



**Section V: Plan Maintenance**



- 1) INTRODUCTION..... 3**
  - A) PLAN MAINTENANCE APPROACH..... 3
  - B) FEMA REQUIREMENTS ADDRESSED IN THIS SECTION ..... 3
- 2) MONITORING ..... 4**
- 3) EVALUATION ..... 5**
- 4) UPDATE..... 6**
- 5) INCORPORATION INTO EXISTING PLANNING MECHANISMS ..... 7**
- 6) CONTINUED PUBLIC INVOLVEMENT..... 8**
- 7) LIST OF TABLES ..... 9**

## 1) Introduction

The Plan Maintenance section of New York City's 2009 Hazard Mitigation Plan (HMP) describes the formal process that will ensure the Plan remains an effective and relevant document. This section establishes the method and schedule for monitoring, evaluating, and updating the HMP during a five-year plan-update cycle. It also establishes how New York City will maintain community involvement in the Plan.

### a) Plan Maintenance Approach

- Incorporate hazard mitigation actions into existing planning mechanisms.
- Determine how mitigation projects and actions will be monitored.
- Establish indicators of effectiveness or success.
- Develop an evaluation and revision schedule to ensure the Plan is up-to-date at the end of the five-year cycle.
- Establish a process for public input and community involvement during the planning cycle.

### b) FEMA Requirements Addressed in this Section

The New York City Office of Emergency Management Hazard Mitigation Planning Team (Planning Team) created the plan maintenance strategy consistent with the process and steps presented in the Federal Emergency Management Agency's (FEMA) How-To-Guide: Bringing the Plan to Life (FEMA 386-4). The following FEMA requirements are addressed in this section:

- **Requirement §201.6(c)(4)(i):** [The plan maintenance process *shall* include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
- **Requirement §201.6(c)(4)(ii):** [The plan *shall* include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, where appropriate.
- **Requirement §201.6(c)(4)(iii):** [The plan maintenance process *shall* include a] discussion on how the community will continue public participation in the plan maintenance process.

## 2) Monitoring

As the lead agency for the 2009 New York City HMP, the New York City Office of Emergency Management (OEM) will monitor the implementation of mitigation actions identified in the Plan. To facilitate plan maintenance, OEM will appoint a staff member to serve as New York City's Hazard Mitigation Coordinator (HMC). This staff member will be the point of contact for hazard mitigation-related issues and serve as the lead coordinator on the plan update. OEM will also maintain adequate mitigation planning staff to support the HMC in monitoring and evaluating the Plan. During the five-year planning cycle, the HMC will undertake the following initiatives:

- Collect annual reports from the agencies involved in implementing mitigation projects or activities identified in the Mitigation Strategy section of this Plan.
- Maintain and update the mitigation action table.
- Conduct site visits and obtain reports of completed or initiated mitigation actions to incorporate in the plan revision as needed.
- Research and document new natural disaster information pertaining to New York City during the planning cycle and incorporate into a revised Risk Assessment section as needed.
- Organize annual meetings with the Mitigation Planning Council Steering Committee (Steering Committee) to discuss relevant hazard mitigation issues, provide status updates, and discuss available grant opportunities.
- Organize biannual meetings with Mitigation Planning Council (MPC) members to discuss relevant hazard mitigation issues, provide status updates, and discuss available grant opportunities.
- Coordinate, compile, and disseminate hazard mitigation funding information and applications.
- Convene a meeting of the Steering Committee following a natural disaster or when funding is announced to prioritize and submit potential mitigation actions for funding.

The above activities outline plan maintenance during the four years leading up to the fifth year of the planning cycle (2009–2013). Beginning in March 2013, the HMC will lead a more intensive planning effort and reconvene the Planning Team to ensure New York City has an updated HMP by the end of 2013. The HMC will be responsible for compiling, documenting, and incorporating all changes derived from the activities listed above into a revised plan document.

### 3) Evaluation

---

The New York City HMP will be evaluated annually to determine the effectiveness of its projects, programs, and policies. The HMC will be responsible for scheduling and organizing the MPC and Steering Committee meetings, collecting, analyzing and incorporating annual reports, and providing revised drafts to the MPC. Each year, the HMC and Steering Committee members will assess the current version of the Plan and determine the improvements necessary for the plan update. The HMC will evaluate the Steering Committee to determine if other agencies should be added.

