

SECTION 6: PLAN MAINTENANCE PROCESS

Hazard mitigation planning is a continuous and ongoing process. The policies and procedures established in the State of Wisconsin Hazard Mitigation Plan reflect the current emergency management and hazard mitigation philosophy at both the state and federal levels. Federal regulations [44 CFR 201.4 (d)] require the State Plan to be reviewed, revised, and submitted for approval to the Region V Director of FEMA every three years. The regulations also require a plan maintenance process that includes an established method and schedule for monitoring, evaluating, and updating the plan; a system for monitoring implementation of mitigation measures and project closeouts; and a system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.

6.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

Wisconsin Emergency Management (WEM) is responsible for developing, reviewing, evaluating, and updating the State Hazard Mitigation Plan and submitting to FEMA for approval every three years. The State Hazard Mitigation Officer (SHMO), with the support of the Wisconsin Hazard Mitigation Team (WHMT) will coordinate the implementation and update of the State Plan.

The State Plan approved in 2005 and 2008 stated that a review will take place in three ways:

- Annually for progress made on mitigation actions and projects identified in the Mitigation Strategy of the State Plan.
- After each major disaster declared by the President in the state to look for areas where the State Plan should be amended to reflect the impact to the disaster.
- Every three years before submission to FEMA for approval.

The SHMO will convene regular WHMT meetings to monitor and evaluate progress on achieving hazard mitigation program goals and actions as identified in the Mitigation Strategy. In addition, the WHMT will continue to discuss, research, and develop mitigation recommendations in support of the Plan's goals. These recommendations will then be added to the Plan during the three-year Plan update.

In the event of a major disaster declaration, the SHMO and the WHMT will review the existing State Hazard Mitigation Plan to determine if existing policies, priorities, programs, and/or capabilities are adequate to address the issues generated by the disaster. The SHMO and Federal Hazard Mitigation Officer, Region V National Flood Insurance Program (NFIP) Specialist, and the Wisconsin Department of Natural Resources floodplain management staff will develop the Post-Event Mitigation Action Plan at the Joint Field Office. This strategy will identify mitigation opportunities and issues that need to be addressed based on the event and identify the specific activities that each partner will ac

comply in administering mitigation programs for the declaration. This report will become an integral part of the annual report as well as the three-year Plan update.

During this three-year update cycle, there were three federal disaster declarations, FEMA-1933-DR declared August 11, 2010, FEMA-1944-DR declared October 21, 2010, and FEMA-1966-DR declared May 5, 2011. The WHMT met to discuss the impacts of the disasters and it was felt that the goals and mitigation actions of the State Plan as well as the Post-Event Mitigation Action Plans for those events were current and adequate. This method of analysis has worked well during the update process. WEM mitigation staff and WHMT members are presently involved in recovery efforts for these events which will be ongoing for the foreseeable future.

This update of the plan looked at the following. Subsequent updates will continue addressing the items identified below:

- Review and revise the State Plan's Risk Assessment. This will include a review and update of hazard profiles and data on vulnerable state facilities as new information becomes available.
- Include information from local and countywide all-hazards mitigation plans completed as of the start of the three-year update cycle especially those sections related to the Risk Assessment and Mitigation Strategy.
- Examine progress on and determine effectiveness of mitigation actions in the Mitigation Strategy and determine how the performance of those actions should influence the State Plan's Mitigation Strategy.
- Examine implementation of the State Plan and identify problems (technical, political, legal, and financial) and develop recommendations to overcome them.
- Examine the effectiveness of state-funded, local mitigation projects and determine how the performance of those projects should influence the Mitigation Strategy.
- Recommend ways to increase involvement by state agencies and local jurisdictions in hazard mitigation.
- Recommend revisions to the Mitigation Strategy's goals, recommendations, projects, and Action Plan to reflect changes in policies, priorities, programs, and funding; as appropriate, recommendations will include findings of any hazard mitigation reports following disaster events.
- Following review and revision of the State Plan, the WHMT will analyze the plan maintenance process, and make changes to improve the process and method used to review the plan.
- The State Plan update will be coordinated with other state plans, as appropriate.

It was the State's goal that this edition of the plan addresses both natural and man-made or technological hazards. Due to staff time constraints that has not occurred. It is still the State's goal to address technological hazards in a future update.

The WHMT will review and concur with the Plan update before transmission to FEMA. WEM will request signed state agency concurrences from those agencies represented on the WHMT when FEMA advises that the update meets requirements. Agency concurrences will be incorporated into the Plan update as adoption of the update and included in Appendix M. Table 6.1-1, below, shows the schedule of activities for the next Plan update cycle.

The SHMO will distribute copies of the approved Plan to federal, state, and local agencies as appropriate. In addition, the Plan can be viewed and downloaded at WEM's website, <http://emergencymangement.wi.gov>.

