



New York State Hazard Mitigation Planning Standards

Congratulations on taking the first steps to create or update a multi-hazard mitigation plan for your community! Based on New York State's disaster history, the New York State Division of Homeland Security and Emergency Services (NYS DHSES) has developed the following mitigation planning standards. While we recommend incorporation of these standards into all mitigation plans, these are required actions for any mitigation plan developed with funds administered by NYS DHSES.

The goal of both NYS DHSES and FEMA is that all jurisdictions develop robust mitigation plans and tangible mitigation actions that will contribute to long-term risk reduction. These requirements are intended to improve the quality of hazard mitigation plans and encourage the development of the most appropriate and effective mitigation projects for your community. It is recognized that many jurisdictions have inherent constraints and certain information may be difficult to provide. NYS DHSES and FEMA will work with you throughout the entire planning process to ensure the successful development of your community's hazard mitigation plan.

There are a multitude of resources that exist to provide guidance and support throughout the planning process, developed by Federal and State agencies, as well as private and research based groups:

The **NYS Hazard Mitigation Planning Standards Guide** provides supplemental guidance and information to support efforts to meet the NYS Planning Standards. This will be made available online, and is included as an attachment.

The **2013 Local Mitigation Planning Handbook** is the official guide for local governments to develop, update and implement local mitigation plans:

<https://www.fema.gov/media-library/assets/documents/31598?id=7209>

The **2011 Local Mitigation Plan Review Guide** provides an overview of the tool that FEMA and NYS DHSES will use to revise plans:

<https://www.fema.gov/media-library/assets/documents/23194>

Beyond the Basics: Best Practices in Local Mitigation Planning is a website developed by the University of North Carolina which expands on FEMA's Handbook and features numerous examples and best practices from resources across the country:

<http://mitigationguide.org/>

We urge you to utilize the information available and to contact us so that we may direct you to additional resources and provide you with the most comprehensive technical assistance possible.

For questions and comments, please call our offices at 518-292-2304.

Additional contact information will be provided to sub-recipients for more direct assistance.

Please note:

Jurisdiction is used to describe all government entities within the boundaries set forth in the Multi-Jurisdictional Plan (typically County-wide), including the County itself, as well as cities, towns, villages and tribal entities.

Special Flood Hazard Area (SFHA) is defined as the area that will be inundated by the flood event having a 1-percent change of being equaled or exceeded in a given year (also known as the 100-year flood event).

1. Establish Jurisdictional Teams

Plans developed with the participation of the widest range of organizations and stakeholders personally familiar with past damages to local infrastructure are likely to contain valuable, relevant information that will lead to a comprehensive plan and feasible projects.

Jurisdictions must invite key stakeholders at the start of and throughout the planning process.

- The plan must document how stakeholders were invited to participate at each phase of the planning process, and provide a summary of feedback.

2. Assess Critical Facilities

Critical facilities must remain accessible and functional before, during and after disasters to meet the jurisdictions Continuity of Government (COG) and Continuity of Operations (COOP) standards, and to support important emergency, government and sheltering functions.

Jurisdictions must identify all critical facilities, assess vulnerabilities and ensure protection to a 500-year flood event. Critical facilities located in an SFHA, or having ever sustained previous flooding, must be protected to the 500-year flood event, or worst case scenario.

- The plan must document the name of facility, type of facility, jurisdictional location, and exposure to a 100- and 500-year event.
- The plan must document that critical facilities are protected to the 500-year flood event, or worst damage scenario. For those that do not meet this level of protection, the plan must include an action to meet this criteria, or explain why it is not feasible to do so. (See State Standard 7 for additional requirements related to project identification.)

3. Plan for Displaced Residents

Intermediate and long-term housing options must be available to relocate displaced residents to maintain post-disaster social and economic stability.

Jurisdictions containing an SFHA must identify potential sites that are compliant with the NYS Uniform Fire Prevention and Building Code (with first flood elevation placed no less than 2' above the Base Flood Elevation) for the placement of temporary housing units for residents displaced by disaster; and potential sites within the jurisdiction suitable for relocating houses out of the floodplain, or building new houses once properties in the floodplain are razed.

- The plan must document the location of viable sites, and include a letter from the local floodplain administrator certifying viability or listing any actions required to ensure conformance.

4. Plan for Evacuation and Sheltering Needs

Evacuation and sheltering measures must be in place and available for public awareness to protect residents and mitigate risk, stress and personal hardships during hazard events.

Jurisdictions must identify routes and procedures to evacuate citizens prior to and during an event, and identify shelters for evacuated citizens. Provisions must be included for a range of medical needs, accommodation for pets, and compliance with the Americans with Disabilities Act (www.ada.gov).

- The plan must document (or refer back to such components in existing valid plan):
 - ♦ Evacuation routes and procedures;
 - ♦ Location of shelters (outside of the SFHA);
 - ♦ Specific information about how these plans are accessible and available to the public, or include the related narrative from those plans in an appendix.

