

This section provides the State of Nevada's schedule for monitoring, evaluation, and updating the Nevada HMP; monitoring mitigation implementation measures and project closures; and reviewing progress on goals, activities, and projects in the mitigation strategy.

6.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The requirements for monitoring, evaluating, and updating the plan, as stipulated in the DMA 2000 and its implementing regulations, are described below.

DMA 2000 REQUIREMENTS: PLAN MAINTENANCE PROCESS

Monitoring, Evaluating, and Updating the Plan

Requirement §201.4(c)(5)(i): The Standard State Plan Maintenance Process **must** include an established method and schedule for monitoring, evaluating, and updating the plan.

Element

Does the **new or updated** plan describe the method and schedule for monitoring the plan? (e.g., identifies the party responsible for **monitoring**, includes schedule for reports, site visits, phone calls, and/or meetings)

Does the **new or updated** plan describe the method and schedule for **evaluating** the plan? (e.g., identifies the party responsible for evaluating the plan, includes the criteria used to evaluate the plan)

Does the **new and updated** plan describe the method and schedule for **updating** the plan?

Does the updated plan include an analysis of whether the previously approved plan's method and schedule worked, and what elements or processes, if any, were changed?

Source: FEMA, Standard State Hazard Mitigation Plan Review Crosswalk 2006

6.1.1 Schedule for Monitoring, Evaluating and Updating the Plan

To ensure that the goals and objectives for Nevada are current and that local mitigation efforts are accomplished, the Subcommittee will do periodic monitoring of the Nevada HMP.

The NHMPC will review the Nevada HMP annually or as situations dictate such as after a disaster declaration or when new information is obtained. The Subcommittee Chair in coordination with the SHMO or his/her designee are responsible for the review the Nevada HMP the second quarter of the year. A record of review will be maintained in the format as shown in Table 6-1.

When a review of the plan determines it is necessary, an Evaluation of the Plan will begin immediately following the completion of the plan monitoring and review.

When an Evaluation of the plan determines it is necessary, an Update of the Plan will begin immediately following the completion of the plan Evaluation. An Update will be completed prior submitting the revised plan to FEMA for approval.

The revised Plan will be submitted to FEMA every three years for approval in accordance with CFR201.4(d).

6.1.2 Method for Monitoring the Plan

The process to complete the review of the Nevada HMP has four basic steps listed below.

1. The Chair of the NHMPC receives an annual report on the status of the Nevada HMP's mitigation goals and objectives.
2. The report will evaluate whether the Nevada HMP's current mitigation goals, objectives, and action items are appropriate and/or effective.
3. The report will recommend any required changes and/or amendments to the Nevada HMP.
4. SHMO or his/her designee will record review dates into the Record of Review (Table 6-1).

If the NHMPC determines to modify the Nevada HMP, the NHMPC can initiate a plan amendment following the administrative requirements of the state's open meeting law.

6.1.3 Method for Evaluating the Plan

Once the Nevada HMP is reviewed, it must be evaluated to stay current with mitigation goals objectives, and activities. The Subcommittee Chair and/or SHMO will assemble the Subcommittee for an evaluation process of the Nevada HMP. The process for evaluating the plan is in the following list:

1. Risk Assessment Evaluation
 - a. Incorporation of new and/or updated local mitigation plan risk assessment information.
 - b. Have the risks changed at a state level?
2. Has the Strategy changed?
3. Goals and Objectives Evaluation
 - a. Are the goals and objectives appropriate for what the State wants to accomplish?
 - b. Do the goals and objectives reflect what the local jurisdictions want to accomplish?
 - c. Do the State's and local jurisdictions' goals and objectives complement each other?
 - d. Do the goals and objectives satisfy the Federal criteria (i.e., the crosswalk)?
 - e. Do the goals and objectives reflect the local jurisdictions' plans and concerns?
 - f. Are the goals and objectives feasible given the funding sources available to state, and local jurisdictions?
4. Modify Goals and Objectives in accordance with the results of the evaluation
5. Action/Project Evaluation

- a. What action items have been accomplished?
 - b. Are the action items appropriate to accomplish the plan's goals and objectives?
 - c. Do any of the action items need to be changed?
 - d. Do new action items need to be added?
6. Does the Nevada HMP meet federal criteria?
- a. Using current FEMA crosswalk, review the plan for appropriate content.

