



SECTION 8 PLAN MONITORING, EVALUATING AND UPDATING

8.1 INTRODUCTION

Periodic revisions and updates of the Hazard Mitigation Plan are required to ensure that the goals of the Plan are kept current, taking into account potential changes in hazard vulnerability and mitigation priorities. In addition, revisions may be necessary to ensure that the Plan is in full compliance with applicable federal and state regulations.

8.2 MONITORING, EVALUATION AND UPDATING OVERVIEW

The Scott County Mitigation Committee intends to remain intact as the organization responsible for monitoring, evaluating and updating this Plan. The Scott County EMA Director shall continue to act as the coordinator for the Mitigation Committee. Each participating jurisdiction is expected to maintain representation on the committee which shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. The Scott County Hazard Mitigation Plan will be monitored, evaluated and updated for the following purposes:

1. Maintain the currency of hazard and risk information.
2. Ensure that mitigation projects and actions reflect the priorities of the county and its constituents.
3. To comply with Federal Emergency Management Agency (FEMA) requirements, and maintain the county's eligibility for federal disaster assistance and mitigation grants.

It is recognized that individual commitments change over time, and it shall be the responsibility of each department to inform the mitigation committee coordinator of any changes in representation by formal letter. The Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area. The planning committee shall be informed at the time of each change in representation on the committee

Requirement §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.

A. Does the new or updated plan describe the method and schedule for monitoring the plan? (For example, does it identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?)

B. Does the new or updated plan describe the method and schedule for evaluating the plan? (For example, does it identify the party responsible for evaluating the plan and include the criteria used to evaluate the plan?)

C. Does the new or updated plan describe the method and schedule for updating the plan within the five-year cycle?

CRS Step 8: Draft an Action Plan: Credit is based on how a community monitors and evaluates its plan on an annual basis and updates it on a five-year cycle.

8.3 SCHEDULE FOR MONITORING THE PLAN

The Mitigation Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the Plan, and documenting this in an annual progress report. During each year, and prior to the annual meeting of the Mitigation Committee, representatives will collect and



process the annual reports from the departments, agencies and organizations involved in implementing mitigation projects or activities, or conduct phone calls and meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information. Further, they shall obtain from their municipal supervisor/mayor or clerk any public comments made on the plan. The Mitigation Committee representatives shall be expected to document, as needed and appropriate:

- Hazard events and losses occurring in their jurisdiction including their nature and 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
- Public and stakeholder input and comment on the Plan.

Mitigation Committee representatives may use the progress reporting forms, Worksheets #1 and #3 in the FEMA 386-4 guidance document, to facilitate collection of progress data and information on specific mitigation actions. Local progress reports shall be provided to the Committee Coordinator at least two weeks prior to the annual Mitigation Committee plan review meeting.

8.4 SCHEDULE AND METHODOLOGY FOR PLAN EVALUATION

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether 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 Plan will be discussed and documented at an annual plan review meeting of the Mitigation Committee, to be held in the month of March. In February at least one month before the annual plan review meeting, the Scott County Mitigation Plan Coordinator will advise Mitigation Committee members of the meeting date, agenda and expectations of the members.

The Mitigation Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting 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.
- Current resources are appropriate for implementing the Mitigation Plan and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies exist.
- Outcomes have occurred as expected.
- Changes in county resources impacted plan implementation (e.g., funding, personnel, and equipment).



- New agencies/departments/staff should be included, including other local governments as defined by 44 CFR 201.6.
- Documentation for hazards that occurred within the jurisdiction during the last year.

