

SECTION 6 - PLAN MAINTENANCE PROCEDURES

This section describes the system that Delaware County and the participating jurisdictions have established to monitor, evaluate and update the mitigation plan and to facilitate public involvement with plan maintenance.

6.1 Monitoring, Evaluation and Updating the Plan

This section presents the procedures for monitoring, evaluating, and updating the plan.

6.1.1 Monitoring

To monitor the implementation of the mitigation plan, the Steering Committee will collect and process the annual reports from the agencies involved in implementing mitigation projects or activities identified in Section 5 of this plan or conduct phone calls and meetings with persons responsible for overseeing the mitigation projects; they also will discuss the plan's status at the annual meeting of the Steering Committee. An annual report summarizing the previously mentioned activities will be written and maintained. These annual reports will provide data for the 5-year update of this plan and will assist in pinpointing implementation challenges. By monitoring the implementation of the plan on an annual basis, the Steering Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding. Finally, the Steering Committee will periodically inform the public about the progress and success of its efforts through the mitigation planning website and newspaper announcements.

6.1.2 Evaluation

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the communities' goals are being achieved, and whether changes are needed. The mitigation plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. The County Hazard Mitigation Coordinator will be responsible for coordinating the annual meeting with the Steering Committee. The group will reconvene in the first quarter of each year. Prior to the meeting, each of the participating jurisdictions will gather data to assess progress toward meeting plan objectives and goals. The evaluation 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 plan and if different or additional resources are now available.
- Actions were cost-effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
- Outcomes have occurred as expected.
- Changes in county/town/village resources impacted plan implementation (e.g., funding, personnel, and equipment).

- Changes in programming or government structures warrant changes to the plan.
- New agencies/departments/staff should be included.

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

- Project completion
- Percent complete versus percent of resources allocated
- Under/over spending
- Achievement of the goals and objectives
- Resource allocation (e.g., If there had been more money would the activity have been more successful?)

Additionally, the group will review the mitigation implementation strategy using performance-based indicators including:

- Timeframes
- Budgets
- Lead/support agency commitment
- Resources (funding, personnel [have people been reassigned or left?])
- Feasibility (Is it still an appropriate measure?)

Finally, they will evaluate how other programs and policies have conflicted, or augmented, planned or implemented measures. Other programs and policies can include those that address:

- Sustainability
- Economic development
- Water quality management
- Environmental protection
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/current and comprehensive planning
- Transportation
- Public education and outreach

To summarize, indicators of success for short term projects will include performance-based indicators such as: mitigation project completion; completion of mitigation projects within the allotted budget and schedule; funding status; and dollar amounts in losses avoided (when available) or change in number of households, businesses, critical facilities, and environmental assets at risk. Long-term projects will include clear milestones such as grant application, funding awards, construction kick-off and interim

deliverables. For projects and programs that were not successful, the Steering Committee will consider lessons learned so that more appropriate alternatives can be developed next time.

The plan will also be evaluated and revised following any major disasters to determine if the recommended mitigation strategies remain relevant. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in Section 4.4.12 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 stronger community.

Following the annual plan evaluation process, each jurisdiction will provide input to the annual report describing: (1) the status of current mitigation activities or projects and (2) any plan changes deemed necessary.

The long-term vision for the Steering Committee is to integrate its efforts into the Delaware County Emergency Planning Committee (DCEPC) (identified in Section 2 of this plan). As a long-term strategy, the Steering Committee recommends integrating the goals, purposes, and membership of the hazard mitigation Steering Committee with the DCEPC. By doing so, Steering Committee members anticipate that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Delaware County Multi-Jurisdictional All HMP and the Delaware County CEMP will become mutually supportive documents that work in concert to meet the goals and needs of Delaware County residents; and
- 3) Duplication of effort can be minimized.

Once this integration occurs, the DCEPC meeting will become the forum for the annual mitigation plan evaluation meeting.

6.1.3 Updating

The mitigation plan will be updated every five years and will reflect the results of the annual plan evaluations. The Steering Committee will initiate the next revision process for the plan during its annual review meeting in 2010. Following an update of the mitigation plan, the plan will be distributed for public comment. After all comments are addressed, the plan will be revised and distributed to all Steering Committee members, to each jurisdiction, and the NYS Hazard Mitigation Officer.

