

Appendix I:
Worksheet to Document Plan
Updates and Amendments

APPENDIX I

Worksheet to Document Plan Updates and Amendments

Introduction

The Local Mitigation Plan Policy Guide (effective April 2023) describes the amendment process, which is repeated in the text box below. In addition, your adoption resolution from 2024 allows updates as needed.

From the Local Mitigation Plan Policy Guide

A mitigation plan may need to be amended after it is approved by FEMA and adopted by the local government. Amending an approved and adopted plan does not necessarily result in the need to reevaluate the entire plan against all requirements. FEMA expects local governments to conduct regularly scheduled reviews and amendments to their mitigation plan. This may result in modifications to the risk assessment or adding/removing mitigation actions, especially in preparation for submitting applications to FEMA for assistance and ensuring the project conforms with the mitigation plan. Participants are encouraged to keep the state and FEMA informed, but these amendments do not need to be reviewed and approved by the state and FEMA. If these changes identify new mitigation actions that might be eligible for FEMA assistance programs, then advise FEMA and the state. FEMA will acknowledge and note the receipt of the added action(s), where appropriate, but does not need to formally review or approve the action(s).

Reasons for Update or Amendment

Check all that apply:

- A shelter or cooling center has been changed
- A critical facility has changed
- A new hazard risk has become apparent
- An action has been completed
- An action needs to be modified
- A new action is needed
- Other: _____
- Other: _____

Insert New Narrative Here

Completed by:

- Name:
- Position:
- Date:

Copy Sent to:

- Town/City:
- Local Coordinator:
- CRCOG Executive Director: