



FEMA

# Plan Review Training for Local Mitigation Plans

## Mitigation Plan Review Process Improvement Project

**RiskMAP**

Increasing Resilience Together



# Agenda

- A. Introduction to Mitigation Plan Review Process**
- B. Local Mitigation Plan Review Guide**
- C. Local Mitigation Plan Review Procedures**
- D. Local Mitigation Plan Review Tool**
- E. Next Steps**

# A. Introduction to Mitigation Plan Review Process

## Issues and Concerns

- **Communities often find the current guidance and crosswalk difficult to understand and interpret.**
- **The current guidance and crosswalk do not facilitate the development of linkages between the risk assessment and mitigation strategy.**
- **Plan development and reviews are often inconsistent with subjective interpretation.**
- **Planning requirements do not accommodate various levels of community capacity.**
- **Plan reviews from initial submission (by the State to FEMA) to final approval often vary in duration, and many exceed the 45 day requirement.**

# A. Introduction to Mitigation Plan Review Process

## Project Goals

- **Increase Mitigation Plan focus on risk reduction strategies.**
- **Promote alignment with the law and regulations.**
- **Improve consistency of plan reviews and minimize subjective interpretation.**
- **Facilitate more positive interaction between FEMA and plan developers by increasing responsiveness to communities.**
- **Simplify and improve efficiency of the plan review process to use less State, local, and FEMA time and resources.**

# A. Introduction to Mitigation Plan Review Process

## Project Solutions

- **Develop a Plan Review Guide**
- **Develop a Plan Review Tool to replace the Crosswalk**
- **Develop a Mitigation Planning Handbook**
- **Develop Quality Assurance Measures**
- **Provide web-based plan review training**

# A. Introduction to Mitigation Plan Review Process

## **Local Mitigation Plan Review Guide**

Optional: **October 1, 2011**

Effective: **October 1, 2012**

# B. Local Mitigation Plan Review Guide

## Plan Review Guide Sections

- **Introduction (purpose, roles and responsibilities)**
- **Plan Review Guiding Principles**
- **Completing the Plan Review Tool**
- **Regulation Checklist**
- **Plan Review Procedure (plan review, submittal, approval and adoption)**

# B. Local Mitigation Plan Review Guide

## The Guide:

- **Is FEMA's official source for defining the requirements of original and updated Local Mitigation Plans.**
- **Represents FEMA's interpretation of all statutory or regulatory requirements. By itself, the Guide does not impose legally enforceable rights and obligations, but sets forth a standard operating procedure for FEMA to be consistent, fair, and equitable in the implementation of the agency's authorities.**
- **Includes references to specific language in 44 CFR §201.6 and descriptions of the relevant requirement to meet the Mitigation Planning regulation.**
- **Must be referenced when completing the Local Mitigation Plan Review Tool.**

# B. Local Mitigation Plan Review Guide

## Target Audience – States and FEMA

- **State - responsible for initial review and coordination of the plan between the local government and FEMA.**
- **FEMA - responsible for the final review and approval of all Local Mitigation Plans.**

# B. Local Mitigation Plan Review Guide

## Guiding Principles

- **Focus on Mitigation Strategy**

Emphasis on actions and implementation.

- **Review for Intent, as well as Compliance**

Focus on whether mitigation plan meets the intent of the law and regulation.

- **Process is as Important as the Plan Itself**

Emphasis is on what must be documented in the plan, rather than specify exactly how it must be done.

- **“This is the Community’s Plan”**

A performance, rather than a prescriptive approach to the planning requirements. FEMA will recognize the inherent differences that exist among local governments with respect to size, resources, capability, and vulnerability.

- **Foster Relationships**

FEMA will provide technical assistance that facilitates successful plan development and approval.

