



FEMA

January 19, 2010

TO: All State Homeland Security Directors
All State Emergency Management Directors
All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All Urban Area Core City / Core County Points of Contact

FROM: Timothy Manning, Deputy Administrator, National Preparedness & Protection

SUBJECT: Nationwide Plan Review 2010

At the request of Congress, the Federal Emergency Management Agency will lead an update of the 2006 Nationwide Plan Review (NPR). While the first review was targeted primarily on the issues and capabilities that surround catastrophic hurricanes and similar events, the 2010 review will focus more broadly on all catastrophic threats and the underlying planning and processes before disaster strikes to ensure we are ready when these events occur. The goal is to follow-up on progress made through various programs (such as HSGP) since the first Nationwide Plan Review as well as lay the groundwork for future analysis.

In FY 2010, the review will consist of (1) a self-assessment and certification of plan status, along with the submittal of plans, by each jurisdiction selected for the review; and (2) a feedback process involving a review of the submitted plans to be led jointly by FEMA HQ and the Regions. The results will be used to complete the reporting requirement as well as determine future planning guidance and assistance.

The process has been streamlined for FY 2010. Participants in the review will be asked to complete three tasks:

- (1) Complete a matrix that collects basic data regarding the jurisdiction's plans;
- (2) Submit copies of materials being analyzed as part of the review; and,
- (3) Provide a transmittal letter for the materials that includes a brief summary of planning efforts in the jurisdiction.

Specific information regarding the content of these items is included in the attached instructions.

Participation is a prerequisite for receipt of FY2010 DHS Homeland Security grant funds. In order to support this process, your State / urban area / major city needs to provide the materials **by February 19, 2010.**

I am looking forward to your support of this effort. Should you have any questions, please contact Donald M. Lumpkins at NPD-Planning@dhs.gov, 202-786-9754.

SELF-ASSESSMENT PROCESS

OVERVIEW

For the Nationwide Plan Review 2010, the focus will be on the self-assessment submittal from participating jurisdictions as well as the feedback from FEMA staff on your plans. The self-assessment process consists of three (3) components:

- (1) A transmittal letter;
- (2) A certification matrix; and,
- (3) A copy of all supporting documents.

Instructions for each of these items are provided below. As respondents complete each item, you are asked to focus your answers on your ability to manage catastrophic events.¹ **Participation is a prerequisite for receipt of FY2010 DHS Homeland Security grant funds.** In order to support this process, your State / urban area / major city needs to provide the materials **by February 19, 2010. If possible, early submittal of documents would be greatly appreciated given the significant time constraints.**

I. Transmittal Letter

The transmittal letter serves to provide approval by the senior elected or appointed official from your jurisdiction of your review package. It also provides the opportunity in a less structured format to convey the status of planning efforts. In the transmittal letter, jurisdictions are expected to:

- Provide a brief description of your three (3) biggest successes related to planning and the three (3) biggest challenges to planning that you have encountered since the last review in 2005-2006.
- Describe any major future planning efforts, such as the development of plan annexes related to potentially catastrophic events.
- Identify a point-of-contact for questions or communications regarding your package.

A scanned copy of the signed letter (or a letter digitally signed) should be included in the submittal.

II. Certification Matrix

Each jurisdiction is required to complete a certification matrix regarding its plans and additional requested documents. The certification matrix asks for information about your emergency operations plan (including its annexes and appendices).

In preparing your materials, the controlling guidance is Comprehensive Preparedness Guide 101, *Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans* (available online at <http://www.fema.gov/about/divisions/cpg.shtm>). You may supplement that guidance with information from other nationally-accepted reference or controlling documents, provided that you

¹ The National Response Framework defines a catastrophic event as: "...any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions."

cite those references. Detailed instructions and a copy of the matrix are provided in the attached Microsoft Excel file.

III. Supporting Documents

Jurisdictions are expected to provide electronic copies of all plans and documents identified in the certification matrix.

SUBMITTAL PROCEDURE

Jurisdictions are required to use the following naming conventions when submitting certification matrices and supporting documents:

Certification Matrix:

JURISDICTION NAME_STATE_CERTIFICATION MATRIX.xls
For example: RICHMOND_VA_CERTIFICATION MATRIX.xls
VIRGINIA_CERTIFICATION MATRIX.xls

Supporting Documents:

JURISDICTION NAME_STATE_PLAN NAME.doc
For example: RICHMOND_VA_BASIC PLAN.doc
VIRGINIA_BASIC PLAN.doc

Jurisdictions can use a number of options to transmit their materials to FEMA:

- By e-mail to NPD-Planning@fema.gov;
- Through the Virtual Joint Planning Office web-site (www.vjpo.org);
- By CD / DVD; or,
- By secure USB key.

Materials from cities / counties should be submitted through the states or territories. If jurisdictions are submitting on CD / DVD / USB, materials should be mailed to the following address for receipt by FEMA *no later than February 19, 2010*:

Donald M. Lumpkins
Federal Emergency Management Agency
500 C Street SW, TW5129N
Washington, DC 20472
ATTN: NPR

Tracking numbers for materials should be e-mailed to NPD-Planning@fema.gov upon shipment.

Participating Jurisdictions

All 50 states, the District of Columbia, and the territories² are required to participate in this review. Additionally, the following cities have been selected (based on size and where applicable participation in the UASI program) to provide their own submittals as part of the review process:

Cities Participating in 2010 Nationwide Plan Review

Albany, New York	Mesa, Arizona
Albuquerque, New Mexico	Miami, Florida
Anaheim, California	Milwaukee, Wisconsin
Anchorage, Alaska	Minneapolis, Minnesota
Arlington, Texas	Nashville-Davidson, Tennessee
Atlanta, Georgia	National Capital Region
Aurora, Colorado	New Haven, Connecticut
Austin, Texas	New Orleans, Louisiana
Baltimore, Maryland	New York, New York
Baton Rouge, Louisiana	Newark, New Jersey
Boston, Massachusetts	Oakland, California
Buffalo, New York	Oklahoma City, Oklahoma
Charlotte, North Carolina	Omaha, Nebraska
Chicago, Illinois	Orlando, Florida
Cincinnati, Ohio	Philadelphia, Pennsylvania
Cleveland, Ohio	Phoenix, Arizona
Colorado Springs, Colorado	Pittsburgh, Pennsylvania
Columbus, Ohio	Portland, Oregon
Corpus Christi, Texas	Raleigh, North Carolina
Dallas, Texas	Richmond, Virginia
Denver, Colorado	Riverside, California
Detroit, Michigan	Sacramento, California
El Paso, Texas	San Antonio, Texas
Fort Worth, Texas	San Diego, California
Fresno, California	San Francisco, California
Honolulu, Hawaii	San Jose, California
Houston, Texas	Santa Ana, California
Indianapolis, Indiana	Seattle, Washington
Jacksonville, Florida	St. Louis, Missouri
Jersey City, New Jersey	St. Paul, Minnesota
Kansas City, Kansas & Missouri	St. Petersburg, Florida
Las Vegas, Nevada	Tampa, Florida
Lexington-Fayette, Kentucky	Toledo, Ohio
Lincoln, Nebraska	Tucson, Arizona
Long Beach, California	Tulsa, Oklahoma
Los Angeles, California	Virginia Beach-Norfolk, Virginia
Louisville, Kentucky	Wichita, Kansas
Memphis, Tennessee	

² Territories include: American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands.