**LOCAL MITIGATION PLAN REVIEW TOOL**

**Federal and State Requirements**

**XXXXXX COUNTY**

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers State and FEMA Mitigation Planners an opportunity to provide feedback to the community.

* Section 1: The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements. It may also note where modifications are required to comply with federal regulations.
* Element F: The applicant is required to address the 2017 NYS DHSES Hazard Mitigation Planning Standards that are a required action for any hazard mitigation plan developed with funds administered by NYS DHSES.
* The Plan Assessment has two parts
  + Part A identified the plan’s strengths and recommends areas for future improvement.
  + Part B identifies potential resources for implementing your plan.

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| **Jurisdiction**: ABC County, New York and x (#) of its local jurisdictions | **Title of Plan:** | | **Date of Plan:** |
| **Local Point of Contact:** | | **Address:** | |
| **Title:** | |
| **Agency:** | |
| **Phone Number:** | | **E-Mail:** | |

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| **State Reviewer:**  **Corrina Cavallo**  **Kevin Clapp**  **Shannon Clarke**  **Elizabeth O’Reilly** | **Title:**  Mitigation Planning Supervisor  Planning Manager, Mitigation Programs  Planning Manager, Mitigation Programs  Planning Manager, Mitigation Programs | **Date:** |

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| **FEMA Reviewer:** | **Title:** | **Date:** |
| **Date Received in FEMA Region *(insert #)*** |  | |
| **Plan Not Approved** |  | |
| **Plan Approvable Pending Adoption** |  | |
| **Plan Approved** |  | |

**SECTION 1:**

**REGULATION CHECKLIST**

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| The purpose of the Regulation Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been ‘Met’ or ‘Not Met.’ The ‘Required Revisions’ summary at the bottom of each Element provides a clear explanation of the revisions that are required for plan approval. |

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| **1.** **REGULATION CHECKLIST** | **Location in Plan**  **(section and/or**  **page number)** | **Met** | **Not Met** |
| **Regulation** (44 CFR 201.6 Local Mitigation Plans) |
| **ELEMENT A. PLANNING PROCESS** | | | |
| A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1)) |  |  |  |
| A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2)) |  |  |  |
| A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1)) |  |  |  |
| A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3)) |  |  |  |
| A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii)) |  |  |  |
| A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i)) |  |  |  |
| **ELEMENT A: REQUIRED REVISIONS**  ***Please see opportunities for improvement*** | | | |

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| **1.** **REGULATION CHECKLIST** | **Location in Plan**  **(section and/or**  **page number)** | **Met** | | **Not Met** | |
| **Regulation** (44 CFR 201.6 Local Mitigation Plans) |
| **ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT** | | | | | |
| B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i)) |  |  | |  | |
| B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i)) |  |  | |  | |
| B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii)) |  |  | |  | |
| B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii)) |  |  | |  | |
| **ELEMENT B: REQUIRED REVISIONS**  ***Please see opportunities for improvement*** | | | | | |
| **1.** **REGULATION CHECKLIST** | **Location in Plan**  **(section and/or**  **page number)** | | **Met** | | **Not Met** |
| **Regulation** (44 CFR 201.6 Local Mitigation Plans) |
| **ELEMENT C. MITIGATION STRATEGY** | | | | | |
| C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3)) |  | |  | |  |
| C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii)) |  | |  | |  |
| C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i)) |  | |  | |  |
| C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii)) |  | |  | |  |
| C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii)) |  | |  | |  |
| C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii)) |  | |  | |  |
| **ELEMENT C: REQUIRED REVISIONS**  ***Please see opportunities for improvement*** | | | | | |

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| **1.** **REGULATION CHECKLIST** | **Location in Plan**  **(section and/or**  **page number)** | **Met** | **Not Met** |
| **Regulation** (44 CFR 201.6 Local Mitigation Plans) |
| **ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION** (applicable to plan updates only) | | | |
| D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3)) |  |  |  |
| D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3)) |  |  |  |
| D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3)) |  |  |  |
| **ELEMENT D: REQUIRED REVISIONS**  ***Please see opportunities for improvement*** | | | |

