





























**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).

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 Requirements	
1													
2													
3													
4													
5													
6													
7													
8													
9													

**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
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

## B. Local Mitigation Plan Review Crosswalk

### 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*.

<b>Jurisdiction:</b> Berkeley and Morgan County, West Virginia	<b>Title of Plan:</b> 2017 Multi-Jurisdictional Hazard Mitigation Plan Update for Berkeley and Morgan County	<b>Date of Plan:</b> October 2016
<b>Local Point of Contact:</b> Rachel Snavely	<b>Address:</b> 400 W Stephen St #301, Martinsburg, WV 25401	
<b>Title:</b> Project Manager		
<b>Agency:</b> Eastern Panhandle Regional Planning and Development Council		
<b>Phone Number:</b> (304) 263-1743	<b>E-Mail:</b> rsnavely@region9wv.com	

<b>State Reviewer:</b> Lirerose M. Beach	<b>Title:</b> Mitigation Planner	<b>Date:</b> November 10, 2016
---	-------------------------------------	-----------------------------------

<b>FEMA Reviewer:</b> <span style="color: #00AEEF;">Cathy Mallard</span> <span style="color: #00AEEF;">Cathy’s comment (s) in blue text.</span>	<b>Title:</b> Reservist, HM Community Planner (4273P-WV)	<b>Date:</b> November 10, 2016 and <span style="color: #00AEEF;">February 23, 2017</span>
<b>Date Received in FEMA Region</b> <i>(insert #)</i>		
<b>Plan Not Approved</b>		
<b>Plan Approvable Pending Adoption</b>		
<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. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

<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, <i>Planning Process</i> , pgs. 23-34  <i>Appendix C: Meeting, Adoption and other Participation documentation)</i>	√		
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 3.1, <i>Update Process and Participation Summary</i> , pgs. 23-24  Section 3.2, <i>The Planning Team</i> , pgs. 24-28  Section 3.3, <i>Meetings and Documentation</i> , pgs. 29-31  <i>Appendix C: Meeting, Adoption and other Participation documentation)</i>	√		
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, <i>Meetings and Documentation</i> , pgs. 29-31  Section 3.4, <i>Public &amp; Stakeholder Participation</i> , pgs. 31-33	√		

<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>				
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	<p>Section 1.4, <i>Authority &amp; Reference</i>, pgs. 8-9</p> <p>Section 2.5, <i>Data Resources and Limitations</i>, pg. 22</p> <p>Section 5.2.1, <i>Planning and Regulatory Capability</i> pgs. 176-179</p> <p>Section 5.2.5, <i>Plan Integration</i> - pgs. 184-185</p>	√		
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, <i>Plan Maintenance</i> , pgs. 217-219	√		
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))	<p>Section 7, <i>Plan Maintenance</i>, pgs. 217-219</p> <p><i>Certification of Annual Review Meetings</i>, pg. 1</p> <p><i>Record of Changes</i>, pg. 2</p>	√		
<b><u>ELEMENT A: REQUIRED REVISIONS</u></b>				
<b><u>Recommended Revisions:</u></b>				
<ul style="list-style-type: none"> <li>Page 10, incorrect table label; it should be Table 2.1-1. <b>This error was corrected (Section 2.1, pg. 10).</b> <a href="#">Cathy's comment: corrected</a></li> <li>Page 20, incorrect figure label: it should be Figure 2.4.1 not Figure 2.4.2. <b>This error was corrected (Section 2.4, pg. 20).</b> <a href="#">Cathy's comment: corrected</a></li> <li>Page 32, first paragraph indicates see Figure 3.3-3.3 and 3.3.3-4 for public notices. Public notices are labeled as Figure 3.3-3 and 3.3-4. <b>This error was corrected (Section 3.4, pg. 32).</b> <a href="#">Cathy's comment: corrected</a></li> </ul>				
<b>Note: Strengths of plan located in PRT on page A-11.</b>				

