

**APPENDIX A:
LOCAL MITIGATION PLAN REVIEW TOOL**

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan’s strengths as well as documents areas for future improvement.
- The Multi-jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

Jurisdiction: City of Ann Arbor	Title of Plan: City of Ann Arbor	Date of Plan: October 2017
Local Point of Contact: Rick Norman	Address: Ann Arbor Public Safety 111 North Fifth Avenue Ann Arbor, MI 48104	
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State Reviewer: Mitch Graham	Title: State Planner	Date: 10/17/17
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FEMA Reviewer: Christine Meissner	Title: Mitigation Planner	Date: 11/1/17
Date Received in FEMA Region (insert #)	10/17/17	
Plan Not Approved		
Plan Approvable Pending Adoption	X	
Plan Approved		

**SECTION 1:
REGULATION CHECKLIST**

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been ‘Met’ or ‘Not Met.’ The ‘Required Revisions’ summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is ‘Not Met.’ Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST		Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)		(section and/or		
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? (Requirement §201.6(c)(1))	Pg. 2-2 to 2-24: The City of Ann Arbor, with Stantec Consultants, spearheaded the city's second single-jurisdiction mitigation plan. The planning process entailed public meetings, planning team meetings, workshops, data collection, survey distribution Appendix B-D: Sample public survey, capability assessment form, mitigation action worksheet, meeting agendas, invite correspondence, slide decks, sign in sheets, social media and website snap shots.		x	
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? (Requirement §201.6(b)(2))	Pg. 2-2 to 2-24: The planning team (TAC) included city representatives with the authority to regulate development and involved in community planning, as well as regional and academic entities. Appendix B-D: Sample public survey, capability assessment form, mitigation action worksheet, meeting agendas, invite correspondence, slide decks, sign in sheets, social media and website snap shots.		x	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Pg. 2-2 to 2-24: Community engagement included two public meetings, public survey, and posting of draft plan on city's website. Appendix B-D: Sample public survey, capability assessment form, mitigation action worksheet, meeting agendas, invite correspondence, slide decks, sign in sheets, social media and website snap shots.		x	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Each section of the plan cites primary sources referred to for plan development.		x	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Pg. 7-2 to 7-7: Plan states bi-annual TAC meetings that occur during the 5-year implementation period will be open to the public. The plan will also be maintained on the city's website. Public communication on the mitigation plan will be incorporated into current and on-going outreach by the Public Information Officer.		x	

1. REGULATION CHECKLIST		Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)		(section and/or		
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)? (Requirement §201.6(c)(4)(i))	Pg. 7-2 to 7-7: Plan states the TAC (led by the city floodplain manager and emergency manager) will convene bi-annual meetings (and following disaster events) to monitor and evaluate plan implementation progress and CRS compliance requirements.		x	
<u>ELEMENT A: REQUIRED REVISIONS</u>				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT				
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Pg. 4-2 to 4-198: Description (extent and location) for following natural disasters: extreme cold, extreme heat, fog, hail, lightening, severe winter weather, severe winds, tornadoes, dam failure, drought, flood and earthquake. GIS maps included for location-specific hazards (versus planning area wide).		x	
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Pg. 4-2 to 4-198: Summary of previous events included for all hazards (additional information in Appendix C8). Future probability includes climate change considerations.		x	
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? (Requirement §201.6(c)(2)(ii))	Pg. 4-2 to 4-198: City used Climate Justice Index to analyze the potential risk and vulnerability of buildings, facilities, infrastructure, and community populations. Appendix C8: list of SOVI indicators		x	
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Pg. 4-115: plan identified 7 RLPs in the city, an increase since previous plan.		x	
<u>ELEMENT B: REQUIRED REVISIONS</u>				
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? (Requirement §201.6(c)(3))	Pg. 5-2 to 5-22: A thorough assessment of political and regulatory capabilities, also included a discussion of fiscal and political capabilities.		x	
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Pg. 4-115, 5-15 to 5-18: Discussion of NFIP and CRS participation and continued compliance.		x	

1. REGULATION CHECKLIST		Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)		(section and/or		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Pg. 2-11, 6-4: Five goals developed for long-term risk reduction.		x	
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Pg. 6-2 to 6-18: fifty-seven actions developed across the following categories: prevention, property protection, natural resource protection, structural projects, emergency services, and public education.		x	
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? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Pg. 6-2 to 6-18: Plan states the TAC prioritized projects based on the following factors: ability to minimize risk to life and property, technical feasibility, political support, funding availability, NFIP/CRS compliance, climate change considerations, and co-benefits. Mitigation action table indicates lead agency/entity, potential resources and implementation schedule.		x	
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? (Requirement §201.6(c)(4)(ii))	Pg. 7-2 to 7-7: The mitigation plan is already integrated with CRS planning; the TAC will continue to identify ways to integrate the goals and actions of this plan into comprehensive plans, capital improvement plans, etc. The mitigation action table in section 6 also includes a column “linkage to other plans”, identifying whether the action is relevant to or included in another existing plan.		x	
<u>ELEMENT C: REQUIRED REVISIONS</u>				
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Pg. 3-2 to 3-9: Community profile includes discussion of land use, population and development trends. Pg. 4-130 to 4-133: Risk assessment section discusses future development trends and includes maps of future land use and high growth areas.		x	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Appendix C9: completed mitigation action table with comments and status. Appendix D: CRS activities and anticipated points		x	

1. REGULATION CHECKLIST		Location in Plan (section and/or	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Plan uses updated vulnerability assessment tool that includes social vulnerability and climate change projections.		x	
<u>ELEMENT D: REQUIRED REVISIONS</u>				
ELEMENT E. PLAN ADOPTION				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))	Pending			
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	Pending			
<u>ELEMENT E: REQUIRED REVISIONS</u>				
ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)				
F1.				
F2.				
<u>ELEMENT F: REQUIRED REVISIONS</u>				