

WEM Plan Review Tool

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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? 44 CFR 201.6(c)(1)

Involved in the process means ***engaged as participants*** and ***given the chance to provide input*** affecting the Plan’s content; plan updates must include ***documentation of the current planning process***.

A1. Plan Component	Location in Plan
Schedule or timeframe and activities that made up the Plan’s development	
List of individuals involved	
List of participating jurisdictions	
List of representatives from each jurisdiction (person’s position/title and agency)	
How each jurisdiction was involved	

Recommended documentation: narrative description, meeting agendas and sign-in sheets, meeting minutes, newspaper articles, copies of letters or surveys distributed.

A1. Required Revisions, Reviewer Comments

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? 44 CFR 201.6(b)(2)

Opportunity to be involved in the planning process means that stakeholders are ***engaged or invited as participants*** and ***given the chance to provide input*** affecting the Plan’s content.

A2. Plan Component	Location in Plan
List of stakeholders: local and regional agencies that take part in hazard mitigation activities	
List of stakeholders: agencies that have the authority to regulate development	
List of stakeholders: neighboring communities	
List of representatives for each stakeholder involved (person’s position/title and agency or organization)	
How each stakeholder was involved	

Recommended documentation: narrative description, meeting agendas and sign-in sheets, meeting minutes, newspaper articles, copies of letters or surveys distributed.

Examples of stakeholders: public works and zoning departments, emergency management, local floodplain administrators, special districts, GIS departments, planning and community development departments, building officials, planning commissions, other elected officials, adjacent counties and municipalities, business, academia, and other private and non-profit interests.

A2. Required Revisions, Reviewer Comments	

A3. Does the Plan document how the public was involved in the planning process during the drafting stage? 44 CFR 201.6(b)(1) and (c)(1)

A3. Plan Component	Location in Plan
How the public was given the opportunity to be involved (must be prior to final approval/adoption)	
How public feedback was incorporated into the Plan	

Recommended documentation: narrative description, meeting agendas and sign-in sheets, meeting minutes, public announcements and notices, copies of questionnaires or surveys, interactive websites, and evidence of booths at community events.

A3. Required Revisions, Reviewer Comments	

A4. Does the Plan document the review and incorporation of existing plans, studies, reports, and technical information? 44 CFR 201.6(b)(3)

A4. Plan Component	Location in Plan
List of existing plans, studies, reports, and technical information that were reviewed	
How relevant information was incorporated into the Plan	

Examples: State Hazard Mitigation Plan, local comprehensive plans, hazard-specific reports, and flood insurance studies.

A4. Required Revisions, Reviewer Comments	

A5. Is there discussion on how the community/-ies will continue public participation in the plan maintenance process? 44 CFR 201.6(c)(4)(iii)

Participation means ***being engaged and being given the chance to provide feedback.***

A5. Plan Component	Location in Plan
How the jurisdiction(s) will continue to seek public participation after plan approval and during plan implementation, monitoring, and evaluation	

Examples: periodic presentations on the Plan’s progress to elected officials, schools, or other community groups, annual questionnaires or surveys, public meetings, postings on social media and interactive websites.

A5. Required Revisions, Reviewer Comments

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)? 44 CFR 201.6(c)(4)(i)

A6. Plan Component	Location in Plan
How the Plan will be monitored (monitoring means tracking the implementation of mitigation actions over time)	
When the Plan will be monitored	
By whom the Plan will be monitored (title of individual or name of department or agency)	
How the Plan will be evaluated (evaluating means assessing the effectiveness of the Plan at achieving its stated purpose and goals)	
When the Plan will be evaluated	
By whom the Plan will be evaluated (title of individual or name of department or agency)	
How the Plan will be updated (updating means reviewing and revising the plan at least once every five years)	
When the Plan will be updated	
By whom the Plan will be updated (title of individual or name of department or agency)	

Monitoring and evaluating should be ongoing processes, done throughout the five-year update cycle, not just once every five years.

A6. Required Revisions, Reviewer Comments

Element B: Hazard Identification and Risk Assessment

(see the end of this element for a checklist to use in reviewing each hazard section)

B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction? 44 CFR 201.6(c)(2)(i) and (iii)

B1. Plan Component	Location in Plan
Description of natural hazards ¹ that affect jurisdictions in the planning area	See hazard matrix
Rationale for any omitted natural hazards that affect jurisdictions in the planning area	
Location (geographic areas in planning area) of each hazard; for multi-jurisdictional plans: description of hazards for participating jurisdictions that are unique or varied from those affecting the overall planning area (flooding, dam failure, wildfire)	See hazard matrix
Extent (strength or magnitude) of each hazard	See hazard matrix

B1. Required Revisions, Reviewer Comments

B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? 44 CFR 201.6(c)(2)(i)

B2. Plan Component	Location in Plan
History of previous hazard events for each identified hazard; for plan updates: include hazard events that have occurred since the previous plan was developed	See hazard matrix
Probability of future events for each identified hazard	See hazard matrix

Probability: the likelihood of the hazard occurring; may be defined in terms of general descriptors (**if used, these must be defined in the Plan**), historical frequencies, statistical probabilities, and/or hazard probability maps.

B2. Required Revisions, Reviewer Comments

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? 44 CFR 201.6(c)(2)(ii)

¹ A **natural hazard** is a source of harm or difficulty created by a meteorological, environmental, or geological event. Manmade or human-caused hazards may be included in the document, but are not required and will not be reviewed to meet the requirements for natural hazards.

B3. Plan Component	Location in Plan
Potential impacts of each identified hazard for each participating jurisdiction	See hazard matrix
Vulnerability of each participating jurisdiction to the identified hazards	See hazard matrix

Impact: *consequence or effect of the hazard* on the community and its assets; assets may include people, structures, facilities, systems, capabilities, and/or activities that have value to the community; *impacts can be described by referencing historical disaster impacts or estimating future potential losses*, for example.

