**Letter head**

Date

Mr. Thomas Hughes  
State Hazard Mitigation Officer

PEMA

Bureau of Recovery & Mitigation

2605 Interstate Dr.

Harrisburg, PA 17110

Re: County of XXXXXX Subgrant Application

Project Name:

Building Resilient Infrastructure & Communities (BRIC) or

Flood Mitigation Assistance Program (FMA)

Dear Mr. Hughes:

The county of XXXXXX has submitted an application to PEMA/FEMA for Grant funding under BRIC to Mitigate Flooding. The estimated cost is $100,000. We are seeking Federal share $75,000 (75% of total project cost) and hereby commit a match of $25,000 (25% of total project cost). The county is currently applying CDBG funding to match the project. (Award period is possibly fall 2015). The match also consists of in-kind services by county staff and/or county funds. The exact portion of in-kind funds will be determined based upon the needs to complete the project.

Please contact XXXX XXXXXXXXX, Director of Department of XXXXX XXXX, if you have any questions about this correspondence or our application. Mr. XXXX XXXXXXXXX may be reached at (XXX) XXX-XXXX or email: XXXXXX@XXXXX. Thank you for your assistance.

Sincerely

XXXXX XXXXX Chairman

XXXXX County Board of Commissioners