

# Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM FOR: Regional Directors  
Acting Regional Directors  
FEMA Regions I-X

FROM: David I. Maurstad  
Director  
Mitigation Division

DATE: 06-NOV-06

SUBJECT: Guidance to FEMA Regions and States for Updating  
Standard State Multi-Hazard Mitigation Plans

I am providing you with FEMA's guidance regarding the required three-year updates of Standard State Mitigation Plans. FEMA regulations require that the State Mitigation Plans be updated and resubmitted to FEMA for approval every three years in order to continue eligibility for non-emergency Stafford Act assistance. We know many States are now in the process of updating their previously approved plans because some of the plans were initially approved in 2004. Those plans must be updated and resubmitted to FEMA for approval in the spring of 2007. Therefore, I am requesting that you provide the attached guidance to your respective States as soon as possible.

The Standard Plan Update Guidance is a revision of the March 2004 *Multi-Hazard Mitigation Planning Guidance under the Disaster Mitigation Act of 2000*, informally referred to as the "blue book" guidance. The Update Guidance includes revisions to (1) the Introduction; (2) Part I – Standard State Mitigation Plans; and (3) the Plan Review Crosswalk for Standard State Mitigation Plans. For your convenience, I am providing these revisions to you as three Microsoft Word (WORD) documents. The revisions will also be available in a PDF format in FEMA's Information Resources Library on its website. The Plan Review Crosswalk WORD format will also be available on the Mitigation Planning Resources website page [www.fema.gov/plan/mitplanning/index.shtm](http://www.fema.gov/plan/mitplanning/index.shtm), so it can easily be downloaded.

It is also important for you to know that the process of preparing this guidance began with a May 2006 meeting consisting of FEMA Regional staffs and a representative from one State within each FEMA Region. This final guidance reflects the input and comments, to the greatest possible extent, of the FEMA Regional staffs and State mitigation planning staff. To ensure validity, two drafts were circulated for their review and comment over the past several months.

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Please note the attached guidance is only for Standard State Mitigation Plans. We are in the process of developing the guidance for updating Enhanced State Mitigation Plans, and I anticipate it will be available in early 2007. The guidance for updating Local Mitigation Plans, which must be updated and resubmitted for FEMA approval every five years, will follow the issuance of the guidance for Enhanced Plans.

If you have any questions regarding this guidance, please contact me or have a member of your staff contact Ms. Terry Baker, Risk Assessment Branch, by telephone at (202) 646-4648.

Thank you for your cooperation in expediting this guidance to the States.

Attachments (3)

cc: Mitigation Division Directors