

HAZARD MITIGATION PLAN GUIDANCE

Conducting Annual Hazard Mitigation Plan Reviews

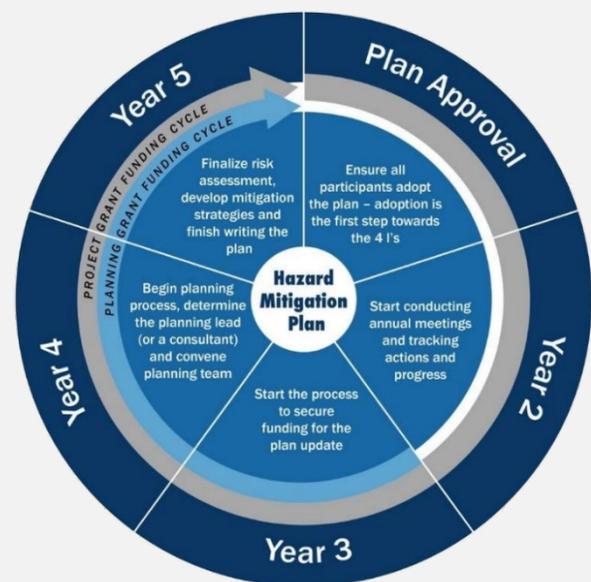
Hazard events do not wait for a five-year update, and neither should you! Meeting annually to talk about your Hazard Mitigation Plan (HMP) keeps data current and partnerships strong. This resource provides useful tips on how to conduct an annual HMP review and what topics are important to discuss.

SETTING UP THE ANNUAL REVIEW PROCESS

While the type and extent of the annual review you conduct will vary depending on your local capacity and capabilities, consider the following tips to help you set up the annual review process:

- ✓ Establish a primary contact to spearhead the process and help the review run smoothly.
- ✓ Invite all jurisdictions, planning partners (e.g., adjacent counties, watershed associations, water and sewer authorities, state and federal partners), and the public to participate in the annual review.
- ✓ Identify additional stakeholders that should be added to the planning team (check your Plan Review Tool).
- ✓ Hold an annual meeting or set aside time during existing meetings to review the plan. For consistency, consider holding this meeting as part of a regular annual event.
- ✓ Hold both in-person and virtual review meetings to reach more people.
- ✓ Draft a status report on mitigation actions to monitor the progress and evaluate effectiveness.
- ✓ Document your annual reviews so you can reference them in your day-to-day work with jurisdictions as well as during your five-year update. Share them with your state and FEMA.
- ✓ Check the process you identified in the Plan Maintenance section of your approved HMP.

How will your annual review process fit into each stage of the Hazard Mitigation Planning Cycle?



ANNUAL REVIEW TIPS: WHAT TO DISCUSS

<p>PLANNING PROCESS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Engage all planning partners annually to encourage familiarity with the HMP. You will also build accountability across the planning team and help make the five-year update less of a lift. <input type="checkbox"/> Consider opportunities for integrating data and actions from your HMP into other plans, policies and programs.
<p>RISK ASSESSMENT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assess changes to hazard risk by recording any major disasters or hazard events that affected you over the past year. <input type="checkbox"/> Review changes in population, land use and development. <input type="checkbox"/> Incorporate any new hazard data, tools or risk information.
<p>MITIGATION STRATEGY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage local partners to become familiar with the identified mitigation projects to share accountability and prepare for funding opportunities. <input type="checkbox"/> Reassess local capabilities. <input type="checkbox"/> Confirm that the mitigation actions still align with your goals and objectives. <input type="checkbox"/> Report mitigation progress and successes, including funding received, and evaluate changes in risk reduction priorities.
<p>PLAN MAINTENANCE & IMPLEMENTATION</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify any trainings, data, funding opportunities or technical assistance that could help you implement mitigation actions. <input type="checkbox"/> Use the review as an opportunity to keep your HMP in front of potential funding partners so that when funds are available, you are ready to apply. <input type="checkbox"/> Discuss how documenting mitigation goals, actions and priorities throughout various planning mechanisms could open up other funding sources for projects.



Contact your State Hazard Mitigation Officer (SHMO) to learn more about FEMA trainings and/or technical assistance opportunities!



FREQUENTLY ASKED QUESTIONS AND ANSWERS

Question: I thought the HMP did not expire for five years. Do I need to update it each year?

Answer: The requirement is for you to do a full update of your HMP every five years. However, many counties and municipalities are seeing benefits through more frequent, focused reviews that help maintain the momentum of the planning process, save money and often increase grant eligibility. They can also lead to plan amendments.

Question: Can annual HMP reviews save money? I thought it would cost our community more money.

Answer: By regularly meeting with planning partners and updating the different components of your plan each year, completing the five-year update may be a much lighter lift because the information in your plan is kept current.

Question: What if my jurisdiction does not anticipate changes in the risk assessment or mitigation actions? My jurisdiction has not had much change in the last five years, and we expect that to be the same in the next five years.

Answer: While you may not anticipate changes in the hazards you are tracking in your HMP, other factors could influence your plan that you may want to consider. For example, if you have completed any mitigation actions, your risk may have decreased, and you will want to account for that. Also, as guidance on topics such as climate change is updated and new data become available, you may want to think about how that may influence your risk.

Question: How does reviewing the HMP annually benefit my jurisdiction – does it help with obtaining grant funding?

Answer: Evaluating your actions annually can help you determine which of your plan's priorities to focus on in your grant application efforts. Additionally, using the annual review to familiarize planning partners with mitigation projects will prepare your jurisdiction for submitting grant applications more efficiently post-disaster. By including partners with diverse backgrounds and a range of expertise on your planning teams, you may find common goals in other plans, build support in the jurisdiction, and find new funding opportunities for your projects.

Case Study: Bringing More Voices to the Table Franklin County, Pennsylvania

In 2017, Franklin County changed their county-focused annual update process to include all municipalities and other planning partners. In 2019, all 22 municipalities attended the annual review meeting, as well as planning partners including Penn State Agricultural Extension Service, Pennsylvania Department of Transportation, and a utility company. The meeting allowed Franklin County to provide updates on new grant opportunities and ways to help grant applicants succeed. Through this process, 23 mitigation actions were achieved in the year after plan adoption.

Franklin County also gained better input for their next five-year HMP update and greater coordination with their partners for both planning and emergency response.

Case Study: Facing a Change in Local Leadership Montgomery County, Pennsylvania

Montgomery County used their 2019 annual review meeting to build their local planning network after a shift in county leadership. For Montgomery County, this meeting was a unique opportunity to coordinate with partners they did not typically engage with on a day-to-day basis. By using this meeting to network, the county better understood the hazard mitigation goals and priorities of all planning partners, while also getting to know their local constituents.