A thorough examination of the Plan will take place during the fifth year of the process to ensure New York City has an updated HMP at the end of the planning cycle. The MPC will review the goals and action items to determine their relevance to changing situations in the City, as well as changes in state or federal policy, and to ensure they are addressing current and expected conditions. The Steering Committee will look at any changes in City resources that may influence the plan implementation (such as funding) and program changes to determine need for reassignment. The Steering Committee will review the all portions of the Plan to determine if this information should be updated or modified, given any new available data. The Steering Committee will evaluate the content of the Plan using the following criteria:

- Are the mitigation actions effective?
- Are there any changes in land development that affect mitigation priorities?
- Do the goals, objectives, and action items meet social, technical, administrative, political, legal, economic, and environmental criteria as defined in FEMA's STAPLEE analysis?
- Are the goals, objectives, and mitigation actions relevant given any changes in New York City?
- Are the goals, objectives, and mitigation actions relevant given any changes to state or federal regulations or policy?
- Is there any new data that affects the Risk Assessment portion of the Plan?

#### 4) Update

The Planning Team will update the HMP every five years to reflect the results of the annual reports and on-going plan evaluation by the HMC. Throughout the planning cycle, the HMC will compile new information and incorporate it into the Plan. The HMC will also assess and incorporate recommended comments expressed by FEMA in the initial review into the plan revision. At the end of the planning cycle, the Planning Team will submit the updated Plan to the State Emergency Management Office (NYSEMO) and FEMA for review. After FEMA has approved New York City's 2014 HMP, the City will again formally adopt the Plan by Executive Order. The following table is an outline of how the Plan will be updated after the 2009 FEMA-approval:

Plan Update Schedule		
Timeframe	Participants	Outcome
First Quarter 2010	Steering Committee, HMC	<ul style="list-style-type: none"> <li>Reconvene Steering Committee to discuss mitigation action progress and possible plan improvements.</li> </ul>
First quarter 2011	MPC, HMC	<ul style="list-style-type: none"> <li>Reconvene MPC to discuss progress on mitigation actions.</li> </ul>
Second quarter 2011	OEM	<ul style="list-style-type: none"> <li>Apply for plan update grant funding.</li> </ul>
First quarter 2012	Steering Committee, HMC	<ul style="list-style-type: none"> <li>Reconvene Steering Committee to discuss mitigation action progress and discuss possible plan improvements.</li> </ul>
Second quarter 2013	Steering Committee, MPC, Planning Team	<ul style="list-style-type: none"> <li>Reconvene Planning Team and begin plan update.</li> <li>Coordinate monthly meetings with Steering Committee.</li> <li>Reconvene MPC and schedule one-on-ones as required.</li> </ul>
Fourth quarter 2013	NYSEMO, Planning Team	<ul style="list-style-type: none"> <li>Submit draft plan update to NYSEMO for review and comments.</li> </ul>
First quarter 2014	FEMA, Planning Team	<ul style="list-style-type: none"> <li>Submit plan to FEMA for final approval.</li> </ul>
First quarter 2014	New York City	<ul style="list-style-type: none"> <li>Re-adopt the FEMA-approved HMP.</li> </ul>

**Table 1: Plan Update Schedule**

### **5) Incorporation into Existing Planning Mechanisms**

As part of the local capability assessment conducted during the planning process, the Planning Team and Steering Committee identified current plans, programs, policies/ordinances, and studies/reports that will augment or help support mitigation planning efforts. The Steering Committee, which will meet on an annual basis, will be the mechanism for ensuring the City integrates hazard mitigation into its future planning activities. The New York City capability assessment is located in the Mitigation Strategy Section. Following the HMP approval and adoption, the Steering Committee will work to incorporate, where applicable, the HMP into the planning mechanisms identified in Table 14 of Section 4: Mitigation Strategy.

Throughout the plan maintenance cycle, the Planning Team will work to integrate hazard mitigation goals and actions into the general operations of New York City agencies. The Planning Team will work with agencies to identify opportunities as outlined below:

- Update work plans, policies, or procedures to include hazard mitigation concepts.
- Establish mitigation funding within capital and operational budgets.
- Issue plans, policies, executive orders, regulations, or other directives to carry out mitigation actions.
- Add hazard mitigation elements to redevelopment plans.

**6) Continued Public Involvement**

New York City is dedicated to continued public involvement in the hazard mitigation planning and review process. During all phases of plan maintenance, the public will have the opportunity to provide feedback. The 2009 Plan will be maintained and available for review on the OEM website through 2013. Individuals will have an opportunity to submit comments for the Plan update at any time by email. The HMC will compile all comments and present them at the annual Steering Committee meetings where members will consider them for incorporation into the revision. To help publicize the revised plan, six months prior to the submission of the 2014 Plan update, OEM will post a notice on its website requesting feedback on an updated draft HMP. The Planning Team will hold community involvement meetings with representatives from academic institutions, the private sector, community groups, and neighboring jurisdictions. Finally, OEM will send a notice to Citizen Corps members, informing them of the Plan update. This will provide the public an opportunity to express their concerns, opinions, or ideas about any updates/changes that are proposed to the Plan.

**7) List of Tables**

---

TABLE 1: PLAN UPDATE SCHEDULE ..... 6