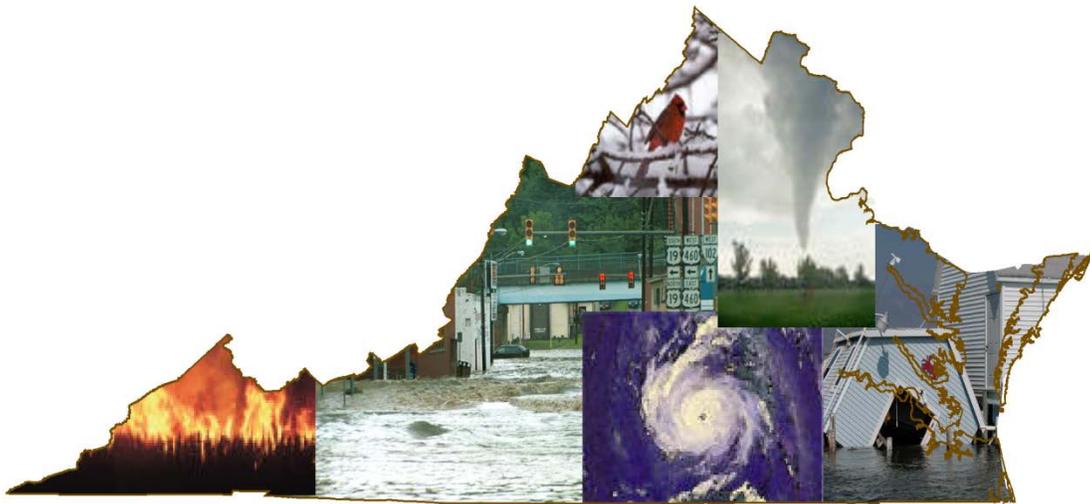


# COMMONWEALTH OF VIRGINIA



## Hazard Mitigation Plan



### Chapter 7 Plan Maintenance and Implementation



**Disaster Mitigation Act of 2000**

**§201.4(c)(5): A Plan Maintenance Process that includes:**

- (i) An established method and schedule for monitoring, evaluating, and updating the plan.**
- (ii) A system for monitoring implementation of mitigation measures and project closeouts**
- (iii) A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategies.**

**§201.4 (d): Review and updates. Plan must be reviewed and revised to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities and resubmitted for approval to the appropriate Regional Director every three years. The Regional review will be completed within 45 days after receipt from the State, whenever possible. We also encourage a State to review its plan in the post-disaster time frame to reflect changing priorities, but it is required.”**

## 7.1 Plan Monitoring Procedures

The Commonwealth of Virginia Hazard Mitigation Plan was developed and updated with the understanding that as events occur, new policies and procedures are added and subtracted, and other unforeseen circumstances can cause certain elements of the plan to require revisions. It is important to establish a comprehensive monitoring system to ensure that the plan remains a fluid living document that is regularly being reviewed by Virginia Department of Emergency Management (VDEM) and the Virginia Hazard Mitigation Advisory Committee (VHMAC). This will prevent the plan from becoming an unused shelf document.

Due to eight presidential disaster declarations over the last planning period, many resources have been pulled from the implementation of the plan to focus on response and recovery operations. This includes implementation of the Hazard Mitigation Grant Program (HMGP) and local hazard mitigation plan updates. As a result, many of the actions in Chapter 5 related to structural elevation, floodproofing, acquisition and demolition, minor localized flood reduction projects, and 5% initiative projects have been applied for and awarded grant funds. Implementation of the post disaster HMGP program limited the meeting schedule identified in the 2010 plan to prioritization of HMGP project applications.

During the planning period for the 2013 plan update, it was determined by VDEM mitigation staff that the structure of the committee needed to be revised to promote more discussions and decision making from the committee. While VDEM is the lead for the Commonwealth’s Hazard Mitigation Program, support of essential stakeholders is crucial to the process.





The steering committee and four sub-committee structure was revised to an advisory committee (VHMAC) and a working group (Virginia Hazard Mitigation Working Group) structure. More information can be found in Chapter 2, Planning Process.

