

This section provides the State of Nevada’s schedule for monitoring, evaluating, and updating the Nevada HMP; including reviewing progress on goals and actions in the mitigation strategy.

*No significant changes were made to this Section other than updates to the data referenced and pertinent Section number changes.*

**6.1 MONITORING, EVALUATING, AND UPDATING THE PLAN**

The requirements for monitoring, evaluating, and updating the plan, as stipulated in the DMA 2000 and its implementing regulations, are described below.

ELEMENT	REQUIREMENTS
<p>S17. Is there a description of the method and schedule for keeping the plan current? [44 CFR §§201.4(c)(5)(i)<sup>28</sup> and 201.4(d)<sup>29</sup> ]</p> <p><b>Intent:</b> To ensure the implementation of the plan over time, but also to ensure the plan remains current and reflects changes to the statewide mitigation program.</p>	<p>The plan must describe the process to monitor, evaluate, and update the plan, specifically the:</p> <ul style="list-style-type: none"> <li>a. Agency/office responsible for monitoring, evaluating, and updating; and</li> <li>b. Schedule for monitoring, evaluating, and updating.</li> </ul> <p><b>Monitoring</b> means tracking the relevance and implementation of the plan over time and includes all elements of the plan.</p> <p><b>Evaluating</b> means assessing the effectiveness of the plan at achieving the goals and objectives.</p> <p><b>Special Consideration:</b> Various methods are possible for keeping the plan current. For example, one method may be to amend the plan, as appropriate, using annexes to document changes during the plan approval period.</p>

<sup>28</sup> 44 CFR §201.4(c)(5)(i): “An established method and schedule for monitoring, evaluating, and updating the plan.”

<sup>29</sup> 44 CFR §201.4(d): “Plan must be reviewed and revised to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities and resubmitted for approval to the appropriate Regional Administrator every five years.”

**6.1.1 Schedule for Monitoring, Evaluating and Updating the Plan**

To ensure that the goals and objectives for Nevada are current and that local mitigation efforts are accomplished, the Subcommittee periodically monitors the Nevada HMP.

The Subcommittee monitors the Nevada HMP quarterly or as situations dictate, such as after a disaster declaration or when new information is obtained. The Subcommittee, along with the SHMO, and his/her designee is responsible for updating the Nevada HMP throughout the entire update process. A record of updates is maintained in the minutes of the Subcommittee meetings. When an evaluation of the plan determines it is necessary, the update process will begin immediately.

**6.1.2 Method for Monitoring the Plan**

The process to initiate and complete the modification of the Nevada HMP has five basic steps listed below.

1. The Chair of the NHM Planning Subcommittee receives a quarterly report on the status of the Nevada HMP’s goals, objectives, action items, and the status of identified hazards.

2. The report evaluates whether the Nevada HMP's current mitigation hazards, goals, objectives, and action items are appropriate and/or effective.
3. The report recommends any needed changes and/or amendments to the Nevada HMP. Any proposed changes are discussed in open forum at the quarterly meetings by Subcommittee members.
4. If the NHM Planning Subcommittee determines to modify the Nevada HMP, the NHM Planning Subcommittee can initiate a modification by a majority vote at a quarterly meeting followed by an agenda item at the next quarterly meeting following the administrative requirements of the state's open meeting law.
5. SHMO or his/her designee records any reviews and updates in formal meeting minutes.

### **6.1.3 Method for Evaluating the Plan**

This methodology did not change during the 2018 update process. The evaluation was accomplished by reviewing each and every section of the 2013 plan and each question listed below was asked as the appropriate section was reviewed by the Subcommittee. Please note the addition of questions 1c and 1d to encompass the hazard profiling and ranking activities.

