



SECTION 7 PLAN MAINTENANCE PROCEDURES

This section describes updates made to the plan since 2015 (Section 7.1); the system to monitor, evaluate, and update the HMP established by Westmoreland County and all participating jurisdictions (Section 7.2); and the strategy to continue public involvement for plan maintenance (Section 7.3).

7.1 UPDATE PROCESS SUMMARY

Monitoring, evaluating, and updating the HMP is critical to maintaining relevance and supporting the success of Westmoreland County's hazard mitigation efforts. Ensuring effective implementation of mitigation activities paves the way for continued momentum in the planning process and supports future resiliency.

The Hazard Mitigation Working Group (HMWG) reviewed the 2015 plan maintenance procedures at its March 2019 meeting and carried those procedures forward to the current HMP update, as described in the sections below. Going forward, the plan will continue to be available on the Westmoreland County Department of Public Safety (WC DPS) HMP website. The 2019 plan maintenance procedures describe the ways in which this plan can be integrated into other planning mechanisms in the county.

7.2 MONITORING, EVALUATING, AND UPDATING THE PLAN

The HMWG intends to remain intact as the organization responsible for monitoring, evaluating, and updating this plan. The WC DPS Deputy Emergency Management Coordinator will continue to serve as HMP Coordinator for the HMWG and Planning Team. Each participating jurisdiction is expected to retain a municipal hazard mitigation representative to support the jurisdiction's input to the monitoring, evaluating, and updating responsibilities identified in this section. Members of the HMWG are listed in Section 3.

Understanding that individual commitments change over time, each jurisdiction and its representatives are responsible for informing the Westmoreland County HMP Coordinator of any changes in representation by formal letter. The HMP Coordinator will strive to keep the HMWG makeup as a representation of planning partners and stakeholders within the county. The HMP Coordinator shall maintain the current membership of the HMWG on the Westmoreland County HMP website (<https://www.co.westmoreland.pa.us/1853/Hazard-Mitigation-Plan>) or in publicly-accessible county records.

If there are any municipalities that do not participate in the 2019 update of the HMP, the following text will remain in the plan:

[Several municipalities in Westmoreland County did not participate in the 2017-2019 HMP update process and are therefore currently not eligible for federal mitigation funding to implement their projects. Each of these municipalities can elect to join the 2019 HMP by working with the Westmoreland County HMP Coordinator to complete the following steps:

1. *Review and complete the information packet provided by the Westmoreland County HMP Coordinator which includes:*
 - a. *A link to the County's HMP.*
 - b. *Sample "Letter of Intent" to link to the County's HMP.*
 - c. *Mitigation Plan Worksheets:*
 - i. *Hazard Identification and Risk Evaluation Worksheet.*
 - ii. *Capability Assessment Survey.*
 - iii. *Mitigation Strategy 5-Year Mitigation Plan Review.*
 - iv. *National Flood Insurance Program (NFIP) Survey.*
 - d. *Catalog of Hazard Mitigation Alternatives.*
 - e. *"Request for Technical Assistance" Form.*



- f. *Copy of Section 201.6 of Chapter 44, the Code of Federal Regulations (44 CFR), which defines the federal requirements for a Local HMP.*
2. *Provide information on the hazards and risks that can affect its operations, residents, businesses, property, and environment.*
3. *Provide information on its capabilities.*
4. *Provide an update on the status of its mitigation actions from the 2015 version of the HMP.*
5. *Identify mitigation actions to include in the current HMP.*
6. *Adopt the current HMP by resolution (see Section 8).*

The new jurisdiction will be required to review the HMP, including the following key components:

- *Risk Assessment.*
- *Goals and Objectives.*
- *Mitigation Actions.*
- *Plan Maintenance Procedures.*

Information in steps 2-4 above can be accomplished by completing the information gathering worksheets that were used during the planning process. Municipalities that already adopted the 2019 HMP will not have to re-adopt the 2019 HMP after another municipality's information is added to the document.

