

Jurisdiction:

Instructions for Using the Plan Review Crosswalk for Review of Local Mitigation Plans

Attached is a Plan Review Crosswalk based on the *Multi-Hazard Mitigation Planning Guidance Under the Disaster Mitigation Act of 2000*, published by FEMA, dated March 2004. This Plan Review Crosswalk is consistent with the *Disaster Mitigation Act of 2000* (P.L. 106-390), enacted October 30, 2000 and *44 CFR Part 201 – Mitigation Planning, Interim Final Rule* (the Rule), published February 26, 2002.

SCORING SYSTEM

N – Needs Improvement: The plan does not meet the minimum for the requirement. Reviewer’s comments must be provided.

S – Satisfactory: The plan meets the minimum for the requirement. Reviewer’s comments are encouraged, but not required.

Each requirement includes separate elements. All elements of a requirement must be rated “Satisfactory” in order for the requirement to be fulfilled and receive a summary score of “Satisfactory.” A “Needs Improvement” score on elements shaded in gray (recommended but not required) will not preclude the plan from passing.

When reviewing single jurisdiction plans, reviewers may want to put an N/A in the boxes for multi-jurisdictional plan requirements. When reviewing multi-jurisdictional plans, reviewers may want to put an N/A in the prerequisite box for single jurisdiction plans.

States that have additional requirements can add them in the appropriate sections of the *Multi-Hazard Mitigation Planning Guidance* or create a new section and modify this Plan Review Crosswalk to record the score for those requirements.

Optional matrices for assisting in the review of sections on profiling hazards, assessing vulnerability, and identifying and analyzing mitigation actions are found at the end of the Plan Review Crosswalk.

The example below illustrates how to fill in the Plan Review Crosswalk.

Example

Assessing Vulnerability: Overview

Requirement §201.6(c)(2)(ii): *[The risk assessment shall include a] description of the jurisdiction’s vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community.*

Element	Location in the Plan (section or annex and page #)	Reviewer’s Comments	SCORE	
			N	S
A. Does the plan include an overall summary description of the jurisdiction’s vulnerability to each hazard?	Section II, pp. 4-10	The plan describes the types of assets that are located within geographically defined hazard areas as well as those that would be affected by winter storms.		✓
B. Does the plan address the impact of each hazard on the jurisdiction?	Section II, pp. 10-20	The plan does not address the impact of two of the five hazards addressed in the plan. Required Revisions: <ul style="list-style-type: none"> • Include a description of the impact of floods and earthquakes on the assets. Recommended Revisions: <ul style="list-style-type: none"> • This information can be presented in terms of dollar value or percentages of damage. 	✓	
SUMMARY SCORE			✓	

Jurisdiction:

Local Mitigation Plan Review and Approval Status

Jurisdiction: Alcona County	Title of Plan: Hazard Mitigation Plan	Date of Plan: 10-20-04
Local Point of Contact: Richard Deuell, AICP	Address: 121 E. Mitchell P.O. Box 457 Gaylord, MI 49734	
Title: Deputy Director		
Agency: NEMCOG		
Phone Number: 989-732-3551 ext. 14	E-Mail: rlduell@nemcog.org	

State Reviewer:	Title:	Date:
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FEMA Reviewer:	Title:	Date:
Date Received in FEMA Region [Insert #]		
Plan Not Approved		
Plan Approved		
Date Approved		

Jurisdiction:	NFIP Status*			
	Y	N	N/A	CRS Class
1. Alcona County				
2.				
3.				
4.				
5. [ATTACH PAGE(S) WITH ADDITIONAL JURISDICTIONS]				

* Notes: Y = Participating N = Not Participating N/A = Not Mapped

Jurisdiction:

LOCAL MITIGATION PLAN REVIEW SUMMARY

The plan cannot be approved if the plan has not been formally adopted.

Each requirement includes separate elements. All elements of the requirement must be rated "Satisfactory" in order for the requirement to be fulfilled and receive a score of "Satisfactory." Elements of each requirement are listed on the following pages of the Plan Review Crosswalk. A "Needs Improvement" score on elements shaded in gray (recommended but not required) will not preclude the plan from passing. Reviewer's comments must be provided for requirements receiving a "Needs Improvement" score.

SCORING SYSTEM

Please check one of the following for each requirement.

