

SECTION 4:

REGULATION CHECKLIST

This section provides detailed guidance on how FEMA interprets the various requirements of the regulation for all Local Mitigation Plan reviews through a Regulatory Checklist. The guidance is limited only to the minimum requirements of *what* must be in a Local Mitigation Plan, and does not provide guidance on *how* the community should develop a plan. The Regulation Checklist includes the following Elements:

- 4.1 ELEMENT A: Planning Process
- 4.2 ELEMENT B: Hazard Identification and Risk Assessment
- 4.3 ELEMENT C: Mitigation Strategy
- 4.4 ELEMENT D: Plan Review, Evaluation, and Implementation
- 4.5 ELEMENT E: Plan Adoption
- 4.6 ELEMENT F: Additional State Requirements

Many requirements in the Checklist call for the plan to “document” or “describe” information. FEMA does not require specific formats for the plan or its content. Required information to “document” can be provided in the plan through a variety of formats, such as narrative, tables, lists, maps, etc. Examples provided in this *Guide* are samples of one or more approaches to meeting that particular requirement. Examples are not inclusive of all possible solutions to meet a requirement, and they are not necessarily considered “best practices” or exemplary. FEMA will recognize that there are many formats and types of documentation that may meet a particular requirement.

Terms from the regulation are defined in this *Guide*, where necessary. For example, many of the plan requirements ask for a “discussion” or “description.” FEMA considers the plan as the written record, or documentation, of the planning process. Therefore, many of these terms have the same meaning to document *what* was done. In addition, this *Guide* uses the terms “jurisdiction” and “community” interchangeably. For purposes of this *Guide*, these terms are equal to any local government developing a Local Mitigation Plan. This is defined at 44 CFR §201.2 as:

“any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.”

Finally, an important distinction must be made between the words “shall” and “should” in the Mitigation Planning regulation at 44 CFR Part 201. The Regulation Checklist only includes the requirements where the regulation uses the words “shall” and “must,” and does not include the “should.” When the word “should” is used, the item is strongly recommended to be included in the plan, but its absence will not cause FEMA to disapprove the plan.

4.1 ELEMENT A: PLANNING PROCESS

Requirement §201.6(b)	An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:
§201.6(b)(1)	(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
§201.6(b)(2)	(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
§201.6(b)(3)	(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.
§201.6(c)(1)	[The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.
§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.
§201.6(c)(4)(iii)	[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.

Overall Intent. The planning process is as important as the plan itself. Any successful planning activity, such as developing a comprehensive plan or local land use plan, involves a cross-section of stakeholders and the public to reach consensus on desired outcomes or to resolve a community problem. The result is a common set of community values and widespread support for directing financial, technical, and human resources to an agreed upon course of action, usually identified in a plan. The same is true for mitigation planning. An effective and open planning process helps ensure that citizens understand risks and vulnerability, and they can work with the jurisdiction to support policies, actions, and tools that over the long-term will lead to a reduction in future losses.

Leadership, staffing, and in-house knowledge in local government may fluctuate over time. Therefore, the description of the planning process serves as a permanent record that explains how decisions were reached and who involved. FEMA will accept the planning process as defined by the community, as long as the mitigation plan includes a narrative

description of the process used to develop the mitigation plan—a systematic account about how the mitigation plan evolved from the formation of a planning team, to how the public participated, to how each section of the plan was developed, to what plans or studies were incorporated into the plan, to how it will be implemented. Documentation of a current planning process is required for both new and updated plans.