The new jurisdiction will be required to develop a public involvement strategy including activities to engage the public to participate in the plan development process. At a minimum, at the onset of this linkage process and prior to adoption by the governing body, the new jurisdiction must solicit public opinion on hazard mitigation and hold a minimum of one public meeting to present their draft jurisdiction-specific content for comment. The Planning Team will have available resources to aid in the public involvement strategy, such as the HMP website; however, the new jurisdiction will be responsible for implementing and documenting their own strategy.

Once their public involvement strategy is completed, the new jurisdiction will submit the completed set of information to the Westmoreland County HMP Coordinator for a pre-adoption review to ensure conformance with the county's plan. The Westmoreland County HMP Coordinator will review the information provided for the following:

- *Documentation of public involvement strategy.*
- *Conformance of information with the guidelines outlined by the HMP Coordinator.*
- *Documentation of vulnerability of the new jurisdiction to the hazards of concern.*
- *Rank of each hazard in accordance with Section 4.4.*
- *Consistency of chosen actions with HMP's goals and objectives.*
- *Completion of mitigation action worksheets for each project included in the HMP.*
- *Verification that the updated information does not change the HMP in any way for any municipalities that had participated in the 5-year HMP update.*

The Westmoreland County HMP Coordinator can ask members of the HMWG to complete this review. All new information will be submitted to the HMWG for members' review and comment prior to the information being submitted to PEMA.

After the HMWG accepts the additional information from the new municipalities, the HMP Coordinator will update the HMP with the new information. The HMP Coordinator will submit the updated version of the HMP to PEMA for review, along with a cover letter detailing the information that was added to the approved HMP to include the new municipality.

PEMA will review the updated version of the HMP for compliance with the DMA 2000 and PEMA's Standard Operating Guide (SOG). If the updated version of the HMP meets PEMA's requirements, PEMA will forward the updated HMP to FEMA Region III for review. FEMA Region III will review the updated HMP and provide feedback on areas that do not meet federal requirements. The HMP Coordinator will work with the HMWG and



the new municipality to correct any deficiencies and resubmit the updated HMP to FEMA Region III until the updated HMP receives “approvable pending adoption” status for the new municipality.

The new municipality will then adopt the updated HMP by resolution (see Section 8) and forward the adoption resolution to the HMP Coordinator. The HMP Coordinator will forward the resolution to PEMA, and PEMA will forward it to FEMA Region III. FEMA Region III then will approve the updated HMP for the new municipality and will document that approval in a letter to the municipality. Regardless of how long has passed since the HMP was approved for the county, the HMP will expire for the new municipality on the original expiration date for the County HMP(i.e., 5 years after the County adopted the HMP).]

The following sections describe the monitoring, evaluating, and updating processes and protocols for the Westmoreland County HMP.

7.2.1 Monitoring

The HMWG will be responsible for monitoring implementation, evaluating the effectiveness of the HMP, documenting this information in a progress report, and conducting an annual progress meeting of the Planning Team (described in Section 7.2.2 below). Prior to the Planning Team progress meetings, HMWG representatives might collect information from departments, agencies, and organizations involved with the mitigation activities identified in Section 6 (Mitigation Strategy). The HMWG representatives will make phone calls, conduct meetings with persons responsible for initiating or overseeing the mitigation projects to obtain progress information, and collect copies of any grant applications filed on behalf of any of the participating jurisdictions. The Westmoreland County HMP Coordinator will work with municipal representatives to provide additional opportunities for members of the public to learn about the hazards they face and information to be incorporated into the HMP. FEMA’s National Flood Hazard Layer tools can be used as an interactive tool to facilitate this process. Further, municipal representatives will obtain from their municipal supervisor, mayor, or councilperson any public comments made on the plan and provide them to the HMWG for inclusion in the progress report.

