



August 23, 2022

The Honorable Paul Pape  
Bastrop County Judge  
804 Pecan Street  
Bastrop, TX 78602

RE: Approvable Pending Adoption of Bastrop County, Texas Multi-Jurisdiction Hazard Mitigation Plan (HMP)

Funding Source: FEMA-4466-DR-TX; 0009

Judge Pape:

Congratulations! FEMA has concluded the review of the Bastrop County, Texas Multi-Jurisdiction HMP, and the plan is found to be approvable pending adoption. For this plan to receive final FEMA approval, the jurisdictions must adopt this plan and submit the complete adoption package to the state within 90 days. The plan update timeline will begin on the date of the FEMA approval letter. Please e-mail the complete adoption package to [HM-Plans@tdem.texas.gov](mailto:HM-Plans@tdem.texas.gov) as follows:

- The final plan formatted as a single document
  - Plan must be dated to match the date of the first adoption
  - Remove track changes, strikethroughs, and highlights
- All signed resolutions as a separate single document

The previous review tool may contain recommendations to be applied to your next update. DO NOT make any further changes to your plan until it has been approved.

If you have any questions concerning this procedure, please do not hesitate to contact me at [jim.guin@tdem.texas.gov](mailto:jim.guin@tdem.texas.gov). We commend you for your commitment to mitigation.

Respectfully,

A handwritten signature in black ink that reads "Jim Guin". The script is fluid and cursive, with the first letters of "Jim" and "Guin" being capitalized and prominent.

Jim Guin  
Hazard Mitigation Supervisor  
Hazard Mitigation Division  
Texas Division of Emergency Management

Cc: James Altgelt, [james.altgelt@co.bastrop.tx.us](mailto:james.altgelt@co.bastrop.tx.us)  
Christine Files, [Christine.files@co.bastrop.tx.us](mailto:Christine.files@co.bastrop.tx.us)  
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Heather Ferrara, [heather@h2opartnersusa.com](mailto:heather@h2opartnersusa.com)



**FEMA**

August 24, 2022

Jasper Cooke, Hazard Mitigation Section Chief  
Texas Division of Emergency Management  
P.O. Box 15467  
Austin, TX 78761

RE: Approvable Pending Adoption of the Bastrop County, Texas Multi-Jurisdiction  
Hazard Mitigation Plan  
Funding Source: HMGP; FEMA-4466-DR-TX; 0009

Dear Mr. Cooke:

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.

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 August 24, 2022 review of the referenced Hazard Mitigation plan.

Community Name
1) Bastrop city
2) Bastrop County
3) Bastrop County Municipal Utility District #1
4) Bastrop County Water Control and Improvement District #2
5) Bastrop County Water Control and Improvement District #3
6) Bastrop Independent School District
7) Elgin city
8) Elgin Independent School District
9) McDade Independent School District
10) Smithville city
11) Smithville Independent School District

## **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:

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.

All plans containing Protected Critical Infrastructure Information (PCII) must be submitted through the Floodmaps File Exchange (FFX) 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 applicable)
    - 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

# LOCAL MITIGATION PLAN REVIEW TOOL

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The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The [Regulation Checklist](#) provides a summary of FEMA's evaluation of whether the Plan has addressed all requirements.
- The [Plan Assessment](#) identifies the plan's strengths as well as documents areas for future improvement.
- The [Multi-jurisdiction Summary Sheet](#) is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

<b>Jurisdiction:</b> Bastrop County	<b>Title of Plan:</b> Bastrop County Hazard Mitigation Action Plan Update 2022: Maintaining a Safe, Secure, and Sustainable Community	<b>Date of Plan:</b> Draft: April 2022
<b>Local Point of Contact:</b> Christine Files	<b>Address:</b> 1501 Business Park Drive Bastrop, TX 78602	
<b>Title:</b> EMC		
<b>Agency:</b> Bastrop County Office of Emergency Management		
<b>Phone Number:</b> 512-303-4303	<b>E-Mail:</b> christine.files@co.bastrop.tx.us	

