



## 7.0 PLAN MAINTENANCE

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### 7.1 PLAN MAINTENANCE AND INTEGRATION

A formal plan maintenance process for monitoring, evaluating, and updating the HMP must take place to ensure that the Plan, and specifically the mitigation strategy, remains current and relevant. Updates are required every five years from the date the plan is approved<sup>1</sup>. Regularly scheduled evaluations during the five-year cycle are important to assess the effectiveness of the program and to reflect changes that may affect mitigation priorities, and a process must be undertaken to keep the public engaged throughout the plan's ongoing implementation. As part of the Plan Update, MCOEM and the County Steering Committee have reviewed the 2015 to 2020 plan maintenance procedure, and have opted to pursue a very similar strategy for the next five years (2020 to 2025) though some changes have been made to account for both expressed municipal preferences for a slightly modified approach in some areas, and minor differences in the FEMA guidance since the initial plan was prepared.

The MCOEM will continue to take the lead role in coordinating the overall plan maintenance effort, with ongoing support and feedback from the County Steering Committee. The Coordinator of the MCOEM will oversee the overall plan maintenance process with direct assistance from the Deputy Coordinator. Each member will take the lead role on plan maintenance activities for their respective jurisdiction. Details of County and municipal responsibilities with regard to plan maintenance and integration are described in the remainder of this section.

#### 7.1.1 MONITORING THE PLAN

An important step in any mitigation planning process is to document the method by which the Core Planning Group will monitor the plan's implementation throughout the five-year period of record. The lead entity in each jurisdiction coordinates with other departments/agencies responsible for implementing hazard mitigation actions identified in the plan in order to maximize the opportunities to implement actions, track progress of actions, identify and address any barriers to implementation of the actions, and to take advantage of grant funding opportunities. Monitoring the plan, therefore, becomes part of the regular function of the office and position to which it is assigned.

The Steering Committee has elected to have Annual Work Progress Monitoring Reports prepared by the County and each participating jurisdiction to track the progress of each of their respective hazard mitigation actions. Annual Work Progress Monitoring Reports shall be prepared by the team members listed in Appendix Volume II – B – Monitoring Tools for each participating jurisdiction and submitted on an annual basis to both MCOEM and their local governing body at this same time to demonstrate local progress or changes to- date, beginning one year from the date of FEMA's approval of the Final plan. MCOEM will maintain a central repository of responses. A blank Annual Work Progress Monitoring Report is included at the end of this subsection. The Annual Work Progress Monitoring Reports provide an overview of the hazard mitigation action(s), responsible and supporting agencies/entities responsible for implementation, a delineation of the various project milestones, the current status of the project, any issues that may hinder implementation; and next steps.

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<sup>1</sup> After FEMA completes its plan review and determines that all requirements have been adequately addressed, it issues a determination of "Approvable Pending Adoption". Participating jurisdictions then each move forward with formally adopting the plan. For multi-jurisdictional plans, FEMA considers the plan approval date to be the date of the first jurisdictional adoption.

Annual Work Progress Monitoring Reports are to be completed by each municipality once per year for each project in their mitigation strategy, beginning one year from the date of FEMA's approval of the Final plan.

Table 7.1 - 1 Annual Work Progress Monitoring Report

Annual Work Progress Monitoring Report					
Municipality:		Progress Report Period:		Date Prepared:	
Mitigation Action Project Title:					
Brief Project Description:					
Risk Addressed:					
Who is responsible for implementing the action?			Contact Person (include name, title, department, phone, email):		
Has the project been initiated (check one): <input type="checkbox"/> yes <input type="checkbox"/> no If yes, when? If no, why not?			List Supporting Agencies and Contacts (if any):		
Status (check one): <input type="checkbox"/> on schedule <input type="checkbox"/> completed <input type="checkbox"/> delayed * If delayed subsequent to initiation, explain here:			Original target date for completion:		Current estimated target date for completion:
Original cost estimate:	Cost Status (check one): <input type="checkbox"/> unchanged <input type="checkbox"/> overrun <input type="checkbox"/> underrun If overrun/underrun, explain here:		Anticipated overrun amount:		Anticipated underrun amount:
Description of the Project (fill in table with a description of each phase, if applicable, and the time frame for completing each phase):					
Project Milestones (e.g. grant application, approval, design, permitting, construction, etc.)			Complete? (y/n)	Projected Completion Date	

In the last plan update (2015), each jurisdiction selected certain initiatives for the last plan maintenance phase (2016-2019) to reduce risk for future development.

## 7.2 EVALUATING THE PLAN

After a mitigation plan is formally approved by FEMA and adopted by participating jurisdictions, it should be evaluated on a regular basis in order to assess the effectiveness of the plan at achieving its stated purpose and goals.

Municipal representatives will convene once per year for an Annual Plan Evaluation Meeting during a one of the Municipal Coordinator Meetings. Annual Plan Evaluation Meetings will be led by MCOEM and will be conducted within three months after each annual batch of Annual Work Progress Monitoring Reports are due (see "Monitoring", above). At each meeting, the Core Planning Group will review the





Annual Work Progress Monitoring Reports, and use the following criteria as points for group discussion to evaluate the effectiveness of the plan at achieving its stated purpose and goals:

- Do the goals and objectives address current and expected conditions?
- Has the nature and magnitude of risks changed?
- Are the current resources appropriate for implementing the plan?
- Are there any implementation problems (such as technical, political and/or legal), or coordination issues with the other agencies and/or Committee members?
- Have the outcomes occurred as expected?
- Have the agencies and other Committee partners participated as proposed?
- Where shortcomings are identified, what can be done to bring things back on track?
- What is the current progress with regard to plan integration?
- Have any comments been received on the plan from municipalities/public/stakeholders?

