

## SECTION 6 – PLAN MAINTENANCE PROCESS

<b>Monitoring, Evaluating, and Updating the Plan</b>	
<i>Requirement §201.4(c)(5)(i) [The Standard State Plan Maintenance Process <b>must</b> include an] established method and schedule for monitoring, evaluating, and updating the Plan.</i>	
<b>Element</b>	<i>A. Does the new or updated plan describe the method and schedule for monitoring the plan? (e.g., identifies the party responsible for monitoring, includes schedule for reports, site visits, phone calls, and/or meetings)</i>
	<i>B. Does the new or updated plan describe the method and schedule for evaluating the plan? (e.g., identifies the party responsible for evaluating the plan, includes the criteria used to evaluate the plan)</i>
	<i>C. Does the new or updated plan describe the method and schedule for updating the plan?</i>
	<i>D. Does the updated plan include an analysis of whether the previously approved plan’s methods and schedule worked, and what elements or processes, if any, were changed?</i>

### A. Monitoring the Plan

Since mitigation actions are now tied to the goals in the Plan, Section 4 of the Plan will be monitored annually or after a Disaster Declaration as described in the next section on “Activities.” As previously noted, the County Directors meet monthly at the MEMA EOC and immediate concerns about the Plan can be addressed then. Since the public has occasionally also used those meetings as a way to address specific issues, there is another opportunity for input.

### B. Evaluating the Plan

As before, the Plan will also be monitored relevant to any disasters (and new lessons learned) or new legislation. Reports are due on a quarterly basis as part of both MEMA and FEMA protocols. MEMA’s evaluation of the Plan will be based on State needs, budget, laws or new federal guidelines. It will be updated as needed to reflect hazard changes, additional mapping resources, regulatory changes or to generally improve mitigation program management.

### C. Updating the Plan

The Plan will be revised within three years. To accomplish this, it will be reviewed on an annual basis by the State Hazard Mitigation Officer and the Hazard Mitigation Planner. A review will occur after the winter and usual spring flooding months to properly assess any storm damages and to review reports from the River Flow Advisory Committee. It will also be in conjunction with 2<sup>nd</sup> Quarter Work Reports, when the Mitigation Officer would normally report on any mitigation activities within the agency.

### D. Evaluation of whether Previous Plan’s Methods and Schedules Worked

The previous plan’s methods and schedules worked reasonably well, but some adjustments are needed to ensure greater consistency between plans. To expedite the planning process, in 2009 MEMA developed a guide for the preparation of hazard mitigation plans so that as county and other plans are updated, they will follow the same format, thus allowing better coordination between local plans and the State Plan.

<b>Monitoring Progress of Mitigation Activities</b>	
<i>Requirement §201.4(c)(5)(ii) [The Standard State Plan Maintenance Process must include a] system for monitoring implementation of mitigation measures (actions) and project closeouts.</i>	
<i>Requirement §201.4(c)(5)(iii) Monitoring Progress of Mitigation Activities[The Standard State Plan Maintenance Process must include a] system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.</i>	
<b>Element</b>	<i>A. Does the new or updated plan describe how mitigation measures and project closeouts will be monitored?</i>
	<i>B. Does the new or updated plan identify a system for reviewing progress on achieving goals in the Mitigation Strategy?</i>
	<i>C. Does the new or updated plan describe any modifications, if any, to the system identified in the previously approved plan to track the initiation, status and completion of mitigation activities?</i>
	<i>D. B. Does the new or updated plan identify a system for reviewing progress on implementing activities and projects of the Mitigation Strategy?</i>
	<i>E. Does the updated plan discuss if mitigation actions were implemented as planned?</i>

### **A. How Mitigation Measures and Closeouts will be Monitored**

PDM-C, HMGP and FMA grant project activities have been monitored according to Section 8, Project Management of the State’s Hazard Mitigation Administrative Plan. This includes the administration, roles and responsibilities and financial administration of the projects. Again, according to standard business and accounting practices, it is a monthly process. MEMA has developed a spreadsheet for tracking the status of plans and projects. As previously noted, the state Admin Plan is being rewritten in 2010 as the Hazard Mitigation Assistance (HMA) Plan. Differences in the programs will be specified and monitored accordingly.

Due to resource limitations, and the previously described distances across the state, site visits will usually be grant pre-application and final inspection events. Wherever possible, multiple site visits will be the norm to keep a “working inventory” and to reduce travel time and costs. Phone calls will substitute for travel or face-to-face meetings in many cases.

Specifically, the close out process includes the following steps:

- Monthly or quarterly reports (depending on size and scope of project)
- Matching of invoices to expenses
- Final site inspection (dual inspection by MEMA and FEMA whenever possible)
- Final documents signed by sub-grantee
- Written request to MEMA accountant to pay final amount
- Written notification to sub-grantee that payment has been processed
- Written notification to FEMA that the project has been closed

### **B. System for reviewing Progress on Achieving Goals in the Mitigation Strategy**

Since mitigation activities will be occurring at the local and state levels there will be two processes for monitoring progress. For local activities, the County Directors will provide annual updates to the Mitigation Planner and/or as part of the agenda at one of the above referenced monthly meetings. Progress of state mitigation activities will be coordinated on an annual basis or after a Disaster Declaration by TELCOMs between the Mitigation Planner and the agencies identified in the State Capability Assessment table.

### **C. Modifications to Track Initiation, Status and Completion of Mitigation Activities**

The current system used to track the initiation, status and completion of mitigation activities appears to be working well. No modifications are proposed, other than the timeframes noted above. If any deficiencies are identified, they will be addressed in the new HMA Plan.

### **D. System for Reviewing Progress on Implementing Activities and Projects**

The “Goals/Objectives and Strategic Measures (Actions)” table on pages 4-21 through 4-33 of the Mitigation Strategy contains a 7<sup>th</sup> column entitled Status Report. As each action is completed, the status report column is updated.

### **E. Implementation of Mitigation Actions from Previous Plan**

See Status Report column contained in Section 4, pages 4-21 to 4-34 of this 2010 Plan, with regard to how implementation was or was not achieved, as well as the summary of how hazard mitigation capabilities of the State have changed since 2007 (pages 4-13 to 4-14).