

Adopting Your Local Mitigation Plan

Local governments, including special districts, seeking plan approval must adopt their hazard mitigation plan in accordance with local laws. Adoption is a key requirement of the [Local Mitigation Planning Policy Guide](#).

Why does plan adoption matter?

- You've done the hard work. Now, it's time to adopt! Plan adoption completes the mitigation planning process. It also shows your community's commitment to the goals and actions in your plan.
- Adoption fulfills Element F: Plan Adoption of the Local Mitigation Planning Policy Guide. FEMA only approves plans that meet all planning requirements. This includes plan adoption.
- For plan updates, adoption recognizes the current planning process. It acknowledges changes from the past five years and validates the priorities for hazard mitigation actions.
- Adoption marks the beginning of implementing your plan. Since each plan participant must sign off on the plan, this process reintroduces the ideas in the plan to decision makers, partners and the public. It also authorizes the agencies listed in the plan to carry out the risk reduction actions they agreed to take on.
- Approval makes your community eligible for certain FEMA assistance that can fund your mitigation actions. Applicants and subapplicants must have an approved mitigation plan at the time of grant application and obligation.

What do I need to do?

- Your local governing body or other authority must formally adopt the plan.
- Submit proof of plan adoption to the state and FEMA. Besides the official resolution, proof can be in the form of meeting minutes, resolutions, a signed letter or any other method that shows official adoption.
- Adoption can happen before you submit the plan to FEMA for approval. With this option, submit all adoption documentation along with the plan for review. Remember that the state and/or FEMA may require you to revise your plan. Use flexible language in your documentation. It should leave room for any needed revisions. For instance, you can state that your community adopts the plan inclusive of any minor additions or corrections that result from the state and FEMA review process.



FEMA

- You can also adopt after FEMA reviews your plan and it receives Approvable Pending Adoption (APA) status. With this option, you should adopt the plan within one year of getting APA status.
- **If you do not adopt the plan within one year of getting APA status, you must take further steps to validate that the plan’s risk assessment and mitigation strategy are still current prior to approval.**
- Remember that there are other considerations for **multi-jurisdictional plans** (as shown below in Figure 1):
 - Each participating jurisdiction must adopt the plan and provide proof that adoption occurred. Lead jurisdictions for these plans should get buy-in for adoption early in the planning process. Use letters of commitment to show that jurisdictions will take part in and adopt the plan.
 - If your community is part of a multi-jurisdictional plan, the status of other participating jurisdictions in the plan will not affect your approval status.
 - If jurisdictions plan to adopt before submitting the plan for approval, **then all the jurisdictions that are part of the multi-jurisdictional plan must submit proof of adoption.** This allows the plan and all the jurisdictions to gain approval at once after all requirements are met.

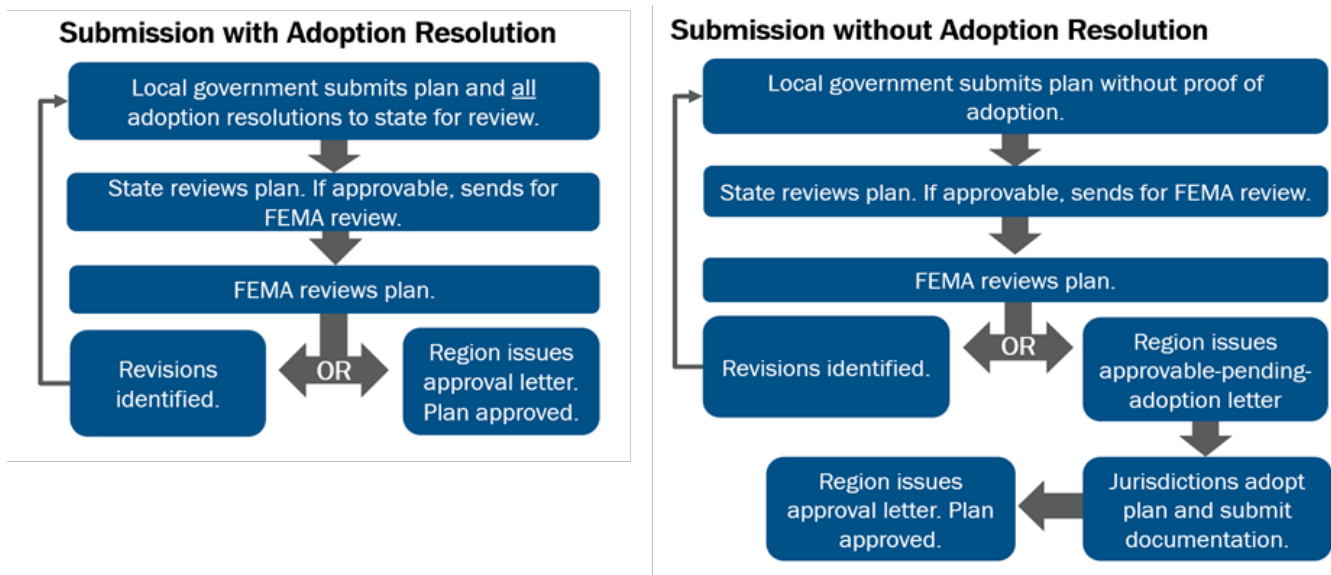


Figure 1. Paths to Plan Approval

Local Mitigation Planning Resources

- Learn more about plan adoption and approval in Section 6.4 of the [Local Mitigation Planning Policy Guide](#). Be sure to check out the **sample adoption resolution** in **Appendix B**.
- See Task 8 in the [Local Mitigation Planning Handbook](#) to learn more about considerations for plan adoption.
- Take FEMA’s [IS-318 Local Mitigation Planning Training](#) for additional information on the planning process.