

APPENDIX J – FEMA PLAN CROSSWALK/CHECKLIST

The FEMA Plan Crosswalk/Regulation Checklist is a guide to help Plan reviewers with VDEM and FEMA locate required components of the Plan. The Crosswalk/Checklist is in this section.

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: Commonwealth Regional Council (CRC)	Title of Plan: Regional Hazard Mitigation Plan	Date of Plan:
Local Point of Contact: Todd Fortune	Address: P.O. Box P One Mill Street, Suite 202 Farmville, VA 23901	
Title: Community Development Planner		
Agency: CRC		
Phone Number: (434) 392-6104	E-Mail: TFortune@virginiasheartland.org	

State Reviewer: Lori A. Dachille	Title: Regional Planner	Date:
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FEMA Reviewer: Matt McCullough	Title: Community Planner	Date:
Date Received in FEMA Region <i>(insert #)</i>		
Plan Not Approved		
Plan Approvable Pending Adoption		
Plan Approved		1/9/2018

**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 (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
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 2 Pgs. 6-7	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 2 Pg. 8	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 7-8 Appendix I	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 Pgs. 7-13 Section 4 Pg. 31	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 9 Pg. 4	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 9 Pg. 2-3	X		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A: REQUIRED REVISIONS				
A1.) Required Revision/Discussion:				
<ul style="list-style-type: none"> - Noted on Section 2 pg. 6, Counties represented towns with limited resources. Are the towns mentioned here, incorporated? <p>Please provide better documentation of how these communities provided information to the counties that are representing them.</p> <p>Addressed</p>				
A1.) Required Revision/Discussion:				
<ul style="list-style-type: none"> - Section 2 Pg. 7- describes tasks to be performed by communities to participate Appendix I indicates that of the 11 communities, only Farmville & Victoria attended a meeting in-person. Please provide documentation on how the remaining 9 communities provided information to the Project Management Team. Providing examples of the community responses received from email solicitations for information would suffice. <p>Addressed</p>				
A6.) Recommended Revision:				
Section 9 Pg. 2-3: Set up a list of criteria for which the plan's implementation and effectiveness can be evaluated.				
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 4	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 & 5	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 5 & 6	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 6 Pg. 35	X		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT B: REQUIRED REVISIONS				
B1.) Required Revision: Please highlight the planning area for larger scaled maps (Section 4 Pg. 10, 13, 14, 17, 19, 26, 29- Section 5 Pg. 15 & 18)				
Addressed				
Work Plan Possibility: Recommended Revision: Flood: Section 5 Pg. 5-7: Roadway flooding. What are the mitigation strategies for these type of areas? Which roads, when flooded, have the greatest impact on their communities? What project could have the highest risk reducing potential? It is suggested to begin having strategy discussion based on these considerations. Has there ever been Public Assistance (Infrastructure) Post- Disaster money spent on these stretches??				
Work Plan Possibility: Recommended Revision: Section 6 Pg. 8-32: In the next plan update, associate the hazard(s) that is most likely to affect each critical facility within these tables. Better alignment of the hazard and facility can lead to more specific mitigation strategy creation.				
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))	Section 7	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 7 Pg. 8-11 Appendices A-G	X		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Section 8 Pg. 2-3	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))	Appendices A-G	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 8 Pg. 6 Appendices A-G	X		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
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 9 Pg. 1-2	X	
ELEMENT C: REQUIRED REVISIONS				
C4.) Required Revision/Discussion:				
Acquisition, Elevation, Relocation are only associated for 4 jurisdictions (Crewe, Amelia County, Nottoway County & Burkeville)				
Floodproofing is only associated for Nottoway County.				
Addressed in Section 8 pg. 20.- language identifying which communities have chosen to specifically include acquisition, elevation and relocation and which have omitted.				
Individual community notes were added by the PDC to their respective Appendix to address each community's desire for these type of actions. Addressed				
Work Plan Possibility: Implementation				
C4.) Recommended Revision:				
Farmville Action #4: Implementation of specific streets				
Work Plan Possibility:				
C6.) Recommended Revision:				
Section 9 Pg. 2- For the next plan update, use the document "Plan Integration: Linking Local Planning Efforts" to train or conduct a training with VDEM or FEMA to advance incorporation opportunities.				
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 6 Pg. 7 & Appendices	X	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))		Section 8 Appendices A-H	X	
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))		Section 8 Pg. 2	X	

