

APPENDIX F: MUNICIPAL LETTERS OF INTENT TO PARTICIPATE

This appendix provides documentation of the effort to promote and formalize municipal participation in the plan update process, and includes the letter of invitation and the sample Letter of Intent to Participate that was provided to all municipalities in the County.





DELAWARE COUNTY PLANNING DEPARTMENT

Highway Department Building • P.O. Box 367 • Delhi, New York 13753
Phone (607) 746-2944 • Fax (607) 746-8479 • Email: pln@co.delaware.ny.us

MEMORANDUM

TO: Town Supervisors and Village Mayors
FROM: Nicole Franzese
DATE: June 20, 2011
RE: Letter of Intent to Participate in the Update to the Multi-Jurisdiction Hazard Mitigation Plan

Per federal regulation, the Delaware County Multi-Jurisdiction Hazard Mitigation Plan ("HMP") must be formally updated on a five-year cycle. Every town and village in Delaware County adopted the HMP by resolution in 2006, and it was approved by FEMA in January 2007. Consequently, the HMP must be updated by January 2012. Delaware County is currently leading the HMP update effort.

Formal participation by your municipality in the Hazard Plan update process is *required* in order to be eligible for a variety of FEMA grant programs. These programs provide your municipality with critical funding for disaster preparedness, mitigation and recovery.

Please understand that if your municipality chooses not to participate in the HMP update process, you will be unable to perform infrastructure upgrades that are essential to protecting public safety during flood events. We urge you in the strongest manner possible to be a part of the HMP update process.

The requirements and expectations for municipal participation in the Hazard Mitigation Plan update are outlined in the attached Letter of Intent to Participate (LOI). In order to formally document your municipality's intent to participate, this LOI needs to be drafted on your municipal letterhead, signed by your Chief Executive Officer, and returned by July 20, 2011 to:

Nicole Franzese, Director
Delaware County Planning Department
PO Box 367, Page Avenue
Delhi, NY 13753

If you would like a digital copy of the Letter of Intent to Participate please contact our office and one will be provided.

On Monday, July 25 we will be holding "Kick Off" meetings that will discuss the HMP update process and timeline, benefits to municipalities of participating and expectations for participation.

Two identical sessions will be held in the County Office Building Boardroom, located at 111 Main Street in Delhi. One session will run from 1-3 pm and one from 7-9 pm. All municipalities who wish to be included in this plan update process are strongly encouraged to provide representation at one of these "Kick Off" meetings. Please note that the same information will be presented at both meetings, so you only need to attend one.

Please RSVP to the Planning Department indicating which session you will be attending and who will be representing your town. If your municipality is unable to provide representation at either meeting, please contact the Planning Department to make arrangements to meet separately.

If you have any questions or would like additional information please do not hesitate to call.