



## SECTION 7. PLAN MAINTENANCE PROCEDURES

This section details the formal process that will ensure that the Hazard Mitigation Plan (HMP) remains an active and relevant document and that the Planning Partnership maintains its eligibility for applicable funding sources. The plan maintenance process includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every 5 years. In addition, this section describes how public participation will be integrated throughout the plan maintenance and implementation process. It explains how the mitigation strategies outlined in this plan update will be incorporated into existing planning mechanisms and programs, such as comprehensive land use planning processes, capital improvement planning, and building code enforcement and implementation. The plan’s format allows sections to be reviewed and updated when new data become available, resulting in a plan that will remain current and relevant.

The plan maintenance matrix shown in Table 7-1 provides a synopsis of responsibilities for plan monitoring, integration, evaluation, and update, which are discussed in further detail in the sections below.

**Table 7-1. Plan Maintenance Matrix**

Task	Approach	Timeline	Lead Responsibility	Support Responsibility
Monitoring	Outreach to planning partners to recommend update of mitigation strategies and progress toward implementation of project and identification of new projects and to provide updated information on funding opportunities.	Each June or after the occurrence of a presidentially declared disaster	Jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	Jurisdictional implementation lead identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)
Integration	In order for integration of mitigation principles action to become an organic part of the ongoing county and municipal activities, the county will incorporate the distribution of the safe growth worksheet (see 7.1.2 below) for annual review and update by all participating jurisdictions.	June each year with interim email reminders to address integration in county and municipal activities	HMP Coordinator and jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	HMP Coordinator
Evaluation	Review the status of previous actions, as submitted by the monitoring task lead, and assess the effectiveness of the plan; compile and finalize update of mitigation strategy.	Updated progress report completed by September 30 of each year	Jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	Alternate jurisdictional points of contact
Update	Reconvene the planning partners, at a minimum, every 5 years to guide a comprehensive update to review and revise the plan.	Every 5 years or upon major update to Comprehensive Plan or after the occurrence of a major disaster	Monroe County HMP Coordinator	Jurisdictional points of contacts identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)



## 7.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The procedures for monitoring, evaluating, and updating the plan are provided below.

The HMP Coordinator is assigned to manage the maintenance and update of the plan during its performance period. The HMP Coordinator will convene the Planning Partnership and be the prime point of contact for questions regarding the plan and its implementation and will also coordinate the incorporation of additional information into the plan.

The HMP Coordinator will manage the monitoring, evaluation, and updating responsibilities identified in this section. As of the date of this plan, primary and secondary mitigation planning representatives (points of contact) are identified in each jurisdictional annex in Section 9 (Jurisdictional Annexes).

It will be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation.

Currently, the Monroe County HMP Coordinator is designated as:

Timothy Henry, Office of Emergency Management  
Monroe County Department of Public Safety  
1190 Scottsville Road, Suite 200  
Rochester, NY 14624  
(585) 753-3816  
Email: [timhenry@monroecounty.gov](mailto:timhenry@monroecounty.gov)

### 7.1.1 Monitoring

The Planning Partnership will be responsible for monitoring progress on and evaluating the effectiveness of the plan and documenting annual progress. Each year, beginning one year after plan development, Monroe County and local Planning Partnership representatives will collect and process information from the departments, agencies, and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Section 9) of this plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.

In the first year of the performance period, this will be accomplished by utilizing an online performance progress reporting system (the BATool<sup>SM</sup>), which will enable municipal and county representatives to directly access mitigation initiatives to easily update the status of each project, document successes or obstacles to implementation, and add or delete projects to maintain mitigation project implementation. It is anticipated that all participating partners will be prompted by the tool to update progress on a quarterly basis, providing an incentive for participants to refresh their mitigation strategies and to continue implementation of projects. It is expected that this reporting system will support the submittal of an increased number of project grant fund applications due to the functionality of the system, which facilitates the sorting and prioritization of projects.

