

SECTION 4:

PLAN IMPLEMENTATION AND MAINTENANCE

The Plan Implementation and Maintenance section details the formal process that will ensure that the NHMP remains an active and relevant document. The Plan Implementation and Maintenance process includes a schedule for monitoring and evaluating the plan semi-annually, as well as producing an updated plan every five years. Finally, this section describes how the county will integrate public participation throughout the plan maintenance and implementation process.

Implementing the Plan

The success of the Polk County NHMP depends on how well the outlined action items are implemented. In an effort to ensure that the activities identified are implemented, the following steps will be taken: 1) the plan will be formally adopted, 2) a coordinating body will be assigned, 3) a convener shall be designated, 4) the identified activities will be prioritized and evaluated, and 5) the plan will be implemented through existing plans, programs, and policies.

Plan Adoption

The Polk County NHMP was developed and will be implemented through a collaborative process. After the Plan is locally reviewed and deemed complete, the Polk County Community Development or their designee shall submit the plan to the State Hazard Mitigation Officer (SHMO) at the Oregon Military Department – Office of Emergency Management (OEM). OEM submits the plan to FEMA-Region X for review. This review addresses the federal criteria outlined in the FEMA Interim Final Rule 44 CFR Part 201. Upon acceptance by FEMA, the county will adopt the plan via resolution. At that point, the county will gain eligibility for the Pre-Disaster Mitigation Grant Program, the Hazard Mitigation Grant Program funds, and Flood Mitigation Assistance program funds. Following adoption by the county, the participating jurisdictions should convene local decision makers and adopt the Polk County Multijurisdictional NHMP.

Convener

The Polk County Community Development Department will take responsibility for plan implementation and will facilitate the Hazard Mitigation Coordinating Body meetings and will assign tasks such as updating and presenting the plan to the rest of the members of the Coordinating Body (see Jurisdictional Addenda for jurisdiction specific conveners). Plan implementation and evaluation will be a shared responsibility among all of the assigned Hazard Coordinating Body Members. The Convener's responsibilities include:

- Coordinate Steering Committee meeting dates, times, locations, agendas, and member notification;
- Document the discussions and outcomes of committee meetings;

- Serve as a communication conduit between the Steering Committee and the public/stakeholders;
- Identify emergency management-related funding sources for natural hazard mitigation projects; and
- Utilize the Risk Assessment as a tool for prioritizing proposed natural hazard risk reduction projects.

Coordinating Body

The Polk County Convener will form a Natural Hazard Coordinating Body for updating and implementing the NHMP. The Coordinating Body responsibilities include:

- Attend future plan maintenance and plan update meetings (or designating a representative to serve in your place);
- Serve as the local evaluation committee for funding programs such as the Pre-Disaster Mitigation Grant Program, the Hazard Mitigation Grant Program funds, and Flood Mitigation Assistance program funds;
- Prioritize and recommend funding for natural hazard risk reduction projects;
- Evaluate and update the NHMP in accordance with the prescribed maintenance schedule;
- Develop and coordinate ad hoc and/or standing subcommittees as needed; and
- Coordinate public involvement activities.

Members

The following jurisdictions, agencies, and/ or organizations were represented and served on the NHMP update Steering Committee and may also serve as coordinating body members during the implementation and maintenance phase (for a list of individuals see *Acknowledgements*):

- Polk County
 - Community Development
 - Public Works
 - Emergency Management

To make the coordination and review of the Polk County NHMP as broad and useful as possible, the Coordinating Body will engage additional stakeholders and other relevant hazard mitigation organizations and agencies to implement the identified action items. Note: Each participating city shall convene its own steering committee. Each city convener will communicate their implementation and maintenance activities to the convener of the county steering committee.

Implementation through Existing Programs

The NHMP includes a range of action items that, when implemented, will reduce loss from hazard events in the county. Within the plan, FEMA requires the identification of existing programs that might be used to implement these action items. Polk County, and the participating cities, currently addresses statewide planning goals and legislative requirements through their comprehensive land use plans, capital improvement plans, mandated standards and building codes. To the extent possible, Polk County, and

participating cities, will work to incorporate the mitigation action items into existing programs and procedures.

Many of the recommendations contained in the NHMP are consistent with the goals and objectives of the participating city and county's existing plans and policies. Where possible, Polk County, and participating cities, should implement the recommended actions contained in the NHMP through existing plans and policies. Plans and policies already in existence often have support from local residents, businesses, and policy makers. Many land-use, comprehensive, and strategic plans get updated regularly, and can adapt easily to changing conditions and needs. Implementing the action items contained in the NHMP through such plans and policies increases their likelihood of being supported and implemented.

