

Section 4:

Plan Implementation and Maintenance

This section details the formal process that will ensure that the **insert community name** multi-jurisdictional Natural Hazards Mitigation Plan remains an active and relevant document. The plan implementation and maintenance process includes a schedule for monitoring and evaluating the Plan annually, as well as producing an updated plan every five years. Finally, this section describes how the County and participating jurisdictions will integrate public participation throughout the plan maintenance and implementation process.

Implementing the Plan

After the Plan is locally reviewed and deemed complete, the **insert convener** submits it to the State Hazard Mitigation Officer at Oregon Emergency Management. Oregon Emergency Management submits the plan to the Federal Emergency Management Agency (FEMA--Region X) for review. This review addresses the federal criteria outlined in the FEMA Interim Final Rule 44 CFR Part 201. Upon acceptance by FEMA, the County will adopt the plan via resolution. At that point the County will gain eligibility for the Pre-Disaster Mitigation Grant Program, the Hazard Mitigation Grant Program funds, and Flood Mitigation Assistance program funds. Following County adoption, the participating jurisdictions should adopt their addendums.

Convener

The community should designate an agency to be responsible for the implementation and maintenance of the plan. Some communities have chosen to have joint conveners from the Emergency Management and Planning Departments. Describe the agency designated as the convener for this plan and outline roles and responsibilities for the convener. Examples of roles and responsibilities of the convener could include the following:

- Coordinate Steering Committee meeting dates, times, locations, agendas, and member notification;
- Document outcomes of Committee meetings;
- Serve as a communication conduit between the Steering Committee and key plan stakeholders;
- Identify emergency management-related funding sources for natural hazard mitigation projects;

- Incorporate, maintain, and update the County’s natural hazard risk GIS data elements; and
- Utilize the Risk Assessment as a tool for prioritizing proposed natural hazard risk reduction projects.

The County can use the examples provided above, or can change them to fit the needs and situation of the community.

Coordinating Body

The Steering Committee serves as the coordinating body for the mitigation plan. Describe the authority and roles of the coordinating body. Examples of potential roles and responsibilities of the coordinating body include:

- Serving as the local evaluation committee for funding programs such as the Pre-Disaster Mitigation Grant Program, the Hazard Mitigation Grant Program funds, and Flood Mitigation Assistance program funds;
- Prioritizing and recommending funding for natural hazard risk reduction projects;
- Documenting successes and lessons learned;
- Evaluating and updating the Natural Hazards Mitigation Plan following a disaster;
- Evaluating and updating the Natural Hazards Mitigation Plan in accordance with the prescribed maintenance schedule; and
- Developing and coordinating ad hoc and/or standing subcommittees as needed.

The County can use the examples provided above, or can change them to fit the needs and situation of the community.

Members

The following organizations were represented and served on the Steering Committee during the development of the **insert community name** multi-jurisdictional Natural Hazards Mitigation Plan:

Include a list of those agencies that participated in the plan’s development. The community may also choose to identify additional organizations that they would like to include in the future.

To make the coordination and review of **insert community name** multi-jurisdictional Natural Hazard Mitigation Plan as broad and useful as possible, the Steering Committee will engage additional stakeholders and other relevant hazard mitigation organizations and agencies to implement the identified action items. Specific organizations have been identified as

either internal or external partners on the individual action item forms found in Appendix A.

Plan Maintenance

Plan maintenance is a critical component of the natural hazard mitigation plan. Proper maintenance of the plan ensures that this plan will maximize the County's and city/special district's efforts to reduce the risks posed by natural hazards. This section was developed by the University of Oregon's Partnership for Disaster Resilience and includes a process to ensure that a regular review and update of the plan occurs. The Steering Committee and local staff are responsible for implementing this process, in addition to maintaining and updating the plan through a series of meetings outlined in the maintenance schedule below.

Semi-Annual Meetings

The Committee will meet on a semi-annual basis to complete the following tasks. During the first meeting the Committee will:

- Review existing action items to determine appropriateness for funding;
- Educate and train new members on the plan and mitigation in general;
- Identify issues that may not have been identified when the plan was developed; and
- Prioritize potential mitigation projects using the methodology described below.

During the second meeting of the year the Committee will:

- Review existing and new risk assessment data;
- Discuss methods for continued public involvement; and
- Document successes and lessons learned during the year.

Note: Add any additional responsibilities that your community establishes for the Steering Committee.

The convener will be responsible for documenting the outcome of the semi-annual meetings in Appendix B. The process the Committee will use to prioritize mitigation projects is detailed in the section below. The plan's format allows the County and participating jurisdictions to review and update sections when new data becomes available. New data can be easily incorporated, resulting in a natural hazards mitigation plan that remains current and relevant to the participating jurisdictions.

