

## **6.0: Plan Maintenance Process**

A formal process is required to ensure that the Plan will remain an active and relevant document. This section, Plan Maintenance, includes a schedule for monitoring and evaluating the Plan annually, and for revising the Plan every five years. It describes how the Hazard Mitigation Council and individual member institutions will receive public input throughout the process. Finally, this section explains how institutions will transform the mitigation strategies outlined in this plan into existing planning mechanisms.

### **Summary of Changes-2023 Plain Maintenance**

- Plan Monitoring, Evaluating, and Updating (Section 6.1.1 thru 6.1.3) updated.
- The projects were worked on and narrowed down to 65 projects.
- Staffing (Section 6.2.3) Updates were added and additional staff included.

## 6.1: Monitoring, Evaluating, and Updating the Plan

**44 CFR 201.4(c)(5)(i)(ii) – The State mitigation strategy shall include the following elements: A Plan Maintenance Process that includes:**

**An established method and schedule for monitoring, evaluating, and updating the plan. This is a system for monitoring implementation of mitigation measures and project closeouts.**

### 6.1.1 Plan Monitoring, Evaluating, and Updating

The Mississippi Hazard Mitigation Council participants will review the goals, objectives, and action items listed in the plan on a semi-annual basis. They shall be responsible for communicating any desired or necessary changes to the Mississippi Emergency Management Agency and other stakeholders. The Hazard Mitigation Council will convene semi-annual meetings to conduct the following activities:

- Review existing action items to determine appropriateness of funding;
- Identify issues that may not have been identified when the plan was developed;
- Prioritize potential mitigation projects using the methodology described in the plan; and
- Assist in development of funding proposals for priority action items.

The project status will be evaluated and such items as timeline, funding source, and responsible entity will be reviewed for update. The Mississippi Emergency Management Agency Office of Mitigation will be responsible for updating the plan on a five-year cycle. If there are needed changes, a memorandum describing needed changes and progress on implementation, will be provided annually to MEMA, FEMA Region IV, and the Hazard Mitigation Council.

The State of Mississippi Hazard Mitigation Plan will be evaluated at each semi-annual Hazard Mitigation Council Meeting. This will provide an opportunity for effective utilization of the Plan and will involve stakeholders from State agencies with responsibility for mitigation actions and projects. The mitigation council meetings will involve a review of mitigation actions and projects, review of any major disaster occurrence to determine the need for plan refocus, and review every five years before submission to FEMA for approval.

### 6.1.2 Plan Evaluation

In addition to semi-annual reviews, the Hazard Mitigation Council and each participating agency will perform a more comprehensive review of the Plan every two years, or as deemed necessary by the Council and MEMA. The coordinating organizations responsible for the various action items will report on the status of their projects, the success of various implementation processes, difficulties encountered, and success of coordination efforts. They will then evaluate the content of the plan using the following questions:

- Are these programs effective?
- Have there been any changes in development that affect our mitigation priorities?

- Do our goals, objectives, and action items meet STAPLE/E criteria?
- Are our goals, objectives, and action items relevant, given any changes in our Agency?
- Are our goals, objectives, and action items relevant given any changes to State or Federal regulations and policy?
- Is there any new data that affects the risk assessment portion of the Plan?

The Hazard Mitigation Council meets semi-annually. During our semi-annual meetings, the following occurred:

- Review updates of risk assessment data and findings, as well as new events and data
- Discuss methods of continued public and stakeholder participation, and
- Document successes in mitigation strategy's goals and lessons learned based on actions that were accomplished during the past two years.

Any resulting updates or changes will be included in the Plan. Again, the Hazard Mitigation Council and the Mississippi Emergency Management Agency Office of Mitigation will be responsible for making any changes and will provide the updates via a memorandum, as described earlier, and will keep files of changes needed for the five-year re-submittal.

The 2023 Standard Mitigation Plan contains project profiles. These profiles are reviewed and updated by all State agencies that have assigned projects using the State's intra-site. During the semi-annual Hazard Mitigation Council meetings, these projects were discussed and evaluated for progress to make sure that projects remained relevant and viable.

The 2018 State Plan contained 67 projects. Based on evaluation and feedback of the 2013 plan mitigation actions/projects, projects that were found too redundant or obsolete were combined or deleted. The projects were reduced to 67 viable projects.

The process for monitoring the mitigation actions has been modified. A tabular summary of all projects referenced to a profile will be available and will detail each mitigation action. The monitoring process will be organized in an information management system, which will be maintained and updated by MEMA. The new process will provide for efficient and effective updates of the mitigation actions. Since the Hazard Mitigation Council will now meet semi-annually, review of the mitigation action will result in timely updates.

