

This section provides the State of Nevada’s schedule for monitoring, evaluating, and updating the Nevada HMP; including reviewing progress on goals and actions in the mitigation strategy.

No significant changes were made to this Section other than updates to the data referenced and pertinent Section number changes.

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 2008

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 periodically monitors the Nevada HMP.

The Subcommittee monitors the Nevada HMP quarterly 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 is responsible for updating the Nevada HMP in the second quarter of the year. A record of updates is maintained in the minutes of the Subcommittee meetings. When an evaluation of the plan determines it is necessary, the update process will begin immediately.

6.1.2 Method for Monitoring the Plan

The process to initiate and complete the modification of the Nevada HMP has five basic steps listed below.

1. The Chair of the NHMP Subcommittee receives a quarterly report on the status of the Nevada HMP's goals, objectives, action items, and the status of identified hazards.
2. The report evaluates whether the Nevada HMP's current mitigation hazards, goals, objectives, and action items are appropriate and/or effective.
3. The report recommends any needed changes and/or amendments to the Nevada HMP. Any proposed changes are discussed in open forum at the quarterly meetings by Subcommittee members.
4. If the NHMP Subcommittee determines to modify the Nevada HMP, the NHMP Subcommittee can initiate a modification by a majority vote at a quarterly meeting followed by an agenda item at the next quarterly meeting following the administrative requirements of the state's open meeting law.
5. SHMO or his/her designee records any reviews and updates in formal meeting minutes.

6.1.3 Method for Evaluating the Plan

This methodology did not change during the 2013 update process. The evaluation was accomplished by reviewing each and every section of the 2010 plan and each question listed below was asked as the appropriate section was reviewed by the Subcommittee. Please note the addition of questions 1c and 1d to encompass the hazard profiling and ranking activities.

The Subcommittee Chair incorporates the following process into the quarterly meetings:

1. Risk Assessment Evaluation
 - a. Incorporate new and/or updated local mitigation plan risk assessment information.
 - b. Have the risks changed at a state level?
 - c. Are there new hazards at the local or state level?
 - d. Has the current ranking of the hazards changed?
2. Goals Evaluation
 - a. Are the goals appropriate for what the State wants to accomplish?
 - b. Do the goals reflect what the local jurisdictions want to accomplish?
 - c. Do the State's and local jurisdictions' goals and actions complement each other?
 - d. Do the goals satisfy the Federal criteria (i.e., the crosswalk)?
 - e. Do the goals reflect the local jurisdictions' plans and concerns?
 - f. Are the goals feasible given the funding sources available to state, and local jurisdictions?

3. Modify goals in accordance with the results of the evaluation.
4. 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?
5. Does the Nevada HMP meet federal criteria?
 - a. Using current FEMA "Review Tool," 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 hazards, mitigation goals, objectives, and activities. The process for updating the plan is in the following list of actions:

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 meeting minutes which become part of the plan in the form of Appendix D.
6. The process is completed within 90 days.
7. Update the record of adoption if necessary.

As mentioned before, the update of the SHMP is continuous in Nevada. After FEMA approval in October, the next Subcommittee meeting in January marks the beginning of the update process through the monitoring, evaluating, data compilation, and updating of the plan document.

6.1.5 Previous Process and Recommended Changes

No major changes to the previous process for monitoring and updating of the plan were made in this iteration. The Subcommittee used the Annual Questionnaire form at its quarterly meeting as a guide to gather data and solicit input from the members. The Completed Mitigation Activity Report Form (Figure 6-3) was distributed to all members via e-mail and in hard copy at the quarterly meetings. The information collected in these reports is found in Appendix P. Additionally the Planning Team developed a form that assisted in gathering the information about public awareness and outreach efforts by

members of the NHMP Subcommittee. These efforts include but are not limited to civil and professional organizations with content about hazard mitigation planning or project activities. These data are summarized in section 2.2.2, Participation of Interested Groups in the Planning Process.

