FEMA

FP 302-094-1

FEDERAL INSURANCE AND MITIGATION ADMINISTRATION (FIMA) POLICY

I. **TITLE:** *Local Mitigation Planning Handbook*

II. **DATE OF ISSUANCE:** March 29, 2013

III. **POLICY STATEMENT:** The *Local Mitigation Planning Handbook* (*Handbook*) is the official guide for local governments to develop, update and implement local mitigation plans to meet the requirements of the Stafford Act and Title 44 Code of Federal Regulations (CFR) §201.6.

IV. **PURPOSE:** The *Local Mitigation Planning Handbook* provides 1) guidance to local governments on developing or updating hazard mitigation plans to meet the requirements of 44 CFR §201.6 for FEMA approval and eligibility to apply for FEMA Hazard Mitigation Assistance grant programs; and 2) practical approaches and examples for how communities can engage in effective planning to reduce long-term risk from natural hazards and disasters.

V. **SCOPE AND EXTERNAL AUDIENCE:** This policy applies to local governments responsible for developing, regularly reviewing and revising local mitigation plans in accordance with 44 C.F.R. §201.6.

VI. **AUTHORITY:** Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5165, and Title 44 Code of Federal Regulations (CFR) Part 201. The Handbook represents FEMA's interpretation of a statutory or regulatory requirement. By itself, the *Handbook* does not impose legally enforceable rights and obligations, but sets forth a standard operating procedure or agency practice that FEMA employees follow to be consistent, fair, and equitable in the implementation of the agency's authorities.

VII. **OBJECTIVES:** Improve local government officials' understanding of the requirements in 44 CFR §201.6, *Local Mitigation Planning*.

VIII. **DEFINITIONS, ABBREVIATIONS, AND FORMATTING:** Definitions and terms are provided in the *Handbook*. 44 CFR Part 201 defines *Local government* as

"any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity." The *Handbook* adheres to the formatting criteria set forth in Directive 112-12 Policy, Directive, and Doctrine Process Guidance administrative requirements.

IX. **POLICY DETAILS:** The *Handbook* is the official guidance for local governments to develop, update and implement local mitigation plans to meet the requirements of the Stafford Act and Title 44 Code of Federal Regulations (CFR) §201.6. The *Handbook* complements and liberally references the *Local Mitigation Plan Review Guide* (October 1, 2011), which is the official guidance for Federal and State officials responsible for reviewing local mitigation plans in a fair and consistent manner, and to ensure approved local mitigation plans meet the requirements of §201.6.

X. **ROLES & RESPONSIBILITIES:** In accordance with the roles and responsibilities of 44 CFR §201.3:

a. FEMA is responsible for the review and approval of all local mitigation plans, unless that authority has been delegated to a State; and
b. Local governments are responsible to prepare and adopt a jurisdiction-wide natural hazard mitigation plan, in accordance with § 201.6; and at a minimum, review and update the local mitigation plan every 5 years from date of plan approval of the previous plan.

XI. **MONITORING AND EVALUATION:** The effectiveness of this policy will be monitored by FEMA Mitigation Planning staff and evaluated based on stakeholder feedback (qualitative) and the revision rate for local mitigation plans submitted to FEMA for review and approval (quantitative).

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XII. RESPONSIBLE OFFICE: Federal Insurance and Mitigation Administration (FIMA), Risk Analysis Division, Assessment and Planning Branch.

XIII. SUPERSESSION: This policy, in conjunction with the previously issued *Local Mitigation Plan Review Guide* (October 1, 2011), supersedes policy memoranda *MT-PL #11 Local Multi-Hazard Mitigation Guidance* (July 1, 2008) and *MT-PL#11A Mitigation Plan Requirements Effective October 1, 2008* (August 14, 2008).

XIV. REVIEW DATE: This policy will be reviewed 3 years from the date of issuance in accordance with Directive 112-12.

David L. Miller
Administrator
Federal Insurance and Mitigation Administration