

Section VIII. Plan Maintenance Procedures

Maintenance System

It is essential to the ongoing success of the Allegany County Multi-Jurisdictional Hazard Mitigation Plan that each jurisdiction implements the projects and actions that they have identified through the analysis process. Similar to the New York State Hazard Mitigation Plan Maintenance Procedures and Schedule, Allegany County and the forty-six jurisdictions/public organizations have adopted a process that will streamline evaluating, monitoring, and updating the Hazard Mitigation Plan.

Monitoring and Evaluation of System

Plan Review Participants

Annually, each jurisdiction will identify their HMP Liaison who will collect the prior year's Hazard Mitigation Plan information. The HMP Coordinator will send a letter, an Annual Review of Mitigation Actions Worksheet, and map for mitigated actions to participating jurisdictions as reminder. The jurisdiction's HMP Liaison will determine the current status on mitigation actions, completed, partial, and future, through communication with the project supervisors. This information will be collected and summarized through an annual report and forwarded to the County HMP Office. Annual reports will provide participants the opportunity to review their progress as well as the means to identify any setbacks not apparent in the planning process. Public support of the process will be addressed by keeping the public informed, through our website and announcements in local meeting areas, about the progress and success of the Mitigation projects. In the Plan's 4th year, 5-year Plan Update Meetings will be scheduled and agencies, non-profits, businesses, academia, the public are invited.

Evaluation Methodology

The County HMP Coordinator will set up a meeting of planning members annually to review the progress of the Hazard Mitigation Plan. Each planning member will be responsible for having their annual report of projects completed before the meeting. The group will meet in the third quarter (October/November) of each year to take advantage of lighter work schedules. This meeting will help determine whether the planning process and the identified actions/projects have been effective in reducing the impact of hazards on these communities. Through the evaluation process it will be determined whether changes should be instituted and where the Hazard Mitigation Plan may not be meeting the needs of each participant.

Review and Re-evaluation of Risk and Hazards

In the initial hazard identification (see Section III: Hazard Analysis), each participant provided input into the likely hazards that occur in their jurisdictions through historical data and personal experience. During the annual meeting, each planning member will have the opportunity to review the continued validity of each hazard rating and the re-evaluation of hazards previously tabled. The experience of the past year will be taken into account during this review and re-evaluation process. In the 4th year, this information will be reviewed and updated as appropriate for the 5-year Plan Update.

Evaluation of Relevance of Goals and Objectives

During the evaluation process of goals and objectives, the planning group will be initially evaluating whether the goals and objectives identified in the Hazard Mitigation Plan are still relevant to their community. Are the goals and objectives still able to address current and expected conditions? If the risks and hazards have changed, then a thorough review of the goals and objectives will be necessary to address these changes.

Evaluation of Effectiveness of Projects and Actions

Performance-based indicators will be used to evaluate the effectiveness of the Hazard Mitigation Plan projects and actions.

- Has the project been completed?
- If not complete but started, what percent of the project has been completed?
- How much money has been expended on incomplete projects?
- Did the project require additional funds over the expected amount or were the costs less than expected?
- Did project funds include grant monies?
- If the project was deferred, why? (No funds, no political support, etc.)
- How has the project furthered the Hazard Mitigation Plan's goals/objectives?
- What were the losses that were avoided after completing the project?
- Was the mitigation action cost-effective?

Documentation of Progress

A copy of each participant's annual review and map of mitigated actions will be on file in the HMP Coordinator's office and will be used for the five-year update. Documentation of the annual meetings will include notes on the results of the meeting as well as more specific information on the reasoning behind changes to the Mitigation Plan.

Plan Update

Plan Maintenance

The Allegany County Multi-Jurisdictional Hazard Mitigation Plan will be updated every five years according to the FEMA requirement. This updated plan will incorporate the

annual changes to the Plan. The Hazard Mitigation Planning Group will meet in May 2014, to begin the process of updating for the 2015, 5-year update of the Hazard Mitigation Plan. After completion of revisions, the updated Hazard Mitigation Plan will be made available to the public through a public presentation, website, and announcements in the local papers and meeting places. The public will be encouraged to comment on the Plan and these comments will be incorporated into the Plan. The completed Hazard Mitigation Plan will be sent to each participant, Hazard Mitigation Planning Group member, and the New York State Hazard Mitigation Officer.

Table 134. Hazard Mitigation Plan Maintenance Procedures and Schedule (2010-2015)

| Target Date | Responsible Party | Task |
|--|--|---|
| Later 3 rd /early 4 th quarter, 2010 | Hazard Mitigation Planning Group (HMPG), County, Town/Village Boards | Adopt 2010 5-year Update to Allegany County Multi-Jurisdictional Hazard Mitigation Plan |
| May, 2011 and annually thereafter | HMPG | Send reminder letter to participants with annual report form and map for mitigated actions |
| | | 4 th year, post meeting schedule for 5-year update |
| July, 2011 and annually thereafter | HMPG, Supervisor/Mayor, interested public | Schedule meeting(s) for Plan review and completion of Annual Reports (progress on mitigation actions and Plan evaluation) |
| | | In 4 th year, invite agencies, non-profits, business, academia, and public |
| October, 2011 and annual thereafter | HMPG, Supervisor/Mayor, interested public | Schedule regional meeting(s) for return/report out of Annual Reports. HMPG reviews, takes appropriate actions, revises Plan and mitigation actions. Document modifications to Plan. |
| | | HMPG convenes for several meetings in 4 th year |
| November, 2011 and annually thereafter | HMPG | Revise the Plan and make available for public comment. Place notice on website and public media, jurisdiction announcements. Maintain public comment for future updates. |
| 1-3 months following preparation of 5-year Plan Update | HMPG, Supervisors/Mayors | Communicate final outcomes/comments from update process to participants. Documentation maintained by HMPG. |
| May, 2014 | HMPG, HMP Liaisons, agencies, public, non-profs | Hold meetings, post plan for public review, submit draft 5-year Update to State for review. |