<b>1. REGULATION CHECKLIST</b>		<b>Location in Plan</b>	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>		<b>(section and/or page number)</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 4.2.2, <i>Summary of Hazards</i> , pgs.37-45  Section 4.3, <i>Hazard Profiles</i> , pgs. 46-166  Each hazard has a section titled <i>Location and Extent</i> .  The same process was applied to human-made hazards as well.	√		
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, <i>Hazard Profiles</i> , pgs. 46-166  Each hazard has sections titled <i>Past Occurrence</i> and <i>Future Occurrence</i> accompanied by tables and mapping of data.	√		
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, <i>Hazard Profiles</i> , pgs. 46-166  Each hazard has a section titled <i>Vulnerability Assessment</i> .	√		
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 4.3.5, specifically Table 4.3.5-2 on pg. 84	√		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
<b>ELEMENT B: REQUIRED REVISIONS</b>				
Comments:				
<b>Recommended Revisions:</b>				
<ul style="list-style-type: none"> <li>Pg. 36 minor typo Table 4.2-1 heading, suggest replacing “Decorations” with “Declarations”. <i>This error was corrected (Section 4.2, pg. 36), <a href="#">Cathy’s comment</a>: corrected.</i></li> <li>Pgs. 74-75-Figures 4.3.5-3 &amp; 4.3.5.4-recommend defining legends A, AE, AO. <i>Definitions for these terms were added (Section 4.3.5.1, pg. 76). <a href="#">Cathy’s comments</a>: definitions added.</i></li> <li>Pg. 90 indicates more detail on tornadoes and windstorms is discussed in Section 4.3.11. The hazards of Tornadoes and Windstorms is discussed in the Hazard profile 4.3.13 on page 115. <i>This error was corrected (Section 4.3.7.1, pg. 94), <a href="#">Cathy’s comment</a>: corrected.</i></li> <li>Pg. 91 indicates Table 4.3.5-1 lists Saffir-Simpson Scale categories. However, Saffir-Simpson Scale categories are listed on Table 4.3.7-1, page 92. Also, Table 4.3.5-1 (Flood and Flash Flood Events Impacting Berkley and Morgan County) is located on page 78. <i>This error was corrected (Section 4.3.7.2, pg. 95). <a href="#">Cathy’s comment</a>: corrected.</i></li> <li>Pg.174 indicates the full HAZUS results report can be found in Appendix F. Page 226 indicates the HAZUS report results are located in Appendix E (HAZUS Flood Reports for All Participating Region 9 Counties) not Appendix F. <i>This error was corrected (Section 4.4.3, pg. 179). <a href="#">Cathy’s comment</a>: corrected.</i></li> </ul>				
<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 5.2.1, <i>Planning and Regulatory Capability</i> , pgs. 176-179  Section 5.2.2, <i>Administrative and Technical Capability</i> , pgs. 179-183  Section 5.2.5, <i>Plan Integration</i> , pgs. 184-185		√	

<b>1. REGULATION CHECKLIST</b>		<b>Location in Plan</b>	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>	<b>(section and/or page number)</b>			
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 4.3.5.3, <i>Past Occurrence</i> , pgs. 83-84 (Table 4.3.5-2)  Section 5.2.1 <i>Planning and Regulatory Capability-Participation in the NFIP</i> , pg. 178-179  C-16, <i>Berkeley County NFIP Compliance and Capabilities Worksheets</i>  C-17, <i>Morgan County NFIP Compliance and Capabilities Worksheets</i>	√		
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, <i>Mitigation Goals and Objectives</i> , pgs. 194-196	√		
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, <i>Mitigation Action Plan</i> , pgs. 199-216	√		
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 6.1, <i>Update Process Summary</i> , specifically pg. 186  Section 6.4 <i>Mitigation Action Plan</i> , specifically pg. 199	√		
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 5.2.5 <i>Plan Integration</i> pgs. 184-185  Section 7.2, <i>Monitoring, Evaluating, and Updating the Plan</i> , pgs. 217-219	√		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
<b><u>ELEMENT C: REQUIRED REVISIONS:</u></b>				
<b><u>Recommended Revisions:</u></b>				
<b>Element C5:</b>				
<p>Page 199 stated the priority was determined based on a cost benefit analysis performed by the submitter and current funding levels. Further explanation is needed as to the cost benefit analysis approach and process the submitter used in evaluating and prioritizing their mitigation actions. This does not mean a full benefit cost analysis, such as the FEMA BCA Module, but a planning level assessment of whether the costs are reasonable compared to the probable benefits. Also, review of the 2012 previously approved plan on pages 146-147 utilized a different mitigation action prioritization method for cost benefit analysis. "Table 6.4.1-2017 Berkeley and Morgan County Mitigation Action Plan" indicates in the "Priority column" High, Medium and Low. However, the plan does not define High, Medium or Low priority.</p> <p>Refer to Appendix C-12 (Berkeley County Mitigation Progress Report Worksheets, Appendix-C-13 (Morgan County Mitigation Progress Report Worksheets). Although not inclusive of all new mitigation actions, some of the worksheets include benefits, cost estimate, cost effectiveness and priority level information.</p> <p><b>Additional information on how action priority was assessed was added to the text (Section 6.4, pg. 204).</b> <a href="#">Cathy's comments</a>: pg. 204, text added to 3<sup>rd</sup> paragraph on how actions were prioritized.</p> <p>Pg. 200-action Number 2R-the plan stated "... Region VI Planning and Development Council area..." Replace with Region IX.</p> <p><b>This error was corrected (Section 6.4, pg. 205).</b> <a href="#">Cathy's comment</a>: corrected.</p>				
<b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)</b>				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Section 3.1, <i>Update Process and Participation Summary</i> , pgs. 23-24			
	The following sections provide an <i>Update Process Summary</i> for each step of the HMP:		√	
	Section 4.1, pg. 35;			
	Section 5.1, pg. 175;			
	Section 6.1, pg. 186-194; and			
	Section 7.1, pg. 217.			