Specifically, the Mitigation Committee will review the mitigation goals, objectives, and activities/projects using performance based indicators, including:

- New agencies/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/over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note if resources are required to implement mitigation activities
- Timeframes-comment on whether proposed schedules are sufficient to address actions
- Budgets-note if budget basis should be changed or is sufficient
- Lead/support agency commitment-note if there is a lack of commitment on the part of lead or support agencies
- Resources regarding whether resources are available to implement actions
- Feasibility –comment regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the Mitigation Committee will evaluate how 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. Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation & Permitting
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

The Mitigation 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 Mitigation Committee Coordinator shall be responsible for preparing an Annual Mitigation Plan Progress Report, based on the provided local annual progress reports from each department presented at the annual Mitigation Committee meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this Mitigation Plan and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the Mitigation Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.



This annual progress report shall apply to all planning partners, and as such, shall be developed according to an agreed 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 annual Mitigation Committee meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual Mitigation Plan Progress Report to the State.

The Annual Mitigation Plan Progress Report shall be posted on the County's Hazard Mitigation Plan website to keep the public apprised of the Plan's implementation.

The Plan will also be evaluated and revised following any major disasters, 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 damages or if data listed in the Hazard profile Section 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.

8.5 FIVE YEAR PLAN REVIEW SCHEDULE AND METHODOLOGY

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Scott County Mitigation Committee to update this Plan on a five-year cycle from the date of this 2009 plan adoption.

To facilitate the update process, the Mitigation Plan Coordinator, with support of the Mitigation Committee, shall use the third annual Mitigation Committee meeting (March of 2013 assuming this Plan is approved in 2010) to develop and commence the implementation of a detailed Plan update program. The Mitigation Plan Coordinator shall invite representatives from the State to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the Plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the Mitigation Committee shall determine what resources will be needed to complete the update. The Mitigation Committee Coordinator will prepare a report: 1) describing the update requirements; 2) summarizing the staff analysis of the Plan, highlighting areas that require modification and identifying why the modification is needed, and; 3) providing detailed recommendations about how the Plan should be updated, noting any technical work that may be required. The report will be provided to Mitigation Committee and County Board for consideration. The County Board and Mitigation Committee will review the report and make recommendations to the County Administrator on how to proceed with the update process. The County Administrator will designate an individual or county department to carry out the recommendations and any technical work, and will prepare draft updates to the Plan on a schedule determined by the Mitigation Committee, the County Administrator and/or the County Board.

During the five-year plan review process, the following questions will be considered as criteria for assessing the effectiveness and appropriateness of the Plan:

- Do the goals address current and expected conditions?



- Has the nature or magnitude of risks changed?
- Are the current resources appropriate for implementing the Plan?
- Are there implementation problems, such as technical, political, legal or coordination issues with other agencies?
- Have the outcomes occurred as expected?
- Did the jurisdictions, agencies, and other partners participate in the Plan implementation process as proposed?

Scott County and its participating departments or agency's will forward information on any proposed change(s) to all interested parties including, but not limited to, all affected townships and municipal departments, residents and businesses. When a proposed amendment may directly affect particular private individuals or properties, Scott County will follow existing local, state or federal notification requirements, which may include published public notices as well as direct mailings. Information on any proposed Plan amendments will also be forwarded to the State. This information will be disseminated in order to seek input on the proposed amendment(s) for not less than a 45-day review and comment period. At the end of the 45-day review and comment period, the proposed amendment(s) and all comments will be forwarded to the Mitigation Committee for final consideration. The committee will review the proposed amendment along with the comments received from other parties, and if acceptable, the committee will submit a recommendation for the approval and adoption of changes to the Plan to each appropriate governing body within 60 days. In determining whether to recommend approval or denial of a Plan amendment request, the following factors will be considered by the Mitigation Committee:

- There are errors, inaccuracies or omissions made in the identification of issues or needs in the Plan.
- New issues or needs have been identified which are not adequately addressed in the Plan.
- There has been a change in information, data, or assumptions from those on which the Plan is based.
- There has been a change in local capabilities to implement proposed hazard mitigation activities.

