

[INSERT LOCAL JURISDICTION LETTERHEAD]

[INSERT DATE]

Ms. Jolene Murillo, Assistant Emergency Services Manager  
Kern County Fire Department, Office of Emergency Services  
2601 Panorama Dr, Building B  
Bakersfield, Ca, 93306

**SUBJECT:LETTER OF INTENT TO PARTICIPATE IN THE KERN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLANNING**

Dear Jolene:

Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR Part 201.6 specifically identify criteria that allow for multi-jurisdictional hazard mitigation plans, as many issues are better resolved by evaluating hazards more comprehensively through coordination at a county, regional, or watershed level. The [INSERT PARTICIPATING JURISDICTION] is submitting this Letter of Intent to confirm that it has agreed to participate in the Kern County Multi-Jurisdiction Hazard Mitigation Plan Update.

Furthermore, as a condition of participation in this project, [INSERT PARTICIPATING JURISDICTION] agrees to meet the requirements for mitigation plan as identified in 44 CFR Part 201, FEMA's new [Local Mitigation Planning Policy Guide \(fema.gov\)](#) (2022), and FEMA's [Local Mitigation Planning Handbook \(fema.gov\)](#) (2013). Climate change will be incorporated to comply with SB 379 and SB 1000; and the final plan will be incorporated into the Safety Element of our jurisdictional General Plan to comply with AB 2140. [INSERT PARTICIPATING JURISDICTION] agrees to provide such cooperation as is necessary and in a timely manner to the Kern County Office of Emergency Services to complete the plan in conformance with FEMA requirements.

[INSERT PARTICIPATING JURISDICTION] understands that it must actively engage in the following planning process, as more fully described in FEMA's Local Mitigation Planning Handbook, including but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan; and

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- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdictions' governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan update; I, [INSERT NAME OF RESPONSIBLE REPRESENTATIVE], commit [INSERT PARTICIPATING JURISDICTION] to the Kern County Multi-Jurisdiction Hazard Mitigation Plan Update.

This document is executed this [INSERT DATE] day of [INSERT MONTH] [INSERT YEAR].

Please contact me or [INSERT NAME] at [INSERT PHONE] or via e-mail at [INSERT EMAIL ADDRESS] with questions.

Sincerely,

[INSERT SIGNATURE]

[INSERT NAME OF RESPONSIBLE REPRESENTATIVE]

[INSERT TITLE OF RESPONSIBLE REPRESENTATIVE]

[INSERT RESPONSIBLE REPRESENTATIVE'S DEPARTMENT]

[INSERT RESPONSIBLE REPRESENTATIVE'S PHONE]

[INSERT RESPONSIBLE REPRESENTATIVE'S E-MAIL ADDRESS]