The Subcommittee Chair incorporates the following process into the quarterly meetings:

1. Risk Assessment Evaluation
  - a. Incorporate new and/or updated local mitigation plan risk assessment information.
  - b. Have the risks changed at a state level?
  - c. Are there new hazards at the local or state level?
  - d. Has the current ranking of the hazards changed?
2. Goals Evaluation
  - a. Are the goals appropriate for what the State wants to accomplish?
  - b. Do the goals reflect what the local jurisdictions want to accomplish?
  - c. Do the State's and local jurisdictions' goals and actions complement each other?
  - d. Do the goals satisfy the Federal criteria (i.e., the crosswalk)?
  - e. Do the goals reflect the local jurisdictions' plans and concerns?
  - f. Are the goals feasible given the funding sources available to state, and local jurisdictions?
3. Modify goals in accordance with the results of the evaluation.
4. Action/Project Evaluation
  - a. What action items have been accomplished?
  - b. Are the action items appropriate to accomplish the plan's goals and objectives?
  - c. Do any of the action items need to be changed?
  - d. Do new action items need to be added?

5. Does the Nevada HMP meet federal criteria?
  - a. Using current FEMA State Mitigation Plan Review Guide to review the plan for appropriate content (<https://www.fema.gov/media-library/assets/documents/101659>).

#### **6.1.4 Method for Updating the Plan**

Once the Nevada HMP is monitored and evaluated, it must be updated to stay current with hazards, mitigation goals, objectives, and activities. The process for updating the plan is in the following list of actions:

1. The Subcommittee Chair, SHMO, or his/her designee submits changes to the Subcommittee. (A NHMPC member can also submit changes to the Nevada HMP).
2. The Subcommittee reviews and recommends (or rejects) the changes, then sends the changes to the NHMPC.
3. The NHMPC approves/rejects the Nevada HMP's changes.
4. SHMO or his/her designee updates the Nevada HMP with approved changes.
5. The changes are recorded in the meeting minutes which become part of the plan in the form of Appendix D.
6. The process is completed within 90 days.
7. Update the record of adoption if necessary.

As mentioned before, the update of the SHMP is continuous in Nevada. After FEMA approval in October, the next Subcommittee meeting in January marks the beginning of the update process through the monitoring, evaluating, data compilation, and updating of the plan document.

#### **6.1.5 Previous Process and Recommended Changes**

No major changes to the previous process for monitoring and updating of the plan were made in this iteration. The Subcommittee used the Annual Questionnaire form at its quarterly meeting as a guide to gather data and solicit input from the members. The Completed Mitigation Activity Report Form (Figure 6-3) was distributed to all members via e-mail and in hard copy at the quarterly meetings. The information collected in these reports is found in Appendix O. Additionally the Planning Team developed a form that assisted in gathering the information about public awareness and outreach efforts by members of the NHM Planning Subcommittee. These efforts include but are not limited to civil and professional organizations with content about hazard mitigation planning or project activities. These data are summarized in section 2.2.2, Participation of Interested Groups in the Planning Process.

As events occur in the State, the Subcommittee will continue to learn from them and adjust both the process and the plan to address any deficiencies highlighted by these occurrences.

The periodic monitoring of the plan and process takes place through quarterly meetings of the Subcommittee. Below is a possible list of general agenda items for discussion and/or action at the established quarterly meetings of the Subcommittee, which are scheduled the last Monday of the first month of each quarter at 1:30 pm.

1. Risk assessment review involving both the state and local level:

- a. Local level
  - i. New plans
  - ii. Updated plans
- 2. Ongoing studies
- 3. Addition of action items to address risk
- 4. Modification of action items
- 5. Deletion of action items completed or no longer applicable
- 6. Grant application, funding sources
- 7. Training and workshops

This information will be reported to the NHMPC by the Subcommittee Chair at its quarterly meetings.

PLAN SECTION	QUESTIONS	YES	NO	COMMENTS
<b>PLANNING PROCESS</b>	Are there internal or external organizations and agencies that have been invaluable to the planning process or to mitigation action?			
	Are there procedures (e.g., meeting announcement, plan updates) that can be done more efficiently?			
	Has the Steering committee undertaken any public outreach activities regarding the HMP or implementation of mitigation actions?			
<b>HAZARD PROFILES</b>	Has a natural and/or human-caused disaster occurred in this reporting period?			
	Are there natural and/or human-caused hazards that have not been addressed in this HMP and should be?			
	Are additional maps or new hazards studies available? If so, what have they revealed?			
<b>VULNERABILITY ANALYSIS</b>	Do any new critical facilities or infrastructure need to be added to the asset lists?			
	Have there been changes in development patterns that could influence the effects of hazards or create additional risks?			
<b>MITIGATION STRATEGY</b>	Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?			
	Are the goals still applicable?			
	Should new mitigation actions be added to a community's Mitigation Action Plan?			
	Do existing mitigation actions listed in a community's Mitigation Action Plan need to be reprioritized?			
	Are the mitigation actions listed in a community's Mitigation Action Plan appropriate for available resources?			