## 7.2 Tracking Strategies and Projects

As state hazard mitigation plans must be revised three years after FEMA approval, Virginia agencies that initiated a strategy or project were asked to report on the progress and accomplishments of each strategy annually from 2010 – 2012. An annual strategy report was developed by VDEM hazard mitigation staff to make it easy for state agency contacts to report on the progress of their strategies. This not only allowed VDEM mitigation staff to monitor plan implementation, but also simplified the reporting process for the plan revision. This is the same report form used in previous plans. A sample annual state strategy report can be found in Appendix D, through this form state agencies were able to report on the following:

- Overall Status
- Change In Priority
- Were Goals and Categories Achieved?
- Final Cost, Cost Effective?
- Funding Source
- Number of People and Structures Protected
- Losses Avoided
- Are State Mitigation Goals Still Relevant?

This reporting process worked well during the 2006 through 2012 reporting periods and it will continue to be the reporting method for 2013 through 2016. VDEM mitigation staff will be responsible for requesting and maintaining this information for the next three year revision. The annual strategy reports will also be presented to the VHMAC for review and discussion.

## 7.3 Plan Evaluation and Implementation (2013 – 2016)

The Virginia Department of Emergency Management has the responsibility of being the coordinating agency for updating the Commonwealth of Virginia Hazard Mitigation Plan every 3 years. Having a FEMA approved and state adopted plan makes the Commonwealth and all localities eligible for post-disaster federal funding for Public Assistance Categories C-G, as well as pre and post-disaster Hazard Mitigation Assistance programs.





## Commonwealth of Virginia Hazard Mitigation Plan

### Chapter 7 – Plan Maintenance and Implementation

During plan update cycles, the Commonwealth is responsible for the following:

- 1) Identifying and profiling hazards and their risks to include:
  - a. Description;
  - b. Location;
  - c. Historical Occurrences;
  - d. Extent (How bad can it get?);
- 2) Identifying vulnerabilities to identified hazards
  - a. Vulnerable Populations and Structures
  - b. Critical Facilities
  - c. State Facilities
  - d. Loss Estimations
  - e. Incorporating local hazard mitigation plans
- 3) Identify Capabilities (funding sources, regulatory, policies)
  - a. State Programs
  - b. Federal Programs
  - c. Local Programs
  - d. Non-Profit Programs
  - e. Private Programs
- 4) Develop/Review Goals, Objectives, and Actions to Reduce Risk
  - a. Data to support Hazard Identification and Risk Assessment
  - b. Policy and Planning
  - c. Structural Mitigation
  - d. Outreach and Education Campaigns
- 5) Develop a Plan of Implementation for the next 3 years
- 6) Submitting to FEMA for approval
- 7) Adopted by the Commonwealth

The (VHMAC) is critical in assisting VDEM staff in the update process. Natural disasters do not stop at political and physical boundaries, and that is why it is necessary to have key stakeholders at the table for making statewide decisions to support mitigation.





### 7.3.1 Review of Eligible Hazard Mitigation Assistance (HMA) Grant Applications

The state is required to have a process put in place to prioritize federal funding through VHMA programs to localities. A part of this process is the VHMAL review of the HMA project applications. Typically for non-disaster grants, this would only happen once a year, in the fall.

For post-disaster funding, the timelines are unknown but will typically have one review process per federally declared disaster. The input from the VHMAL would involve a presentation and how well the committee member felt that the proposed solution solves the problem (i.e., reduces risk).

### 7.3.2 Bi-annual meetings to discuss mitigation initiatives/opportunities

Twice a year the VHMAL will meet to discuss initiatives/opportunities for mitigation. These meetings will have pre-identified topics of discussion/agendas that will either be related to a change in policy/regulations, recent event, and/or mitigation actions identified in the plan. Depending on the type of event, subject matter experts can be called in from the Virginia Hazard Mitigation Working Group (VHMALWG) to present on certain topics to increase the knowledge of hazards/programs to the VHMAL. The overall vision and goals will also be reviewed. The process for gathering post-event information to present to the VHMAL is identified below:

- Similar to the process for administering and writing local hazard mitigation plans, Virginia's 21 Planning District Commission will be utilized as a source of information for mitigation opportunities. VDEM will develop a questionnaire to identify opportunities for mitigation whether related to data improvement, policy and planning, structural projects, or outreach and education. This information will be compiled and presented to the VHMAL prior to the bi-annual meetings so that the members are prepared to discuss as necessary.
- Notification of the date, time, and topic of the meeting will be provided at least 6 weeks in advance.
- Depending on the need, meetings can be held in person or via WebEx/Conference Calls.