### **6.1.3 Plan Updates**

The Hazard Mitigation Council is responsible for making updates to the Plan, and the Agency participants are responsible for the content of the updates. The council meets semi-annually and will continue to contribute input and periodically reporting on agency projects. The Agencies will provide institutional-level updates to the Plan when necessary. At the time of review, the following key questions will be addressed:

- Are the plan goals still applicable?
- Are there new partners or stakeholders who should be targeted for involvement?
- Do existing actions need to be re-evaluated or re-prioritized for implementation?
- Are the actions still appropriate given current resources?
- Have changes in construction and development influenced the effects of hazards?

- Are there new studies or data available that would enhance the risk assessment?
- Have the Agencies been affected by any disasters, and did the plan accurately address the impacts of the events?

The Plan will be submitted for review to MEMA and FEMA every five years.

### 6.1.4 Implementation through Existing Programs

The multi-institutional participants can use the Plan as a baseline of information on the natural hazards that impact their institutions.

### 6.1.5 Continued Public Involvement

The public, as well as State and Local communities, will be directly involved in reviewing and updating the Plan. The Hazard Mitigation Council and its representatives should solicit feedback from the public during monitoring, evaluating, and updating the Plan as described above. The State Plan is accessible on our MEMA website for the public to view and give feedback to the state plan.

## 6.2: Monitoring Progress of Mitigation Actions and Assessments of Mitigation Actions

**44 CFR 201.4(c)(5)(iii) – The State mitigation strategy shall include the following elements:  
A Plan Maintenance Process that includes:  
A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.**

The plan maintenance process should include:

- A system for monitoring implementation of mitigation measures and project closeouts.
- A system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.

### 6.2.1 Monitoring Implementation of Mitigation Measures and Project Closeouts

Mississippi Emergency Management Agency (as grantee) recognizes the responsibilities laid out in 44 CFR 206.438(a): The State, serving as grantee, has primary responsibility for project management, accountability of funds as indicated in 44 CFR part 13, and is responsible for ensuring that sub-grantees meet all program and administrative requirements.

The State Hazard Mitigation Grant Administrative Plan outlines the administrative procedures that the state employs for meeting these requirements.

### 6.2.2 Progress Review for Mitigation Goals and Objectives

In order for any program to remain effective, the goals and objectives of that program must be reviewed periodically. That review should address, as a minimum, the following issues:

- Are the established goals and objectives realistic? Take into consideration available funding, staffing, and state/local capabilities, and the overall State mitigation strategy.
- Has the State clearly explained the overall mitigation strategy to local governments?
- Are proposed mitigation projects evaluated based on how they help the State and/or local government meet overall mitigation goals and objectives?
- How have approved mitigation projects complemented existing State and/or local government mitigation goals and objectives?
- Have completed mitigation projects generated the anticipated cost avoidance or other disaster reduction result?

A thorough and realistic evaluation of the benefits of a mitigation project may be delayed until the area of the project is impacted by another disaster. The lack of realized benefits from a completed mitigation project may result in the disapproval or modification of similar projects in the future. At the same time, mitigation projects that have proven their worth may be repeated in other areas of the State.

Based on the results of the review/evaluation mentioned above, the State may need to adjust its goals and objectives to meet the current and future mitigation needs of the State and local governments. A semi-annual mitigation status report will be prepared by the MEMA Mitigation Planning Bureau. This report will be provided to the MEMA Director for review and distribution, as needed. The report will address, as a minimum, the following items:

- Mitigation goals, objectives and strategies
  - Brief description of the project
  - Linkage of the project with goals and objectives
  - Linkage of project with strategies.
  - Linkage of the project with funding priorities
- Completed mitigation projects
  - Affected jurisdiction
  - Brief description of the project
  - Source of funding
  - Brief summary of any problem areas, with proposed solution
  - Brief summary of effectiveness (cost-avoidance) of project, if available
- Mitigation projects in progress
  - Affected jurisdiction
  - Brief description of the project
  - Source of funding
  - Brief summary of project status
  - Anticipated completion date

- Pending (under review) mitigation projects
  - Affected jurisdiction
  - Brief description of the project
  - Source of funding
  - Brief summary of project status

### 6.2.3 Staffing

The Mississippi Emergency Management Agency will implement the State Plan and administer the mitigation programs by utilizing the following positions:

#### Mitigation Office Director

The Mitigation Office Director has overall management responsibility for the program and is responsible for ensuring that the state properly carries out its Section 404 and Section 406 responsibilities subsequent to a Presidential Disaster Declaration. In this regard, the Mitigation Office Director will monitor the activities of the mitigation staff and the State Hazard Mitigation Team and provide oversight on mitigation issues. Responsibilities include, but are not limited to:

- Ensuring the Administrative Plan is updated, outlining how the state will administer the Hazard Mitigation Grant Program and other applicable hazard grant programs.
- Ensuring that the State Hazard Mitigation Plan is active and identifies potential hazard mitigation projects, as well as establishes priorities among those projects.
- Ensuring that all potential applicants are notified of the program and receive the assistance to which they are entitled.
- Ensuring that a proper initial application and any necessary supplemental applications including SF-424's, are submitted in a timely fashion to the FEMA Region IV Director.
- Ensuring that technical assistance is provided to potential applicants and/or eligible sub-grantees.
- Ensuring that adequate procedures are developed for the distribution of financial assistance to eligible sub-grantees by the technical assistance staff.
- Ensuring development of a system to monitor completion of approved projects in federally required time frames.
- Ensuring that a system exists to monitor sub-grantee accounting systems and is in compliance with 44 CFR parts 13 and 14.
- Ensuring that appropriate state agencies are on the State Hazard Mitigation Team and are involved as necessary with the hazard mitigation process.
- Ensuring participation of the appropriate local agencies in the administration and implementation of the hazard mitigation process.
- Coordinating with the GAR on all policy/regulatory issues. Reviewing and making

appropriate recommendation to the GAR regarding appeals, cost overruns/underruns and all other program issues is also included.

- Process and provide recommendations to senior-level government officials regarding approval and funding of mitigation grant applications received from local governments.

## **Administrative Assistant**

The Administrative Assistant performs skilled clerical work and provides secretarial services for mitigation staff. This work involves making independent decisions concerning the procedure or process to be followed and the actions to be taken. Examples of tasks performed include, but are not limited to:

- Supervising and participating in the receipt and processing of correspondence, preparing coding and typing of personnel, purchasing, supply, financial, and other documents; and the checking and posting of program transactions.
- Organizing work and coordinating workflow; establishing priorities, setting deadlines and reviewing work for adequacy, accuracy, timeliness, and conformance with instructions and standard practices.
- Receiving visitors and answering calls, ascertaining the purpose of calls and visits, and furnishing information from knowledge of agency policies, rules and procedures.
- Assist the Office Director and Bureau Directors to ensure that positive and correct communication is given as it relates to the agency and office.
- Maintain all Mitigation Grant Project files and all correspondences.
- Organize and schedule meetings and appointments.

## **Financial Grants Specialist**

- The financial grants specialist works closely with the grant specialist during Kick-off meetings.
- Process grant reimbursements for the sub-applicants.
- Work closely with the grants specialist to process the grant closeouts.
- Work closely with the Mitigation Grants Bureau Director and Support Services to process and complete the monthly, quarterly and annual mitigation grants financial reports by their respective deadlines.
- Maintain hardcopy of project files.

## **NFIP State Coordinator/ Floodplain Management Bureau Director**

The National Flood Insurance Program (NFIP) State Coordinator is responsible for the direction, evaluation, oversight, planning, and promotion of the 330 + local floodplain management programs within the state of Mississippi. Work also involves advising MEMA staff of floodplain management requirements; as they pertain to emergency preparedness, response, and recovery actions. Successful oversight of the local communities' floodplain management programs enables the MEMA hazard mitigation assistance, mitigation planning, public assistance, and individual assistance bureaus to effectively administer their programs.

The FPM Bureau is the only compliance/regulatory focused staff element within MEMA. Accordingly, its compliance and enforcement actions include frequent contacts/inspections with state and local officials, public agencies; community and civic groups, etc. Other duties include, but are not limited to the following:

- Planning and conducting the Agency's portion of the Risk MAP initiative.
- Oversight of the 28 Community Rating System (CRS) communities within the state.
- Advising and assisting local officials on floodplain management and NFIP training, workshops, conferences, and emergency test exercises.
- Planning and participating in floodplain management and NFIP training, workshops, conferences, and emergency test exercises
- Making public appearances before civic and community groups to promote the floodplain management program.
- Corresponding with local officials, government agencies, federal floodplain management representatives, etc., and preparing reports as required.
- Assisting local communities throughout the state in preparation of flood damage prevention ordinances, pamphlets, training, and education documents.
- Coordinate damage estimates for the Special Flood Hazard Area.
- Coordinate and support both Community Assistance Visits (CAV) and Community Assistance Contact (CAC) visits performed by Floodplain Management Specialists throughout the state.
- Reviewing local regulations and FPM programs for compliance with federal regulations.
- Providing staff to the State Emergency Response and FPM programs for compliance with federal regulations.
- Providing staff to the Emergency Response and to the logistics element within the State Emergency Operations Center during times of state emergencies and activations.