**Figure 6-1.** Annual Review Questionnaire

## 6.2 MONITORING PROGRESS OF MITIGATION ACTIVITIES

The requirements for monitoring the progress of mitigation activities, as stipulated in the DMA 2000 and its implementing regulations, are described below.

ELEMENT	REQUIREMENTS
<p>S18. Does the plan describe the systems for monitoring implementation and reviewing progress? [44 CFR §§201.4(c)(5)(ii)<sup>30</sup> and 201.4(c)(5)(iii)<sup>31</sup> ]</p> <p><i><b>Intent:</b> To establish a process for collecting and evaluating feedback on the state’s progress toward long-term goals for resiliency.</i></p>	<ul style="list-style-type: none"> <li>a. The plan must describe the system for tracking the implementation of the mitigation activities and projects identified in the mitigation strategy. This includes all mitigation activities, not just those funded by FEMA.</li> <li>b. The system must include the following:                             <ul style="list-style-type: none"> <li>1. A schedule;</li> <li>2. Agency/office responsible for coordination; and</li> <li>3. Role of the agencies/offices identified in the mitigation strategy as responsible for implementation of actions.</li> </ul> </li> <li>c. The plan must describe a system for reviewing progress on achieving the goals of the mitigation strategy that includes the criteria and process for evaluating progress.</li> </ul>

<sup>30</sup> 44 CFR §201.4(c)(5)(ii): “A system for monitoring implementation of mitigation measures and project closeouts.”

<sup>31</sup> 44 CFR §201.4(c)(5)(iii): “A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.”

**6.2.1 Monitor Progress of Mitigation Activities**

The SHMO or his/her designee will track, monitor and provide oversight for approved projects under FEMA’s Hazard Mitigation Assistance (HMA) programs. The tracking of projects includes a comparison against the mitigation goals, objectives, and actions from Nevada HMP Section 4. The comparison allows the SHMO to verify that Nevada is meeting the goals and objectives set in the updated Nevada HMP as well as the effectiveness of the mitigation program.

For HMA funding, the tracking of projects begins when the SHMO reviews initial project applications for completeness and eligibility. At this time, the SHMO also compares the project with the Nevada HMP Section Four to determine whether the project is in agreement with the goals, objectives, and actions established in the mitigation strategy. The SHMO maintains records of the applicable action, goal and objective by funding source, year, and hazard. The resulting information is shown in figures and tables found in Section 4.2.4 as Hazard Management Capability changes. This report is presented to the NHMPC at its quarterly meetings. The form shown here in Figure 6-3 is used by Nevada DEM to assist in tracking mitigation actions in Nevada. Data collected from these forms is incorporated into this plan in Appendix O, Completed Mitigation Activities.

After the project closeout, the SHMO will work with the Subcommittee and Committee to re-evaluate two items: one, the mitigation strategy to determine the progress made and, two, if modifications are necessary. The SHMO maintains a record of any modifications to the mitigation strategy in the minutes of the NHM Planning Committee and Subcommittee meetings. This record is used to create the report for the Subcommittee’s review at their subsequent meeting.

It is our intent to compile data about the State’s accomplishments in the mitigation field. These data are provided by the representatives of the lead agencies participating in the Subcommittee, the NHMPC and/or the annual survey described in section 6.2 as well as through the annual Tabletop Exercise (TTX) at local meetings attended by the Hazard Mitigation staff and the incorporation of after-action reports from the TTX.

**6.2.2 Project Closeouts**

The process described in 2013 remains essentially the same; the only change was the form presented.

