



## SECTION 7 PLAN MAINTENANCE PROCEDURES

This section describes how the plan was updated since 2015 (Section 7.1); the system established by Fulton County and used by all participating jurisdictions to monitor, evaluate, and update the Hazard Mitigation Plan (HMP) (Section 7.2); and the strategy to continue public involvement for plan maintenance (Section 7.3).

### 7.1 UPDATE PROCESS SUMMARY

Monitoring, evaluating, and updating the HMP are critical to maintaining its value and supporting the success of Fulton County's hazard mitigation efforts. Ensuring effective implementation of mitigation activities paves the way for continued momentum in the planning process and supports future resiliency.

The Fulton County Steering Committee reviewed the 2015 plan maintenance procedures and carried them forward to the current HMP update, as described in the sections below. The Fulton County Planning and Mapping Director shall continue to serve as the Hazard Mitigation Plan (HMP) Coordinator for the Steering Committee. Going forward, the plan will continue to be available on the Fulton County Planning and Mapping website. The 2020 plan maintenance procedures also describe the ways in which this plan may be integrated into other planning mechanisms in the County.

### 7.2 MONITORING, EVALUATING, AND UPDATING THE PLAN

The Fulton County HMP Steering Committee intends to remain the organization responsible for monitoring, evaluating, and updating this plan. The Planning and Mapping Director shall serve as HMP Coordinator for the Steering Committee. Each participating jurisdiction is expected to retain a municipal hazard mitigation representative to support the monitoring, evaluating, and updating responsibilities of the jurisdiction identified in this section. Members of the Steering Committee are listed in Section 3.

Understanding that individual commitments change over time, each jurisdiction and its representatives are responsible for informing the Fulton County HMP Coordinator of any changes in representation by formal letter. The HMP Coordinator will strive to keep the Steering Committee makeup as a representation of planning partners and stakeholders within the County. The HMP Coordinator shall maintain the current membership of the Steering Committee on the Fulton County Planning and Mapping Department website (<http://www.co.fulton.pa.us/planning-commission.php>) or in publicly-accessible County records.

The following sections describe the monitoring, evaluating, and updating processes and protocols for the Fulton County HMP.

#### 7.2.1 Monitoring

The Steering Committee will be responsible for monitoring implementation, evaluating the effectiveness of the HMP, and documenting this information in a progress report. Prior to Steering Committee progress meetings (detailed below), Steering Committee representatives may collect information from departments, agencies, and organizations involved with the mitigation activities identified in Section 6 of this plan. The representatives will make phone calls and conduct meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information. Copies of any grant applications filed on behalf of any of the participating jurisdictions shall be provided to the Steering Committee. The Fulton County HMP Coordinator will work with municipal representatives to provide additional opportunities for members of the public to learn about the hazards they face, and to provide information to be incorporated into the HMP. FEMA's National Flood Hazard Layer interactive tools can be used to facilitate this process. Further, the representatives shall obtain from their municipal supervisor, mayor, or councilperson any public comments made on the plan and provide them to the Steering Committee for inclusion in the progress report.



The Steering Committee representatives will be expected to document the following, as needed and as appropriate:

- Additional stakeholders (such as planning agencies and business representatives) who should be invited to participate in the planning process
- Additional local assets (such as major employers, points of interest, residential areas, etc.) to consider in the risk assessment and mitigation strategy, providing more detail of what each municipality considers vital to be included in the HMP
- Hazard events and losses occurring in their jurisdiction, including their nature, extent, and the effects that hazard mitigation actions have had on impacts and losses
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions
- Any obstacles or impediments to the implementation of actions
- Additional mitigation actions believed to be appropriate and feasible
- How floodplain management, in accordance with the National Flood Insurance Program (NFIP), is carried out in the municipality (through completion of the NFIP Survey worksheet)
- Public and stakeholder input and comments on the plan

Local Steering Committee representatives may use the progress reporting forms (Worksheets #1 and #3 in the Federal Emergency Management Agency [FEMA] 386-4 guidance document<sup>1</sup>) to facilitate collection of progress data and information on specific mitigation actions.

### **7.2.2 Evaluating**

The evaluation of the HMP is an assessment of whether (1) the planning process and actions have been effective, (2) the plan's goals are being reached, and (3) changes are needed. The plan will be evaluated on an annual basis to determine the effectiveness of the programs and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at a plan review meeting of the Hazard Mitigation Steering Committee. At least 1 month before the progress plan review meeting, the Fulton County HMP Coordinator will advise Steering Committee members of the meeting date, agenda, and expectations of the members. The Fulton County HMP Coordinator may also distribute additional flood mitigation survey and mitigation project opportunity forms to jurisdictions with new or revised information or to jurisdictions that did not participate in the update process.