N – Needs Improvement: The plan does not meet the minimum for the requirement. Reviewer's comments must be provided.

S – Satisfactory: The plan meets the minimum for the requirement. Reviewer's comments are encouraged, but not required.

Prerequisite(s) (Check Applicable Box)	NOT MET	MET
Adoption by the Local Governing Body: §201.6(c)(5) OR	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Jurisdictional Plan Adoption: §201.6(c)(5) AND	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Jurisdictional Planning Participation: §201.6(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>
Planning Process	N	S
Documentation of the Planning Process: §201.6(b) and §201.6(c)(1)	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	N	S
Identifying Hazards: §201.6(c)(2)(i)	<input type="checkbox"/>	<input type="checkbox"/>
Profiling Hazards: §201.6(c)(2)(i)	<input type="checkbox"/>	<input type="checkbox"/>
Assessing Vulnerability: Overview: §201.6(c)(2)(ii)	<input type="checkbox"/>	<input type="checkbox"/>
Assessing Vulnerability: Identifying Structures: §201.6(c)(2)(ii)(A)	<input type="checkbox"/>	<input type="checkbox"/>
Assessing Vulnerability: Estimating Potential Losses: §201.6(c)(2)(ii)(B)	<input type="checkbox"/>	<input type="checkbox"/>
Assessing Vulnerability: Analyzing Development Trends: §201.6(c)(2)(ii)(C)	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Jurisdictional Risk Assessment: §201.6(c)(2)(iii)	<input type="checkbox"/>	<input type="checkbox"/>

Mitigation Strategy

Local Hazard Mitigation Goals: §201.6(c)(3)(i)
 Identification and Analysis of Mitigation Actions: §201.6(c)(3)(ii)
 Implementation of Mitigation Actions: §201.6(c)(3)(iii)
 Multi-Jurisdictional Mitigation Actions: §201.6(c)(3)(iv)

N	S
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Plan Maintenance Process

Monitoring, Evaluating, and Updating the Plan: §201.6(c)(4)(i)
 Incorporation into Existing Planning Mechanisms: §201.6(c)(4)(ii)
 Continued Public Involvement: §201.6(c)(4)(iii)

N	S
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Additional State Requirements*

The plan must include descriptions and/or maps of the jurisdiction's public warning system coverage, and any known gaps in that coverage

N	S
<input type="checkbox"/>	<input type="checkbox"/>

LOCAL MITIGATION PLAN APPROVAL STATUS

PLAN NOT APPROVED

PLAN APPROVED

*States that have additional requirements can add them in the appropriate sections of the *Multi-Hazard Mitigation Planning Guidance* or create a new section and modify this Plan Review Crosswalk to record the score for those requirements.

See Reviewer's Comments

Jurisdiction:

PREREQUISITE(S)

Adoption by the Local Governing Body

Requirement §201.6(c)(5): [The local hazard mitigation plan **shall** include] documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council).

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			NOT MET	MET
A. Has the local governing body adopted the plan?	Ch. 10 pp. 4			
B. Is supporting documentation, such as a resolution, included?	Ch. 10 pp. 4			
SUMMARY SCORE				

Multi-Jurisdictional Plan Adoption

Requirement §201.6(c)(5): For multi-jurisdictional plans, each jurisdiction requesting approval of the plan **must** document that it has been formally adopted.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			NOT MET	MET
A. Does the plan indicate the specific jurisdictions represented in the plan?	Ch. 6 pp.23-44			
B. For each jurisdiction, has the local governing body adopted the plan?	NA			
C. Is supporting documentation, such as a resolution, included for each participating jurisdiction?	NA			
SUMMARY SCORE				

Multi-Jurisdictional Planning Participation

Requirement §201.6(a)(3): Multi-jurisdictional plans (e.g., watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process ... Statewide plans will not be accepted as multi-jurisdictional plans.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			NOT MET	MET
A. Does the plan describe how each jurisdiction participated in the plan's development?	Ch. 1 pp. 3-5 Ch. 10 pp. 1			
SUMMARY SCORE				

Jurisdiction:

PLANNING PROCESS: §201.6(b): *An open public involvement process is essential to the development of an effective plan.*

Documentation of the Planning Process

Requirement §201.6(b): *In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:*

