

**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 STRUCTURAL ELEVATIONS:** Use this LOI if you want to elevate a structure in place to avoid or reduce future flooding damage.

Applications prepared for elevation projects will require a Benefit-Cost Analysis (BCA) to document cost-effectiveness. Please 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 about BCAs and how they are performed.

**Use one LOI for each proposed Structural Elevation.** (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:**

\*Property address: \_\_\_\_\_

\*Estimated project cost: \$ \_\_\_\_\_

*(All costs necessary and reasonable to achieve: elevation of structure; utility relocation and reconnection; architectural, engineering and surveying fees; incidental site work/restoration; displacement)*

**4. \*Provide a Notice of Voluntary Interest** signed by the property owner.

(For examples, refer to [www.fema.gov/government/grant/resources/vol\\_notice1.shtm](http://www.fema.gov/government/grant/resources/vol_notice1.shtm) and [www.fema.gov/government/grant/resources/vol\\_notice2.shtm](http://www.fema.gov/government/grant/resources/vol_notice2.shtm).)

**5. 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: \_\_\_\_\_