



# Emergency Management Division Informational Letter

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**TO: Local Emergency Managers and Planners, District Emergency Management Coordinators**

**SUBJECT: Local Hazard Mitigation Planning Deadline and Local Participation in Plans**

This informational letter is intended to remind local emergency managers and planners about mitigation plan deadlines and the mitigation planning requirements, in particular, the requirement for local participation in the planning process. Since 2000, the Michigan State Police Emergency Management Division (MSP/EMD) has been involved in coordinating a statewide effort to develop all-hazard local hazard mitigation plans. Over the last 10 years, approximately \$45 million in hazard mitigation funding has been made available to Michigan communities.

### **Plan Completion Deadline**

The statewide hazard mitigation planning effort was initiated in response to the requirements of the federal Disaster Mitigation Act (DMA) of 2000. Under the DMA 2000, the Federal Emergency Management Agency (FEMA) is requiring local communities to have mitigation plans as a condition of receiving funding assistance under the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation Program (PDMP). **The FEMA deadline for communities to have completed mitigation plans and remain eligible for mitigation project funding under these two programs is November 1, 2004.**

### **Local Participation and Plan Adoption**

It is likely that your county is working on a mitigation plan at this time. Through a collaborative effort among local emergency managers, regional planning agencies, local planners and some private firms, there are 80 local mitigation plans currently under development with planning grants from the Emergency Management Division. As most of these plans are in production at the county level, it is necessary to re-emphasize the expectations being placed on local municipalities that wish to be included in a county-wide (also called "multi-jurisdictional") mitigation plan. Part 201, Section 201.6 (a) (3) in the DMA 2000 states that, "multi-jurisdictional plans may be accepted, as long as each jurisdiction has participated in the process and has officially adopted the plan."

**In other words, local jurisdictions must be involved in the planning process for a county plan, and adopt the county plan, for those jurisdictions to be eligible for mitigation project funding after November 1, 2004.** (NOTE: Local jurisdictions are not required to adopt county-wide plans by November 1, 2004, but must adopt the plan before applying for mitigation projects after that date.) Local jurisdictions should include potential mitigation projects in the plan while being involved in the plan development process. Local jurisdictions cannot bypass this process and remain eligible for mitigation project funding simply because their associated county developed a plan. If a county is composed of 30 jurisdictions and 12 of those jurisdictions choose not to participate in the planning process or adopt the mitigation

plan, those 12 jurisdictions would be ineligible for possible mitigation project funding after the November 1, 2004, deadline. The 18 jurisdictions that were involved in the planning process and adopted the plan would remain eligible for FEMA mitigation grants.

It is not too late to encourage local jurisdictions in your area to get involved with the plan development process and adopt or officially support the county plan. Local communities wishing to get involved in county plans should:

- Direct local planners or officials to attend core group meetings and assist in the plan development.
- Include potential mitigation projects into the plan.
- Adopt or officially recognize the county plan after plan completion.

When this process is completed, a community would remain eligible for future mitigation grant funds under the HMGP and the PDMP.

Please be aware of the November 1, 2004, deadline for the mitigation plans as well as the requirement of local jurisdictions to participate in the planning process and adopt the plan. Further information on mitigation planning and the FEMA planning requirements can be found in the MSP/EMD Publication 207, "Local Hazard Mitigation Planning Workbook." For any questions on the mitigation planning process, please contact the Michigan State Police, Emergency Management Division through Local Mitigation Planners Mike Sobocinski at (517) 336-2053, [sobocinm@michigan.gov](mailto:sobocinm@michigan.gov), or Jonathan Marsch at (517) 333-7776, [marschj@michigan.gov](mailto:marschj@michigan.gov).

Sincerely,



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