Following each Annual Plan Evaluation Meeting, the MCOEM will prepare meeting minutes that will document, at a minimum, the Group's consensus responses to the topics above. MCOEM will distribute meeting minutes to all Core Planning Group members via email and will post meeting minutes on the web site.

### 7.2.1 UPDATING THE PLAN

As part of the process to maintain FEMA mitigation funding eligibility, a plan update must always be submitted to NJOEM/FEMA for their review. This must occur within five years of the plan's approval by FEMA (and during subsequent five-year cycles thereafter).

The Monmouth County HMP was first approved by FEMA on March 20, 2009. This plan update represents the third required update of the document. MCOEM has taken the lead on Plan development and updates and will continue to do so in the future. MCOEM shall be responsible for ensuring that the plan is maintained in accordance with all applicable guidance and regulations. Future plan updates will account for any new hazard vulnerabilities, special circumstances, or new information that becomes available. During the five-year review process, the following questions will be considered as criteria for assessing the effectiveness the Monmouth County HMP.

- An updated planning process must be undertaken.
- An updated plan document must be prepared.
- The updated document must be resubmitted to FEMA (through NJOEM).
- The updated plan must be reviewed by FEMA, who will provide formal comments indicating both required and recommended revisions.
- At a minimum, all required revisions must be addressed.
- The revised document needs to be routed back to FEMA, who will review to ensure that all required revisions have been satisfactorily addressed. If so, they will deem the plan "approvable pending adoption."
- The plan must then be adopted by participating jurisdictions.

Allowing one year for the update process, and one year for the review/approval/adoption process has historically been observed. It is recommended that the County initiate each requisite plan update no later than three years after the plan's approval date<sup>2</sup>. If grant funding is sought, applications should be submitted at the first opportunity following the plan's approval date (and no later than two years after the plan is approved).

The plan update involves a comprehensive review and evaluation of each section of the plan, and also discusses the results of evaluation and monitoring activities detailed in the Plan Maintenance section of the previously approved plan. Plan updates may validate the information in the previously approved plan or may involve a major plan rewrite. A plan update cannot be an annex referring to the previously approved plan; it must stand on its own as a complete and current plan. Plans are required to be updated to reflect changes in development, progress in local mitigation actions, and changes in priorities. Other criteria considered during the update included:

- if changing situations have modified goals/objectives/actions and/or hazards;
- if additional information is available to perform more accurate vulnerability assessments;
- if it is determined that participating jurisdictions wish to be added to and/or removed from the Plan; or
- if it is determined that the Plan no longer addresses current and expected future conditions.

At the time of each update, MCOEM shall consult with NJOEM and FEMA for the latest Guidance in place regarding plan updates to ensure that the latest criteria are addressed in the update process. Plan updates will be posted on the County web site and made available in hard copy at the MCOEM offices.

## 7.2.2 PUBLIC PARTICIPATION IN PLAN MAINTENANCE

The public and other stakeholders must be given opportunities to become involved during the Plan's regular maintenance and implementation. The public will have access to an electronic copy of the current HMP through the [www.MoCoHMP.com](http://www.MoCoHMP.com) website. Information on upcoming events related to the HMP or solicitation for comments will be announced via newsletters, newspapers, mailings, or on the website.

It is important to understand perceptions of the plan's effectiveness and degree of success to help maintain support for the plan and provide accountability for those responsible for its maintenance and implementation.

The following array of activities was selected by the Steering Committee during the December 03, 2018 meeting. These activities were reviewed as part of the 2015 Plan Update and selected again for the 2020 to 2025 planning cycle:

- MCOEM will continue to maintain the mitigation planning website.

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<sup>2</sup> AFTER FEMA COMPLETES ITS PLAN REVIEW AND DETERMINES THAT ALL REQUIREMENTS HAVE BEEN ADEQUATELY ADDRESSED, IT ISSUES A DETERMINATION OF "APPROVABLE PENDING ADOPTION". PARTICIPATING JURISDICTIONS THEN EACH MOVE FORWARD WITH FORMALLY ADOPTING THE PLAN. FOR MULTI-JURISDICTIONAL PLANS, FEMA CONSIDERS THE PLAN APPROVAL DATE TO BE THE DATE OF THE FIRST JURISDICTIONAL ADOPTION.



- Each participating jurisdiction will maintain a link on their jurisdiction's web page to the County mitigation planning website, if they have not already done so.
- MCOEM will prepare an annual fact sheet on the plan. This fact sheet will be submitted via email to Core Planning Group members for posting on community notice boards, at a minimum, and preferably supplemented with distribution at meetings as applicable. MCOEM will post the fact sheet on the County mitigation plan web site.
- Participating jurisdictions will conduct annual interviews and/or smaller meetings with civic groups, the public and other stakeholders. This will be accomplished through incorporating discussion of the mitigation plan into other regularly attended meetings.
- Participating jurisdictions will consider annual flyers, newsletters, newspaper advertisements, and Radio/TV announcements to supplement annual interviews/meetings and will implement some or all of these at the discretion of the jurisdiction. At a minimum, the County will issue an annual press release.
- Participating jurisdictions are responsible for keeping track of any comments they receive on the plan and bringing this forward for discussion at the Annual Plan Evaluation Meetings.