<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>				
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Section 6.1, <i>Update Process Summary</i> , specifically Table 6.1.1, pgs. 186-189 and Table 6.1-2, pgs. 190-194, (includes revising details and updates of each mitigation action".  Appendix C-12, <i>Berkeley County Mitigation Progress Report Worksheets</i> ,  Appendix C-13, <i>Morgan County Mitigation Progress Report Worksheets</i>	√		
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Section 4.4.2, <i>Ranking Results</i> , pgs. 169-170  Section 6.4 <i>Mitigation Action Plan</i> , specifically Table 6.4-1, pgs. 199-216	√		
<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))	Once the Plan is approved by WVDHSEM/FEMA, Berkeley and Morgan County will adopt the Plan by resolution, Section 8, <i>Plan Adoption</i> , pg. 220-225			√
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	Once Berkeley and Morgan County adopt the Plan by resolution, the municipalities will adopt the plan by resolution, Section 8, <i>Plan Adoption</i> , pg. 220-225			√

<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 E: REQUIRED REVISIONS</b>				
Required Revisions:				
<b>Element 1.</b>				
a. The plan <b>must</b> include documentation of plan adoption, usually a resolution by the governing body or other authority.				
<b>Element 2.</b>				
a. Each jurisdiction that is included in the plan <b>must</b> have its governing body adopt the plan prior to FEMA approval, even when a regional agency has the authority to prepare such plans.				
Adoption will be pursued after final FEMA approval				
<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

**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.

- The planning process was inclusive and well documented with copies of public notices, meeting minutes, agendas, sign-in sheets, listing of planning committee members, e-mail communications to the Hazard Mitigation Planning Committee, Risk Assessment and Mitigation Solutions Workshop materials, and Kick off Meeting materials. Inclusion of the community profile, population and demographics, land use and development was well done.
- The beginning details of each sections was particularly informative of how each section was updated adds to the reader's understanding of the planning committee's review process.
- Kudos on use of the hazard identification document completed by committee members, mitigation action forms, and public survey and results. The public survey results are particularly well done.
- The plan provided an extensive listing of resource documents used in plan development. Good practice of incorporating relevant information from the 2013 West Virginia Statewide Standard Hazard Mitigation Plan Update.
- Really like the "Certification of Annual Review Meetings" and "Record Changes" documents.
- Good practice of including the Saffir-Simpson Scale, Modified Mercalli Intensity Scale, and Richter Scale in the Risk Assessment section.
- Maps showing the location of participating counties, growth management, and those showing flooding threats and other hazard zones are a good practice.
- The inclusion and incorporation of HAZUS data results for Berkeley and Morgan Counties.
- Really fine job of summarizing existing mitigation program and accomplishments, as well as reporting the progress of previously mitigation actions.
- Mitigation Progress Worksheets engaged the planning committee in updating the plan.

## Improvements:

- Discussed in individual Elements.

### 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).

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	Berkeley County	County	Randy Lilly	802 Emmett Rousch Drive Martinsbur g, W. Va. 25401	rilly@ber keleywv.o rg	(304) 263- 1345						
2	Morgan County	County	Dick Myers	77 Fairfax Street Berkeley Springs, WV 25411	dmyers@ morganco untywv.g ov	(304) 258- 0305						
3	Martinsburg	City	Michael Covell	232 North Queen Street, 2nd Floor Martinsbur g, WV 25401	mcovell@ cityofmar tinsburg.o rg	(304) 264- 2131 ext. 266						
4	Hedgesville	Town	Mary Sue Catlett	105 Potato Hill Street P. O. Box 45 Hedgesville , WV 25427	mscellpa ge@msn. com	(304) 754- 4827						

**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
5	Bath	Town	Scott Merki	271 Wilkes Street Berkeley Springs, WV 25411	asst5@aol.com	(304) 258-1102						
6	Paw Paw	Town	Alton Wolfe Jr.	122 Winchester St, Paw Paw, WV 25434	altonwolfe1955@gmail.com	(304) 947-7476						
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

**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
17												
18												
19												
20												