In addition to progress on the implementation of mitigation actions, including efforts to obtain outside funding and obstacles or impediments to implementation of actions, the information that Planning Partnership representatives shall be expected to document, as needed and appropriate, includes:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring in their jurisdiction
- Additional mitigation actions believed to be appropriate and feasible
- Public and stakeholder input.



Plan monitoring for years 2 through 4 of the plan performance period will be similarly addressed via the BATool<sup>SM</sup> or manually.

### 7.1.2 Integration of the HMP into Municipal Planning Mechanisms

Hazard mitigation is sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Integrating hazard mitigation into a community’s existing plans, policies, codes, and programs leads to development patterns that reduce risk from known hazards or to redevelopment that reduces risk from known hazards. The Monroe County Planning Partnership was tasked with identifying how hazard mitigation is integrated into existing planning mechanisms. Section 9 (Jurisdictional Annexes) describes how this is done for each participating municipality. During this process, many municipalities recognized the importance and benefits of incorporating hazard mitigation into future municipal planning and regulatory processes.

The Planning Partnership representatives will incorporate mitigation planning as an integral component of daily government operations. Planning Partnership representatives 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 (Section 2 – Plan Adoption) 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 Planning Partnership anticipates that:

1. Hazard mitigation planning will be formally recognized as an integral part of overall planning and emergency management efforts.
2. The HMP, Comprehensive Plans, Emergency Management Plans, and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of county residents.

During the HMP annual review process, each participating municipality will be asked to document how they are utilizing and incorporating the Monroe County HMP into their day-to-day operations and planning and regulatory processes. Each municipality will also 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. The following checklist was adapted from FEMA’s Local Mitigation Handbook (2013), Appendix A, Worksheet 4.2. This checklist will help a community analyze how hazard mitigation is integrated into local plans, ordinances, regulations, ordinances, and policies. By completing the checklist, it will help municipalities identify areas that currently integrate hazard mitigation and where to make improvements and reduce vulnerability to future development.

**Table 7-2. Safe Growth Check List**

Planning Mechanisms	Do You Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
<b>Operating, Municipal, and Capital Improvement Program Budgets</b>			
<ul style="list-style-type: none"> <li>• When constructing upcoming budgets, hazard mitigation actions will be funded as budget allows. Construction projects will be evaluated to see if they meet the hazard mitigation goals.</li> </ul>			
<ul style="list-style-type: none"> <li>• Annually, during adoption process, the municipality will review mitigation actions when allocating funding.</li> </ul>			
<ul style="list-style-type: none"> <li>• Do budgets limit expenditures on projects that would encourage development in areas vulnerable to natural hazards?</li> </ul>			



Planning Mechanisms	Do You Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
<ul style="list-style-type: none"> <li>Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards?</li> </ul>			
<ul style="list-style-type: none"> <li>Do budgets provide funding for hazard mitigation projects identified in the HMP?</li> </ul>			
<b>Human Resource Manual</b>			
<ul style="list-style-type: none"> <li>Do any job descriptions specifically include identifying and/or implementing mitigation projects/actions or other efforts to reduce natural hazard risk?</li> </ul>			
<b>Building and Zoning Ordinances</b>			
<ul style="list-style-type: none"> <li>Prior to zoning changes or development permitting, the municipality will review the HMP and other hazard analyses to ensure consistent and compatible land use.</li> </ul>			
<ul style="list-style-type: none"> <li>Does the zoning ordinance discourage development or redevelopment within natural areas, including wetlands, floodways, and floodplains?</li> </ul>			
<ul style="list-style-type: none"> <li>Does the ordinance contain natural overlay zones that set conditions</li> </ul>			
<ul style="list-style-type: none"> <li>Does the ordinance require developers to take additional actions to mitigate natural hazard risk?</li> </ul>			
<ul style="list-style-type: none"> <li>Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use?</li> </ul>			
<ul style="list-style-type: none"> <li>Does the ordinance prohibit development within or filling of wetlands, floodways, and floodplains?</li> </ul>			
<b>Subdivision Regulations</b>			
<ul style="list-style-type: none"> <li>Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas?</li> </ul>			
<ul style="list-style-type: none"> <li>Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources?</li> </ul>			
<ul style="list-style-type: none"> <li>Do the regulations allow density transfers where hazard areas exist?</li> </ul>			
<b>Comprehensive Plan</b>			
<ul style="list-style-type: none"> <li>Are the goals and policies of the plan related to those of the HMP?</li> </ul>			
<ul style="list-style-type: none"> <li>Does the future land use map clearly identify natural hazard areas?</li> </ul>			
<ul style="list-style-type: none"> <li>Do the land use policies discourage development or redevelopment with natural hazard areas?</li> </ul>			
<ul style="list-style-type: none"> <li>Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas?</li> </ul>			
<b>Land Use</b>			
<ul style="list-style-type: none"> <li>Does the future land use map clearly identify natural hazard areas?</li> </ul>			
<ul style="list-style-type: none"> <li>Do the land use policies discourage development or redevelopment with natural hazard areas?</li> </ul>			
<ul style="list-style-type: none"> <li>Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas?</li> </ul>			



