



## SECTION 7. PLAN MAINTENANCE PROCEDURES

This section describes the system that Cape May County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

### 2016 Plan Update Changes

- For the 2016 HMP update, ‘Plan Maintenance Procedures’ is maintained as Section 7. This section has been updated.

### 7.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The procedures for monitoring, evaluating, and updating the plan are provided below.

The Cape May County Engineer (or his assigns) shall continue to remain the County’s Hazard Mitigation Coordinator, to provide leadership and continuity for plan maintenance to ensure the over-arching, long term goals of the plan are addressed.

Each participating jurisdiction is expected to maintain a representative on the Planning Committee who shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the Planning Committee as of the date of this plan as indicated in each of the annexes in Section 9. It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.

**Table 7-1. Cape May County Hazard Mitigation Planning Partnership**

Organization	Name	Title	Primary POC	Secondary POC
Cape May County Department of Public Works/County Engineer	Dale M. Foster, PE	County Engineer	Steering Committee	
Cape May County Office of Emergency Management	Martin L. Pagliughi	Director	Steering Committee	
	Scott G. Morgan	Deputy Director	Steering Committee	
Cape May County Planning Department	Leslie Gimeno, PP, AICP, MPA	Director	Steering Committee	
	Brian O’Connor	GIS Specialist	Steering Committee	
Jacques Cousteau National Estuarine Research Reserve	Lisa Auermuller	Watershed/Outreach Coordinator	Steering Committee	
	Chris Huch	Resilient Community Specialist	Steering Committee	
	Jenna Gatto	Resilient Community Specialist	Steering Committee	
Avalon Borough	Harry deButts	Emergency Manager	X	-
	Richard Edward Dean, Sr.	Fire Chief, Fire Official, Fire Subcode Official, OEM Coordinator, Safety Coordinator	-	X
Cape May City	Dr. Edward J. Mahaney, Jr.	Mayor	X	-
	Bruce A. MacLeod	City Manager	-	X
Cape May Point Borough	Anita vanHeeswyk	Deputy Mayor/Commissioner Revenue & Finance; CRS Coordinator?	X	-



**Table 7-1. Cape May County Hazard Mitigation Planning Partnership**

Organization	Name	Title	Primary POC	Secondary POC
	John McGraw	Zoning Official	-	X
Dennis Township	John Berg	OEM Coordinator	X	-
	Jack Gibson	Engineer	-	X
Lower Township	Gary Douglass	Public Works Superintendent / OEM Coordinator	X	-
	Eileen Kreis	Deputy Coordinator/Managers Office	-	X
Middle Township	Sean Mc Devit	OEM Coordinator	X	-
			-	X
North Wildwood City	Robert Matteucci	Municipal OEM Coordinator	X	-
	Ronald Simone	Administrative Assistant	-	X
Ocean City	Frank Donato III	CFO & OEM Coordinator	X	-
	Matt von der Hayden	Manager of Capital Planning	-	X
Sea Isle City	Cornelius (Neil) R. Byrne, CFM	Construction Official, Building Inspector & Zoning Officer; CRS Coordinator	X	-
	Michael Jargowsky	Deputy OEM Coordinator	-	X
Stone Harbor Borough	Jill Gougher	Borough Administrator; CRS Coordinator	X	-
	Al Carusi	Public Safety Councilman	-	X
Upper Township	Paul Dietrich	Municipal Engineer; NFIP FPA; CRS Coordinator	X	-
	Scott Morgan	Emergency Management Coordinator	-	X
West Cape May Borough	Ed Belski	Emergency Management Deputy Coordinator	X	-
	Elaine Wallace	Clerk	-	X
West Wildwood Borough	Francis Pellegrino	Director of Emergency Management	X	-
	Christopher Ridings, CPM	Borough Administrator; Deputy OEM Coordinator	-	X
Wildwood City	Daniel Dunn	Municipal Emergency Management Coordinator	X	-
	Steve Booy	Zoning Officer/Floodplain Administrator	-	X
Wildwood Crest Borough	Joseph McGrath	Police Captain	X	-
	Eugene Taylor	Director of Public Safety	-	X
Woodbine Borough	William Pikolycky	Mayor	X	-
	Jeff Doran	Emergency Management	-	X

Notes: POC = Point of Contact

### 7.1.1 Monitoring

The Planning Committee shall be responsible for monitoring progress on, and evaluating the effectiveness of, the HMP, and documenting annual progress. Each year, beginning one year after plan development, County and local Planning Committee representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9) of this HMP, by contacting persons responsible for initiating and/or overseeing the identified mitigation projects.



