



Part VI. Putting the Plan into Action





SECTION 12. ADOPTION

12.1 Overview

44 C.F.R. §201.4(c)(6): The plan must include documentation of formal adoption by the highest elected official or designee prior to FEMA approval. Documentation of formal adoption may be a resolution or other mechanism.

This plan serves as the West Virginia State Hazard Mitigation Plan (SHMP) and has been formally adopted by the Governor of West Virginia, as required by 44 C.F.R. §201.4(c)(6). Development of the SHMP was a collaborative partnership with stakeholders from local, regional, state, and federal government agencies as well as nonprofit and private sector organizations and the community. It represents the shared goals, objectives, and actions identified through the planning process for the State to pursue to reduce risk and build statewide resilience. Adoption of the SHMP signifies the shared commitment of West Virginia’s State agencies, partners, and communities to implement the mitigation strategy and utilize the SHMP and its contents to guide hazard mitigation and resilience efforts over the next five years. The adopted SHMP communicates the State’s priorities and facilitates communication and collaboration among communities and stakeholders.

On **XXXX**, the Governor adopted the SHMP after receiving “Approvable Pending Adoption” status from FEMA on **XXXX**. Once adopted by the Governor, the adoption resolution was submitted to FEMA, and FEMA provided full approval of the SHMP on **XXXX**, making the SHMP effective as of **XXXX**. Copies of the adoption resolution and FEMA approval letter are included on the following pages, documenting the successful completion and adoption of the 2023 SHMP.



SECTION 13. REVIEW, EVALUATION, AND IMPLEMENTATION

13.1 Overview

The West Virginia Emergency Management Division (WVEMD) is responsible for ensuring the State Hazard Mitigation Plan (SHMP) remains current and monitoring the progress of mitigation actions. This is accomplished through a collaborative effort that maintains the partnerships built during the 2022–2023 planning process. Although WVEMD is responsible for maintenance and monitoring, partner agencies and stakeholders are often responsible for implementing the mitigation strategy to achieve the SHMP’s goals and objectives.

The SHMP is a dynamic document that requires frequent reviews to ensure the goals and priorities align with community needs in instances of disasters or other events. If risk changes due to these impacts, continuous review and evaluation permits the State to revise the SHMP, as appropriate, to address new or emerging risks and ensure the SHMP remains current. The following sections support and document the State’s ongoing efforts to monitor, evaluate, and update the SHMP during its 5-year life cycle.

13.2 Implementing, Monitoring, and Reviewing Mitigation Actions

44 C.F.R. §201.4(c)(5)(ii) and §201.4(c)(5)(iii): The plan must include a description of the systems for monitoring implementation and reviewing progress of the plan, including tracking mitigation activities and projects identified in the mitigation strategy and reviewing progress on achieving the mitigation strategy’s goals. The description must include a schedule, the agency/office responsible for coordination, and the role of the agencies/offices of implementing agencies.

13.2.1 Implementing Actions

The intent of developing the SHMP is to provide a roadmap for the State to implement actions to reduce risk and build statewide resilience. Ensuring the mitigation strategy (see Section 11) is actionable means ensuring there is a process in place to effectively track, monitor, and evaluate the progress toward implementing the mitigation strategy.

Actions listed in Section 11 of the SHMP may require additional analysis and development to become truly actionable. As such, the State may establish an implementation plan for one or more actions. The implementation plan provides a roadmap of interim steps/milestones, timeframes, stakeholders, and other aspects of the mitigation action at a more granular level, which will help the State measure progress toward carrying out the action(s). For the most part, agencies and other stakeholders who will be involved in implementing the actions were engaged in the development of the SHMP. As mitigation actions were identified, agency and stakeholder representatives evaluated the potential costs, funding sources, and related timeframes for action implementation. This led to increased buy-in and ownership of the mitigation action.



Agencies and stakeholders identified in the mitigation strategy as a lead or supporting agency are responsible for ensuring that actions progress over the performance period of the SHMP. This includes developing the complete scope and accompanying design engineering, identifying and securing funding, obtaining proper permits, conducting any necessary procurement activities, and overseeing the execution of the project's activities. While these responsibilities belong to the identified lead and supporting implementing agencies, WVEMD will provide technical assistance, when appropriate.

Implementation of the mitigation actions may be hampered for any number of reasons. Lead and supporting agencies may experience a shift in priorities, fiscal constraints, or changes in personnel due to unforeseen circumstance or change in leadership. Labor resources and funds are always in short supply and create temporary barriers to success. Due to these potential barriers, it is critical that implementation efforts are actively monitored and reviewed to identify challenges and solutions in order to continue working toward achieving the goals of the SHMP.

13.2.2 Monitoring Actions

Monitoring the implementation of mitigation actions may include periodic reporting and site visits and regular contact and communication with responsible agencies and stakeholders to discuss the status of actions, successes, and challenges. For projects supported by funding programs administered by WVEMD, monitoring also includes collecting quarterly reports. These reports document the ongoing activities responsible agencies are taking to implement the action and include information on challenges and delays.

