# INTRODUCTION AND PLANNING PROCESS

[1 INTRODUCTION AND PLANNING PROCESS 1.1](#_Toc527352846)

[1.1 Purpose 1.1](#_Toc527352847)

[1.2 Background and Scope 1.1](#_Toc527352848)

[1.3 Plan Organization 1.2](#_Toc527352849)

[1.4 Planning Process 1.3](#_Toc527352850)

[1.4.1 Multi-Jurisdictional Participation 1.4](#_Toc527352851)

[1.4.2 The Planning Steps 1.5](#_Toc527352852)

[CRS Activity Points 1.13](#_Toc527352853)

## Purpose

Write an introductory paragraph explaining the purpose of the hazard mitigation plan and plan update. Include the following information.

* Explain the definition of hazard mitigation, and the purpose behind development of this local plan.
* Include information about communities and school/special districts adopting the plan as a prerequisite for mitigation grant eligibility and cite the current legislation authorizing plan development. Explain that entities that do not adopt the plan will not be eligible for grants.
* Cite the following authorizing legislation and implementing regulations: Robert T. Stafford Disaster Relief and Emergency Act (Public Law 93-288) as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390) and the implementing regulations set forth by the Interim Final Rule published in the *Federal Register* on February 26, 2002, (44 CFR §201.6) and finalized on October 31, 2007.
* Cite the following guidance: FEMA’s Local Mitigation Planning Handbook, May 2023, FEMA’s Local Mitigation Plan Review Guide, October 1, 2011 and the Local Mitigation Planning Policy Guide April 19, 2023.
* As applicable, explain the purpose of the NFIP CRS Program, community entry dates into the program, current ratings, and a summary table of CRS classes and associated insurance premium discounts.

## Background and Scope

Write several paragraphs that include, for example, summary information about the background and the scope of the hazard mitigation plan update.

* Explain how the current hazard mitigation effort is an update of a previously approved plan, giving the date of approval, and how the plan is valid for a period of five years.
* List the jurisdictions and school/special districts participating in the previously approved plan and indicate if there are any changes in participating jurisdictions in this update.
* If there are participating communities or school districts that are not totally within the boundaries of the planning area (county), point out which jurisdictions made the choice to participate in this plan, and which decided to participate in the adjacent county’s plan. Make it clear that only the assets located in the county of multiple county entities are considered part of the plan. In special circumstances, the assets of the entire city limits of multiple county entities may be included in the plan. If this is the case, clearly explain the geographic boundaries that are and are not covered in the plan. Please remember to include neighboring communities and how outreach was accomplished. If no neighboring communities responded or participated, explain.
* Explain that Information in the plan will be used to help guide and coordinate mitigation activities and decisions for local land use policy in the future.

## Plan Organization

Set forth the outline of the plan. If there are changes in the format from the previously approved plan, explain what they are and why the changes were made. If no changes were made from the previous plan, explain why.

* + - Chapter 1: Introduction and Planning Process
		- Chapter 2: Planning Area Profile and Capabilities
		- Chapter 3: Risk Assessment
		- Chapter 4: Mitigation Strategy
		- Chapter 5: Plan Implementation and Maintenance
		- Appendices

Insert table **(Table 1.1)** showing each chapter and summarizing the changes made in the update.

1. Changes Made in Plan Update

|  |  |
| --- | --- |
| Plan Section | Summary of Updates |
| Chapter 1 - Introduction and Planning Process | Updated members of the Mitigation Planning Committee (MPC) and participating jurisdictions formally adopted the MPC. |
| Chapter 2 -Planning Area Profile and Capabilities | Noted new GIS capabilities for participating jurisdictions. |
| **Chapter 3 -****Risk Assessment** | Combined extreme heat and extreme cold into one hazard: extreme temperatures.  |
| **Chapter 4 -****Mitigation Strategy** | The mitigation category of each action was added to the action worksheets. |
| **Chapter 5 -****Plan Implementation and Maintenance** | Updated MPC meetings for evaluating and updating the plan to quarterly. |

## Planning Process

**44 CFR Requirement 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.**

Identify the entity that was contracted to facilitate the update of the multi-jurisdictional, local hazard mitigation plan and include narrative explaining that entity’s role. For example, the contractor‘s role could have included some of the following elements, which can be spelled out in the Planning Process Section.

