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Appendix C: Plan Maintenance and Plan Adoption



In order to achieve the stated goals mentioned in Chapter 4, this plan must remain relevant. To ensure this, the State must regularly review and evaluate the Plan based on current risks, conditions, and state priorities. This Appendix provides an overview of how the State will review, evaluate, and implement this Plan over the next five years.

This section also discusses the adoption of the plan as well as assurances that the State will manage FEMA funding according to applicable federal and statutes and regulations.

Overall, the section discusses methods that will be used to ensure that the plan is successfully implemented over time.

Specifically, This Appendix addresses the following requirements per the *State Mitigation Planning Policy Guide (2022)*:

S17. Is there a description of the method and schedule for keeping the plan current? [44 CFR §§ 201.4(c)(5)(i) and 201.4(d)]

S18. Does the plan describe the systems for monitoring implementation and reviewing progress? [44 CFR §§ 201.4(c)(5)(ii) and 201.4(c)(5)(iii)]

S19. Did the state provide documentation that the plan has been formally adopted? [44 CFR § 201.4(c)(6)]

S20. Did the state provide assurances? [44 CFR § 201.4(c)(7)]

Plan Maintenance Purpose

The section of the Code of Federal Regulations (CFR) pertaining to State Mitigation Plans lists seven required components for each plan: a description of the planning process; risk assessments; mitigation strategies; a description of coordination of local mitigation planning; a method and system for plan maintenance; verification of plan adoption; and assurances of state compliance with the plan.



Monitoring, Evaluating and Updating the Plan

UPDATING THE PLAN

By law, the Plan must be updated every five years prior to re-submittal to the Federal Emergency Management Agency (FEMA) for re-approval. The first part of this section describes the whole update process, including the responsible parties, methods to be used, evaluation criteria to be applied, and schedule for monitoring and evaluating the plan. This is followed by an explanation of how and when the plan will be periodically updated.

Responsible Parties

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the state agency directly responsible for maintaining the plan. Within that agency, the State Hazard Mitigation Officer (SHMO) is the individual responsible for assuring that plan monitoring and evaluation are done in accordance with the procedures outlined in this section. The State Hazard Mitigation Planning Committee (SHMPC) is responsible for developing periodic updates to the plan.

Methods for Monitoring and Evaluating the Plan

On an annual basis (and as warranted by circumstances such as a major disaster declaration), GOHSEP will monitor the plan to assess the degree to which assumptions and underlying information contained in the plan may have changed. For example, GOHSEP will look for the following:

- ▶ **Changes in the information available to perform vulnerability assessments and loss estimates. For example, as parish and municipal risk assessments and plans are integrated into this Plan Update, GOHSEP will solicit feedback from parish and municipal emergency management directors about any changes in their real or perceived risks.**
- ▶ **Changes in laws, policies and regulations.**
- ▶ **Changes in state agencies and/or their procedures, including GOHSEP and the administration of grant programs.**

The results of these monitoring efforts will be made available via annual reports to the SHMPC as they are produced. Using the compiled results of ongoing monitoring efforts, the plan will be evaluated annually, generally starting in the month of January (unless circumstances indicate otherwise). GOHSEP will initiate evaluations by contacting state agencies identified as responsible parties in the Mitigation Action Plan, as well as other agencies and organizations that have been involved in developing the plan. GOHSEP



and the SHMPC have the authority to determine if other organizations should also be involved in the process. The SHMPC will be encouraged to include other agencies/organizations which have specific technical knowledge and/or data pertaining to risks. The initial contacts will be made no later than December of each year for the first two years, in September in the third year, and again in January of the fourth year moving to aid in the updating of the State HM plan.

(in anticipation of the required Plan Update for FEMA re-approval). The initial contact will advise the appropriate agencies/organizations that the plan will be re-evaluated in the coming months and request their participation in the process. GOHSEP also has the authority to evaluate and update the plan at times other than those identified in this section under the following general conditions: (1) after a major disaster declaration; (2) at the request of the Governor; or (3) when significant new information regarding risks or vulnerabilities is identified.