13.2.3 Reviewing Actions

To review progress on achieving the SHMP's mitigation goals and objectives, WVEMD will notify agencies during the last quarter of each federal fiscal year (FFY), which starts July 1 and ends September 30, that the SHMP review has begun. This window was chosen to provide enough time to review progress on implementing the SHMP so that the State can develop a summary of progress to coincide with the anniversary of the SHMP's approval in October 2023. WVEMD will deploy a Mitigation Strategy Action Sheet to agencies and organizations that have been identified as having responsibility for implementing an action, with a request that the agencies and organizations provide information on each mitigation action by completing the sheet. Upon receiving the completed Mitigation Strategy Action Sheets, WVEMD will review them to gain situational awareness of the current status of the actions, next steps, and anticipated challenges. This provides WVEMD visibility on the implementation of the SHMP and emerging needs for grant support or technical assistance.

WVEMD will convene the State Planning Team on an annual basis and after each major hazard event for which the State expects a disaster declaration will be issued by the President to perform a review of the SHMP and progress on actions to-date. This meeting will take place during Quarter 1 (October 1 to December 31) of the FFY. Conducting the annual review during this time of the year provides WVEMD and its partners with an opportunity to identify projects to submit for grant funding that is likely to be announced in Quarter 4 (July 1 to September 30), such as FEMA's Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) grant programs, with enough lead time to compile project designs, cost estimates, benefit-cost analyses (BCA), etc.



The status of implementation for each mitigation action will be tracked by the responsible lead agency and WVEMD, who will share the status of actions with the State Planning Team and ensure that this information is included in annual reviews of the mitigation plan. Lead agencies will provide a completed Mitigation Strategy Action Sheet to WVEMD documenting the actions taken towards implementation for each year of the performance period of the SHMP. An example of the fields for the Mitigation Strategy Action Sheet is provided in Figure 13-1.

Figure 13-1 Mitigation Strategy Action Sheet

Action Number		
Mitigation Action Title		
Timeframe/Deadline		
Action Purpose		
SHMP Goal #		SHMP Objective #
Responsible Agency		
Supporting Agency		
Action to be Taken:	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
Status		
Summary of Completed Actions		
Experienced and/or anticipated challenges		
Date Last Updated		
Update by (Name, Title, Organization)		

In addition to reporting the status of an action, responsible agencies will also report on actions completed and anticipated actions for each year. This ensures that WVEMD has visibility on the anticipated needs an agency may have and can plan for grant support accordingly.



Progress towards achieving goals and objectives is captured through the Mitigation Strategy Action Sheets. Each action in the mitigation strategy has been mapped to the corresponding SHMP goals and objectives, and this information is carried forward on each Mitigation Strategy Action Sheet.

This reporting system, consisting of tracking through the Mitigation Strategy Action Sheets, will enable WVEMD to better track the progress of achieving the mitigation actions throughout the life cycle of the SHMP. This will also help partner agencies to identify mitigation actions for future SHMP updates to address gaps encountered in their mitigation activities.

13.3 Monitoring, Evaluating, and Updating the Plan

44 C.F.R. §201.4(c)(5)(i) and §201.4(d): The plan must include a description of the method and schedule for keeping the plan current, including the process to monitor, evaluate, and update the plan.

Updates provide the opportunity to ensure that the SHMP remains on course and current. Reviewing the SHMP regularly allows for it to be continuously informed by advances in hazard knowledge, changes in state and federal legislation, and performance of mitigation projects after hazard events. Actively monitoring, evaluating, and updating the SHMP maintains the relationships and partnerships established during the plan update process and maintains stakeholder engagement in mitigation initiatives. WVEMD will monitor, evaluate, and consider updates to the SHMP as appropriate on an annual basis using a reporting form and review meeting schedule. WVEMD will be supported by other State agencies that are represented on the State Planning Team.

13.3.1 Monitoring the Plan

Tracking the plan's implementation over the performance period is a form of monitoring. Monitoring activities may include meetings to discuss the progress on implementing the mitigation strategy and achieving the plan's goals; conducting site visits for active projects to observe the current status of actions; periodic reporting either required by the funding agency, such as FEMA, or as a function of WVEMD's efforts to monitor the plan; and regularly convening a forum, such as the State Planning Team.

To monitor the plan, WVEMD will convene stakeholders through an established meeting, such as the Risk Reduction Consultation, or schedule a meeting dedicated to an annual review of the SHMP as described in Section 13.2.3. At a minimum, the following will be reviewed and discussed during this annual meeting:

- Review the SHMP goals and objectives and identify any changes in priority.
- Review the Risk Assessment and identify any new data or information that should be integrated. The Regional Planning and Development Councils should provide updates on any changes in local risk assessments.
- Review the approved mitigation strategy, provide a status summary of implementation, and review effectiveness of completed projects.
- Provide an overview of open disasters and close-outs.
- Solicit projects for inclusion in upcoming grant cycles.



