



APPENDIX I. LINKAGE PROCEDURES

This Appendix contains the linkage procedures for the Putnam County Hazard Mitigation Plan 2021 update.

I.1 ADMINISTRATIVE PROCESS FOR "LINKAGE" TO THE PUTNAM COUNTY HAZARD MITIGATION PLAN 2021 UPDATE

Even though that initial development of the Putnam County Multi-Jurisdictional All Hazardous Mitigation Plan (the Plan) included nine planning partners, not all eligible local governments within the defined planning area are included in this plan update. Completed jurisdictional annexes are presented in Section 9. Any non-participating local governments and other local jurisdictions such as Fire Districts, Utility Districts, School Districts and any other eligible local government as defined in 44 CFR 201.2 within the Putnam County planning area can join this plan as a participating jurisdiction and to ultimately achieve approved status by following the linkage procedures defined in this Appendix I (Linkage Procedures).

It is assumed that some or all of these non-participating local governments may choose 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 Putnam County Steering 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.

I.1.1 Increasing the Partnership Through Linkage

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

1. The current non-participating jurisdiction contacts the Putnam County Hazard Mitigation Planning Coordinator for the Plan and requests a "Linkage Package". The Putnam County Hazard Mitigation Planning Coordinator is:

Robert Lipton, Deputy Commissioner
Putnam County Bureau of Emergency Services
112 Old Route 6, Carmel, NY 10512
845-808-4000 | robert.lipton@putnamcountyny.gov

2. The Putnam County Hazard Mitigation Planning Coordinator will provide a linkage packages that includes:
 - Copy of Volume 1 and 2 of the Plan (digital).
 - Planning Partner's Expectations Sheet.
 - A Sample "Letter of Intent" to Link to the Plan.
 - A Jurisdictional Template and Instructions.
 - Catalog of Hazard Mitigation Alternatives or the Mitigation Catalog.
 - 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.





3. The new jurisdiction will be required to review both volumes of the Plan which includes the following key components for the planning area:
 - The Putnam 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 Putnam 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 Putnam County Hazard Mitigation Planning Coordinator or any other resource within the Planning Partnership such as a member of the Steering Committee, a currently participating jurisdiction, or NYSDHSES. The Putnam 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.

4. 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.

5. Once their public involvement strategy is completed and they have completed their template, the new jurisdiction will submit the completed package to the Putnam County Hazard Mitigation Planning Coordinator for a pre-adoption review to ensure conformance with the Regional plan format.
 - The Putnam County Hazard Mitigation Planning Coordinator will review for the following:
 - Documentation of public involvement and mitigation action development strategies;
 - Conformance of template entries with guidelines outlined in instructions;
 - Ranking of hazards specific to the jurisdiction;
 - Chosen actions are consistent with goals, objectives, and mitigation catalog of Putnam County Hazard Mitigation Plan; and
 - Designated point of contact.

The Putnam County Hazard Mitigation Planning Coordinator may utilize members of the Mitigation Planning Committee, NYSDHSES, 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 NYSDHSES).

6. Plans approved and accepted by the Mitigation Planning Committee will then be forwarded to NYSDHSES 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.
7. NYSDHSES 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.
8. 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 NYSDHSES and approved planning authority.
9. New jurisdiction corrects plan's shortfalls (if necessary) and resubmits to NYSDHSES through the approved plan lead agency.
10. 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 NYSDHSES.
11. Region II Director notifies new jurisdiction governing authority of plan approval.

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