This Appendix contains the Linkage Procedures for the Greene County All-Hazard Mitigation Plan.

ADMINISTRATIVE PROCESS FOR "LINKAGE" TO THE GREENE COUNTY ALL-HAZARD MITIGATION PLAN

Even though that initial development of the Greene County All-Hazards Mitigation Plan (the Plan) included 22 planning partners, not all eligible local governments within the defined planning area are included in this plan. It is assumed that some or all of these non-participating local governments may chose to "link" to the Plan at some point in time to gain eligibility for programs under the DMA. In addition, some of the current partnership may not continue to meet eligibility requirements due to the lack of active participation as prescribed by the plan. These "linkage" procedures will define the requirements established by the Greene County Mitigation Planning Committee and all planning partners for dealing with the increase or decrease in planning partners linked to this plan. It should be noted that currently non-participating jurisdictions within the defined planning area are not obligated to link to this plan. These jurisdictions can choose to do their own “complete" plan that addresses all required elements of section 201.6 of 44CFR.

INCREASING THE PARTNERSHIP THROUGH LINKAGE

Any eligible jurisdiction wishing to link to the Plan must complete *all* of the following steps:

1. The Greene County Hazard Mitigation Planning Committee has established an annual window for which linkage to the plan can occur. The window of opportunity to initiate the linkage process will be open from February 1st to the last calendar working day of April during any year. Linking jurisdictions are instructed to complete the following procedures during this time frame. All elements of this linkage procedure must be completed no later than April 30 of any given year.

2. The currently non-participating jurisdiction contacts the Greene County Hazard Mitigation Planning Coordinator for the Plan and requests a "Linkage Package". The Greene County Hazard Mitigation Planning Coordinator is:

   John Farrell, Director
   Greene County Emergency Services
   c/o All Hazards Pre-disaster Mitigation Plan Steering Committee
   25 Volunteer Drive
   Cairo, NY 12413

3. The Greene County Hazard Mitigation Planning Coordinator will provide a linkage packages that includes:

   - Copy of Volume 1 and 2 of the Plan (CDROM).
   - Planning Partner's Expectations Sheet.
   - A Sample "Letter of Intent" to Link to the Plan.
   - A Special Purpose District or City/Jurisdictional Template and Instructions.
   - Catalog of Hazard Mitigation Alternatives.
   - A "Request for Technical Assistance" Form.
   - A Copy of Section 201.6 of Chapter 44, the Code of Federal Regulations (44CFR), which defines the Federal requirements for a Local Hazard Mitigation Plan.

4. The new jurisdiction will be required to review both volumes of the Plan which includes the following key components for the planning area:

   - The Greene County Risk Assessment;
   - The Plan's Goals and Objectives;
   - Plan Implementation and Maintenance Procedures;
   - Catalog of Potential Mitigation Actions; and
   - County-wide Initiatives.

   Once this review is complete, they will complete their jurisdiction specific annex by following the template and its instructions for completion provided by the Greene County Hazard Mitigation Planning Coordinator. Technical assistance can be provided upon request by completing the request for technical assistance (TA) form provided in the linkage package. This TA may be provided by the Greene County Hazard Mitigation Planning Coordinator or any other resource within the Planning Partnership such as a member of the Mitigation Planning Committee or a currently participating City or Special Purposes District partner. The Greene County Hazard Mitigation Planning Coordinator will determine who will provide the TA and the possible level of TA based on resources available at the time of the request.

5. The new jurisdiction will also be required to develop a public involvement strategy that ensures their public's ability to participate in the plan development process. At a minimum, the new jurisdiction must make an attempt to solicit public opinion on hazard mitigation at the onset of this linkage process and a minimum of one public meeting to present their draft jurisdiction specific annex for comment, prior to adoption by the governing body. The Planning Partnership will have available resources to aid in the public involvement strategy such as the Plan website. However, it will be the new jurisdiction's responsibility to implement and document this strategy for incorporation into their annex.

   It should be noted that the Jurisdictional Annex templates *do not* include a section for the description of the public process. This is because the original partnership was covered under a uniform public involvement strategy that covered the operational area that is described in volume 1 of the plan. Since the new partner was not addressed by that strategy, they will have to initiate a new strategy, and add a description of that strategy to their annex. For consistency, new partners are encouraged to follow the public involvement format utilized by the initial planning effort as described in Volume 1 of the Plan.

6. Once their public involvement strategy is completed and they have completed their template, the new jurisdiction will submit the completed package to the Greene County Hazard Mitigation Planning Coordinator for a pre-adoption review to ensure conformance with the Regional plan format.

7. The Greene County Hazard Mitigation Planning Coordinator will review for the following:

   - Documentation of Public Involvement Strategy;
   - Conformance of Template Entries with Guidelines Outlined in Instructions;
   - Chosen Initiatives are Consistent with Goals, Objectives and Mitigation Catalog of the Operational Area Hazard Mitigation Plan; A Designated Point of Contact; and
   - A Ranking of Risk Specific to the Jurisdiction.