<b>State Reviewer:</b> Jim Guin	<b>Title:</b> Hazard Mitigation Supervisor	<b>Date:</b> 6/30/22
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<b>FEMA Reviewer:</b> David Freeborn	<b>Title:</b> Community Planner	<b>Date:</b> 8/24/2022
<b>Date Received in FEMA Region 6</b>	08/23/2022	
<b>Plan Not Approved</b>		
<b>Plan Approvable Pending Adoption</b>	08/24/2022	
<b>Plan Approved</b>		

# LOCAL MITIGATION PLAN REVIEW TOOL

## SECTION 1: REGULATION CHECKLIST

**INSTRUCTIONS:** The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been 'Met' or 'Not Met.' The 'Required Revisions' summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is 'Not Met.' Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
<b>ELEMENT A. PLANNING PROCESS</b>			
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	(pdf pages) P 12-17	X	
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	P 13-24, 497-500, 530-563	X	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	P 24, 501-511, 538-563	X	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	P 18-21	X	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	P 490-495	X	
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	P 495-496	X	
<b>ELEMENT A: REQUIRED REVISIONS</b>			

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
<b>ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>			
B1. Does the Plan include a description of the type, location, and extent of all-natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	P 35-37, 41-216	X	
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	P 38-40, 56-217	X	
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	P 59-220	X	

# LOCAL MITIGATION PLAN REVIEW TOOL

B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	P 65-66	<b>X</b>	
<b>ELEMENT B: REQUIRED REVISIONS</b>			

<b>1. REGULATION CHECKLIST</b> Regulation (44 CFR 201.6 Local Mitigation Plans)	<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>ELEMENT C. MITIGATION STRATEGY</b>			
C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	P 15, 564-570	<b>X</b>	
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	P 63-65, 564-570	<b>X</b>	
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	P 250-251	<b>X</b>	
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	P 326-489	<b>X</b>	
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	P 326-489	<b>X</b>	
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	P 21, 490-494	<b>X</b>	
<b>ELEMENT C: REQUIRED REVISIONS</b>			

<b>1. REGULATION CHECKLIST</b> Regulation (44 CFR 201.6 Local Mitigation Plans)	<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</b> (applicable to plan updates only)			
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	P 39	<b>X</b>	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	P 252-325	<b>X</b>	
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	P 250	<b>X</b>	
<b>ELEMENT D: REQUIRED REVISIONS</b>			

# LOCAL MITIGATION PLAN REVIEW TOOL

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan (section and/or page number)	Met	Not Met
<b>ELEMENT E. PLAN ADOPTION</b>			
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))	N/A		
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))			X
<b>ELEMENT E: REQUIRED REVISIONS</b> <b>E2:</b> Once all Requirements have been met, the jurisdictions must provide documentation demonstrating that the plan has been adopted.			
<b>ELEMENT F. ADDITIONAL STATE REQUIREMENTS</b> (optional for State reviewers only; not to be completed by FEMA)			
F1.			
F2.			
<b>ELEMENT F: REQUIRED REVISION</b>			

# LOCAL MITIGATION PLAN REVIEW TOOL

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## SECTION 2: PLAN ASSESSMENT

**INSTRUCTIONS:** The purpose of the Plan Assessment is to offer the local community more comprehensive feedback to the community on the quality and utility of the plan in a narrative format. The audience for the Plan Assessment is not only the plan developer/local community planner, but also elected officials, local departments and agencies, and others involved in implementing the Local Mitigation Plan. The Plan Assessment must be completed by FEMA. The Assessment is an opportunity for FEMA to provide feedback and information to the community on: 1) suggested improvements to the Plan; 2) specific sections in the Plan where the community has gone above and beyond minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs, specifically Risk MAP and Hazard Mitigation Assistance programs. The Plan Assessment is divided into two sections:

1. Plan Strengths and Opportunities for Improvement
2. Resources for Implementing Your Approved Plan

***Plan Strengths and Opportunities for Improvement*** is organized according to the plan Elements listed in the Regulation Checklist. Each Element includes a series of italicized bulleted items that are suggested topics for consideration while evaluating plans, but it is not intended to be a comprehensive list. FEMA Mitigation Planners are not required to answer each bullet item and should use them as a guide to paraphrase their own written assessment (2-3 sentences) of each Element.

