

for activities that the planning partners can implement over the next 5 years. The planning team and the Steering Committee have established goals and objectives and have prioritized mitigation actions that will be implemented through existing plans, policies, and programs.

The plan will be evaluated by how successfully the implementation of identified actions have moved the planning partnership toward reaching the goals and objectives identified in this plan. This will be assessed at the next update by a review of the changes in risk that occurred over the performance period and by the degree to which mitigation goals and objectives were incorporated into existing plans, policies and programs.

Contra Costa County OES and Contra Costa County Department of Conservation and Development will share the lead responsibility for overseeing the plan implementation and maintenance strategy. Plan implementation and evaluation will be a shared responsibility among all planning partnership members and agencies identified as lead agencies in the mitigation action plans (see planning partner annexes in Volume 2 of this plan).

19.3.2 Steering Committee

The Steering Committee is a total volunteer body that oversaw the development of the Plan and made recommendations on key elements of the plan, including the maintenance strategy. It was the Steering Committee's position that an oversight committee with representation similar to the initial Steering Committee should have an active role in the Plan maintenance strategy. Therefore, it is recommended that a steering committee remain a viable body involved in key elements of the Plan maintenance strategy. The new steering committee should strive to include representation from the planning partners, as well as other stakeholders in the planning area, at the discretion of OES.

The principal role of the steering committee in this plan maintenance strategy will be to provide a review forum to be used by Contra Costa County OES and the Department of Conservation and Development for enhancements to be considered at the next update. Future plan updates will be overseen by a steering committee similar to the one that participated in this update process, so keeping a steering committee intact will provide a head start on future updates. Completion of the progress report will be the responsibility of each planning partner, not the steering committee. It will be the steering committee's role to serve as a resource to the planning partnership as needed to review the progress report in an effort to identify issues needing to be addressed by future plan updates.

19.3.3 Annual Progress Report

The minimum task of each planning partner will be the evaluation of the progress of its individual action plan during a 12-month performance period. This review will include the following:

- Summary of any hazard events that occurred during the performance period and the impact these events had on the planning area
- Review of mitigation success stories
- Review of continuing public involvement
- Brief discussion about why targeted strategies were not completed
- Re-evaluation of the action plan to determine if the timeline for identified projects needs to be amended (such as changing a long-term project to a short-term one because of new funding)
- Recommendations for new projects
- Changes in or potential for new funding options (grant opportunities)
- Impact of any other planning programs or actions that involve hazard mitigation.

The planning team has created a template that shows the minimum level of detail that will be sought for preparing a progress report (see Appendix D). The Department of Conservation and Development will oversee progress reporting and will have the discretionary authority on how to capture this information at least annually over the

performance period of the plan. This information may be captured by various means available to the planning partnership. This report should be used as follows:

- Posted on the Contra Costa County website page dedicated to the hazard mitigation plan
- Provided to the local media through a press release
- Presented to planning partner governing bodies to inform them of the progress of actions implemented during the reporting period
- Provided as part of the CRS annual re-certification package for planning partners that participate in the CRS. The CRS requires an annual recertification to be submitted by October 1 of every calendar year for which the community has not received a formal audit. To meet this recertification timeline, the planning team will strive to complete progress reports between June and September each year.

Uses of the progress report will be at the discretion of each planning partner. Annual progress reporting is not a requirement specified under 44 CFR. However, it may enhance the planning partners' opportunities for funding. While failure to implement this component of the plan maintenance strategy will not jeopardize a planning partner's compliance under the DMA, it may jeopardize its opportunity to partner and leverage funding opportunities with the other partners. Each planning partner was informed of these protocols at the beginning of this planning process (in the "Planning Partner Expectations" package provided at the start of the process), and each partner acknowledged these expectations with submittal of a letter of intent to participate in this process.

19.3.4 Plan Update

Local hazard mitigation plans must be reviewed, revised if appropriate, and resubmitted for approval in order to remain eligible for benefits under the DMA (44 CFR, Section 201.6(d)(3)). The planning partners intend to update the hazard mitigation plan on a 5-year cycle from the date of initial plan adoption. This cycle may be accelerated to less than 5 years based on the following triggers:

- A Presidential Disaster Declaration that impacts the planning area
- A hazard event that causes loss of life
- A comprehensive update of a planning partner's general plan.

It will not be the intent of future updates to develop a complete new hazard mitigation plan for the planning area. The update will, at a minimum, include the following elements:

- The update process will be convened through a steering committee.
- The hazard risk assessment will be reviewed and, if necessary, updated using best available information and technologies.
- The action plans will be reviewed and revised to account for any actions completed, dropped, or changed and to account for changes in the risk assessment or new policies identified under other planning mechanisms (such as the general plan).
- The draft update will be sent to appropriate agencies and organizations for comment.
- The public will be given an opportunity to comment on the update prior to adoption.
- Planning partner governing bodies will adopt the updated plan.

Contra Costa County OES and Contra Costa County Department of Conservation and Development will share the lead responsibility for initiating the plan update process.

19.3.5 Continuing Public Involvement

The public will continue to be apprised of the plan's progress through the Contra Costa County website and by providing copies of annual progress reports to the media. Each planning partner has agreed to provide links to the