

**APPENDIX B:  
LOCAL MITIGATION PLAN REVIEW TOOL**

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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*.

<b>Jurisdiction:</b> Union County, Pennsylvania	<b>Title of Plan:</b> Union County 2014 Hazard Vulnerability Assessment and Mitigation Plan Update	<b>Date of Plan:</b> October 31, 2014
<b>Local Point of Contact:</b> David Wagner		<b>Address:</b> Union County Government Center 155 North 15th Street Lewisburg, PA 17837
<b>Title:</b> Mitigation Officer		
<b>Agency:</b> Union County Department of Emergency Management		
<b>Phone Number:</b> (570) 524-8804		<b>E-Mail:</b> <a href="mailto:dwagner@unionco.org">dwagner@unionco.org</a>

<b>State Reviewer:</b> Ernest Szabo	<b>Title:</b> State HM Planner	<b>Date:</b> October 24, 2014
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<b>FEMA Reviewer:</b> Alison Kearns	<b>Title:</b> Community Planning Specialist	<b>Date:</b> February 4, 2015
<b>Date Received in FEMA Region</b> <i>(insert #)</i>	First Submission: November 3, 2014 Second Submission: December 24, 2014	
<b>Plan Not Approved</b>		
<b>Plan Approvable Pending Adoption</b>	February 4, 2015	
<b>Plan Approved</b>		

**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.

<b>1. REGULATION CHECKLIST</b>		<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
<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))	Section 3.1 (17-21) Section 3.2 (21-22) Section 3.3 (23) Section 3.4 (24-25) Section 3.5 (25) Appendix C	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))	Section 3.2 (21-22)	X		
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Section 3.3 (23) Section 3.4 (23-25) Appendix C	X		
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Section 2.5 (14-16) Section 5.2.5 (124-125)	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))	Section 7.3 (171)	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))	Section 7.2 (169-171)	X		
<b><u>ELEMENT A: REQUIRED REVISIONS</u></b>				

<b>1. REGULATION CHECKLIST</b>		<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</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))	Section 2.2.2 (28-30) Section 4.3.x.1 (31-103) Appendix D (floods) Appendix E (all hazards)	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 4.3.x.3 (31-103) Section 4.3.x.4 (31-103)	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 4.3.x.2 (31-103) Section 4.3.x.5 (31-103) Section 4.4 (104-113) Appendix F (floods)	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))	Section 4.3.3 (51-57)	X		
<b><u>ELEMENT B: REQUIRED REVISIONS</u></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 5.2 (115-125)	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))	Section 5.2.1.2 (118-120) Section 4.3.3 (51-57) Appendix C	X		
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 (138-140)	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 6.4 (140-156)	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))	Section 6.4 (140-168)	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))	Section 4.4.4 (113) Section 5.2.5 (124-125)	X		

<b>1. REGULATION CHECKLIST</b>		<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
<b><u>ELEMENT C: REQUIRED REVISIONS</u></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 2.3 (7-9) Section 2.4 (9-13) Section 4.4.4 (111-113)	X		
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Section 6.1 (126-138)	X		
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Section 6.1 (126-138)	X		
<b><u>ELEMENT D: REQUIRED REVISIONS</u></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))	Section 8			
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	Section 8			
<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 2: PLAN ASSESSMENT**

### **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 and Opportunities for Improvement**

- Good representation from local jurisdictions and other stakeholders. Continue to promote mitigation and get more people involved, such as the private sector and non-profits.
- Good consideration of other planning processes and mechanisms that exist in Union County. If you are interested, consider using the Plan Integration Guide to really progress plan integration and make more connections between the different departments/agencies/entities that exist in Union County. More information about the guide is listed below in the resources section.

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

##### **Strengths and Opportunities for Improvement**

- Awareness of future growth areas and the correlation with those and hazard areas is commendable. Continue to monitor this and see what hazards may change and affect those potentially vulnerable areas.
- The flood profile was well thought out and executed. Continue to monitor the data used and availability of Risk MAP regulatory and non-regulatory products (flood maps, depth grids, flood insurance studies, flood risk reports, changes since last FIRM, areas of mitigation interest) that could enhance the hazard profile.
- The maps that were created and data utilized were very well done. Continue to monitor and stayed involved with PA Spatial Data Access (PASDA) and any other geospatial coordination efforts at the state level to ensure availability of new or more accurate data for all hazards in County.

## Element C: Mitigation Strategy

### **Strengths and Opportunities for Improvement**

- Great success stories! I highly suggest including more of these as new mitigation stories become available. These are great tools to use to promote mitigation. I would also suggest sharing some of these stories with local newspapers or newsletters that exist in the County Departments.
- The mitigation actions that were identified are well thought out and provide a great overall strategy to protect Union County. With this organization and pre-planning that went into these, it should make it much more attainable to complete actions.

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

### **Strengths and Opportunities for Improvement**

- The questions that are stated in the plan maintenance section (p170) are great, be sure to document the efforts as those questions are addressed to ensure mitigation is occurring (and recorded) throughout the planning cycle.
- If the plan states that annual meetings are going to occur, please carry those out. Consider creative ways to carry out meetings and get attendance. Examples could be: changing the location each time to a new area (parks, community centers, etc.), have meetings aligned with grant cycles for interest (spring for PDM and FMA grants), or combine with an outreach event that may have the same audience, etc.

