[USE AGENCY LETTERHEAD]

[Date]

Shellie Lima

San Joaquin County Office of Emergency Services

2101 E. Earhart Ave, Suite 300

Stockton, CA 95206

Subject: Letter of Commitment to participate in the County-wide Local Hazard Mitigation Update Planning Effort

Dear Ms. Lima:

As the Disaster Mitigation Act of 2000, 44CFR201.6, requires local communities to maintain a local hazard mitigation plan and that these plans are updated on a five-year cycle, the [YOUR AGENCY NAME] will participate in the next update to the plan.

The planning effort considers various natural hazards, risks and mitigation measures pursuant to guidelines from Federal Emergency Manaegment Agency (FEMA). It is understood that participation in the planning efforts is a requirement if the [Your District/City/Agency] hopes to adopt the plan. The [Your District/City/Agency] may have a section within the Plan, which will speak to hazard mitigation measures within our jurisdiction.

It is understood that the planning process includes:

* Documenting the accomplishments and strategies from the previous Plan
* Proactively participating in the planning effort
* Inviting members of the local community to participate
* Identification of hazards potentially affecting [Your District/City/Agency]
* Analysis of the vulnerability to the hazards, identification risk
* Formulation of mitigation goals and activities
* Formal adoption of the updated Plan

The point of contact for our agency is [Name, email, and phone number]. Staff looks forward to actively participating in the update to the effective Local Hazard Mitigation Plan.

Sincerely,

Name

Title