

SECTION 5: PLAN MAINTENANCE PROCESS

Hazard mitigation planning is a continuous process. The policies and procedures established in the State of Wisconsin Hazard Mitigation Plan reflect the current emergency management and hazard mitigation philosophy at both the state and federal levels. Federal regulations [44 CFR 201.4 (d)] require the State Plan to be reviewed, revised, and submitted for approval to the Region V Director of FEMA every five years. The regulations also require a plan maintenance process that includes an established method and schedule for monitoring, evaluating, and updating the plan; a system for monitoring implementation of mitigation measures and project closeouts; and a system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.

5.1 Monitoring, Evaluating, and Updating the Plan

Wisconsin Emergency Management is responsible for developing, reviewing, evaluating, and updating the State Hazard Mitigation Plan and submitting to FEMA for approval every five years. The State Hazard Mitigation Officer (SHMO), with the support of the Wisconsin Silver Jackets Hazard Mitigation Team (WSJHMT) will coordinate the implementation and update of the State Plan.

The State Plan, approved in 2005, 2008, and 2011, stated that a review will take place in three ways:

- Annually for progress made on mitigation actions and projects identified in the Mitigation Strategy of the State Plan.
- After each major disaster in the state that receives a Presidential Disaster Declaration to address areas where the State Plan should be amended to reflect the impact of the disaster.
- Every five years before submission to FEMA for approval.

The SHMO will convene regular WSJHMT meetings to monitor and evaluate progress on achieving hazard mitigation program goals and actions as identified in the Mitigation Strategy. In addition, the WSJHMT will continue to discuss, research, and develop mitigation recommendations in support of the Plan's goals. These recommendations will then be added to the Plan during the five-year Plan update.

In the event of a major disaster declaration, the SHMO and the WSJHMT will review the existing State Hazard Mitigation Plan to determine if existing policies, priorities, programs, and/or capabilities are adequate to address the issues generated by the disaster. The SHMO and Federal Hazard Mitigation Officer, Region V National Flood Insurance Program (NFIP) Specialist and the state Department of Natural Resources Floodplain Management staff will develop the post-event Mitigation Strategy at the Joint Field Office. This strategy will identify mitigation opportunities and issues that need to be addressed based on the event and identify the specific activities that each agency will accomplish in administering mitigation programs for the

declaration. This report will become an integral part of the annual report as well as the five-year Plan update.

During this five-year update cycle, there were four federal disaster declarations, FEMA-4076-DR declared August 2, 2012, FEMA-4141-DR declared August 8, 2013, FEMA-4276-DR declared August 9, 2016, and FEMA-4288-DR declared October 20, 2016. The WSJHMT met to discuss the impacts of the disasters and it was felt that the goals and mitigation actions of the State Plan as well as the Mitigation Strategies for those events were current and adequate. This method of analysis has worked well during the update process. WEM Mitigation staff and WSJHMT members are presently involved in recovery efforts for the two most recent events declared in August and October, 2016, which will be ongoing for the foreseeable future. In addition, the Wisconsin Recovery Task Force (WRTF) was convened for 4276-DR and 4288-DR. The WSJHMT is the Mitigation RSF Subcommittee on the WRTF, which is led by the SHMO.

This update of the plan looked at the following. Subsequent updates will continue addressing the items identified below:

- Review and revise the State Risk Assessment. The State Risk Assessment has been incorporated into the THIRA (Threat Hazard Identification and Risk Assessment) and is included in Attachment A to the State Plan. This will include a review and update of hazard profiles and data on vulnerable state facilities as new information becomes available. With this update, technological and human caused hazards have been included in the THIRA as well as the impacts from changing future conditions.
- Include information from local and countywide all-hazards mitigation plans completed during the five-year update cycle especially those sections related to the Risk Assessment and Mitigation Strategy.
- Examine progress on and determine effectiveness of mitigation actions in the Mitigation Strategy and determine how the performance of those actions should influence the State Plan's Mitigation Strategy.
- Examine implementation of the State Plan, identify problems (technical, political, legal, and financial), and develop recommendations to overcome them.
- Examine the effectiveness of state-funded, local mitigation projects, and determine how the performance of those projects should influence the Mitigation Strategy.
- Recommend ways to increase involvement by state agencies and local jurisdictions in hazard mitigation.
- Recommend revisions to the Mitigation Strategy's goals, recommendations, projects, and action plan to reflect changes in policies, priorities, programs, and funding; as appropriate, recommendations will include findings of any hazard mitigation reports following disaster events.
- Following review and revision of the State Plan, the WSJHMT will analyze the plan maintenance process, and make changes to improve the process and method used to review the plan.

In addition, the State Plan update will be coordinated with other state plans, as appropriate, such as the Wisconsin Emergency Response Plan, Wisconsin State Recovery Plan, and THIRA.