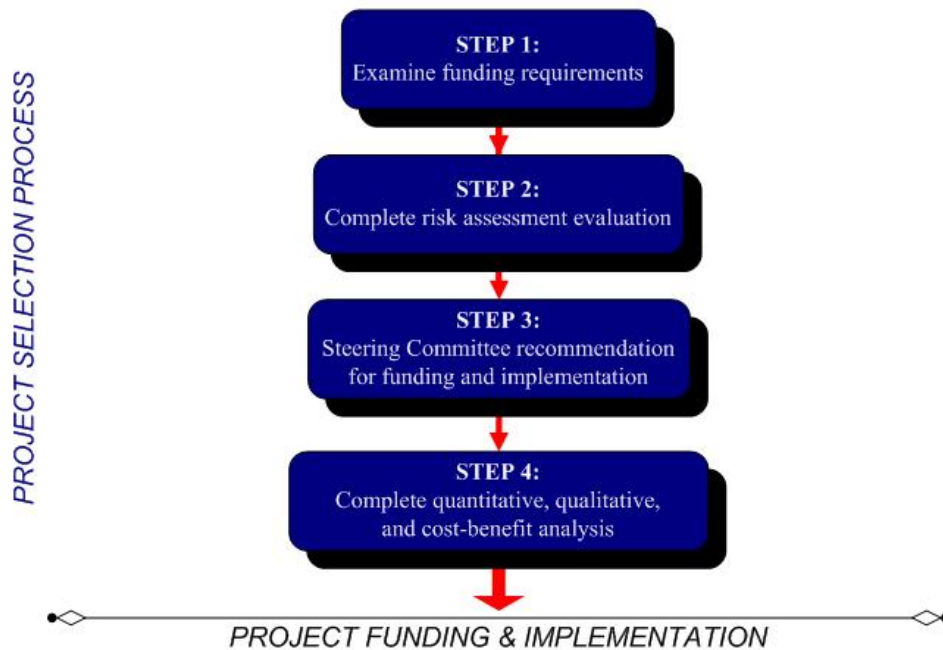
Project Prioritization Process

The Disaster Mitigation Act of 2000 (via the Pre-Disaster Mitigation Program) requires that jurisdictions identify a process for prioritizing potential actions. Potential mitigation activities often come from a variety

of sources; therefore the project prioritization process needs to be flexible. Projects may be identified by committee members, local government staff, other planning documents, or the risk assessment. Figure 4.1 illustrates the project development and prioritization process.

Figure 4.1: Project Prioritization Process

Action Item and Project Review Process



Source: Community Service Center's Partnership for Disaster Resilience at the University of Oregon, 2008.

Step 1: Examine funding requirements

The Steering Committee will identify how best to implement individual actions within the appropriate existing plans, policies, or programs. The committee will examine the selected funding stream's requirements to ensure that the mitigation activity would be eligible through the funding source. The Committee may consult with the funding entity, Oregon Emergency Management, or other appropriate state or regional organizations about the project's eligibility.

Depending on the potential project's intent and implementation methods, several funding sources may be appropriate. Examples of mitigation funding sources include, but are not limited to: FEMA's Pre-Disaster Mitigation competitive grant program (PDM), Flood Mitigation Assistance program (FMA), National Fire Plan (NFP), Community Development Block Grants (CDBG), local general funds, and private foundations.

Step 2: Complete risk assessment evaluation

The second step in prioritizing the plan's action items is to examine which hazards they are associated with and where these hazards rank in terms of community risk. The Committee will determine whether or not the plan's risk assessment supports the implementation of the mitigation activity. This determination will be based on the location of the potential activity and the proximity to known hazard areas, historic hazard occurrence, vulnerable community assets at risk, and the probability of future occurrence documented in the plan.

Step 3: Committee Recommendation

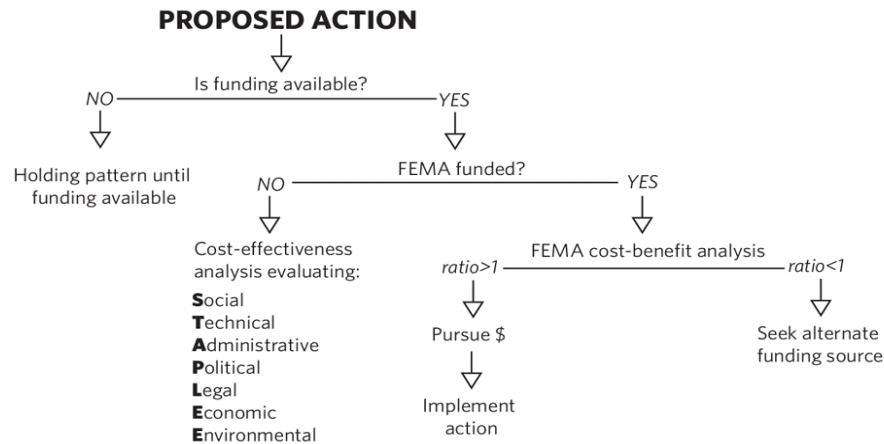
Based on the steps above, the committee will recommend whether or not the mitigation activity should be moved forward. If the committee decides to move forward with the action, the coordinating organization designated on the action item form will be responsible for taking further action and, if applicable, documenting success upon project completion. The Committee will convene a meeting to review the issues surrounding grant applications and to share knowledge and/or resources. This process will afford greater coordination and less competition for limited funds.