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
<u>ELEMENT D: REQUIRED REVISIONS</u>				
D1.) Kudos:				
Appendices- Land Use & Future Land Use Mapping.				
Building Permit Data: Tracking of permits issued is a first. How can this documentation be used to better the day-to-day operations of the communities?				
Work Plan Possibility:				
D1.) Recommended Revision:				
Overlay the Future Land Use mapping with known hazard mapping. From this, an analysis could be produce to create a better understanding on future vulnerabilities.				
<u>ELEMENT E. PLAN ADOPTION</u>				
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))				
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))				
<u>ELEMENT E: REQUIRED REVISIONS</u>				
<u>ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)</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

How does the Plan go above and beyond minimum requirements to document the planning process with respect to:

- *Involvement of stakeholders (elected officials/decision makers, plan implementers, business owners, academic institutions, utility companies, water/sanitation districts, etc.);*
- *Involvement of Planning, Emergency Management, Public Works Departments or other planning agencies (i.e., regional planning councils);*
- *Diverse methods of participation (meetings, surveys, online, etc.); and*
- *Reflective of an open and inclusive public involvement process.*

Element B: Hazard Identification and Risk Assessment

In addition to the requirements listed in the Regulation Checklist, 44 CFR 201.6 Local Mitigation Plans identifies additional elements that should be included as part of a plan's risk assessment. The plan should describe vulnerability in terms of:

- 1) *A general description of land uses and future development trends within the community so that mitigation options can be considered in future land use decisions;*
- 2) *The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas; and*
- 3) *A description of potential dollar losses to vulnerable structures, and a description of the methodology used to prepare the estimate.*

How does the Plan go above and beyond minimum requirements to document the Hazard Identification and Risk Assessment with respect to:

- *Use of best available data (flood maps, HAZUS, flood studies) to describe significant hazards;*
- *Communication of risk on people, property, and infrastructure to the public (through tables, charts, maps, photos, etc.);*
- *Incorporation of techniques and methodologies to estimate dollar losses to vulnerable structures;*
- *Incorporation of Risk MAP products (i.e., depth grids, Flood Risk Report, Changes Since Last FIRM, Areas of Mitigation Interest, etc.); and*
- *Identification of any data gaps that can be filled as new data became available.*

Element C: Mitigation Strategy

How does the Plan go above and beyond minimum requirements to document the Mitigation Strategy with respect to:

- *Key problems identified in, and linkages to, the vulnerability assessment;*
- *Serving as a blueprint for reducing potential losses identified in the Hazard Identification and Risk Assessment;*
- *Plan content flow from the risk assessment (problem identification) to goal setting to mitigation action development;*
- *An understanding of mitigation principles (diversity of actions that include structural projects, preventative measures, outreach activities, property protection measures, post-disaster actions, etc);*
- *Specific mitigation actions for each participating jurisdictions that reflects their unique risks and capabilities;*
- *Integration of mitigation actions with existing local authorities, policies, programs, and resources; and*
- *Discussion of existing programs (including the NFIP), plans, and policies that could be used to implement mitigation, as well as document past projects.*

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

How does the Plan go above and beyond minimum requirements to document the 5-year Evaluation and Implementation measures with respect to:

- *Status of previously recommended mitigation actions;*
- *Identification of barriers or obstacles to successful implementation or completion of mitigation actions, along with possible solutions for overcoming risk;*
- *Documentation of annual reviews and committee involvement;*
- *Identification of a lead person to take ownership of, and champion the Plan;*
- *Reducing risks from natural hazards and serving as a guide for decisions makers as they commit resources to reducing the effects of natural hazards;*
- *An approach to evaluating future conditions (i.e. socio-economic, environmental, demographic, change in built environment etc.);*
- *Discussion of how changing conditions and opportunities could impact community resilience in the long term; and*
- *Discussion of how the mitigation goals and actions support the long-term community vision for increased resilience.*