ELEMENT	REQUIREMENTS
<p>A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? 44 CFR 201.6(c)(1)</p> <p><i>Intent: To inform the public and other readers about the overall approach to the plan’s development and serve as a permanent record of how decisions were made and who was involved. This record also is useful for the next plan update.</i></p>	<p>a. Documentation of how the plan was prepared must include the schedule or timeframe and activities that made up the plan’s development as well as who was involved. Documentation typically is met with a narrative description, but may also include, for example, other documentation such as copies of meeting minutes, sign-in sheets, or newspaper articles.</p> <p><i>Document means provide the factual evidence for how the jurisdictions developed the plan.</i></p> <p>b. The plan must list the jurisdiction(s) participating in the plan that seek approval.</p> <p>c. The plan must identify who represented each jurisdiction. The Plan must provide, at a minimum, the jurisdiction represented and the person’s position or title and agency within the jurisdiction.</p> <p>d. For each jurisdiction seeking plan approval, the plan must document how they were involved in the planning process. For example, the plan may document meetings attended, data provided, or stakeholder and public involvement activities offered. Jurisdictions that adopt the plan without documenting how they participated in the planning process will not be approved.</p> <p><i>Involved in the process means engaged as participants and given the chance to provide input to affect the plan’s content. This is more than simply being invited (See “opportunity to be involved in the planning process” in A2 below) or only adopting the plan.</i></p> <p>e. Plan updates must include documentation of the current planning process undertaken to update the plan.</p>
<p>A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? 44 CFR 201.6(b)(2)</p>	<p>a. The plan must identify all stakeholders involved or given an opportunity to be involved in the planning process. At a minimum, stakeholders must include:</p> <ol style="list-style-type: none"> 1) Local and regional agencies involved in hazard mitigation activities; 2) Agencies that have the authority to regulate development; and 3) Neighboring communities. <p><i>An opportunity to be involved in the planning process means that the stakeholders are engaged or invited as participants and given the chance to provide input to affect the plan’s content.</i></p>

ELEMENT	REQUIREMENTS
<p><u>Intent:</u> <i>To demonstrate a deliberative planning process that involves stakeholders with the data and expertise needed to develop the plan, with responsibility or authority to implement hazard mitigation activities, and who will be most affected by the plan's outcomes.</i></p>	<p>b. The Plan must provide the agency or organization represented and the person's position or title within the agency.</p> <p>c. The plan must identify how the stakeholders were invited to participate in the process.</p> <p>Examples of stakeholders include, but are not limited to:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation include public works, zoning, emergency management, local floodplain administrators, special districts, and GIS departments. • Agencies that have the authority to regulate development include planning and community development departments, building officials, planning commissions, or other elected officials. • Neighboring communities include adjacent counties and municipalities, such as those that are affected by similar hazard events or may be partners in hazard mitigation and response activities. • Other interests may be defined by each jurisdiction and will vary with each one. These include, but are not limited to, business, academia, and other private and non-profit interests depending on the unique characteristics of the community.
<p>A3. Does the Plan document how the public was involved in the planning process during the drafting stage? 44 CFR 201.6(b)(1) and 201.6(c)(1)</p> <p><u>Intent:</u> <i>To ensure citizens understand what the community is doing on their behalf, and to provide a chance for input on community vulnerabilities and mitigation activities that will inform the plan's content. Public involvement is also an opportunity to educate the public about hazards and risks in the community, types of activities to mitigate those risks, and how these impact them.</i></p>	<p>a. The plan must document how the public was given the opportunity to be involved in the planning process and how their feedback was incorporated into the plan. Examples include, but are not limited to, sign-in sheets from open meetings, interactive websites with drafts for public review and comment, questionnaires or surveys, or booths at popular community events.</p> <p>b. The opportunity for participation must occur during the plan development, which is prior to the comment period on the final plan and prior to the plan approval / adoption.</p>

ELEMENT	REQUIREMENTS
<p>A4. Does the Plan document the review and incorporation of existing plans, studies, reports, and technical information? 44 CFR 201.6(b)(3)</p> <p><i>Intent: To identify existing data and information, shared objectives, and past and ongoing activities that can help inform the mitigation plan. It also helps identify the existing capabilities and planning mechanisms to implement the mitigation strategy.</i></p>	<p>a. The plan must document <i>what</i> existing plans, studies, reports, and technical information were reviewed. Examples of the types of existing sources reviewed include, but are not limited to, the state hazard mitigation plan, local comprehensive plans, hazard specific reports, and flood insurance studies.</p> <p>b. The plan must document <i>how</i> relevant information was incorporated into the mitigation plan.</p> <p><i>Incorporate means to reference or include information from other existing sources to form the content of the mitigation plan.</i></p>
<p>A5. Is there discussion on how the community(ies) will continue public participation in the plan maintenance process? 44 CFR 201.6(c)(4)(iii)</p> <p><i>Intent: To identify how the public will continue to have an opportunity to participate in the plan's maintenance and implementation over time.</i></p>	<p>a. The plan must describe how the jurisdiction(s) will continue to seek public participation after the plan has been approved and during the plan's implementation, monitoring and evaluation.</p> <p><i>Participation means engaged and given the chance to provide feedback. Examples include, but are not limited to, periodic presentations on the plan's progress to elected officials, schools or other community groups, annual questionnaires or surveys, public meetings, postings on social media and interactive websites.</i></p>
<p>A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? 44 CFR 201.6(c)(4)(i)</p> <p><i>Intent: To establish a process for jurisdictions to track the progress of the plan's implementation. This also serves as the basis of the next plan update.</i></p>	<p>a. The plan must identify how, when, and by whom the plan will be monitored. <i>Monitoring means tracking the implementation of the plan over time. For example, monitoring may include a system for tracking the status of the identified hazard mitigation actions.</i></p> <p>b. The plan must identify how, when, and by whom the plan will be evaluated. <i>Evaluating means assessing the effectiveness of the plan at achieving its stated purpose and goals.</i></p> <p>c. The plan must identify how, when, and by whom the plan will be updated. <i>Updating means reviewing and revising the plan at least once every five years.</i></p> <p>d. The plan must include the title of the individual or name of the department/ agency responsible for leading each of these efforts.</p>