## **Floodplain Management Specialist**



The duties of the Floodplain Management Specialist include providing regulatory and programmatic oversight, technical assistance, and floodplain management training to communities within an assigned district (of counties) that participate in the NFIP. All actions are based on the 44 CFR 60.1 – 60.3, Executive Order 11988, and other Federal/State regulations. Other duties include, but are not limited to the following:

- Providing technical assistance with local community governments.
- Conducting Community Assistance Visits (CAV) and Community Assistance Contact (CAC) actions per FEMA and MEMA guidelines.
- Responsible for inputting and tracking all floodplain management actions through the use of the FEMA community Information System (CIS)
- Responsible for inputting and tracking all actions through the use of the FEMA Community Information System (CIS).
- Assisting the State Coordinator in facilitating the Risk Map which includes delivery, review, and adoption of new Digital Flood Insurance Rate Maps (DFRIMS).
- Notifying appropriate officials of meetings through correspondence.
- Provide ordinance and mapping assistance to local communities.
- Facilitating the DFIRMS adoption process by the community.
- Coordinating and scheduling “Discovery” and any other follow-up meetings with local communities.
- Conduct workshop and floodplain management training and procure training site locations.
- Providing floodplain review letter for request received
- Provide Substantial Damage Estimates Assistance per request from community

### **Mitigation Grants Bureau Director**

The Mitigation Grants Bureau Director is responsible for the grants program coordination, implementation and administration. The Grants Bureau Director will ensure that the necessary work is performed to deliver the Mitigation Grant Programs to eligible sub-grantees. In addition to assisting the Office Director in all aspects of mitigation, the Mitigation Grants/Plans Bureau Director’s responsibilities include, but are not limited to:

- Develop the Administrative Plan which outlines how the State will administer the Hazard Mitigation Grant Program and implement the plan in a Presidential Disaster Declaration.
- Develop and implement a process for identifying potential hazard mitigation projects and setting priorities among those projects.
- Provide policy guidance to internal and external partners as it relates to the interfacing of HMPG and Public Assistance to local emergency management partners.
- Maintain a management system for hazard mitigation activities and products.

- Notify potential applicants of the program and brief them, with appropriate handout material on elements of the program.
- Coordinate with Federal, State and local officials to ensure that they understand the involvement of the Hazard Mitigation effort in the Public Assistance program.
- Provide technical assistance to potential applicants and /or eligible sub-grantees in developing and submitting applications and in completing projects.
- Implement departmental procedures to monitor the status of approved projects, for processing extension requests and appeals, and for closing out completed projects
- Coordinate with the Administrative and Finance Bureau staff in monitoring sub-grantee accounting systems to meet requirements of Code of Federal Regulations (CFR) 44 Part 13 and Part 14.
- Participate in floodplain and planning meetings as well as other meetings with internal and external partners.
- Helping update the State Hazard Mitigation Plan.
- Conduct site visits to monitor progress and provide technical assistance.
  - Assist the Mitigation Office Director in conducting mitigation conferences and / or public meetings.

### **Grants Management Specialist**

The Grants Management Specialist is responsible for program coordination, implementation and administration. The specialist will accomplish the necessary work required to deliver the Hazard Mitigation Grant Program to eligible sub-grantees. In addition to assisting the Bureau Director of Grants in all aspects of mitigation, the Grants Specialist responsibilities include, but are not limited to:

- Developing the Administrative Plan, this outlines how the State will administer the Hazard Mitigation Grant Program, and implementing the plan in a Presidential Disaster Declaration.
- Developing and implementing a process for identifying potential hazard mitigation projects and for setting priorities among those projects.
- Maintaining a management system for hazard mitigation activities and products.
- Notifying potential applicants of the program and briefing them, with appropriate handout material, on elements of the program.
- Coordinating with Federal, State and local officials to ensure that they understand the involvement of the Hazard Mitigation effort in the Public Assistance program.
- Providing technical assistance to potential applicants and/or eligible sub-grantees in developing and submitting applications and in completing projects.
- Implementing departmental procedures to monitor the status of approved projects for processing extension requests and appeals, and for closing out completed projects.
- Coordinating with the Administrative & Finance Bureau staff in monitoring sub-grantee accounting systems to meet requirements of Code of Federal Regulations (CFR) 44 Part 13 and Part 14.

