

SECTION 6 - PLAN MAINTENANCE PROCEDURES

This section describes the system that Broome County and the participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

6.1 Monitoring, Evaluating, and Updating the Plan

This section presents the procedures for monitoring, evaluating, and updating the plan.

Monitoring

To monitor the implementation of the mitigation plan, the BCPED will annually survey the agencies and municipalities involved in implementing mitigation projects or activities identified in Section 5 of this plan. An annual report summarizing the previously mentioned activities will be written and maintained by BCPED. These annual reports will provide data for the 5-year update of this plan and will assist in pinpointing implementation challenges. By monitoring the implementation of the plan on an annual basis, the BCPED will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding. Finally, the BCPED will periodically inform the public about the progress and success of its efforts through the Broome County website and newspaper announcements.

Evaluating

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the communities' goals are being reached, and whether changes are needed. The mitigation 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 County Hazard Mitigation Coordinator will be responsible for calling and coordinating the annual plan review meeting. Prior to the meeting, each participating jurisdiction will be surveyed to assess progress toward meeting plan objectives and goals. The evaluation 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 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 are present.
- Outcomes have occurred as expected.
- Changes in county/city/town/village resources impacted plan implementation (e.g., funding, personnel, and equipment).
- Changes in programming or government structures warrant changes to the plan.
- New agencies/departments/staff should be included.

Specifically, the BCPED will review the mitigation goals, objectives, and activities using performance based indicators, including:

- Project completion
- Under/over spending
- Achievement of the goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the BCPED will evaluate how other programs and policies have conflicted or augmented planned or implemented measures. Other programs and policies can include those that address:

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

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 Section 4.5 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.

Following the annual plan evaluation process, each jurisdiction will provide input to the annual report describing (1) the plan evaluation process; (2) that status of current mitigation activities or projects, and (3) any plan changes.

The long term vision for the HMP is to integrate the plan maintenance efforts into the Broome County Local Emergency Planning Committee (LEPC). As a long-term strategy, the steering committee recommends integrating the goals and purposes of HMP maintenance with the LEPC. By doing so, steering committee anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Broome County Multi-Jurisdictional All Hazard Mitigation Plan and the Broome County Comprehensive Emergency Management Plan will become mutually supportive documents that work in concert to meet the goals and needs of Broome County residents; and
- 3) Duplication of effort can be minimized.

Updating

The mitigation plan will be updated every 5 years and will reflect the results of the annual plan evaluations. The BCPED will initiate the first revision process for the plan twelve months after its

approval by FEMA and annually thereafter. Following each update of the mitigation plan, the plan will be distributed for public comment. After all comments are addressed, the plan will be revised and distributed to all planning group members, the supervisors of each jurisdiction, and the New York State Hazard Mitigation Officer.

6.2 Implementation of Mitigation Plan through Existing Programs

Broome County and the participating jurisdictions intend to incorporate mitigation planning as an integral component of daily government operations. The BCPED members 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. After conducting a capability assessment (identified as a mitigation action in Section 5 of this report) the BCPED will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. Specifically, Broome County and the participating jurisdictions intend to implement the mitigation plan through FEMA and other programs in which they are involved. Table 6-2-1 below includes existing processes and programs through which the mitigation plan could be implemented.

Table 6-2-1. Existing Processes and Programs in Broome County and the Participating Jurisdictions for Mitigation Plan Implementation

Process	Action	Implementation of Plan in Broome County and Participating Jurisdictions
Administrative	Departmental or organizational work plans, policies, and procedural changes.	<ul style="list-style-type: none"> ▪ Local Highway Department ▪ Broome County Office of Emergency Services ▪ Broome County Department of Information Technology ▪ Broome County Department of Public Works ▪ Broome County Local Emergency Planning Committee ▪ Broome County Division of Environmental Health ▪ Broome County Department of Planning and Economic Development (BCPED)
Administrative	Other organizations' plans	<ul style="list-style-type: none"> ▪ Include reference to this plan in risk reduction section of the Broome County Comprehensive Emergency Management Plan. ▪ Include reference to this manual in all jurisdictions' emergency management plans.
Administrative	Job/Job Descriptions	<ul style="list-style-type: none"> ▪ Unpaid internship to assist in hazard mitigation plan maintenance
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> ▪ Review of county and jurisdictional budgets to include line item mitigation actions
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> ▪ Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use. ▪ Zoning and Ordinances ▪ Building Codes ▪ Broome County 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.

Process	Action	Implementation of Plan in Broome County and Participating Jurisdictions
Regulatory (Continued)	Executive Orders, ordinances and other directives (Continued)	<ul style="list-style-type: none"> ▪ National Flood Insurance Program – Continue participation in this program. ▪ Community Rating System – Continue participation in this program. Annually update the plan to receive credit for their hazard mitigation plan under this program. ▪ Continue to implement County and town 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. (Review of projects in the capital improvement plan is part of the mitigation strategy, See Section 5 of this 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-DMA 2000), 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) ▪ Other potential federal funding sources include: <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 ○ United States Department of Economic Development Administration Grants ○ United States Army Corps of Engineers ○ United States Department of Interior, Bureau of Land Management ○ Other sources as yet to be defined ▪ See Appendix D for additional funding sources
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"> ▪ Planning and Economic Development Committee of Broome County Legislature ▪ Storm water group ▪ Broome County Local Emergency Planning Committee ▪ Broome County Council of Governments
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> ▪ Army Corp. 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) ▪ New York State Department of Transportation (NYSDOT) ▪ State Emergency Management Office – SEMO ▪ United States Department of Agriculture (USDA) ▪ United States Department of Transportation (USDOT)

6.3 Continued Public Involvement

Broome County and the participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Copies of the Broome County Multi-Jurisdictional All Hazard Mitigation Plan will be kept and made available for review at the following locations:

Broome County Department of Planning and Economic Development
Broome County Office Building
5th Floor
Binghamton, NY 13901

Broome County Office of Emergency Services
153 Lt. VanWinkle Drive
Binghamton, NY 13905

Broome County Public Library
185 Court Street
Binghamton, NY 13901

Further, a complete copy of the Plan may be downloaded and reviewed at <http://www.gobroomecounty.com/planning/PlanningPubs.php>. Instructions on how to provide comment and input are included at that web location.

A notice regarding the existence and location of copies of the mitigation plan will be publicized annually in the *Binghamton Press and Sun-Bulletin* and posted on the Broome County web site. This announcement will follow the planning group's annual review effort.

Each jurisdiction will be responsible for receiving, tracking, and filing public comments regarding this plan. Contact information for the Broome County Planning Department is included in the Point of Contact information at the end of the Executive Summary of this document.

The public will have an opportunity to comment on the plan at the annual review meeting for the HMP and during the 5-year plan update. The County Hazard Mitigation Officer 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 planning group. The purpose of these meeting would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.