The Plan Assessment must not reiterate the required revisions from the Regulation Checklist or be regulatory in nature and should be open-ended and to provide the community with suggestions for improvements or recommended revisions. The recommended revisions are suggestions for improvement and are not required to be made for the Plan to meet Federal regulatory requirements. The italicized text should be deleted once FEMA has added comments regarding strengths of the plan and potential improvements for future plan revisions. It is recommended that the Plan Assessment be a short synopsis of the overall strengths and weaknesses of the Plan (no longer than two pages), rather than a complete recap section by section.

***Resources for Implementing Your Approved Plan*** provides a place for FEMA to offer information, data sources and general suggestions on the overall plan implementation and maintenance process. Information on other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities, can be provided. States may add state and local resources, if available.

# LOCAL MITIGATION PLAN REVIEW TOOL

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## A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

### Element A: Planning Process

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### Element B: Hazard Identification and Risk Assessment

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### Element C: Mitigation Strategy

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### Element D: Plan Update, Evaluation, and Implementation (Plan Updates Only)

Plans that include data deficiency actions must explain why these studies did not occur when the plan is updated. Maintaining the same deficiency from update to update without explanation is not allowed.
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## B. Resources for Implementing Your Approved Plan

This section provides examples of possible resources plan implementation.

Ideas may be offered on moving the mitigation plan forward and continuing the relationship with key mitigation stakeholders such as the following:
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| <ul style="list-style-type: none"><li>• What FEMA assistance (funding) programs are available (for example, Hazard Mitigation Assistance (HMA)) to the jurisdiction(s) to assist with implementing the mitigation actions?</li><li>• What other Federal programs (National Flood Insurance Program (NFIP), Community Rating System (CRS), Risk MAP, etc.) may help with mitigation activities?</li><li>• What publications, technical guidance or other resources are available to the jurisdiction(s) relevant to the identified mitigation actions?</li><li>• Are there upcoming trainings/workshops (Benefit-Cost Analysis (BCA), HMA, etc.) to assist the jurisdictions(s)?</li><li>• What mitigation actions can be funded by other Federal agencies (for example, U.S. Forest Service, National Oceanic and Atmospheric Administration (NOAA), Environmental Protection Agency (EPA) Smart Growth, Housing and Urban Development (HUD) Sustainable Communities, etc.) and/or state and local agencies?</li></ul> |
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<b>FEMA Mitigation grants are available to eligible applicants. Search <a href="https://www.grants.gov">grants.gov</a> for additional resources for implementing mitigation actions.</b>
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# LOCAL MITIGATION PLAN REVIEW TOOL

## SECTION 3: MULTI-JURISDICTION SUMMARY SHEET (OPTIONAL)

**INSTRUCTIONS:** For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were 'Met' or 'Not Met,' and when the adoption resolutions were received. This Summary Sheet does not imply that a mini plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Requirements Met (Y/N)					
			<u><a href="#">A. Planning Process</a></u>	<u><a href="#">B. Hazard Identification &amp; Risk Assessment</a></u>	<u><a href="#">C. Mitigation Strategy</a></u>	<u><a href="#">D. Plan Review, Evaluation &amp; Implementation</a></u>	<u><a href="#">E. Plan Adoption</a></u>	<u><a href="#">F. State Require- ments</a></u>
1	Bastrop County	County	Y	Y	Y	Y	N	
2	City of Bastrop	City	Y	Y	Y	Y	N	
3	City of Elgin	City	Y	Y	Y	Y	N	
4	City of Smithville	City	Y	Y	Y	Y	N	
5	Bastrop ISD	ISD	Y	Y	Y	Y	N	
6	Elgin ISD	ISD	Y	Y	Y	Y	N	
7	McDade ISD	ISD	Y	Y	Y	Y	N	
8	Smithville ISD	ISD	Y	Y	Y	Y	N	
9	MUD #1	Special District	Y	Y	Y	Y	N	
10	WCID #2	Special District	Y	Y	Y	Y	N	
11	WCID #3	Special District	Y	Y	Y	Y	N	