4.2 ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT

Requirement	[The risk assessment shall include a] description of the type, location and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.
§201.6(c)(2)(i)	
§201.6(c)(2)(ii)	[The risk assessment shall include a] description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. All plans approved after October 1, 2008 must also address NFIP insured structures that have been repetitively damaged by floods. The plan should describe vulnerability in terms of:
§201.6(c)(2)(ii)(A)	(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;
§201.6(c)(2)(ii)(B)	(B) An estimate of the potential dollar losses to vulnerable structures identified in ... this section and a description of the methodology used to prepare the estimate.
§201.6(c)(2)(ii)(C)	(C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
§201.6(c)(2)(iii)	For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

Overall Intent. The risk assessment provides the factual basis for activities proposed in the strategy that will reduce losses from identified hazards. A quality risk assessments makes a clear connection between the community's vulnerability and the hazard mitigation actions. In other words, it provides sufficient information to enable the jurisdiction(s) to identify and prioritize appropriate hazard mitigation actions.

Local risk assessments do not need to be based on the most sophisticated technology, but do need to be accurate, current, and relevant. During a plan update, local jurisdictions assess current and expected future vulnerability to all hazards and integrate new hazard data such as recent hazard events and new flood studies. In the mitigation plan review, FEMA looks at the quality of the information in the risk assessment, not the quantity of information in the risk assessment.

The Mitigation Planning regulation includes several “optional” requirements for the vulnerability assessment. These are easily recognizable with the use of the term “should” in the requirement (See §201.6(c)(2)(ii)(A-C)). Although not required, these are strongly recommended to be included in the plan. However, their absence will not cause FEMA to disapprove the plan. These “optional” requirements were originally intended to meet the overall vulnerability assessment, and this analysis can assist with identifying mitigation actions.

ELEMENT	REQUIREMENTS
<p>B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction? 44 CFR 201.6(c)(2)(i) and 44 CFR 201.6(c)(2)(iii)</p> <p><i>Intent: To understand the potential and chronic hazards affecting the planning area in order to identify which hazard risks are most significant and which jurisdictions or locations are most adversely affected.</i></p>	<p>a. The plan must include a description of the natural hazards that can affect the jurisdiction(s) in the planning area.</p> <p><i>A natural hazard is a source of harm or difficulty created by a meteorological, environmental, or geological event³. The plan must address natural hazards. Manmade or human-caused hazards may be included in the document, but these are not required and will not be reviewed to meet the requirements for natural hazards. In addition, FEMA will not require the removal of this extra information prior to plan approval.</i></p> <p>b. The plan must provide the rationale for the omission of any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area.</p> <p>c. The description, or profile, must include information on location, extent, previous occurrences, and future probability for each hazard. Previous occurrences and future probability are addressed in sub-element B2.</p> <p>The information does not necessarily need to be described or presented separately for location, extent, previous occurrences, and future probability. For example, for some hazards, one map with explanatory text could provide information on location, extent, and future probability.</p> <p><i>Location means the geographic areas in the planning area that are affected by the hazard. For many hazards, maps are the best way to illustrate location. However, location may be described in other formats. For example, if a geographically-specific location cannot be identified for a hazard, such as tornados, the plan may state that the entire planning area is equally at risk to that hazard.</i></p> <p><i>Extent means the strength or magnitude of the hazard. For example, extent could be described in terms of the specific measurement of an occurrence on a scientific scale (for example, Enhanced Fujita Scale, Saffir-Simpson Hurricane Scale, Richter Scale, flood depth grids) and/or other hazard factors, such as duration and speed of onset. Extent is not the same as impacts, which are described in sub-element B3.</i></p>

