

# **SAMPLE LETTER OF INTENT**

## **PARTICIPATING JURISDICTION LETTERHEAD**

[Date]

Lead Jurisdiction Agent  
Lead Jurisdiction Name  
Lead Jurisdiction Address  
Lead Jurisdiction City, CA, Zip Code

Re: "Statement of Intent to Participate" as participating jurisdiction in [Lead Jurisdiction] Multi-jurisdictional Hazard Mitigation Planning

Dear Lead Jurisdiction Agent,

In accordance with the Federal Emergency Management Agency's (FEMA) Local Mitigation Plans requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the [Participating Jurisdiction] is submitting this letter of intent to confirm that [Participating Jurisdiction] has agreed to participate in the [Lead Jurisdiction] Multi-jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning; [Participating Jurisdiction] agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to the [Lead Jurisdiction] to complete the plan in conformance with FEMA requirements.

[Participating Jurisdiction] understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan); and
- Documentation of participation in the NFIP, continued compliance with NFIP requirements, and address NFIP insured structures that have been repetitively damaged by floods.

Therefore, with a full understanding of the funding obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I [Name of authorized jurisdiction official], commit [Name of Participating Jurisdiction] to the [Name of Lead Jurisdiction] Multi-jurisdictional Hazard Mitigation Planning effort.

Executed this \_\_\_ day of \_\_\_\_\_

[Jurisdiction official's signature]