



## New Hampshire Department of Safety Division of Homeland Security and Emergency Management

### Hazard Mitigation Assistance Letter of Intent Form

#### Letter of Intent (LOI) for Hazard Mitigation Assistance (HMA) Funds

The purpose of this form is to establish your community/organization's interest in the Hazard Mitigation Program. Identify projects that are a priority for your community/organization which will reduce and/or eliminate the need for future emergency or disaster costs.

**Hazard Mitigation is defined as any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects. New Hampshire Homeland Security & Emergency Management (HSEM) administers the three following Hazard Mitigation Assistance (HMA) Programs: the Hazard Mitigation Grant Program (HMGP), the Building Resilient Infrastructure and Communities (BRIC) Program, and the Flood Mitigation Assistance (FMA) Program.**

These programs provide funding for eligible activities that are consistent with the National Mitigation Framework's Long-Term Vulnerability Reduction Capability. Please complete HSEM's Letter of Intent (LOI) if your project aims to reduce community vulnerability to disasters and their effects, promotes individual and community safety and resilience, and promotes community vitality after an incident. **It is recommended applicants reference their community's Mitigation Action Items identified in their FEMA-Approved Local Hazard Mitigation Plan prior to completing this LOI**

If you have any questions, please do not hesitate to contact our Hazard Mitigation Team at [nh.hm@dos.nh.gov](mailto:nh.hm@dos.nh.gov).

#### A. PROJECT OVERVIEW

1. Applicant Legal  
Name:

Organizational Unit:

2. Applicant  
Type:

☐

Local Gov. / RPC

☐

State  
Government

☐

Private Non-Profit (Attach copy of  
501c3)

3. Source of funding:

☐

HMGP

☐

BRIC

☐

FMA

4. Project  
Title:

5. The standard Federal cost share is 75% for FEMA mitigation funding but there may be cost share changes that are disaster specific. HSEM will confirm with you if there are any opportunities for an

increased federal cost share above 75%. Please include the estimated cost for the proposed project below.

Proposed Project Total Cost: \$

Federal Share (75%): \$

Non-Federal Match (25%): \$

**B. APPLICANT INFORMATION**

The answer to question #1 must be "yes" to be considered eligible.

1. Does your community have a **current FEMA approved** local hazard mitigation plan? ☐ Yes ☐ No
2. Location of proposed project in mitigation plan strategies  Page  Section/Part
- Expiration date of plan
3. UEI Number:

**Primary Point of Contact:**

The Primary Point of Contact is the person responsible for coordinating the implementation of this proposal if approval is granted.

☐ Ms. ☐ Mr. ☐ Mrs. First Name:  Last Name:

Title:

Street Address:

City:  State:  Zip Code:

Telephone  Fax:  Mobile:  E-mail Address:

**C. PROJECT DESCRIPTION**

1. Site Address: (No PO or Route No.)
2. City, State, Zip Code:
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3. Physical Location: Describe the area and population affected/protected by this project, including location.

4. **Scope of Work:** Describe, in detail, the proposed project with an estimated timeframe for completion. Explain how the proposed project will solve the problem(s) and provide the level(s) of protection. Include a description of the desired outcome and the mitigation activity in terms of mitigation objectives to be achieved.

5. **Cost Share Match:** Please describe below how you will manage the costs and schedule, how match will be provided, and how you will ensure successful performance of the grant:

**D. ELIGIBLE CAPABILITY AND CAPACITY BUILDING ACTIVITIES**

Please select from the following eligible project activities:

- ☐ **New Plan Creation and Updates – Eligible under HMGP, BRIC and FMA\***

Natural hazard mitigation planning consists of the process used by state and local governments to engage stakeholders, identify hazards and vulnerabilities, develop a long-term strategy to reduce risk and future losses and implement the plan. New Plan creation and plan update activities must result in a mitigation plan adopted by the community and approved by FEMA.

\*For FMA, new plans and plan updates must provide for the reduction of flood losses to structures for which the National Flood Insurance Program (NFIP) coverage is available.

- ☐ **Planning Related Activities – Eligible under HMGP and BRIC**

This assistance provides flexibility to state and local governments to reduce risk and integrate hazard mitigation principles into planning for resilience.

- ☐ **Project Scoping – Eligible under BRIC and FMA**

Project scoping refers to the same set of activities that enables applicants and subapplicants to develop mitigation strategies and obtain data to prioritize select and develop complete applications in a timely manner. This includes the preconstruction work and may include engineering studies, site plans, or preparing the Benefit Cost Analysis.

- ☐ **Financial Technical Assistance – Eligible under FMA**

Financial technical assistance awards are only available under FMA and are meant to allow applicants to maintain a viable FMA program over time. Eligible activities include program promotion, site visits, application development and review, planning and grants management workshops and staff assistance.

- ☐ **Direct Non-Financial Assistance – Eligible under BRIC**

Nonfinancial technical assistance is available under BRIC to allow communities to support mitigation outcomes to improve resiliency to natural hazards, sustain successful mitigation programs, submit high-quality applications, and implement innovative activities to reduce risk. Through nonfinancial Direct Technical Assistance, FEMA will provide support for both activity-

specific needs and community-wide resilience needs. Refer to the applicable Notice of Funding Opportunity (NOFO) for more information.

☐ **Partnerships – Eligible under BRIC**

To ensure applicants and subapplicants can build partnerships to support their mitigation efforts, partnership activities may be eligible under BRIC. For more information, see the applicable BRIC NOFO.

☐ **Building Codes and Standards – Eligible under HMGP and BRIC**

Adoption and enforcement of the latest published editions of building codes. FEMA will fund the development, adoption, evaluation, enhancement and enforcement of building codes and standards through HMA. Assistance for building code-related activities is available through the HMGP and BRIC programs.