- (1) *An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;*
- (2) *An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and*
- (3) *Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.*

Requirement §201.6(c)(1): *[The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan provide a narrative description of the process followed to prepare the plan?	Ch. 1 pp. 1-5			
B. Does the plan indicate who was involved in the planning process? (For example, who led the development at the staff level and were there any external contributors such as contractors? Who participated on the plan committee, provided information, reviewed drafts, etc.?)	Ch. 1 pp. 1-5 Ch. 10 pp. 1			
C. Does the plan indicate how the public was involved? (Was the public provided an opportunity to comment on the plan during the drafting stage and prior to the plan approval?)	Ch. 1 pp. 1-5 Ch. 10 pp. 1			
D. Was there an opportunity for neighboring communities, agencies, businesses, academia, nonprofits, and other interested parties to be involved in the planning process?	Ch. 1 pp. 1-5 Ch. 10 pp. 1			
E. Does the planning process describe the review and incorporation, if appropriate, of existing plans, studies, reports, and technical information?	Chapters 2,3,4,5			
SUMMARY SCORE				

Jurisdiction:

RISK ASSESSMENT: §201.6(c)(2): *The plan shall include a risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards.*

Identifying Hazards

Requirement §201.6(c)(2)(i): *[The risk assessment shall include a] description of the type ... of all natural hazards that can affect the jurisdiction.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan include a description of the types of all natural hazards that affect the jurisdiction? If the hazard identification omits (without explanation) any hazards commonly recognized as threats to the jurisdiction, this part of the plan cannot receive a Satisfactory score. Consult with the State Hazard Mitigation Officer to identify applicable hazards that may occur in the planning area.	Chapter 6			
SUMMARY SCORE				

Profiling Hazards

Requirement §201.6(c)(2)(i): *[The risk assessment shall include a] description of the ... location and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the risk assessment identify the location (i.e., geographic area affected) of each natural hazard addressed in the plan?	Ch. 6 & 7			
B. Does the risk assessment identify the extent (i.e., magnitude or severity) of each hazard addressed in the plan?	Ch. 6 & 7			
C. Does the plan provide information on previous occurrences of each hazard addressed in the plan?	Ch. 6 & 7			
D. Does the plan include the probability of future events (i.e., chance of occurrence) for each hazard addressed in the plan?	Ch. 6 & 7			
SUMMARY SCORE				

Jurisdiction:

Assessing Vulnerability: Overview

Requirement §201.6(c)(2)(ii): [The risk assessment **shall** include a] description of the jurisdiction’s vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description **shall** include an overall summary of each hazard and its impact on the community.

Element	Location in the Plan (section or annex and page #)	Reviewer’s Comments	SCORE	
			N	S
A. Does the plan include an overall summary description of the jurisdiction’s vulnerability to each hazard?	Ch. 7 pp. 6-8			
B. Does the plan address the impact of each hazard on the jurisdiction?	Ch. 7 pp. 6-8			
SUMMARY SCORE				

Assessing Vulnerability: Identifying Structures

Requirement §201.6(c)(2)(ii)(A): The plan **should** describe vulnerability in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard area

Element	Location in the Plan (section or annex and page #)	Reviewer’s Comments	SCORE	
			N	S
A. Does the plan describe vulnerability in terms of the types and numbers of existing buildings, infrastructure, and critical facilities located in the identified hazard areas?	Ch. 7 pp. 6-8	Note: A “Needs Improvement” score on this requirement will not preclude the plan from passing.		
B. Does the plan describe vulnerability in terms of the types and numbers of future buildings, infrastructure, and critical facilities located in the identified hazard areas?	Ch. 7 pp. 6-8	Note: A “Needs Improvement” score on this requirement will not preclude the plan from passing.		
SUMMARY SCORE				

Assessing Vulnerability: Estimating Potential Losses

Requirement §201.6(c)(2)(ii)(B): [The plan **should** describe vulnerability in terms of an] estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section and a description of the methodology used to prepare the estimate

Element	Location in the Plan (section or annex and page #)	Reviewer’s Comments	SCORE	
			N	S
A. Does the plan estimate potential dollar losses to vulnerable structures?	NA	Note: A “Needs Improvement” score on this requirement will not preclude the plan from passing.		
B. Does the plan describe the methodology used to prepare the estimate?	NA	Note: A “Needs Improvement” score on this requirement will not preclude the plan from passing.		
SUMMARY SCORE				

