

**Sullivan County  
Multi-Jurisdiction Hazard Mitigation Plan  
Monitoring, Evaluation and Update Checklist**

**Steps to be completed, at a minimum, at the end of Years 1, 2, 3, and 4:**

***Meeting***

- Identify members of the (SCEMP/LEPC) Steering Committee (may need to be revised year-to-year)
- Set a meeting date and notify Steering Committee members
  - Members should come prepared to specifically discuss implementation of projects or activities executed by their respective agency/organization
- Publish meeting date in newspaper and online to invite public participants
- Hold meeting – discuss hazard events that have occurred since last meeting or Plan Update including:
  - Type of hazard event
  - Damages incurred
  - Cost of repairs
  - Hazard response
  - Hazard duration and recovery time
- Discuss how the HMP actions, strategies, and other information has been incorporated into local planning mechanisms and agency efforts over the past year
- Evaluate the HMP Update by assessing:
  - Whether the goals and objectives address current and expected conditions
  - Whether the nature, magnitude, and/or type of risks have changed
  - Whether the current resources are appropriate for implementing the plan
  - Whether there are implementation problems or coordination issues with other agencies
  - Whether the outcomes, thus far, have occurred as expected,
  - Whether agencies and other partners participated as originally proposed
- Update the HMP by addendum if any significant changes are needed

***Documentation***

- Sullivan County DPEM to prepare annual summary of collected information, hazard occurrences and damages, completed mitigation actions and costs, and other applicable information
- Post this annual summary on County website for public review

**Steps to be completed end of Year 3/early in Year 4:**

***Grant Funding***

Submit application to FEMA for grant funding to complete next HMP Update

**Steps to be completed in early/mid-way Year 4:**

***Plan Document***

- Determine who will be the primary author of Plan Update (Consultant or In-house)

***Meeting***

- Inform Steering Committee members of first meeting to begin formal Plan Update process

***HIRA-NY Risk Assessment***

- Send email to participants with date and time of HIRA-NY event
- Complete HIRA-NY program with NYSOEM facilitation

**Steps to be completed in Year 5:**

***Plan Document***

- Update pertinent sections of the Plan, including Appendices
- Add-in hazard related details that were collected during annual Steering Committee meetings

***Meetings***

- Hold Steering Committee meeting(s) to discuss and revise Plan Update
- Hold meetings and discussions with participating jurisdictions to update information relevant to each jurisdiction and revise each jurisdiction's previous risk assessment
- Discuss how the HMP actions, strategies, and other information has been incorporated into local planning mechanisms since the last Plan Update
- Hold public information meeting(s) to solicit comments on Plan Update

***Plan Approval Process***

- Submit final draft to NYSOEM for review with copy of crosswalk
- Complete NYSOEM comments, if necessary, and submit Plan Update to NYSOEM/FEMA for pre-approval
- Complete FEMA comments, if necessary, re-submit, if necessary
- County and participating jurisdictions pass resolutions accepting the Plan Update – include these in Appendix A