

# Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM FOR: Regional Directors  
FEMA Regions I-X

FROM: David I. Maurstad  
Director  
Mitigation Division

DATE: 28-DEC-06

SUBJECT: Approval of Enhanced State Mitigation Plans

This memorandum provides policy and guidance regarding the timeframes for approval of Enhanced State Mitigation Plans. The State Mitigation Plan requirement under 44 CFR Part 201 calls for States to have an approved mitigation plan that either meets the Standard or Enhanced Mitigation Plan requirements. The purpose of this policy is to ensure that every State Mitigation Plan, whether Standard or Enhanced, is based on the most current information, and all requirements are met at the time of FEMA approval.

All Enhanced State Mitigation Plans submitted for FEMA's approval on or after January 1, 2008, *must* include a current update of their Standard Plan elements. Each State should be advised to submit its draft Mitigation Plan to FEMA's Regional Office early to allow sufficient time for:

1. review of all required elements (Standard and Enhanced portions) of the plan;
2. review of the State's program management capability;
3. the National Evaluation Panel to complete its review;
4. any required revisions to be made to the plan; and
5. the plan to be adopted by the State and approved by FEMA before the existing plan expires.

If the Enhanced elements of the State Mitigation Plan are not approved prior to the expiration of the existing plan, but the Standard requirements have been met, the FEMA Region may approve the plan as a Standard Plan. This will ensure continued program eligibility for the State, while still allowing the Enhanced review process and any required revisions to be completed. The approved Plan will be held to the initial three-year approval timeframe, and will not be extended as a result of any additional time needed for review, revision or approval of the Enhanced portion of the plan.

FEMA's interim policy, effective on the date of this memorandum through December 31, 2007, will allow the Enhanced portions of State Mitigation Plans to continue to be submitted *without* modifications or updates to the Standard Plan elements. However, FEMA will only approve the Enhanced Plan through the three-year approval date of the

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Standard Plan. For example, if a Standard Plan is required to be updated by January 15, 2008, and the State receives approval of its Enhanced Plan elements (with no update to the Standard elements) on January 15, 2007, the entire plan must be updated by January 15, 2008.

I am requesting that you provide this new policy to State mitigation staff who are currently working on developing or updating an Enhanced State Mitigation Plan. If you have any questions regarding this policy, please contact me or have a member of your staff contact Terry Baker, Risk Assessment Branch, by telephone at (202) 646-4648.

cc: Mitigation Division Directors