6.1.4 Method for Updating the Plan

Once the Nevada HMP is monitored and evaluated, it must be updated to stay current with mitigation goals, objectives, and activities. The process for updating the plan is in the following list:

1. The Subcommittee Chair, SHMO, or his/her designee submits changes to the Subcommittee. (A NHMPC member can also submit changes to the Nevada HMP.)
2. The Subcommittee reviews and recommends (or rejects) the changes, then sends the changes to the NHMPC.
3. The NHMPC approves/rejects the Nevada HMP's changes.
4. SHMO or his/her designee updates the Nevada HMP with approved changes.
5. The changes are recorded in the Nevada HMP's Record of Change (Table 6-2).
6. The process is completed within 45 days.
7. Update the record of adoption if necessary.

6.1.5 Previous Process and Recommended Changes

In reviewing the previous plan's process, the Task Force found that the plan had not been reviewed annually as planned. The previous plan's schedule was not followed due to constraints in levels of staffing assigned to mitigation activities. This was the main factor in the breakdown of the process established in the previously approved plan.

In addition, the Task Force found that some of the mitigation goals and objectives were partially accomplished through projects done by both state agencies and local jurisdictions. The plan allowed support for serious hazard mitigation planning and projects statewide.

A change made to the previous process is to have the Subcommittee take a more active role in the evaluation process as mentioned in Section 6.1.2. Assistance from the Nevada Hazard Mitigation Planning Committee (NHMPC) in evaluating the plan and assessing goals, objectives and actions items is established for the three-year cycle.

A recommendation to smooth the transition from raw data to the Nevada HMP is to assign members of the NHMPC and the Subcommittee to track disaster incidents and events, and to recommend mitigation goals and actions in their respective area of expertise. For instance, an NHMPC member from NDF could present wild-land fire incident data and appropriate goals for inclusion into the Nevada HMP during the review process, and the Nevada Earthquake Safety Council could recommend changes in light of new research results and information.

The periodic monitoring will take place through quarterly meetings of the Subcommittee. Below is a list of the meetings' agenda items for discussion and/or action at the established quarterly meetings. The Subcommittee is scheduled to meet the last Monday of the first month of the quarter at 1:30 pm.

1. Risk assessment review involving both the state and local level.
 - a. Local level
 - i. New plans
 - ii. Updated plan
2. On going studies
3. Addition of action items to address risk
4. Modification of action items
5. Deletion of action items completed or no longer applicable
6. Grant application, funding sources
7. Training and workshops

This information will be reported to the NHMPC by the Subcommittee Chair at its quarterly meetings.

6.2 MONITORING PROGRESS OF MITIGATION ACTIVITIES

The requirements for monitoring the progress of mitigation activities, as stipulated in the DMA 2000 and its implementing regulations, are described below.

DMA 2000 REQUIREMENTS: PLAN MAINTENANCE PROCESS**Monitoring Progress of Mitigation Activities**

Requirement §201.4(c)(5)(ii): The Standard State Plan Maintenance Process **must** include a system for monitoring implementation of mitigation measures and project closeouts.

Requirement §201.4(c)(5)(iii): The Standard State Plan Maintenance Process **must** include a system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.

Element

Does the **new or updated** plan describe how mitigation measures and project closeouts will be monitored?

Does the **new or updated** plan identify a system for reviewing progress on achieving goals in the Mitigation Strategy?

Does the updated plan describe any modification, if any, to the system identified in the previously approved plan to track the initiation, status, and completion of mitigations activities?

Does the **new and updated** plan identify a system for reviewing progress on implementing activities and projects of the Mitigation Strategy?

Does the updated plan discuss if mitigation actions were implemented as planned?

Source: FEMA, Standard State Hazard Mitigation Plan Review Crosswalk 2006

6.2.1 Monitor Progress of Mitigation Activities

The SHMO or his/her designee will track, monitor and provide oversight for approved projects under FEMA's HMGP and PDM programs. The tracking of projects includes a comparison against the mitigation goals, objectives, and actions from Nevada HMP Section Four. The comparison allows the SHMO to verify that Nevada is meeting the goals and objectives set in the updated Nevada HMP as well as the effectiveness of the mitigation program.

For PDM and HMGP funding, the tracking of projects begins when the SHMO reviews initial project applications for completeness and eligibility. At this time, the SHMO also compares the project with the Nevada HMP Section Four to determine whether the project is in agreement with the actions, goals and objectives established in the mitigation strategy. The SHMO maintains a record of the applicable action, goal and objective such as Table 6-3 to provide a report to the Nevada HMPC when the funding process is completed and to compare the final outcome of the project when it closes.

After the project closeout, the SHMO will work with the Committee to reevaluate the two items: one; the mitigation strategy to determine the progress made and, two; if modifications are necessary. The SHMO will maintain a record of modifications to the mitigation strategy. This record will be used to create the report for the Subcommittee's review at their subsequent meeting.

It is our intent to compile data about the State’s accomplishments in the mitigation field. This data is provided by the representatives of the lead agencies participating in the Subcommittee, the NHMPC and/or the annual survey described in section 6.2.3.

