

APPENDIX D

APPENDIX D – LMS PLAN CROSSWALK

Appendix D includes the completed crosswalk for the draft LMS Plan.

- LMS Plan Crosswalk

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).

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

Jurisdiction: Polk County	Title of Plan: Polk County Multi-Jurisdictional	Date of Plan: 2/28/2015
Local Point of Contact: Paul Womble, CEM, FPEM, MEP	Address: 1890 Jim Keene Blvd, Winter Haven, FL 33880	
Title: Program Manager		
Agency: Polk County Emergency Management		
Phone Number: 863-298-7002	E-Mail:	

State Reviewer: Michael Wallick, David Block	Title: Mitigation Planner	Date: 4/20/15, 7/29/2015, 8/7/15
Date Received by FDEM	3/6/15, 7/10/15, 7/31/15	
Plan Not Approved	4/20/15, 7/29/15	
Plan Approvable Pending Adoption	8/7/15	
Plan Approved		

FEMA Reviewer:	Title:	Date:
Date Received in FEMA Region IV	3/6/2015	
Plan Not Approved		
Plan Approvable Pending Adoption	8/7/2015	
Plan Approved		

**SECTION 1:
REGULATION CHECKLIST**

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been ‘Met’ or ‘Not Met.’ The ‘Required Revisions’ summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is ‘Not Met.’ Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this Plan Review Guide in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST	Location in Plan	Met	Not Met
Regulation (44CFR 201.6 Local Mitigation Plans)	(section and/or page number)		
ELEMENT A. PLANNING PROCESS			
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))	Section II, Appendix B, pages I-2 and II-4	X	
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))	pages II-5 and II07	X	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	page II-5	X	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	pages II-5 - II-7 and Section VIII	X	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	page VII-2	X	
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))	page VIII-2	X	
ELEMENT A: REQUIRED REVISIONS			

1. REGULATION CHECKLIST		Location in Plan	
Regulation (44CFR 201.6 Local Mitigation Plans)	(section and/or page number)	Met	Not Met
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT			
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))	Section IV	X	
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))	Section IV	X	
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))	Section IV and V	X	
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Page IV-39-40	X	
ELEMENT B: REQUIRED REVISIONS			
ELEMENT C. MITIGATION STRATEGY			
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))	pages VIII-5 and VIII-6	X	
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))	pages III-24, III-25	X	
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	pages VI-3 and VI-4	X	
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 VI	X	
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))	pages VI-20 to VI-23, Appendix C	X	
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))	Sections VII and VIII	X	
ELEMENT C: REQUIRED REVISIONS			

1. REGULATION CHECKLIST		Location in Plan	
Regulation (44CFR 201.6 Local Mitigation Plans)	(section and/or page number)	Met	Not Met
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)			
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Section IV	X	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Appendix C	X	
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Appendix C	X	
<u>ELEMENT D: REQUIRED REVISIONS</u>			
ELEMENT E. PLAN ADOPTION			
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))	page VII-2		X
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	page VII-2		X
<u>ELEMENT E: REQUIRED REVISIONS</u>			
<p>E1 & E2:</p> <ul style="list-style-type: none"> • The plan must include documentation of plan adoption, usually a resolution by the governing body or other authority. • If adopted after FEMA review, adoption must take place within one calendar year of receipt of FEMA’s “Approvable Pending Adoption”. • Every jurisdiction that is included in the plan must have its governing body adopt the plan, even when a regional agency has the authority to prepare such plans. <p>(For additional information, please see the “Local Mitigation Plan Review Guide”, Element E: Plan Adoption dated October 1, 2011, Pages 28-29).</p>			
<u>ELEMENT F. ADDITIONAL STATE REQUIREMENTS</u>			
F1.			
F2.			
<u>ELEMENT F: REQUIRED REVISIONS</u>			

SECTION 2: PLAN ASSESSMENT

INSTRUCTIONS: The purpose of the Plan Assessment is to offer the local community more comprehensive feedback to the community on the quality and utility of the plan in a narrative format. The audience for the Plan Assessment is not only the plan developer/local community planner, but also elected officials, local departments and agencies, and others involved in implementing the Local Mitigation Plan. The Plan Assessment must be completed by FEMA. The Assessment is an opportunity for FEMA to provide feedback and information to the community on: 1) suggested improvements to the Plan; 2) specific sections in the Plan where the community has gone above and beyond minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs, specifically RiskMAP and Hazard Mitigation Assistance programs. The Plan Assessment is divided into two sections:

1. Plan Strengths and Opportunities for Improvement
2. Resources for Implementing Your Approved Plan

Plan Strengths and Opportunities for Improvement is organized according to the plan Elements listed in the Regulation Checklist. Each Element includes a series of italicized bulleted items that are suggested topics for consideration while evaluating plans, but it is not intended to be a comprehensive list. FEMA Mitigation Planners are not required to answer each bullet item, and should use them as a guide to paraphrase their own written assessment (2-3 sentences) of each Element.

The Plan Assessment must not reiterate the required revisions from the Regulation Checklist or be regulatory in nature, and should be open-ended and to provide the community with suggestions for improvements or recommended revisions. The recommended revisions are suggestions for improvement and are not required to be made for the Plan to meet Federal regulatory requirements. The italicized text should be deleted once FEMA has added comments regarding strengths of the plan and potential improvements for future plan revisions. It is recommended that the Plan Assessment be a short synopsis of the overall strengths and weaknesses of the Plan (no longer than two pages), rather than a complete recap section by section.

Resources for Implementing Your Approved Plan provides a place for FEMA to offer information, data sources and general suggestions on the overall plan implementation and maintenance process. Information on other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities, can be provided. States may add state and local resources, if available.

A. Plan Strengths and Opportunities for Improvement

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

Element A: Planning Process

Strengths:

LMS working group roster, the roster includes the American Red Cross, Central Florida Regional Planning Council, Florida Department of Health, the county school board, and private sector. Public involvement was sought after through a variety of methods including social media, public invites via the local newspaper, the county's LMS website, and a community open house workshop on February 3, 2015.

Opportunities for Improvement:

Be sure to keep track of all meeting minutes, summaries, and sign in sheets for future updates. Remember annual meetings are required. Reach out to neighboring communities for involvement. Some more information on what specific feedback was provided from the public and how those comments were used to help draft the LMS would be beneficial.

Element B: Hazard Identification & Risk Assessment

Strengths:

The HIRA is very well organized and easy to read. All commonly recognized hazards are profiled. Impacts for each hazard was a strong point in this plan.

Opportunities for Improvement:

When reviewing the list of hazards for the next update, be sure to make it clear how you will omit hazards, it was a bit confusing this time. Be sure to record any hazard occurrences and document the impacts from them for more detail to be included in the next update.

Element C: Mitigation Strategy

Strengths:

The LMS contains a list of documents from each jurisdiction that were consulted during the drafting of the LMS. Most documents consulted were each community's comprehensive plan and/or land development regulations. A list of each jurisdiction's ability to expand on and improve existing policies and programs is included on Pg. VIII-5. A detailed description of how each jurisdiction participates in the LMS process and incorporates the LMS into other local hazard mitigation efforts is provided beginning on Pg. VIII-5.

Opportunities for Improvement:

It would be beneficial to put the office or department attached to each jurisdiction which is responsible for implementing or administering each project.

Element D: Plan Update, Evaluation, and Implementation (Plan Updates Only)

Strengths:

Hazard occurrences were updated since the last LMS and Section III contains updated population estimates. The project list is detailed with a status for each project. The update, evaluation, and implementation section of this plan are very well detailed and easy to follow.

Opportunities for Improvement:

Be sure to keep track of each project and document which are completed and reasons for any being deleted or deferred for the next update.

B. Resources for Implementing Your Approved Plan

The State of Florida Enhanced Hazard Mitigation Plan lists a number of funding and educational/training resources available to communities (<http://www.floridadisaster.org/Mitigation/State/Index.htm>). We list a number of federal and state resources here:

