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Appendix G

Plan Update Checklist

Albany County
Multi-Jurisdictional Hazard Mitigation Plan
Monitoring, Evaluation and Update Checklist

Steps to be completed, at a minimum, at the end of Years 1, 2, 3, and 4:

Meeting

- Identify internal action committee members who will be responsible for the plan maintenance process (membership may need to be revised year-to-year).

- Create any supporting materials, such as:
 - Update the list of jurisdictional contacts as needed.
 - Create a shared spreadsheet where municipalities can update the status of their actions.
 - Create a spreadsheet where departments can update the status of their actions.

- Set a date (or dates) to discuss implementation of the jurisdictional annexes. Notify the primary contacts for each jurisdiction.
 - Jurisdictions should come prepared to specifically discuss status and details of pre-disaster mitigation projects or actions executed by their respective jurisdictions. If they feel that any risks or hazards have changed within their jurisdiction, they should be prepared to discuss this as well.

- Set a meeting date to discuss Hazard Mitigation Plan implementation at the County level. Notify contacts at each County agency or organization responsible for implementing a mitigation action (identified as a “lead agency” in the Mitigation Action – Review spreadsheet).
 - County agencies should come prepared to specifically discuss status and details of pre-disaster mitigation projects or actions executed by their respective agencies/organizations. If any risks or hazards have changed within the County, they should be prepared to discuss this as well.

- Distribute any surveys for plan evaluation, such as a survey to municipal representatives evaluate how well the plan is working. This may happen on a more frequent basis (e.g. every 6 months) as desired.

Document how the HMP was incorporated into any planning mechanisms (Section 10.3 of the main body of the HMP) and capabilities (Section 3 of the County's annex). Discuss how the HMP could be incorporated into additional planning mechanisms and capabilities.

Hold meeting(s) to discuss plan monitoring and evaluation, including the following:

- Are the vulnerabilities in the plan are still accurate?
- Do the mitigation goals and actions still apply to the hazards profiled?
- Are mitigation actions progressing?

Topics for consideration may include:

- Hazard events that have occurred since last meeting or Plan Update, as applicable (type of hazard event, damages incurred, cost of repairs, hazard response, hazard duration and recovery time)
- How the HMP actions, strategies, and other information has been incorporated into local planning mechanisms and agency efforts over the past year (if applicable)
- The status of mitigation projects or actions identified in the HMP
- Potential municipality support needs to secure funding for or otherwise progress identified mitigation actions
- Continuing efforts to seek public participation in the plan maintenance process
- Evaluation of the Hazard Mitigation Plan, with questions such as:
 - a) Whether the goals and objectives of the HMP address current and expected conditions
 - b) Whether the nature, magnitude, and/or type of risks have changed
 - c) Whether the current resources are appropriate for implementing the plan
 - d) Whether there are implementation problems or coordination issues with other agencies or jurisdictions
 - e) Whether the outcomes, thus far, have occurred as expected

Update the HMP by addendum if any significant changes are needed.

Documentation

Albany County Executive Office to prepare annual summary of HMP status. This may include information such as notes from HMP status meetings, hazard occurrences and damages, completed mitigation actions and costs, and any other applicable information as desired.

Post annual summary on County website for public review and keep in files for next formal HMP Update process

Steps to be completed end of Year 3/early in Year 4:

Grant Funding

- Submit application to FEMA for grant funding to complete next HMP Update

Steps to be completed in early/mid-way Year 4:

Plan Document

- Determine who will be the primary author of Plan Update (Consultant or in-house)

Meeting

- Inform Executive Steering Committee members of first meeting to begin formal Plan Update process

Risk Assessment (if needed)

- Send email to participants with date and time of risk assessment event
- Complete risk assessment program with NYS DHSES facilitation

Steps to be completed in Year 5:

Plan Document

- Update pertinent sections of the Plan, Jurisdictional Annexes, and other Appendices
- Include hazard-related details that were collected during annual plan maintenance meetings

Meetings

- Hold Executive Steering Committee meeting(s) to discuss and revise Plan Update
- Hold meetings and discussions with participating jurisdictions to update information relevant to each jurisdiction and revise each jurisdiction's previous risk assessment

- Discuss how the HMP actions, strategies, and other information has been incorporated into local planning mechanisms since the last Plan Update

Hold public information meeting(s) to solicit comments on Plan Update

Plan Approval Process

Submit final draft to NYS DHSES for review

Complete NYS DHSES revisions and respond to comments, if necessary, and submit Plan Update to NYS DHSES and FEMA for pre-approval

Complete FEMA comments, if necessary, and re-submit

County and participating jurisdictions pass resolutions accepting the Plan Update – include resolutions in Appendix B

Steps to be completed after a major disaster event (as applicable):

Reconvene the Executive Steering Committee and/or internal action committee, and work with the Sheriff's Office and Emergency Management. Meet to discuss any lessons learned from the disaster, whether the actions recommended in the plan are appropriate and effective, and whether any changes are necessary based on the pattern of disaster damages.

Additional tips about plan maintenance can be found in FEMA's Local Mitigation Planning Handbook, pages 118-126 (https://www.fema.gov/sites/default/files/documents/fema_local-mitigation-planning-handbook_052023.pdf).