



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



**The Process by which a Hazard Mitigation Plan is submitted
To the Department of Emergency Services and Public
Protection/Division of Emergency Management Homeland Security
(DESPP/DEMHS),
Hazard Mitigation Assistance Program**

Plan Submission Process:

- Submit all Hazard Mitigation plans to DEMHS using the following email address: DEMHS.HMGP@ct.gov
- With all new and updated plan submissions, either single or multijurisdictional plans, include the following:
 1. A completed Plan Review Tool (Appendix A of the FEMA *Local Mitigation Plan Review Guide* October 1, 2011 <http://www.fema.gov/media-library/assets/documents/23194?id=4859>).
 - Included in the Review Tool is the required entry for the local Point of Contact. The local Point of Contact will either be the Chief Elected Official or a designated authorized municipal official.
 2. Transmittal Letter from the local Point of Contact to DEMHS requesting review of the plan. A template transmittal letter is provided.
- Acceptable electronic plan formats are Word or PDF documents. You do not have to send a hard copy. Plans must be in one complete file with the exception of the Plan Review Tool.
- If the file size is too large, send a disk with the plan, review tool, and transmittal letter to:

DESPP/DEMHS
25 Sigourney St. 6th Floor
Hartford, CT 06106
Attn: Hazard Mitigation Plan Review



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Submission for New/Updated Plans:

- If DEMHS finds that the plan requires revisions, DEMHS will send the Plan Review Tool with comments to the local Point of Contact for their review and actions.
- If DEMHS finds a plan is to satisfactorily meet all required elements, DEMHS will send the plan to FEMA for their review, with a cc' to the local Point of Contact.
 - If FEMA finds the *plan has satisfactorily met* all required elements, FEMA will issue an APA (Approvable Pending Adoption) notice via email to the Point of Contact - local, state and/or federally recognized American Indian Tribal Nation.
 - If the FEMA review finds the *plan requires revisions*, FEMA will email their comments to DEMHS. FEMA comments will be on the Plan Review Tool with the required revisions. After reviewing FEMA's comments, DEMHS will email the Plan Review Tool containing FEMA's comments to the local Point of Contact for their review and action.

Subsequent Revisions/Resubmissions:

- The local Point of Contact must resubmit revised plans to DEMHS with tracked changes and/or highlights along with a revised Plan Review Tool indicating where changes have been made.
- DEMHS will review the submitted revised plan and if the plan still requires further revisions, DEMHS will email comments to the local Point of Contact for further review and actions.
- If the plan is found to satisfactorily meet all required elements:
 - DEMHS will send the plan to FEMA for their review with cc' to the local Point of Contact.
 - If FEMA finds the *plan to satisfactorily meet* all required elements, FEMA will issue an APA (Approvable Pending Adoption) notice via email to the local, state and/or tribal Point of Contact.



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- If the FEMA review finds *required revisions* still needing attention, FEMA will email their comments to DEMHS. FEMA comments will be on the Plan Review Tool with the required revisions. After reviewing FEMA's comments, DEMHS will email the Plan Review Tool containing FEMA's comments to the local Point of Contact. This process can take several iterations until APA is achieved.

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 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 DEMHS.
 - Please include Point of Contact mailing addresses and cc' email addresses with final plan submissions.
 - ***Please note that if the plan is changed after receipt of the APA, the plan must be resubmitted to FEMA for review and new APA.***
- DEMHS will submit the plan to FEMA Region 1 for final review and final approval.
- FEMA will issue a Formal Approval via hard copy to the local Chief Elected Official or in the case of a multi-jurisdiction plan to the local Planning Body submitter and to the Chief Elected Official of each participating jurisdiction, or in the case of a State or Tribal Nation plan to the designated State or Tribal Nation official.
- FEMA will email electronic notification of Formal Approval to the local, State, and/or Tribal Nation contacts copied on the Formal Approval letter (excepting those receiving hard copies).