



9.0

PLAN MAINTENANCE

SECTION 9.0 PLAN MAINTENANCE

9.0-1 CHANGES FROM THE 2019 PLAN

For the 2024 State Hazard Mitigation Plan (SHMP) Update, changes to this section are based on an evaluation of the operational feedback regarding the effectiveness of the plan maintenance procedures outlined in the 2019 SHMP.

The development of a plan maintenance process ensures that the SHMP remains a “living” document that is intended to be changed and updated throughout its performance period. Maintaining momentum in mitigation strategy implementation can lead to significant long-term changes and overall risk reduction. As such, a formal process is required to ensure that the SHMP will remain an active and relevant document. The New Jersey Office of Emergency Management (NJOEM) is the responsible agency for the preparation and maintenance of the SHMP. The State Hazard Mitigation Officer (SHMO) is the individual responsible for overseeing the coordination, implementation, and maintenance of the plan collaboratively across the state.

This section evaluates the challenges and successes of the 2019 SHMP maintenance procedures and outlines an updated strategy to maintain the 2024 SHMP Update to ensure it remains current and reflects changes to the statewide mitigation program over time.

9.0-2 REVIEW OF THE 2019 SHMP MAINTENANCE PROCEDURES

It is the State’s intent to ensure this plan remains a “living” document that will be updated and revised as appropriate and as new information becomes available. In recognition of the need for implementing the formal maintenance process, NJOEM, the lead to update and maintain the SHMP, conducted an analysis of whether the previously approved plan’s method and schedule for monitoring, evaluating, and updating the plan was appropriate and successful. It was determined that the method and schedule in the previous plan were appropriate. However, as in previous years, the mitigation process was interrupted.

The frequency of hazard events and the State’s necessity to redirect attention to disaster response and recovery occasionally diverted attention and resources away from the outlined 2019 SHMP maintenance process. Since the last plan update, the State of New Jersey has experienced six federal disaster declarations, as listed in Table 9.0-1. Please refer to Section 4.0: Risk Assessment for additional details on each disaster declaration.

Table 9.0-1 Federal, State, and FEMA Disaster Declarations Since the 2019 Plan

Disaster Number	Incident Period	Date of Declaration	Disaster Type
EM-3451-NJ	January 20, 2020–May 11, 2023	March 13, 2020	New Jersey Covid-19
DR-4488-NJ	January 20, 2020–May 11, 2023	March 25, 2020	New Jersey Covid-19 Pandemic
DR-4574-NJ	August 4, 2020	December 11, 2020	New Jersey Tropical Storm Isaias
4597-DR-NJ	January 31–February 2, 2021	April 28, 2021	New Jersey Severe Winter Storm and Snowstorm
3573-EM-NJ	September 1–3, 2021	September 2, 2021	New Jersey Remnants of Tropical Storm Ida
4614-DR-NJ	September 1–3, 2021	September 5, 2021	New Jersey Remnants of Tropical Storm Ida

Source: FEMA 2023

Note: Disaster numbers are assigned by the Federal Emergency Management Agency for each federally declared disaster.

During the 2019 plan performance period, NJOEM tracked progress on FEMA Hazard Mitigation Assistance (HMA) funded plans and projects and their implementation progress. In addition, the SHMP met periodically to discuss the prioritization of projects to be submitted for FEMA HMA funding as well as special topics of interest. Due to number and impacts of disaster declarations that occurred, NJOEM focused its priorities on sustaining those communities most affected by the hazard events as well as other unanticipated needs.

Table 9.0-2 Implementation Schedule of the 2019 SHMP

Year	Implementation Milestone
October 2019	<ul style="list-style-type: none"> FEMA-approval and State adoption of the 2019 SHMP Update
2020 (Year 1)	<ul style="list-style-type: none"> The SHMT led discussions regarding potential projects and action plan for COVID-19 funding and Hurricane Sandy projects Evaluate the 2019 SHMP Update
2021 (Year 2)	<ul style="list-style-type: none"> SHMT meeting on November 19, 2021 <ul style="list-style-type: none"> Discuss outreach plan to communities impacted by Tropical Storm Ida flooding Discuss sources of funding Evaluate the 2019 SHMP Update
2022 (Year 3)	<ul style="list-style-type: none"> SHMT meeting on February 11, 2022 <ul style="list-style-type: none"> Review hazard mitigation strategy implementation (HMGP COVID) Discuss potential projects and action plan for Community Development Block Grant Disaster Recover (CDBG-DR) Ida funding Discuss reorganization of NJDEP and Blue Acres program priorities SHMT meeting on April 13, 2022 <ul style="list-style-type: none"> Review hazard mitigation strategy implementation (HMGP COVID) Discussion flood mitigation assistance through the FEMA Swift Current initiative Evaluate the 2019 SHMP Update
2023 (Year 4)	<ul style="list-style-type: none"> Commence 2024 SHMP Update SHMT meeting on January 24, 2023 <ul style="list-style-type: none"> Discuss Tropical Storm Ida Recovery State Hazard Mitigation Plan Update Overview Changes from 2019 Plan Update Review and Evaluate 2019 Plan Discuss Project Schedule Discuss Risk Assessment and Mitigation Strategy Request mitigation action progress by March 2023 Update capability assessment by July 2023 Update risk assessment by July 2023 Update mitigation strategy by August 2023 Continue preparation of the 2024 SHMP Update NJOEM review of draft SHMP update in September 2023 Submit updated SHMP to FEMA December 2023
2024 (Year 5)	<ul style="list-style-type: none"> Adopt final SHMP update in April 2024