Vulnerability: *identify types and numbers of existing and future* buildings, infrastructure, critical facilities, systems, populations, and other assets located in the identified hazard areas; *estimate potential dollar losses* to vulnerable assets; provide a general *description of land uses and development trends* in a community so mitigation can be considered in future land use decisions.

B3. Required Revisions, Reviewer Comments

B4. Does the Plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods? (Contact Wisconsin Emergency Management to obtain this information for your jurisdiction.) 44 CFR 201.6(c)(2)(ii)

This information is subject to The Privacy Act of 1974, as amended. No information may be included in the Plan that identifies specific properties or property owners. Information describing general areas where claims have been paid can be made public. Please contact Wisconsin Emergency Management if you have questions.

B4. Plan Component	Location in Plan
Estimate of the numbers of repetitive loss properties located in identified flood hazard areas	
Description of the types (residential, commercial, industrial, etc.) of repetitive loss properties identified above	

B4. Required Revisions, Reviewer Comments

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? 44 CFR 201.6(c)(3)

C1. Plan Component	Location in Plan
Description of each jurisdiction’s existing authorities, policies, programs, and resources available to accomplish hazard mitigation	

Examples: staff involved in local planning activities, public works, and emergency management; funding through taxing authority and annual budgets; regulatory authorities for comprehensive planning, building codes, and ordinances (include local floodplain regulations).

C1. Required Revisions, Reviewer Comments

C2. Does the Plan address each jurisdiction’s participation in the National Flood Insurance Program (NFIP) and continued compliance with NFIP requirements as appropriate? 44 CFR 201.6(c)(3)(ii)

C2. Plan Component	Location in Plan
List of all jurisdictions and their NFIP participation status (participating, not participating, not mapped)	
Description of floodplain management programs/activities that contribute to continued compliance for each NFIP-participating jurisdiction	
Reasons for non-participation for any jurisdictions that do not participate in the NFIP	

Examples of floodplain management activities: adoption and enforcement of floodplain management requirements (including regulating new construction in Special Flood Hazard Areas); floodplain identification and mapping; community assistance visits and monitoring activities.

C2. Required Revisions, Reviewer Comments

C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? 44 CFR 201.6(c)(3)(i)

C3. Plan Component	Location in Plan
General hazard mitigation goals (broad policy statements) that are consistent with the hazards identified in the Plan	

C3. Required Revisions, Reviewer Comments	

C4. Does the Plan identify and analyze a *comprehensive range* of specific mitigation actions and projects² for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? 44 CFR 201.6(c)(3)(ii) and (iv)

C4. Plan Component	Location in Plan
Analysis of actions/projects considered to reduce the impacts of hazards identified in the risk assessment	
Identification of actions/projects that the jurisdiction intends to implement	
Actions/projects specific to each participating jurisdiction	
Actions/projects that reduce risk to existing buildings/infrastructure and limit risk to new development	

C4. Required Revisions, Reviewer Comments	

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? 44 CFR 201.6(c)(3)(iii) and (iv)

C5. Plan Component	Location in Plan
Criteria for prioritizing the implementation of actions	
Demonstration that benefits versus costs of each actions were considered (summary of economic considerations, complete benefit-cost analysis not required); qualitative benefits may be included	
Position, office, department, or agency responsible for implementing each action (for each jurisdiction)	
Potential funding sources for each action	
Expected timeframe for completion of each action	

C5. Required Revisions, Reviewer Comments	

² Non-mitigation actions may be included, but will not be accepted as mitigation actions.

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? 44CFR 201.6 (c)(4)(ii)

C6. Plan Component	Location in Plan
Description of the community’s process for integrating data from the hazard mitigation plan into other planning mechanisms (for each participating jurisdiction)	
Identification of local planning mechanisms where hazard mitigation information may be incorporated	
For plan updates: explanation of how the jurisdiction(s) incorporated the previous mitigation plan, when appropriate, into other planning mechanisms	
For plan updates: description of how the mitigation strategy will continue to be incorporated into other planning mechanisms	

Planning mechanisms: governance structures that are used to manage local land use development and community decision-making, such as comprehensive plans, capital improvement plans, sustainability plans, and other long-range plans.

C6. Required Revisions, Reviewer Comments

Element D: Plan Review, Evaluation, and Implementation (UPDATES ONLY)

D1. Was the Plan revised to reflect changes in development? 44 CFR 201.6(d)(3)

D1. Plan Component	Location in Plan
Changes in development in hazard prone areas that increased or decreased the vulnerability of each jurisdiction	
If no changes in development impacted the jurisdiction’s vulnerability, validate the information in the previous plan	

D1. Required Revisions, Reviewer Comments

D2. Was the Plan revised to reflect progress in local mitigation efforts? 44 CFR 201.6(d)(3)

D2. Plan Component	Location in Plan
Identification of completed and not-completed mitigation actions from the previous plan	
For actions not completed and not included in the updated plan, description of why the action is no longer relevant	

D2. Required Revisions, Reviewer Comments

D3. Was the Plan revised to reflect changes in priorities? 44 CFR 201.6(d)(3)

D3. Plan Component	Location in Plan
Description of whether and how priorities have changed since the previous plan	
If priorities have not changed, validate the information in the previous plan	

D3. Required Revisions, Reviewer Comments

Element E: Plan Adoption

After FEMA issues their “meets requirements” letter, each participating jurisdiction must adopt the Plan ***within one year*** and submit an adoption resolution to WEM and FEMA for final plan approval.

