



## 22. PLAN MAINTENANCE AND IMPLEMENTATION PROCEDURES

This chapter details the formal process that will ensure that the updated HMP remains an active and relevant document and that the Planning Partnership maintains its eligibility for applicable funding sources. The plan maintenance process includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. In addition, this chapter describes how public participation will be integrated throughout the plan maintenance and implementation process. It explains how the mitigation strategies outlined in this plan update will be incorporated into existing community planning mechanisms and programs.

### 22.1 HMP COORDINATOR AND JURISDICTION POINTS OF CONTACT

The HMP Coordinator is assigned to manage the maintenance and update of the plan during its approval period (the five-year period between FEMA's approval of the plan and its expiration), with the following responsibilities:

- Convene the Planning Partnership
- Be the prime point of contact for questions regarding the plan and its implementation
- Coordinate the incorporation of additional information into the plan
- Manage the monitoring, evaluation, and updating responsibilities identified in this section

Currently, the Sussex County HMP Coordinator is designated as:

Steven Sugar, Division of Emergency Management  
Sussex County Sheriff's Office  
135 Morris Turnpike  
Newton, New Jersey 07860  
(973) 579-0380 x2530  
Email: ssugar@sussexcountysheriff.com

Primary and secondary mitigation planning representatives (points of contact) are identified in each jurisdictional annex in Volume II. It will be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation.

### 22.2 MAINTENANCE AND IMPLEMENTATION TASKS

The plan maintenance matrix shown in Table 22-1 provides a synopsis of responsibilities for plan monitoring, integration, evaluation, and update, which are discussed in further detail in the sections below.



Table 22-1. Plan Maintenance Matrix

Task	Approach	Timeline	Lead Responsibility	Support Responsibility
Monitoring	Planning partners to recommend update of mitigation strategies, progress toward implementation of actions, identification of new actions, and update of information on funding opportunities.	Each June or after the occurrence of a presidentially declared disaster	Jurisdictional points of contact identified in Volume II	Jurisdictional implementation lead identified in Volume II
Integrating	Distribute the safe growth worksheet (see Table 22-2) for annual review and update by all participating jurisdictions.	June each year with interim email reminders to address integration in county and municipal activities	HMP Coordinator and jurisdictional points of contact identified in Volume II	
Evaluating	Review the status of previous actions, as submitted by the monitoring task lead, and assess the effectiveness of the plan; compile and finalize update of mitigation strategy.	Updated progress report completed by September 30 of each year	Jurisdictional points of contact identified in Volume II	Alternate jurisdictional points of contact
Updating	Reconvene the Planning Partners to guide a comprehensive update to review and revise the plan.	Every 5 years or upon major update to Comprehensive Plan or after the occurrence of a major disaster	HMP Coordinator	Jurisdictional points of contacts identified in Volume II
Grant Monitoring	Notify Planning Partners about grant opportunities, maintain a list of eligible jurisdiction-specific projects for funding consideration, and notify Planning Partners of fiscal year mitigation priorities.	Continuously as grant opportunities are identified	HMP Coordinator	Jurisdictional points of contacts identified in Volume II
Public Involvement	Maintain the HMP, inform the public of hazard events via social media outlets, promote educational workshops on hazard topics, and track and file public comments received regarding the HMP.	Continuously	HMP Coordinator and jurisdictional points of contact identified in Volume II	Alternate jurisdictional points of contact

### 22.2.1 Monitoring

The Planning Partnership will be responsible for monitoring and documenting annual progress on the plan. Each year, beginning one year after plan development, Sussex County and local Planning Partnership representatives will collect and process information from the persons responsible for initiating or overseeing the mitigation projects in each department, agency, and organization involved in implementing mitigation actions identified in their jurisdictional annexes. In the first year of the approval period, this will be accomplished using an online performance progress reporting system (the BATool<sup>SM</sup>), which will enable each planning partner to:

- Directly access mitigation actions
- Easily update the status of each project
- Document successes or obstacles to implementation
- Add or delete projects to maintain mitigation strategy implementation



Participating partners will be prompted by the tool to update progress on a quarterly basis, providing an incentive for them to refresh their mitigation strategies and to continue implementation of actions. This reporting system facilitates the sorting and prioritization of projects and will support the submittal of an increased number of project grant fund applications. Planning Partnership representatives will be expected to document the following:

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

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

### 22.2.2 Integrating the HMP into Municipal Planning Mechanisms

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

The Capability Assessment (Chapter 20) provides a summary and description of the existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the County. In the jurisdictional annexes in Volume II, each planning partner identified how it has integrated hazard risk management into its existing planning, regulatory, and administrative framework ("existing integration") and how they intend to promote this integration further ("opportunities for future integration").

It is the intention of the Planning Partners to incorporate mitigation planning as an integral component of daily government operations. Planning Partner representatives will work with other local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. The sample adoption resolution (Appendix A – Adoption Resolution) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Planning Partnership anticipates that:

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

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

- Emergency response plans
- Training and exercise of emergency response plans
- Debris management plans
- Recovery plans



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

During the HMP annual review process, each participating jurisdiction will be asked to document how it is utilizing and incorporating the HMP into its day-to-day operations and planning and regulatory processes. Each municipality will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions and include these findings and recommendations in the annual HMP progress report. The checklist presented in Table 22-2, adapted from FEMA's 2013 Local Mitigation Handbook, will help a community analyze how hazard mitigation is integrated into local plans, ordinances, regulations, and policies. Completing the checklist will help jurisdictions identify areas that currently integrate hazard mitigation and where to make improvements and reduce vulnerability for future development.

