

**LOCAL HAZARD MITIGATION PLAN REVIEW & APPROVAL PROCESS**  
**from the CalEMA Interim LHMP Development Guide - Part 1**

The Interim Final Rule (IFR) requires that Local Hazard Mitigation Plans (LHMPs), including Multi-Jurisdictional Plans (MJP), be submitted through the State Hazard Mitigation Officer (SHMO) at CalEMA, for initial review, before submittal to the FEMA Region IX Mitigation Office. FEMA has requested that local governments submit LHMPs, to CalEMA first, and not directly to the Region IX Mitigation Office.

Upon receipt of a LHMP or MJP, CalEMA, as required by the IFR, will perform an initial review of the plan, make comments, and forward the mitigation plan "package" to FEMA Region IX for their courtesy review or for final review and approval.

FEMA will communicate directly with the local government or "lead agency" of a MJP, concerning required and recommended changes to the mitigation plan until final approval is achieved. FEMA has established a goal, when possible, of 45 days from initial receipt from CalEMA to initial feedback (completion of initial review). While revising plans to meet FEMA requirements, local governments will, upon request, continue to receive technical assistance in plan development from CalEMA. (See contact information below.)

**LHMP & MJP SUBMISSION PACKAGE:** Local Governments, when submitting LHMP & MJPs for review and approval, are required by FEMA to prepare a submission package that includes the following 4 items:

Item 1. A **cover letter** to FEMA, via CalEMA, describing what is being submitted and what action is being requested (i.e., final review, courtesy review).

Item 2. **One hard copy** of the, LHMP submission. (MJPs should include all participating jurisdiction's annexes or supplements.)

**NOTE:** A "3 Ring Binder" containing all hard copy pages, is preferred. Please do not send plans, spiral or book bound, as this format must be held open, and increases the difficulty for persons reviewing the plan.

Item 3. A detailed, complete, Single Jurisdiction or Multi-Jurisdiction, **FEMA/CalEMA LHMP Review Crosswalk** (please see note below concerning the crosswalk).

Item 4. Two **Electronic (CD Rom) Copies** of the LHMP & an **editable** version of the crosswalk.

## NOTES ON COMPLETING THE CROSSWALK:

Both FEMA and CalEMA will only review mitigation plans submitted with a properly completed, editable crosswalk, attached. If a crosswalk is not attached, or not properly filled out, one will be requested before the CalEMA review begins. Please contact CalEMA at the numbers provided below, to obtain the latest information on plan submission and an editable copy of the crosswalk.

On the crosswalk, please allow the reviewer to complete the "Comments" portion as well as the Not Met/Met, [NM]/[M] & Needs Improvement/Satisfactory [N]/[S] sections.

Do complete the "Location in the Plan" section of the crosswalk with Specific page number(s). For location, do not state, "Page 1 through 179" (179 pages!) or "from page 13 and following." Be as Page, Annex or Section & page, Table or Figure specific as possible.

All multi-jurisdictional plans need to identify the qualifying activity of each jurisdiction seeking plan approval status. The crosswalk is an important tool in both the review and development of complete plans, as they mirror the requirements in the mitigation planning regulations at 44 CFR §201.6. (Cal EMA is currently updating multi-jurisdictional crosswalk requirements).

Plan Updates require jurisdictions to submit their prior FEMA approved 'final' crosswalk and a new/current FEMA crosswalk when requesting review and approval of their plan.

The crosswalk must be in an **editable format** (i.e., M/S Word is editable, Adobe Acrobat is not editable). Both CalEMA and FEMA will make comments and score the plan directly on the editable crosswalk. Due to editing during the review process, the crosswalk should not be listed as part of the plan, on the mitigation plan's Table of Contents.

### **FEMA's LOCAL PLAN SCORING SYSTEM**

The following "Scoring System" will be utilized by CalEMA to provide guidance and assistance, and by FEMA to determine if the plan will receive final approval.

According to FEMA, local mitigation plans must meet all the applicable prerequisites and receive a score of at least "Satisfactory" for each required "element" of a requirement, in order for the requirement to be satisfactorily fulfilled. In the event that the plan is not approved, FEMA Region IX will provide comments on the specific requirements and elements of the local plan that are in need of improvement.

As mentioned above, a LHMP cannot receive **final** approval from FEMA if the plan has not been formally adopted by the Local Governing Body. FEMA has said that, if all other requirements have been met, they will issue approval letters "pending" final adoption by the Local Governing Body (Board of Supervisors, City Council, etc.).

**SCORING SYSTEM FOR PREREQUISITES:**

<b>NOT MET:</b> This Prerequisite requirement has not been met, or is not documented in the plan.	<b>MET:</b> This Prerequisite requirement has been met, and is documented in the plan.
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**SCORING SYSTEM FOR REQUIREMENTS & ELEMENTS:**

<b>N (Needs Improvement):</b> The plan addresses the criteria, but needs significant improvement. – <u><i>Reviewer's comments must be provided.</i></u>	<b>S (Satisfactory):</b> The plan meets the minimum criteria. – <i>Reviewer's comments are encouraged, but not required.</i>
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**Use the following address to send a draft or final copy of the Local Hazard Mitigation Plan, along with the other items requested:**

Julie Norris  
Acting State Hazard Mitigation Officer  
California Emergency Management Agency  
Hazard Mitigation Planning Division  
3650 Schriever Avenue  
Mather, California 95655