

STATE OF NEW HAMPSHIRE  
EXECUTIVE DEPARTMENT



JEANNE SHAHEEN  
Governor

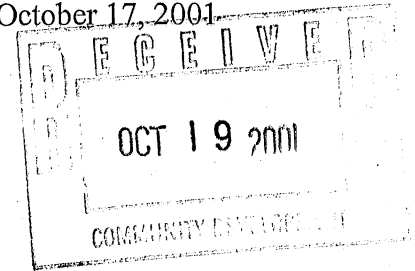
Office of Emergency Management  
State Office Park South  
107 Pleasant Street  
Concord, New Hampshire 03301-3809  
603-271-2231  
1-800-852-3792  
FAX 603-225-7341



WOODBURY P. FOGG, P.E.  
Director

Mr. Peter Ryner  
Community Development Director  
Town of Peterborough  
One Grove Street  
Peterborough, NH 03458

October 17, 2001



Dear Peter,

I am writing to request your submission of Quarterly Reports on the progress of Photo Based Floodplain Mapping, DR 1144-0011, funded under the Hazard Mitigation Grant Program.

Such reports are a condition of your grant agreement with NHOEM. Subgrantee quarterly reports are also needed as part of NHOEM's quarterly reporting process to FEMA, the funding source. The reports assist in determining any emerging problems with projects and resolving such problems.

In the interest of having a clear-cut time line for these reports, NHOEM is requesting a quarterly report due the first day of January, April, July, and October of each year. A simplified one-page Quarterly Report form is enclosed to assist you in this task. It is important to file each quarter's report even if the project is not being actively pursued at that time. The form may be copied for future use.

A longer version of the Quarterly Report form is also available in MS WORD on our official website at: <http://www.nhoem.state.nh.us/mitigation/> by clicking on Hazard Mitigation on the left toolbar – the necessary form can be downloaded from the Quarterly Report link in the lower middle section of the Hazard Mitigation page; or directly at: <http://www.nhoem.state.nh.us/mitigation/HMGP%20Project%20Quarterly%20Report%20Form.doc>. Either version of the Quarterly Report form is acceptable to NHOEM.

Please call Eugene Elander at (603) 223-3613 or myself at (603) 223-3637 with any questions about the Quarterly Reporting process. The next report is due by January 1, 2002. PLEASE NOTE THAT THE FEMA CLOSEOUT DATE FOR DR 1144 IS MARCH 31, 2002.  
Thank you for your cooperation.

Sincerely,

John Shaughnessy  
State Hazard Mitigation Officer