³ DHS Risk Lexicon, 2010 Edition. <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>

ELEMENT	REQUIREMENTS
<p>B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? 44 CFR 201.6(c)(2)(i)</p> <p><u>Intent:</u> To understand potential impacts to the community based on information on the hazard events that have occurred in the past and the likelihood they will occur in the future.</p>	<p>d. For participating jurisdictions in a multi-jurisdictional plan, the plan must describe any hazards that are unique and/or varied from those affecting the overall planning area.</p> <p>a. The plan must include the history of previous hazard events for each of the identified hazards.</p> <p>b. The plan must include the probability of future events for each identified hazard.</p> <p><u>Probability</u> means the likelihood of the hazard occurring and may be defined in terms of general descriptors (for example, unlikely, likely, highly likely), historical frequencies, statistical probabilities (for example: 1% chance of occurrence in any given year), and/or hazard probability maps. If general descriptors are used, then they must be defined in the plan. For example, “highly likely” could be defined as equals near 100% chance of occurrence next year or happens every year.</p> <p>c. Plan updates must include hazard events that have occurred since the last plan was developed.</p>
<p>B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? 44 CFR 201.6(c)(2)(ii)</p> <p><u>Intent:</u> For each jurisdiction to consider their community as a whole and analyze the potential impacts of future hazard events and the vulnerabilities that could be reduced through hazard mitigation actions.</p>	<p>a. For each participating jurisdiction, the plan must describe the potential impacts of each of the identified hazards on the community.</p> <p><u>Impact</u> means the consequence or effect of the hazard on the community and its assets. Assets are determined by the community and include, for example, people, structures, facilities, systems, capabilities, and/or activities that have value to the community. For example, impacts could be described by referencing historical disaster impacts and/or an estimate of potential future losses (such as percent damage of total exposure).</p> <p>b. The plan must provide an overall summary of each jurisdiction’s vulnerability to the identified hazards. The overall summary of vulnerability identifies structures, systems, populations or other community assets as defined by the community that are susceptible to damage and loss from hazard events. A plan will meet this sub-element by addressing the requirements described in §201.6(c)(2)(ii)(A-C).</p> <p>Vulnerable assets and potential losses is more than a list of the total exposure of population, structures, and critical facilities in the planning area. An example of an overall summary is a list of key issues or problem statements that clearly describes the community’s greatest vulnerabilities and that will be addressed in the mitigation strategy.</p>

ELEMENT	REQUIREMENTS
<p>B4. Does the Plan address NFIP insured structures within each jurisdiction that have been repetitively damaged by floods? 44 CFR 201.6(c)(2)(ii)</p> <p><i>Intent: To inform hazard mitigation actions for properties that have suffered repetitive damage due to flooding, particularly problem areas that may not be apparent on floodplain maps. Information on repetitive loss properties helps inform FEMA hazard mitigation assistance programs under the National Flood Insurance Act.</i></p>	<p>a. The plan must describe the types (residential, commercial, institutional, etc.) and estimate the numbers of repetitive loss properties located in identified flood hazard areas.</p> <p><i>Repetitive loss properties are those for which two or more losses of at least \$1,000 each have been paid under the National Flood Insurance Program (NFIP) within any 10-year period since 1978.</i></p> <p><i>Severe repetitive loss properties are residential properties that have at least four NFIP payments over \$5,000 each and the cumulative amount of such claims exceeds \$20,000, or at least two separate claims payments with the cumulative amount exceeding the market value of the building.</i></p> <p>Use of flood insurance claim and disaster assistance information is subject to The Privacy Act of 1974, as amended, which prohibits public release of the names of policy holders or recipients of financial assistance and the amount of the claim payment or assistance. However, maps showing general areas where claims have been paid can be made public. If a plan includes the names of policy holders or recipients of financial assistance and the amount of the claim payment or assistance, the plan cannot be approved until this Privacy Act covered information is removed from the plan.</p>

