[INSERT YOUR LETTERHEAD]

Local Match Commitment Letter

Date

Michael D’Arcy

State Hazard Mitigation Officer

Oklahoma Department of Emergency Management

PO Box 53365

Oklahoma City, OK 73152-3365

Dear Mr. D’Arcy,

The County, Town or City of NAME is applying to the Oklahoma Department of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) for a grant under FEMA’s Hazard Mitigation Grant Program (HMGP). The proposed project is titled, project title, under DR-XXXX (provide the disaster number associated with the application, this can be found on the NOFO). Within this application, the County, Town or City of NAME proposes to brief statement about the project scope of work.

FEMA’s HMGP application requires a local match funding commitment. This letter serves as the County, Town or City of NAME’s commitment to meet the local match fund requirements for this grant.

The source of the local match commitment funds will come from Local Agency Funding, Other Agency Funding, Private Nonprofit Funding, In-Kind Match (pick one or describe where local match is coming from). If additional funds are requested, we understand that an additional Local Match Commitment Letter is required to be submitted.

|  |  |
| --- | --- |
| Total Project Cost | Insert total costs |
| Requested Federal Share (75%) | Insert 75% federal share |
| Local Match Commitment (25%) | Insert 25% local share |

Should you need any additional information, please do not hesitate to reach out to project contact name, title at email address, phone number, physical mailing address.

Sincerely

[Insert signature]

[Insert name, title, etc.]