



State of Florida

HAZARD MITIGATION PLAN

Section 6 **Plan Maintenance** **Procedures**

Plan Maintenance Procedures

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6.1 Monitoring, Evaluating, and Updating the Plan

44 CFR 201.4(c)(5)(I) - The Standard State plan should detail the State's established method and schedule for monitoring, evaluating, and updating the plan.

This section describes the state's established process and schedule for monitoring, evaluating, and updating the plan. As part of the 2007 update, the SHMPAT reviewed the state's existing processes and schedules for monitoring, evaluating, and updating the plan. The SHMPAT found that many of the established planning processes were developed with the correct vision in mind; however, they were not followed through to successful completion and thus the SHMPAT has made additional changes and recommendations to this section as part of the 2007 update to remedy these findings.

44 CFR Part 102 requires that the state review and revise as necessary its mitigation planning document to reflect changes in development, progress in state-wide mitigation efforts, and changes in priorities, and resubmit it for approval by the FEMA Regional Director every three years. The regulations require a plan maintenance process that outlines the state method and schedule for monitoring, evaluating and updating the plan. The State of Florida intends to review and revise its State Mitigation Strategy on an annual basis.

Plan Maintenance Process

The State Hazard Mitigation Officer in coordination with the SHMPAT is responsible for monitoring, evaluating and updating the State Mitigation Plan. The Mitigation staff is the unit directly responsible for facilitating this task.

Monitoring and Evaluating

As part of the annual update, the Mitigation staff will monitor and review the progress on implementing the actions and projects identified in the state plan every six months. Semi-annually each SHMPAT member will submit a progress report on tasks assigned. The Mitigation staff will review and evaluate the reports to determine if assigned tasks are on target and recommend actions needed to assure completion of related activities. The Mitigation staff will prepare a progress reports and provide it to the SHMPAT at the next scheduled meeting.

Plan Updates

The plan criteria will be reviewed and updated in three ways, annually, the three-year cycle and after major Presidential declarations.

Annual review: Annually, the plan will be reviewed to gauge the progress as well as assess any changing conditions in the state that may affect mitigation activities and project implementation in Florida. Additionally, any new or better data obtained from reviews and updates of Local Mitigation Strategies will be reviewed. Any progress made on the goals and objectives, changes in the risk assessment and implementation of mitigation initiatives listed in the plan will be reviewed. Moreover, the plan will only be revised annually if necessary to reflect significant changes that took place during the proceeding year. As part of the annual update, the state Mitigation staff will monitor and review the progress on implementing the actions and projects identified in the state plan every six months. Semi-annually each SHMPAT member will submit a progress report on tasks assigned. The update process will be similar to the planning process used to develop the original plan and will incorporate opportunities for public involvement. Staff will use the form in Figure 6.1.1 to carry out the review of the strategy and recommend changes by September 30 of each year.

Figure 6.1.1 State Mitigation Plan Recommended Revisions

Annual Review of the Florida State Mitigation Strategy for (year)	
1. Have there been any major changes in development trends in the state that require modification of the Strategy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain:	
Recommended Changes:	
2. Has there been progress toward attainment of the goals of Section 4.1 of the Strategy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain:	
Recommended Changes:	
3. Have there been any changes in priority for state wide mitigation efforts as a result of a shift in development trends, economics, policy, or state level organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain:	
Recommended Changes:	
Analysis by: _____ Date _____	

The annual plan review and revision process is as follows:

- After the desired revisions have been identified, staff will draft revisions by November 30.

- The revisions will be presented to the State Hazard Mitigation Plan Advisory Council (SHMPAT) at a January meeting to ensure that all state level partners are in agreement regarding the update.
- Subsequent changes recommended by SHMPAT will be incorporated into the Strategy by March 31.
- The revised State Mitigation Strategy will be endorsed by the governor and forwarded for approval to the FEMA Region IV director during October.

Three-year review: Every three years, the State Hazard Mitigation Officer in coordination with the SHMPAT will review and revise the State Mitigation Plan prior to submittal to FEMA for final approval. This process will be similar to the planning process utilized by the SHMPAT in the initial development of the State Mitigation Plan. A detailed discussion of the planning process is provided in Section 2.1 of the plan. The plan review process should start at least 12 months before FEMA approval is required. To the extent possible, data from Local Mitigation Strategies that have completed their three-year review and revision cycle will be incorporated into the state plan. As part of the three-year review, the SHMPAT will:

- Review and update the goals and objectives as necessary to determine and highlight progress toward accomplishing them. Evaluation of goals and objectives to assure they still address current conditions.
- Review risk assessment to assure it is reflective of the state's overall risk. Determine if the nature and magnitude of risk has changed. Florida Department of Financial Management will review and update data on state owned facilities and their respective vulnerabilities.
- Review the state capabilities to determine the effectiveness of existing programs, policies, regulations, and funding sources toward addressing the state's mitigation needs. This review will also provide an evaluation of whether the current resources are adequate for implementing the plan;
- Documenting any implementation problems such as technical, political, legal, or coordination issues with other agencies;
- Discuss whether the outcomes have occurred as expected; and
- Document agency and other partner participation.