## 7.4 Support Post-Disaster Mitigation Operations

Depending on the nature of event that has occurred, some or all of the VHMALC may be involved in the recovery process. This would be an excellent opportunity to identify mitigation opportunities within the localities, state level, and private entities. This could provide a forum for discussing how to leverage funding to implement actions to reduce long term risk and increase the speed in which the impacted area(s) can return to normal.

## 7.5 Project Closeout

“Project closeout” is the process that finalizes a completed mitigation project that FEMA has funded. Closeout will be conducted based on FEMA Region III closeout procedures. FEMA-funded projects will continue to be closed out in accordance with national and regional FEMA guidance along with Commonwealth of Virginia VDEM financial management procedures. Projects and activities funded through other federal or state grant programs, state general funds or that can be achieved without targeted funding will be completed as dictated by the funding source or state program with administrative oversight for the activity of the project.

### 7.5.1 Required Closeout Documents from the Commonwealth with Closeout Request Letter to FEMA:

- Letter from Governor’s Appointed Representative (GAR) requesting close out. Request indicates project completion and that further cost adjustments will not be required
- Project Closeout Financial Tracking Report and final budget
- Verification of deed restrictions (for acquisition projects)
- Non-Conversion Agreement (for elevation projects)
- Proof of flood insurance (for elevation and floodproofing projects)
- AW501 Forms (if repetitive loss)
- Before and after pictures
- FEMA Closeout Checklist
- Any supporting documentation specific to the project





### 7.5.2 Documents Maintained by the Commonwealth and Sub-grantee for Project Closeout

- Description of completed project, including AS BUILT designs for structural projects.
- Assurances that post-award requirements identified in Environmental Review Letters were met, if required
- Budget itemization of expended funds, including local matches
- Receipts, vouchers and other verification of expenses
- Duplication of benefit verification (for acquisition projects)
- Verification of deed restrictions (for acquisition projects)
- Open Space Reporting (for acquisition projects)
- Non-Conversion Agreement (for elevation projects)
- Post-award correspondence
- Additional pertinent items identified as needed

### 7.5.3 Close-out Process Guidelines

- Applicant (Sub-grantee) requests a final project inspection from the Commonwealth (for final payment)
- Commonwealth performs final inspection and project review (in cooperation with FEMA, who may attend)
- Final Budget and Scope of Work Adjustment
- Commonwealth submits closeout letter package to FEMA
- FEMA reviews closeout package; may request additional information
- FEMA sends concurrence letter to the Commonwealth for project costs and sub-grantee administrative costs
  - a. Commonwealth and FEMA may resolve any discrepancies in final project costs and sub-grantee administrative costs
  - b. Date of signed concurrence memo is used as a project completion date
  - c. FEMA notifies Commonwealth that project is complete and that no quarterly reports are required
  - d. Commonwealth notifies sub-grantee that project has been closed.





## 7.6 Plan Amendments

Should a specific plan element or section require revision or amendment prior to the subsequent plan revision due to state or federal legislation or policy change, VDEM staff will meet with all appropriate stakeholders and propose the change or addendum to FEMA as quickly as is practicable.

## 7.7 Timeline for 3 Year Update

Table 7.1 Implementation Schedule 2013-2016		
Task	Responsible Party	Anticipated Time of Completion
Final Approval from FEMA	VDEM/FEMA	March 12, 2013
VHMAC Meeting	VDEM/VHMAC	Spring 2013
Request Status of Mitigation Actions	VDEM	Summer 2013
VHMAC Meeting	VDEM/VHMAC	Fall 2013
Annual HMA Prioritization Meeting	VDEM/VHMAC	Fall 2013
Secure Funding for 2016 Update	VDEM/VHMAC	Fall 2013
VHMAC Meeting	VDEM/VHMAC	Spring 2014
Request for Open Space Reporting	VDEM/localities	Summer 2014
Begin 2016 Plan Update	VDEM/VHMAC	Summer 2014
Request Status of Mitigation Actions	VDEM	Summer 2014
VHMAC Meeting	VDEM/VHMAC	Fall 2014
Annual HMA Prioritization Meeting	VDEM/VHMAC	Fall 2014
VHMAC Meeting	VDEM/VHMAC	Spring 2015
Request Status of Mitigation Actions	VDEM	Summer 2015
VHMAC Meeting	VDEM/VHMAC	Fall 2015
Finalize 2016 Plan Update	VDEM/VHMAC	Fall 2015
Submit 2016 Plan Update to FEMA	VDEM	Winter 2016
FEMA Final Approval	VDEM/FEMA	March 12, 2016

