*Place this letter on your official letterhead*

*Edit this template in all of the HIGHLIGHTED areas*

*Remove HIGHLIGHTING when complete*

Date

Massachusetts Emergency Management Agency

Hazard Mitigation Unit

Attn: Mark Talbot, State Hazard Mitigation Officer

400 Worcester Road

Framingham, MA 01702

RE: Letter of Intent and Non-Federal Cost Share Commitment for HMGP-4496-MA Hazard Mitigation Plan

Dear Mr. Talbot:

Through this letter, the Town of/City of\_\_\_\_\_\_\_\_\_\_\_\_ wishes to be considered for Hazard Mitigation Grant Program (HMGP) funding to update/create our Local Multi-Hazard Mitigation Plan. Our current plan was approved on \_\_\_\_\_\_\_\_\_\_\_\_\_ and expired on \_\_\_\_\_\_\_\_\_\_\_ OR is set to expire on \_\_\_\_\_\_\_\_\_\_\_\_.

In addition, the Town of/City of\_\_\_\_\_\_\_\_\_\_\_\_ is committed to providing a non-federal cost share of at least 10% of the total cost of the planning project, if awarded. The total budget requested for this project is $\_\_\_\_\_\_\_\_\_\_. This amount is the sum of $\_\_\_\_\_\_\_\_\_\_\_ Federal funding and $\_\_\_\_\_\_\_\_\_ non-Federal cost share. The non-federal cost share will be comprised of: *town cash, special appropriations, staff time (if staff time - you will need to provide a detailed budget, including roles, estimated hours, and rates to support this)*

We are committed to making our community more resilient from natural hazards and reducing our overall vulnerability. Our Local Hazard Mitigation Plan will prioritize Mitigation Actions that 1) reduce risks from natural hazards 2) benefit Environmental Justice populations and 3) implement Climate Adaptation best practices to address Climate Change. We will be addressing the following hazards in our plans:

*Add details about your hazards of concern. What are your top 3 vulnerabilities? Do you have mitigation or resilience activities already underway? Highlight one here.*

The Town of/City of is committed to implementing this planning process by:

*Add a statement here* ***how*** *you will implement the planning grant. Name the specific person and title who will be the local team leader to the plan (who will spearhead this?) Will you create a local committee or use an existing one? Who is, or will be, on that group? How will you involve Environmental Justice populations in the planning process? What non-governmental agencies will you invite to participate in the plan development? How many meetings and public forums will you have?*

*PLEASE refer to the MA Hazard Mitigation Plan Scope of Work and the FEMA planning handbook for the minimum guideline for these actions*

We hope that you consider our commitment letter for our Hazard Mitigation Plan / Plan Update, and include our community in the HMGP-4496-MA application to the Federal Emergency Management Agency for funding. We look forward to this opportunity.

Sincerely,

First and Last Name

Title (Must be Authorized Signatory for the community)

CC: As needed

*Additional Information:*

Sub-Applicant: Town or City name

Email address: Email address of person submitting Letter of Intent

County: Enter county

Congressional District: Enter district

Federal Tax ID #: Enter number

DUNS Number: Enter number

UEI Number: Enter number