

6.1 Plan Requirements

“In order to continue to be an effective representation of the jurisdiction’s overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information. The plan update is an opportunity for the jurisdiction to assess its previous goals and action plan, evaluate progress in implementing hazard mitigation actions, and adjust its actions to address the current realities.

Where conditions of growth and revisions in priorities may have changed very little in a community, much of the text in the updated plan may be unchanged. This is acceptable as long as it still fits the priorities of their community, and it reflects current conditions. The key for plan readers to recognize a good plan update is documentation of the community’s progress or changes in their hazard mitigation program, along with the community’s continued engagement in the mitigation planning process.”¹

Requirement	Description
44CFR 201.6 (d)(3)	A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit if for approval within 5 years in order to continue to be eligible for mitigation project grant funding.
44CFR 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.
44CFR 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.
44CFR 201.6 (c)(5)	[The plan shall include...] Documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

6.2 Plan Adoption

The purpose of formally adopting this plan is to secure buy-in from Dane County and participating jurisdictions, raise awareness of the plan, and formalize the plan’s implementation. The governing body for each participating jurisdiction has adopted this local hazard mitigation plan by passing a resolution. A copy of the generic resolution and the executed copies are included in Appendix C, Adoption Records. The plan will be re-adopted by participating jurisdictions within the five-year update cycle.

6.2.1 Implementation

With adoption of this plan, members of the planning team will be tasked with plan implementation and maintenance. This effort will be led by Dane County Emergency Management. The planning team will act as an advisory body. Its primary duty is to see the plan successfully carried out and to report to the

¹ FEMA, *Local Mitigation Plan Review Guide*, October 1, 2011

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community governing boards and the public on the status of plan implementation and mitigation opportunities. Responsibilities include:

- Act as a forum for hazard risk reduction issues.
- Disseminate hazard mitigation ideas and activities to all participants.
- Pursue the implementation of high-priority, low/no-cost recommended actions.
- Keep the concept of mitigation in the forefront of community decision-making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters.
- Maintain a vigilant monitoring of multi-objective cost-share opportunities to help the community implement the plan's recommended actions for which no current funding exists.
- Monitor and assist in implementation and update of this plan.
- Report on plan progress and recommended changes to the Dane County Board of Supervisors.
- Inform and solicit input from the public.

Other duties include reviewing and promoting mitigation proposals, considering stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information on the County website and local newspapers.

6.2.2 Incorporation into Existing Planning Mechanisms

Another important implementation mechanism that is highly effective and low-cost is incorporation of the hazard mitigation plan recommendations and their underlying principles into other County and municipal plans and mechanisms. Hazard mitigation is most successful when it is incorporated into the day-to-day functions and priorities of government and development. As stated previously, implementation through existing plans and/or programs is recommended, where possible. This point is re-emphasized here. The County and participating entities already have existing policies and programs to reduce losses to life and property from natural hazards. These are summarized in this plan's capability assessment and in the jurisdictional annexes. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing projects, where possible, through these other program mechanisms. These existing mechanisms include:

- Dane County Comprehensive Plan
- Local Comprehensive Plans
- Dane County Sustainable Operations Plan
- Dane County Climate Change Action Plan
- The Dane County Parks and Open Space Plan
- Dane County Water Quality Plan
- Farmland Preservation Plan
- Dane County Better Urban Infill Development (BUILD) Plan
- Community Development Block Grant Program
- Soil and Water Conservation Programs
- Yahara Lakes Advisory Group
- Dane County Emergency Response Plan

One of the successful examples of this is the incorporation by reference of the 2004 Flood Mitigation Plan into the 2007 Dane County Comprehensive Plan, with the recommendation to fully implement the

plan. Planning team members involved in the updates to these mechanisms will be responsible for integrating the findings and recommendations of this plan with these other plans, as appropriate.

Implementation and incorporation into existing planning mechanisms will require both inter-departmental coordination and inter-governmental coordination. The purpose of inter-departmental coordination is to tap into the experience and expertise of professionals in multiple departments in order to avoid redundancy of effort and capitalize on on-going efforts. Through the planning process it became clear that multi-jurisdictional hazard problems, such as flooding, are pervasive throughout the County. Flooding does not respect municipal boundaries and many of the most severe flooding problems are cross-boundary ones. The purpose of this coordination is to address these problems as specific projects. The County is uniquely situated to coordinate and facilitate projects on a watershed level. In fact, facilitating multi-jurisdictional efforts was identified in the public input process as one of the primary roles of the County. Many of the ideas expressed in other recommendations of this plan assume the role of the County as a facilitating agent. This policy makes that assumption explicit.

