

SECTION V: PLAN MAINTENANCE

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1. Introduction

The Plan Maintenance section of New York City's 2014 Hazard Mitigation Plan (HMP) Update 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 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

The Planning Team will monitor the implementation of mitigation actions identified in the 2014 New York City HMP Update. To facilitate plan maintenance, The Hazard Mitigation Unit (HMU) at the New York City Office of Emergency Management (OEM) is the point of contact for hazard mitigation-related issues and serves as the lead coordinator on the plan update. OEM will also maintain adequate mitigation planning staff to support the Unit in monitoring and evaluating the Plan. During the five-year planning cycle, the Unit 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.
- Participate in resiliency and mitigation-related initiatives
- Conduct site visits and obtain reports of completed or initiated mitigation actions to incorporate into the next plan revision as needed.
- Research and document new 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 Mitigation Planning Council (MPC) members to discuss relevant hazard mitigation issues, provide status updates, and discuss available grant opportunities.
- Organize meetings with the Mitigation Planning Council Steering Committee (Steering Committee) 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.
- Promote and educate hazard mitigation to local, regional, national, and international partners to forge relationship and partnerships

The above activities outline plan maintenance during the four years leading up to the fifth year of the planning cycle (2014–2018). Beginning in March 2018, the HMU 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 2018. OEM will be responsible for compiling, documenting, and incorporating all changes derived from the activities listed above into a revised plan document.

The maintenance cycle will work closely with the Mayor's Office of Long Term Planning and Sustainability to ensure it is consistent and streamlined with *A Stronger, More Resilient New York*, the City's resiliency plan that will be updated every four years starting in 2015.

3. Evaluation

The New York City HMP will be evaluated annually to determine the effectiveness of its projects, programs, and policies. The HMU 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, OEM and Steering Committee members will assess the current version of the Plan and determine the improvements necessary for the plan update. OEM 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 all sections 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?
- How are other citywide initiatives able to complement and support the mitigation strategies?
- 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 HMU will compile new information and incorporate it into the Plan. The HMU 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 New York State Office of Emergency Management (NYS OEM) and FEMA for review. After FEMA has approved New York City's 2019 HMP, the City will again formally adopt the Plan by Executive Order. Table 1 is an outline of how the Plan will be updated after the 2014 FEMA-approval:

Timeframe	Participants	Outcome
First Quarter 2015	Steering Committee, HMC	<ul style="list-style-type: none"> Reconvene Steering Committee to discuss mitigation action progress and possible plan improvements.
First quarter 2016	MPC, HMC	<ul style="list-style-type: none"> Reconvene MPC to discuss progress on mitigation actions.
Second quarter 2016	OEM	<ul style="list-style-type: none"> Apply for plan update grant funding.
First quarter 2017	Steering Committee, HMC	<ul style="list-style-type: none"> Reconvene Steering Committee to discuss mitigation action progress and discuss possible plan improvements.
Second quarter 2018	Steering Committee, MPC, Planning Team	<ul style="list-style-type: none"> Reconvene Planning Team and begin plan update. Coordinate monthly meetings with Steering Committee. Reconvene MPC and schedule one-on-ones as required.
Fourth quarter 2018	NYS OEM, Planning Team	<ul style="list-style-type: none"> Submit draft plan update to NYS OEM for review and comments.
First quarter 2019	FEMA, Planning Team	<ul style="list-style-type: none"> Submit plan to FEMA for final approval.
First quarter 2019	New York City	<ul style="list-style-type: none"> Re-adopt the FEMA-approved HMP.

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 6 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 2014 Plan will be maintained and available for review on the OEM website through 2019. 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 2019 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.