Post-Disaster review: After each major Presidential Declaration disaster event, the State Hazard Mitigation Officer will convene the SHMPAT to review the impacts of the event against the state's overall mitigation strategy. The SHMPAT will be provided with information gathered as part of the state's post-disaster mitigation assessment and its accompanying report. The report provides an overview of the event and its impact on population and structures. The SHMPAT will use this data to update the state plan as needed and make recommendations to the Governor's Authorized Representative on mitigation opportunities to reduce the impact of future disasters on the state's population and structures. Within six months of the disaster event, the SHMPAT will submit

revisions, if necessary, to the governor for endorsement and forward it for approval to FEMA.

Management of SHMPAT Meetings and Processes

The State Hazard Mitigation Officer in coordination with the Mitigation staff is responsible for monitoring and facilitating future SHMPAT meetings. As per their duties, they are responsible for the following measures:

- Maintaining a collective database of SHMPAT members and contact information
- Scheduling SHMPAT meetings and arranging site locations and meeting times
- Developing agendas and distributing to SHMPAT members prior to meetings
- Maintaining attendance records and contacting members who are not in attendance
- Compiling meeting minutes and distributing them to members including those members not in attendance

Analysis of SHMPAT Planning Methodology

It was found that the overall planning process methodology established by the 2004 SHMPAT was somewhat successful but did not work to its full potential. There are several reasons for these findings:

- Inconsistent SHMPAT planning meetings
- The 2004-2005 hurricane season caused major disruptions to the State of Florida and complicated the ability of SHMPAT members to meet regularly due to increased workload and recovery efforts

The primary areas of incompleteness, concluded by the SHMPAT, were the lack of planning meetings and organizational oversight to the continual development of the state plan.

To address these faults, the SHMPAT will vote upon the following measures to implement at the next SHMPAT meeting.

The SHMPAT will select and designate four (4) specific meeting dates to take place within each coming year. The four (4) SHMPAT meeting dates will be identified and announced to members no later than January 31st. It will be the responsibility of the representatives for each SHMPAT member organization to attend the designated meetings or to make arrangements for an alternate attendee to be in attendance. Attendance will be taken at each SHMPAT meeting and member organizations will be required to maintain a 75% attendance record to remain eligible for membership.

6.2 Monitoring Progress of Mitigation Activities and Assessment of Mitigation Actions

44 CFR 201.4(C)(5)(II) and (iii) - The Standard State plan maintenance process should include a system for monitoring implementation of mitigation measures and project closeouts, and a system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.

This section provides a brief description of the state's plan maintenance process, which includes a system for monitoring the implementation of mitigation measures and project closeouts, a system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy. As part of the 2007 update, the SHMPAT reviewed the state's existing plan maintenance process and have found that the current methods contained herein are accurate and meet the current requirements. There are no modifications within the existing system that have been altered to track the initiation, status, and completion of mitigation activities. The SHMPAT approves of the current system in place but has extended the ongoing activities and efforts of the SHMPAT and the state's hazard mitigation planning cycle into the 2007-2008 year.

The State Mitigation Plan maintenance process, in addition to outlining the plan update process, also details the system by which the state will monitor implementation of mitigation measures, project closeouts and reviews progress on achieving the goals and other target activities within the plan. The State Hazard Mitigation Officer (SHMO) in coordination with the SHMPAT is responsible for developing an annual work plan that becomes the primary document to govern this task. The annual work plan includes a series of tasks to be accomplished over a 12-month period and has been extended to include those work plans for 2007-2008. Every six months SHMPAT committee chair members will submit progress reports on tasks assigned and activities accomplished. The Mitigation staff will use these reports to monitor, review and evaluate the status of assigned tasks and recommend actions needed to assure their completion. The Mitigation staff will prepare a progress report and provide it to the SHMPAT at the next scheduled meeting.

Annually, the State Hazard Mitigation Officer in coordination with the SHMPAT will:

- Using the implementation schedule developed for the mitigation projects, meet on a quarterly basis to track the progress of the mitigation plan. Quarterly status reports detailing efforts to date and any challenges that have been experienced in implementing the project shall be submitted to the SHMO by each of the committee chairs for each of the activities identified in the work plan. The SHMO will be responsible for tracking the progress of implementing the tasks and ensuring that the plan timelines are adhered to.