Examples of plans, programs or agencies that may be used to implement mitigation activities include:

- City and County Budgets
- Community Wildfire Protection Plans
- Comprehensive Land Use Plans
- Economic Development Action Plans
- Zoning Ordinances and Building Codes

For additional examples of plans, programs or agencies that may be used to implement mitigation activities refer to list of plans in Appendix B, *Community Profile*.

Plan Maintenance

Plan maintenance is a critical component of the NHMP. Proper maintenance of the plan ensures that this plan will maximize the county and participating city's efforts to reduce the risks posed by natural hazards. This section was developed by OPDR and includes a process to ensure that a regular review and update of the plan occurs. The coordinating body and local staff are responsible for implementing this process, in addition to maintaining and updating the plan through a series of meetings outlined in the maintenance schedule below.

Meetings

The Coordinating Body will meet on a **semi-annual basis** to complete the following tasks. During the meeting the Coordinating Body will:

- Review existing action items to determine appropriateness for funding;
- Educate and train new members on the plan and mitigation in general;
- Identify issues that may not have been identified when the plan was developed; and
- Prioritize potential mitigation projects using the methodology described below.

During the second meeting the Coordinating Body will:

- Review existing and new risk assessment data;
- Discuss methods for continued public involvement; and
- Document successes and lessons learned during the year.

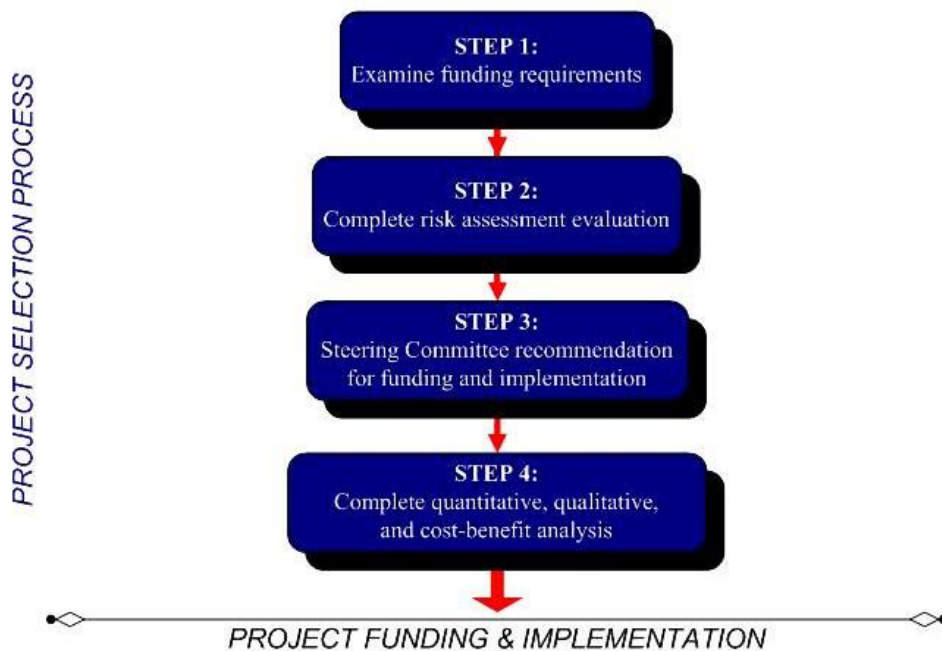
These meetings are an opportunity for the cities to report back to the county on progress that has been made towards their components of the NHMP.

The convener will be responsible for documenting the outcome of the semi-annual meetings in Appendix A. The process the Coordinating Body will use to prioritize mitigation projects is detailed in the section below. The plan’s format allows the county and participating jurisdictions to review and update sections when new data becomes available. New data can be easily incorporated, resulting in a NHMP that remains current and relevant to the participating jurisdictions.

Project Prioritization Process

The Disaster Mitigation Act of 2000 requires that jurisdictions identify a process for prioritizing potential actions. Potential mitigation activities often come from a variety of sources; therefore, the project prioritization process needs to be flexible. Committee members, local government staff, other planning documents, or the risk assessment may be the source to identify projects. Figure 4-1 illustrates the project development and prioritization process.

Figure 4-1 Action Item and Project Review Process



Source: Oregon Partnership for Disaster Resilience, 2008.