Though the County has limited authority in cities and villages, their participation in the plan is crucial to its success. Furthermore, members of the planning team are in a position to facilitate coordination activities between units of government, including funding for projects. This plan offers the opportunity for all units of government to engage in the plan by their design of specific multi-jurisdictional projects that are consistent with the recommendations of the plan. Coordination at the project level will help Dane County avoid the site specific, individualized actions that have been marginally successful in the past. Additionally, by combining projects under the auspices of a single plan, projects may be able to obtain funding without having to compete against other municipalities within the County. Involving different levels of government also allows for the pooling of resources, thereby increasing the chance of project completion and success.

6.3 Maintenance, Monitoring, and Updating

6.3.1 Plan Maintenance

Plan maintenance implies an ongoing effort to monitor and evaluate plan implementation and to update the plan as required or as progress, roadblocks, or changing circumstances are recognized. The strategy for implementation of this plan is outlined within the recommendations of the previous section. In addition, the plan will require periodic evaluation to determine if revision is necessary. The County's mitigation planning team will conduct an annual evaluation of the plan. The Department of Emergency Management will lead this effort. At a minimum, the evaluation will consider the following:

- A review of the goals, policies, and objectives to determine whether they remain an appropriate approach to the problems they are intended to address.
- The progress of the program activities toward achieving the specific mitigation objectives.
- The problems encountered in the implementation of the specific activities.
- Evaluation and refinement of the specific activities based on the evaluation of the problems encountered.
- Review of possible funding sources that could be applied to future efforts.
- Review of the public input process to ensure that citizens' concerns are heard in the implementation and evaluation process.

6.3.2 Plan Updates

Updates to this plan will follow the latest FEMA and WEM planning guidance. Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability can be identified by noting:

- Decreased vulnerability as a result of implementing recommended actions.
- Increased vulnerability as a result of failed or ineffective mitigation actions.
- Increased vulnerability as a result of new development (and/or annexation).
- Increased vulnerability as a result of changing environmental and climate conditions.

The planning team will use the following process to evaluate progress and any changes in vulnerability as a result of plan implementation:

- A representative from the responsible entity identified in each mitigation measure will be responsible for tracking and reporting on an annual basis to the team on project status and provide input on whether the project as implemented meets the defined objectives and is likely to be successful in reducing vulnerabilities.
- If the project does not meet identified objectives, the team will determine what alternate projects may be implemented.
- New projects identified will require an individual assigned to be responsible for defining the project scope, implementing the project, and monitoring success of the project.
- Projects that were not ranked high priority but were identified as potential mitigation strategies will be reviewed as well during the monitoring and update of this plan to determine feasibility of future implementation.
- Changes will be made to the plan to accommodate for projects that have failed or are not considered feasible after a review for their consistency with established criteria, the time frame, priorities, and/or funding resources.

Updates to this plan will:

- Consider changes in vulnerability due to project implementation.
- Document success stories where mitigation efforts have proven effective.
- Document areas where mitigation actions were not effective.
- Document any new hazards that may arise or were previously overlooked.
- Document hazard events and impacts that occurred within the five-year period.
- Incorporate new data or studies on hazards and risks.
- Incorporate new capabilities or changes in capabilities.
- Incorporate documentation of continued public involvement.
- Incorporate documentation to update the planning process that may include new or additional stakeholder involvement.
- Incorporate growth and development-related changes to building inventories.
- Incorporate new project recommendations or changes in project prioritization.

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- Include a public involvement process to receive public comment on the updated plan prior to submitting the updated plan to WEM/FEMA.
- Include re-adoption by all participating entities following WEM/FEMA approval.

6.3.3 Update Schedule

In order to track progress and update the mitigation strategies identified in the action plan, the planning team will revisit this plan annually. Dane County Emergency Management is responsible for initiating this review and convening members of the team on a once yearly basis, or more frequently as needed.

Following a disaster or a major event, Dane County will review and update this plan to reflect the status of current mitigation efforts; to expand the plan as necessary; and to address new issues, recommendations, and activities based on the impacts of the current disaster. Any substantive changes to the plan will be presented for formal approval to the County Board, through the Public Protection and Judiciary Committee.

This plan will be updated, approved, and adopted within a five-year cycle as per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act of 2000. Updates to this plan will follow the most current FEMA and WEM planning guidance.