# B. Local Mitigation Plan Review Guide

## Distinction between “shall”

- ***Regulation Checklist*** only includes the requirements where the regulation uses the words “shall” and “must”

## and “should”

- FEMA strongly recommends including items related to requirements using the word “should”

# C. Local Mitigation Plan Review Procedures

**The next few slides will discuss:**

- **Communicating the Review**
- **Mitigation Plan Submittal**
- **Mitigation Plan Review**
- **Mitigation Plan Approval and Adoption**

# C. Local Mitigation Plan Review Procedures

## Communicating the Review

- Mutually agreeable
- Efficient
- Joint reviews
- Involve the locals
- Phone first

## Mitigation Plan Submittal

- Send to your FEMA Regional Office:  
<http://www.fema.gov/regional-operations>

# C. Local Mitigation Plan Review Procedures

## Mitigation Plan Review

- **FEMA and State will work together**
- **45 days, whenever possible**
- **Outcomes**
  - Requires Revisions
  - Approvable Pending Adoption (APA)
  - Approval

## Mitigation Plan Approval and Adoption

- **Adoption must occur within one calendar year of FEMA's APA letter**
- **Multi-jurisdictional plans: first approval date sets the 5 year expiration date for all participants**

# D. Local Mitigation Plan Review Tool

## Highlights of the Plan Review Tool

- **Simplifies review process for States and FEMA Regions and reduces time**
- **Provides user-friendly feedback to community**
- **Highlights positive features of the plan**
- **Offers opportunities for improvement beyond minimum requirements**
- **Enables a more holistic review of the plan and focuses on approving plans if they meet all essential elements**

# D. Local Mitigation Plan Review Tool

## Local Mitigation Plan Review Tool

- 1. Cover Page**
- 2. Regulation Checklist**
- 3. Plan Assessment**
- 4. Multi-jurisdiction Summary Sheet**

# INTRODUCTION

The Local Mitigation Plan Review Tool demonstrates how the 44 CFR§201.6 regulations are met and consists of the following components:

- 1) Regulation Checklist (required review for compliance with 44 CFR §201.6);
- 2) Plan Assessment (qualitative review); and
- 3) Multi-jurisdiction Summary Sheet.

The Local Mitigation Plan Review Tool offers the Plan Reviewer an opportunity to provide the community with feedback on various plan sections.

- The Regulation Checklist provides a summary of the FEMA Mitigation Planner’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 part of the Plan, i.e., Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption.

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

## LOCAL MITIGATION PLAN REVIEW TOOL

Jurisdiction: XXX County		Title of Plan: XXX County All-Hazard Mitigation Plan Update	Date of Plan: 12 July 2011
Local Point of Contact: John Doe		Address: XXX County Office of Emergency Services 1234 Main Street, Suite 100 City, State, Zip	
Title: Assistant Coordinator for Emergency Services			
Agency: XXX County Office of Emergency Services			
Phone Number: 123-123-1234		E-Mail: jdoe@xcounty.gov	

State Reviewer: Tom Thomas	Title: Mitigation Specialist	Date: 30 August 2011
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FEMA Reviewer: Jane Doe	Title: Region XX Mitigation Planner	Date: 12 October 2011
Date Received in FEMA Region (insert #)	09/09/2011	
Plan Not Approved		

# D. Local Mitigation Plan Review Tool

## Regulation Checklist

- **Must be completed by FEMA**
- **Identifies location of plan content by sub-element**
- **Determines whether each element is “met” or “not met”**
- **Provides a clear explanation of the revisions that are required for plan approval for each sub-element that is “not met” using the appropriate numbers (A1, B3, etc.).**

