

Appendix F: Guide to Review and Update the Hazard Mitigation Plan

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Overview

Each participating jurisdiction in the hazard mitigation plan will monitor, evaluate, and update the plan during its five-year lifespan. During the planning process, participants identified the position(s) responsible for plan maintenance, the frequency of review, and the public's involvement. This appendix will help guide the review and update process.

Profile Review Tracking

[illegible]

Evaluate Your Local Planning Team

When reviewing the plan, the local planning team should reassess its composition and ask the following questions:

Have staffing changes warranted inviting different members to the local planning team?

Yes ☐ No ☐

Comments/Proposed Action:

Are there organizations or individuals who have been invaluable to the planning process or project implementation and should be represented on the planning team?

Yes ☐ No ☐

Comments/Proposed Action:

Are there any representatives from essential departments/organizations who have not fully participated in the planning and implementation of actions? Can someone from that department/organization commit to the planning team?

Yes ☐ No ☐

Comments/Proposed Action:

Are there ways to better involve the public?

Yes ☐ No ☐

Comments/Proposed Action:

Revisit Hazard Vulnerabilities

During the planning process, your jurisdiction was asked to rank each hazard's level of concern and provide an overview of vulnerabilities and potential community lifelines impacts. When reviewing your profile, the local planning team should assess the hazard concerns and associated write-ups to ensure the information remains accurate. The table below will help track any changes to your hazard vulnerabilities.

Steps	Questions	Yes	No	Comments
Levels of Concern	Has your level of concern for a specific hazard changed?			
Hazard Write-Ups	Have any new events taken place?			
Hazard Write-Ups	Are there new high-risk populations, buildings, or infrastructure?			
Hazard Write-Ups	Are there any new community lifelines that the hazard could impact?			
Hazard Write-Ups	Do any of the write-ups need to be changed?			

Evaluating Mitigation Projects

Updating and evaluating the mitigation projects identified in your profile is essential in the review process. For each mitigation action identified, the lead agency for each action can provide an update by filling in the information listed below.

Project Name:

Does the project description need to be updated? Yes ☐ No ☐

Does the estimated cost need to be updated? Yes ☐ No ☐

Does the timeline need to be updated? Yes ☐ No ☐

Does the priority level need to be updated? Yes ☐ No ☐

Does the lead agency need to be changed? Yes ☐ No ☐

Was the project implemented?

If yes: What were the results?

If no:

- Why not?

- Was there political support for the actions/projects? Yes ☐ No ☐

- Were enough funds available? Yes ☐ No ☐

- Was new information discovered about the risks or community that made implementation difficult or no longer sensible? Yes ☐ No ☐

- Were sufficient resources (for example, staff and technical assistance) available? Yes ☐ No ☐

- Is this project still needed? Yes ☐ No ☐

Identify New Mitigation Projects

When reviewing your jurisdictional profile, you may determine that new mitigation actions are needed due to changes in hazard prioritization, local capabilities, or risk.

Are there new mitigation projects that need to be added to the plan?

Yes ☐ No ☐

If yes, fill out a table for each new mitigation action.

Mitigation Action Name			
Description			
Hazard(s) Addressed			
Estimated Cost			
Local Funding			
Timeline	1 Year	2-5 Years	5+ Years
Priority	High	Medium	Low
Lead Agency			
Status			

Mitigation Action Name			
Description			
Hazard(s) Addressed			
Estimated Cost			
Local Funding			
Timeline	1 Year	2-5 Years	5+ Years
Priority	High	Medium	Low
Lead Agency			
Status			

Plan Updates

Most profile updates do not need to be sent to the Colorado Division of Homeland Security and Emergency Management or FEMA. Changes to the local planning team, hazard prioritization, or updates to current mitigation actions can be tracked internally until the next full plan update.

However, if you add a new mitigation action, it must be sent to the Colorado Division of Homeland Security and Emergency Management to potentially be eligible for FEMA hazard mitigation grant funding. The template letter below can be used to notify the Colorado Division of Homeland Security and Emergency Management of an additional mitigation action. Before sending the letter, inform the project sponsor so the plan document can be updated as well.

[Date]

Colorado Division of Homeland Security and Emergency Management
Emergency Management Office
9195 E Mineral Ave, Suite 200
Centennial, CO 80112

To Whom It May Concern:

The [your jurisdiction] requests the following mitigation action be added to the [hazard mitigation plan name]. This action will be added to [location of your profile (section and profile title)], page [#], and is attached.

[Fill Out Table]

Mitigation Action Name	
Description	
Hazard(s) Addressed	
Estimated Cost	
Local Funding	
Timeline	
Priority	
Lead Agency	
Status	

For questions, I can be reached by email at [email address] or by phone at [phone number].

Sincerely,

[Name]

[Title]

[Jurisdiction]