

Section 7: Plan Adoption and Plan Maintenance Procedures

This section discusses how the Mitigation Strategy will be implemented by participating jurisdictions and how the overall Flood Mitigation Plan will continue to be evaluated and updated over time. This section also discusses how the public will continue to be involved in the flood mitigation planning process.

Requirement §201.6(c)(5): *For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.*

Municipal Review

This Plan was submitted to NJOEM in June 2008. Subsequently, following NJOEM's conditional approval, the Plan will be sent to FEMA. During the summer of 2008, counties municipalities, agencies and other interested parties will be asked to review the Plan. Municipalities are specifically requested to the information they submitted in review Section 6 which contains each municipality's flood profile and mitigation action plan.

All comments should be sent to the Delaware River Basin Commission. Specific contact information is located on the reverse side of the Cover Page of the Plan.

Following the issuance of a conditional approval by FEMA, each municipality will then be asked to proceed with formal adoption proceedings described below.

Municipal Adoption Process

Requirement §201.6(a)(4): *Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.*

Requirement §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).*

Adoption by the counties and local governing bodies demonstrates the commitment of each jurisdiction to fulfill the mitigation goals and objectives outlined in the Plan. Adoption legitimizes the Plan and authorizes responsible agencies to execute their responsibilities. In order for the Multi-jurisdictional Plan to receive final approval, each jurisdiction included in the Plan must have its governing body formally adopt the Plan.

FEMA approved the Flood Mitigation Plan on November 7, 2008. Following this, each participating municipality should proceed with formal adoption proceedings using the draft resolution language contained in Appendix E. Conditional approval of the Plan will only be provided for those municipalities that meet all planning requirements.

Although the Plan will be adopted at various times by the participating jurisdictions, the process will be the similar. Each jurisdiction will announce Plan availability through a public

notice. Each town also will solicit public comment at a public meeting, and place consideration and adoption of the Plan on the respective agendas of their governing Boards.

The participation in and adoption of this Multi-jurisdictional Plan shall not necessarily imply advocacy of or support for individual mitigation initiatives proposed by other participating jurisdictions. The adoption of this Plan by each jurisdiction shall be subject to limitations as set forth in each jurisdiction's adoption resolution (see Appendix F for the Adoption Resolutions).

Following adoption or formal action on the Plan, each municipality must submit a copy of the resolution or other legal instrument showing formal adoption (acceptance) of the Plan to DRBC. These resolutions will then be submitted to FEMA in order to verify formal Plan adoption and receive official approval of the Plan.

Incorporation into Existing Planning Mechanisms

Requirement §201.6(c)(4)(ii): *[The plan shall include 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.*

Each jurisdiction participating in this Plan is responsible for implementing specific mitigation actions as prescribed in their locally adopted Mitigation Action Plan. In the Mitigation Action Plan, each proposed action is assigned to a specific local department or agency in order to increase accountability and the likelihood of implementation. This approach enables individual jurisdictions to update their unique mitigation strategy as needed without altering the broader focus of the countywide plan elements.

In addition the specific local department or agency, an implementation time period or a specific implementation date has been assigned in order to assess whether actions are being implemented in a timely fashion. It is understood that jurisdictions will most likely seek outside funding sources to implement mitigation projects. Whenever possible, a funding source has been identified for proposed actions listed in the Mitigation Action Plan.

It will be up to each participating jurisdiction to determine additional implementation procedures beyond their Mitigation Action Plan. This includes integrating the requirements of the Flood Mitigation Plan into other planning documents, processes or mechanisms such as municipal master plans or capital improvement plans, when appropriate.

Monitoring, Evaluating and Updating the Plan

Requirement §201.6(c)(4)(i): *[The plan shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.*

Periodic revisions and updates of the Plan are required to ensure that the goals, objectives, and mitigation actions are kept current. Further, revisions may be necessary to ensure that the Plan is in full compliance with federal regulations and state statutes. This portion of the Plan

outlines the procedures for completing such revisions and updates.

Five-Year Review and Update

Each municipality is responsible for continual monitoring of those components of the Plan that pertains to their jurisdiction. As part of the monitoring process, municipal liaisons will assess any changes in risk; determine whether implementation of mitigation actions is on schedule or if there are any implementation problems, such as technical, political, legal or coordination issues; and reflect changes in programs that affect mitigation priorities or actions.

This Flood Mitigation Plan will be formally reviewed every five years to determine whether there have been significant changes that might affect the Plan and will be updated based on the findings. The five-year review and update will be conducted by participating jurisdictions under the auspices of their respective Counties. An updated Plan is required to be forwarded to the State and FEMA for review and approval and is required to remain eligible for the mitigation funding.

The review and update will give community officials an opportunity to evaluate successful actions and to explore the possibility of documenting losses avoided because of actions taken. The Plan may need to be revised to reflect lessons learned following a disaster declaration or to address specific circumstances arising from changing conditions surrounding disaster events.

Criteria to be included in the evaluation will include, at a minimum:

- Status of each of their mitigation actions
- Reporting on implementation processes, what was successful, any difficulties encountered, how coordination efforts are proceeding, and which mitigation actions should be revised
- Recommending any changes or amendments to the Plan

Disaster Declaration

In addition to the FEMA-required 5-year review, the municipalities should revisit the Plan after any disaster declaration due to flooding. Following a disaster declaration, the Plan may need to be revised to reflect lessons learned, or to address specific circumstances arising from the event. This review will ensure that the Plan is continuously updated to reflect changing conditions, evaluated to ensure that the recommended mitigation strategies remain relevant and revised if necessary.

Annual Review and Update

Each individual County Office of Emergency Management will be responsible for annually coordinating a review of the progress made towards implementing mitigation activities listed in the Plan. Each County Office of Emergency Management will be responsible for composing an annual report that documents the status of their participating municipalities' mitigation actions, identifies mitigation progress, identifies reasons for delays or obstacles to their completion, and provides any updates or additions to the Plan as necessary. All annual reports generated are required to be kept by each County for use during the official five year review process.

Continued Public Involvement

Requirement §201.6(c)(4)(iii): *[The plan shall include a] discussion on how the community will continue public participation in the plan maintenance process.*

Public input was an integral part of the completion of this Plan and will continue to be essential as this Plan changes over time. As is the case with any officially adopted Plan or ordinance, significant changes to this Plan shall require a public hearing.

Other efforts to involve the public in the maintenance, evaluation and revision process will be made as necessary. These efforts will include:

- Utilizing local media to update the public of any maintenance and/or periodic review activities taking place;
- Utilizing City, County and DRBC websites to post the Plan, where the public is invited to provide ongoing feedback.
- Keeping copies of the Plan in public libraries.