



**FEMA**

April 13, 2020

Jeffrey Giering, State Hazard Mitigation Officer  
Louisiana Office of Homeland Security  
and Emergency Preparedness  
1500 North Main Street Baton  
Rouge, LA 70802

RE: Approvable Pending Adoption of the St. Charles Parish, Louisiana Single Jurisdiction  
Hazard Mitigation Plan

Dear Mr. Giering:

This office has concluded its review of the referenced plan, in conformance with the Final Rule on Mitigation Planning (44 CFR § 201.6). Formal approval of this plan is contingent upon the adoption by resolution by the participants on Enclosure A, as well as the receipt of a CD containing all components of this plan.

Adopting resolutions must be submitted to this agency for review and approval no later than one year from the date of this letter. Failure to submit these resolutions in a timely manner could lead to a required update of the plan prior to FEMA approval.

Once this final requirement has been met, a letter of official approval will be generated. The Local Hazard Mitigation Planning Tool, with the reviewer's comments has been enclosed to further assist the jurisdictions in complying with planning requirements.

If you have any questions, please contact David Reiff, HM Community Planner, at (940) 898-5493.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald C. Wanhanen".

Ronald C. Wanhanen  
Chief, Risk Analysis Branch

Enclosures

Enclosure A

Attached is the list of approved participating governments included in the April 13, 2020 review of the referenced Hazard Mitigation plan.

Community Name	
1)	St. Charles Parish

## **Adoption Submittal (Final)**

Region 6 recommends that all jurisdictions refrain from adopting a plan until it has received an Approvable Pending Adoption status from FEMA. Following the issuance of Approvable Pending Adoption letter, all participants are provided 1 year to adopt the plan and submit it through the State to FEMA. For multi-jurisdictional plans, multiple adoptions should be submitted as a complete package as outlined below.

The State must submit the plan files via:

**Floodmaps File eXchange (FFX):** <https://www.floodmaps.fema.gov/ffx/>

**Risk Management Directorate (RMD) SharePoint:**

<https://rmd.msc.fema.gov/Regions/VI/Mitigation%20Planning/Forms/AllItems.aspx>

**Note:** You will be requested to register if you have not already done so.

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1. Final draft of the plan in MS Word or pdf format containing:
  - a. The final plan formatted as a single document.
  - b. Documentation demonstrating adoption by the participating jurisdictions seeking approval. (i.e. copies of signed resolutions, official meeting minutes, etc....) Note: Adoption resolutions can be separate files. Additional adoptions are not required to provide a copy of the plan.
  - c. Remove strikethroughs, highlights and all Track Changes must be accepted in the final plan.
2. Send an email addressed to [R6-MTD-Planning@fema.dhs.gov](mailto:R6-MTD-Planning@fema.dhs.gov) as notification that the electronic file has been submitted. Please **DO NOT** send plans to the email inbox as it has very strict size limitations which will lock the inbox and not allow additional emails to be received. The email must include the following information:
  - a. Include the follow when applicable: (Note: A submittal letter is no longer required.)
    - a. Subject line [Approval Review for Name of Plan, State]
    - b. FEMA funding source, grant or disaster number, and project number (when applicable)
    - c. list of adopting jurisdictions
    - d. Plan File name (file name must include date submitted)
3. Submittals which do not conform to the above requirements will be returned to the State for resubmission