

PLAN MONITORING AND MAINTENANCE TOOL

Appendix 6-4

Standard Portion: Plan Maintenance

Commonwealth of Kentucky Enhanced Hazard Mitigation Plan: 2013 Version

Kentucky Emergency Management (KYEM)

University of Kentucky, Martin School of Public Policy and Administration

Hazard Mitigation Grants Program (UK-HMGP)

University of Louisville Center for Hazards Research and Policy Development (CHR)

This form, to be completed regularly, acts as an alternative method for local jurisdictions to keep track of both existing mitigation projects actions and mitigation actions to be pursued toward reaching current and future mitigation goals. It is an important tool for the Commonwealth of Kentucky as it adds redundancy to Kentucky's systems of tracking projects and mitigation actions from the "top-down." Further, this form acts as a formal request for plan amendments. Again, this is important for the Commonwealth of Kentucky's hazard mitigation administration: Through this tool (and to accompany the role that CHAMPS is to play and the administrative work of mitigation staff), this simply is another system redundancy that compels local jurisdictions to not only consider future mitigation options, but also to consider whether such options coordinates with their local hazard mitigation plans and, if not, what needs to be amended. This, in turn, keeps the Commonwealth of Kentucky's hazard mitigation plan – completed so thoroughly within the plans of its localities – up-to-date and monitored.

Finally, these forms are adaptations: The "Overall Project Summary Report" is an adaptation from the one developed by the University of Louisville's Center for Hazards Research and Policy Development (CHR) in its work with the Kentucky Community and Technical College System (KCTCS) hazard mitigation plan. The "Hazard Mitigation Plan Amendment Form" is an adaptation from, again, the one developed by CHR for its most current University of Louisville (UofL) hazard mitigation plan.

[Insert ADD or Name of the Local Jurisdiction Here]
Plan Monitoring and Maintenance Tool
Overall Project Summary Report

Date: [xx/xx/xxxx]

This regular report is prepared to inform [local jurisdiction] officials of the progress to date in meeting the hazard mitigation goals articulated in our local hazard mitigation plan. Systematically and clearly monitoring our mitigation goals via mitigation actions taken to meet these goals helps the Commonwealth of Kentucky meet its mitigation goal: To facilitate and coordinate mitigation for its local jurisdictions. The following tables briefly summarize the types of information needed to report the status of existing projects. This information can derive from Individual Project Progress Reports (IPPR) prepared regularly. Use this regular report to identify new projects that either are expected to be undertaken or toward which an application to Kentucky Emergency Management (KYEM) is intended.

EXISTING PROJECTS:

<i>Project Title</i>	<i>Purpose of Project</i>	<i>Status of Completion</i>	<i>Obstacles/Problems/Solutions</i>

NEW PROJECTS:

<i>Project Title</i>	<i>Purpose of Project</i>	<i>Funding Source(s)</i>	<i>Anticipated Problems/Solutions</i>	<i>Start/End Dates</i>

COMMENTS/ELABORATIONS ON INFORMATION PLACED IN TABLES:

[Insert ADD or Name of Local Jurisdiction Here]
Plan Monitoring and Maintenance Tool
Hazard Mitigation Plan Amendment Form

Amendment Sponsor: _____

Amendment #: _____

Date: [xx/xx/xxxx]

Current Text:

Section of Plan _____ *Page* ____ *Line (Begins With or #)* _____

Amended Text:

Section of Plan _____ *Page* ____ *Line (Begins with or #)* _____

Purpose of Amendment:
