



Monmouth County Multi-Jurisdictional Hazard Mitigation Plan Update

Plan Integration Worksheet

For a community to succeed in reducing risk in the long term, the information and recommendations of the hazard mitigation plan must be integrated into day-to-day local government operations. Throughout the planning process, partnerships are formed between departments and agencies, and sustained actions between these partners will increase the community's resilience to disasters. "Plan integration" can be thought of as the process whereby each local government will incorporate the mitigation plan findings and projects into other planning mechanisms (governance structures that are used to manage local land use development and community decision making).

For this Plan Update, FEMA requires:

- a summary of each jurisdiction's past progress in plan integration over the last planning cycle; and
- a description of plan integration activities that each jurisdiction expects to undertake over the course of the next planning cycle.

This worksheet has been set up, therefore, into two components with each portion focusing on one of the bullets above.

- Demonstration of Progress over the Last Planning Cycle – In the first component of this worksheet, we have reiterated the targeted plan integration activities that were included in the last version of the plan (Section 9, beginning on Page 9-4) in a tabular form, and are asking each community to describe their respective accomplishments since the plan was adopted five years ago.
- Targeted Plan Integration Activities for the Next Planning Cycle – Similarly, in the second component of this worksheet, we have outlined a series of plan integration activities for the next five-year planning cycle. Please document to FEMA the manner in which your community will commit to integrate the hazard mitigation plan into your local government operations from this point forward.

Where integration activities are carried out by another jurisdiction through an intergovernmental agreement or by another layer of government (such as the county), please include a note on the bottom of this form and reference the section number on this form that the note is referring too.

Feedback should be returned to URS Project Manager Anna Foley at anna.foley@urs.com by June 13, 2013. If you have questions or need help, please email Anna or give her a call at 973-883-8562.

Name: _____

Title: _____

Representing: _____

Email and Phone: _____

Community Name _____

DEMONSTRATION OF PAST PROGRESS OVER THE LAST PLANNING CYCLE

Please check all activities that your municipality has undertaken over the last five years.

1. Check here if you (or your predecessor on the CPG) issued a letter to each of your community's department heads to solicit their support and explore opportunities for integrating hazard mitigation planning objectives into their daily activities?	
2. A. Check here if you (or your predecessor on the CPG) worked with your planning department to educate them on the Hazard Mitigation Plan and encourage that on the next update of your master plan, general or comprehensive plan, hazard mitigation for natural hazards is addressed. Please describe your coordination efforts in the space below.	
B. Check here if your municipality does not have a master, general, or comprehensive plan.	
C. Check here if your master, general or comprehensive was updated since 2008.	
D. If you checked box 2D, please check here if natural hazard risk/mitigation was incorporated into the updated document, and describe how in the space below.	
E. If you checked box 2D, please check here if a specific hazard mitigation element was added to the document, and describe in the space below.	
3. Check here if you (or your predecessor on the CPG) coordinated with your building department to ensure that they have adopted and are enforcing the minimum standards established in the current State-adopted IBC (NJ edition). Please describe your coordination efforts in the space below.	
4. A. Check here if your community participates in FEMA's National Flood Insurance Program (this is true for all except the Borough of Freehold and Township of Shrewsbury)	
B. If your community participates in the NFIP and was only enforcing minimum requirements at the time of the first plan's adoption, check here if you (or your predecessor on the CPG) coordinated with your Floodplain Administrator to determine if enforcement beyond FEMA minimum requirements would be prudent for your community. Please describe your coordination efforts in the space below.	