# D. Local Mitigation Plan Review Tool: Review the Guide

ELEMENT	REQUIREMENTS
<p><b>A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? 44 CFR 201.6(c)(1)</b></p> <p><i><b>Intent:</b> To inform the public and other readers about the overall approach to the plan's development and serve as a permanent record of how decisions were made and who was involved. This record also is useful for the next plan update.</i></p>	<p>a. Documentation of how the plan was prepared <b>must</b> include the schedule or timeframe and activities that made up the plan's development as well as who was involved. Documentation typically is met with a narrative description, but may also include, <i>for example</i>, other documentation such as copies of meeting minutes, sign-in sheets, or newspaper articles.</p> <p><i><b>Document</b> means provide the factual evidence for how the jurisdictions developed the plan.</i></p> <p>b. The plan <b>must</b> list the jurisdiction(s) participating in the plan that seek approval.</p> <p>c. The plan <b>must</b> identify who represented each jurisdiction. The Plan <b>must</b> provide, at a minimum, the jurisdiction represented and the person's position or title and agency within the jurisdiction.</p> <p>d. For each jurisdiction seeking plan approval, the plan <b>must</b> document how they were involved in the planning process. For example, the plan may document meetings attended, data provided, or stakeholder and public involvement activities offered. Jurisdictions that adopt the plan without documenting how they participated in the planning process will not be approved.</p> <p><i><b>Involved in the process</b> means engaged as participants and given the chance to provide input to affect the plan's content. This is more than simply being invited (See "<b>opportunity to be involved in the planning process</b>" in A2 below) or only adopting the plan.</i></p> <p>e. Plan updates <b>must</b> include documentation of the current planning process undertaken to update the plan.</p>
<p><b>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? 44 CFR 201.6(b)(2)</b></p>	<p>a. The plan <b>must</b> identify all stakeholders involved or given an opportunity to be involved in the planning process. At a minimum, stakeholders <b>must</b> include:</p> <ol style="list-style-type: none"> <li>1) Local and regional agencies involved in hazard mitigation activities;</li> <li>2) Agencies that have the authority to regulate development; and</li> <li>3) Neighboring communities.</li> </ol> <p><i>An <b>opportunity to be involved in the planning process</b> means that the stakeholders are engaged or invited as participants and given the chance to provide input to affect the plan's content.</i></p>

# D. Local Mitigation Plan Review Tool: Review the Guide

ELEMENT	REQUIREMENTS
<p><i><b>Intent:</b> To demonstrate a deliberative planning process that involves stakeholders with the data and expertise needed to develop the plan, with responsibility or authority to implement hazard mitigation activities, and who will be most affected by the plan's outcomes.</i></p>	<p>b. The Plan <b>must</b> provide the agency or organization represented and the person's position or title within the agency.</p> <p>c. The plan <b>must</b> identify how the stakeholders were invited to participate in the process.</p> <p>Examples of stakeholders include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Local and regional agencies involved in hazard mitigation include public works, zoning, emergency management, local floodplain administrators, special districts, and GIS departments.</li> <li>• Agencies that have the authority to regulate development include planning and community development departments, building officials, planning commissions, or other elected officials.</li> <li>• Neighboring communities include adjacent counties and municipalities, such as those that are affected by similar hazard events or may be partners in hazard mitigation and response activities.</li> <li>• Other interests may be defined by each jurisdiction and will vary with each one. These include, but are not limited to, business, academia, and other private and non-profit interests depending on the unique characteristics of the community.</li> </ul>
<p>A3. Does the Plan document how the public was involved in the planning process during the drafting stage? 44 CFR 201.6(b)(1) and 201.6(c)(1)</p> <p><i><b>Intent:</b> To ensure citizens understand what the community is doing on their behalf, and to provide a chance for input on community vulnerabilities and mitigation activities that will inform the plan's content. Public involvement is also an opportunity to educate the public about hazards and risks in the community, types of activities to mitigate those risks, and how these impact them.</i></p>	<p>a. The plan <b>must</b> document how the public was given the opportunity to be involved in the planning process and how their feedback was incorporated into the plan. Examples include, but are not limited to, sign-in sheets from open meetings, interactive websites with drafts for public review and comment, questionnaires or surveys, or booths at popular community events.</p> <p>b. The opportunity for participation <b>must</b> occur during the plan development, which is prior to the comment period on the final plan and prior to the plan approval / adoption.</p>

# 1. REGULATION CHECKLIST

Location in Plan  
(section and/or  
page number)

Met Not Met

Regulation (44 CFR 201.6 Local Mitigation Plans)

## ELEMENT A. PLANNING PROCESS

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))	Page 11 - 19	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))	Page 19		X
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Page 13 - 18	X	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Page 24	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))	Page 16, 19	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))	Pages 90-91	X	

### ELEMENT A: REQUIRED REVISIONS

A2. The Plan does not include a discussion about how neighboring jurisdictions, businesses, academia, and other interested parties were given an opportunity to participate in the development of this Plan. Describe the opportunity that was provided to these groups and their involvement.

