

# Appendix A: Local Mitigation Plan Review Tool

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## Local Mitigation Plan Review Tool

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the Plan’s strengths as well as documents areas for future improvement.
- The Multi-Jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption). **(Not included herein – the Colorado Springs HMP is a single jurisdiction plan.)**

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

|   |  |   |
|---|--|---|
| <b>Jurisdiction:</b><br>City of Colorado Springs  | <b>Title of Plan:</b><br>City of Colorado Springs, CO Hazard Mitigation Plan (HMP) Update 2015 | <b>Date of Plan:</b><br>December 2015 - DRAFT |
| <b>Local Point of Contact:</b><br>Tobi Blanchard  | <b>Address:</b><br>375 Printers Parkway<br>Colorado Springs, CO 80910                          |   |
| <b>Title:</b><br>Emergency Management Coordinator |  |   |
| <b>Agency:</b><br>Office of Emergency Management  |  |   |
| <b>Phone Number:</b><br>719-385-7228              | <b>E-Mail:</b><br>tblanchard@springsgov.com  |   |

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|---|---|--|
| <b>State Reviewer:</b><br>Patricia L. Gavelda | <b>Title:</b><br>Local Hazard Mitigation Planning Program Manager | <b>Date:</b><br>February 1, 2016 - DRAFT |
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|--|---------------|--------------|
| <b>FEMA Reviewer:</b>                    | <b>Title:</b> | <b>Date:</b> |
| <b>Date Received in FEMA Region VIII</b> |               |              |
| <b>Plan Not Approved</b>                 |               |              |
| <b>Plan Approvable Pending Adoption</b>  |               |              |
| <b>Plan Approved</b>                     |               |              |



**SECTION 1: Multi-Jurisdiction Summary Sheet**

| MULTI-JURISDICTION SUMMARY SHEET |                          |                   |                      |                            |                        |         |                        |                  |                        |
|----------------------------------|--------------------------|-------------------|----------------------|----------------------------|------------------------|---------|------------------------|------------------|------------------------|
| #                                | Jurisdiction Name        | Jurisdiction Type | Jurisdiction Contact | Email                      | Requirements Met (Y/N) |         |                        |                  |                        |
|                                  |                          |                   |                      |                            | A. Planning Process    | B. HIRA | C. Mitigation Strategy | D. Update Rqmts. | E. Adoption Resolution |
| 1                                | City of Colorado Springs | Municipality      | Tobi Blanchard       | tblanchard@springs.gov.com |                        |         |                        |                  |                        |
| 2                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 3                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 4                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 5                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 6                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 7                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 8                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 9                                |                          |                   |                      |                            |                        |         |                        |                  |                        |
| 10                               |                          |                   |                      |                            |                        |         |                        |                  |                        |



**SECTION 2: Regulation Checklist**

| REGULATION CHECKLIST  | Location in Plan<br>(section and/or page number)   | Met | Not Met |
|---|--|-----|---------|
| Regulation (44 CFR 201.6 Local Mitigation Plans)  |  |     |         |
| <b>ELEMENT A. PLANNING PROCESS</b>  |  |     |         |
| A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))  | Sections 3.1 and 3.2   |     |         |
| A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2)) | Section 3.2 (Element A, Step 2)  |     |         |
| A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))  | Section 3.2 (Element A, Step 2)  |     |         |
| A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))  | Section 3.2 (Element A, Step 3) and 7.3  |     |         |
| A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))   | Section 7.4  |     |         |
| A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))   | Sections 7.1 and 7.2   |     |         |
| <b><u>ELEMENT A: REQUIRED REVISIONS</u></b>   |  |     |         |
| <b>ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>   |  |     |         |
| B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))  | This information is located within each hazard profile which are found in Sections 4.3 through 4.7 |     |         |
| B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))  | Sections 4.3 through 4.7   |     |         |
| B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))   | Sections 4.3 through 4.7 and Section 4.8   |     |         |
| B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))   | Section 4.3.1  |     |         |
| <b><u>ELEMENT B: REQUIRED REVISIONS</u></b>   |  |     |         |



| <b>REGULATION CHECKLIST</b>  | <b>Location in Plan<br/>(section and/or<br/>page number)</b>  | <b>Met</b> | <b>Not<br/>Met</b> |
|--|---|------------|--------------------|
| <b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>  |   |            |                    |
| <b>ELEMENT C. MITIGATION STRATEGY</b>  |   |            |                    |
| C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))  | Section 5   |            |                    |
| C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))  | Section 6.6 (end of section)  |            |                    |
| C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))   | Section 6.2   |            |                    |
| C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii)) | Section 6.6   |            |                    |
| C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))                      | Section 6.6   |            |                    |
| C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))                      | Section 3.2 (Element A, Step 3), Section 5 (Capabilities), Section 6.6 (part of the actions), Section 7.3 |            |                    |
| <b>ELEMENT C: REQUIRED REVISIONS</b>   |   |            |                    |
| <b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</b> (applicable to plan updates only)  |   |            |                    |
| D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))   | Section 4.10  |            |                    |
| D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))   | Sections 6.3 and 6.4  |            |                    |
| D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))  | Section 6.6 (priorities in actions)   |            |                    |
| <b>ELEMENT D: REQUIRED REVISIONS</b>   |   |            |                    |
| <b>ELEMENT E. PLAN ADOPTION</b>  |   |            |                    |
| E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))  | **Future action **  |            |                    |



| <b>REGULATION CHECKLIST</b>   |  | <b>Location in Plan</b><br>(section and/or page number) | <b>Met</b> | <b>Not Met</b> |
|---|--|---|------------|----------------|
| <b>Regulation</b> (44 CFR 201.6 Local Mitigation Plans)   |  |   |            |                |
| E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5)) |  | N/A   |            |                |
| <b><u>ELEMENT E: REQUIRED REVISIONS</u></b>   |  |   |            |                |
| <b>ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)</b>                                      |  |   |            |                |
| F1.   |  |   |            |                |
| F2.   |  |   |            |                |
| <b><u>ELEMENT F: REQUIRED REVISIONS</u></b>   |  |   |            |                |



## **SECTION 3: Plan Assessment**

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### **A. Plan Strengths and Opportunities for Improvement**

This section provides a discussion the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

#### **Element A: Planning Process**

#### **Element B: Hazard Identification and Risk Assessment**

#### **Element C: Mitigation Strategy**

#### **Element D: Plan Review, Evaluation, and Implementation (Plan Updates Only)**

### **B. Resources for Implementing Your Approved Plan**