6.2.2 Project Closeouts

When the applicant reports the mitigation project is complete and all eligible reimbursements have been paid, the SHMO will prepare the Closeout Form. The Closeout Form will be mailed with a formal letter explaining the procedures for project closeout to the applicant. The letter will request the applicant review and verify that the project closeout information is correct. The applicant will sign and return the Closeout Form to the Mitigation Section for final processing. Upon receipt of the verified and signed Closeout Form, the SHMO will send the Closeout Form to the GAR for review and signature.

When the SHMO determines that all project management procedures have been satisfied, the original signed Closeout Form will be filed with the project file. A copy of the form will be forwarded to FEMA by formal letter, officially closing the project.

6.2.3 Review Progress on Mitigation Strategy

The SHMO or his/her designee will track mitigation objectives, goals, or action items obtained from the local jurisdictions’ HMPs and State Agencies’ plans, using the following matrix. This matrix will be sent to applicable State Agencies and local jurisdictions for updates annually during the last quarter of the calendar year. The updated copy will be given to the Subcommittee for its annual review of the Nevada HMP.

**Table 6-3
Mitigation Activity Matrix**

State Agency Local Jurisdiction	Description: Objective, Goal, Action, and Project(s)	Initiation Date	Status (Narrative)	Completion Date

6.2.4 Modifications in Tracking Mitigation Actions

The 2004 Nevada Standard Multi-Hazard Mitigation Plan did not have a straightforward process for tracking and revising mitigation actions. After discussion with the Subcommittee, the new process for reviewing progress on implementing activities and projects is explained in 6.2.5.

The Mitigation Activity Matrix, Table 6-3, provides the SHMO a standardized form to track state agencies and local jurisdictions objectives, goals, and actions. The SHMO will compile the data and compare the activities to the goals and objectives. This data will be presented to the Subcommittee at the next scheduled quarterly meeting.

6.2.5 Reviewing Progress on Implementing Activities and Projects

The following document is a sample of the system used for reviewing the progress of activities and projects of the Nevada HMP programs managed by NDEM. This form is updated on a quarterly basis by the subgrantees. It is sent to the SHMO for review. The SHMO reports this information to the NHMPC at its quarterly meeting. The NHMPC discusses the information and formulates recommendations to modify the Nevada HMP accordingly.

The NHMPC will have an opportunity to discuss the information and formulate recommendations or modifications to the NHMP at its meeting scheduled for the last quarter of the year.

**Quarterly Performance Report 1 - FY 2007
For Quarter Ending September 30, 2007
HMGP-1629-01-P**

University of Nevada, Reno
Local Contact: Jon Price
Title: Director/State Geologist
Address: Mail Stop 178
Reno, NV 89557-0088
Telephone Number: (775) 784-6691-120

Project Title: *State Natural Hazard Risk Assessment – HAZUS runs*

Project Description: *Under the direction of Dr. Price, the University will conduct HAZUS runs for earthquake and flood scenarios to include the 17 counties. The data will be integrated into the State Hazard Mitigation Plan which is currently under revision.*

Administrative allocation to cover extraordinary costs incurred for preparation of application, quarterly reports, final audits and related field inspections by associated UNR employees including overtime, per diem and travel expenses.

UNR's Match: 0%
Start Date of Project: April 6, 2007
Closeout Date: February 6, 2008

Project Status:

Complete: 0%

Total Project Costs: \$1,442

Status:

Requisition	Date	HM Funds	Balance	Match Funds	Balance	Total
Allocated		\$1,442	\$1,442		\$1,442	\$1,442
Total						

cc: File
DEM Fiscal

Figure 6-1: Sample of a Quarterly Performance Report

Programs not managed by NDEM require input from the NHMPC and the Subcommittee members. As mentioned previously in Section 6.1.4, other programs will be monitored by Subcommittee members. The SHMO will place an action item in the Subcommittee’s agenda requesting information about accomplished mitigation projects supported, facilitated and/or funded through/by other state agencies.

Each member is tasked with reporting any activity or project within the agency they represent, linked to mitigation. The report can be presented at the quarterly or biannual meetings. The following is a form provided to the members for reporting purposes.

**Table 6-4
Activity/Project Implementation Report**

Complete applicable areas. If unknown, write N/A. Any questions call Elizabeth Ashby at 687-0314.

Date Submitted: _____	Agency		Effect on Loss Reduction		Funding	
	State	Federal	Support	Funding	Cost Share	Project Period
Activity/Project						
Sample: Silver Spring Drainage pipe enhancement at Highways 50 and 95	DEM	FEMA		\$25,000	\$8250	3-07 to 3-10

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