

## Plan Maintenance Process

Section 201.6(c)(4) of 44 CFR requires a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle. It is a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate and a discussion on how the community will continue public participation in the plan maintenance process.

### Monitoring, Evaluating and Updating the Plan

The Town /Village of Harrison has established a mechanism to monitor, evaluate, and update it's Multi-Hazard Mitigation Plan, implement the plan through existing municipally sponsored programs and, solicit continued public involvement with plan maintenance.

#### Monitoring

Shall be an ongoing process conducted by Town / Village of Harrison Department of Public Works in cooperating with other municipal agencies having responsibility for implementing the various mitigation strategies and coordinating with the Hazard Mitigation Planning Committee (HMPC) on an annual basis via a report memorandum to be submitted by January 31<sup>st</sup> of each year for activities undertaken and completed during the previous calendar year. The Hazard Mitigation Planning Committee will meet annually to review the memorandum report prepared by the Department of Public Works on mitigation activities and additionally, immediately after any disaster event warranting a reexamination of the mitigation actions being implemented or proposed for future implementation. Monitoring of the plan minimally on an annual basis will allow the HMPC to access which projects have been completed, those which may no longer be possible, those requiring modification of scope, as well as current and future funding needs. The public will be updated annually by way of an advertised publicly held meeting and posting in the emergency management section of the Town/Village website.

#### Evaluating

Evaluation of progress of the mitigation strategies effort will 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, and/or
- Increased vulnerability as a result of new development (and/or annexation).

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,
- Incorporate new data or studies on hazards and risks,
- Incorporate new capabilities or changes in capabilities,
- Incorporate growth and development-related changes to city inventories, and
- Incorporate new project recommendations or changes in project prioritization.

In order to best evaluate any changes in vulnerability as a result of plan implementation, the HMPC will monitor the following process:

- A representative from the responsible office identified in each mitigation measure will be responsible for tracking and reporting on an annual basis to the Commissioner of Public Works 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 HMPC will determine what additional measures may be implemented and an assigned individual will be responsible for defining project scope, implementing the project, monitoring success of the project, and making any required modifications to the plan.

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, municipal priorities, and/or funding resources. Priorities that were not ranked high 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. Updating of the plan will be by written changes and submissions, as the HMPC deems appropriate and necessary, and as approved by the Town / Village of Harrison Board of Trustees. In keeping with the process of adopting the plan, a public involvement process to receive public comment on plan maintenance and updating will be held during the annual review period, and the final product will be adopted by Board.

### **Updating the Plan**

The Multi-Hazard Mitigation Plan will be upgraded every 5 years (beginning 5 years after approval of the original by FEMA) and will include the adjustments based on the annual reviews by those implementing the mitigation strategies and the Hazard Mitigation Plan Committee. The HMPC will recommend to the Town/Village of Harrison Town Board how best to implement the needed changes to the plan. The HMPC will meet as deemed necessary until all updates and /or changes have been

completed and incorporated into the Multi-Hazard Mitigation Plan. Upon preliminary approval of updates and/or changes to the plan by the Town / Village of Harrison Board, the plan will be resubmitted to FEMA for approval.

**Incorporation into Existing Planning Mechanisms**

Upon approval of the Town / Village of Harrison Multi-Hazard Mitigation Plan, copies of the document will be distributed to all participating municipal departments and other interested agencies. The goal is to integrate the various program elements of the Hazard Mitigation Plan into the every day operations of the Town / Village of Harrison and other interested agencies.

Table 7.1 below identifies existing organizational functions of the Town/Village of Harrison through which the mitigation plan may be implemented

Table 7.1 Existing Functions and Programs for Mitigation Plan Implementation in the Town/Village of Harrison