Planning Mechanisms	Do You Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
<b>Transportation Plan</b>			
• Does the transportation plan limit access to hazard areas?			
• Is transportation policy used to guide growth to safe locations?			
• Are transportation systems designed to function under disaster conditions (e.g., evacuation)?			
<b>Environmental Management</b>			
• Are environmental systems that protect development from hazards identified and mapped?			
• Do environmental policies maintain and restore protective ecosystems?			
• Do environmental policies provide incentives to development located outside protective ecosystems?			
<b>Grant Applications</b>			
• Data and maps will be used as supporting documentation in grant applications.			
<b>Municipal Ordinances</b>			
• When updating municipal ordinances, hazard mitigation will be a priority			
<b>Economic Development</b>			
• Local economic development group will take into account information regarding identified hazard areas when assisting new businesses in finding a location.			
<b>Public Education and Outreach</b>			
• Does the municipality have any public outreach mechanisms/ programs in place to inform citizens on natural hazards, risk, and ways to protect themselves during such events?			

### 7.1.3 Evaluating

Evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the HMP goals are being achieved, and whether changes are needed. The HMP Coordinator will consult with the Planning Partnership members to evaluate the effectiveness of the plan implementation and to reflect changes that could affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual plan review meeting of the Planning Partnership to be held either in person or via teleconference approximately 1 year from the date of local adoption of this update and successively thereafter. At least 2 weeks before the annual plan review meeting, the Monroe County HMP Coordinator will advise Planning Partnership members of the meeting date, agenda, and expectations of the members.

The Monroe County HMP Coordinator will be responsible for calling participants and coordinating the annual plan review meeting and soliciting input regarding progress toward meeting plan goals and objectives. 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 are present, such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in county, city, town, or village resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff are included, involving other local governments as defined under 44 CFR 201.6.

Specifically, the Planning Partnership will review the mitigation goals, objectives, and activities using performance-based indicators, including:

- New agencies/departments
- Project completion
- Underspending/overspending
- Achievement of the goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Partnership will evaluate how other programs and policies have conflicted or augmented planned or implemented measures and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (“Implementation of Mitigation Plan through Existing Programs” subsection later in this section discusses this process). Other programs and policies can include those that address:

- Economic development
- Environmental preservation
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public education and outreach
- Transportation

The Planning Partnership should refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process (see Appendix G – Plan Review Tools). Further, the Planning Partnership should refer to any process and plan review deliverables developed by the county or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the county.

The Monroe County HMP Coordinator will be responsible for preparing an Annual HMP Progress Report for each year of the performance period, based on the information provided by the Planning Partnership and



municipal points of contact, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing any implementation challenges. By monitoring the implementation of the HMP, the Planning Partnership will be able to assess which projects are completed, which are no longer feasible, and which projects should require additional funding.

