



Local and Regional Natural Hazards Mitigation Plan Update Guidelines

In an effort to eliminate expired Local Natural Hazards Mitigation Plans, AEMA has developed guidelines for planning updates. Implementation of these guidelines will begin October 1, 2016. All draft plans submitted after this date should comply with the following:

1. **Initiating Update Process:**

- AEMA recommends beginning the planning process 24 months prior to the local plan expiration date (i.e. Neon County Natural Hazards Mitigation Plan expires on March 19, 2019 – the county should begin the planning process no later than March 19, 2017).
- This provides adequate time for AEMA/FEMA review and should ensure that the county will not have an expired plan (there are no extensions allowed on plan approval dates).
- If grant funds are being requested, the grant sub-application should be submitted to AEMA 30 months prior to plan expiration.

2. **Draft Plan Submittal:**

- The completed draft plan must be submitted to AEMA no later than 6 months prior to the end of plan expiration date or no later than 6 months prior to the end of the grant period of performance (whichever comes first).
- Please include a cover page with the date of the plan.
- When submitting the draft, please submit as one document in Adobe PDF format. Do not include the word Draft on the document.
- You must also include a completed Local Mitigation Plan Review Tool.
- All of the Jurisdictions that developed the county's annexes and appendices must submit an Adoption resolution to be eligible for certain grants.

3. **Regional Plans:**

- Each of the 7 State EMA Divisions will be considered a region.
- Funding priority will be given to those Divisions that already have a regional plan or have agreed to develop one.
- Regional Planning committees will be composed of County EMAs that will select the vendor.
- The committee will appoint one County EMA Director to be the point of contact (POC).
- The POC will work with the vendor and counties to ensure the plan is developed in accordance with current FEMA requirements.
- When submitting the draft, please submit as one document in Adobe PDF format. Do not include the word Draft on the document.
- You must also include a completed Local Mitigation Plan Review Tool in Microsoft Word.
- All of the Jurisdictions that developed the county annexes and appendices must

submit an Adoption Resolution to be eligible for certain grants.

4. Funding Availability:

- Please remember that grant funding may or may not be available to update local mitigation plans; however, the planning requirement to update your local plan every 5 years remains a requirement to be eligible for Hazard Mitigation Assistance (HMA) grants.
- The Hazard Mitigation Grant Program (HMGP) is typically available following a Presidential Disaster Declaration. Up to 7% of the total HMGP funds may be available for planning. Deadlines will be based on the Presidential Disaster Declaration date.
- The Pre-Disaster Mitigation (PDM) is typically available on an annual basis, according to authorization and appropriation by Congress and is nationally competitive. Deadlines will be set to coincide with FEMA deadlines.

5. Funding Restrictions:

- Up to \$40,000 total (\$30,000 Federal share and \$10,000 Non-federal share), may be requested for a planning grant to update a plan. This amount could decrease based on available planning funds. This includes both HMGP and PDM.