4.3 ELEMENT C. MITIGATION STRATEGY

Requirement §201.6(c)(3)	[The plan shall include the following:] A <i>mitigation strategy</i> that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs, and resources, and its ability to expand on and improve these existing tools.
§201.6(c)(3)(i)	[The hazard mitigation strategy shall include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
§201.6(c)(3)(ii)	[The hazard mitigation strategy shall include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. All plans approved by FEMA after October 1, 2008, must also address the jurisdiction's participation in the NFIP, and continued compliance with NFIP requirements, as appropriate.
§201.6(c)(3)(iii)	[The hazard mitigation strategy shall include an] action plan, describing how the action identified in paragraph (c)(3)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.
§201.6(c)(3)(iv)	For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.
§201.6(c)(4)(ii)	[The plan shall include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvements, when appropriate.

Overall Intent. The mitigation strategy serves as the long-term blueprint for reducing the potential losses identified in the risk assessment. The Stafford Act directs Local Mitigation Plans to describe hazard mitigation actions and establish a strategy to implement those actions.⁴ Therefore, all other requirements for a Local Mitigation Plan lead to and support the mitigation strategy.

⁴ Section 322(b), Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, 42 U.S.C. 5165.

The mitigation strategy includes the development of goals and prioritized hazard mitigation actions. Goals are long-term policy statements and global visions that support the mitigation strategy. A critical step in the development of specific hazard mitigation actions and projects is assessing the community's existing authorities, policies, programs, and resources and its capability to use or modify local tools to reduce losses and vulnerability from profiled hazards.

In the plan update, goals and actions are either reaffirmed or updated based on current conditions, including the completion of hazard mitigation initiatives, an updated or new risk assessment, or changes in State or local priorities.

ELEMENT	REQUIREMENTS
<p>C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources, and its ability to expand on and improve these existing policies and programs? 44 CFR 201.6(c)(3)</p> <p><i>Intent: To ensure that each jurisdiction evaluates its capabilities to accomplish hazard mitigation actions, through existing mechanisms. This is especially useful for multi-jurisdictional plans where local capability varies widely.</i></p>	<p>a. The plan must describe each jurisdiction's existing authorities, policies, programs and resources available to accomplish hazard mitigation.</p> <p>Examples include, but are not limited to: staff involved in local planning activities, public works, and emergency management; funding through taxing authority, and annual budgets; or regulatory authorities for comprehensive planning, building codes, and ordinances.</p>
<p>C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? 44 CFR 201.6(c)(3)(ii)</p> <p><i>Intent: To demonstrate flood hazard mitigation efforts by the community through NFIP activities. Where FEMA is the official administering Federal agency of the NFIP, participation in the program is a basic community capability and resource for flood hazard mitigation activities.</i></p>	<p>a. The plan must describe each jurisdiction's participation in the NFIP and describe their floodplain management program for continued compliance. Simply stating "The community will continue to comply with NFIP," will <u>not</u> meet this requirement. The description could include, but is not limited to:</p> <ul style="list-style-type: none"> • Adoption and enforcement of floodplain management requirements, including regulating new construction in Special Flood Hazard Areas (SFHAs); • Floodplain identification and mapping, including any local requests for map updates; or • Description of community assistance and monitoring activities. <p>Jurisdictions that are currently not participating in the NFIP and where an FHBM or FIRM has been issued may meet this requirement by describing the reasons why the community does not participate.</p>