The HMWG will be expected to document the following, as needed and as appropriate:

- Additional stakeholders (such as planning agencies and business representatives) who should be invited to participate in the planning process.
- Additional local assets (such as major employers, local points of interest, residential areas) to consider in the risk assessment and mitigation strategy for more detail of what each municipality considers vital.
- Hazard events and losses occurring in the jurisdiction, including their nature and extent, as well as the effects that hazard mitigation actions have had on those impacts and losses.
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions.
- Any obstacles or impediments to the implementation of actions.
- Additional mitigation actions believed to be appropriate and feasible.
- Floodplain management actions in accordance with the National Flood Insurance Program (NFIP) occurring in the municipality (through completion of the NFIP Survey worksheet).
- Public and stakeholder input and comments on the plan.

The HMWG may use the progress reporting forms (Worksheets #1 and #3 in the FEMA 386-4 guidance document) to facilitate collection of progress data and information on specific mitigation actions.

In addition to the ongoing HMWG meetings that will occur after the 2019 HMP is approved, WC DPS conducts quarterly training sessions for Westmoreland County’s municipal emergency management coordinators (EMC). At each of these EMC training sessions, the Westmoreland County HMP Coordinator will solicit information about the hazards that affect each municipality, changes in capabilities, and updates to the mitigation strategy.



7.2.2 Evaluating

The evaluation of the HMP is an assessment of whether (1) the planning process and actions have been effective, (2) the plan's goals are being reached, and (3) changes are needed. The plan will be evaluated on an annual basis to determine the effectiveness of the programs and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at a plan review meeting of the entire Hazard Mitigation Planning Team. At least one month before the progress plan review meeting, the Westmoreland County HMP Coordinator will advise Planning Team members of the meeting date, agenda, and expectations of the members. The Westmoreland County HMP Coordinator might distribute additional flood mitigation survey and mitigation project opportunity forms for jurisdictions that could have new information or did not participate in the update process.

The Westmoreland County HMP Coordinator will be responsible for calling and coordinating the progress plan review meeting and assessing progress toward achieving plan goals and objectives. The evaluations will assess the following:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- The HMP was incorporated into land-use processes on the county and municipal levels.
- Current resources are appropriate for implementing the HMP or that different or additional resources are now applicable.
- Actions are cost effective.
- Schedules and budgets are feasible.
- Implementation problems exist—such as technical, political, legal, or coordination issues with other agencies.
- Outcomes occurred as expected.
- Changes in county or municipal resources, such as funding, personnel, or equipment, impacted plan implementation.
- New agencies, departments, or staff that should be included, such as other local governments as defined under 44 *Code of Federal Regulations* (CFR), Section 201.6.
- Documentation was completed for any hazards that occurred during the last year.

Specifically, the HMWG and Planning Team will review the mitigation goals, objectives, activities, and projects using the following performance-based indicators:

- New agencies or departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions.
- Project evaluation based on current needs of the mitigation plan.
- Project completion regarding progress of proposed or ongoing actions.
- Under or over spending regarding proposed mitigation action budgets.
- Achievement of the goals and objectives.
- Resource allocation noting whether resources are required to implement mitigation activities.
- Timeframe comments on whether proposed schedules can sufficiently address actions.
- Budget discussion noting whether proposed funding can sufficiently cover costs.
- Lead or support agency commitment notes and if there is a lack of commitment on the part of lead or support agencies.
- Resource comments regarding whether resources are available to implement actions.



- Feasibility comments regarding whether certain goals, objectives, or actions prove to be unfeasible.

The Planning Team will evaluate the ways other programs and policies conflicted or augmented planned or implemented measures. The team will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, as described in Section 5.2.6 (Plan Integration). These other programs and policies can include those that address the following:

- Economic development
- Environmental preservation and permitting
- Historic preservation
- Redevelopment
- Health and safety
- Recreation
- Land use and zoning
- Public education and outreach
- Transportation

The Planning Team can refer to the evaluation forms (Worksheets #2 and #4 in the FEMA 386-4 guidance document) to assist in the evaluation process.