1. Subgrantees mark final report accordingly
2. Nevada DEM confirms payment of all reimbursements
3. Nevada DEM requests closure of award to FEMA; closing request includes package with
  - a. Expend
  - b. Deobligations
  - c. Final site visit with photos if applicable
  - d. Confirmation that project is complete

When the SHMO determines that all project management procedures have been satisfied, the original signed Final Quarterly Report Form will be filed with the project file. A copy of the form will be forwarded to FEMA with a formal letter, officially requesting closure of the project. Nevada successfully closed PDM projects during the update of this plan following the procedure above. Three HMGP projects remain open at this time.

**6.2.3 Review Progress on Mitigation Strategy**

The SHMO or his/her designee tracks mitigation objectives, goals, or action items implemented with the Unified Hazard Mitigation Assistance programs. To obtain data about activities implemented by local, tribal, other state and private entities with different sources of funding, the form shown in Figure 6-3: Completed Mitigation Activity/Project Report is distributed quarterly to the current tree network of contacts described in Section 5.1.1.1. The information serves as a means for the SHMO to measure progress and capability of the group performing the mitigation activity in the implementation of the mitigation strategy at the community level.

**6.2.4 Modifications in Tracking Mitigation Actions**

No modification was made to this process during the 2018 plan update. Figure 6-3 is a valid and useful form that provides the SHMO a standardized format to track state agencies and local jurisdictions' objectives, goals, and actions as well as track their progress and accomplishments. The SHMO compiles data and compares the activities to the goals and objectives. This data is presented to the Subcommittee and NHMPC at their regularly scheduled meetings.

**6.2.5 Reviewing Progress on Implementing Activities and Projects**

The document shown in Figure 6-2 is an example of a quarterly financial and progress report used in the system for reviewing the progress of activities and projects of the Nevada HMP programs managed by Nevada DEM. This form is updated on a quarterly basis by the subgrantees and sent to the SHMO for review. The SHMO reports this information to the NHMPC at its quarterly meeting. The NHMPC discusses the information and formulates recommendations to modify the Nevada HMP accordingly.

All activities requesting funds from HMA programs require NHMPC's input in the prioritization process before submission to FEMA. Beginning in 2012, NDWR and Nevada DEM agreed to have all HMA applications managed by Nevada DEM.

Division of Emergency Management  
 2478 Fairview Drive  
 Carson City, Nevada 89701  
 (775) 687-0300 Fax (775) 687-0323



Reporting  
 Period:

Quarter STARTING month, day & year	Quarter ENDING month, day & year

## Quarterly Progress Report

Subgrantee Agency:			
Address:			
PROJECT NAME:		Grant Performance Period	
Project Manager:	Phone:	% Time Elapsed:	
Fiscal Agent:	Phone:	(elapsed months / total months)	

**PROJECT COMPLETION** (Note: The Tasks as identified and tracked here come from the Project Plan.)

Task #	Task Description	% Completion of Task	% Total Completion
1			0%
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total Actual Project Completion To Date:		0%	

**MAJOR PROBLEMS** (Note: a major problem is one which halts all progress, threatens completion, or both)

Describe any major problem(s) and how it is being addressed.	Have any major problems been encountered? "YES" or "NO":	No

**ACCOMPLISHMENTS**

Outputs, objectives and capability improvements achieved this qtr.	Any Capability Improvements placed in-service to date? "YES" or "NO":	No

**SCHEDULED COMPLETION**

Will the Project be completed by the grant award deadline? "YES" or "NO":	Yes
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Will you be de-obligating any funds?

Do you expect a cost overrun/underrun? "YES" or "NO":	No
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I certify that to the best of my knowledge and belief, this report is correct and complete and that all pertinent facts regarding the status of this Project are included. I further certify that I have provided a copy of this report to the above named Fiscal Agent.