   The Greene County Hazard Mitigation Planning Coordinator may utilize members of the Mitigation Planning Committee or other resources to complete this review. All proposed linked

annexes will be submitted to the Mitigation Planning Committee for their review and comment prior to submittal to the New York State Emergency Management Office (NY SEMO).

8. Plans approved and accepted by the Mitigation Planning Committee will then be forwarded to the NY SEMO for review with cover letter stating the forwarded plan meets local approved plan standards and whether the plan is submitted with local adoption or for criteria met/plan not adopted review.

9. NY SEMO will review plans for DMA2000 compliance. Non-Compliant plans are returned to the Lead agency for correction. Compliant plans are forwarded to FEMA Region II office for review with annotation as to the adoption status.

10. FEMA Region II reviews the new jurisdiction's plan in association with the approved plan to ensure DMA compliance. Region II notifies new jurisdiction of results of review with copies to NY SEMO and approved planning authority.

11. New jurisdiction corrects plan's shortfalls (if necessary) and resubmits to NY SEMO through the approved plan lead agency.

12. For plans with no shortfalls that have not been adopted from the Region II review or outstanding corrected shortfalls, the new jurisdiction governing authority adopts the plan (if not already accomplished) and forwards adoption resolution to Region II with copies to lead agency and NY SEMO.

13. Region II Director notifies new jurisdiction governing authority of plan approval.

The new jurisdiction plan is then included with the Regional plan with the commitment from the new jurisdiction to participate in the on-going plan implementation and maintenance.

DECREASING THE PARTNERSHIP

The eligibility afforded under this process to the planning partnership can be rescinded in two ways. First, a participating planning partner can voluntarily ask to be removed from the partnership. This may be done because the partner has decided to develop their own plan or has identified a different planning process for which they can gain eligibility. For what ever the reason, a partner that wishes to voluntarily leave the partnership, shall inform the Greene County Hazard Mitigation Planning Coordinator of this desire in writing. This notification can occur any time during the calendar year. A jurisdiction wishing to pursue this avenue is advised to make sure they are deemed eligible under the new planning effort, before they initiate this action to avoid any period where they would be considered non-complaint with the Disaster Mitigation Act.

Once the Greene County Hazard Mitigation Planning Coordinator has received this notification, they shall immediately notify both NY SEMO and FEMA Region II in writing that the partner in question is no longer covered by the Plan, and that the eligibility afforded that partner under this plan should be rescinded based on this notification.

The second way a partner can be removed from the partnership is by failure to meet the participation requirements specified in the "Planning Partner Expectations" package provided to each partner at the beginning of the process, or the plan maintenance and implementation procedures specified under chapter 7 or Volume 1 of the plan. It should be noted, that each partner agreed to these specified terms by adopting the plan.

Eligibility status of the planning partnership will be monitored by the Greene County Hazard Mitigation Planning Coordinator. The determination of whether a partner is not meeting its participation requirements will be based on the following parameters:

- Are annual progress reports being submitted annually by the specified time frames?
- Are partners notifying the Greene County Hazard Mitigation Planning Coordinator of changes in designated points of contact?
- Are the partners supporting the Mitigation Planning Committee by attending designated meetings or responding to needs identified by the body?
- Are the partners continuing to be supportive as specified in the Planning Partners expectations package provided to them at the beginning of the process?

The point here is that participation in the effort does not end with plan approval. This partnership was formed on the premise that a group of planning partners would pool resources and work together to strive to reduce risk within the operational area. Failure to support this premise lessens the effectiveness of this effort. The following procedures will be followed to remove a partner due to the lack of participation:

1. The Greene County Hazard Mitigation Planning Coordinator will advise the Mitigation Planning Committee of this pending action and provide evidence or justification tor the action. Examples of justification may include: multiple failures to submit annual progress reports, failure to attend meetings determined to be mandatory by the Steering Committee, unable to contact designated staff at a minimum of 5 attempts, or failure to act on their action plan.

2. The Mitigation Planning Committee will review information provided by Greene County Hazard Mitigation Planning Coordinator and determine action by a vote. The Mitigation Planning Committee will invoke the voting process established in the ground rules established during the formation of this body.

3. Once the Mitigation Planning Committee has approved an action, the Greene County Hazard Mitigation Planning Coordinator will notify the planning partner of the pending action in writing via certified mail. This notification will outline the grounds for the action, and ask the partner if it is their desire to remain as a partner. This notification shall also clearly identify the ramifications of removal from the partnership. The partner will be given 30 days to respond to the notification.

4. Confirmation by the partner that they no longer wish to participate or failure to respond to the notification shall trigger the procedures for voluntary removal discussed above.

5. Should the partner respond that they would like to continue participation in the partnership, they must clearly articulate an action plan to address the deficiencies identified by the Greene County Hazard Mitigation Planning Coordinator. This action plan shall be reviewed by the Mitigation Planning Committee to determine whether the actions are appropriate to rescind the action. Those partners that satisfy the Steering Committee's review will remain in the partnership, and no further action is required.

6. Automatic removal from the partnership will be implemented for partners where these actions have to be initiated more than once in a 5 year planning cycle.