The Fulton County HMP Coordinator will be responsible for calling and coordinating the progress plan review meeting and assessing progress toward achieving plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions
- The nature or magnitude of the risks has changed
- The HMP has been implemented into land use processes on the County and municipal levels
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available
- Actions are cost effective
- Schedules and budgets are feasible

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<sup>1</sup> [https://www.fema.gov/media-library-data/20130726-1521-20490-9008/fema\\_386\\_4.pdf](https://www.fema.gov/media-library-data/20130726-1521-20490-9008/fema_386_4.pdf)



- Implementation problems exist—such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in County or municipal resources have impacted plan implementation (for example, funding, personnel, and equipment)
- New agencies, departments, or staff should be included, including other local governments as defined under 44 *Code of Federal Regulations* (CFR), Section 201.6
- Documentation has been completed for any hazards that occurred during the last year

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

- New agencies or departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under-spending or over-spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note whether resources are required to implement mitigation activities
- Timeframe comments on whether proposed schedules are sufficient to address actions
- Budget notes (indicating if budget basis should be changed or is sufficient)
- Lead or support agency commitment notes (if there is a lack of commitment on the part of lead or support agencies)
- Resource comments regarding whether resources are available to implement actions
- Feasibility comments if certain goals, objectives, or actions prove to be unfeasible

Finally, the Steering Committee will evaluate the ways other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (described further in Section 5.2.6). These other programs and policies can include those that address the following:

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

The Steering Committee may refer to the evaluation forms (Worksheets #2 and #4 in the FEMA 386-4 guidance document) to assist in the evaluation process.

The Fulton County HMP Coordinator shall be responsible for preparing an HMP progress report based on the local progress reports provided by each jurisdiction, information presented at the Steering Committee meeting,



and other information as appropriate and relevant. These county progress reports will provide data for the 5-year update of this HMP and will assist in identifying implementation challenges. By monitoring the implementation of the plan, the Steering Committee will be able to assess which projects are completed, are no longer feasible, or may require additional funding.

The progress report shall apply to all planning partners who have provided input, and as such, shall be developed according to an agreed-upon format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review.

During the Steering Committee meeting, the planning partners shall establish a schedule for the development, review, comment, amendment, and submission of the HMP progress report to the State Hazard Mitigation Officer.

The plan will also be evaluated and revised following any major disasters to determine whether the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to determine if changes are necessary based on the pattern of disaster damages or if data listed in the Section 4.3 (Hazard Profiles) of this plan have been collected over the performance period to facilitate the risk assessment. Revisiting the risk assessment is an opportunity to increase the community's disaster resistance and build a better and stronger community.

### **7.2.3 Updating**

Section 44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised (as appropriate), and resubmitted for approval to remain eligible for benefits awarded under the Disaster Mitigation Act of 2000 (DMA 2000). The Fulton County Hazard Mitigation Steering Committee will update this plan on a 5-year cycle from the date of plan adoption.

To facilitate the update process, the Fulton County HMP Coordinator (with support from the Steering Committee) will hold a meeting 3 years from the date of plan approval to develop and commence with the implementation of a detailed plan update program. The Fulton County HMP Coordinator will invite representatives from the Pennsylvania Emergency Management Agency (PEMA) to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish (1) the parties responsible for managing and completing the plan update effort, (2) features to be included in the updated plan, and (3) a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements.

At this meeting, the Steering Committee shall determine the resources needed to complete the update. The Fulton County HMP Coordinator shall be responsible for ensuring that needed resources are secured.

The Fulton County HMP Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring incorporation in the 5-year plan update, as appropriate. Additional meetings may also be held as deemed necessary by the Steering Committee. The purpose of these meetings will be to provide an opportunity for the public to express concerns, opinions, and ideas about the HMP.

## **7.3 CONTINUED PUBLIC INVOLVEMENT**

Fulton County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, the plan will be posted on the Planning & Mapping Department website (<http://www.co.fulton.pa.us/planning-county-plans.php>), and copies of the plan will be made available for review during normal business hours at the Planning & Mapping Department office. Fulton County will make electronic copies of the plan available for local municipalities to provide public access.



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 Steering Committee members and the Pennsylvania State Hazard Mitigation Officer.

The Fulton County HMP Coordinator will be responsible for receiving, tracking, and filing public comments on the HMP. The public will have an opportunity to comment on the plan at the review meeting and during the 5-year plan update. Fulton County will maintain an active link on the Planning & Mapping Department website to collect public comments.

The Steering Committee representatives are responsible for ensuring the following:

- Public comment and input on the HMP (and hazard mitigation in general) are recorded and addressed, as appropriate. An opportunity to comment on the plan will be provided directly on the Planning & Mapping Department website, and provisions for public comment submitted in writing will also be made. All public comments shall be addressed to:  
Hazard Mitigation Plan Steering Committee  
c/o Fulton County Planning Commission  
219 North 2<sup>nd</sup> Street, Suite 102  
McConnellsburg, PA 17233
- Copies of the latest approved version of the plan are available for review at the municipal buildings along with instructions to facilitate public input and comment on the plan.
- Appropriate links to a Fulton County HMP website (i.e., <https://www.co.fulton.pa.us/planning-hmp.php>) will be maintained. The website will be monitored throughout the course of the HMP update process, and a draft copy of the plan will be posted for public comment. Upon conclusion of the update, appropriate links to the County HMP will be maintained on the Planning & Mapping Department website (<http://www.co.fulton.pa.us/planning-county-plans.php>).
- Public notices will be made, as appropriate, to inform the public of the availability of the plan, particularly during plan update cycles.

The Fulton County HMP Coordinator shall ensure the following:

- Public comment and input on the HMP (and hazard mitigation in general) will be recorded and addressed, as appropriate.
- HMP content on the Planning & Mapping Department website will be maintained and updated, as appropriate.
- All public and stakeholder comments received will be documented and maintained.
- Copies of the latest approved plan will be available for review at the Planning & Mapping Department, along with instructions to facilitate public input and comment on the plan.
- Public notices, including media releases, will be made (as appropriate) to inform the public of the availability of the plan, particularly during plan update cycles.