Following any major disasters, the HMP will be evaluated and revised to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damage or if data listed in the Section 5.4 (Hazard Profiles) of this plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

#### 7.1.4 Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval to remain eligible for benefits awarded under DMA 2000. It is the intent of the Monroe County HMP Planning Partnership to update this plan on a 5-year cycle from the date of initial plan adoption.

To facilitate the update process, the Monroe County HMP Coordinator, with support of the Planning Partnership, will use the second annual Planning Partnership meeting to develop and commence the implementation of a detailed plan update program. Prior to the 5-year update, the Monroe County HMP Coordinator will invite representatives from the New York State Division of Homeland Security and Emergency Services (NYS DHSES) to provide guidance on plan update procedures. At a minimum, this will establish who will be responsible for managing and completing the plan update effort, items that need to be included in the updated plan, and a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements.

At this meeting, the project team will determine what resources will be needed to complete the update and seek to secure these resources.

Following each 5-year update of the HMP, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning partners.

#### 7.1.5 Grant Monitoring and Coordination

Monroe County intends to be a resource to the Planning Partnership in the support of project grant writing and development. The degree of this support will depend on the level of assistance requested by the partnership during openings for grant applications. As part of grant monitoring and coordination, Monroe County intends to provide the following:

- Notification to planning partners about impending grant opportunities
- A current list of eligible, jurisdiction-specific projects for funding pursuit consideration
- Notification about mitigation priorities for the fiscal year to assist the planning partners in the selection of appropriate projects.

## 7.2 IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the County, there are many existing plans and programs that support hazard risk management, and thus it is critical that this HMP integrate and coordinate with and complement those existing plans and programs.



The Capability Assessment section of Section 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the County. Within each jurisdictional annex in Section 9 (Jurisdictional Annexes), the county and each participating jurisdiction identified how they have integrated hazard risk management into their existing planning, regulatory, and operational/administrative framework (“existing integration”) and how they intend to promote this integration (“opportunities for future integration”).

It is the intention of Planning Partnership representatives to incorporate mitigation planning as an integral component of daily government operations. Planning Partnership representatives 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 (Section 2 – Plan Adoption) 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 Planning Partnership anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
- 2) The HMP, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of county residents.

Other planning processes and programs to be coordinated with the recommendations of the HMP include the following:

- Emergency response plans
- Training and exercise of emergency response plans
- Debris management plans
- Recovery plans
- Capital improvement programs
- Municipal codes
- Community design guidelines
- Water-efficient landscape design guidelines
- Stormwater management programs
- Water system vulnerability assessments
- Community wildfire protection plans
- Comprehensive flood hazard management plans
- Resiliency plans
- Community Development Block Grant-Disaster Recovery action plans
- Public information/improved public participation
- Educational programs
- Continued interagency coordination

During the annual plan evaluation process, the HMP Coordinator and Planning Partnership will strive to 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 Reporting.



### 7.3 CONTINUED PUBLIC INVOLVEMENT

Monroe County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This HMP update will continue to be posted online at the following link: <https://www.monroecountynyhmp.com/>. In addition, public outreach and dissemination of the HMP will include:

- Links to the plan on municipal websites of each jurisdiction with capability
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of natural hazard events, such as floods and severe storms; the public can be educated via the jurisdictional websites on how these applications can be used in an emergency situation
- Promotion of articles or workshops on hazards to educate the public and keep them aware of the dangers of hazards

The Monroe 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 via the hazard mitigation website at any time. The Monroe County HMP Coordinator will ensure that:

- Public and stakeholder comments and input on the plan, and hazard mitigation in general, are collected, recorded, and addressed as appropriate.
- The Monroe County HMP website is maintained and updated as appropriate.
- Copies of the latest approved plan are available for review at appropriate county facilities, 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.