



Letter of Intent

When FEMA announces that disaster mitigation funds are available, all applicants must submit a “Letter of Intent” to New Jersey Office of Emergency Management prior to the award of a grant. The letter of intent is the first step in the selection of mitigation projects under the following FEMA funding sources:

- **Required** under the Hazard Mitigation Grant Program (HMGP) – funds post disaster mitigation projects.
- **Recommended** as part of the full E-grant application submission under Hazard Mitigation Assistance (HMA).
 HMA projects are annual pre-disaster mitigation projects awarded after national, competitive review and include:
 - Flood Mitigation Assistance Grant Program
 - Severe Repetitive Loss Grant Program
 - Pre Disaster Mitigation Grant Program
 - Repetitive Flood Claim Grant Program

www.fema.gov/government/grant/hma/index.shtm

Eligible Activities for more information refer to the unified guidance referred to above.	H M G P	P D M	F M A	R F C	S R L
1. Mitigation Projects					
Property Acquisition, Demolition, Relocation and Elevation	✓	✓	✓	✓	✓
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, soils stabilization, and wildfire mitigation	✓	✓			
Post disaster code enforcement and 5% initiative projects	✓				
2. Hazard Mitigation Planning	✓	✓	✓		
3. Management Costs	✓	✓	✓	✓	✓

The following activities are not eligible as stand-alone activities but are eligible only when included as a functional component of eligible mitigation activities:

- For HMGP and PDM generators and/or related equipment purchase (with some exceptions)
- Real property or easement purchases required for the completion of an eligible mitigation project.
- Studies that are integral to the development and implementation of a mitigation project.

This packet contains:

1. Letter of Intent (LOI)
2. Page 2 covers suggested points of information that should be included in the LOI
3. Score your own project using the sample State Hazard Mitigation Scoring Sheet

For more information Contact: New Jersey Office of Emergency Management, Division of State Police
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HAZARD MITIGATION GRANT PROGRAM – LETTER OF INTENT

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Part 1	<p>This letter is to notify you that the below intends to participate in the 404 Hazard Mitigation Grant Program which is available under ____ HMA or ____ HMGP Subsequent to the Federal Disaster Declaration FEMA # _____-DR-NJ.</p> <p>The following information is furnished in support of this notification: Name of Applicant/Organization: _____ Point of Contact: _____ Title: _____ Address: _____ Phone: _____ FAX: _____</p>
Part 2	<p>Please thoroughly describe the project and benefits on a separate attachment and itemize as follows for each project:</p> <ol style="list-style-type: none"> 1. Summary title of project and cover letter with contact information. 2. Detailed description of the proposed mitigation measure or project and its benefits to the community. If available and where appropriate, include photographs. 3. Approximate total cost of the project. 4. Location of proposed mitigation measure or project. Include community map identifying project location. 5. Additional supporting information – including references to your All Hazards Mitigation Plan. <p style="text-align: center;">• See page 2 for additional information to be included.</p>
Part 3	<p>State Review: State Hazard Mitigation Team meeting date _____ HMGP [] Pending Approval [] Disapproved</p> <p>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.</p> <p>Signed: _____ Date: _____</p> <p>Title: _____</p> <p>:</p>

Page 2 of the Letter of Intent

- How does the project provide mitigation?
 - What hazard does the project address.
 - Is it preparedness or maintenance.
- Has the proposal been developed using FEMA program eligibility guidance?
 - **The [Hazard Mitigation Assistance Unified Guidance](#) is available in the FEMA Library.**
- Is the proposal consistent with the mitigation objectives of the approved local plan?
- Does the project contain specific information such as: If the project is:
 - A roadway improvement project - how long is it?
 - An excavation or drainage ditch – how deep is it ?
 - An elevation – how high is it?
 - Protection of homes – how many will benefit ?
 - Property acquisition – how many in total will be acquired ?
 - An education program – who is the audience and what is the message?
 - A publication – how many will be printed and how will they be distributed?
- Does the project involve environmental issues such as site remediation, hazardous materials, etc.? Have you contacted the appropriate agencies?
- Are there any historic site issues connected with the project?
- If the project involves “private property” how is the public served and what are the public benefits?
- Regarding funding:
 - Have you considered how will your share of the project be paid for?
 - Have other sources of funding been identified?
 - Was application made for funding from another source?
 - What is the status of any pending request?
 - Have you developed a benefit to cost analysis?
- Regarding NFIP:
 - Is the applicant participating in CRS.
 - Does the project involve SRL properties? How many?
 - Does the project involve RFC properties? How many?
- Regarding maintenance:
 - Could the problem have been resolved through maintenance?
 - Was the “project” maintained and is now in “working order” and if so, then how will risks be reduced?
- How is the project unique? Describe what makes it stand out from others.

Score your Project using the Sample State Hazard Mitigation Team Scoring Sheet For Mitigation Project Priority

Annual FEMA funding programs will be scored and ranked for funding using an impartial scoring similar to the following:

General Application Information	Points	Score	
Is this project <i>specifically identified</i> in an All Hazards Plan?	50		
OR – Is this a <i>generic</i> type of project identified in the applicants plan?	30		
Was the local plan FEMA <i>prior approved</i> to the declaration (for HMGP)?	10		
Is the project <i>in the declared disaster</i> area (for HMGP)?	20		
Is the project in a <i>CRS</i> community?	20		Unit Total

Environmental	Points	Score	
Is the project <i>eligible</i> for a Categorical Exclusion (CATEX)?	5		
Is the project an <i>All Hazards Plan or Plan Update</i> (no Benefit/Cost required)?	5		
Is the project identified as a "set aside fundable" project (no Benefit/Cost required)?	5		
Has a " <i>positive</i> " Benefit/Cost study been provided	10		
Has a " <i>weak</i> " Benefit/Cost study been provided (no back up-no documentation)?	- 5		
Is a Benefit/Cost <i>analysis</i> required but not provided?	- 10		
Has an <i>engineering</i> study been provided – score on a scale of 1-20?	20		Unit Total

State Strategy	Points	Score	
Is the structure on the <i>Severe Repetitive Loss</i> list?	50		
Is the structure on the <i>Repetitive Loss</i> list?	30		
Is the structure <i>within a floodplain</i> ?	5		
Is the project an <i>acquisition or elevation</i> ?	10		
Is the project <i>flood water management</i> ?	7		
Is the project a <i>retrofit</i> project?	5		
Is the project a <i>warning and information</i> systems project?	5		
Does the project have <i>outstanding or unique</i> features	10		Unit Total

Total Points Scored	
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