* Assist in establishing a Mitigation Planning Committee (MPC) as defined by the Disaster Mitigation Act (DMA),
* Find out if the MPC established for the previously approved plan was a standing committee that met in the interim, and set forth any changes in the MPC membership and procedures since adoption of the previous plan,
* Assess whether there was adherence to the process set forth in the previously approved plan for maintenance (example, did the MPC meet regularly as specified in the previously approved plan), and explain how adherence occurred, and/or why it did not occur,
* Ensure the updated plan meets the DMA requirements as established by federal regulations and follows the most current planning guidance of the Federal Emergency Management Agency (FEMA),
* Facilitate the entire plan development process,
* Identify the data that MPC participants could provide and conduct the research and documentation necessary to augment that data,
* Assist in soliciting public input,
* Produce the draft and final plan update in a FEMA-approvable document and coordinate the Missouri State Emergency Management Agency (SEMA) and (FEMA) plan reviews.

Insert a table (**Table 1.2**) showing the MPC members and the entities they represent, along with their titles1(a) and 2(a). Ensure that all participating jurisdictions, including school and special districts, are represented on the MPC, whether it’s by direct or indirect participation. If indirect participation is used, set forth the parameters established for ensuring that the jurisdiction represented is kept apprised of MPC events and milestones. If indirect participation occurred, indicate this in Table 1.2. Active participation in the plan development effort is of paramount importance. Explain **how** each stakeholder participated in the planning process. Note if the MPC has been formally adopted or recognized by action of the participating jurisdiction’s governing body1(c).

1. Jurisdictional Representatives of County A Mitigation Planning Committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Department** | **Agency/ Organization** |
|  |  | County Zoning Administrator |  |  |
|  |  | County Floodplain Manager |  |  |
|  |  | County Public Works |  |  |
|  |  | Building Permits |  |  |
|  |  |  |  |  |
|  |  |   |  |  |

There are many different hazard mitigation actions, for this reason they are often classified into six categories. Based on the area of expertise of each jurisdictional representative participating on the MPC, insert a table (**Table 1.3**) to demonstrate each member’s expertise in the six mitigation categories (Preventive Measures, Property Protection, Natural Resource Protection, Emergency Services, Structural Flood Control Projects and Public Information) 1(b). Include all MPC members listed in Table 1.2 in Table 1.3.

1. MPC Capability with Six Mitigation Categories1(b)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Community Department/Office** | **PreventiveMeasures** | **Structure and Infrastructure Projects** | **Natural Resource Protection** | **PublicInformation** | **Emergency Services** |
| **Property Protection** | **Structural Flood Control Projects** |
| County Zoning Administrator | ✓ | ✓ |  | ✓ | ✓ |  |
| County Floodplain Manager |  |  |  |  |  |  |
| County Public Works |  |  |  |  |  |  |
| Building Permits |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Multi-Jurisdictional Participation

**44 CFR Requirement §201.6(a)(3): Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.**

Write an introductory paragraph explaining the importance of active participation in the hazard mitigation process. See FEMA guide *Local Mitigation Planning Handbook May 2023 (“Handbook”)* Tasks 1, 2, and 3.

* Summarize how incorporated communities, public school and special districts, and various other stakeholders in mitigation planning were invited to participate in the plan update, referencing the appendix for supporting documentation.
* Explain that the DMA requires each jurisdiction to participate in the planning process and officially adopt the plan. Establish minimum criteria for participation that each jurisdiction must meet in order to be considered a “participant.” These plan participation requirements should be defined at the first planning meeting, and could include the following:
	+ Designation of a representative from each participating jurisdiction to serve on the MPC;
	+ Participation in a minimum number of specified meetings, including centralized, planning area wide MPC meetings, by either direct participation or authorized representation;
	+ Each participating jurisdiction must provide to the MPC sufficient information to support plan development by completion and return of Data Collection Questionnaires and validating/correcting critical facility inventories;
	+ If the plan is an update, provide progress reports on mitigation actions from the previously approved plan and identify additional mitigation actions for the plan;
	+ For plan updates, eliminate from further consideration those actions from the previously approved plan that were not implemented because they were impractical, inappropriate, not cost-effective, or were otherwise not feasible;
	+ Review and comment on plan drafts;
	+ Actively solicit input from the public, local officials, and other interested parties about the planning process and provide an opportunity for them to comment on the plan;
	+ Provide documentation to show time donated to the planning effort (if a FEMA planning grant was awarded to the County); and
	+ All participants should formally adopt the mitigation plan prior to submittal to SEMA and FEMA for final approval.

