

SECTION 7: PLAN MAINTENANCE PROCEDURES

This section describes the system that Delaware County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

MONITORING, EVALUATING AND UPDATING THE PLAN

This section presents the procedures for monitoring, evaluating, and updating the plan.

The Delaware County Hazard Mitigation Steering Committee (SC) intends to remain intact as the organization responsible for monitoring, evaluating and updating this Plan. The Delaware County Hazard Mitigation Planning Coordinator, Nicole Franzese (Delaware County Planning Department – Director of Planning) shall continue to act as the coordinator for the SC. Each participating jurisdiction is expected to maintain a municipal hazard mitigation representative to support their jurisdiction’s input to the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the SC as of the date of this Plan. Ongoing municipal hazard mitigation planning points-of-contact are identified in each jurisdiction’s annex (Section 9).

Table 7-1. Ongoing Delaware County Hazard Mitigation Steering Committee

Affiliation	Name	Title
Town of Walton	Bruce Dolph	Supervisor (and SC Chair)
DC Planning Department	Nicole Franzese	Director of Planning
DC Planning Department	Michael Jastremski, CFM	Environmental Planner
DC Planning Department	Kristin Janke	Planner
DC Department of Emergency Services	Richard Bell	Director of Emergency Management
DC Department of Emergency Services	Steve Hood	Deputy Director/EMS Coordinator
DC Department of Public Works	Wayne Reynolds	Commissioner
DC Department of Public Works	Carissa Fairbairn	
DC Code Enforcement	Dale Downin	Code Enforcement Officer
DC Watershed Affairs	Dean Frazier	Commissioner
DC Sheriff’s Office	Tom Mills	County Sheriff
DC Soil and Water Conservation District	Graydon Dutcher	Stream Program Coordinator
Town of Deposit	Tom Axtel	Supervisor

It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the County HMP Coordinator of any changes in representation by formal letter. The County HMP Coordinator shall maintain the current membership of the SC and municipal representatives on the Delaware County Hazard Mitigation Plan public website at <http://www.dcdes.org/AHMP%20page.htm> .

Monitoring and Evaluating:

The SC shall be responsible for monitoring progress on, and evaluating the effectiveness of the Plan, and documenting this with NYSOEM and FEMA. The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies exist.
- Outcomes have occurred as expected.
- Changes in municipal resources impacted plan implementation (for example, funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
- Documentation for hazards that occurred during the last year

Specifically, the SC will review the mitigation goals, objectives, and activities/projects using performance based indicators, including:

- New agencies/departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under/over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note if resources are required to implement mitigation activities
- Timeframes comment on whether proposed schedules are sufficient to address actions
- Budgets note if budget basis should be changed or is sufficient
- Lead/support agency commitment note if there is a lack of commitment on the part of lead or support agencies
- Resources regarding whether resources are available to implement actions
- Feasibility comment regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the SC will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section).

Annual Plan Review:

Monitoring of plan progress and evaluating effectiveness shall be accomplished through an annual plan review process, initiated by the County HMP Coordinator and working directly with the ongoing County HM Steering Committee and participating municipalities.

The annual plan review process shall begin in May of each year, timed to coincide with the annual FEMA Hazard Mitigation Assistance (HMA) program announcement. At this time, the County HMP Coordinator shall call a meeting of the SC to discuss how to conduct the annual review and reporting process for the year. At this meeting, the SC shall determine the method by which County departments and agencies and municipalities will be surveyed for information to go into the annual review and report, and set a schedule and assign responsibilities to complete the review and reporting process.

While the actual methods and tools for this review and reporting will be established by the SC each year, it is anticipated that the process will include the following:

- Preparing an annual municipal mitigation progress reporting form for distribution to all municipalities ahead of an annual meeting of the planning partnership.
- Inviting the planning partnership to the annual meeting, and providing the municipal mitigation progress reporting form.
- Conducting an annual meeting of the municipal planning partnership, at which the following will be discussed:
 - Mitigation progress and activity at the County and regional level.
 - How to complete the municipal mitigation progress reporting form, and schedule for completion.
 - Adding and/or eliminating mitigation projects/activities/initiatives from the local mitigation action plans.
 - Mitigation successes, problems, concerns and issues regarding plan implementation at the local level.
 - Mitigation resources available, including upcoming and potential training programs.
 - Annual HMA grant program (process to apply, schedule, etc.)
- Preparing and submitting an annual progress report to NYSOEM and FEMA Region II.

For County-level activity, department and agency representatives on the SC will collect and process information on mitigation activity and progress from their respective departments and agencies. At the municipal level, the SC shall collect and compile municipal survey forms, information provided at the annual plan review meeting with the communities, and conduct phone calls and meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information. Copies of any grant applications filed on behalf of any of the participating jurisdictions shall be provided to the SC. Further, the representatives shall obtain from their municipal supervisor/administrator or clerk any public comments made on the plan and provide to the SC for inclusion in the annual report.