6.2 Continued Public Involvement

Delaware County and the participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Copies of the Delaware County Multi-Jurisdictional All HMP will be kept and made available for review at the following locations:

- DCPD
- DCDES
- Town and Village Halls
- Public Libraries throughout Delaware County

A notice regarding the existence and location of copies of the mitigation plan will be publicized annually in the *Delaware County Times* and posted on the Delaware County web site. This announcement will follow the Steering Committee's annual review effort (1st quarter of each year).

The public will have an opportunity to comment on the plan at a public meeting following the organizational meeting of the Steering Committee which will be held as a part of the annual planning evaluation process and the 5-year plan update. The purpose of this meeting will be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Delaware County Hazard Mitigation Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Members of the Steering Committee will assist the Coordinator, as necessary. Contact information for the DCPD is included in the Point of Contact information at the end of the Executive Summary of this document.

6.3 Implementation of Mitigation Plan through Existing Programs

Delaware County and the participating jurisdictions intend to incorporate mitigation planning as an integral component of daily government operations. The Steering Committee members will work with other local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of their respective government and partner organizations. After conducting a capability assessment (identified as a mitigation action in Section 5 of this report) the Committee will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. Specifically, Delaware County and the participating jurisdictions intend to implement the mitigation plan through FEMA and other programs in which they are involved. Table 6-3-1 includes existing processes and programs in which the mitigation plan could be implemented.

Table 6-3-1. Existing Processes and Programs in Delaware County and the Participating Jurisdictions for Mitigation Plan Implementation

Process	Action	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes.	<ul style="list-style-type: none"> ▪ DCBOS ▪ Town and Village Boards ▪ Town and Village Planning Boards ▪ Town and Village Highway and Public Works Departments ▪ Town and Village Code Enforcement ▪ Delaware County agencies including: <ul style="list-style-type: none"> ○ Economic Development ○ Industrial Development Agency ○ Department of Emergency Services ○ DCDPW ○ DCDSS ○ DCEPC ○ DCPHD ○ DCCE ○ DCPD ○ DCSWCD ○ Department of Watershed Affairs (DCDWA) ○ DCSD
Administrative	Other organizations' plans	<ul style="list-style-type: none"> ▪ Town and Village Comprehensive Plans ▪ Town and Village Highway and Stormwater Management Plans ▪ Include reference to this plan in the DCSWCD Stream Corridor Management Plans (SCMPs) ▪ Include reference to this plan in risk reduction section of the Delaware County CEMP ▪ Delaware County Comprehensive Plan – By identifying areas of consistency and opportunities for collaboration, as well as any potential conflicts between existing plans, the County Comprehensive Plan will address the findings of this plan and incorporate the mitigation activities when appropriate. ▪ Include reference to this plan in the DCAP ▪ Include reference to this plan in the Delaware County Agriculture and Farmland Protection Plan ▪ NYCDEP Emergency Action Plans for Cannonsville and Downsville dams ▪ EPA's Filtrational Avoidance Determination for the City of New York ▪ Major Delaware County employers
Administrative	Job/Job Descriptions	<ul style="list-style-type: none"> ▪ Internship to assist in HMP maintenance
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> ▪ Review of county and jurisdictional budgets to include line item mitigation actions
Regulatory	Executive Orders, local laws and ordinances, and other directives	<ul style="list-style-type: none"> ▪ Town and Village comprehensive plans ▪ Zoning, Subdivision and Site Plan Review local laws ▪ NYS Fire and Building Codes ▪ Capital Improvements Plan – Ensure that the person responsible for projects under this plan evaluate if the new construction is in a high hazard area, flood plain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction. ▪ NFIP – Continue participation in this program. ▪ Continue to implement County and town storm water management plans. ▪ Continue to implement County and town highway management plans.