Specify which of the listed plan participants met all of the participation requirements. Explain **challenges** to solicitation of public participation, such as the **lack of resources** experienced by many small towns, **lack of full-time staff members**, **problems with commuting the distances to meetings, etc.** It would be beneficial to include how these challenges could be addressed going forward in future planning cycles to make the plan more accessible to diverse populations

Provide a table **(Table 1.4)** showing the representation of each participating jurisdiction at the planning meetings, the provision of responses to the Data Collection Questionnaire, the active critical facility validation, the update/development of mitigation actions, and the documentation of donated time, as applicable. Reference sign-in sheets and other documentation located in an appendix.

1. Jurisdictional Participation in Planning Process

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Jurisdiction** | **Kick-off Meeting** | **Meeting #2** | **Meeting #3** | **Data Collection Questionnaire Response** | **Update/Develop Mitigation Actions** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### The Planning Steps

* Cite the sources for the plan update framework and development process using FEMA’s *Local Mitigation Planning Handbook (May 2023), Local Mitigation Plan Review Guide (October 1, 2011), Local Mitigation Planning Policy Guide (April 19, 2023),* and *Integrating Hazard Mitigation Into Local Planning: Case Studies and Tools for Community Officials (March 1, 2013).* Note, the planning “How To” guides developed prior to 2012 are no longer current.
* Describe how development of the plan followed the 10-step planning process adapted from FEMA’s Community Rating System (CRS) and Flood Mitigation Assistance programs. Explain that the 10-step process allows the plan to meet funding eligibility requirements of the Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities, and Flood Mitigation Assistance Program as well as qualify for points under Activity 510 for Mitigation Plans, under the Community Rating System. Insert the following [table](#_bookmark4) showing how the CRS process aligns with the Nine Task Process outlined in the 2023 *Local Mitigation Planning Handbook*.
1. County Mitigation Plan Update Process

|  |  |
| --- | --- |
| **Community Rating System (CRS) Planning Steps (Activity 510)** | **Local Mitigation Planning Handbook Tasks (44 CFR Part 201)** |
| Step 1. Organize | Task 1: Determine the Planning Area and Resources |
| Task 2: Build the Planning Team 44 CFR 201.6(c)(1) |
| Step 2. Involve the public | Task 3: Create an Outreach Strategy 44 CFR 201.6(b)(1) |
| Step 3. Coordinate | Task 4: Review Community Capabilities 44 CFR 201.6(b)(2) & (3) |
| Step 4. Assess the hazard | Task 5: Conduct a Risk Assessment 44 CFR 201.6(c)(2)(i) 44 CFR 201.6(c)(2)(ii) & (iii) |
| Step 5. Assess the problem |
| Step 6. Set goals | Task 6: Develop a Mitigation Strategy 44 CFR 201.6(c)(3)(i); 44 CFR 201.6(c)(3)(ii); and 44 CFR 201.6(c)(3)(iii) |
| Step 7. Review possible activities |
| Step 8. Draft an action plan |
| Step 9. Adopt the plan | Task 8: Review and Adopt the Plan |
| Step 10. Implement, evaluate, revise | Task 7: Keep the Plan Current |
| Task 9: Create a Safe and Resilient Community 44 CFR 201.6(c)(4) |

Must include narrative in the plan similar to that outlined below. It should include information about what happened at the MPC level during the ten steps and the nine tasks outlined above.

