[INSERT YOUR LETTERHEAD]

Public Notice Letter

Date

Dear County, Town or City of NAME citizens,

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). ***OR*** The Federal Emergency Management Agency (FEMA) and Oklahoma Department of Emergency Management (OEM) have received the County, Town or City of NAME’s application for Federal grant funding through the Hazard Mitigation Grant Program (HMGP).

As part of the application process and in accordance with Executive Order 11988 and 44 CFR §9.12, final public notice is hereby given for County, Town or City of NAME’s proposed project which contains actions in or affecting the floodplain and/or wetlands. The project will conform to applicable state and local floodplain protection standards.

Funding for the proposed project will be conditional upon compliance with all applicable federal, tribal, state and local laws, regulations, floodplain standards, permit requirements and conditions.

**Applicant:** County, the Town or City of NAME

**Project Title:** Project title as listed on FEMAGO/EMGrants

**Location of Proposed Work:**

*For acquisitions and elevations –* The area affected by this project consists of number residential properties located on the following streets in County, the Town or City of NAME:

* Example Street 1
* Example Street 2
* Example Street 3

*Sample text for others –* The proposed work will be at the intersection of Example Street and Example Street in the Town of Example.

**Planning Factors and Considerations:**

Several significant factors were considered as part of this project, including, but not limited to:

* Describe any significant factors that were considered. Please see examples below.
* Environmental Considerations: Effects on the natural environment, including alterations to floodplains, base flood elevations, ecosystems, and native wildlife;
* Alignment with Local Resilience Goals: Compatibility with community plans and initiatives aimed at minimizing risks from natural hazards;
* Community Economic Impact: Potential financial effects on the local economy;
* Legal and Regulatory Constraints: Laws and regulations that could influence the project's implementation.

**Proposed Work and Purpose:**

This section must include a statement describing the following:

* What is the proposed project and purpose;
* Why the proposed project must be located in a floodplain or wetland;
* How the actions affects the floodplain or wetland; and
* How mitigation is to be achieved.

*Acquisitions* – Several properties within the Special Flood Hazard Area (SFHA) sustained significant damage and have been offered the opportunity to participate in a voluntary acquisition program. Under this initiative, flood-prone structures and their associated land will be acquired and the buildings demolished. The cleared land will be permanently converted to open space.

This project involves activities within the 100- and 500-year floodplains and/or wetlands to remove vulnerable structures. By restoring these areas to their natural state, the project will enhance the ecological function of the floodplain. Long-term mitigation is ensured through deed restrictions that preserve the land exclusively for open space use in perpetuity.

OR

*Elevations –* Several properties within the Special Flood Hazard Area (SFHA) have sustained flood-related damage. To address ongoing flood risks, the proposed project will elevate existing structures and their foundations to a height of XX feet above the current base flood elevation, in accordance with local ordinance requirements. The design will fully comply with National Flood Insurance Program (NFIP) standards as outlined in 44 CFR §60. The lower level of each elevated structure will be restricted to non-habitable uses such as storage, parking, or building access, and will be constructed to allow the free flow of floodwaters.

This project involves work within the 100- and 500-year floodplains and/or wetlands to elevate flood-prone buildings. By enabling floodwaters to pass beneath the structures, the project supports the restoration of natural floodplain functions. This elevation strategy serves as a mitigation measure by significantly reducing the risk of future structural damage.

Please contact OEM if assistance is needed drafting language for this section.

**Project Alternatives:**

Describe the no-action alternative and other alternative as presented in your application to OEM and FEMA.

Please contact OEM if assistance is needed drafting language for this section.

**Comment Period:**

Comment period must be open for a minimum of 15 days.

Comments are due by close of business on \_\_\_\_\_\_\_\_\_\_

Comments are solicited from the public; local, state or federal agencies; and other interested parties in order to consider and evaluate the impacts of the proposed project. The comments can be made in writing and addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Maps:**

A map of the project areas is available for public inspection at insert project location (can be physical location or website).

**Point(s) of Contact:**

If you have any questions or need additional information, contact:

Appropriate staff member(s)

Phone number

Email address