



State of New York County of Broome Government Offices

Department of Planning and Economic Development

Jason T. Garnar, County Executive · Beth Lucas, Director

May 22, 2023

Subject: Broome County – Hazard Mitigation Plan 2024 Update
Invitation to Participate on the Hazard Mitigation Plan Planning Partnership

To: Broome County Elected Officials, Municipal Clerks, and Emergency Management Coordinators

Broome County is preparing to update its county-wide hazard mitigation plan and is inviting your municipality to participate in its 5-year regulatory update of the plan. This plan is an important part of increasing the resiliency of the County and your community and your municipality is strongly encouraged to participate in the planning process. Per Federal regulation, all local governments must have a FEMA-approved HMP in order to be eligible to apply for and receive Federal mitigation grant funding for public and private mitigation projects.

On behalf of the County, Broome County Department of Planning & Economic Development is inviting your municipality to participate in the five-year update of the County's HMP.

Why participate? There are numerous benefits to participating in the HMP update including:

- Increases your awareness of risk and vulnerabilities to severe weather and flooding events.
- Reduces hazard impacts – save lives, property, and money!
- CRS municipalities – helps you receive CRS Activity 510 credit.
- Helps identify implementable strategies and funding sources.
- Eligible to apply for and receive FEMA mitigation funds for public and private mitigation projects.
- Creates more resilient communities – bounce back from disasters faster!

The requirements and expectations for municipal participation in the HMP update are summarized below and outlined in the attached Letter of Intent to Participate (LOI). In order to formally document your intent to participate, the LOI needs to be drafted on municipal letterhead, signed by a governing official, and returned to the County by **Monday, June 12th, 2023**. Please email your completed LOI to Stephanie.Brewer@broomecountyny.gov or mail to:

Broome County Department of Planning & Economic Development
Stephanie Brewer, Senior Planner
60 Hawley Street Fifth Floor
Binghamton, NY 13902

By participating in the HMP update, each municipality will have requirements and expectations to fulfill throughout the planning process. This includes:



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- Provide a completed LOI to the County.
- Assign a planning point-of-contact for your municipality, who will:
 - Provide representation at regular planning group meetings and workshops.
 - Be responsible for providing data and information as requested.
 - Review and comment on data and information compiled by the contract consultant relevant to their jurisdiction.
 - Be responsible for completing plan documents specific to your municipality, using provided templates with guidance and assistance by the contract consultant.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Facilitate public outreach efforts with citizens and local stakeholders within your community using materials provided by the contract consultant.
 - Assist with the identification of strengths, weaknesses, opportunities and obstacles to implementing natural hazard mitigation within your community.
 - Assist with the identification of past, ongoing and appropriate future mitigation strategies and activities within your municipality.
 - Review and comment on plan documents, specifically the draft and final plans prior to submission to NYS DHSES and FEMA.
- Involve a variety of representatives from your community to assist with the plan update. This includes but not limited to: municipal engineer, public works, floodplain administrator, planning, emergency management, building/codes department, municipal clerk, elected officials (mayor, administrator, etc.), and any other departments you would like to involve.
- Formally adopting the updated plan once approved by FEMA.

The plan update process is meant to be a collaborative effort among the various departments in your community. The planning point-of-contact is not expected to do all the work. Their role is to ensure the assigned tasks are completed by the appropriate people within the given timeframe.

We encourage your municipality to review and return the attached LOI to begin the mitigation planning process for your community and residents and continue the benefits that an HMP can provide to our County!

Please contact me with any questions you might have regarding our plan update process.

Sincerely,

Stephanie Brewer, Senior Planner
Broome County Department of Planning & Economic Development



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Save the date! The project's municipal kick-off meeting will be coming up soon. Meeting date and details will be provided to you shortly. During this meeting, we will discuss the process, benefits, expectations, and timeline of the plan update process. All municipalities who wish to participate in the plan update **MUST** attend this kick-off meeting, whether or not they have submitted the LOI. Meeting details will be sent out soon.

Attachment: Letter of Intent to Participate Template for your action (to be printed on your municipal letterhead, signed, and returned to County POC).