Function	Action	Implementation of the Plan in the Town/Village of Harrison
Administrative	Department work plans, policies and procedures	<ul style="list-style-type: none"> <li>• Harrison Department of Public Works and Engineering</li> <li>• Harrison Building Department</li> <li>• Harrison Planning and Zoning Boards</li> </ul>
Administrative	Other agency plans	<ul style="list-style-type: none"> <li>• Westchester County Emergency Management Plan</li> <li>• Westchester County Health Department</li> <li>• Westchester County Department of Transportation</li> <li>• New York State Department of Transportation</li> <li>• New York State Thruway Authority</li> <li>• Metro-North Commuter Railroad</li> <li>• Westchester Joint Water Works</li> </ul>
Administrative	Jobs and job descriptions	<ul style="list-style-type: none"> <li>• Volunteer / contractual assistance for hazard mitigation plan maintenance</li> <li>• Assistance for grant applications and administration</li> </ul>
Budgetary	Capital and operating budgets	<ul style="list-style-type: none"> <li>• Annual review of operating and capital budget plans for inclusion of mitigation actions</li> </ul>
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> <li>• Comprehensive Planning – include hazard mitigation considerations for new construction and land use</li> <li>• Zoning and Ordinances</li> <li>• Building Codes</li> <li>• Stormwater Management Plan</li> <li>• Capital Improvement Plan – Evaluate all new construction with respect to proximity to high hazard areas, floodplains in order to mitigate risk</li> <li>• Continue participation in the National Flood Insurance Program</li> <li>• Changes to any of the above plans to consider they are consistent with hazard mitigation plan</li> </ul>

Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> <li>• Consider user fees to finance projects</li> <li>• Apply for grants from federal, state and county governments, nonprofit organizations, foundations, other private sources and Pre-Disaster Mitigation Program (PDM-DMA 2000), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404)</li> <li>• Utilize Research grant opportunities through U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG)</li> <li>• Utilize other potential funding sources including:                         <ul style="list-style-type: none"> <li>- Stafford Act, Section 406 – Public Assistance Program Mitigation Grants</li> <li>- Federal Highway Administration</li> <li>- Catalog of Federal Domestic Assistance</li> <li>- U.S. Fire Administration – Assistance to Firefighters</li> <li>- U.S. Small Business Administration Pre and Post Disaster Mitigation Loans</li> <li>- U.S. Department of Economic Development Administration Grants</li> <li>- U.S. Army Corps of Engineers</li> <li>- National Fish and Wildlife Federation</li> <li>- New York State Department of Environmental Conservation</li> <li>- Other sources as they become available</li> </ul> </li> </ul>
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> <li>• Public-Private Partnerships</li> <li>• State and Local Government Cooperation</li> <li>• In-kind resources</li> </ul>
Partnerships	Existing Committees and Councils	<ul style="list-style-type: none"> <li>• Long Island Sound Watershed Inter-municipal Council (LISWIC)</li> <li>• Sound Shore Fire Chiefs</li> <li>• Chamber of Commerce</li> <li>• Neighborhood and Property Owners Associations</li> </ul>
Partnerships	Working with other federal, state and local agencies	<ul style="list-style-type: none"> <li>• American Red Cross</li> <li>• Federal Emergency Management Agency</li> <li>• National Weather Service</li> <li>• New York State Emergency Management Office</li> </ul>

Source: Town/Village of Harrison

### Continued Public Involvement

The Town/Village of Harrison is responsible for maintaining an element of public involvement in the hazard mitigation process as well as its maintenance and updating. Copies of the Town/Village of Harrison Multi-Hazard Mitigation Plan will be maintained and be made available for review at the following locations:

Town / Village Hall  
 Office of the Town/Village Clerk  
 1 Heineman Plaza  
 Harrison, New York 10528

Harrison Public Library (Downtown)  
2 Bruce Avenue  
Harrison, New York 10528

Harrison Public Library (West Harrison Branch)  
2 Madison Avenue  
West Harrison, New York 10604

Town / Village of Harrison website

Following the Hazard Mitigation Planning Committee’s annual review effort, any document changes will be made and appended the documents at the locations listed above. A notice of the plan updates will be posted annually on the Town/Village’s website.

The Commissioner of Public Works will be responsible ensuring sufficient notice to the public of the annual plan review and for receiving, tracking and filing public comments regarding the Multi-Hazard Mitigation Plan. Contact information will be provided in all documents referencing the Multi-Hazard Mitigation Plan.

The public will be notified of and given the opportunity to comment on the plan at the annual review meeting and to participate in the 5 year plan update. The Commissioner of Public Works will be responsible for the overall plan implementation and update effort including coordination among municipal, outside agency and private sector entities. The Commissioner of Public Works will ensure that sufficient opportunity exists for soliciting comments and receiving feedback, be responsible for collecting and reviewing comments and where appropriate incorporating them into the 5 year plan update. The HMPC will meet for the annual review and at other times as needed.