- Helping update the State Hazard Mitigation Plan.
- Conducting site visits to monitor progress and provide technical assistance.
- Work closely with both floodplain management specialists and mitigation planning specialists to provide adequate technical assistance during application development and subsequent submittal.
- Assisting the Mitigation Office Director in conducting mitigation conferences and or public meetings.

### **Mitigation Planning Bureau Director**

The Bureau Director, Mitigation Plans, formulates, controls, and directs the Mitigation Planning Bureau's operations in regard and in compliance with mandates by the Federal Emergency Management Agency. These duties include the following:

- Supervising the activities of the Planning Bureau Staff in performing specific functions and duties.
- Performing a variety of administrative tasks consisting of fiscal management, strategic planning, legal compliance, and required reports.
- Review hazard mitigation plans that are being developed and assist local communities ensuring that the plans meet the FEMA criteria.
- Serving as liaison to various government agencies, other public/private agencies, and/or the general public in matters related to hazard mitigation planning.
- Coordinating plans and budgets with other Bureau Directors to ensure that they meet the stated goals of the office and the agency.
- Coordinating with FEMA on any necessary training requirements and/or providing technical assistance for the local communities concerning mitigation planning.
- Coordinate with the Office of Mitigation Director and the Grants Bureau Director to establish a budget for the state hazard mitigation plan.
- Submitting reports to the Office of Mitigation in reference to any accomplishments and/or any deviations from bureau-stated goals.
- Liaison with other state agencies and stakeholders to establish a state hazard mitigation council.
- Develop the state hazard mitigation plan using FEMA mandated guidelines.
- Updating and overseeing the update of the state hazard mitigation plan.

### **Mitigation Planner**

The Mitigation Planner assists the Bureau Director in formulating and controlling the Mitigation Planning Bureau's operations in regard and in compliance with mandates by the Federal Emergency Management Agency. In addition, the Mitigation Planner's duties include the following tasks:

- Performing specific functions and duties including a variety of administrative tasks consisting of strategic planning, legal compliance, and required reports.
- Serving as liaison to various government agencies, other public/private agencies,

and/or the general public in matters related to hazard mitigation planning.

- Reviewing plans and assisting local communities, consultants and other state agencies to ensure that developed plans meet or exceed FEMA standards.
- Reviewing and monitoring plan updates.
- Coordinating with FEMA on any necessary training requirements and/or providing technical assistance for local communities concerning mitigation planning.
- Submitting reports to the Office of Mitigation in reference to any accomplishments and/or any deviations from division-stated goals.
- Using FEMA mandated guidelines, assisting the Bureau Director with development and update of the state hazard mitigation plan.
- Overseeing and procuring training sites and venues.
- Facilitating mitigation planning training with local officials and state agencies. Coordinating administrative requirements for workshops and training seminars.
- Attending conferences to furnish various audiences with programmatic advice and assisting with planning matters.
- Liaison with other state agencies and stakeholders to assist in establishing a state hazard mitigation council.
- Enhancing public understanding of mitigation planning programs through presentations.

### **Project Specialist/Safe Room Coordinator**

The Mitigation Safe Room Coordinator is responsible for safe room program coordination, implementation and administration. The Safe Room Coordinator will ensure that appropriate documentation is provided to reimburse eligible applicants. In addition to assisting the Office Director in all aspects of mitigation, the Mitigation Safe Room Coordinator responsibilities include, but are not limited to:

- Supervise and coordinate the activities of the individual safe room/storm shelter program.
- Review and process safe room applications.
- Conduct follow-up to obtain additional information from applicants.
- Conduct inspection visits.
- Review documentation for reimbursement.
- Contact applicants to begin installation process.
- Assists the Floodplain Bureau when necessary.

An up-to-date copy of the plan will reside within the Mississippi Emergency Management Agency web site, and on a homepage devoted to Hazard Mitigation and Emergency Preparedness. Annual and biennial status memorandums will also be posted there.

A copy of the Plan will be publicized and available for review at the Mississippi Emergency Management Agency offices and additional copies of the plan will be catalogued and made available at pertinent State Agencies. The existence and locations of these copies will also be posted on the Mississippi Emergency Management Agency web site. The site will contain contact information for members of the Hazard Mitigation Council to which the public may direct comments and concerns. All public feedback will be forwarded to the appropriate institution for review.

In addition to these activities, many of the educational and outreach activities will support continued public involvement in the Plan implementation process.