#### Step 1: Organize the Planning Team (Handbook Tasks 1, 2, and 5)

* Summarize what happened during the MPC meetings comprising Step 1, using **dates** where possible and referencing whatever documentation is located in the appendix.
* Explain what occurred during the informational “scoping” or introductory meeting prior to the kick-off meeting, as applicable. During the scoping meeting, a tentative schedule should have been set, identification of possible MPC members should have been established, and general methodology should have been discussed. The plan should include the meeting date with a summary description of the meeting, referencing the appendix for documentation.
* Give a general summary of the kick-off meeting(s) with **dates** and reference the appendix for documentation thereof.
* Describe informal MPC communication during the planning process, such as face-to-face meetings, phone interviews, virtual meetings, and email correspondence.
* Describe distribution of the Data Collection Questionnaire at the kick-off meeting.
* Insert a table showing the meeting schedule and topics for each meeting. Reference documentation in the appendix.
* Note: The 3-meeting process is the suggested process. Individual processes may include additional meetings if desired. Use Table 1.6 to document all meetings held.
1. Schedule of MPC Meetings

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Topic** | **Date** |
| Informational Meeting |  |  |
| Kick-off Meeting |  |  |
| Planning Meeting #2 |  |  |
| Planning Meeting #3 |  |  |

#### Step 2: Plan for Public Involvement 2(a), (b), (c) and (d)(Handbook Task 3)

**44 CFR 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: (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval.**

At a minimum, the planning process must include 2 opportunities for public comment: 1) during the drafting stage and 2) prior to plan approval. In this section of the plan document how this requirement was met such as:.

* Describe MPC kick-off meeting discussion of options for soliciting public input on the mitigation plan. If surveys were distributed to the public, describe. Discuss how outreach to the underserved/vulnerable population was conducted.
* Describe press releases, newspaper articles, and public notices, referencing the appendix where copies are located.
* Describe informal solicitation of public input, such as information posted to Websites, included in newsletters, and set forth in announcements made at gatherings or meetings such as the Board of Aldermen or Local Emergency Operation Planning (LEOP) committees. One good way to solicit public input is through the use of a web-based public survey such as SurveyMonkey, Survey Gizmo, LimeSurvey, RedCap, Surveybot, or Zoomerang.
* Describe comments made by the public, and whether or not the public perception of the hazards and risks aligned with those of the MPC.
	+ Describe any projects proposed by members of the public, or reports of damages such as flooded basements.
	+ Include narrative about how the public input was incorporated into the plan.
	+ If there was no public input, state this in the plan and explain why there was no input.
* Describe final public comment opportunity prior to plan submission for formal review. The plan must document how public feedback was included throughout the planning process. If the completed plan draft was posted on a website for comment and/or provided in hard copy for public comment, include that information and dates, along with where the notices for public comment were posted/sent. Reference any documentation in the Appendix.

#### Step 3: Coordinate with Other Departments and Agencies and Incorporate Existing Information3(b) (Handbook Task 3)

**44 CFR 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: (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. (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.**

During the planning process, stakeholders **MUST** be given the opportunity to be involved3(b). Stakeholders should include the following:

* Neighboring communities
* Local and regional agencies involved in hazard mitigation activities
* Agencies with the authority to regulate development
* Businesses & Academia
* Other private and non-profit interests, including underserved/vulnerable populations

Be sure to also include any state or federal agencies that are stakeholders in hazard mitigation planning. In this section, you **MUST** indicate how these stakeholders were involved. Were they invited to planning meetings? Were they provided a specific invitation to comment on plan drafts? Be sure to provide a complete list of **invited** stakeholders, whether in the plan appendix or listed in this section with a description of how they were invited to participate in the planning process. The list of invited stakeholders must provide the agency or organization and the person’s position or title. Stakeholders that actively participated will be included in the table in the “Contributors” Section in the Executive Summary chapter; but this section should identify or reference all **invited** stakeholders.

* Discuss the invitations to participate sent to organizations whose goals and interests interface with hazard mitigation in the planning area, such as the Red Cross, local neighborhood groups, homeowners’ associations, the National Guard, public works directors, etc.
* Describe incorporation of any data or comments into the plan3(a).