# D. Local Mitigation Plan Review Tool: Risk Assessment

ELEMENT	REQUIREMENTS
<p><b>B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction? 44 CFR 201.6(c)(2)(i) and 44 CFR 201.6(c)(2)(iii)</b></p> <p><i><b>Intent:</b> To understand the potential and chronic hazards affecting the planning area in order to identify which hazard risks are most significant and which jurisdictions or locations are most adversely affected.</i></p>	<p>a. The plan <b>must</b> include a description of the natural hazards that can affect the jurisdiction(s) in the planning area.</p> <p><i>A <b>natural hazard</b> is a source of harm or difficulty created by a meteorological, environmental, or geological event<sup>3</sup>. The plan <b>must</b> address natural hazards. Manmade or human-caused hazards may be included in the document, but these are not required and will not be reviewed to meet the requirements for natural hazards. In addition, FEMA will not require the removal of this extra information prior to plan approval.</i></p> <p>b. The plan <b>must</b> provide the rationale for the omission of any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area.</p> <p>c. The description, or profile, <b>must</b> include information on location, extent, previous occurrences, and future probability for each hazard. Previous occurrences and future probability are addressed in sub-element B2.</p> <p>The information does not necessarily need to be described or presented separately for location, extent, previous occurrences, and future probability. For example, for some hazards, one map with explanatory text could provide information on location, extent, and future probability.</p> <p><i><b>Location</b> means the geographic areas in the planning area that are affected by the hazard. For many hazards, maps are the best way to illustrate location. However, location may be described in other formats. For example, if a geographically-specific location cannot be identified for a hazard, such as tornados, the plan may state that the entire planning area is equally at risk to that hazard.</i></p> <p><i><b>Extent</b> means the strength or magnitude of the hazard. For example, extent could be described in terms of the specific measurement of an occurrence on a scientific scale (for example, Enhanced Fujita Scale, Saffir-Simpson Hurricane Scale, Richter Scale, flood depth grids) and/or other hazard factors, such as duration and speed of onset. Extent is not the same as impacts, which are described in sub-element B3.</i></p>

# D. Local Mitigation Plan Review Tool: Review the Guide

**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?**  
**44 CFR 201.6(c)(2)(ii)**

***Intent:*** For each jurisdiction to consider their community as a whole and analyze the potential impacts of future hazard events and the vulnerabilities that could be reduced through hazard mitigation actions.

a. For each participating jurisdiction, the plan **must** describe the potential impacts of each of the identified hazards on the community.

***Impact*** means the consequence or effect of the hazard on the community and its assets. Assets are determined by the community and include, for example, people, structures, facilities, systems, capabilities, and/or activities that have value to the community. For example, impacts could be described by referencing historical disaster impacts and/or an estimate of potential future losses (such as percent damage of total exposure).

b. The plan **must** provide an overall summary of each jurisdiction's vulnerability to the identified hazards. The overall summary of vulnerability identifies structures, systems, populations or other community assets as defined by the community that are susceptible to damage and loss from hazard events. A plan will meet this sub-element by addressing the requirements described in §201.6(c)(2)(ii)(A-C).

Vulnerable assets and potential losses is more than a list of the total exposure of population, structures, and critical facilities in the planning area. An example of an overall summary is a list of key issues or problem statements that clearly describes the community's greatest vulnerabilities and that will be addressed in the mitigation strategy.

