



**FEMA**

December 1, 2017

Mr. Matthew Rollins  
Oklahoma Department of Emergency Management  
P.O. Box 53365  
Oklahoma City, OK 73152-3365

RE: Approvable Pending Adoption of the Broken Arrow, Oklahoma Multi-Jurisdiction  
Hazard Mitigation Plan.

Dear Mr. Rollins:

This office has concluded its review of the referenced plan, in conformance with the Final Rule on Mitigation Planning (44 CFR Part 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 1 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 Shanene Thomas, HM Community Planner, at (940) 898-5492.

Sincerely,

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

Ronald C. Wanhanen  
Chief, Risk Analysis Branch

Enclosure

Enclosure A

**Broken Arrow, Oklahoma  
Multi-Jurisdiction  
Hazard Mitigation Plan Participants**

Attached is the list of approved participating governments included in the December 1, 2017 review of the referenced Hazard Mitigation plan.

Community Name	
1)	Broken Arrow
2)	Broken Arrow ISD
3)	Union Public Schools

## **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.

*All Plans must be submitted to the address contained in the header of these procedures; mark each submittal with Attn: Mitigation Planning. Each submittal must include:*

1. State transmittal letter containing:
  - a. List of all participating jurisdictions.
  - b. Plan name, sub-grantee, FEMA funding source, grant or disaster number, and project number, as applicable.
  - c. Identification of plan developer (i.e. contractor, jurisdiction, planning commission, etc.)
2. CD or DVD of the revised final draft of the plan in MS Word or pdf format (hardcopies may be submitted at the States discretion) containing:
  - a. Labeled with the plan name as well as the State and date sent.
  - b. The final plan formatted as a single document.
  - c. Documentation demonstrating adoption by the participating jurisdictions seeking approval. (i.e. copies of signed resolutions, official meeting minutes, etc....)
  - d. Remove strikethroughs, highlights and all Track Changes must be accepted in the final plan.
3. Submittals which do not conform to the above requirements will be returned to the State for resubmission.

*In addition to the CD/DVD the State may also submit the plan files via:*

1. Floodmaps File eXchange (FFX) <https://www.floodmaps.fema.gov/ffx/>
2. Risk Management Directorate (RMD)SharePoint  
<https://rmd.msc.fema.gov/Regions/VI/Mitigation%20Planning/Forms/AllItems.aspx>

***Please forward an email addressed to the current HM Planning State Point of Contact or to the HM Planning Team Lead as notification that the electronic file has been submitted***