this Letter of Intent (LOI) to request assistance: previous LOI forms and letter requests will not be considered. All requested information must be provided. Questions? Visit www.dhSES.ny.gov/oem/mitigation/ or call 518-292-2304.

ALL ACQUISITIONS: Use this LOI if you want to acquire a property and demolish or relocate it.

Given the level of interest in acquisitions and the varied status of Flood Insurance Rate Maps (FIRMs) in the declared counties, the State will process only **substantially damaged properties** in the acquisitions category, with few exceptions. Substantial damage occurs when a property sustains damages that equal or exceed 50% of its Fair Market Value (FMV) prior to the event, as determined by a local authorized official (e.g., a code officer):

For HMGP property acquisition projects only: For structures identified in a riverine Special Flood Hazard Area (SFHA) on the current effective Flood Insurance Rate Map (FIRM) and declared “substantially damaged” due to the impacts of flooding by a local authority (e.g., code officer) having jurisdiction, property acquisition and structure demolition or relocation is considered cost effective and a BCA is not required.

For this grant cycle only: The BCA requirement may also be waived for structures located in the SFHA on a preliminary FIRM that has not been adopted. Communities should contact State OEM to review this option before responding to this canvass.

Exceptions

It may be possible to acquire repetitive damage properties, and structures not substantially damaged in this event, if they are contiguous to a group of substantially damaged properties and damage and benefit calculations produce a passing aggregate BCA. Sub-applicants are reminded that:

- The BCA waiver noted above for substantially damaged properties in the HMGP program is not available under the aggregate approach to acquisition;
- Individual BCAs must be conducted for all or nearly all the properties under the aggregate approach to acquisition, those substantially damaged and those not;
- State OEM’s document <http://www.dhSES.ny.gov/oem/mitigation/documents/121311-BCA-Worksheet.pdf> explains the BCA process and the information, including past damages, that must be provided for each property in the aggregate group to document cost-effectiveness;
- To contact State OEM before submitting Letters of Intent (LOIs).

While it may also be possible to acquire substantially damaged properties outside the 100-floodplain, this is only a viable option in very limited instances. Sub-applicants with projects in this category also must call State OEM before responding to this canvass for LOIs.

Please refer to <http://www.dhSES.ny.gov/oem/mitigation/documents/121311-BCA-Worksheet.pdf> for more information about BCAs and how they are performed.

All Acquisitions LOI, page 2 of 2

Use one LOI for all your Acquisition projects, whether you want to acquire 1 or 100 properties. (Planning, Elevation, All Other Project Types grants must use different LOIs.) Review the appropriate deadline in the Notice of Availability of Funds and submit early. LOIs without all required information (13 asterisks below on this LOI, and 6 asterisks fields for each property) will be returned. Those not processed may be considered in future grant rounds.

1. Authorized Point of Contact:

*Name: _____

*Applicant/Organization: _____

*Address: _____

*Phone & Fax: _____

*E-mail: _____

2. Name of FEMA-approved All-Hazards Mitigation Plan:

_____ Date of Local Adoption: _____

3. Project Information:

*No. of Properties: _____ *Estimated total project cost: _____

(All costs necessary and reasonable to appraise, close, purchase, demolish and remove all structures, restore the site, and cover all surveys and fees.)

4. *On a separate sheet provide a list of all acquisition properties (address and community) ranked from highest to lowest community or county priority.

5. *Using a spreadsheet or a separate sheet, provide the following information FOR EACH PROPERTY LISTED ABOVE:

- *Property street address and city, village or town;
- *Owner name;
- *Tax parcel ID number;
- *Estimated pre-flood Fair Market Value (FMV);
- *Damages associated with the Hurricane Irene and Tropical Storm Lee events
- *Notice of Voluntary Interest signed by the property owner(s).¹

7. I certify that I am an applicant or an applicant's authorized point of contact, that I understand the community/owner share of funding will be at least 25% of final project cost, and that applicants must certify that all funding is available when they submit an application.

*Signed: _____ *Date _____

*Name (print): _____ *Title: _____

¹ For examples, please refer to www.fema.gov/government/grant/resources/vol_notice1.shtm and www.fema.gov/government/grant/resources/vol_notice2.shtm.