Jurisdiction:

Assessing Vulnerability: Analyzing Development Trends

Requirement §201.6(c)(2)(ii)(C): [The plan **should** describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan describe land uses and development trends?	Chapter 4	Note: A "Needs Improvement" score on this requirement will not preclude the plan from passing.		
SUMMARY SCORE				

Multi-Jurisdictional Risk Assessment

Requirement §201.6(c)(2)(iii): For multi-jurisdictional plans, the risk assessment **must** assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan include a risk assessment for each participating jurisdiction as needed to reflect unique or varied risks?	Ch. 6 pp. 19-26 Ch. 7 pp. 1-6			
SUMMARY SCORE				

MITIGATION STRATEGY: §201.6(c)(3): The plan shall include a mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools.

Local Hazard Mitigation Goals

Requirement §201.6(c)(3)(i): [The hazard mitigation strategy **shall** include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A Does the plan include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards? (GOALS are long-term; represent what the community wants to achieve, such as "eliminate flood damage"; and are based on the risk assessment findings.)	Chapter 8			
SUMMARY SCORE				

Jurisdiction:

Identification and Analysis of Mitigation Actions

Requirement §201.6(c)(3)(ii): *[The mitigation strategy shall include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each hazard?	Chapter 9			
B. Do the identified actions and projects address reducing the effects of hazards on new buildings and infrastructure?	Chapter 9			
C. Do the identified actions and projects address reducing the effects of hazards on existing buildings and infrastructure?	Chapter 9			
SUMMARY SCORE				

Implementation of Mitigation Actions

Requirement: §201.6(c)(3)(iii): *[The mitigation strategy section shall include] an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the mitigation strategy include how the actions are prioritized ? (For example, is there a discussion of the process and criteria used?)	Chapter 9			
B. Does the mitigation strategy address how the actions will be implemented and administered ? (For example, does it identify the responsible department, existing and potential resources, and timeframe?)	Ch. 1 pp. 4-5 Ch. 10 pp. 1-3			
C. Does the prioritization process include an emphasis on the use of a cost-benefit review (see page 3-36 of <i>Multi-Hazard Mitigation Planning Guidance</i>) to maximize benefits?	Appendix C			
SUMMARY SCORE				

Jurisdiction:

Multi-Jurisdictional Mitigation Actions

Requirement §201.6(c)(3)(iv): For multi-jurisdictional plans, there **must** be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A Does the plan include at least one identifiable action item for each jurisdiction requesting FEMA approval of the plan?	Chapter 9			
SUMMARY SCORE				

PLAN MAINTENANCE PROCESS

Monitoring, Evaluating, and Updating the Plan

Requirement §201.6(c)(4)(i): [The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan describe the method and schedule for monitoring the plan? (For example, does it identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?)	Ch. 10 pp. 1-3			
B. Does the plan describe the method and schedule for evaluating the plan? (For example, does it identify the party responsible for evaluating the plan and include the criteria used to evaluate the plan?)	Ch. 10 pp. 1-3			
C. Does the plan describe the method and schedule for updating the plan within the five-year cycle?	Ch. 10 pp. 1-3			
SUMMARY SCORE				

Jurisdiction:

Incorporation into Existing Planning Mechanisms

Requirement §201.6(c)(4)(ii): *[The plan shall include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan?	Ch. 4 pp. 4 Ch. 10 pp. 3			
B. Does the plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?	Ch. 10 pp. 3			
SUMMARY SCORE				

Continued Public Involvement

Requirement §201.6(c)(4)(iii): *[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan explain how continued public participation will be obtained? (For example, will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?)	Ch. 1 pp. 4-5 Ch. 10 pp. 1-3			
SUMMARY SCORE				

Additional State Requirement

Requirement: *The plan must include descriptions and/or maps of the jurisdiction's public warning system coverage, and any known gaps in that coverage*

Element	Location in the Plan (section or annex and page #)	Reviewer's Comments	SCORE	
			N	S
A. Does the plan include descriptions and/or maps of the jurisdiction's public warning system coverage, and any known gaps in that coverage?	Ch. 5 pp. 5			
SUMMARY SCORE				