

## HOW TO SUBMIT A HAZARD MITIGATION PLAN TO MEMA

### Plan Submission Process/Technical Requirements:

- Submit all Hazard Mitigation plans to the Mitigation Mailbox ([mitigation@massmail.state.ma.us](mailto:mitigation@massmail.state.ma.us)) with a cc' to Beth Dubrawski ([beth.dubrawski@massmail.state.ma.us](mailto:beth.dubrawski@massmail.state.ma.us)).
- For direct questions please contact Sarah White:  
Sarah White, Hazard Mitigation Supervisor  
Mass Emergency Management Agency  
400 Worcester Road  
Framingham MA 01702  
Desk: 508-820-2053  
[sarah.white@state.ma.us](mailto:sarah.white@state.ma.us)
- With all new and updated plan submissions, include:
  - A completed Plan **Review Tool Checklist** (Appendix A of the FEMA *Local Mitigation Plan Review Guide* October 1, 2011 <http://www.fema.gov/media-library/assets/documents/23194?id=4859>).
  - You must provide the **contact info** (mailing addresses and email) for the Chief Elected or Appointed Official (usually Board of Selectmen Chair, Mayor, City Council, etc.) as well as the points of contact (the staff who worked on the plan) who should be CC'ed on any correspondence.
- For multi-jurisdictional plans, a completed Checklist (link above) must be included for all participating jurisdictions.
- Revised plans must include tracked changes and/or highlights along with a revised Checklist(s) indicating where changes have been made.
- Acceptable electronic **plan formats** are Word or PDF documents. You do not have to send a hard copy.
- If the **file size** is over 8 MB you can submit a plan via a file sharing website. There are many free sites you can use, examples are YouSendIt.com, Box.net, google drive, etc.. MEMA does not endorse or have a preference in what file sharing website you use. Please send a separate email informing us of this to ensure we received the link to the plans.
- File Naming Convention is required to conform with the following examples:
  - **Local Plans:** Jurisdiction Name State Abbreviation (e.g. Burlington VT.docx)
  - **Multi-jurisdictional Plans:** Acronym for Planning Agency State Abbreviation; if an Annex, put jurisdiction name after State Abbreviation (e.g. OCPC MA.docx **OR** OCPC MA Bridgewater.docx)
  - **Tribal Plans:** Tribal Name (e.g. Penobscot Tribe.docx)

### 1<sup>st</sup> Submission for New/Updated Plans

- If a plan is found to satisfactorily meet all required elements:
  - MEMA will send on to FEMA for review.
  - If FEMA finds the plan to satisfactorily meet all required elements FEMA will issue an **Approvable Pending Adoption (APA)** notice via email to the local, state and/or tribal CEO's and POCs as listed above.

### Revisions/ Subsequent Resubmissions:

- If MEMA finds that the plan requires revisions they will send the Plan Review Tool Checklist with comments to the local POC(s).
- If the FEMA review finds required revisions they will email the State a Plan Review Tool Checklist with the required revisions.



- After reviewing FEMA's comments, the State will email the Plan Review Tool containing FEMA's comments to the local POC(s).
- **Resubmit revised plans** to the State with **tracked changes and/or highlights** along with a revised Checklist(s) indicating where changes have been made.
- If a plan is found to satisfactorily meet all required elements:
  - MEMA will send on to FEMA for review.
- If FEMA finds the plan to satisfactorily meet all required elements FEMA will issue an APA notice via email to the local, state and/or tribal POCs
- If the FEMA review finds required revisions they will email the State a Plan Review Tool Checklist with the required revisions.
  - After reviewing FEMA's comments, the State will email the Plan Review Tool containing FEMA's comments to the local POC(s).

**Final Plan & Adoption:**

- **After** FEMA has issued an APA and the community has officially **adopted the plan**. The community is to submit a clean copy of the plan (the exact version that received APA) with the signed adoption resolution inserted in the appropriate location of the plan (i.e. appendices or wherever a placeholder was included) to the State.
- You must provide the contact info (mailing addresses and email) for the Chief Elected or Appointed Official (usually Board of Selectmen Chair, Mayor, City Council, etc.) as well as the points of contact (the staff who worked on the plan) who should be CC'ed on any correspondence.
- The State will submit plan FEMA Region 1 for review and final approval.
- FEMA will issue a Formal Approval via hard copy to the local CEO (Chief Elected Official), or in the case of a multi-jurisdiction plan to the Local Planning Body submitter and the CEO of each participating jurisdiction, or in the case of a state or tribal plan to the designated state or tribal official
- FEMA will email electronic notification of Formal Approval to the state, tribal and/or local contacts copied on the Formal Approval letter (excepting those receiving hard copies).