5. Document Past Mitigation Accomplishments

Past mitigation actions provide a context for the jurisdictions' projects, and can help to evaluate accuracy of assumptions to support future mitigation planning.

Jurisdictions must identify mitigation projects completed since the approval of the previous mitigation plan (or within the last five years), regardless of whether the project was included in the previous plan or the project's funding source.

- The plan must document the original problem and estimated annual damages, the solution (project), the cost, the level of protection and its success since implementation.

6. Include Jurisdictional Annexes

Jurisdictional annexes provide a unique, stand-alone guide to mitigation planning for each jurisdiction.

The plan must be organized so that there is an annex for every jurisdiction within the county's borders, including the County.

- The plan must include a table in the Introduction section clearly identifying all jurisdictions and their level of participation.
- Each participating jurisdictional annex must include the following (at a minimum) and non-participating jurisdictions must include a cover sheet and should include as much information as is available:
 - ♦ Contact Information;
 - ♦ Jurisdiction Profile;
 - ♦ Hazard Identification (specific to the jurisdiction);
 - ♦ Hazard Event History;
 - ♦ National Flood Insurance Program (NFIP) Summary (to meet Federal Standards);
 - ♦ Critical Facilities Information (to meet State Standard 2);
 - ♦ Jurisdiction/public identified vulnerabilities;
 - ♦ Additional public involvement;
 - ♦ Capabilities Assessment;
 - ♦ Mitigation Strategy:
 - All identified previous mitigation activities with current status;
 - Previous mitigation activities completed (to meet State Standard 5);
 - All proposed mitigation activities (both new and carried forward, to meet State Standard 7);
 - Action Worksheets for a minimum of two (2) proposed mitigation activities (to meet State Standard 7).

7. Develop Mitigation Actions

Projects that are well developed and documented in one place are more quickly identifiable for selection when grants become available, making implementation that much more likely.

Within each jurisdictional annex, jurisdictions must develop projects to include all information requested in the NYS DHSES Proposed Project Tables and provide a minimum of two (2) worksheets for the jurisdiction's highest priority projects.

- The plan must document all mitigation projects that have reasonable potential to be accomplished within the lifespan of the plan (five years) to include all information requested in the NYS DHSES Proposed Project Tables.
- The plan must include at least two (2) NYS DHSES Action Worksheet for the jurisdiction's highest priority projects. For jurisdictions containing an SFHA, one (1) of these Action Worksheets must be for a project that addresses flooding.

8. Identify Funding Sources

Identifying strategic funding sources is integral to successful coordination and implementation of mitigation actions.

- The plan must include a list of potential local, State and Federal funding sources.

9. Plan for Climate Change

Acknowledging and planning for climate change protects residents, avoids or reduces damage to property and public infrastructure, and reduces personal hardship.

The county and its municipalities must assess how climate change may affect vulnerability to the increased/decreased frequency of occurrence and/or severity of hazards due to climate change.

- The plan must document the assessment how climate change may affect the following hazards (at a minimum): flooding, wildfire, drought and extreme temperatures.
- The plan must document strategies and/or projects to address the above hazards as they specifically relate to climate change.
- For coastal jurisdictions, the plan must discuss sea level rise and its potential impacts.

10. Post Draft Plan Online

Allowing the public to comment on the draft plan increases awareness about how mitigation saves lives and reduces risk, and allows a final opportunity for public input.

The public must have an opportunity to view and comment on the draft plan prior to submittal.

- The draft plan must be posted in full (with the exception of discretionary sensitive information) on an existing county/jurisdiction website, or one created for the purpose of soliciting comments, for 30 days or the time prescribed by local law, whichever is greater. The website must clearly identify how the public can comment on the plan, to include either specific contact information to send comments or a user-friendly form or survey.

After NYS DHSES and FEMA Approval

- Once designated Approvable Pending Adoption (APA) by FEMA, the final plan must be placed on the same website (cited above) in its entirety (with the exception of discretionary sensitive information).
- Final payment will occur only after 50% of the participating jurisdictions have adopted the FEMA-approved plan and provided adoption resolutions to NYS DHSES. For county-led hazard mitigation planning efforts, the county must be one of the adopting jurisdictions.

The chart below shows the requirements as they appear on the plan review tool used by NYS DHSES and FEMA Region II to determine whether or not a submitted plan meets federal and state requirements.

1. REGULATION CHECKLIST	Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)	(section and/or page number)		
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: <ul style="list-style-type: none"> a. potential sites for the placement of temporary housing units for residents displaced by disaster; and b. 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: <ul style="list-style-type: none"> a. routes and procedures to evacuate citizens prior to and during an event; and b. 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)? 			
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: <ul style="list-style-type: none"> a. projects developed in accordance with the NYS DHSES Proposed Projects Table; and b. 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?			
<p>Note: The applicant is required to address the 2016 NYS DHSES Hazard Mitigation Planning Standards as required actions for a hazard mitigation plan developed with funds administered by NYS DHSES.</p> <p><u>ELEMENT F: REQUIRED REVISIONS</u></p> <p><u>Please see opportunities for improvement</u></p>			