Signature - Project Manager	Date



## QUARTERLY FINANCIAL REPORT

Nevada Division of Emergency Management  
 2478 Fairview Drive  
 Carson City, Nevada 89701  
 (775) 687-0300 Fax (775) 687-0323

Reporting Period:	Quarter STARTING month, day & year	Quarter ENDING month, day & year
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Subgrantee Agency:	Report No. :
Address:	Funding Year:
PROJECT NAME:	Grant Fund Stream: PDM
Project Manager:	Funding Job #:
Fiscal Agent:	Phone:
	Phone:
	Fed Funds %: 75%
	Match %: 25%

### TO-DATE CUMULATIVE TOTALS

A	Total Expenses Previously Claimed	\$ -
B	Total Expenses Claimed This Period	\$ -
C	Total Expenses Claimed To Date (Lines A+B)	\$ -
D	Total Match Provided By Sub-Grantee	\$ -
	Total Expenses Reimbursed	\$ -
G	Adjustments	\$ -
	Total Federal Grant Funds Awarded	
	Balance of Federal Funds	\$ -

### NOTES & ADJUSTMENTS

### BUDGET, EXPENDITURES & COMMITMENTS BY CATEGORY

Category	Grant Funds Awarded	Previously Claimed To Date (A)	Claimed This Period (B)	Total Claimed To Date (C)	Adjustment (G)
Personnel		\$ -	\$ -	\$ -	\$ -
Consultants/Contracts		\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -
Supplies/Operating		\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (up to 5%)		\$ -	\$ -	\$ -	\$ -
<b>COLUMN TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

### GRANT IN-KIND MATCH (if applicable)

Category	Total Previous Match	Current Period	Total Match Reported (D)
Match (Support Documentation Required)	\$ -	\$ -	\$ -

### REIMBURSEMENT REQUEST DETAILS

Total Funds Requested This Claim	\$ -
Total Federal Funds Requested this Claim = (B):	\$ -

Attached are copies of all expenses to substantiate the expenses requested on this claim. I certify that submitted invoices have been paid prior to the request for reimbursement from the SAA and to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth under the terms of federal and state assurances, program regulations and the approved grant budget. I further certify that a copy of this Financial Report has been provided to the above named Project Manager.

Signature - Fiscal Agent	Date
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### Notes

DEM Use Only	
Budget Account:	
Category:	
General Ledger:	
Job Number:	
Amount Reimbursed:	
Voucher #:	
Initials:	
Date:	

DEM updated 103110

Figure 6-2. Sample Quarterly Financial & Progress Report

# SECTION SIX

## Plan Maintenance Process

As mentioned previously in Section 6.1.4, other programs will be monitored by Subcommittee members. The SHMO will place an action item in the Subcommittee’s agenda requesting information about accomplished mitigation projects supported, facilitated and/or funded through/by other state agencies.

Each member reports on the current status of and progress made on any mitigation-related activities or projects within the agency he or she represents and is provided a “Completed Mitigation Activity/Project Report” (shown in Figure 6-3), by the Planning Team upon completion of any of these mitigation-related activities or projects. These forms are distributed at the same time as the Annual Review Questionnaire to both NHMPC and Subcommittee members and any completed forms are requested to be turned in at each quarterly meeting for reporting purposes. This form was presented to the Subcommittee or NHMPC during the current plan update. The Planning Team compiles all completed mitigation-related activities and projects submitted by committee members into one document presented as Appendix O.

<b>QUARTER: Jan, Feb, Mar 2011</b>  <b>Date Submitted:</b>  _____  <b>Activity/Project</b>	<b>Agency and Amount (\$)</b>		<b>Effect on Loss Reduction</b>	<b>Goal, Action # achieved from State Plan</b>  (See Table 4-2 for Mitigation Goals and Strategic Actions)
	<b>State – Manage, support, Fund (\$)</b>	<b>Federal (\$)</b>		
Sample: Silver Spring drainage pipe enhancement at Highways 50 and 95	NDEM  Manage	FEMA  \$53,340	Flood	Action 6.E.2
Complete applicable areas. If unknown, write N/A. Any questions call SHMO Janell Woodward at 775-687-0314				

**Figure 6-3.** Completed Mitigation Activity/Project Report

The staff reviews each updated section of the plan before the next quarterly Subcommittee meeting and helps to develop future strategic mitigation actions based on those developed in the State or local plans or in supporting agency goals and objectives, or discussed at meetings to include for consideration in the new iteration.

Mitigation actions were implemented as planned during the 3-year update cycle; see Section 4.1.1, Goal Assessment and 4.2.4 Hazard Management Capabilities Changes for details.

Nevada closed PDM 2008, 2009, 2011, 2012, and 2013 awards.