Table 22-2. Safe Growth Check List

Planning Mechanisms	Yes	No	How is it being done or how will this be utilized in the future?
<b>Operating, Municipal, and Capital Improvement Program Budgets</b>			
When constructing upcoming budgets, are hazard mitigation actions funded as budget allows?			
Are construction projects evaluated to see if they meet the hazard mitigation goals?			
Does the municipality review mitigation actions when allocating funding during annual budget adoption processes?			
Do budgets limit expenditures on projects that would encourage development in areas vulnerable to natural hazards?			
Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards?			
Do budgets provide funding for hazard mitigation projects identified in the HMP?			
<b>Human Resource Manual</b>			
Do any job descriptions specifically include identifying and/or implementing mitigation projects/actions or other efforts to reduce natural hazard risk?			



Planning Mechanisms	Yes	No	How is it being done or how will this be utilized in the future?
<b>Building and Zoning Ordinances</b>			
Prior to zoning changes or development permitting, does the municipality review the HMP and other hazard analyses to ensure consistent and compatible land use?			
Does the zoning ordinance discourage development or redevelopment within natural areas, including wetlands, floodways, and floodplains?			
Does the zoning ordinance contain natural overlay zones that set conditions			
Does the zoning ordinance require developers to take additional actions to mitigate natural hazard risk?			
Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use?			
Does the zoning ordinance prohibit development within or filling of wetlands, floodways, and floodplains?			
<b>Subdivision Regulations</b>			
Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas?			
Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources?			
Do the regulations allow density transfers where hazard areas exist?			
<b>Comprehensive Plan</b>			
Are the goals and policies of the plan related to those of the HMP?			
Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas?			
<b>Land Use</b>			
Does the future land use map clearly identify natural hazard areas?			
Do the land use policies discourage development or redevelopment in natural hazard areas?			
<b>Transportation Plan</b>			
Does the transportation plan limit access to hazard areas?			
Is transportation policy used to guide growth to safe locations?			
Are transportation systems designed to function under disaster conditions (e.g., evacuation)?			
<b>Environmental Management</b>			
Are environmental systems that protect development from hazards identified and mapped?			
Do environmental policies maintain and restore protective ecosystems?			
Do environmental policies provide incentives to development located outside protective ecosystems?			
<b>Grant Applications</b>			
Are data and maps used as supporting documentation in grant applications?			



Planning Mechanisms	Yes	No	How is it being done or how will this be utilized in the future?
<b>Municipal Ordinances</b>			
Is hazard mitigation a priority when updating municipal ordinances?			
<b>Economic Development</b>			
Does the local economic development group take into account information regarding identified hazard areas when assisting new businesses in finding a location?			
<b>Public Education and Outreach</b>			
Does the municipality have any public outreach mechanisms/ programs in place to inform citizens on natural hazards, risk, and ways to protect themselves during such events?			

### 22.2.3 Evaluating

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

- Goals and objectives address current and expected conditions
- The nature or magnitude of the risks has changed
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available
- Actions were cost effective
- Schedules and budgets are feasible
- Implementation problems are present, such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in local resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies, departments, and staff are included, involving other local governments

The status of the HMP will be discussed and documented at an annual plan review meeting of the Planning Partnership to be held either in person or via teleconference approximately one year from the date of local adoption of this update and successively thereafter. The HMP Coordinator will be responsible for calling participants and coordinating the annual plan review meeting and soliciting input regarding progress toward meeting plan goals and objectives. At least two weeks before the meeting, the HMP Coordinator will advise Planning Partnership members of the meeting date, agenda, and expectations of the members. At the meeting, the Planning Partnership will review the mitigation goals, objectives, and activities using performance-based indicators, including the following:

- New agencies/departments
- Project completion
- Underspending/overspending
- Achievement of the goals and objectives
- Resource allocation



- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Partnership will evaluate how other programs and policies have conflicted with or augmented planned or implemented mitigation actions and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. Other programs and policies can include those that address:

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

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

The HMP Coordinator will be responsible for preparing an annual HMP progress report for each year of the approval period based on the information provided by the Planning Partners and other information as appropriate. These annual reports will provide data for the five-year update of this HMP and will assist in pinpointing any implementation challenges. By monitoring the implementation of the HMP, the Planning Partnership will be able to assess which actions are completed, which are no longer feasible, and which require additional funding.

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

### 22.2.4 Updating

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





To facilitate the update process, the HMP Coordinator, with support of the Planning Partnership, will use the second annual Planning Partnership meeting to develop and commence the implementation of a detailed plan update program. Prior to the five-year update, the HMP Coordinator will invite representatives from the New Jersey Office of Emergency Management to provide guidance on plan update procedures. At a minimum, this will establish who will be responsible for managing and completing the plan update effort, items that need to be included in the updated plan, and a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements. At this meeting, the project team will determine what resources will be needed to complete the update and seek to secure these resources.

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

### 22.2.5 Grant Monitoring and Coordination

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

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

### 22.2.6 Continued Public Involvement

The Planning Partners are committed to the continued involvement of the public in the hazard mitigation process. This HMP update will continue to be posted online at the following link: [www.sussexcountynjhmp.com](http://www.sussexcountynjhmp.com). In addition, public outreach and dissemination of the HMP will include the following:

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

The HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will ensure that:

- Public and stakeholder comments and input on the plan, and hazard mitigation in general, are collected, recorded, and addressed as appropriate
- The Sussex County HMP website is maintained and updated as appropriate
- Copies of the latest approved plan are available for review at appropriate county facilities, along with instructions to facilitate public input and comment on the plan





Public notices, including media releases, are made (as appropriate) to inform the public of the availability of the plan, particularly during plan update cycles.

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