# 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).

## PROJECT OVERVIEW

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Applicant Legal Name: | | | First & Name | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Organization: | | | Click or tap here to enter text. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 2. Applicant Type: | |  | | Local Gov. / RPC | | | |  | | State Government | | | |  | Private Non-Profit (Attach copy of 501c3) | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 3. Source of funding: | | | | | | |  | | HMGP | | |  | BRIC | | | |
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|  | | | | | | |  | | FMA HHPD | | | | | | |
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| 4. Project Title: | Click or tap here to enter text. | | | | | | | | | | | | | | | |
| 5. The standard Federal cost share is 65% 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 65%. Please include the estimated cost for the proposed project below. | | | | | | | | | | | | | | | | |
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| Proposed Project Total Cost: | | | | | **$** | Dollar Amount | | | | |  | | | | | |
|  | | | | | | | | | | |
| Federal Share (65%): | | | | | **$** | Dollar Amount | | | | |
|  | | | | | | | | | | |
| Non-Federal Match (35%): | | | | | **$** | Dollar Amount | | | | |
|  | | | | | | | | | | | | | | | | |

## APPLICANT INFORMATION

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| The answer to question #1 must be “yes” to be considered eligible. | | | | | | | | | | | |
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| 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 | Page Number | Section/Part | | | Section Number or Name | | | |
|  | | | Expiration date of plan | Exp. Date |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. UEI Number: | 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.

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|  | Ms. | | |  | | Mr. | |  | Mrs. First Name: | | | | Click or tap here to enter text. | | | Last Name: | | Click or tap here to enter text. | |
|  | | | | | | | | | | | | | | | | | | | | |
| Title: | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | |
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| Street Address: | | | | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| City: | | | Click or tap here to enter text. | | | | | | | | | State: | | | Click or tap here to enter text. | | | Zip Code: | | Click or tap here to enter text. |
|  | | | | | | | | | | | | | | | | | | | | |
| Telephone | | | | | | Primary # | | | | Fax: | Fax # | | Mobile: | | Cell # | E-mail Address: | | | Click or tap here to enter text. | |
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## PROJECT DESCRIPTION

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

## ELIGIBLE CAPABILITY AND CAPACITY BUILDING ACTIVITIES

Please select from the following eligible project activities:

Project Scoping – Eligible under BRIC, HHPD, 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.

## ELIGIBLE MITIGATION PROJECT ACTIVITIES

Please select from the following eligible project activities:

Retrofitting - Eligible under HMGP, BRIC, HHPD, 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.

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| Other: |
| Click or tap here to enter text. |

## 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**

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| --- | --- | --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| *Typed Name of Authorized Representative/Applicant Agent* |  | *Title* |  | *Telephone Number* |

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| *Signature of Authorized Representative/Applicant Agent* |  | *Date Signed* |