

# TEXAS DEPARTMENT OF PUBLIC SAFETY

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August 30, 2010

MEMORANDUM FOR: Local Mitigation Action Plan Participants

FROM: Gregory Pekar  
Mitigation Section Administrator

SUBJECT: Revisions to FEMA-Approved Local Mitigation Action Plans

This memorandum provides guidance for Local Mitigation Action Plan (Plan) Revisions within the Approved Plan Timeframe

The State allows certain revisions to the Plan to occur between the time of FEMA approval and the date of Plan expiration.

Acceptable revisions include the addition of action items; updates to unique portion of hazard analysis; additional repetitive loss data in a community; and data deficiencies noted in original plan. An unacceptable revision under this policy is the inclusion of later participants to the Plan. The planners should add the revisions to the current FEMA-approved Plan as appendices to a Plan. These revisions can then be incorporated into the main body of the Plan at the five-year update.

A revision requires local community concurrence and acceptance but does not require additional State review or additional FEMA approval. The State has the responsibility to ensure that all revisions submitted to the State by the community have been properly vetted and accepted by the community at large and by affected participants in the Plan.

The State will not use plan revisions received after a Hazard Mitigation Grant Program (HMGP) declaration date, or after a Notice of Funds Availability (NOFA) date, when scoring grant applications for its disaster or annual mitigation grant programs. Plan revisions received after these dates will be utilized in scoring applications for the next HMGP declaration, or the next year's Pre-Disaster Mitigation (PDM) grants.

The policy outlines two acceptable means for documenting revisions and community acceptance.

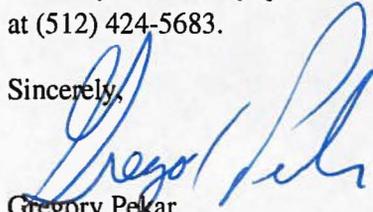
**Re-Adoption of Revised Plan by Local Senior Elected Officials:** a local plan developer with a single-jurisdiction plan may make revisions by documenting the concurrence of the community through a signed memorandum. The signed and dated memorandum and the appendix shall be submitted to the State.

For multi-jurisdictional Plan participants, revisions addressing action items, unique hazards, or repetitive losses within their jurisdiction will be acceptable through the method described in the above paragraph. The State does not require re-adoption by all the jurisdictions, only the jurisdiction affected by the revision.

**Concurrence by Hazard Mitigation Team:** Plan developers, either in-house or contractor, may call a meeting of the local hazard mitigation team to concur on a revision to the Plan. A signed memorandum, a copy of the minutes, an attendee roster, and the appendix shall be submitted to the State.

Should you have any questions concerning this memorandum, please contact the Mitigation Plans Officer at (512) 424-5683.

Sincerely,



Gregory Pekar  
Mitigation Section Administrator