



**Appendix K. New Jersey Office of Emergency  
Management Letter of Intent**



# State of New Jersey Hazard Mitigation Grant Program Municipality Letter of Intent

**Hazard Mitigation** is defined as "any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazard events." It is a continuous process that occurs before, during and after disasters and serves to break the cycle of damage and repair in hazardous areas. Please see the link below for a handout on how mitigation benefits society.

After a **Presidential declaration** of a major disaster, the Federal Emergency Management Agency (FEMA) announces resources available to affected states to support their recovery efforts. The Hazard Mitigation Grant Program (HMGP) provides grants to States, local and tribal governments, and selected private non-profit organizations to implement mitigation projects following a major disaster declaration. The purpose of the program is to reduce the loss of life and property in future disasters. The HMGP is authorized under *Section 404 of the Robert T. Stafford Act*.

**FEMA** is responsible for conducting all **multidisciplinary eligibility reviews** to ensure that HMGP projects comply with state and local mitigation plans, federal environmental laws, floodplain management regulations and ordinances, and are cost-effective and technically feasible, provide a long-term solution in mitigating hazards, and will have a beneficial impact upon the designated disaster area.

**The State of New Jersey will administer the HMGP.** In accordance with *Title 44 of the Code of Federal Regulations*, the State establishes mitigation priorities and supports the development and prioritization of project applications. The State also determines the criteria for project funding, sets limits on funding amounts in an effort to support the full scope of the State Hazard Mitigation Plan. Finally, as the State is the only Grantee/government to which a is awarded and which is accountable for the use of HMGP, only the State of New Jersey can submit project applications to FEMA for funding consideration. The **State of New Jersey** has established a streamlined process for administering the HMGP. The process will facilitate Letter of Intent (LOI), project development, ranking and submission to Counties and then to the State.

**Counties and Municipalities** are responsible for developing hazard mitigation project applications, which are consistent with mitigation strategies or solutions outlined in their county's plan or in the plan they have adopted. Those mitigation measures must also be consistent with the New Jersey Hazard Mitigation Plan (NJ-HMP).

**The Letter of Intent** is a *worksheet* that establishes an eligible applicant's "intent" to submit projects applications under the HMGP. While the letter of intent is the first step in the selection of hazard mitigation projects, and is required under the NJ-HMGP, it is *not* the complete and detailed project application, which must be submitted for all HMGP funding considerations. Before a Municipality can submit a project to the County in which it is located, the Municipality must submit all LOIs containing project intents *in prioritized order* to that County. Only County governments will forward LOIs directly to the New Jersey Office of Emergency Management (NJOEM).

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<b>Eligible Activities include but are not limited to:</b>
1. Mitigation Projects
Property Acquisition & Demolition, Relocation, and Elevation to Base Flood Elevation (BFE) or Advisory Base Flood Elevation (ABFE) as applicable
Second Story Conversions
Dry Floodproofing of Historic Residential Structures
Dry Floodproofing of Non- Residential Structures
Minor Localized Flood Reduction Projects
Structural and non-structural retrofitting of existing buildings , safe room construction, soil stabilization, and wildfire mitigation
Post disaster code enforcement
Purchase and installation of permanent generators for critical facilities
5% initiative projects which include but are not limited to:
<ul style="list-style-type: none"> <li>• Equipment and Systems for the purpose of warning citizens of impending hazards</li> <li>• Purchase of permanently installed generators or related equipment for the implementation of mitigation activities</li> <li>• Public awareness or education campaigns about mitigation</li> </ul>
2. Hazard Mitigation Planning
3. Management Costs
<b>Ineligible Activities include but are not limited to:</b>
1. Projects that do not reduce the risk to people, structures, or infrastructure
2. Projects that are dependent on another phase of a project(s) in order to be effective and/or feasible
3. Projects for which actual physical work such as groundbreaking, demolition, or construction of a raised foundation has occurred prior to award or final approval
4. Projects constructing new buildings or facilities with the exception of safe room construction
5. Projects that address, without an increase in the level of protection, operation, deferred or future maintenance, repairs, or replacements of existing structures, facilities, or infrastructure
6. Studies not directly related to the design and implementation of a proposed mitigation project

**For more information on eligible and ineligible activities refer to the Hazard Mitigation Unified Guidance:**

<http://www.fema.gov/hazard-mitigation-grant-program>

**For more information from the State Office of Emergency Management please refer to the following page:**

[http://www.state.nj.us/njoem/programs/opb\\_mitigation.html](http://www.state.nj.us/njoem/programs/opb_mitigation.html)



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Project Summary	
<b>1. Applicant:</b>	
<b>2. County:</b>	
<b>3. a. Project Eligibility: Did the municipality participate in the Multi-Hazard Mitigation Planning Process?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No. If no, does the municipality have its own multi-Hazard mitigation plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>b. Is the mitigation strategy identified in your MHMP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. a. Project Type:</b>	<input type="checkbox"/> Flood Control <input type="checkbox"/> Acquisition <input type="checkbox"/> Elevation <input type="checkbox"/> Planning <input type="checkbox"/> Other**
<b>b. Describe Other:</b>	
<b>5. a. Primary Point of Contact:</b>	
<b>b. Title:</b>	
<b>c. Address:</b>	
<b>d. Phone:</b>	
<b>e. Fax:</b>	
<b>f. Email:</b>	
<b>6. Is the community a small and impoverished community as defined by the State Hazard Mitigation Plan (reference)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. a. Does your jurisdiction participate in the NFIP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>b. If so, does your jurisdiction participate in the Community Rating System (CRS)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. a. Do you have Flood Insurance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>b. If so, is this a repetitive loss property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Cost Estimates*</b>	Total Grant Request: _____
*Cost estimates are rough estimates that are subject to change. Cost estimate sources can include but are not limited to RS Means, contractor estimates, historical data, etc.	
<b>10. Endorsement:</b> I understand that the local share of project funding will be 25% of the total project cost and that we will contribute [ ] all or [ ] seek funding elsewhere for the matching share of the mitigation project.	
Signed: _____ Date: _____	
Title: _____	



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## Municipality Letter of Intent Instructions

1. **Applicant** - The applicant is a Municipalities, Borough, City, Township and Private Non-Profit.
2. **County** - The name of the County the project is located in.
3. **Project Eligibility** –
  - a. You are an eligible applicant If you, participated in a Multi-Hazard Mitigation Plan (MHMP).
  - b. Please state if the project is identified as a mitigation action in the MHMP
4. **Project Type** – (Please provide a brief description of the project, attach form if needed)
  - a. Identify mitigation project type
  - b. See page one for examples of other eligible mitigation projects
5. **List contact information for the primary point of contact.**
6. **Check yes or no if this community is identified as impoverished.**
7.
  - a. Identify whether or not your community participate in the National Flood Insurance Program NFIP.  
<http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book>
  - b. To verify if you community participate in CRS use the link below.  
[http://www.fema.gov/sites/default/files/orig/fema\\_pdfs/pdf/nfip/manual201105/content/19\\_crs.pdf](http://www.fema.gov/sites/default/files/orig/fema_pdfs/pdf/nfip/manual201105/content/19_crs.pdf)
8.
  - a. If the sub-applicant have flood insurance please check the box
  - b. Check box if the property is a repetitive loss property
9. Give an estimate of the project cost
10. **Endorsement** – The cost share is 75% FEMA and 25% Applicant. The cost share can be in the form of In-kind or cash. Check if you will contribute all or seek funding elsewhere and sign.