Upon receiving the recommendation from the Mitigation Committee and prior to adoption of the Plan, the local governing body will hold a public hearing. The governing body will review the recommendation from the Mitigation Committee (including the factors listed above) and any oral or written comments received at the public hearing. Following that review, the governing body will take one of the following actions:

- Adopt the proposed amendments as presented;
- Adopt the proposed amendments with modifications;
- Refer the amendments request back to the Mitigation Committee for further revision; or

Defer the amendment request back to the Mitigation Committee for further consideration and/or additional hearings. When the draft updates are completed, the Mitigation Committee will convene to conduct a comprehensive evaluation and revision. The Mitigation Committee (with input from the Stakeholders Group) will produce a final draft of the updated Plan for



consideration by the city, township, or county boards. The city, township, or county boards will review the updated Plan, initiate changes, approve and adopt the Plan in sufficient time to meet FEMA requirements.

8.6 INCORPORATING MITIGATION INTO EXISTING PLANNING

It is the intention of the Mitigation Committee and participating departments to incorporate mitigation planning as an integral component of daily government operations. Mitigation Committee members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. By doing so, the Mitigation Committee anticipates that:

- 1) Hazard mitigation planning will be formal management efforts
- 2) The Hazard Mitigation Plan will become a mutually supportive document that works in concert to meet the goals and needs of County residents; and
- 3) Duplication of effort can be minimized.

It is recognized by all participating departments that this information can be invaluable in making decisions under other planning programs. The Table below includes existing processes and programs through which the mitigation plan should be implemented.

Requirement §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 improvement plans, when appropriate

A. Does the new or updated plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan

B. Does the new or updated plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?

C. Does the updated plan explain how the local government incorporated the mitigation strategy and other information contained in the plan (e.g., risk assessment) into other planning mechanisms, when appropriate

CRS Step 3: Coordination with Other agencies:
If the plan includes a review of existing studies, reports, and technical information for the needs goals and plan for that area.

Table 8.1 Plan Integration		
Process	Action	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul style="list-style-type: none"> ▪ Public Works ▪ Building/Engineering ▪ Planning ▪ Emergency Services ▪ Health and Social Services ▪ Transportation ▪ Business and Economic Development
Administrative	Other organizations' plans	<ul style="list-style-type: none"> ▪ Include reference to this plan in risk reduction section of the Municipal Emergency Operations Plans ▪ Include references in the creation of ordinances, public education, County Household Hazardous Waste information
Administrative	Jobs/Job Descriptions	Unpaid internships to assist in hazard mitigation plan maintenance
Budgetary	Capital and operational budgets	Review of county and local budgets to include line item mitigation actions
Regulatory	Executive	<ul style="list-style-type: none"> ▪ Comprehensive Planning - Institutionalize hazard mitigation for new



Table 8.1 Plan Integration

Process	Action	Implementation of Plan
	Orders, ordinances and other directives	<p>construction and land use.</p> <ul style="list-style-type: none"> ▪ Zoning and Ordinances ▪ Building Codes-enforcement of codes or higher standard in hazard areas ▪ Capital Improvements Plan - Ensure that the person responsible for projects under this plan evaluate if the new construction is in a high hazard area, flood plain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction. ▪ National Flood Insurance Program – Continue participation in this program and increase participation in Community Rating System Program <ul style="list-style-type: none"> • Continue to implement storm water management plans. • Prior to formal changes (amendments) to comprehensive plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development must be reviewed to ensure they are consistent with the hazard mitigation plan
Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> ▪ Apply for grants from federal or state government, nonprofit organizations, foundations, and private sources including Pre-Disaster Mitigation Program (PDM), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404). ▪ Research grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) <ul style="list-style-type: none"> ▪ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants ▪ Federal Highway Administration ▪ Catalog of Federal Domestic Assistance ▪ United States Fire Administration – Assistance to Firefighter Grants ▪ United States Small Business Administration Pre and Post Disaster Mitigation Loans <ul style="list-style-type: none"> ▪ United States Department of Economic Development Administration Grants ▪ United States Army Corps of Engineers ▪ United States Department of Interior, Bureau of Land Management
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> ▪ Public-Private Partnerships ▪ State Cooperation ▪ In-kind resources
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> ▪ Local Government Committees: ▪ Environmental Commissions ▪ Planning Boards ▪ Zoning Board of Appeals ▪ Media and Communications ▪ Merchants Association ▪ Property Owners Association