As events occur in the State, the Subcommittee will continue to learn from them and adjust both the process and the plan to address any deficiencies highlighted by these occurrences.

The periodic monitoring of the plan and process takes place through quarterly meetings of the Subcommittee. Below is a possible list of general agenda items for discussion and/or action at the established quarterly meetings of the Subcommittee, which are scheduled the last Monday of the first month of each quarter at 1:30 pm.

1. Risk assessment review involving both the state and local level:
 - a. Local level
 - i. New plans
 - ii. Updated plans
2. Ongoing 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.

PLAN SECTION	QUESTIONS	YES	NO	COMMENTS
PLANNING PROCESS	Are there internal or external organizations and agencies that have been invaluable to the planning process or to mitigation action?			
	Are there procedures (e.g., meeting announcement, plan updates) that can be done more efficiently?			
	Has the Steering committee undertaken any public outreach activities regarding the HMP or implementation of mitigation actions?			
HAZARD PROFILES	Has a natural and/or human-caused disaster occurred in this reporting period?			
	Are there natural and/or human-caused hazards that have not been addressed in this HMP that should be?			
	Are additional maps or new hazards studies available? If so, what have they revealed?			
VULNERABILITY ANALYSIS	Do any new critical facilities or infrastructure need to be added to the asset lists?			
	Have there been changes in development patterns that could influence the effects of hazards or create additional risks?			
MITIGATION STRATEGY	Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?			
	Are the goals still applicable?			
	Should new mitigation actions be added to a community's Mitigation Action Plan?			
	Do existing mitigation actions listed in a community's Mitigation Action Plan need to be reprioritized?			
	Are the mitigation actions listed in a community's Mitigation Action Plan appropriate for available resources?			

Figure 6-1. Annual Review Questionnaire

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 2008

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 Hazard Mitigation Assistance (HMA) programs. The tracking of projects includes a comparison against the mitigation goals, objectives, and actions from Nevada HMP Section 4. 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 HMA 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 goals, objectives, and actions established in the mitigation strategy. The SHMO maintains records of the applicable action, goal and objective by funding source, year, and hazard. The resulting information is shown in figures and tables found in Section 4.2.4 as Hazard Management Capability changes. This report is presented to the Nevada HMPC at its quarterly meetings. The form shown here in Figure 6-3 is used by DEM to assist in tracking mitigation actions in Nevada. Data collected from these forms is incorporated into this plan in Appendix P, Completed Mitigation Activities.

After the project closeout, the SHMO will work with the Subcommittee and Committee to re-evaluate two items: one; the mitigation strategy to determine the progress made and, two; if modifications are necessary. The SHMO maintains a record of any modifications to the mitigation strategy in the minutes of the NHMPC and Subcommittee meetings. This record is 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. These data are provided by the representatives of the lead agencies participating in the Subcommittee, the NHMPC and/or the annual survey described in section 6.2 as well as through the annual Tabletop Exercise (TTX) at local meetings attended by the Hazard Mitigation staff and the incorporation of after-action reports from the TTX.

6.2.2 Project Closeouts

The process described in 2010 remains essentially the same; the only change was the form presented.

1. Subgrantees mark final report accordingly
2. NDEM confirms payment of all reimbursements
3. NDEM requests closure of award to FEMA; closing request includes package with
 - a. Expend
 - b. Deobligations
 - c. Final site visit with photos if applicable
 - d. Confirmation that project is complete

When the SHMO determines that all project management procedures have been satisfied, the original signed Final Quarterly Report Form will be filed with the project file. A copy of the form will be forwarded to FEMA with a formal letter, officially requesting closure of the project. Nevada successfully closed HMGP and PDM projects during the update of this plan following the procedure above.