TABLE 6.1-1 PLAN UPDATE SCHEDULE OF ACTIVITIES	
Activity	Target Date
Hold a WHMT meeting to discuss development of the update and the agencies' roles and the responsibilities of the WHMT. (WEM)	11/1/13
Review the Post-Event Mitigation Strategies for any declared disasters since the last update to identify new issues generated by the disaster(s). (WEM, WHMT)	11/1/13
Review and update the State Risk Assessment [201.4(c)(2)] incorporating information from local all-hazards mitigation plans. (WEM)	2/1/14
Review and update the Mitigation Strategy [201.4(c)(3)] incorporating information from local all-hazards mitigation plans. (WEM, Team) <ul style="list-style-type: none"> • Update the State Capability Assessment. • Update the Local Capability Assessment. • Review existing mitigation actions and report progress. • Identify new mitigation actions based on recent disasters, information from local plans, and changes in programs, regulations, policies, and funding. • Identify any new potential funding sources or programs. 	4/1/14
Review and update the mitigation and disaster history portions of the plan including status of mitigation projects completed and those currently in progress from the last update of the Plan. (WEM)	6/1/14
Review and update the Local Hazard Mitigation [201.4(c)(4)] portion of the plan. (WEM)	6/1/14
Review and update the Plan Maintenance [201.4(c)(5)] section of the plan. (WEM)	6/1/14
Review and update the Enhanced [201.5(b)] section of the plan. (WEM)	6/1/14
Assemble draft of the Wisconsin Hazard Mitigation Plan update. (WEM)	7/1/14
Copy and distribute the draft Wisconsin Hazard Mitigation Plan update requesting agency review and comments. (WEM, participating agencies)	8/1/14
Incorporate changes into final draft of the Wisconsin Hazard Mitigation Plan update. (WEM)	9/1/14
Distribute Wisconsin Hazard Mitigation Plan update for final review and concurrence. (WEM, participating agencies)	9/15/14
Submit Wisconsin Hazard Mitigation Plan update to the Federal Emergency Management Agency for review and approval. (WEM)	10/1/14
Distribute approved State Hazard Mitigation Plan update to state and federal agencies, as appropriate; place on WEM's website. (WEM)	12/1/14

6.2 MONITORING PROGRESS OF MITIGATION ACTIONS

In previous versions of the State plan, it stated that the State Plan will be reviewed and evaluated semi-annually to ensure that program implementation is on schedule. WHMT members will complete semi-annual progress reports and submit the report to the SHMO. This process has not worked well for WEM and the rest of the team. Therefore, the process will be changed to require annual reports instead of semi-annual ones. The annual reports will be due October 31st of each year. Figure 6.2-1, on the following page, shows the annual report form. The annual reports will identify the agency and contact person, the mitigation action and its number as identified in the Plan, and the schedule for implementation. To facilitate this process, the action items in the Mitigation Strategy have been reorganized by lead agency. This will make it easier for each agency to locate their contribution(s). It will include a brief summary of the actions completed to date, the actions remaining, the problems encountered, and the type(s) of assistance needed to resolve any problems or to complete the mitigation action. It will also include a summary of the status of the mitigation actions (on-schedule, delayed, suspended, deleted, and/or completed). The WHMT will continue to discuss progress of mitigation actions at their regular meetings.

The previous editions of the State Plan stated that WEM's mitigation staff will track progress of actions identified in the State Plan and will prepare an annual report by December 31st. The annual report will include a progress report on action items and whether that progress is meeting the goals identified in the Mitigation Strategy. The report will also contain a review of the effectiveness of current programs and recommend additional mitigation activities for the future. The information contained in the annual reports will be incorporated into the three-year Plan update. These annual reports were not completed during the update cycle as planned due to staffing shortages and other work priorities. WEM still intends to accomplish this task during future update cycles.

6.3 PROJECT MONITORING AND CLOSEOUTS

State agencies and local governments with projects funded through any of FEMA's Hazard Mitigation Assistance (HMA) programs are required to submit quarterly reports to WEM. Additionally, agencies and local governments receiving hazard mitigation grants are required to submit a closeout report at the conclusion of any project. More information on the process used to monitor progress of mitigation projects funded by HMA programs can be found in Section 7.4, Program Management Capability, and Appendix F, the Hazard Mitigation Grant Program Administrative Plan.

Summary of progress for the period:	November 1, 2011 – October 31, 2012 _____
	November 1, 2012 – October 31, 2013 _____
	November 1, 2013 – October 31, 2014 _____
Agency:	
Contact:	
Action Item Subject Title:	
Action Item Number:	
Schedule for Implementation:	
Actions Completed To Date (Be Specific)	
Actions Remaining (Be Specific):	
Assistance Needed:	
Summary of Action Item Status:	
<p>_____ (A) Recommended actions on-schedule.</p> <p>_____ (B) Recommended actions delayed.</p> <p>_____ (C) Recommended actions suspended.</p> <p>_____ (D) Recommended actions completed.</p>	
Comments:	
Signature:	Date:

Figure 6.2-1 Wisconsin State Hazard Mitigation Plan: Annual Progress Report on Recommended Mitigation Actions