Through this process, the SC and municipal representatives shall be expected to document, as needed and appropriate:

- Hazard events and losses occurring in their jurisdiction including their nature and extent and the effects that hazard mitigation actions have had on impacts and losses,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions,
- Any obstacles or impediments to the implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input and comment on the Plan.

The SC Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each jurisdiction, information presented at the annual SC meeting, and other information as appropriate and relevant. While the main purposes of this report are to document progress on plan implementation at the county and local level, and to formally document updates to the county and local mitigation strategies, these annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the SC will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

The Annual HMP Progress Report shall be posted on the Delaware County Hazard Mitigation Plan website (<http://www.dcdes.org/AHMP%20page.htm>) to keep the public apprised of the Plan's implementation. This report will also be provided to each community participating in the CRS to meet CRS Activity 510 and annual CRS recertification requirements. To meet this recertification timeline, the SC will strive to complete the review process and prepare an Annual HMP Progress Report by the end of October.

Post-Disaster:

After a declared disaster or major hazard event in the County, the County HMP Coordinator and ongoing County HM Steering Committee may elect to meet with the municipal planning partnership to:

- Discuss ongoing recovery and public assistance efforts.
- Discuss data and information collection on the disaster.
- Evaluate the effectiveness of mitigation projects completed in the county and municipalities.
- Identify specific areas of vulnerability evident in the wake of the disaster.
- Identify potential mitigation actions and opportunities to address new areas of vulnerability.
- Discuss current or anticipated grant opportunities (e.g. HMGP) in the wake of the disaster.

Plan Maintenance and Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Delaware County SC to update this Plan on a five year cycle from the date of initial plan adoption. Ongoing maintenance and updating of the Plan shall be the responsibility of the Delaware County Department of Planning, working with SC and municipal planning partners.

To facilitate the update process, the Delaware County HMP Coordinator, with support of the SC, shall use the **third** annual plan review process to develop and commence the implementation of a detailed Plan update program. The Delaware County HMP Coordinator shall invite representatives from NYSOEM and FEMA to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the Plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements. At this meeting, the SC shall determine what resources will be needed to complete the update. The Delaware County HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all municipal planning partners and the New York State Hazard Mitigation Officer.

Further, it is recognized that additional jurisdictions (e.g. special purpose districts) within the Delaware County planning partnership may elect to join this Plan. Any such new Plan participants shall be formally included and documented in the five-year formal Plan update. Procedures for the addition of new Plan participants shall be reviewed with NYSOEM and FEMA prior to their formal inclusion in this Plan.

IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

Participating jurisdictions have provided a detailed listing of related programs, through which mitigation planning may be implemented, in the local capability assessments provided in each jurisdictional annex (Volume II, Section 9). In addition, a full discussion on relevant county and regional programs is provided in Section 3, “Planning Process”.

It is the intention of the SC and participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. SC members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Appendix B) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the SC anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) This Hazard Mitigation Plan and other planning documents and programs will become mutually supportive efforts that work in concert to meet the goals and needs of the county and municipalities; and
- 3) Duplication of effort can be minimized.

The information on hazard, risk, vulnerability and mitigation contained in this Plan is based on the best science and technology available at the time of the Plan’s preparation. It is recognized by all participating jurisdictions that this information can be invaluable in making decisions under other planning programs, such as comprehensive, long-term community recovery plans, watershed management plans, capital improvement, and emergency management plans. Table 7-2 below includes existing processes and programs through which the mitigation plan should be implemented.

Table 7-2. Existing Processes and Programs for Mitigation Plan Implementation

Process	Action	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul style="list-style-type: none"> • Planning Department • Public Works Department • Department of Emergency Services • Code Enforcement • Watershed Affairs • Department of Public Health • Soil and Water Conservation District • Economic Development • Social Services
Administrative	Other organizations' plans	<ul style="list-style-type: none"> • Include reference to this plan in: <ul style="list-style-type: none"> ○ Comprehensive Emergency Management Plans ○ Comprehensive / Master Plans ○ Highway Management Plans ○ Stream Corridor Management Plans ○ Watershed Management Plans (e.g. Carr,s Creek) ○ Long-Term Community Recovery Plans (e.g. Fleischmanns, Margaretville, Middletown, Sidney) ○ Other county and local plans as appropriate
Administrative	Job/Job Descriptions	<ul style="list-style-type: none"> • Unpaid internships to assist in hazard mitigation plan maintenance
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> • Continue to include mitigation related projects in annual Capital Improvement Program. • Leverage mitigation grant funding to support local funding for such mitigation projects.
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> • Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use. • Zoning and Ordinances • Building Codes-enforcement of codes or higher standard in hazard areas • Capital Improvements Plan - Ensure that the person responsible for projects under this plan evaluates if the new construction is in a high hazard area, floodplain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction. • National Flood Insurance Program – Continue participation in this program. • Prior to formal changes (amendments) to comprehensive plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development must be reviewed to ensure they are consistent with the hazard mitigation plan