Plan Evaluation Criteria

The factors that will be taken into consideration during periodic evaluations of the plan include the following:

- 1. Changes in vulnerability assessments and loss estimations. The evaluation will include an examination of the analyses conducted for hazards identified in the plan and determine if there have been changes in the level of risk to the state and its citizens to the extent that the plan (in particular the strategies and prioritized actions the state is considering) should be modified.**
- 2. Changes in laws, policies, or regulations. The evaluation will include an assessment of the impact of changes in relevant laws, policies, and regulations pertaining to elements of the plan.**
- 3. Changes in state agencies or their procedures (in particular GOHSEP, which is responsible for maintaining the plan) that will affect how mitigation programs or funds are administered**
- 4. Significant changes in funding sources or capabilities.**
- 5. Progress on mitigation actions (including project closeouts) or new mitigation actions that the state is considering.**





Updating the Plan

Updates will follow the original planning process outlined in Chapter 1. The update process will entail a detailed and structured re-examination of all aspects of the original plan, followed by recommended updates. GOHSEP will lead the update process with assistance from the SHMPC. GOHSEP will present the recommendations to the SHMPC for consideration and approval. It is expected that the Governor will issue a letter of adoption for each update of the plan.

At a minimum, the plan will be updated and re-submitted to FEMA for re-approval every five years, as required by DMA 2000. The five-year update for FEMA re-approval requires that the SHMPC revisit all planning steps outlined in Chapter 1 to make sure the plan assumptions and results remain valid as a basis for further decision-making. The plan will also be subject to interim updates as significant changes or new information is identified. The degree to which the entire process is repeated will depend on the circumstances that precipitate the update. GOHSEP will initiate, coordinate, and lead all plan updates in conjunction with the SHMPC. The next two paragraphs describe the procedures for interim and five-year updates, respectively.

The nature of Plan Updates will be determined by the evaluation process described above. In general, GOHSEP will notify the SHMPC that the agency is initiating an interim Plan Update and describe the circumstances that created the need for the update (per the list in the Plan Evaluation Criteria section above). GOHSEP will determine if the SHMPC should be consulted regarding potential changes. If it is determined that the SHMPC should be involved, the nature of the involvement will be at the discretion of GOHSEP. When interim updates are completed absent the involvement of the SHMPC, GOHSEP will advise all SHMPC members via email that the plan has been updated and describe the nature of the update. In addition, GOHSEP will provide FEMA Region VI with a copy (although there is no requirement to have the plan re-approved by FEMA for interim updates).

As required by the DMA 2000, the plan will be updated every five years and re-submitted to FEMA for re-approval. In those years, the evaluation process will be more rigorous, and will examine all aspects of the plan in detail. It is anticipated that several meetings of the SHMPC will be required, and that the Governor's Authorized Representative will formally re-approve the plan prior to its submission to FEMA. The following basic schedule will be undertaken for monitoring, evaluating and updating the plan:

-  **At a minimum, monitoring activities by GOHSEP should be done on a quarterly basis.**
-  **Notices regarding annual evaluations should be sent by GOHSEP to the SHMPC in December of the first two years of the plan and in September of the third year, with follow-up in the fourth year.**



- ▶ **The timetable for evaluations and updates for the first four years is expected to last up to four months (January–April), and up to twelve months for the update in the fifth year for re-submittal to FEMA (January – December)**

2024 Plan Update and Schedule Evaluation

For the current Update, the previously approved plan’s method and schedule were evaluated to determine if the elements and processes still worked for this update. Based on this evaluation, the method and schedule remained the same except for a twelve-month period set for the five-year update, instead of a four-month period.

Plan Adoption

The Code of Federal Regulations requires that each state’s hazard mitigation plan update be formally adopted by the state itself before it is submitted to the Federal Emergency Management Agency for final review and approval. This plan reproduces on the following page the statement of the plan’s adoption by Jacques Thibodeaux, Director of the Governor’s Office of Homeland Security and Emergency Management and the Governor’s Authorized Representative for this action.