The Committee and the community's leadership have the option to implement any of the action items at any time, (regardless of the prioritized order). This allows the committee to consider mitigation strategies as new opportunities arise, such as funding for action items that may not be of the highest priority. This methodology is used by the Committee to prioritize the plan's action items during the annual review and update process.

Step 4: Complete quantitative and qualitative assessment, and economic analysis

The fourth step is to identify the costs and benefits associated with natural hazard mitigation strategies, measures or projects. Two categories of analysis that are used in this step are: (1) benefit/cost analysis, and (2) cost-effectiveness analysis. Conducting benefit/cost analysis for a mitigation activity assists in determining whether a project is worth undertaking now, in order to avoid disaster-related damages later. Cost-effectiveness analysis evaluates how best to spend a given amount of money to achieve a specific goal. Determining the economic feasibility of mitigating natural hazards provides decision makers with an understanding of the potential benefits and costs of an activity, as well as a basis upon which to compare alternative projects. Figure 4.2 shows decision criteria for selecting the appropriate method of analysis.

Figure 4.2: Benefit Cost Decision Criteria



Source: Community Service Center's Partnership for Disaster Resilience at the University of Oregon, 2006.

If the activity requires federal funding for a structural project, the Committee will use a Federal Emergency Management Agency-approved cost-benefit analysis tool to evaluate the appropriateness of the activity. A project must have a benefit/cost ratio of greater than one in order to be eligible for FEMA grant funding.

For non-federally funded or nonstructural projects, a qualitative assessment will be completed to determine the project's cost effectiveness. The committee will use a multivariable assessment technique called STAPLE/E to prioritize these actions. STAPLE/E stands for Social, Technical, Administrative, Political, Legal, Economic, and Environmental. Assessing projects based upon these seven variables can help define a project's qualitative cost effectiveness. The STAPLE/E technique has been tailored for use in natural hazard action item prioritization by the Partnership for Disaster Resilience at the University of Oregon's Community Service Center. See Appendix C for a description of the STAPLE/E evaluation methodology.

Continued Public Involvement & Participation

The participating jurisdictions are dedicated to involving the public directly in the continual reshaping and updating of the **insert County** multi-jurisdictional Natural Hazard Mitigation Plan. Although members of the Steering Committee represent the public to some extent, the public will also have the opportunity to continue to provide feedback about the Plan.

During plan development, public participation was incorporated into every stage of the plan and development process. **Describe how the public was involved during the plan's development; also describe the opportunities the public was given to review or comment on your community's final plan.** To ensure that these opportunities will continue,

the County and participating jurisdictions will... Describe methods in which the public will be able to engage with the plan after it has been developed. For example: hold public meetings, post drafts on their website or in local libraries, or conduct outreach. This part is key, without a continued public involvement strategy, the plan will not pass FEMA review. You may want to identify additional stakeholders to contact/involve in the future.

In addition to the involvement activities listed above, the County's multi-jurisdictional Natural Hazard Mitigation Plan has been archived and posted on the Partnership website via the University of Oregon Libraries' Scholar's Bank Digital Archive.

Five-Year Review of Plan

This plan will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. In the year prior to the Plan's expiration, the Committee's semi-annual meetings will focus on plan update activities. The following questions will be asked to determine what actions are necessary to update the plan.

- Are the plan's goals still applicable?
- Are there new partners that should be brought to the table?
- Are there new local, regional, state or federal policies influencing natural hazards that should be addressed?
- Has the community successfully implemented any mitigation activities since the plan was last updated?
- Have new issues or problems related to hazards been identified in the community?
- Are the actions still appropriate, given current resources?
- Have there been any changes in development patterns that could influence the effects of hazards?
- Are there new studies or data available that would enhance the risk assessment?
- Has the community been affected by any disasters? Did the plan accurately address the impacts of this event?

The convener will be responsible for organizing the Committee to address plan update needs. The Committee will be responsible for updating any deficiencies found in the plan, and for ultimately meeting the Disaster Mitigation Act of 2000's plan update requirements.