# D. Local Mitigation Plan Review Tool: Review the Guide

ELEMENT	REQUIREMENTS
<p><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? 44 CFR 201.6(c)(3)</b></p> <p><i><b>Intent:</b> To ensure that each jurisdiction evaluates its capabilities to accomplish hazard mitigation actions, through existing mechanisms. This is especially useful for multi-jurisdictional plans where local capability varies widely.</i></p>	<p>a. The plan <b>must</b> describe each jurisdiction’s existing authorities, policies, programs and resources available to accomplish hazard mitigation.</p> <p>Examples include, but are not limited to: staff involved in local planning activities, public works, and emergency management; funding through taxing authority, and annual budgets; or regulatory authorities for comprehensive planning, building codes, and ordinances.</p>
<p><b>C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? 44 CFR 201.6(c)(3)(ii)</b></p> <p><i><b>Intent:</b> To demonstrate flood hazard mitigation efforts by the community through NFIP activities. Where FEMA is the official administering Federal agency of the NFIP, participation in the program is a basic community capability and resource for flood hazard mitigation activities.</i></p>	<p>a. The plan <b>must</b> describe each jurisdiction’s participation in the NFIP and describe their floodplain management program for continued compliance. Simply stating “The community will continue to comply with NFIP,” will <u>not</u> meet this requirement. The description could include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Adoption and enforcement of floodplain management requirements, including regulating new construction in Special Flood Hazard Areas (SFHAs);</li> <li>• Floodplain identification and mapping, including any local requests for map updates; or</li> <li>• Description of community assistance and monitoring activities.</li> </ul> <p>Jurisdictions that are currently not participating in the NFIP and where an FHBM or FIRM has been issued may meet this requirement by describing the reasons why the community does not participate.</p>

# D. Local Mitigation Plan Review Tool: Review the Guide

**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? 44 CFR 201.6(c)(4)(ii)**

***Intent:*** To assist communities in capitalizing on all available mechanisms that they have at their disposal to accomplish hazard mitigation and reduce risk.

- a. The plan **must** describe the community's process to integrate the data, information, and hazard mitigation goals and actions into other planning mechanisms.
- b. The plan **must** identify the local planning mechanisms where hazard mitigation information and/or actions may be incorporated.

***Planning mechanisms*** means governance structures that are used to manage local land use development and community decision-making, such as comprehensive plans, capital improvement plans, or other long-range plans.

- c. A multi-jurisdictional plan **must** describe each participating jurisdiction's individual process for integrating hazard mitigation actions applicable to their community into other planning mechanisms.
- d. The updated plan **must** explain how the jurisdiction(s) incorporated the mitigation plan, when appropriate, into other planning mechanisms as a demonstration of progress in local hazard mitigation efforts.
- e. The updated plan **must** continue to describe how the mitigation strategy, including the goals and hazard mitigation actions will be incorporated into other planning mechanisms.

# C. Local Mitigation Plan Review Tool: Review the Guide

<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))			
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))			
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))			
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))			
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))			
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))			
<b><u>ELEMENT C: REQUIRED REVISIONS</u></b>			

# D. Local Mitigation Plan Review Tool: Regulation Checklist

## Element D: Plan Updates

- ***D1. Was the plan revised to reflect changes in development? 44 CFR 201.6(d)(3)***
- ***D2. Was the plan revised to reflect progress in local mitigation efforts? 44 CFR 201.6(d)(3)***
- ***D3. Was the plan revised to reflect changes in priorities? 44 CFR 201.6(d)(3)***

# D. Local Mitigation Plan Review Tool: Regulation Checklist

<u>ELEMENT</u>	<u>REQUIREMENTS</u>
<p><b>D1. Was the plan revised to reflect changes in development? 44 CFR 201.6(d)(3)</b></p> <p><i><b>Intent:</b> To ensure that the mitigation strategy continues to address the risk and vulnerabilities to existing and potential development, and takes into consideration possible future conditions that can impact the vulnerability of the community.</i></p>	<p>a. The plan <b>must</b> describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved. If no changes in development impacted the jurisdiction’s overall vulnerability, plan updates may validate the information in the previously approved plan.</p> <p><i>Changes in development</i> means recent development (<i>for example</i>, construction completed since the last plan was approved), potential development (<i>for example</i>, development planned or under consideration by the jurisdiction), or conditions that may affect the risks and vulnerabilities of the jurisdictions (<i>for example</i>, climate variability, declining populations or projected increases in population, or foreclosures). Not all development will affect a jurisdiction’s vulnerability.</p>

## ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)

D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Pages 132-135		X
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Pages 114-117		X
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Page 122		X

### ELEMENT D: REQUIRED REVISIONS

D1. Describe the changes in development that have occurred in hazard prone areas within each jurisdiction in the past five years, and describe how the Plan was revised to address new development.

D2. This element's main purpose is to show that progress has been made in the County since the last approved Plan. List some projects that have been completed (or not completed) from the 2006 project list. For actions that have not been completed, describe whether the action is no longer relevant or if it should be included as part of the plan update.