## **E. ELIGIBLE MITIGATION PROJECT ACTIVITIES**

Please select from the following eligible project activities:

☐ **Property Acquisition - Eligible under HMGP, BRIC, and FMA**

Property acquisition is the purchase of an existing at-risk structure and, typically, the underlying land from a voluntary owner, as well as the conversion of the land to open space. The existing structure is either demolished or physically relocated to an area outside of a hazard-prone area (e.g., outside of the Special Flood Hazard Area [SFHA], high fire zone area or a regulatory erosion zone). In some cases, undeveloped, at-risk land adjacent to an eligible property with existing structures may be eligible. The property must be deed restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions.

☐ **Structure Elevation - Eligible under HMGP, BRIC, and FMA**

Structure elevation is the physical raising and/or retrofitting of an existing structure. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts or columns; elevating on fill; and second-story conversion.

☐ **Mitigation Reconstruction - Eligible under HMGP, BRIC, and FMA**

Mitigation reconstruction is the construction of an improved, elevated building that conforms to the latest building codes on the same site where an existing building and/or foundation has been partially or completely demolished or destroyed.

☐ **Flood Risk Reduction Measures - Eligible under HMGP, BRIC, and FMA**

Flood risk reduction projects are designed to lessen the frequency of flooding or depth of flood water. Flood risk reduction project types fall into two categories: localized and non-localized. Localized flood risk reduction projects are used to lessen the frequency or severity of flooding and decrease predicted flood damage within an isolated and confined drainage or catchment area that is not hydraulically linked or connected to a larger basin. Examples of these projects include the following:

- Installation or modification of culverts and other stormwater management facilities.

- Flood diversion and storage measures.
- Slope stabilization or grading.
- Flood protection measures for sewer or other utility systems.
- Vegetation management for shoreline stabilization.
- Flood protection and stabilization for roads and bridges

Non-localized flood risk reduction projects should lessen the frequency or severity of flooding and decrease predicted flood damage within an area that is hydraulically linked or connected to a drainage basin that is regional in scale. These projects reduce flood hazards in areas larger than that of localized flood reduction projects. The projects may include the construction, demolition or rehabilitation of dams; the construction or modification of dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters and stabilized sand dunes; and the large-scale channelization of a waterway.

☐ **Stabilization - Eligible under HMGP, BRIC, and FMA**

Stabilization projects reduce risk to structures or infrastructure from erosion and landslides by installing geosynthetics, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with riprap and other means of slope anchoring.

☐ **Dry Floodproofing - Eligible under HMGP, BRIC, and FMA**

Dry floodproofing techniques are applied to keep structures dry by sealing the structure to keep floodwaters out. Dry floodproofing of historic residential structures is permissible only when other techniques that would mitigate the Base Flood Elevation would cause the structure to lose its status as a historic structure. Dry floodproofing of non-historic residential structures is not allowed under the HMA programs.

☐ **Safe Room Construction - Eligible under HMGP and BRIC**

Safe room projects are designed and constructed to provide immediate life-safety protection for people in public and private structures from severe wind events, including hurricanes and tornadoes.

☐ **Wildfire Mitigation - Eligible under HMGP and BRIC**

Wildfire mitigation projects mitigate at-risk structures and associated loss of life from the threat of future wildfire through:

- Defensible space: Creation of perimeters around homes, structures and critical facilities through the removal or reduction of flammable vegetation.
- Ignition-resistant building materials: Application of ignition-resistant techniques and/or non-combustible materials on new and existing homes, structures and critical facilities.
- Fire suppression systems: Exterior sprinkler systems to help extinguish flames and prevent the spread of fire to nearby buildings or combustible vegetation.
- Fuels reduction/vegetation management: Removal of vegetative fuels proximate to at-risk structures that, if ignited, pose a significant threat to human life and property, especially critical facilities.

- Post-wildfire flooding prevention and sediment reduction measures: Preventative measures that protect property at the base of slopes made vulnerable to erosion and/or flooding because of loss of vegetation or changes in soil composition post-wildfire.

☐ **Retrofitting - Eligible under HMGP, BRIC, and FMA**

**Retrofits are modifications to existing structures to reduce or eliminate the risk of future damage and to protect inhabitants. Retrofits can be structural or non-structural and can be done for a range of hazards. Structural and non-structural retrofits reduce or eliminate risk of future damage to existing infrastructure. Retrofits may include existing roads and bridges or infrastructure/lifelines such as energy utilities, communications systems and public water systems.**

☐ **Generators - Eligible under HMGP and BRIC**

**Generators are emergency equipment that provide a secondary source of power to a facility. Stand-alone generators that protect a critical facility are eligible, as are generators that constitute a functional portion of an otherwise eligible mitigation solution (critical or not).**

☐ **Warning Systems – Eligible under HMGP and BRIC**

**Warning systems projects include equipment and systems to warn people about natural hazards such as earthquakes, tornadoes, wildfire, tsunamis and flash floods. Projects may include the purchase of National Oceanic and Atmospheric Administration weather radios, sirens and enhanced or reverse 911 systems.**

**Other:**

**F. Submission Acknowledgement**

By checking the box below and entering my name and today's date, **I understand that this letter of intent is NOT an application and there is no guarantee of funding.** If this project/plan is deemed eligible, you will be contacted with further instructions on the application process.

☐ **I Agree and Understand**

*Typed Name of Authorized Representative/Applicant Agent*

*Title*

*Telephone Number*

*Signature of Authorized Representative/Applicant Agent*

*Date Signed*