

## Appendix Volume II – B – Monitoring Tools



**Monmouth County Hazard Mitigation Plan  
Jurisdictional Annual Progress Report**

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**JURISDICTION:**

**CONTACT NAME/TITLE:**

**AGENCY/DEPARTMENT:**

**CONTACT EMAIL:**

**CONTACT PHONE:**

**1) Projects Underway or Completed with Mitigation Grant funding - Quarterly Reports on file with NJSP OEM Mitigation Unit: (Brief Project Description)**

**#2) Which Projects listed in HMP are still valid and to be considered for funding:**

**#3) Projects underway or completed using funding other than Mitigation Grants:(Brief Project Description)**





# Preparing your Annual HMP Monitoring Report

All Hazard Mitigation Plans have agreed to the provisions of Code of Federal Regulations; Local Mitigation Plan Review Guidance (October 1, 2011); and Element A6 Regulation [§201.6(c) (4) (i)] that states “The plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle”. The intent of this 4 part supplement is to establish an annual process for jurisdictions to track the progress of the plan’s implementation; serves as the basis of the next plan update; and also provides for continued public participation and can reduce the cost and time involved in the formal update of the HMP. This handout outlines and suggests what might be included as you report on progress.

1. Report Format	
<p>The XXX COUNTY Hazard Mitigation Planning Team has monitored activities that have occurred since the <a href="#">20XX Hazard Mitigation Plan (HMP)</a> approval in its effort to keep the plan current. As noted in the HMP’s Plan Maintenance section, Chapter XX, the county will keep track of all changes annually and incorporate these updates into a revised plan document at the end of the five-year plan-update cycle in 20XX.</p>	<p>It identifies:</p> <ul style="list-style-type: none"> <li>• Your jurisdiction</li> <li>• Your plan</li> <li>• The HMP chapter/section on “Plain Maintenance”</li> <li>• When the current plan expires</li> </ul>
2. What the report should cover	
<p>Please find the attached 20XX supplement which includes updates on the planning process, risk assessment, and mitigation strategy chapters of the HMP in addition to a new hazard profile on hazardous materials releases.</p>	<p>It identifies:</p> <ul style="list-style-type: none"> <li>• The date of this supplement</li> <li>• The sections of the HMP the annex covers</li> </ul>
3. Updates (attached) are summarized below:	
<p><b>3A Section (1) – Chapter 2: Planning Process:</b> Mitigation Planning Team meetings, agency and representative names (with any changes noted), and summary of resiliency initiatives</p>	<p>It references a specific chapter in the HMP and identifies:</p> <ul style="list-style-type: none"> <li>• When the meeting was held</li> <li>• Who was there</li> <li>• An overview of accomplishments</li> </ul>
<p><b>3B Section (2) – Chapter 3: Risk Assessment:</b> Additional resources/reports that increase our knowledge of hazards as well as hazard events that have occurred since the last annual HMP Update Annex</p>	<p>It references a specific chapter in the HMP and identifies:</p> <ul style="list-style-type: none"> <li>• New materials, reports, tools, plans and/or information</li> <li>• Events that have occurred</li> </ul>
<p><b>3C Section (3) – Chapter 4: Mitigation Strategy:</b> Mitigation Actions Overview and increases in our abilities to implement mitigation strategies</p>	<p>It references a specific chapter in the HMP and identifies:</p> <ul style="list-style-type: none"> <li>• Accomplishments</li> <li>• Project status</li> <li>• Changes in capabilities</li> </ul>
4. Optional Special Features	
<p><b>4A Assessment</b> (Example: the risk and general strategies for reducing the risk of a hazardous materials release incident.)</p>	<p>Identify changes to special sections unique to your HMP. Other topics may cover:</p> <ul style="list-style-type: none"> <li>• Climate change</li> <li>• Terrorism</li> </ul>
<p><b>4B Posting</b> – Changes will be posted to our website.</p>	<p>Identify website address,</p>

## For More Information, Contact:

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