To standardize and facilitate collection of progress data and information on specific mitigation actions, Cape May County will develop a progress matrix that will be distributed to the Planning Committee members prior to the scheduled annual Planning Committee meeting. FEMA guidance worksheets and the progress matrix are provided in Appendix F. This information shall be provided to the HMP Coordinator prior to the annual Planning Committee meeting to be held approximately one year from the date of local adoption of this update, and successively thereafter.

The information that Planning Committee representatives shall be expected to document, as needed and appropriate include:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring in their jurisdiction,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
- Obstacles or impediments to implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input.

### **7.1.2 Evaluating**

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The evaluation of the HMP is an assessment of whether the planning process and actions have been effective, if the HMP goals are being reached, and whether changes are needed. The HMP will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual plan review meeting of the Planning Committee, to be held approximately one year from the date of local adoption of this update, and successively thereafter. In October at least two weeks before the annual plan review meeting, the HMP Coordinator will advise Planning Committee members of the meeting date, agenda and expectations of the members.

The HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies are presents.
- Outcomes have occurred as expected.
- Changes in County or municipal resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.

Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance based indicators, including:



- New agencies/departments
- Project completion
- Under/over spending
- Achievement of the goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Committee will evaluate, support and complement how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other plans, programs and policies can include those that address:

- Economic Development
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Parks and Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation
- Redevelopment Plans (e.g., Brownfields)

The Planning Committee may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process (Appendix F).

The HMP Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual Planning Committee meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the HMP on an annual basis, the Planning Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual Planning Committee meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to NJOEM.

The Annual HMP Progress Report shall be posted on the Cape May County Hazard Mitigation Plan website (currently [www.capemaycountyhmp.com](http://www.capemaycountyhmp.com)) to keep the public apprised of the plan’s implementation. For communities who may choose to join or recertify themselves in the NFIP Community Rating System (CRS) program, this report will also be provided to each CRS participating community in order to meet annual CRS



recertification requirements. To meet this recertification timeline, the Planning Committee will strive to complete the review process and prepare an Annual HMP Progress Report by the end of October.

### 7.1.3 Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Cape May County HMP Planning Committee to update this plan on a five-year cycle from the date of initial plan adoption.

To facilitate the update process, the HMP Coordinator, with support of the Planning Committee, shall use the third annual Planning Committee meeting to develop and commence the implementation of a detailed plan update program. The HMP Coordinator shall invite representatives from NJOEM to this meeting to provide guidance on HMP update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the HMP update effort, what needs to be included in the updated HMP, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the Planning Committee shall determine what resources will be needed to complete the update. The HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five-year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New Jersey State Hazard Mitigation Officer.

## 7.2 IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the county there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate and coordinate with, and complement, those existing plans and programs.

The “Capability Assessment” section of Chapter 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs and regulatory mechanisms at all levels of government (Federal, State, County and local) that support hazard mitigation within the county. Within each jurisdictional annex in Chapter 9, the County and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory and operational/administrative framework (“integration capabilities”) and how they intend to promote this integration (“integration actions”).

It is the intention of the MPC and all participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. MPC members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Appendix A) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the MPC anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.



During the annual plan evaluation process, the MPC will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual HMP Progress Report.

### 7.3 CONTINUED PUBLIC INVOLVEMENT

Cape May County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, this Plan update will be posted on-line (currently [www.capemaycountyhmp.com](http://www.capemaycountyhmp.com)), for review.

In addition, public outreach and dissemination of the Plan will/may include:

- Links to the plan on municipal websites of each jurisdiction with capability.
- Utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events. Educate the public via the jurisdictional websites on how these applications can be used in an emergency situation.
- Development of annual articles or workshops on natural hazards to educate the public and keep them aware of their dangers.

Planning Committee representatives and the Cape May County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of the Executive Summary of this document.

The public will have an opportunity to comment on the HMP via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.

The public can also provide input at the annual review meeting for the HMP and during the next 5-year plan update. The HMP Coordinator is responsible for coordinating the HMP evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the five-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meeting would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Planning Committee representatives shall be responsible to assure that:

- Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- Appropriate links to the Hazard Mitigation Plan website (currently [www.capemaycountyhmp.com](http://www.capemaycountyhmp.com)) are included on municipal websites.
- Public notices are made as appropriate to inform the public of the availability of the HMP, particularly during HMP update cycles.

The HMP Coordinator shall be responsible to assure that:

- Public and stakeholder comment and input on the HMP, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The HMP website is maintained and updated as appropriate.



- Public notices, including media releases, are made as appropriate to inform the public of the availability of the HMP particularly during plan update cycles.
- Information collected will be efficiently incorporated in the HMP update.