6.2.3 Review Progress on Mitigation Strategy

The SHMO or his/her designee tracks mitigation objectives, goals, or action items implemented with the Unified Hazard Mitigation Assistance programs. To obtain data about activities implemented by local, tribal, other state and private entities with different sources of funding, the form shown in Figure 6-3: Completed Mitigation Activity/Project Report is distributed quarterly to the current tree network of contacts described in Section 5.1.1.1. The information serves as a means for the SHMO to measure progress and capability of the group performing the mitigation activity in the implementation of the mitigation strategy at the community level.

6.2.4 Modifications in Tracking Mitigation Actions

No modification was made to this process during the 2013 plan update. Figure 6-3 is a valid and useful form that provides the SHMO a standardized format to track state agencies and local jurisdictions' objectives, goals, and actions as well as track their progress and accomplishments. The SHMO compiles data and compares the activities to the goals and objectives. This data is presented to the Subcommittee and NHMPC at their regularly scheduled meetings.

6.2.5 Reviewing Progress on Implementing Activities and Projects

The document shown in Figure 6-2 is an example of a quarterly financial and progress report used in the system 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 and 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.

All activities requesting funds from HMA programs require NHMPC's input in the prioritization process before submission to FEMA. Beginning in 2012, NDWR and NDEM agreed to have all HMA applications managed by NDEM.



QUARTERLY FINANCIAL AND PROGRESS REPORT

Reporting	Quarter STARTING month, day & year	Quarter ENDING month, day & year
Period:	January 1, 2010	March 31, 2010

DESCRIPTION		Report No. :	Nine (9)
Subgrantee Agency:	Esmeralda, Emergency Management	Funding Year:	2007
Address:	Box 57, Goldfield, NV 89013	Grant Fund Stream:	PDM
Project Name:	2007 PDMC-002, HM Plan	Funding Job #:	97017E7
Project Manager:	Harriet Ealey	Fiscal Agent:	
E-mail:	harrietealey@frontiernet.net	Fed Funds Share %:	75%
Phone:	775-485-9974	Match Funds Share %:	25%

TO-DATE CUMULATIVE TOTALS

A. Total Expenses Previously Claimed	\$ 24,086.19	DEM Use Only
B. Total Expenses Claimed This Period	\$ -	Budget Account:
C. Total Expenses Claimed To Date (Lines A+B)	\$ 24,086.19	Category:
D. Total Match provided by Sub-grantee To-date (If applicable)	\$ 6,021.55	General Ledger:
F. Total Expenses Reimbursed To Date (Total Fed Funds Requested this QTR+Prev)	\$ 18,054.64	Amount Reimbursed:
G. Encumbered	\$ -	Voucher #:
H. Total Federal Grant Funds Awarded	\$ 24,949.50	Initials:
I. Unobligated Balance of Federal Funds (Lines H - (G+F))	\$ 6,884.86	Date:

BUDGET, EXPENDITURES & COMMITMENTS BY CATEGORY

Category	Grant Funds Awarded (H)	Previously Claimed To Date (A)	Claimed This Period (B)	Total Claimed To Date (C)	Encumbered (G)
Personnel				\$ -	\$ -
Consultants/Contracts	\$ 33,266.00	\$ 24,086.19	\$ -	\$ 24,086.19	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Supplies/Operating		\$ -	\$ -	\$ -	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Training		\$ -	\$ -	\$ -	\$ -
Planning		\$ -	\$ -	\$ -	\$ -
M&A		\$ -	\$ -	\$ -	\$ -
COLUMN TOTALS	\$ 33,266.00	\$ 24,086.19	\$ -	\$ 24,086.19	\$ -

Total Federal Funds Requested this Claim: (Current Period Total Less Match): \$ -

PROJECT REPORTING

Do you anticipate completion of work within the performance period. If not, please describe any problems, delays or adverse conditions that will impair the ability to meet the stated objectives in the application.	Yes
Do you anticipate: Cost underrun/overrun?	No
Do you anticipate: Request for extension of performance period?	No

Figure 6-2. Sample Quarterly Financial & Progress Report



QUARTERLY FINANCIAL AND PROGRESS REPORT

Reporting	Quarter STARTING month, day & year	Quarter ENDING month, day & year
Period:	January 1, 2010	March 31, 2010