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| **1.** **REGULATION CHECKLIST** | **Location in Plan**  **(section and/or**  **page number)** | **Met** | **Not Met** |
| **Regulation** (44 CFR 201.6 Local Mitigation Plans) |
| **ELEMENT E. PLAN ADOPTION** | | | |
| E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5)) |  | N/A | N/A |
| E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5)) |  |  | X |
| **ELEMENT E: REQUIRED REVISIONS**  E2: Not met. This element will be met when FEMA designates the plan as Approved Pending Adoption and is adopted by all participating jurisdictions. | | | |

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| **1. REGULATION CHECKLIST**  **Regulation** (44 CFR 201.6 Local Mitigation Plans) | **Location in Plan**  **(section and/or page number)** | **Met** | **Not Met** |
| **ELEMENT F. ADDITIONAL STATE REQUIREMENTS – NYS DHSES HAZARD MITIGATION PLANNING STANDARDS**.  **These are required actions for plans developed with NYS DHSES-administered funds.** | | | |
| F1. Does the plan document how stakeholders were invited to participate at each phase of the planning process and provide a summary of feedback? |  |  |  |
| F2. Do jurisdictions identify critical facilities, assess vulnerabilities and ensure protection to a 500-year flood event or worst case scenario? |  |  |  |
| F3. Do jurisdictions containing an SFHA identify:   1. potential sites for the placement of temporary housing units for residents displaced by disaster; and 2. potential sites within the jurisdiction suitable for relocating houses out of the floodplain, or building new houses once properties in the floodplain are razed? |  |  |  |
| F4. Do jurisdictions identify:   1. routes and procedures to evacuate citizens prior to and during an event; and 2. shelters for evacuated citizens, to include provisions for a range of medical needs, accommodation for pets, and compliance with the Americans with Disabilities Act ([www.ada.gov](http://www.ada.gov))? |  |  |  |
| F5. Do jurisdictions identify mitigation projects completed since the approval of the previous mitigation plan (or within the last five years)? |  |  |  |
| F6. Does the plan include an annex for every jurisdiction within the County’s boundaries? |  |  |  |
| F7. Within each jurisdictional annex, are:   1. projects developed in accordance with the NYS DHSES Proposed Projects Table; and 2. two (2) NYS DHSES Action Worksheets provided? |  |  |  |
| F8. Does the plan include a list of potential funding sources? |  |  |  |
| F9. Does the plan assess how climate change may affect vulnerability to hazards, propose actions to address this, and discuss sea level rise (if applicable)? |  |  |  |
| F10. Was the draft plan posted for public comment? |  |  |  |
| **Note**: The applicant is required to address the 2017 NYS DHSES Hazard Mitigation Planning Standards as required actions for a hazard mitigation plan developed with funds administered by NYS DHSES.  **ELEMENT F: REQUIRED REVISIONS**  ***Please see opportunities for improvement*** | | | |

**SECTION 2:**

**PLAN ASSESSMENT**

**A. Plan Strengths and Opportunities for Improvement**

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

**General**

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| **Strengths**   * The …   **Opportunity for Improvement**   * It is … |

**Element A: Planning Process**

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| **Strengths**   * The …   **Opportunities for Improvement** |

**Element B: Hazard Identification and Risk Assessment**

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| **Strengths**   * The …   **Opportunities for Improvement** |

**Element C: Mitigation Strategy**

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| **Strengths**   * The …   **Opportunities for Improvement** |

**Element D: Plan Update, Evaluation, and Implementation (Plan Updates Only)**

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| **Strengths**   * The …   **Opportunities for Improvement** |

**Element F: State standards**

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| **Strengths**   * The …   **Opportunities for Improvement** |

**Plan Summary Sheet**

FEMA Review Tool

**Plan Name:** X County Hazard Mitigation Plan

**Status by Jurisdiction:**

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| # | Jurisdiction Name | Designated APA | Elements Requiring Revisions | | | |
| Yes / No | Element A | Element B | Element C | Element D |
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**SECTION 2:**

**PLAN ASSESSMENT**

**B. Resources for Implementing Your Approved Plan**

* FEMA …