The WSJHMT will review and concur with the Plan update before submission to FEMA. WEM will request signed state agency concurrence from those state agencies represented on the WSJHMT when FEMA advises that the update meets requirements. Agency concurrence will be incorporated into the Plan update as adoption of the update and included in Appendix K. The table in Figure 5.1-1, shows the schedule of activities for the next five-year Plan update cycle.

Figure 5.1-1: Plan Update Schedule of Activities

Activity	Target Date
Hold a WSJHMT meeting to discuss development of the update and the agencies' roles and the responsibilities as members of the Team. (WEM)	11/1/20
Review the Mitigation Strategies for any declared disasters since the last update to identify new issues generated by those disasters. (WEM, Team)	11/1/20
Review and update the State Risk Assessment [201.4(c)(2)] incorporating information from local all-hazards mitigation plans. (Risk Assessment is in the THIRA.) (WEM)	2/1/21
Review and update the Mitigation Strategy [201.4(c)(3)] incorporating information from local all-hazards mitigation plans. (WEM, Team) <ul style="list-style-type: none"> • Update the State Capability Assessment • Update the Local Capability Assessment • Review existing Mitigation Actions and report progress • Identify new Mitigation Actions based on recent disasters, information from local plans, and changes in programs, regulations, policies, and funding. • Identify any new potential funding sources or programs 	4/1/21
Review and update the mitigation and disaster history portions of the plan including status of mitigation projects completed and those currently in progress from the last update of the Plan. (WEM)	6/1/21
Review and update the coordination of local mitigation planning and assistance [201.4(c)(4)] portions of the plan. (WEM)	6/1/21
Review and update the Plan Maintenance [201.4(c)(5)] section of the plan. (WEM)	6/1/21
Review and Update the Enhanced [201.5(b)] portion of the plan. (WEM)	6/1/21
Assemble draft of the Wisconsin Hazard Mitigation Plan update. (WEM)	7/1/21
Copy and distribute the draft Wisconsin Hazard Mitigation Plan and request agency review and comments. (WEM, All)	8/1/21
Incorporate changes into final draft of the Wisconsin Hazard Mitigation Plan update. (WEM)	9/1/21
Distribute Wisconsin Hazard Mitigation Plan update for final review and concurrence. (WEM, All)	9/15/21
Submit Wisconsin Hazard Mitigation Plan update to the Federal Emergency Management Agency for review and approval. (WEM)	10/1/21
Distribute approved State Hazard Mitigation Plan update to state and federal agencies, as appropriate; place on WEM's website. (WEM)	12/1/21

The SHMO will distribute copies of the approved Plan to federal, state, local, and tribal agencies

as appropriate. In addition, the Plan can be viewed and downloaded at WEM's website, <http://emergencymangement.wi.gov>.

5.2 Monitoring Progress of Mitigation Actions

The previous version of the State Plan stated that the Plan will be reviewed and evaluated annually to ensure that program implementation is on schedule. Team members will complete an annual progress reports and submit the report to the SHMO. This process has not worked well for the WEM and the rest of the Team. Therefore, the process will be changed as described below.

The previous process was to have WEM Mitigation staff track progress of actions identified in the State Plan and prepare an annual report by December 31. The annual report would include progress on recommendations and whether that progress is meeting the goals as stated in the Mitigation Strategy. The report would also contain a review of the effectiveness of current programs and recommend additional mitigation activities for the future. The information contained in the annual reports would be incorporated into the five-year Plan update. During this update, one annual report was completed for 2012. The remaining annual reports were not completed during the update cycle as planned due to staffing and other work priorities. Although reports were not completed, WEM was aware of agency activities through day-to-day contact and Team and WRTF meetings following disaster declarations in 2012, 2013, and two in 2016.

In 2014 the three-year update requirement was changed to five years. During the update cycle, it was found to be time consuming to try and capture all of the activities from the past five years. For the next update cycle, WEM will track activities annually by gathering the information throughout the year, and complete an analysis at the end of the year. This information will be gathered through normal correspondence and contact with Team members, as well as regularly-scheduled and as-needed WSJHMT and WRTF meetings. Minutes are produced after each meeting which will also serve as documentation for the year end analysis. In addition, information is provided in quarterly progress reports submitted to the Region.

5.3 Project Monitoring and Closeouts

State agencies and local governments with projects funded by the Hazard Mitigation Grant Program, Pre-Disaster Mitigation program, and Flood Mitigation Assistance program are required to submit quarterly reports to WEM. Additionally, agencies and local governments receiving hazard mitigation grants are required to submit a closeout report at the conclusion of any project. More information on the process used to monitor progress of mitigation actions funded by FEMA's Hazard Mitigation Assistance programs can be found in Sections 6.4.3 and 6.4.4, Comprehensive State Hazard Mitigation Program, and the Hazard Mitigation Grant Program Administrative Plan, Appendix F.