

**NYS Division of Homeland Security and Emergency Services (DHSES)  
FY2019 Unified Hazard Mitigation Assistance (HMA)  
Letter of Intent (LOI) for Planning Grants**

Please use this LOI for all PLANNING GRANT requests to develop or update a multi-jurisdictional hazard mitigation plan (HMP). DHSES may reject incomplete LOI submissions.

Please review FEMA's *Local Mitigation Planning Handbook* ([www.fema.gov/media-library/assets/documents/31598](http://www.fema.gov/media-library/assets/documents/31598)) and the *2017 NYS Hazard Mitigation Planning Standards and Guide* ([www.dhSES.ny.gov/recovery/mitigation/planning.cfm](http://www.dhSES.ny.gov/recovery/mitigation/planning.cfm)) for requirements.

Lack of plan, or the expiration date of a current plan, will be a factor in ranking. DHSES encourages subapplicants to submit LOIs for the update of HMPs that will expire before December 2022. The state will not support funding for plans that evaluate risk to a single community in a county, or to a County's assets without including those of all participating jurisdictions.

**LOIs are due 10/15/19 @ 5:00 pm.** Submit completed LOI to [OEM.hazmit@dhSES.ny.gov](mailto:OEM.hazmit@dhSES.ny.gov)

**Authorized Point of Contact:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Current/Lapsed FEMA Approved All Hazards Mitigation Plan:**

\_\_\_\_\_ Date of Approval: \_\_\_\_\_

**Hazard Mitigation Plan Information:**

Estimated Cost: \_\_\_\_\_ Estimated Timeline for Completion: \_\_\_\_\_

On a separate sheet of paper, please identify:

- a) Communities to be covered by the new/updated plan;
- b) Combined population of all communities to be covered by the plan;
- c) Any communities that will be new participants;
- d) Any communities that will not be participants, and why.

**Certification**

I certify that I am a subapplicant or an authorized point of contact, and that the information provided is accurate to the best of my knowledge. I understand that during the application development phase I will have to certify that the non-Federal funding share (at least 25% of final project cost) will be available if an award is received. I have reviewed the program announcement and understand that I will have to follow FEMA and DHSES hazard mitigation planning standards and established funding caps.

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

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