##### Coordination with FEMA Risk MAP Project3(a)

* At the beginning of the planning process, check the Risk MAP Study Status Map located at: <http://fema.maps.arcgis.com/apps/webappviewer/index.html?id=48cfac9a9ffb4003b565aaccf464d0ac> .
* Describe the flood risk products that were used as best available data to inform the flood risk assessment. This may include preliminary or effective regulatory products and/or non-regulatory products.
* Describe efforts to coordinate with any FEMA RiskMap Projects that are underway in the planning area simultaneous with this plan update.
* Talk about discussions with the RiskMAP Projects contractors, including dates for conference calls or meetings, referencing documentation in the appendix.
* Describe any data or mitigation action ideas that were exchanged.
* Insert in the plan the state map **(Figure 1.1)** showing locations of RiskMAP projects including deployed watersheds, outlining the planning area or indicating in text status of planning area relative to any Risk MAP projects
1. RiskMAP Study Status Map

[Insert Map Here]

##### Integration of Other Data, Reports, Studies, and Plans3(a)

* Describe additional input solicited from other agencies and organizations that were not able to attend planning meetings.
* Talk about the collection and review of other existing technical data, reports, and plans. These documents could include the mitigation plans of the state and adjacent counties, reports from university extensions, Flood Insurance Studies (FIS), Flood Insurance Rate Maps (FIRMs), State Department of Natural Resources (DNR) dam information, the National Inventory of Dams (NID), dam inspection reports, state fire reports, Wildland/Urban Interface and Intermix areas from the SILVIS Lab - Department of Forest Ecology and Management - University of Wisconsin, local comprehensive plans, economic development plans, capital improvement plans, US Department of Agriculture’s (USDA) Risk Management Agency Crop Insurance Statistics, and local budgets.
* This section must not only list other data, reports, studies, plans, and technical information reviewed but also document **how** relevant information was incorporated into the mitigation plan.

#### Step 4: Assess the Hazard: Identify and Profile Hazards (Handbook Task 4)

* Cite the meeting during which the MPC identified and profiled their hazards. Summarize what the MPC did during the process of identifying the hazards, including reviewing:
	+ previous disaster declarations in the county
	+ hazards in the most recent State Hazard Mitigation Plan
	+ hazards identified in the previously approved hazard mitigation plan.
* Include narrative about MPC review of each jurisdiction’s completed Data Collection Questionnaire to incorporate additional risk assessment information.
* Talk about review and incorporation of data from existing plans, studies, reports, and technical information as well as information available through internet research and GIS analysis.
* Reference the Risk Assessment chapter of the plan for additional detail on conclusions drawn from the data reviewed.

#### Step 5: Assess the Problem: Identify Assets and Estimate Losses(Handbook Task 4)

* Summarize how assets for each jurisdiction were identified.
* List the sources, such as the census, GIS data, HAZUS, and the Data Collection Questionnaire.
* Summarize briefly how losses were estimated.
* Summarize how jurisdictions collected information on their regulatory, personnel, fiscal, and technical capabilities, and existing mitigation initiatives. Include a reference in the plan narrative to the chapter on planning area profiles and capabilities.
* State that the vulnerability and loss estimates were either taken from the 2018 State Plan or other best available data, as appropriate.

#### Step 6: Set Goals (Handbook Task 6)

Talk about the MPC review of the goals from the previously approved plan, summarizing any changes made in the update, and why those changes were made. Specifically indicate if there were any changes in priorities. Cite the specific meeting at which the MPC did this. Include information about lessons learned from disasters and exercises. If there were not any changes, please discuss and explain why. Reference the goals listed Chapter 4.

#### Step 7: Review Possible Mitigation Actions and Activities(Handbook Task 6)

* Cite the MPC meeting where they reviewed the mitigation strategy from the previously approved plan and the updated risk assessment and proposed new actions, if any.
* Summarize how each jurisdiction was expected to report on progress made on previously proposed actions. MPC members were encouraged to continue forward only those actions that substantively addressed long-terms risks identified in the risk assessment.
* Summarize any changes in the risk assessment that prompted new mitigation strategies, and incorporation of any actions that were identified during RiskMAP projects.
* Cite the FEMA publication *Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (January 2013)* that was used as a reference in the development of action projects.
* Discuss how participants were encouraged to focus on long-term mitigation solutions and that consideration was given to the potential cost of each project in relation to the anticipated future cost savings.
* Summarize how the jurisdictions used a modified STAPLEE method or other process established by the planning committee to prioritize actions.

#### Step 8: Draft an Action Plan(Handbook Task 6)

The action worksheets, including the plan for implementation, submitted by each jurisdiction for the updated Mitigation Strategy are included in Chapter 4.

#### Step 9: Adopt the Plan (Handbook Task 8)

Summarize plan adoption process. It is required that all adoption documentation be collected and submitted with the final plan.