ELEMENT	REQUIREMENTS
<p>C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? 44 CFR 201.6(c)(3)(i)</p> <p><i>Intent: To guide the development and implementation of hazard mitigation actions for the community(ies). Goals are statements of the community's visions for the future.</i></p>	<p>a. The plan must include general hazard mitigation goals that represent what the jurisdiction(s) seeks to accomplish through mitigation plan implementation.</p> <p><i>Goals are broad policy statements that explain what is to be achieved.</i></p> <p>b. The goals must be consistent with the hazards identified in the plan.</p>
<p>C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? 44 CFR 201.6(c)(3)(ii) and 44 CFR 201.6(c)(3)(iv)</p> <p><i>Intent: To ensure the hazard mitigation actions are based on the identified hazard vulnerabilities, are within the capability of each jurisdiction, and reduce or avoid future losses. This is the heart of the mitigation plan, and is essential to leading communities to reduce their risk. Communities, not FEMA, "own" the hazard mitigation actions in the strategy.</i></p>	<p>a. The plan must include a mitigation strategy that 1) analyzes actions and/or projects that the jurisdiction considered to reduce the impacts of hazards identified in the risk assessment, and 2) identifies the actions and/or projects that the jurisdiction intends to implement.</p> <p><i>Mitigation actions and projects means a hazard mitigation action, activity or process (for example, adopting a building code) or it can be a physical project (for example, elevating structures or retrofitting critical infrastructure) designed to reduce or eliminate the long term risks from hazards. This sub-element can be met with either actions or projects, or a combination of actions and projects.</i></p> <p>The mitigation plan may include non-mitigation actions, such as actions that are emergency response or operational preparedness in nature. These will not be accepted as hazard mitigation actions, but neither will FEMA require these to be removed from the plan prior to approval.</p> <p><i>A comprehensive range consists of different hazard mitigation alternatives that address the vulnerabilities to the hazards that the jurisdiction(s) determine are most important.</i></p> <p>b. Each jurisdiction participating in the plan must have mitigation actions specific to that jurisdiction that are based on the community's risk and vulnerabilities, as well as community priorities.</p> <p>c. The action plan must reduce risk to existing buildings and infrastructure as well as limit any risk to new development and redevelopment. <i>With emphasis on new and existing building and infrastructure means that the action plan includes a consideration of actions that address the built environment.</i></p>

ELEMENT	REQUIREMENTS
<p>C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? 44 CFR 201.6(c)(3)(iii) and 44 CFR (c)(3)(iv)</p> <p><i>Intent: To identify how the plan will directly lead to implementation of the hazard mitigation actions. As opportunities arise for actions or projects to be implemented, the responsible entity will be able to take action towards completion of the activities.</i></p>	<ul style="list-style-type: none"> a. The plan must describe the criteria used for prioritizing implementation of the actions. b. The plan must demonstrate when prioritizing hazard mitigation actions that the local jurisdictions considered the benefits that would result from the hazard mitigation actions versus the cost of those actions. The requirement is met as long as the economic considerations are summarized in the plan as part of the community's analysis. A complete benefit-cost analysis is not required. Qualitative benefits (for example, quality of life, natural and beneficial values, or other "benefits") can also be included in how actions will be prioritized. c. The plan must identify the position, office, department, or agency responsible for implementing and administering the action (for each jurisdiction), and identify potential funding sources and expected timeframes for completion.
<p>C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? 44 CFR 201.6(c)(4)(ii)</p> <p><i>Intent: To assist communities in capitalizing on all available mechanisms that they have at their disposal to accomplish hazard mitigation and reduce risk.</i></p>	<ul style="list-style-type: none"> a. The plan must describe the community's process to integrate the data, information, and hazard mitigation goals and actions into other planning mechanisms. b. The plan must identify the local planning mechanisms where hazard mitigation information and/or actions may be incorporated. <p><i>Planning mechanisms means governance structures that are used to manage local land use development and community decision-making, such as comprehensive plans, capital improvement plans, or other long-range plans.</i></p> <ul style="list-style-type: none"> c. A multi-jurisdictional plan must describe each participating jurisdiction's individual process for integrating hazard mitigation actions applicable to their community into other planning mechanisms. d. The updated plan must explain how the jurisdiction(s) incorporated the mitigation plan, when appropriate, into other planning mechanisms as a demonstration of progress in local hazard mitigation efforts. e. The updated plan must continue to describe how the mitigation strategy, including the goals and hazard mitigation actions will be incorporated into other planning mechanisms.

4.4 ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (*Plan Updates Only*)

Requirement §201.6(d)(3)	A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit if for approval within 5 years in order to continue to be eligible for mitigation project grant funding.
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Overall Intent. In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information. The plan update is an opportunity for the jurisdiction to assess its previous goals and action plan, evaluate progress in implementing hazard mitigation actions, and adjust its actions to address the current realities.

Where conditions of growth and revisions in priorities may have changed very little in a community, much of the text in the updated plan may be unchanged. This is acceptable as long as it still fits the priorities of their community, and it reflects current conditions. The key for plan readers to recognize a good plan update is documentation of the community's progress or changes in their hazard mitigation program, along with the community's continued engagement in the mitigation planning process.

