

**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/](http://www.dhSES.ny.gov/oem/mitigation/) or call 518-292-2304.*

**ALL OTHER PROJECT TYPES: Use this LOI for all projects except requests for Acquisition, Elevation, and Planning grants, which have their own LOIs.**

Applications prepared for these project types will require a Benefit-Cost Analysis to document cost-effectiveness. Refer to [www.dhSES.ny.gov/oem/mitigation/documents/121311-BCA-Worksheet.pdf](http://www.dhSES.ny.gov/oem/mitigation/documents/121311-BCA-Worksheet.pdf) for more information on BCAs and how they are performed. Projects in this category will be funded only if monies remain after all Planning, Acquisition and Elevation requests are addressed.

**Use one LOI for each proposed Other Project Type. (Planning, Acquisitions, and All Other Project Types grants require different LOIs.) Review the appropriate deadline in the Notice of Availability of Funds and submit early. LOIs without all required information (12 asterisks below) 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:**

On a separate sheet provide a detailed description of the problem or the risk to be addressed, including: the cause of the problem, how long it has existed, the types of damages that occur and their average annual cost, and any studies that have been performed. On the same sheet also describe in detail the proposed mitigation measure and how it will mitigate the problem.

**4. \*Estimated project cost: \$ \_\_\_\_\_ \*Recent damages: \$ \_\_\_\_\_**

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

\*Signed: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Name (print): \_\_\_\_\_ \*Title: \_\_\_\_\_