Table 8.1 Plan Integration

Process	Action	Implementation of Plan
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> ▪ Army Corps of Engineers (USACE) ▪ American Red Cross ▪ Department of Homeland Security (DHS) ▪ Federal Emergency Management Agency (FEMA) ▪ National Oceanic and Atmosphere Agency (NOAA) ▪ National Weather Service (NWS) ▪ Minnesota Department of Transportation ▪ Minnesota Department of Environmental Protection ▪ Minnesota State Police ▪ United States Department of Agriculture (USDA) ▪ United States Department of Transportation (USDOT) ▪ United States Geological Service (USGS) ▪ Watershed Associations

The primary process for integrating mitigation strategies into other local planning mechanisms will be through the revision, update and implementation of each of the individual plans that require specific planning and administrative tasks (e.g. plan amendments, ordinance revisions, capital improvement projects, etc.). The Mitigation Committee will identify which parts of this plan would be most appropriate to have incorporated into other county plans or mechanisms. The Mitigation Committee Coordinator is charged with identifying the schedule and contacts responsible for updating other county plans and mechanisms.

During the planning process for new and updated local planning documents, such as a comprehensive plan, capital improvements plan, or emergency management plan, Scott County will provide a copy of the Hazard Mitigation Plan to the appropriate parties and recommend that all goals and strategies of new and updated local planning documents are consistent with and support the goals of the Hazard Mitigation Plan and will not contribute to increased hazards.

Although it is recognized that there are many possible benefits to integrating components of this Plan into other local planning mechanisms, the development and maintenance of this stand-alone Hazard Mitigation Plan is deemed by the Mitigation Committee to be the most effective and appropriate method to ensure implementation of local hazard mitigation actions at this time.

The members of the Mitigation Committee will remain charged with ensuring that the goals and strategies of new and updated local planning documents are consistent with the goals and actions of the Hazard Mitigation Plan, and will not contribute to increased hazard vulnerability in Scott County.



8.7 CONTINUED PUBLIC INVOLVEMENT

Public participation is an integral component of the mitigation planning process and will continue to be essential as this Plan evolves over time. Significant changes or amendments to the Plan require a public hearing prior to any adoption procedures.

The public will have an opportunity to comment on the Plan at the annual review meeting for the Mitigation Plan and during the 5-year plan update. The annual progress reports will be posted on the County mitigation website in addition to the Hazard Mitigation Plan. The County will maintain this website, posting the annual progress reports and maintaining an active link to collect public comments.

The Mitigation Committee Coordinator is responsible for coordinating the Plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the mitigation committee. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan. Annual progress reports will also be posted to the project web site.

Other efforts to involve the public in the maintenance, evaluation, and revision process will be made as necessary. These efforts may include:

- Advertising meetings of the Mitigation Committee in the local newspaper, public bulletin boards, and/or county and county office buildings;
- Designating willing and voluntary citizens and private sector representatives as official members of the Mitigation Committee;
- Utilizing local media to update the public of any maintenance and/or periodic review activities taking place;
- Utilizing county and county web sites to advertise any maintenance and/or periodic review activities taking place.

Scott County is committed to the continued involvement of the public in the hazard mitigation process. Therefore, copies of the Plan will be made available for review during normal business hours at the Scott County Library, the County Planning Department, and on the county website.

Requirement §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.

A. Does the new or updated plan explain how continued public participation will be obtained? (For example, will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?)

CRS Step 10: Impalement, evaluate and revise: The community must have procedures for monitoring implementation, reviewing progress, and recommending revisions to the plan in and annual evaluation report.