Community Name _____

C. Check here if your community was already enforcing regulations beyond FEMA minimum requirements.	
D. Briefly explain here what is currently being enforced beyond FEMA minimum requirements.	
E. Check here if your community has maintained its participation in the NFIP's Community Rating System (CRS).	
F. Check here if your community has joined the CRS since 2009.	
G. Check here if your community has dropped out of the CRS since 2009.	
5. A. Check here if your community has a local zoning ordinance.	
B. Check here if you (or your predecessor on the CPG) worked with your local zoning board to educate them on the Hazard Mitigation Plan and encourage consideration of low occupancy, low-density zoning in hazard areas, when practicable. Please describe your coordination efforts in the space below.	
6. A. Check here if any work plans, policies or procedures were changed to include hazard mitigation concepts/activities.	
B. If so, describe.	
7. A. Check here if any job descriptions were revised to include mitigation-related duties to further institutionalize mitigation.	
B. If so, describe.	
8. A. Check here if capital or operating budgets were revised to include a line item for mitigation project funding.	
B. Check here if capital or operating budgets already included this when the plan was first adopted.	
9. A. Check here if your governing body or local executive issued any directives to require departments/agencies to carry out certain hazard mitigation activities (if your jurisdiction does not have this authority, say 'NA' for Not Applicable).	
B. If so, describe.	
10. A. Check here if your Department of Public Works has adopted more rigorous procedures for inspecting and cleaning debris from streams and ditches (i.e., more frequently).	
B. If so, describe.	
11. A. Check here if your Planning Department has added hazard vulnerability to subdivision and site plan review criteria.	
B. If so, describe.	
12. Check here if inventories of historic sites in hazard areas in your community have been performed to identify where special treatment may be needed to protect them from specific natural hazards.	
B. If so, describe.	

Community Name_____

13. Check here if your community has reached out to state agencies for assistance with natural hazard mitigation activities.	
B. If so, describe.	
14. Check here if your community has reached out to colleges and universities for technical assistance with natural hazard mitigation activities.	
B. If so, describe.	
15. A. Check here if your community has a stormwater management plan.	
B. Check here if your community has a stormwater management ordinance.	

Community Name _____

TARGETED PLAN INTEGRATION ACTIVITIES FOR THE NEXT PLANNING CYCLE

Please check all activities that your municipality is committing to undertake over the next five years.

1. CPG member will issue a letter to each department head to solicit their support and explore opportunities for further integration of hazard mitigation into the daily activities of the community as a whole.	
2. A. Incorporate hazard mitigation for natural hazards in the next update of your master, general or comprehensive plan.	
B. Add a specific hazard mitigation element to the next update of your master, general or comprehensive plan.	
3. Adopt and enforce the minimum building standards established in the current State-adopted IBC (NJ edition).	
4. A. Maintain community participation in FEMA's National Flood Insurance Program (or join the NFIP, if you are not currently participating).	
B. Enforce codes and standards beyond FEMA minimum requirements.	
C. Join (or continue to maintain participation in) the NFIP's Community Rating System.	
5. Steer growth and development away from high risk locations by using the risk assessment from the hazard mitigation plan as a tool to monitor future updates of community land use plans, zoning and subdivision codes and the development review process.	
6. Modify work plans, policies or procedures to include hazard mitigation concepts/activities.	
7. Revise job descriptions to include mitigation-related duties to further institutionalize mitigation.	
8. Revise capital or operating budgets to include a line item for mitigation project funding.	
9. Issue directives to require departments/agencies in the community to carry out certain hazard mitigation activities.	
10. Require the Department of Public Works to inspect and clean debris from streams and ditches more frequently.	
11. Add hazard vulnerability to subdivision and site plan review criteria.	
12. Perform inventories of historic sites in hazard areas in your community to identify where special treatment may be needed to protect them from specific natural hazards.	
13. Reach out to state agencies for assistance with natural hazard mitigation activities.	
14. Reach out to colleges and universities for technical assistance with natural hazard mitigation activities.	
15. Adopt (or continue to enforce) a local stormwater management plan/ordinance.	
16. Protect life and property in high hazard areas by limiting densities of new development.	
17. Increase resilience by limiting the extension of public infrastructure in high hazard areas.	
18. Reduce the vulnerability of future development in high hazard areas by reviewing development regulations, and modifying where needed.	
19. Use the risk assessment to inform future updates of the community emergency operations plan, evacuation plan, and/or post disaster recovery plan.	
20. Implement hazard mitigation activities through existing plans and policies.	
21. Sponsor training on best practices for hazard mitigation for local government staff. (Note: this may be accomplished with other local governments.)	

Comment [RR1]: Add a line 21 which states: "sponsor training on best practices for hazard mitigation for local government staff." Note: This may be accomplished with other local governments.