

## **5.0 PLAN MAINTENANCE**

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This section focuses on the Federal Emergency Management Agency (FEMA) requirements for maintaining and updating the Plan once it has been approved by FEMA and adopted by the participating jurisdictions. These requirements include:

- establishing the method and schedule for monitoring, evaluating and updating the Plan;
- describing how the mitigation strategy will be incorporated into existing planning processes; and
- detailing how continued public input will be obtained.

These requirements ensure that the Plan remains an effective and relevant document. Provided below is detailed discussion of each requirement.

### 5.1 MONITORING, EVALUATING & UPDATING THE PLAN

Outlined below is a method and schedule for monitoring, evaluating and updating the Plan. This method allows the participating jurisdictions to review and adjust the planning process as needed, make necessary changes and updates to the Plan and track the implementation and results of the mitigation actions that have been undertaken.

#### 5.1.1 MONITORING AND EVALUATING THE PLAN

The updated Plan will be monitored and evaluated by a subcommittee of the Mitigation Advisory Committee (MAC) on an annual basis. The MAC subcommittee will be composed of key members from the MAC, including representatives from all of the participating jurisdictions. The subcommittee will be chaired by the Tri-County Regional Planning Commission (TCRPC). All meetings held by the subcommittee will be open to the public. The information gathered at each subcommittee meeting will be documented and provided to all participating jurisdictions for their review and use in the Plan update.

The TCRPC will be responsible for monitoring the status of the mitigation actions identified in the updated Plan and providing the Illinois Emergency Management Agency (IEMA) with an annual progress report. It will be the responsibility of each participating jurisdiction to provide a progress report on the status of their mitigation actions at each subcommittee meeting.

The MAC subcommittee will also evaluate the updated Plan on an annual basis to determine the effectiveness of the planning process and the implemented mitigation actions. In addition, the subcommittee will decide whether any changes need to be made. As part of the evaluation of the planning process, the subcommittee will review the goals to determine whether they are still relevant or if new goals need to be added; assess whether other natural hazards need to be addressed or included in the updated Plan and review any new hazard data that may affect the Risk Assessment portion of the updated Plan.

#### **Monitoring & Evaluating**

- ❖ A MAC subcommittee will be formed to monitor and evaluate the updated Plan.
- ❖ The updated Plan will be monitored and evaluated on an *annual basis*.
- ❖ Each participating jurisdiction will be responsible for providing an annual progress report on the status of their mitigation actions.
- ❖ New mitigation actions can be added by participating jurisdictions during the annual evaluation.

The subcommittee will also evaluate whether other county or municipal departments should be invited to participate.

In terms of evaluating the effectiveness of the mitigation actions that have been implemented, the subcommittee will assess whether a project is on time, in line with the budget and moving ahead as planned; whether the project achieved the goals outlined and had the intended result; and whether losses were avoided as a result of the project. In addition, each of the participating jurisdictions will be given an opportunity to add new mitigation actions to the updated Plan and modify or withdraw mitigation actions already identified. In some cases, a project may need to be removed from the list of mitigation actions because of unforeseen problems with implementation.

### 5.1.2 UPDATING THE PLAN

The Plan must be updated within five years of the date the first participating jurisdiction adopts the updated Plan. (This date can be found in Section 7, Plan Adoption.) This ensures that all the participating jurisdictions will remain eligible to receive federal grant money to implement those mitigation actions identified in this Plan.

The Plan update will incorporate all of the information gathered and changes proposed at the previous annual monitoring and evaluation meetings. In addition, any government entity that did not take part in the previous planning process that now wishes to participate may do so. It will be the responsibility of these entities to provide all of the information needed to be integrated into the updated Plan.

A public forum will be held to present the updated Plan to the public for review and comment. The comments received at the public forum will be reviewed and incorporated into the updated Plan. The updated Plan will then be submitted to IEMA and FEMA for review and approval. ***Once the updated Plan has received state and federal approval, FEMA requires that each of the participating jurisdictions re-adopt the Plan to remain eligible to receive federal grant money to implement the identified mitigation actions.***

<b>Updating</b>	
❖	The Plan <b><i>must be updated within 5 years</i></b> of the date <b><i>the first participating jurisdiction adopts</i></b> the updated Plan.
❖	Any government entities that did not take part in the previous planning process but who now wish to participate may do so.
❖	Once the updated Plan has received FEMA/IEMA approval, <b><i>each participating jurisdiction must re-adopt the Plan</i></b> to remain eligible to receive federal grant money.

## 5.2 INCORPORATING THE MITIGATION STRATEGY INTO EXISTING PLANNING MECHANISMS

As part of the planning process, the MAC identified current plans, policies/ordinances and maps that supplement or help support mitigation planning efforts. **Figure 11** identifies the existing planning mechanism available by county by jurisdiction. It will be the responsibility of each participating jurisdiction to incorporate, where applicable, the mitigation strategy and other information contained in the updated Plan into the planning mechanisms identified for their jurisdiction.

Adoption of this updated Plan will trigger each participating jurisdiction to review and, where appropriate, integrate the Plan into other available planning mechanisms. The MAC's annual review will help maintain awareness of the Plan among the participating jurisdictions and encourage them to actively integrate it into their day-to-day operations and planning mechanisms. Any time a mitigation action is slated for implementation by a participating jurisdiction, it will be integrated into their capital improvement plan/budget.

Given that the TCRPC often assists and supports the participating jurisdictions in their planning efforts, they will also play a role in assuring the information presented in this Plan update is utilized and expanded on, when appropriate, in existing planning mechanisms. This can be achieved through discussions at regularly scheduled meeting with participating jurisdictions and when existing plans and programs are reviewed and updated.

### **5.3 CONTINUED PUBLIC INVOLVEMENT**

The participating jurisdictions understand the importance of continued public involvement and will seek public input on the updated Plan throughout the plan maintenance process. A copy of the approved Plan Update will be maintained and available for review at the TCRPC's Office. Individuals will be encouraged to provide feedback and submit comments for the next Plan Update to the TCRPC.

The comments received will be compiled and presented at the annual MAC subcommittee meetings where members will consider them for incorporation into the updated Plan. All meetings held by the MAC subcommittee will be noticed and open to the public. A separate public forum will be held prior to the next Plan Update submittal to provide the public an opportunity to comment on the proposed revisions to the updated Plan.