

**SAMPLE LETTER**  
**THIS IS A SAMPLE FORM LETTER THAT CAN BE USED TO INVITE MUNICIPALITIES TO PARTICIPATE IN THE CORE PLANNING GROUP.**

[DATE]

[FIRST NAME] [LAST NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [Mr./Ms.] [LAST NAME]:

Rockland County has recently received grant funding from the Federal Emergency Management Agency (FEMA) to prepare a natural Hazard Mitigation Plan. The primary purpose of hazard mitigation planning project is to identify community policies, actions, and tools for implementation over the long term that will result in a reduction in risk and potential for future losses as a result of natural hazards.

We are undertaking this process in order to meet the requirements of the Disaster Mitigation Act of 2000 (DMA 2000). Passed by the President in October of 2000, this Act mandates that all states and local governments must have hazard mitigation plans approved by the Federal Emergency Management Agency to be eligible for certain types of federal disaster mitigation project funding (under such programs as the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Program). To be compliant with the DMA 2000, a community must either: (a) prepare its own hazard mitigation plan, or (b) participate in a "multi-jurisdictional" plan development process.

Rockland County has elected to use its grant funding to lead the effort for preparing what is called a 'multi-jurisdictional' plan. We are writing to you today to invite you to participate with us in this important endeavor as we work to become a more sustainable and disaster-resistant county. Municipalities are by no means required to participate. However, some advantages to participating in a multi-jurisdictional process include:

- All jurisdictions who participate in the process will be compliant with DMA 2000 once FEMA approves the final plan and the jurisdiction's local governing body formally adopts the final plan.
- Multi-jurisdictional planning committees can provide a forum for engaging in partnerships that could provide technical, financial, and/or staff resources in your effort to reduce the effects, and hence the costs, of hazards.
- Smaller jurisdictions can benefit from the additional resources and expertise that collaboration can bring.
- Multi-jurisdictional hazard mitigation plans are practical for addressing issues best dealt with on a larger scale, which do not recognize political boundaries.
- Multi-jurisdictional planning creates economies of scale and enables pooling of limited resources.

2.

While natural disasters cannot be prevented from occurring, the continued implementation of our hazard mitigation plan over the long-term will gradually, but steadily, lessen the impacts associated with hazard events in our county.

Please advise if your municipality is interested in participating in the process or wishes to decline. We have enclosed two formal statements – one indicating a desire to participate and the second indicates a desire to decline. Please complete and return the appropriate form to us no later than **date**. Note that if your municipality wishes to participate, we have asked that you identify a single representative and an alternate to represent your jurisdiction on the Planning Committee. Ideal candidates might be someone from your emergency management office, planning department, public works department, etc. who is familiar with the hazards in your community.

For participating jurisdictions, please be prepared to attend a Kickoff Meeting for the project on November 20, 2008 at **insert address and room here**. Two sessions of this meeting will be held, for your convenience. Please choose between the 3 to 5 pm session, or the 7 to 9 pm session and RSVP to **name and phone/email by date**, indicating the session you plan to attend.

We look forward to your participation with us in this very important project. If you have any questions, please feel free to contact me.

Sincerely,

Name  
Title

Enclosures (**fact sheet and statements of authority**)

SAMPLE LETTER

THIS IS A SAMPLE FORM LETTER THAT CAN BE USED TO INVITE **OTHER STAKEHOLDERS** TO PARTICIPATE IN OVERALL PLANNING COMMITTEE.

[DATE]

[FIRST NAME] [LAST NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [Mr./Ms.] [LAST NAME]:

Rockland County has recently received funding from the Federal Emergency Management Agency (FEMA) to prepare a multi-jurisdictional Hazard Mitigation Plan. The Plan will represent the collective efforts of citizens, elected and appointed government officials, business leaders, volunteers, non-profit organizations, and other types of stakeholders. **We are writing to invite you to participate with us in this process.**

The primary purpose of hazard mitigation planning project is to identify community policies, actions, and tools for implementation over the long term that will result in a reduction in risk and potential for future losses as a result of natural hazards.

While natural disasters cannot be prevented from occurring, the continued implementation of our hazard mitigation plan over the long-term will gradually, but steadily, lessen the impacts associated with hazard events in our county and help us to become more sustainable and disaster-resistant.

Please respond to us in writing to advise if you are interested in participating in the process as a member of the Planning Committee. If so, please provide us with the name, address, phone, fax and email of the person or persons you would like us to keep apprised of our progress.

If you do not wish to participate directly on the committee, we hope that you will check back on our web site periodically for updates on how the planning process is progressing, and contact me at any time if you have any questions or feedback; we welcome and look forward to your input throughout the planning process.

Sincerely,

Name

Title

Enclosure (fact sheet)