The annual meeting will serve as a dedicated opportunity to review the SHMP in its entirety. WVEMD will employ additional monitoring methods through grant management practices, such as monitoring expenditures against project budgets, monitoring implementation progress, and compiling documentation of project and financial activities. Mitigation actions supported by funding administered by WVEMD, such as FEMA’s Hazard Mitigation Assistance grant programs, are required to submit a quarterly report to provide the status of implementing projects.

13.3.2 Evaluating the Plan

The plan’s effectiveness will be evaluated by assessing progress toward achieving the goals and objectives identified in the SHMP. Achieving the plan’s goals is mainly accomplished through the implementation of the mitigation strategy, as discussed in Section 13.2. In addition to implementing, monitoring, and reviewing mitigation actions, the effectiveness of the SHMP can be assessed by the State’s efforts to maintain and expand State capabilities and continued support of initiatives that promote and encourage mitigation and resilience.

The State’s commitment to the SHMP is not only evaluated through assessing how financial resources are appropriated but also how stakeholders are involved in mitigation efforts. During the 2023 planning process, an emphasis was placed on stakeholder involvement and ownership of the plan. As such, several stakeholders have expressed a strong commitment to implementing the mitigation strategies and advocating for policy and regulations that support mitigation and resilience efforts. These advocacy efforts not only provide the foundation for prioritizing the implementation of the SHMP but may also serve as a catalyst to ensuring the State directs sufficient financial and staffing resources to these efforts.

13.3.3 Updating the Plan

The plan will be reviewed on an annual basis and updated as necessary to reflect changes in priorities, risk, and progress on implementing the mitigation strategy. An example 5-year milestone schedule is provided in Figure 13-2. This schedule represents key activities for monitoring, evaluating, and updating the SHMP. This schedule will be used for planning purposes to guide the implementation of the SHMP through the performance period. Specific activities and timelines will be established as the SHMP is implemented.

The need for ad hoc reviews outside of the milestone schedule may arise during the plan’s 5-year performance period. These ad hoc reviews may be prompted by a disaster, the availability of updated data that would significantly impact the risk assessment, or completion of major risk reduction activities that substantially reduce the vulnerability of the State.

Figure 13-2 SHMP Performance Period Milestone Schedule

Period	Action
Year 1: SHMP is approved, new 5-year performance period begins	
4th Quarter (July–September)	WVEMD notifies lead and supporting agencies to complete Mitigation Strategy Action Sheet for each action.



Period	Action
1st Quarter (October–December)	WVEMD convenes stakeholders and State Planning Team to conduct annual SHMP review and provide a summary of the status of implementing the mitigation strategy.
2nd Quarter (January–March)	WVEMD implements revisions and updates to the SHMP as appropriate and provides technical assistance to lead and supporting agencies to identify solutions for challenges identified on Mitigation Strategy Action Sheets. WVEMD works with lead and supporting agencies of actions that have not started to identify next steps and funding opportunities.
3rd Quarter (April–June)	WVEMD conducts outreach and awareness to notify stakeholders of potential funding opportunities to support the implementation of mitigation actions.
Year 2	
4th Quarter (July–September)	WVEMD notifies lead and supporting agencies to complete Mitigation Strategy Action Sheet for each action.
1st Quarter (October–December)	WVEMD convenes stakeholders and State Planning Team to conduct annual SHMP review and provide a summary of the status of implementing the mitigation strategy.
2nd Quarter (January–March)	WVEMD implements revisions and updates to the SHMP as appropriate and provides technical assistance to lead and supporting agencies to identify solutions for challenges identified on Mitigation Strategy Action Sheets. WVEMD works with lead and supporting agencies of actions that have not started to identify next steps and funding opportunities.
3rd Quarter (April–June)	WVEMD conducts outreach and awareness to notify stakeholders of potential funding opportunities to support the implementation of mitigation actions.
Year 3	
4th Quarter (July–September)	WVEMD notifies lead and supporting agencies to complete Mitigation Strategy Action Sheet for each action. WVEMD identifies funding and technical support for the 2028 SHMP update.
1st Quarter (October–December)	WVEMD convenes stakeholders and State Planning Team to conduct annual SHMP review and provide a summary of the status of implementing the mitigation strategy.



Period	Action
2nd Quarter (January–March)	WVEMD kicks off 2028 SHMP update process and meets regularly with the State Planning Team. Feedback from the annual meeting is utilized to guide the development of the 2028 SHMP update.
3rd Quarter (April–June)	WVEMD begins to draft the 2028 SHMP update and meets regularly with the State Planning Team.
Year 4	
4th Quarter (July–September)	WVEMD notifies lead and supporting agencies to complete Mitigation Strategy Action Sheet for each action to compile summary of progress on the 2023 SHMP to inform the 2028 SHMP update and meets regularly with the State Planning Team.
1st Quarter (October–December)	WVEMD continues to draft the 2028 SHMP update and meets regularly with the State Planning Team.
2nd Quarter (January–March)	WVEMD hosts a public comment period for the 2028 SHMP update and meets regularly with the State Planning Team.
3rd Quarter (April–June)	WVEMD submits 2028 SHMP update to FEMA Region III for review and approval.
Begin new 5-year performance period	