Step 1: Examine funding requirements

The first step in prioritizing the plan’s action items is to determine which funding sources are open for application. Several funding sources may be appropriate for the county’s proposed mitigation projects. Examples of mitigation funding sources include but are not limited to: FEMA’s Pre-Disaster Mitigation competitive grant program (PDM), Flood Mitigation Assistance (FMA) program, Hazard Mitigation Grant Program (HMGP), National Fire Plan (NFP), Community Development Block Grants (CDBG), local general funds, and private

foundations, among others. Please see Appendix D, *Grant Programs and Resources* for a more comprehensive list of potential grant programs.

Because grant programs open and close on differing schedules, the Coordinating Body will examine upcoming funding streams' requirements to determine which mitigation activities would be eligible. The Coordinating Body may consult with the funding entity, Oregon Military Department – Office of Emergency Management (OEM), or other appropriate state or regional organizations about project eligibility requirements. This examination of funding sources and requirements will happen during the Coordinating Body's semi-annual NHMP maintenance meetings.

Step 2: Complete risk assessment evaluation

The second step in prioritizing the plan's action items is to examine which hazards the selected actions are associated with and where these hazards rank in terms of community risk. The Coordinating Body will determine whether or not the plan's risk assessment supports the implementation of eligible mitigation activities. This determination will be based on the location of the potential activities, their proximity to known hazard areas, and whether community assets are at risk. The Coordinating Body will additionally consider whether the selected actions mitigate hazards that are likely to occur in the future, or are likely to result in severe / catastrophic damages.

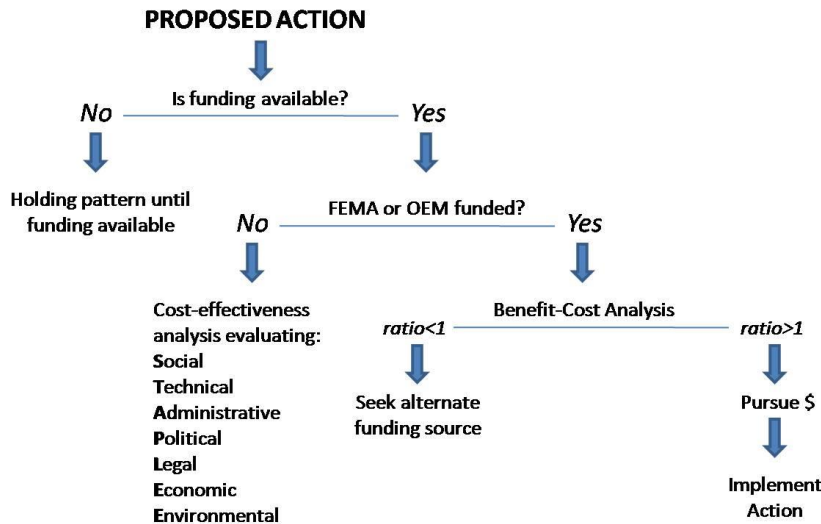
Step 3: Coordinating Body Recommendation

Based on the steps above, the Coordinating Body will recommend which mitigation activities should be moved forward. If the Coordinating Body decides to move forward with an action, the coordinating organization designated on the action item form will be responsible for taking further action and, if applicable, documenting success upon project completion. The Coordinating Body will convene a meeting to review the issues surrounding grant applications and to share knowledge and/or resources. This process will afford greater coordination and less competition for limited funds.

Step 4: Complete quantitative and qualitative assessment, and economic analysis

The fourth step is to identify the costs and benefits associated with the selected natural hazard mitigation strategies, measures or projects. Two categories of analysis that are used in this step are: (1) benefit/cost analysis, and (2) cost-effectiveness analysis. Conducting benefit/cost analysis for a mitigation activity assists in determining whether a project is worth undertaking now, in order to avoid disaster-related damages later. Cost-effectiveness analysis evaluates how best to spend a given amount of money to achieve a specific goal. Determining the economic feasibility of mitigating natural hazards provides decision makers with an understanding of the potential benefits and costs of an activity, as well as a basis upon which to compare alternative projects. Figure 4.2 shows decision criteria for selecting the appropriate method of analysis.

Figure 4-2 Benefit Cost Decision Criteria



Source: Oregon Partnership for Disaster Resilience, 2010.

If the activity requires federal funding for a structural project, the Coordinating Body will use a FEMA-approved cost-benefit analysis tool to evaluate the appropriateness of the activity. A project must have a benefit/cost ratio of greater than one in order to be eligible for FEMA grant funding.