## B. Resources for Implementing Your Approved Plan

### **Guides and Resources:**

FEMA's Plan Integration Guide (available online soon, you can request from FEMA R3)  
FEMA's FY13 HMA Unified Guidance (available on FEMA library) (to be updated for FY15)  
FEMA's Mitigation Ideas (available on FEMA library)  
Beyond the Basics Website (<http://mitigationguide.org/>)  
Region 3 Risk MAP (<http://riskmap3.com/>)  
Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation ([http://ipcc-wg2.gov/SREX/images/uploads/SREX-All\\_FINAL.pdf](http://ipcc-wg2.gov/SREX/images/uploads/SREX-All_FINAL.pdf))

### Training Topics:

- GIS (ex. ESRI Courses, E190)
- HAZUS (ex. EMI Professional or Practitioner Track)
- BCA Toolkit
- Floodplain Management (ex. L-273)
- NFIP/ CRS (ex. E-278)
- Mitigation Planning (ex. G-318 or G-393)
- HMA Application Development (ex. L-212, L-213, L-214)

**SECTION 3:**  
**MULTI-JURISDICTION SUMMARY SHEET (OPTIONAL)**

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**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-JURISDICTION SUMMARY SHEET**

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Require- ments
1	<b>BUFFALO TOWNSHIP</b>	Township	Robert Beck	2115 Strickler Rd. Mifflinburg, PA 17844	<a href="mailto:buffalotwp@dejazzd.com">buffalotwp@dejazzd.com</a>	570-966-4004						
2	<b>EAST BUFFALO TOWNSHIP</b>	Township	Stacey Kifolo	589 Fairground Road Lewisburg PA 17837	<a href="mailto:ebto@ptd.net">ebto@ptd.net</a>	570-523-6320						
3	<b>GREGG TOWNSHIP</b>	Township	Jodi Willow	18084 Russell Road, Allenwood, PA 17810	<a href="mailto:greggtownship@comcast.net">greggtownship@comcast.net</a>	570-538-5499						
4	<b>HARTLETON BOROUGH</b>	Borough	Tom M. Perrin	416 Main St. Millmont PA 17845	<a href="mailto:wstyers@dejazzd.com">wstyers@dejazzd.com</a>	570-922-1245						
5	<b>HARTLEY TOWNSHIP</b>	Township	Earl Bingaman	1845 St. Rt. 235, PO. Box 128, Laurelton PA 17835	<a href="mailto:hartley@dejazzd.com">hartley@dejazzd.com</a>	570-922-4711						
6	<b>KELLY TOWNSHIP</b>	Township	David Hassenplug	551 Zeigler Road, Lewisburg PA 17837	<a href="mailto:kellysup@dejazzd.com">kellysup@dejazzd.com</a>	570-524-0437						
7	<b>LEWIS TOWNSHIP</b>	Township	Wayne Klingman	116 Maple St. Millmont, PA 17845	<a href="mailto:klwatters3920@hotmail.com">klwatters3920@hotmail.com</a>	570-966-3398						

**MULTI-JURISDICTION SUMMARY SHEET**

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Require- ments
8	<b>LEWISBURG BOROUGH</b>	Borough	Steven M. Beattie	55 S. 5 <sup>th</sup> St., Lewisburg, PA 17837	<a href="mailto:office@lewisburgh.org">office@lewisburgh.org</a>	570-524-5369						
9	<b>LIMESTONE TOWNSHP</b>	Township	Judy Christ	3840 Wildwood Rd., Mifflinburg, PA 17844	limestone township@dejazzd.com	570-966-9699						
10	<b>MIFFLINBURG BOROUGH</b>	Borough	James Emery	120 N. 3rd St. Mifflinburg PA 17844	<a href="mailto:miffmgr@dejazzd.com">miffmgr@dejazzd.com</a>	570-966-0468						
11	<b>NEW BERLIN BOROUGH</b>	Borough	Rebecca Witmer	525 Front St., P.O. Box 501 New Berlin PA 17855	<a href="mailto:nbboro@dejazzd.com">nbboro@dejazzd.com</a>	570-966-4705						
12	<b>UNION TOWNSHIP</b>	Township	Dave Anderson	70 Municipal Lane Winfield PA 17889	<a href="mailto:uniontownship@dejazzd.com">uniontownship@dejazzd.com</a>	570-524-4589						
13	<b>WEST BUFFALO TOWNSHIP</b>	Township	Robert E. Valentine	577 Johnstown Rd. Mifflinburg, PA 17844	N/A	570-966-2779						

**MULTI-JURISDICTION SUMMARY SHEET**

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Require- ments
14	WHITE DEER TOWNSHIP	Township	Larry Maynard	2191 Creek Road, New Columbia, PA 17856	<a href="mailto:road05@dejazzd.com">road05@dejazzd.com</a>	570-538-9050						