Following each year's Planning Team meeting, the HMWG will establish a schedule for the draft development, review, comment, amendment, and submission of the HMP progress report to the State Hazard Mitigation Officer. The Westmoreland County HMP Coordinator will be responsible for preparing the HMP progress report based on the local progress reports provided by each jurisdiction, information presented at the Planning Team meeting, and other information as appropriate and relevant. These reports will provide data for the 5-year update of this HMP and assist in pinpointing implementation challenges. By monitoring the implementation of the plan, the HMWG can assess projects that are completed, no longer feasible, or might require additional funding.

The HMP progress report will apply to all planning partners who provided input and be developed according to an agreed-upon format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review.

In addition, the plan will be evaluated and revised by the HMWG following any major disasters to determine whether the recommended actions remain relevant and appropriate. The risk assessment will be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in the Section 4.3 (Hazard Profiles) was collected to facilitate the risk assessment. Revisiting the risk assessment is an opportunity to increase the community's disaster resistance and build a better and stronger community.

7.2.3 Updating

Section 44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised (as appropriate), and resubmitted for approval to remain eligible for benefits awarded under the Disaster Mitigation Act of 2000 (DMA 2000). The Westmoreland County HMWG updates this plan on a 5-year cycle from the date of plan adoption.

To facilitate the update process, the Westmoreland County HMP Coordinator (with support from the HMWG) will hold a meeting 3 years from the date of plan approval to develop and commence with the implementation of a detailed plan update program. The Westmoreland County HMP Coordinator will invite representatives from PEMA to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish (1) the parties responsible for managing and completing the plan update effort, (2) features needed to



be included in the updated plan, and (3) a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements.

At this meeting, the HMWG will determine the resources needed to complete the update. The Westmoreland County HMP Coordinator will be responsible for ensuring that needed resources are secured.

The Westmoreland County HMP Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update, as appropriate. The HMWG can deem additional meetings necessary to provide an opportunity for the public to express concerns, opinions, and ideas about the HMP.

7.3 CONTINUED PUBLIC INVOLVEMENT

Westmoreland County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. The plan will be posted on the WC DPS HMP website (<https://www.co.westmoreland.pa.us/1853/Hazard-Mitigation-Plan>), and copies of the plan will be made available for review during normal business hours at the WC DPS main office. Westmoreland County will make electronic copies of the plan available for local municipalities to provide public access.

Following each 5-year update of the HMP, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all Planning Team members and the Pennsylvania State Hazard Mitigation Officer.

The Westmoreland County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. The public will have an opportunity to comment on the plan at the review meeting for the HMP. Westmoreland County will maintain an active link on the WC DPS HMP website to collect public comments.

The Planning Team representatives are responsible for ensuring the following:

- Public comment and input on the HMP (and hazard mitigation in general) are recorded and addressed, as appropriate.
- The WC DPS HMP website provides a direct opportunity to comment on the plan. A draft copy of the plan is posted for public comment on the website. Upon conclusion of the update, appropriate links to the updated county HMP are maintained on the website. The website is monitored throughout the course of the HMP update process. (<https://www.co.westmoreland.pa.us/1853/Hazard-Mitigation-Plan>)
- Public comments can be submitted in writing to the following address:
Christopher Tantlinger, Deputy Emergency Management Coordinator
Westmoreland County Department of Public Safety
911 Public Safety Road
Greensburg, PA 15601
- Copies of the latest approved version of the plan are available for review at the municipal buildings, along with instructions to facilitate public input and comment on the plan.
- Public notices are made, as appropriate, to inform the public of the availability of the plan, particularly during plan update cycles.

The Westmoreland County HMP Coordinator shall ensure the following:

- Public comment and input on the HMP (and hazard mitigation in general) is recorded and addressed, as appropriate.
- The WC DPS HMP website is maintained and updated, as appropriate.



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- Copies of the latest approved plan are available for review at WC DPS, along with instructions to facilitate public input and comment on the plan.
- Public notices, including media releases, are made to inform the public of the availability of the plan, particularly during plan update cycles.

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