

Section 5: Plan Maintenance Process

Requirement
§201.6(c)(4)(i):

[The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

5.1 Plan Monitoring and Evaluation

The Howard County Hazard Mitigation Plan will be monitored and evaluated on an annual basis, beginning in the year following approval and adoption. This means there will be four monitoring/evaluation periods. The last monitoring and evaluation period will lead into the 5-year update process.

The monitoring and evaluation will be facilitated through the Mid-MO Regional Planning Commission. It will consist of the following:

1. Surveys will be sent to all participating jurisdictions for information including: progress on the mitigation strategy outlined in the plan and any significant changes in the jurisdiction which should be noted. A sample survey is shown in Figure 5.1.1.
2. Survey information will be collated by planners at the Mid-MO RPC.
3. Meeting(s) of the Hazard Mitigation Planning Committee will be convened by the Mid-MO RPC to discuss survey feedback, any changes in hazard risks in the county, and any other pertinent information.
4. An annual report will be written and included as an addendum to the current plan.

Figure 5.1.1

**Participating Jurisdiction Survey
Annual Review of Howard Co. Hazard Mitigation Plan**

Jurisdiction Name

Name of Representative Completing Survey

Position

Phone

Email

Please review the attached documents indicating the 5-year mitigation strategy and future development plans for your jurisdiction which are outlined in the Howard Co. Hazard Mitigation Plan.

Please describe progress made on any of the actions in the past year. (It will be assumed that actions which were already in place and are ongoing are still taking place; please indicate if, for some reason, this is not accurate.)

Are there any new development plans in your jurisdiction which may relate to hazard mitigation?

Are there any other changes in your jurisdiction which should be noted in the annual addendum to the Howard Co. Hazard Mitigation Plan? If so, please describe.

5.2 Plan Updating

FEMA requires that a local hazard mitigation plan, such as the Howard County Hazard Mitigation Plan, be updated and reapproved by FEMA every five years. This five year period, until the next expiration date, is measured from FEMA's acceptance of the first adoption resolutions submitted for an approved plan.

Assuming approval and adoption of the current plan sometime in 2012, the Howard County Hazard Mitigation Plan will need to be updated and reapproved by FEMA in 2017. A proposed timeline for the update is shown in Figure 5.2.1.

Figure 5.2.1 Proposed Timeline for 5-year Update of Hazard Mitigation Plan		
KEY: PED = Plan Expiration Date		
Activity	Timeline to Begin	Responsible Party
Preliminary update of data	Yearly during maintenance/review of plan	Mid-MO RPC
Prepare cost estimates for update of plan and submit to SEMA	PED - 14 months	Mid-MO RPC
Receive Memorandum of Agreement from SEMA for update	PED - 12 months	SEMA
Review data for any additional updates	PED - 12 months	Mid-MO RPC
Contact participating jurisdictions re: representation on Planning Committee for update of plan	PED - 12 months	Mid-MO RPC
Meetings to conduct preliminary review and update of plan	PED - 11 months	Planning Committee
Survey to participating jurisdictions re: capabilities, vulnerable assets, future development	PED - 11 months	Mid-MO RPC
Public Meeting #1 for comment and input on draft update	PED - 9 months	Mid-MO RPC/Planning Committee
Draft of update due at SEMA	PED - 8 months	Mid-MO RPC
Participating jurisdictions hold meetings to discuss plan and mitigation actions	PED - 8 months	Participating Jurisdictions
Public Meeting #2 for comment and input on final update	PED - 6 months	Mid-MO RPC/Planning Committee
Final plan due at SEMA for review before submission to FEMA	PED - 5 months	Mid-MO RPC
Plan reviewed by SEMA	PED - 4 months	SEMA
Required changes/additions made to plan	PED - 4 months	Mid-MO RPC
Plan submitted to FEMA	PED - 3 months	SEMA
Participating jurisdictions adopt approved plan	PED - 2 months	Participating Jurisdictions

The ongoing yearly maintenance and evaluation of the plan, as described previously, will be of great value when undertaking the five year update. Continuity of personnel on the Hazard Mitigation Planning Committee throughout the five year process would be highly beneficial in taking mitigation planning to the next level.

The following data gaps in the current plan should be examined during the 2016 update process:

Dam Failure

Inundation mapping of the two state regulated high hazards dams in the county should be completed before 2016; depending on the progress and funding of the inundation mapping project, there is a chance that the one state regulated significant hazard dam would also be mapped. Emergency Action Plans (EAPs) may have been written for some, or all, of the regulated dams in the county by the time of the next update.

The following sites may be helpful in obtaining current information on the progress of this work: DNR's Dam Safety Program ([.mo.gov/env/wrc/damsft/damsfthp.htm](http://www.mo.gov/env/wrc/damsft/damsfthp.htm)) and [.org](http://www.dnr.org).

5.3 Public Participation in Plan Maintenance

Requirement §201.6(c)(4)(iii):	<i>[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.</i>
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The Howard County Hazard Mitigation plan will remain posted on the website of the Mid-Missouri Regional Planning Commission (<http://mmrpc.org/reports-library/hazard-mitigation-reports/>) for public review and comment. Either the plan itself or links to the plan will also be posted on as many websites of participating jurisdictions as possible.

The Howard County Emergency Management Directors will facilitate presenting the entire plan to interested groups within the county including:

- Health Department Personnel
- City Fire and Rural Fire Protection Districts
- City Elected Officials/Administrators
- Educational Personnel
- Local Emergency Planning Committees
- Local Police/Sheriff Department Personnel
- Howard County Commissioners/Directors

In addition, all Planning Committee meetings for the review and maintenance of the plan will be open to the public, announced on the Mid-MO RPC website and posted as required by Missouri's Sunshine Law.