- o The FEMA Hazard Mitigation Assistance provides funding opportunities for pre- and post-disaster mitigation through:
 - o The Pre-Disaster Mitigation (PDM) Grant Program which provides funds on an annual basis for mitigation planning and mitigation project implementation prior to a disaster. For additional information on the PDM visit (www.fema.gov/pre-disaster-mitigation-grant-program).
 - o The Flood Mitigation Assistance (FMA) Program which provides funds on an annual basis so that communities can take measures to reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP). For additional information on the FMA visit (www.floridadisaster.org/mitigation/FMAP/index.htm)
 - o Additional tools regarding flood insurance, through the National Flood Insurance Program (NFIP) administered by FEMA is available at (https://www.floodsmart.gov/floodsmart/pages/partner/tools_resources.jsp)
- Technical assistance to retrieve flood hazard information specific to your planning area is available through the FEMA Flood Map Service Center (<http://msc.fema.gov/portal>).
- o For assistance after a Presidential disaster declaration, consider the Hazard Mitigation Grant Program (HMGP) which assists in implementing long-term hazard mitigation measures in accordance with State, Tribal and local priorities. The HMGP is offered to both public and individual assistance. For additional information on the HMGP visit (<http://www.floridadisaster.org/Mitigation/Hazard/>)
- o For assistance during the immediate repair phase following disaster events consider Hazard Mitigation Funding under the Public Assistance (PA) Grant Program which funds cost-effective mitigation efforts in repairing disaster-damaged public facilities. Additional information may be found at (<https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>)
- o For the mitigation, management, and control of fires on publicly or private owned forests or grasslands consider the Fire Management Assistance Grant (FMAG) Program which is initiated at the request for assistance to the FEMA Regional Director at the time a “threat of major disaster” exists. The FMAG provides a 75 percent Federal cost share with the State paying the remaining 25 percent of costs. Additional information on the FMAG may be found here (<https://www.fema.gov/fire-management-assistance-grant-program>)
- o State resources are additionally available through
 - o Residential Construction Mitigation Program (RCMP) through the Florida Division of Emergency Management which receives funding from the Florida Hurricane Catastrophe Trust Fund. A significant portion of the funding is to be used to improve the wind resistance of residences through loans, subsidies, grants demonstration projects, direct assistance, and cooperative programs with local and federal governments. For additional information on the RCMP visit (<http://www.floridadisaster.org/mitigation/rcmp/>)
 - o Any smaller communities may be eligible for the Florida Small Cities Community Development Block Grant. This program provides federal funding for low income housing rehabilitation and community development. For additional information on this program visit (<http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program>)
 - o Fire Wise Communities provides information and links to resources for wildfire mitigation (www.firewise.org). The program provides resources on defensible space, construction tools/materials, and preparation for wildfire season.

MULTI-JURISDICTION SUMMARY SHEET

INSTRUCTIONS: For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were 'Met' or 'Not Met,' and when the adoption resolutions were received. This Summary Sheet does not imply that a mini-plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

MULTI-JURISDICTIONAL SUMMARY SHEET							
#	Jurisdiction Name (County to fill in)	Type of Jurisdiction (school board, non-profit, special district, city, town, etc.)	Requirements Met (Y/N)				
			A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption
1	Polk County	County	Yes	Yes	Yes	Yes	
2	Auburndale	City	Yes	Yes	Yes	Yes	
3	Bartow	City	Yes	Yes	Yes	Yes	
4	Davenport	City	Yes	Yes	Yes	Yes	
5	Dundee	Town	Yes	Yes	Yes	Yes	
6	Eagle Lake	City	Yes	Yes	Yes	Yes	
7	Fort Meade	City	Yes	Yes	Yes	Yes	
8	Frostproof	City	Yes	Yes	Yes	Yes	
9	Haines City	City	Yes	Yes	Yes	Yes	
10	Highland Park	Village	Yes	Yes	Yes	Yes	
11	Hillcrest Heights	Town	Yes	Yes	Yes	Yes	
12	Lake Alfred	City	Yes	Yes	Yes	Yes	

MULTI-JURISDICTIONAL SUMMARY SHEET

#	Jurisdiction Name	Type of Jurisdiction (school board, non-profit, special district, city, town, etc.)	Requirements Met (Y/N)				
			A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption
13	Lake Hamilton	Town	Yes	Yes	Yes	Yes	
14	Lake Wales	City	Yes	Yes	Yes	Yes	
15	Lakeland	City	Yes	Yes	Yes	Yes	
16	Mulberry	City	Yes	Yes	Yes	Yes	
17	Polk City	City	Yes	Yes	Yes	Yes	
18	Winter Haven	City	Yes	Yes	Yes	Yes	
19	Polk County School Board	School Board	Yes	Yes	Yes	Yes	
20							
21							
22							
23							
24							
25							