

U.S. Department of Homeland Security  
FEMA Region 6  
800 N. Loop 288  
Denton, TX 76209



**FEMA**

October 16, 2023

Josh Davies, State Hazard Mitigation Officer  
Texas Division of Emergency Management  
P.O. Box 285  
Del Valle, Texas 78617-9998

RE: Approvable Pending Adoption of the Travis County, Texas Multi-Jurisdiction  
Hazard Mitigation Plan  
Funding Source: BRIC; EMT-2020-BR-104

Dear Mr. Davies:

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 the participants on Enclosure A, as well as the receipt of the final draft of the plan containing all plan components.

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 Freeborn, HM Community Planner, at (940) 898-5323.

Sincerely,

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

Ronald C. Wanhanen  
Chief, Risk Analysis Branch

Enclosure

cc: Marty Chester, R6-MT-HM

Enclosure A

Attached is the list of participating local governments included in the October 16, 2023 review of the referenced Hazard Mitigation plan.

Community Name
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- |                                   |
|-----------------------------------|
| 1) Briarcliff village             |
| 2) Creedmoor city                 |
| 3) Emergency Services District #6 |
| 4) Jonestown city                 |
| 5) Lago Vista city                |
| 6) Lakeway city                   |
| 7) Manor city                     |
| 8) Mustang Ridge city             |
| 9) Pflugerville city              |
| 10) Point Venture village         |
| 11) Rollingwood city              |
| 12) San Leanna village            |
| 13) Sunset Valley city            |
| 14) The Hills village             |
| 15) Travis County                 |
| 16) West Lake Hills city          |

## **Adoption Submittal (Final)**

Following the issuance this of Approvable Pending Adoption letter, all participants are provided one 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.

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The State must submit the plan files via:

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.

All plans containing Protected Critical Infrastructure Information (PCII) must be submitted as an encrypted document with the password being sent separately in an email to ensure secure file submissions.

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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.)
    - i. Subject line [Approval Review for Name of Plan, State]
    - ii. FEMA funding source, grant or disaster number, and project number (when applic
    - iii. list of adopting jurisdictions
    - iv. 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