Process	Action	Implementation of Plan
Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> • Apply for grants from federal (including FEMA Hazard Mitigation Assistance (HMA) and HMGP funding programs), state government, nonprofit organizations, foundations, and private sources. • Continue to make use of grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) • Other potential federal, state and regional funding sources include: <ul style="list-style-type: none"> ○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants ○ Federal Highway Administration ○ Catalog of Federal Domestic Assistance ○ United States Fire Administration – Assistance to Firefighter Grants ○ United States Small Business Administration Pre and Post Disaster Mitigation Loans ○ United States Department of Economic Development Administration Grants ○ United States Army Corps of Engineers ○ United States Department of Interior, Bureau of Land Management ○ New York State Department of State ○ New York City Department of Environmental Protection ○ Other sources as yet to be defined • See Appendix E for additional funding sources
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> • Public-Private Partnerships • State Cooperation • In-kind resources
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> • Local Government Committees: <ul style="list-style-type: none"> ○ Planning Boards ○ Zoning Board of Appeals • Climate Change Task Force(s) • Chambers of Commerce • Property Owners Associations
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> • Army Corps of Engineers (USACE) • American Red Cross • Department of Homeland Security (DHS) • Federal Emergency Management Agency (FEMA) • National Oceanic and Atmosphere Agency (NOAA) • National Weather Service (NWS) • National Fire Protection Agency (NFPA) • National Park Service • New York Department of Transportation (NJDOT) • New York Department of Environmental Conservation (NYSDEC) • New York City Department of Environmental Protection (NYCDEP) • New York State Department of State (NYSDOS) • NY State Office of Emergency Management (NYSOEM) • United States Department of Agriculture (USDA) • United States Department of Transportation (USDOT) • United States Geological Service (USGS) • Local Flood Commissions (e.g. Walton Flood Commission, Middletown Flood Commission)

During the annual plan evaluation process, the SC will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual HMP Progress Report.

CONTINUED PUBLIC INVOLVEMENT

The Delaware County mitigation planning partnership has identified continued public outreach as a high priority mitigation initiative (see Section 9.1). Under this initiative, the partnership will continue to maintain and provide links to the Plan's hazard mitigation webpage, continue to provide ongoing media releases and other public notifications regarding where the public can review the Plan and provide ongoing input, and may include public meetings to further promote awareness of the Plan.

Full copies of the Plan shall continue to be made available in hard-copy for review during normal business hours at the following locations:

- Delaware County Clerks Office; Court House Square, Delhi, NY
- Delaware County Department of Emergency Services; 280 Phoebe Lane, Delhi, NY
- Delaware County Department of Planning; PO Box 367; Delhi, NY

Municipalities are asked to make available hard-copy excerpts of the Plan at their municipal building (e.g. clerk's office), including at a minimum the Executive Summary, County annex and applicable municipal annex to the Plan. Municipal supervisors/mayors or clerks and the Delaware County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP.

The public will have an opportunity to comment on the Plan at the annual review meeting for the HMP and during the 5-year plan update. The annual progress reports will be posted on the Delaware County Planning Area mitigation website in addition to the Hazard Mitigation Plan. Delaware County Planning Area will maintain this website, posting the annual progress reports and maintaining an active link to collect public comments.

The Delaware County Planning Area HMP Coordinator is responsible for coordinating the Plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan. Annual progress reports will also be posted to the project web site.

Municipal representatives shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate. Opportunity to comment on the plan will be provided directly on the project web site. Provisions for public comment in writing will also be made. All public comments shall be addressed to:
Delaware County Hazard Mitigation Coordinator
Delaware County Department of Planning
PO Box 367
Delhi, New York 13753
- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the locations identified above along with forms and instructions to facilitate public input and comment on the Plan.

- Appropriate local links to the Delaware County Hazard Mitigation Plan website are maintained. The web site will be maintained throughout the course of the project, and during the plan implementation phase.
- Public notices are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.

The Delaware County HMP Coordinator shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The Delaware County Planning Area HMP website is maintained and updated as appropriate.
- All public and stakeholder comments received are document and maintained.
- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the locations identified above, along with instructions to facilitate public input and comment on the Plan.
- Public notices, including media releases, are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.