- On an annual basis the State Hazard Mitigation Officer, in coordination with the SHMPAT, will develop a year-end report. The report should detail mitigation activities undertaken over the course of the year as well as any mitigation projects that have been completed. The report should also highlight mitigation success stories. The report should address the following:
 - Evaluation of goals and objectives to assure they still address current conditions;
 - Determine if the nature and magnitude of risk has changed;
 - Evaluate whether the current resources are adequate for implementing the plan;
 - Document any implementation problems such as technical, political, legal, or coordination issues with other agencies;
 - Discuss whether the outcomes have occurred as expected; and
 - Document agency and other partner participation.

Copies of the annual report will be made available to each of the participating agencies and organizations, governor's office, local governments, public and FEMA Region IV.

In those instances where mitigation projects listed in the state plan are funded through the Hazard Mitigation Grant Program, Pre-Disaster Mitigation Grant Program and Flood Mitigation Assistance Program, the recipient of the grant will be required to submit the grant-specific quarterly reports to the state Mitigation staff. Additionally, all eligible applicants who receive mitigation grant funds are required to submit a closeout report at the completion of the project. Information from the quarterly reports will be used to assist in tracking the progress of all grant-funded projects. A detailed discussion of the state's procedures for monitoring and closeout of mitigation projects funded by the programs listed above can be found in the State of Florida Hazard Mitigation Grant Program Administrative Plan.

Work Plan for 2004-2005

The annual work plan is the controlling document for efforts to implement the State of Florida Enhanced Hazard Mitigation Plan. Tasks 1-18 are derived from those objectives or parts of objectives from Section 4.1 that SHMPAT and the SHMPAT Support Team feel can be practically completed during the current year. Tasks 19-22 have to do with the plan update and maintenance schedule from Section 6.1. The remaining tasks represent mitigation measures from Section 4.4 to be accomplished this year. The projected time lines for this year's activities are represented on Chart 6.2.1.

Task #1: Incorporate state policies into the State Hazard Mitigation Plan and coordinate with Local Mitigation Strategy Programs.

Task #2: Establish and support an on-going liaison between Federal, State, Regional and Local Governments as well as the private sector and general public through the State Hazard Mitigation Plan Advisory Team.

Task #3: Integrate the pre- and post disaster mitigation functions with the response and recovery functions of the state's existing Emergency Support Functions (ESFs).

Task #4: Design a process for prioritizing state and local projects for mitigation related funding programs.

Task #5: Establish a mediation process to resolve conflicts among state agencies' existing plans, programs and mitigation related policies and integrate them into the State Hazard Mitigation Plan.

Task #6: Establish criteria for risk and vulnerability assessment of state-owned critical facilities and infrastructure.

Task #7: Update the inventory of state-owned facilities.

Task #8: Update the inventory of critical facilities and infrastructure that are leased by the state.

Task #9: Annually review and update the existing Mitigation Resource Identification Strategy Database.

Task #10: Identify effective local regulatory approaches to hazard mitigation.

Task #11: Identify pre-and post disaster mitigation related funding opportunities to local communities throughout the state.

Task #12: Review and recommend at least annual updates of the local risk and vulnerability assessments.

Task #13: Create an Education and Outreach Committee of the State Hazard Mitigation Plan Advisory Team to organize and develop a comprehensive statewide mitigation education and outreach strategy.

Task #14: Develop a business continuity awareness program designed to educate the business community on the benefits of mitigation in reducing their vulnerabilities and risk to natural and manmade hazards.

Task #15: Establish a SHMPAT Research Subcommittee to establish state research needs; adopt research strategies; and formulate a review process for resource allocation.

Task #16: Obtain archive space and dissemination services from Florida's public universities.

Task #17: Establish hazard mitigation priorities for retrofitting of existing state critical facilities and infrastructure based upon risk and vulnerability assessment.

Task #18: Ensure that state facilities and infrastructure are located, designed and constructed to complement/support local priorities as defined in the Local Mitigation Strategies.

Task #19: Staff analysis of plan progress and recommendations for changes.

Task #20: Draft plan changes.

Task #21: Recommend changes to SHMPAT.

Task #22: Incorporate changes into the plan.

Task #23: Best Mitigation Practices Guidebooks for local governments.

Task #24: Waterfronts Florida.

Task #25: Comprehensive Plan legislation.

Task #26: Interactive Mitigation and Recovery Educational DVD.

Task #27: Study - Best Practices for Residential and Business Development in Wildland-Urban Interface Areas.