9.0-3 MONITORING AND EVALUATING

Element S17 and 44 CFR 201.4(c)(5)(i): The State plan must describe the method and schedule for keeping the plan current, including the process to monitor, evaluate, and update the plan. The description must include the responsible agency/office and the schedule.

As discussed in Section 2.0: Planning Process, the 2024 SHMP Update was led by NJOEM overseen by the SHMO, with the guidance and input from other State of New Jersey departments, the State Hazard Mitigation Team (SHMT), stakeholders, and the public. The 2024 SHMP Update will be maintained on the NJOEM website at <https://www.nj.gov/njoem/mitigation/hazard-mitigation-plans.shtml#:~:text=The%20State%20of%20New%20Jersey%27s%20Hazard%20Mitigation%20Plan,as%20the%20basis%20for%20prioritizing%20future%20project%20funding>. The SHMO will continue to lead the SHMP maintenance throughout the plan's performance period (2024 to 2029).

Through the coordination of the SHMO and the Executive Director of the Governor’s Disaster Recovery Office, the SHMT will continue to meet at least once annually, as per Executive Order No. 344, throughout the 2024 SHMP Update performance period to support implementation of and discuss amendments to the 2024 SHMP Update. In addition to these meetings, the SHMO and SHMT Chair will set up a meeting of the SHMT within one month following any Presidentially declared disaster events to ensure that procedures and resources are appropriate for plan maintenance and implementation. The SHMT may continue to call upon stakeholders to SHMT meetings to ensure continuity of involvement and subject matter expertise. The continuous review and evaluation of the SHMP will help determine its overall effectiveness and ensure its ongoing relevance to the State’s mitigation needs.

At a minimum of one SHMT meeting per year, the SHMO will lead the SHMP update discussion to evaluate the content of the plan. The framework and questions listed in Appendix I – Annual Review Checklist will be asked. At the conclusion of these SHMT meetings, NJOEM will capture the changes and progress discussed and combine into an annual review checklist. The annual review checklist will be structured to align with the main sections of the 2024 SHMP Update and be included in Appendix I – Annual Review Checklist. This will facilitate the incorporation of changes and progress made in the 2029 SHMP Update. The SHMO will continue to host the current version of the 2024 SHMP Update on the NJOEM website and ensure the annual review checklists are included in Appendix I – Annual Review Checklist and uploaded to the site.

In addition to the annual review checklist on progress of the SHMP, a summary of the FEMA annual consultation will be included in Appendix I – Annual Review Checklist as well.

Table 9.0-3 outlines the updated plan maintenance strategy that NJOEM will implement over the next five years.

Table 9.0-3 Plan Maintenance Strategy for the 2024 SHMP Update

Year	Implementation Milestone
April 2024	<ul style="list-style-type: none"> FEMA-approval and State adoption of the 2024 SHMP Update
2024 (Year 1)	<ul style="list-style-type: none"> Continue SHMT meetings Document mitigation action implementation progress to date using the BAToolSM Evaluate the 2024 SHMP Update utilizing the annual NJ SHMP checklist, include in Appendix I – Annual Review Checklist of the 2024 SHMP Update, and update the NJOEM website with the new information
2025 (Year 2)	<ul style="list-style-type: none"> Continue SHMT meetings Document mitigation action implementation progress over the past year using the BAToolSM Evaluate the 2024 SHMP Update utilizing the annual NJ SHMP checklist, include in Appendix I – Annual Review Checklist of the 2024 SHMP Update, and update the NJOEM website with the new information
2026 (Year 3)	<ul style="list-style-type: none"> Continue SHMT Meetings Apply for FEMA planning grant to develop the 2029 SHMP Update (based on timing of FEMA awards) Document mitigation action implementation progress over the past year using the BAToolSM Evaluate the 2024 SHMP Update utilizing the annual NJ SHMP checklist, include in Appendix I – Annual Review Checklist of the 2024 SHMP Update, and update the NJOEM website with the new information
2027 (Year 4)	<ul style="list-style-type: none"> Continue SHMT Meetings Commence 2029 SHMP Update Evaluate the 2024 SHMP Update utilizing the annual NJ SHMP checklist, include in Appendix I – Annual Review Checklist of the 2024 SHMP Update, and update the NJOEM website with the new information
2028 (Year 5)	<ul style="list-style-type: none"> Continue SHMT Meetings Request mitigation action progress by March 2028 Continue preparation of the 2029 SHMP Update Submit updated SHMP to FEMA by November 2029
2029 (Year 6)	<ul style="list-style-type: none"> Adopt approved SHMP by April 2029

Notes: BAToolSM = Baseline Assessment Tool

9.0-4 TRACKING PROGRESS

Element S18 and 44 CFR 201.4(c)(5)(ii) and 201.4(c)(5)(iii): The State plan must describe the system for monitoring implementation and reviewing progress, including tracking implementation of the mitigation activities and projects identified in the mitigation strategy. The description must include the responsible agencies/offices, role of the agencies/offices, and criteria and process for evaluating progress.

