



FEMA Requirement A5: Continued Public Participation

Is there discussion on how the community(ies) will continue public participation in the plan maintenance process?

Local Mitigation Plan Review Guide, FEMA, 2011, page 17

This “Good Practice” document is intended to help plan developers understand the FEMA requirement to discuss within the plan how the community will continue public participation in plan maintenance.

Common Reasons Why FEMA Returns Plans for A5 Revisions

1. Future events and activities for public involvement are not described as part of plan implementation, such as while monitoring and evaluating progress. It is insufficient to explain only past participation opportunities, or to just generally refer to the upcoming process as similar to the past.

Tip: Describe *specific* planned activities and when during the planning cycle each will occur. Invite involvement of the general public and individual stakeholders, such as community organizations, non-profits, businesses, academic institutions, and other government entities.

Tip: Indicate who will be involved in organizing these activities.

2. Public notification of upcoming participation activities is not clearly described.

Tip: Be specific about the promotion planned for monitoring and evaluation activities- whether local media (press, cable/TV, radio), websites, email, social media, legal notices, flyers, posters, personal solicitation, or other outlets. State where the public will be able to read the plan, related monitoring and evaluation materials, and obtain other information related to its implementation.

3. A method for the public to submit input is not described, and/or it is not explained how the public would be informed where to provide comments.

Tip: The jurisdiction’s described public process could include publicizing an official email address and contact person to receive comments.

Tip: If meetings and events will be held, explain how public input will be noted and reviewed. For instance, will comments(ies) be summarized, posted, and considered by an official or planning committee?

Plan Demonstrating Good Practice for Requirement A5

This section provides an example documenting how a community will seek public participation during the plan's implementation, monitoring and evaluation. The abstract is preceded by a brief explanation of why this plan section meets the requirements. In addition, practices going "Beyond Minimum Requirements" are noted. Many other approaches are possible, so don't be limited by this example; the approach taken should fit the particular circumstances of the community.

Example: *Single Jurisdiction Hazard Mitigation Plan 2015*

Why This Plan Demonstrates Good Practice

1. Public input will be considered by the jurisdiction's Hazard Mitigation Planning Committee throughout the five-year plan implementation as progress is monitored and evaluated annually.
2. Two methods for obtaining public comments will be utilized - by email to the Director of Planning, and through public discussion at annual meetings.
3. Both the annual public meetings and email contact for comments will be publicized by identified means: a copy of the 2015 plan, descriptions of mitigation strategy status, annual meeting minutes, and each annual summary will be available to the public on the municipal website throughout the five-year plan cycle. Hard copies of the 2015 plan will also be available at a town office and library.

See Abstract on following page.

Example: *Single Jurisdiction Hazard Mitigation Plan 2015*

Annual Review

The HM Planning Committee*, convened by the Director of Planning, will hold an annual public meeting to monitor and assess implementation of the 2015 HM plan during May of each year from 2015 to 2020. This process will involve evaluating progress, difficulties, and potentially changes to the original proposals. These annual reviews will also allow the town to develop related grant applications.

Individuals and organizations may provide input by addressing the Committee at these meetings or by submitting email comments to the Director of Planning. Public notices for each upcoming review meeting will be posted at the town hall, on the municipal website, on the local public access cable channel, and in a local newspaper. Email comments will also be solicited on the same public notices. Hard copies of the 2015 plan are available for review at the town planning office and public library. Minutes of HM Planning Committee meetings will be posted on the town website.

The Department head responsible for each mitigation activity within the 2015 plan will submit a description of project status for the annual meeting. The descriptions will be shared with meeting attendees for discussion. Public input will be considered by the Committee when recommending modifications to mitigation activities.

Table 10: HMP Implementation Contacts

Municipal Official	Phone/email
Director of Planning	(XXX) XXX-XXXX; DirPlanning@town.state.gov
Emergency Mgt. Director	(XXX) XXX-XXXX; EMD@town.state.gov
Public Works Director	(XXX) XXX-XXXX; DPWsup@town.state.gov
Fire Chief	(XXX) XXX-XXXX; FDchief@town.state.gov
Zoning Board	(XXX) XXX-XXXX; ZoningB@town.state.gov

The following components will be reviewed at each spring meeting.

- Assess progress of plan implementation, including mitigation measures completed or in progress, and identify activities not begun and/or obstacles to their completion.
- Identify impediments to completion of mitigation actions, and any utilized or proposed solutions.
- Identify and evaluate specific sites and areas vulnerable to natural hazards, including any locations not included in the current plan.
- Identify additional mitigation measures to benefit these areas.
- Monitor current effectiveness of past completed mitigation strategies.
- Review and adjust overall goals and mitigation strategies (as needed).

Annual Report

A written summary of Committee analysis and recommendations will be prepared and submitted to the Board of Selectmen following each annual meeting. Each year’s summary will be publically available on the municipal website during the plan’s five year period, and shall be utilized in updating the plan update during the plan’s fourth year. Public participation during the plan update will be undertaken as described in the next section.

*See Acknowledgements (page ii) for 2015 HM Planning Committee members.

A5 Regulatory Guidance

Abstracts from *Code of Federal Regulations and Local Mitigation Plan Review Guidance, October 1, 2011*

Element A5 Regulation [§201.6(c) (4) (iii)] (page 14)

[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.

Element Intent (page 17)

To identify how the public will continue to have an opportunity to participate in the plan's maintenance and implementation over time.

Element Requirements (page 17)

- a. The plan **must** describe how the jurisdiction(s) will continue to seek public participation after the plan has been approved and during the plan's implementation, monitoring and evaluation.

Participation means engaged and given the chance to provide feedback. Examples include, but are not limited to, periodic presentations on the plan's progress to elected officials, schools or other community groups, annual questionnaires or surveys, meetings, postings on social media and interactive websites.

Check Out These Additional Aids

Local Mitigation Plan Review Guide, October 2011

<http://www.fema.gov/media-library/assets/documents/23194>

Local Mitigation Planning Handbook, March 2013 (pages 3-8, 3-10, and 7-2)

<http://www.fema.gov/media-library/assets/documents/31598>