Table 6.2.1: 2004-5 Work Plan

Task Name	04												2005			
	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
Workplan: March 1, 2004 - March 31, 2005	[Redacted]															
Task 1	[Bar from March 2004 to March 2005]															
Task 2	[Bar from March 2004 to August 2004]															
Task 3	[Bar from March 2004 to March 2005]															
Task 4	[Bar from March 2004 to August 2004]															
Task 5	[Bar from March 2004 to August 2004]															
Task 6	[Bar from March 2004 to April 2004]															
Task 7	[Bar from March 2004 to August 2004]															
Task 8	[Bar from March 2004 to August 2004]															
Task 9	[Bar from March 2004 to March 2005]															
Task 10	[Bar from March 2004 to March 2005]															
Task 11	[Bar from March 2004 to August 2004]															
Task 12	[Bar from March 2004 to March 2005]															
Task 13	[Bar from March 2004 to April 2004]															
Task 14	[Bar from March 2004 to March 2005]															
Task 15	[Bar from March 2004 to April 2004]															
Task 16	[Bar from March 2004 to August 2004]															
Task 17	[Bar from March 2004 to April 2004]															
Task 18	[Bar from March 2004 to August 2004]															
Task 19	[Bar from June 2004 to September 2004]															
Task 20	[Bar from November 2004 to December 2004]															
Task 21	[Bar in January 2005]															
Task 22	[Bar in February 2005]															
Task 23	[Bar from March 2004 to April 2004]															
Task 24	[Bar from March 2004 to April 2004]															
Task 25	[Bar from March 2004 to April 2004]															
Task 26	[Bar from March 2004 to April 2004]															
Task 27	[Bar from March 2004 to April 2004]															

Implemented Mitigation Actions from the 2004 Plan

The following mitigation actions from the 2004 plan listed above were found to be implemented as planned at the time of the 2007 plan update. Many of the mitigation actions are ongoing perpetual projects of the State of Florida.

- **Task #1:** Incorporate state policies into the State Hazard Mitigation Plan and coordinate with Local Mitigation Strategy programs.
- **Task #2:** Establish and support an on-going liaison among federal, state, regional and local governments as well as the private sector and general public through the State Hazard Mitigation Plan Advisory Team.
- **Task #3:** Integrate the pre- and post disaster mitigation functions with the response and recovery functions of the state's existing Emergency Support Functions (ESFs).
- **Task #4:** Design a process for prioritizing state and local projects for mitigation related funding programs.
- **Task #6:** Establish criteria for risk and vulnerability assessment of state-owned critical facilities and infrastructure.
- **Task #7:** Update the inventory of state-owned facilities.
- **Task #10:** Identify effective local regulatory approaches to hazard mitigation.
- **Task #11:** Identify pre-and post disaster mitigation related funding opportunities to local communities throughout the state.
- **Task #14:** Develop a business continuity awareness program designed to educate the business community on the benefits of mitigation in reducing their vulnerabilities and risk to natural and manmade hazards.
- **Task #16:** Obtain archive space and dissemination services from Florida's public universities.
- **Task #18:** Ensure that state facilities and infrastructure are located, designed and constructed to complement/support local priorities as defined in the Local Mitigation Strategies.
- **Task #27:** Study - Best Practices for Residential and Business Development in Wildland-Urban Interface Areas.

Work Plan for 2007-2008

The annual work plan is the controlling document for efforts to update the State of Florida Hazard Mitigation Plan. Tasks 1-10 below are objectives that the SHMPAT and the SHMPAT Support Team feel can be practically completed during the current year. The projected timelines for this year's activities are represented on the following list.

Task #1: Complete the 2007 update to the state hazard mitigation plan and receive formal FEMA approval.

Task #2: Establish and maintain a consistent year-round SHMPAT meeting agenda and attendance methodology.

Task #3: Coordinate with Local Mitigation Strategy programs to continue supporting the link between state and local planning.

Task #4: Research web-based tools and systems to assist local planners with imminently required updates to local LMS plans

Task #5: Support an on-going liaison among federal, state, regional and local governments as well as the private sector and general public through the State Hazard Mitigation Plan Advisory Team.

Task #6: Update the inventory of state-owned facilities with GPS coordinated data to facilitate more accurate future analysis uses.

Task #7: Review and recommend at least annual updates of the local risk and vulnerability assessments.

Task #8: Recommend plan changes to SHMPAT and incorporate changes into the plan.

Task #9: Review and integrate Comprehensive Plan legislation within the state plan.

Task Name	2008													
	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Workplan:	[Redacted]													
Task 1	[Task 1]													
Task 2						[Task 2]								
Task 3	[Task 3]													
Task 4					[Task 4]									
Task 5	[Task 5]													
Task 6				[Task 6]										
Task 7				[Task 7]										
Task 8				[Task 8]										
Task 9												[Task 9]		

2007-2008 Work Plan Schedule