Tracking progress on state-level mitigation activities shall continue to be led by NJOEM. To standardize and facilitate collection of progress data and information on the specific mitigation actions in the SHMP, NJOEM will utilize the BAToolSM plan review module, an online plan review service that will allow SHMT members and other State of New Jersey agencies and stakeholders to log in to a secure site and provide a status update for the mitigation actions where they are listed as the lead agency. The service has been established and populated with SHMP mitigation actions prior to FEMA-approval of this plan. The link, instructions, and login credentials will be distributed prior to the next scheduled SHMT meeting. NJOEM will collect progress on an annual basis and report progress in the annual review checklist appended to this plan to facilitate integration into the 2029 SHMP Update. While tracking progress on documented actions, this will be an opportunity for NJOEM, the SHMT, and stakeholders to identify modifications to existing actions and add new mitigation actions to the State mitigation strategy, all of which can be accomplished in the BAToolSM.

Local mitigation projects funded by FEMA are administered through NJOEM and are tracked from initiation. Counties that receive project grant awards are required to submit progress reports on the status of their project(s). Currently, NJOEM uses a grant-tracking program (NJEM.grants) for this purpose.

NJOEM is also working to develop or secure access to a tool that will allow all mitigation actions from local plans to be hosted, reviewed, and updated in one centralized location. This tool would provide NJOEM with a new capability to review statewide mitigation progress and allow for the rapid identification of appropriate mitigation actions for available funding opportunities. NJEMGrants is an online application that tracks emergency management grants in New Jersey, including the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Building Resilient Infrastructure and Communities (BRIC), Public Assistance (PA), and Legislative Pre-Disaster Mitigation (LPDM). This system manages the grant process from application through closeout. It also provides tools and guidance documents counties and municipalities can refer to throughout the grant process.

9.0-5 DOCUMENTING AND SUPPORTING LOCAL HMPS

As each county's expiration date on its current Hazard Mitigation Plan (HMP) approaches, the SHMO notifies each county regarding their status and advises to submit a FEMA HMA planning grant application to FEMA. The NJOEM Mitigation Section staff provides technical assistance, when requested, to the 21 counties during their HMP development and update. A draft plan review is made by NJOEM to ensure all requirements of the program have been met before forwarding the updated plan to FEMA for final review and approval. During this consultation for the performance period of the 2024 SHMP Update, methods and progress on linking the 2024 SHMP Update and local SHMPs will be discussed and evaluated.

NJOEM is currently updating the standard operating guidance for local HMPs in the State of New Jersey. However, no changes are anticipated in the documentation and support for local plans.

9.0-6 UPDATING THE SHMP

To be effective, the SHMP must be kept current. For example, a supplemental section may be needed in the HMP to address new hazard mitigation needs or issues, re-prioritize existing recommendations, or expand the HMP to address additional hazards. In the long term, changes in policy and administration may affect the usefulness of the HMP and the relevance of issues addressed by it.

At the beginning of the fourth year of plan implementation, the SHMO shall convene the SHMT to determine if the NJOEM Mitigation Unit resources currently dedicated and available for the ongoing plan review and maintenance are sufficient to support the full plan update process. If additional resources are needed (such as grant funding or a request for proposals for contract support), the NJOEM Mitigation Unit will follow internal protocol to secure these resources.

As part of the regulatory plan update process, plan participants will review the following factors potentially affecting the HMP:

- New Presidential disaster or emergency declarations and other applicable events
- Progress in completing tasks listed in the mitigation strategies section of the plan
- Changes in development
- Progress in statewide mitigation activities, including meeting the State's mitigation goals
 - Project status
 - Projects funded
 - Local mitigation plan statuses
- Changes in hazard vulnerability
- Change in priorities
- Changes in available funding sources and programs
- Advances in Geographic Information System (GIS) data acquisition and other technologies
- Increases in available information
- New opportunities for public and stakeholder participation
- Changes in state or federal laws, including amendments to FEMA rules and guidance
- Internal guidance and policy documents or other relevant material
- Other factors affecting the SHMP, including:
 - Do goals and objectives still address current and expected conditions?
 - Have the nature and magnitude of hazard risks and/or development changed?
 - Are the current resources appropriate for implementing the SHMP?
- On an annual basis, evaluate and update local HMP capability assessments and risk assessments as local HMPs are updated. The regulatory plan update process shall incorporate the findings of and information developed through: annual plan review and reporting process, technical plan update process, and post-disaster after-action reports.