

Region 3: Conducting Annual Hazard Mitigation Plan Reviews

Meeting each year to talk about your hazard mitigation plan (HMP) helps you implement the plan and prepare for the next update. Use the checklist below to guide your review. Go back to recommended improvements from your last plan review. You can start those now.

Discussion Checklist

Planning Process	<input type="checkbox"/>	Reach out to all planning partners to get them familiar with the HMP. This will build accountability. It will also help to make the five-year update less of a lift.
	<input type="checkbox"/>	Make sure expectations for the review are specific. Ask communities to bring new information or data.
	<input type="checkbox"/>	Work data and actions from your HMP into other plans, policies and programs.
	<input type="checkbox"/>	Invite new partners that did not participate in the last plan update.
	<input type="checkbox"/>	Discuss ways to fund your next plan update. Seek funding in year three to have in place by year four.
Risk Assessment	<input type="checkbox"/>	Record any major state or federal disaster declarations or hazard events that affected you in the past year. Update your hazard profiles as needed.
	<input type="checkbox"/>	Discuss any changes in population, land use or development in high-hazard areas. Document any impacts on community vulnerability.
	<input type="checkbox"/>	Factor in any new hazard data, tools or risk information. Think about any new information on the effect of future conditions, such as climate change.
	<input type="checkbox"/>	Check whether there are new flood maps. Also, look at relevant Risk MAP products. For jurisdictions that take part in the NFIP, the plan must include regulatory flood mapping products.
Mitigation Strategy	<input type="checkbox"/>	Encourage local partners to get familiar with the identified mitigation projects. This helps partners share accountability. It will also help them prepare for funding opportunities.
	<input type="checkbox"/>	Discuss whether local capabilities or risk reduction goals have changed.
	<input type="checkbox"/>	Check that the mitigation actions still align with local capabilities and risk reduction goals.
	<input type="checkbox"/>	Report mitigation progress and successes. Include funding received and training held.
Implementation	<input type="checkbox"/>	Discuss whether new training, data, funding sources or technical assistance could help you carry out mitigation actions. Identify the next steps.
	<input type="checkbox"/>	Brainstorm non-FEMA funding sources. Base these on how your mitigation goals align with other plans.
	<input type="checkbox"/>	Plan ways to make your mitigation priorities and actions known to potential funding partners. This way, when funds are available, you are ready to apply.



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Setting Up the Annual Review Process

The type and extent of your annual review will vary based on your local capacity and capabilities. Use these tips to help you set up the annual review process:

- Choose a primary contact to lead the process and help the review run smoothly.
- Invite all jurisdictions, planning partners (e.g., adjacent counties, watershed associations, water and sewer authorities, state and federal partners), and the public to take part in the annual review.
- Identify other stakeholders you should add to the planning team. Check your Plan Review Tool.
- Hold an annual meeting to review the plan. You could also set aside time during existing meetings. For consistency, hold this meeting as part of a regular annual event.
- Hold both in-person and virtual review meetings. This will help you reach more people.
- Draft a status report on mitigation actions. Use this to monitor progress and outcomes.
- Document your annual reviews. This way, you can refer to them in your day-to-day work with jurisdictions and during your five-year update. Share them with your state and FEMA.
- Check the process you identified in the Plan Maintenance section of your approved HMP.
- Time your annual review process to take advantage of known funding cycles. For example, FEMA typically releases the Notice of Funding Opportunity (NOFO) for its non-disaster grant programs in August of each year. Ask your State Hazard Mitigation Officer for more information.

Hazard Mitigation Planning Cycle

Year 1:	Approval. Make sure all participants adopt the plan.
Year 2:	Start to hold annual meetings and track mitigation progress.
Year 3:	Start the process to secure funding for the plan update.
Year 4:	Start the planning process for the next plan update. Choose the planning lead (or consultant) and bring the planning team together.
Year 5:	Finalize the risk assessment, develop the mitigation strategy, and finish the plan.

Ask [FEMA Region 3](#) or your State Hazard Mitigation Officer about training or technical assistance for your community!