For non-federally funded or nonstructural projects, a qualitative assessment will be completed to determine the project’s cost effectiveness. The Coordinating Body will use a multivariable assessment technique called STAPLE/E to prioritize these actions. STAPLE/E stands for Social, Technical, Administrative, Political, Legal, Economic, and Environmental. Assessing projects based upon these seven variables can help define a project’s qualitative cost effectiveness. OPDR at the University of Oregon’s Community Service Center has tailored the STAPLE/E technique for use in natural hazard action item prioritization.

Continued Public Involvement and Participation

The participating jurisdictions are dedicated to involving the public directly in the continual reshaping and updating of the Polk County NHMP. Although members of the Coordinating Body represent the public to some extent, the public will also have the opportunity to continue to provide feedback about the plan.

To ensure that these opportunities will continue, the County and participating jurisdictions will:

- Post copies of their plans on corresponding websites; and
- Place articles in the local newspaper or existing newsletters directing the public where to view and provide feedback.

In addition to the involvement activities listed above, Polk County will ensure continued public involvement by posting the Polk County NHMP on the county’s website (<http://www.co.polk.or.us/>). The plan will also be archived and posted on the University of Oregon Libraries’ Scholar’s Bank Digital Archive (<https://scholarsbank.uoregon.edu>).

Five-Year Review of Plan

This plan will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. **The Polk County NHMP is due to be updated by February 6, 2023.** The Convener will be responsible for organizing the coordinating body to address plan update needs. The Coordinating Body will be responsible for updating any deficiencies found in the plan, and for ultimately meeting the Disaster Mitigation Act of 2000's plan update requirements.

The following 'toolkit' can assist the Convener in determining which plan update activities can be discussed during regularly-scheduled plan maintenance meetings, and which activities require additional meeting time and/or the formation of sub-committees.

Table 4-1 Natural Hazards Mitigation Plan Update Toolkit

Question	Yes	No	Plan Update Action
Is the planning process description still relevant?			Modify this section to include a description of the plan update process. Document how the planning team reviewed and analyzed each section of the plan, and whether each section was revised as part of the update process. (This toolkit will help you do that).
Do you have a public involvement strategy for the plan update process?			Decide how the public will be involved in the plan update process. Allow the public an opportunity to comment on the plan process and prior to plan approval.
Have public involvement activities taken place since the plan was adopted?			Document activities in the "planning process" section of the plan update
Are there new hazards that should be addressed?			Add new hazards to the risk assessment section
Have there been hazard events in the community since the plan was adopted?			Document hazard history in the risk assessment section
Have new studies or previous events identified changes in any hazard's location or extent?			Document changes in location and extent in the risk assessment section
Has vulnerability to any hazard changed?			Document changes in vulnerability in the risk assessment section
Have development patterns changed? Is there more development in hazard prone areas?			Document changes in vulnerability in the risk assessment section
Do future annexations include hazard prone areas?			Document changes in vulnerability in the risk assessment section
Are there new high risk populations?			Document changes in vulnerability in the risk assessment section
Are there completed mitigation actions that have decreased overall vulnerability?			Document changes in vulnerability in the risk assessment section
Did the plan document and/or address National Flood Insurance Program repetitive flood loss properties?			Document any changes to flood loss property status
Did the plan identify the number and type of existing and future buildings, infrastructure, and critical facilities in hazards areas?			1) Update existing data in risk assessment section, or 2) determine whether adequate data exists. If so, add information to plan. If not, describe why this could not be done at the time of the plan update
Did the plan identify data limitations?			If yes, the plan update must address them: either state how deficiencies were overcome or why they couldn't be addressed
Did the plan identify potential dollar losses for vulnerable structures?			1) Update existing data in risk assessment section, or 2) determine whether adequate data exists. If so, add information to plan. If not, describe why this could not be done at the time of the plan update
Are the plan goals still relevant?			Document any updates in the plan goal section
What is the status of each mitigation action?			Document whether each action is completed or pending. For those that remain pending explain why. For completed actions, provide a 'success' story.
Are there new actions that should be added?			Add new actions to the plan. Make sure that the mitigation plan includes actions that reduce the effects of hazards on both new and existing buildings.
Is there an action dealing with continued compliance with the National Flood Insurance Program?			If not, add this action to meet minimum NFIP planning requirements
Are changes to the action item prioritization, implementation, and/or administration processes needed?			Document these changes in the plan implementation and maintenance section
Do you need to make any changes to the plan maintenance schedule?			Document these changes in the plan implementation and maintenance section
Is mitigation being implemented through existing planning mechanisms (such as comprehensive plans, or capital improvement plans)?			If the community has not made progress on process of implementing mitigation into existing mechanisms, further refine the process and document in the plan.

Source: Oregon Partnership for Disaster Resilience, 2010.