<u>ELEMENT</u>	<u>REQUIREMENTS</u>
<p>D1. Was the plan revised to reflect changes in development? 44 CFR 201.6(d)(3)</p> <p><u>Intent:</u> <i>To ensure that the mitigation strategy continues to address the risk and vulnerabilities to existing and potential development, and takes into consideration possible future conditions that can impact the vulnerability of the community.</i></p>	<p>a. The plan must describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved. If no changes in development impacted the jurisdiction's overall vulnerability, plan updates may validate the information in the previously approved plan.</p> <p><i>Changes in development</i> means recent development (<i>for example</i>, construction completed since the last plan was approved), potential development (<i>for example</i>, development planned or under consideration by the jurisdiction), or conditions that may affect the risks and vulnerabilities of the jurisdictions (<i>for example</i>, climate variability, declining populations or projected increases in population, or foreclosures). Not all development will affect a jurisdiction's vulnerability.</p>

ELEMENT	REQUIREMENTS
<p>D2. Was the plan revised to reflect progress in local mitigation efforts? 44 CFR 201.6(d)(3)</p> <p><i>Intent: To evaluate and demonstrate progress made in the past five years in achieving goals and implementing actions outlined in their mitigation strategy.</i></p>	<p>a. The plan must describe the status of hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the updated action plan.</p>
<p>D3. Was the plan revised to reflect changes in priorities? 44 CFR 201.6(d)(3)</p> <p><i>Intent: To ensure the plan reflects current conditions, including financial, legal, and political realities as well as post-disaster conditions.</i></p>	<p>a. The plan must describe if and how any priorities changed since the plan was previously approved.</p> <p>If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.</p>

4.5 ELEMENT E. PLAN ADOPTION

Requirement §201.6(c)(5)	[The plan shall include...] Documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.
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Overall Intent. Adoption by the local governing body demonstrates the jurisdiction's commitment to fulfilling the hazard mitigation goals and actions outlined in the plan. Adoption legitimizes the plan and authorizes responsible agencies to execute their responsibilities. Updated plans also are adopted anew to demonstrate community recognition of the current planning process, changes that have occurred within the previous five years, and validate community priorities for hazard mitigation actions.

<u>ELEMENT</u>	<u>REQUIREMENTS</u>
<p>E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? 44 CFR 201.6(c)(5)</p> <p><i>Intent:</i> To demonstrate the jurisdiction's commitment to fulfilling the hazard mitigation goals outlined in the plan, and to authorize responsible agencies to execute their responsibilities.</p>	<p>a. The plan must include documentation of plan adoption, usually a resolution by the governing body or other authority.</p> <p>If the local jurisdiction has not passed a formal resolution, or used some other documentation of adoption, the clerk or city attorney must provide written confirmation that the action meets their community's legal requirements for official adoption and/or the highest elected official or their designee must submit written proof of the adoption. The signature of one of these officials is required with the explanation or other proof of adoption.</p> <p>Minutes of a council or other meeting during which the plan is adopted will be sufficient if local law allows meeting records to be submitted as documentation of adoption. The clerk of the governing body, or city attorney, must provide a copy of the law and a brief, written explanation such as, "in accordance with section ___ of the city code/ordinance, this constitutes formal adoption of the measure," with an official signature.</p> <p>If adopted after FEMA review, adoption must take place within one calendar year of receipt of FEMA's "Approval Pending Adoption." See Section 5, <i>Plan Review Procedure</i> for more information on "Approvable Pending Adoption."</p>

ELEMENT	REQUIREMENTS
<p>E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? 44 CFR 201.6(c)(5)</p> <p><i>Intent: To demonstrate the jurisdiction's commitment to fulfilling the hazard mitigation goals outlined in the plan, and to authorize responsible agencies to execute their responsibilities.</i></p>	<p>a. Each jurisdiction that is included in the plan must have its governing body adopt the plan prior to FEMA approval, even when a regional agency has the authority to prepare such plans.</p> <p>As with single jurisdictional plans, in order for FEMA to give approval to a multi-jurisdictional plan, at least one participating jurisdiction must formally adopt the plan within one calendar year of FEMA's designation of the plan as "Approvable Pending Adoption." See Section 5, <i>Plan Review Procedure</i> for more information on "Approvable Pending Adoption."</p>