Process	Action	Implementation of Plan
		<ul style="list-style-type: none"> ▪ Continue to implement municipal wellhead protection plans. ▪ Prior to formal changes (amendments) to comprehensive plans, zoning, subdivision and site plan review local laws, capital improvement plans, or other mechanisms that control development, they must be reviewed to ensure they are consistent with the HMP. (Review of projects in the capital improvement plan is part of the mitigation strategy, See Section 5 of this plan)
Funding	Secure traditional sources of financing.	<ul style="list-style-type: none"> ▪ Apply for grants from federal or state government, nonprofit organizations, foundations, and private sources including Pre-Disaster Mitigation Program (PDM) (PDMDMA 2000), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404). ▪ Research grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) ▪ Once plan is approved, initiate process to enable legislation to use fees, taxes, bonds, and loans to finance projects ▪ Other potential federal funding sources include: <ul style="list-style-type: none"> ○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants ○ Federal Highway Administration (FHWA) ○ Catalog of Federal Domestic Assistance ○ United States Fire Administration (USFA) – Assistance to Firefighter Grants ○ United States Small Business Administration Pre and Post Disaster Mitigation Loans ○ United States Department of Economic Development Administration Grants ○ United States Army Corps of Engineers (USACE) ○ United States Department of Interior, Bureau of Land Management ○ The A. Lindsay & Olive B. O'Connor Foundation ○ NYS Department of State (NYSDOS) ○ NYSDEC ○ Catskill Watershed Corporation ▪ Other sources as yet to be defined See Appendix D for additional funding sources
Partnerships	Develop creative partnerships, funding and incentives.	<ul style="list-style-type: none"> ▪ Public-Private Partnerships ▪ Community Volunteers – Habitat for Humanity, Americorps ▪ State Cooperation ▪ In-kind resources ▪ Catskill Center for Conservation and Development
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> ▪ DCAP Core Group ▪ DCAP Scientific Support Group ▪ DCAP Phosphorus Study Committee ▪ Delaware County Ag/Farmland ▪ CCE ▪ West of Hudson Technical Advisory Group ▪ Southern Tier East Regional Planning and Development Board ▪ Upper Susquehanna Coalition ▪ Catskill Watershed Corporation
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> ▪ USACE ▪ ARC ▪ Delaware River Basin Commission (DRBC) ▪ FEMA ▪ NOAA ▪ NWS ▪ NYCDEP ▪ NYS Department of Agriculture and Markets (Ag/Mkts)

Process	Action	Implementation of Plan
		<ul style="list-style-type: none"> ▪ NYSDEC ▪ NYSDOS ▪ NYSDOH ▪ NYS Department of Transportation (NYSDOT) ▪ NYSEMO ▪ Susquehanna River Basin Commission (SRBC) ▪ USDA ▪ United States Department of Transportation (USDOT) ▪ United States Fish and Wildlife Service (USFWS)

6.4 Integration of Existing Data and Plans into Mitigation Plan

The mitigation plan integrates local and federal data as discussed below.

6.4.1 Local Data

The Steering Committee reviewed and incorporated existing data and plans to support the mitigation plan. A number of electronic and hard copy documents were made available to support the planning process including:

- HAZNY analyses
- Delaware County Action Plan (DCAP)
- Documentation of past mitigation actions and grant applications
- Historic maps and local inventory data
- Comprehensive plans for participating jurisdictions
- Delaware County Comprehensive Emergency Management Plan (CEMP)
- DCSWCD Stream Corridor Management Plan (SCMP) (West Branch)

Cross referencing this plan by updating these documents and others like it will need to occur and has been included in Section 5 as mitigation activities.

6.4.2 Federal Data

Federal data was collected and used throughout the mitigation process including:

- US Census data
- HAZUS-MH provided data
- FEMA “How To” Series (386-1 to 386-4, and 386-7)
- Data from NOAA
- USGS topographic data
- Public laws and other programs such as the NFIP were examined to complete this plan.

A complete list of the existing data and plans used to support this mitigation plan is included in the references section of the plan. By incorporating data from existing programs into this mitigation plan, Delaware County and the participating jurisdictions identified the relevance of mitigation planning in these existing programs. Implementation of this plan through these existing plans is identified as a specific mitigation action in several areas in Section 5 of this plan. A more detailed explanation of how

the plan will be implemented through existing programs and plans and a description of additional potential resources of funding are included in the following section.