B. Resources for Implementing Your Approved Plan

Ideas may be offered on moving the mitigation plan forward and continuing the relationship with key mitigation stakeholders such as the following:

- *What FEMA assistance (funding) programs are available (for example, Hazard Mitigation Assistance (HMA)) to the jurisdiction(s) to assist with implementing the mitigation actions?*
- *What other Federal programs (National Flood Insurance Program (NFIP), Community Rating System (CRS), Risk MAP, etc.) may provide assistance for mitigation activities?*
- *What publications, technical guidance or other resources are available to the jurisdiction(s) relevant to the identified mitigation actions?*
- *Are there upcoming trainings/workshops (Benefit-Cost Analysis (BCA), HMA, etc.) to assist the jurisdictions(s)?*
- *What mitigation actions can be funded by other Federal agencies (for example, U.S. Forest Service, National Oceanic and Atmospheric Administration (NOAA), Environmental Protection Agency (EPA) Smart Growth, Housing and Urban Development (HUD) Sustainable Communities, etc.) and/or state and local agencies?*

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

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).

#	Jurisdiction Name	Jurisdiction Type	Plan POC Phone/Email	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 Req.
1	Amelia County	County	Kent Emerson (804) 561-3914 Kent.Emerson@ameliacova.com	Y	Y	Y	Y	Y	Y
2	Buckingham County	County	Becky Carter (434) 983-4242 bcarter@buckinghamcounty.virginia.gov	Y	Y	Y	Y	Y	Y
3	Dillwyn	Town	Linda Paige (434) 983-2076 mbhvp Paige@embarqmail.com	Y	Y	Y	Y	Y	Y
4	Charlotte County	County	Monica Elder (434) 542-5117 melder@charlotteva.com	Y	Y	Y	Y	Y	Y
5	Charlotte C.H.	Town	Karen Price (434) 542-5781 clerk@towncch.com	Y	Y	Y	Y	Y	Y
6	Drakes Branch	Town	Mary Sands (434) 568-3091 drakesbr@hovac.com	Y	Y	Y	Y	Y	Y
7	Keysville	Town	Pam Mundhenk (434) 736-9551 keytown@linkabit.com or keysville@kinex.net	Y	Y	Y	Y	Y	Y
8	Phenix	Town	Barbara Copal (434) 542-4123 townofphenix@linkabit.com	Y	Y	Y	Y	Y	Y

#	Jurisdiction Name	Jurisdiction Type	Plan POC Phone/Email	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 Req.
9	Lunenburg County	County	Tracy Gee (434) 696-2142 tgee@lunenburgva.net	Y	Y	Y	Y	Y	Y
10	Kenbridge	Town	Robyn Fowler (434) 676-2452 Robynfowler@kenbridgeva.net	Y	Y	Y	Y	Y	Y
11	Victoria	Town	Rodney Newton (434) 696-2343 rodney.newton@victoriava.net	Y	Y	Y	Y	Y	Y
12	Nottoway County	County	Logan Morgan (434) 292-3438 lmorgan@nottoway.org	Y	Y	Y	Y	Y	Y
13	Blackstone	Town	Philip Vannoorbeeck (434) 292-7251 philipv@townofblackstoneva.com	Y	Y	Y	Y	Y	Y
14	Burkeville	Town	Joe Morrisette (434) 767-4095 burkeville@hovac.com	Y	Y	Y	Y	Y	Y
15	Crewe	Town	Wade Walker (434) 645-9453 creweva@embargmail.com	Y	Y	Y	Y	Y	Y
16	Pr. Edward County	County	Sarah Elam Puckett (434) 392-8837 spuckett@co.prince-edward.va.us	Y	Y	Y	Y	Y	Y
17	Town of Farmville	Town	Gerry Spates (434) 392-5686 gspates@farmvilleva.com	Y	Y	Y	Y	Y	Y