DESCRIPTION

Subgrantee Agency:	Esmeralda, Emergency Management	Report No. :	Nine (9)
Address:	Box 57, Goldfield, NV 89013	Funding Year:	2007
Project Name:	2007 PDMC-002, HM Plan	Grant Fund Stream:	PDM
Project Manager:	Harriet Ealey	Fiscal Agent:	97017E7
E-mail:	harrietealey@frontiernet.net	Fed Funds Share %:	75%
Phone:	775-485-9974	Match Funds Share %:	25%

PROJECT COMPLETION (Note: The Tasks as identified and tracked here come from the Project Plan)

Task #	Task Description	% Completion of Task	% Total Completion
1		100%	98%
2		100%	
3		100%	
4		90%	
5			
6			
7			
8			
9			
10			
11			
12			
Total Actual Project Completion To Date:		98%	

Please describe significant activities and developments that have occurred that show performance during this quarter, including a comparison of actual accomplishments to the tasks listed above.

Task #1	Project Initiation - Complete
Task #2	Risk Assessment - Completed
Task #3	Mitigation Strategy - Completed
Task #4	Prepare Plan-Submitted draft plan to County and Elizabeth Ashby for review. The draft will be amended to relect the comments or changes received and submitted to FEMA
Task #5	
Task #6	
Task #7	
Task #8	
Task #9	
Task #10	
Task #11	
Task #12	

Attached are copies of all expenses to substantiate the expenses requested on this claim. I certify that submitted invoices have been paid prior to the request for reimbursement from the SAA and to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth under the terms of federal and state assurances, program regulations and the approved grant budget. I further certify that a copy of this Financial Report has been provided to the above named Project Manager.

<i>Harriet Ealey</i>	4/13/2010
Signature - Fiscal Agent	Date
<i>Harriet Ealey</i>	4/13/2010
Signature - Project Manager	Date

NOTE: Back-up for this claim can be found in the grant program file located at the Division of Emergency Management.

Figure 6-2. (cont.) Sample Quarterly Financial & Progress Report

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 reports on the current status of and progress made on any mitigation-related activities or projects within the agency he or she represents and files a “Completed Mitigation Activity/Project Report” (shown in Figure 6-3), with the Planning Team upon completion of any of these mitigation-related activities or projects. These forms are distributed at the same time as the Annual Review Questionnaire to both NHMPC and Subcommittee members and any completed forms are requested to be turned in at each quarterly meeting for reporting purposes. This form was presented to the Subcommittee or NHMPC during the current plan update. The Planning Team compiles all completed mitigation-related activities and projects submitted by committee members into one document presented as Appendix P.

QUARTER :Jan, Feb Mar 2013 Date Submitted: <hr/> Activity/Project	Agency and Amount (\$)		Effect on Loss Reduction	Goal, Action # achieved from State Plan (See Table 4-2 for Mitigation Goals and Strategic Actions)
	State – Manage, support, Fund (\$)	Federal (\$)		
Sample: Silver Spring drainage pipe enhancement at Highways 50 and 95	DEM Manage	FEMA \$53,340	Flood	Action 6.E.2

Complete applicable areas. If unknown, write N/A. Any questions call SHMO Elizabeth Ashby at 775-687-0314

Figure 6-3. Completed Mitigation Activity/Project Report

The staff reviews each updated section of the plan before the next quarterly Subcommittee meeting and helps to develop future strategic mitigation actions based on those developed in the State or local plans or in supporting agency goals and objectives, or discussed at meetings to include for consideration in the new iteration.

Mitigation actions were implemented as planned during the 3-year update cycle; see Section 4.1.1, Goal Assessment and 4.2.4 Hazard Management Capabilities Changes for details.

Nevada closed disaster funding for hazard mitigation from HMGP-1540 and 1583 and is currently working on closing PDM-2007 award.