



April 27, 2011

Keith A. Bergman, Town Administrator
Town of Littleton
P.O Box 1305
Littleton, MA 01460

Dear Mr. Bergman:

Thank you for the opportunity to review the Town of Littleton Hazard Mitigation Plan. The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) Region I has evaluated the plan for compliance with 44 CFR Part 201. The plan satisfactorily meets all of the mandatory requirements set forth by the regulations. Congratulations on this achievement!

With this plan approval, the Town is eligible to apply for Mitigation Grants administered by FEMA. Requests for mitigation funding will be evaluated individually according to the specific eligibility and requirements of each of these programs. Furthermore, a specific mitigation activity or project identified in your community's plan may not meet the eligibility requirements for FEMA funding, and even eligible mitigation activities are not automatically approved for FEMA funding under the programs referenced above.

The Town's Hazard Mitigation Plan must be reviewed, revised as appropriate, and resubmitted to FEMA for approval within **five years of the plan approval date of April 27, 2011** in order to maintain eligibility as an applicant for mitigation grants. Over the next five years, we encourage the Town of Littleton to continue updating the plan's assessment of vulnerability, adhere to its maintenance schedule, and begin implementing, when possible, the mitigation actions proposed in the plan.

Once again, thank you for your continued dedication to public service demonstrated by preparing and adopting a strategy for reducing future disaster losses. Should you have any questions, please do not hesitate to contact Marilyn Hilliard at (617) 956-7536.

Sincerely,

A handwritten signature in blue ink that reads "Don R. Boyce".

Don R. Boyce
Regional Administrator

DRB:mh

cc: Richard Zingarelli, Massachusetts State Hazard Mitigation Officer
Sarah White, Massachusetts Mitigation Planner
Martin Pillsbury, MAPC Environmental Division Manager

Enclosure

SINGLE JURISDICTION MITIGATION PLAN REVIEW CHECKLIST
TOWN OF LITTLETON HAZARD MITIGATION PLAN / LITTLETON, MA
DATE OF REVIEW AND VERSION: February 2011

Regulation (44 CFR 201.6 Local Mitigation Plans)	Location in Plan	Met	Not Met
Planning Process and Maintenance			
1. Does the plan document the planning process used to develop the plan, including how it was prepared and who was involved in the process?	Ch III, Appendix	X	
2. Does the plan describe an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process?	Ch III, VIII, Appendix	X	
3. Did the plan describe the review and incorporation, if appropriate, of existing plans, studies, reports, and technical information?	Ch II, III, V, IX, X	X	
4. Does the plan address the jurisdiction's participation in the NFIP?	Ch V	X	
5. Does the plan describe how the public was given an opportunity to comment on the plan during the planning process and prior to plan approval?	Ch III, Appendix	X	
6. Is there discussion of how the local government(s) will continue public participation in the plan maintenance process?	Ch IX	X	
7. Is there a description of the method and schedule for keeping the plan current, i.e., monitoring, evaluating, and updating the mitigation plan within a five-year cycle?	Ch IX	X	
Risk Assessment			
8. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction(s)?	Ch IV, V, Appendix	X	
9. Does the plan include information on previous occurrences of hazard events and on the probability of future hazard events?	Ch IV, V, Appendix	X	
10. Is there a description of the jurisdiction's vulnerability to the hazards identified, including an overall summary of each hazard and its impact on the community?	Ch IV, V, Appendix	X	
11. Does the plan address NFIP insured structures within the planning area that have been repetitively damaged by floods?	Ch V	X	
Mitigation Strategy			
12. Is there a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards?	Ch VI	X	
13. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard?	Ch V, VII	X	
14. Does the plan address continued compliance with NFIP requirements, as appropriate, for the jurisdiction?	Ch V, VIII	X	
15. Does the plan describe a process by which local governments will incorporate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?	Ch IX	X	
16. Is there an action plan describing how the actions identified will be prioritized (including emphasis on cost benefit review) implemented, and administered by each jurisdiction?	Ch VII	X	
Additional Requirements for Plan Updates			
17. Was the plan revised to reflect changes in development?	New plan	n/a	
18. Was the plan revised to reflect progress in local mitigation efforts?	New plan	n/a	
19. Was the plan revised to reflect changes in priorities?	New plan	n/a	

FEMA REVIEWER: _____ Nan Johnson _____ APPROVABLE? YES X NO _____