[THROUGHOUT THIS DOCUMENT, PLEASE REMOVE AND REPLACE ALL RED "EXPLANATORY" TEXT AS APPROPRIATE]

[LOCALITY LETTERHEAD WITH ALL CONTACT INFORMATION]

[September XX, 2017]

Mr. Kevin L. Hannes  
FEMA FCO, DR-4332-TX  
Joint Field Office  
11000 N. Interstate Highway 35  
Austin, TX 78773-0220

Through:

Mr. W. Nim Kidd  
Governor’s Authorized Representative, DR-4332-TX  
Chief, Texas Division of Emergency Management  
PO Box 4087  
Austin, TX 78773-0220

Subject: FEMA-4332-DR-TX, Notice of Intent to Conduct Debris Removal from Private Property in [TOWN/CITY/COUNTY]

Dear Mr. Hannes:

Pursuant to the terms and conditions of the Stafford Act, 42 U.S.C. 5121 et seq., FEMA Regulations as published at 44 CFR 206.222 - 206.224, the Public Assistance Program and Policy Guide FP 104-009-2 and in conformity with the Public Assistance Fact Sheet entitled “Private Property Debris Removal DR-4332-TX,” dated September 11, 2017, the [TOWN/CITY/COUNTY] is providing formal notice of intent to remove debris from private property in [TOWN/CITY/COUNTY].

Given the unprecedented impacts of Hurricane Harvey, the authorized representatives of the [TOWN/CITY/COUNTY] have determined as the legally responsible entity that the significant and widespread debris left by the hurricane is an immediate public health risk and find it is in the
public interest to remove such storm-generated debris from private property as soon as possible. We understand that the final public interest determination for reimbursement eligibility will be made by FEMA. Private property in the following areas are subject to this notice:

[List ALL AREAS, NEIGHBORHOODS OR STREETS, SPECIFICALLY IDENTIFYING ORPHANED ROADS, GATED OR UNGATED COMMUNITIES, AND COMMERCIAL PROPERTY]

Before removal begins, we will have satisfied all legal processes and obtained permission requirements from the property owners in the form of rights-of-entry or other unconditional authorizations and we will be mindful of the conditions relative to the environmental and historic preservation conditions set out in the above-mentioned Private Property Debris Removal Fact Sheet.

While we cannot wait to begin this critical recovery function, we immediately will begin the process to obtain formal approval of our actions through submittal of a letter documenting our actions, the grounds for the public interest determination, and our legal responsibility and authority to take such actions. Our letter will include agreements to indemnify FEMA and to make all reasonable efforts to prevent duplication of benefits accruing to private property owners. From the onset and as we progress, we will carefully record and photograph our operations.

We look forward to working with you and the FEMA Public Assistance Texas Harvey Debris Removal Task Force on this critical matter.

Sincerely,

S/____________________
[AUTHORIZED REPRESENTATIVE]