#### Step 10: Implement, Evaluate, and Revise the Plan (Handbook Tasks 7 & 9)

At which meeting did the MPC develop and agree upon an overall strategy for plan implementation and for monitoring and maintaining the plan over time. Reference Chapter 5 as having more detailed information.

## CRS Activity Points

|  |  |
| --- | --- |
| **Community Rating System (CRS) Planning Steps (Activity 510)** | **Local Mitigation Planning Handbook Tasks (44 CFR Part 201)** |
| Step 1. Organize | Task 1: Determine the Planning Area and Resources |
| Task 2: Build the Planning Team 44 CFR 201.6(c)(1) |
| Step 2. Involve the public | Task 3: Create an Outreach Strategy 44 CFR 201.6(b)(1) |
| Step 3. Coordinate | Task 4: Review Community Capabilities 44 CFR 201.6(b)(2) & (3) |

**1. Organize. (max: 15)**

1. 4 points - If the office responsible for the community’s land use and comprehensive planning is actively involved in the floodplain management planning process.
2. Up to 9 points, if the planning process is conducted through a committee composed of staff from those community departments that implement or have expertise in the activities that will be reviewed in CRS Step 7.

Table 1.3 will assist in identifying the expertise of the MPC.

1. 2 points - If the planning process and/or the committee are formally created or recognized by action of the community’s governing body.

Section 1.4 notes, to include if the MPC has been formally adopted or recognized by action of the participating jurisdiction’s governing body.

**2. Involve the public. (max: 120)**

Involving the public is crucial for the success of a mitigation plan. Direction for meeting this CRS activity is presented in Section 1.4.2 Step 2: Plan for Public Involvement.

1. Up to 60 points - If the planning process is conducted through a planning committee that includes members of the public and meets the following criteria:
	1. If the committee includes community staff and at least one-half of the members must be representatives of the public or stakeholders.
	2. It must meet a sufficient number of times to involve the members in the key steps of the planning process.
	3. All meetings must be open to the public and the meeting schedule must be publicly posted (e.g., on a website).
	4. If the community wants credit for participating in a multi-jurisdictional floodplain management or hazard mitigation planning committee, it must meet the criteria specified in CRS Step 1(b).
	5. The formalities of organizing and naming the committee are not as important as the membership and the ability of all members to participate.
	An existing community committee may be augmented with an advisory body of stakeholders to serve as the mitigation planning committee. Such an arrangement would be credited, provided the additional stakeholders were treated as full committee members during the meetings.
2. 15 points - If one or more public information meetings is held in the affected area(s) within the first two months of the planning process to obtain public input on the natural hazards, problems, and possible solutions.
3. 15 points - For holding one or more public meetings to obtain input on the recommended plan. The meeting(s) must be at the end of the planning process, at least two weeks before submittal of the recommended plan to the community’s governing body.
4. Up to 30 points – 5 points for each additional public information activity implemented to explain the planning process and encourage input to the planner or planning committee.

**3. Coordinate. (max: 35)**

1. 5 points - If the planning includes a review of existing studies, reports, and technical information and of the community’s needs, goals, and plans for the area. (REQUIRED) Where the information from the existing studies and reports is used in the plan, the source(s) should be referenced.

Direction for meeting this CRS activity is presented in Section 1.4.2 Step 3: Coordinate with Other Departments and Agencies and Incorporate Existing Information. Be sure to note throughout the planning document, when the information from the existing studies and reports is used; for example, the source notation below report tables.

1. Up to 30 points - For coordinating with agencies and organizations outside the community’s governmental structure. For this credit, “coordinate” means to:
	* Contact the agency or organization and keep a record of the contact (a generic announcement or notice on a website is not sufficient);
	* Ask for data or information related to the hazard;
	* Ask if the agency or organization is doing anything that might affect flooding or properties in flood-prone areas; and
	* Offer the agency or organization an opportunity to be involved in the planning effort, such as by attending a committee meeting or commenting on the draft plan.

A sample letter is provided in the Meeting Toolkit for coordination with stakeholders outside of the community’s governmental structure. One point is provided for contacting the stakeholder and two points are provided for meeting with or having a telephone conversation with the stakeholder.