

<INSERT LETTERHEAD HERE>

PROJECT MAINTENANCE LETTER

Insert Date

Insert Subapplicant

<ADDRESS

<ADDRESS LINE 2>

Honolulu, HI

RE: <INSERT DISASTER NUMBER> Project Subapplication

Dear State Hazard Mitigation Officer:

This is to confirm that <NAME OF SUBAPPLICANT> is committed to perform the necessary maintenance for the entire useful life of this project (# OF YEARS) once completed. The <NAME OF ENTITY RESPONSIBLE> is allocating an annual budget of <AMOUNT> which will allow maintenance to occur as needed to ensure the <PROJECT BUILDING/FACILITY> remains in good repair and operational.

ENTITY RESPONSIBLE FOR THE MAINTENANCE:

Example: City of Townsville

PAST MAINTENANCE TASKS INVOLVED:

Explain the maintenance cost before mitigation and explain what the maintenance activities included in the past.

FUTURE MAINTENANCE TASKS INVOLVED:

Explain the maintenance cost after mitigation and explain what the maintenance activities will include in the future.

FUTURE MAINTENANCE SCHEDULE:

Example: Annually

FUTURE COST OF MAINTENANCE:

Example: \$10,000.00

SOURCE OF FUTURE MAINTENANCE FUNDS:

Example: Flood Control Funds

Please contact <NAME OF CONTACT> with questions.

Sincerely,

<ADD SIGNATURE HERE OF AUTHORIZED AGENT>

<FIRST AND LAST NAME OF AUTHORIZED AGENT>

<TITLE>

<PHONE>

<FAX>

<EMAIL>