D3. Describe any changes in priorities since the Plan was previously approved. Also, include additional detail on the impacts of these efforts and priorities.

# D. Local Mitigation Plan Review Tool: Review the Guide

## Element E. Plan Adoption

- **Adoption by the local governing body demonstrates the jurisdiction's commitment to fulfilling the mitigation goals outlined in the plan.**
- **Adoption legitimizes the plan and authorizes responsible agencies to execute their responsibilities.**

# D. Local Mitigation Plan Review Tool: Plan Assessment

## The Plan Assessment

- **MUST** be completed by the FEMA Mitigation Planner
- **NOT** required from the State
- Offers the local community more thoughtful, focused feedback on the quality and utility of the Plan in a narrative format
- Offers an opportunity for the FEMA Mitigation Planner to provide information to the community

# D. Local Mitigation Plan Review Tool: Plan Assessment

## Plan Strengths and Opportunities for Improvement

- Organized according to plan elements
- May only include Recommended Revisions
- Suggested topics for consideration, in *italics*, must be deleted

# D. Local Mitigation Plan Review Tool: Plan Assessment

## Element A. Planning Process

### ***Suggested topics for consideration:***

- *How does the Plan go above and beyond minimum requirements to document the planning process with respect to:*
- *Involvement of stakeholders (elected officials/decision makers, plan implementers, business owners, academic institutions, utility companies, water/sanitation districts, etc.);*
- *Involvement of Planning, Emergency Management, Public Works Departments or other planning agencies (i.e., regional planning councils);*
- *Diverse methods of participation (meetings, surveys, online, etc.); and*
- *Reflective of an open and inclusive public involvement process.*

# D. Local Mitigation Plan Review Tool: Plan Assessment

## **Plan strengths:**

*The public involvement process comprised of meetings with homeowners associations and public representation on various county boards and councils. A letter included in the Plan also indicates that the Plan was placed in public libraries along with preparedness and other hazard notices; and that comments were received and incorporated.*

## **Opportunities for improvement:**

- *Consider providing more detail on the planning process. For example, list every meeting conducted and agencies represented at these meetings and provide a list of comments received from all stakeholders, including the public. This information will provide specific direction for the next plan update.*
- *Consider providing information on outreach methods, etc., for additional CRS credit. Contact the State CRS coordinator at 234-234-2345 for information.*

# D. Local Mitigation Plan Review Tool: Plan Assessment

## Element B: Hazard Identification and Risk Assessment

### Suggested topics for consideration:

- *How does the Plan go above and beyond minimum requirements to document the Hazard Identification and Risk Assessment with respect to:*
- *Use of best available data (flood maps, HAZUS, flood studies) to describe significant hazards;*
- *Communication of risk on people, property, and infrastructure to the public (through tables, charts, maps, photos, etc.);*
- *Incorporation of techniques and methodologies to estimate dollar losses to vulnerable structures;*
- *Incorporation of Risk MAP products (i.e., depth grids, Flood Risk Report, Changes Since Last FIRM, Areas of Mitigation Interest, etc.); and*
- *Identification of any data gaps that can be filled as new data became available.*

# D. Local Mitigation Plan Review Tool: Plan Assessment

## **Plan strengths:**

- *Table 4.1 is an excellent presentation of the actions for each participating jurisdiction and identifies the responsible party, timeframe, hazard, possible funding source, priority, implementation schedule, and impediments to implementation.*
- *The Plan adequately identifies GIS data gaps to improve the impact analysis and contains an associated action to acquire additional data for seismic landslide maps.*

## **Opportunities for improvement:**

- *Potential dollar losses are not addressed in this version and would be a good addition to the next update. The methodology on how loss estimates are prepared should also be included.*

# D. Local Mitigation Plan Review Tool: Plan Assessment

## **Plan strengths:**

- *The Plan contains excellent information on funding sources and resources for implementing mitigation actions. It may also be useful to include contact information for the State Hazard Mitigation Officer and the State Mitigation Management website location among these resources since the State is responsible for coordinating the implementation of many of these programs within the State.*

## **Opportunities for improvement:**

- *Some linkages between the Mitigation Strategy and Hazard Identification and Risk Assessment are evident, but could be better explained in future Plan Updates. As more refined information is created for certain hazards (such as dam failure) it may be possible to target mitigation actions more specifically at certain hazard areas likely to be vulnerable to these hazards.*

# D. Local Mitigation Plan Review Tool: Plan Assessment

## Summary

- **Focuses on positive aspects of the plan**
- **Notes where the community is doing a really good job or where there may be areas of improvement**
- **Is a short summary**
- **Does not address CFR requirements**
- **Does not replace other forms of communication**

# D. Local Mitigation Plan Review Tool: Resources for Implementing

## Resources for Implementing Your Approved Plan

- **Provides a place for the FEMA Mitigation Planner to offer information, data sources and general suggestions on the implementation of the plan and specific mitigation actions**
- **Provides a place for other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities.**
- **Provides a place for States to add state and local resources, if available.**

# D. Local Mitigation Plan Review Tool: Resources for Implementing

## Resources for Implementing Your Approved Plan

- *Ideas may be offered on moving the mitigation plan forward and continuing the relationship with key mitigation stakeholders by identifying the following.*
- *What FEMA assistance (funding) programs are available (e.g., HMA) to the jurisdiction to assist with implementing the mitigation actions?*
- *What other Federal programs (NFIP, CRS, RiskMAP, etc.) may provide assistance for mitigation activities?*
- *What publications, technical guidance or other resources are available to the jurisdiction relevant to the identified mitigation actions?*
- *Are there upcoming trainings/workshops (BCA, HMA grants, etc.) to assist the jurisdiction?*
- *What mitigation actions can be funded by other Federal agencies (e.g., USFS grants, NOAA programs, EPA Smart Growth, HUD sustainability grants, etc.) and/or state and local agencies?*

# D. Local Mitigation Plan Review Tool: Resources for Implementing

## Resources for Implementing Your Approved Plan

- *FEMA is currently conducting a Risk MAP project in City of X. In an effort to capitalize on current data and flood risk information, it is important that, during the Discovery Process, the municipality include representatives from departments that deal with flood risk (e.g., hazard mitigation planning, land use and zoning).*
- *Benefit-Cost Analysis (BCA) courses are offered and more information can be obtained on BCA sessions by contacting the State Hazard Mitigation Officer at 123-234-3456. As a key component of HMA sub-application development, this course assists communities in seeking funding for implementing effective mitigation projects. This course will be led by State Division of Emergency Management personnel and FEMA staff.*
- *The FEMA Region has expressed some interest in providing direct technical assistance on integrating non-regulatory flood risk products into hazard mitigation plans. The availability of this assistance is limited, but additional information can be found at:  
<http://www.fema.gov/library/viewRecord.do?id=4763>.*

# D. Local Mitigation Plan Review Tool: Multi-jurisdiction Sheet

## Multi-jurisdiction Summary Sheet

- **List and identify a point of contact for each participating jurisdiction**
- **Explain whether the required elements for each jurisdiction were “met” or “not met”**
- **Document if adoption resolutions were received.**

# E. Next Steps

## Summary:

- **Stronger emphasis on Mitigation Strategy requirements;**
- **Simplified guidance only includes the regulatory requirements;**
- **New Guiding Principles and Intent statements support regulatory requirements;**
- **Plan Review Tool replaces the existing Crosswalk in a new format that is easier to use; and**
- **Plan Review Assessment communicates implementation of the plan as well as improvements to the plan.**

# E. Next Steps

## Roll Out Strategy

- **The revised Plan Review Guide is available for Regions and States immediately.**
- **The Guide is posted on FEMA's website**
- **A recorded version of this training webinar will be posted to FEMA's website**
- **Final "hard date" for States and Regions to switch over from the Crosswalk to the Tool and Guide is October 1, 2012.**
- **Mitigation Planning Handbook and Revised Plan Developer Training to be delivered in early 2012.**

# E. Next Steps

**Comments or questions:**  
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**For more information:**  
<http://www.fema.gov/multi-hazard-mitigation-planning>