

## 6.2 MONITORING PROGRESS OF MITIGATION ACTIVITIES

The requirements in 44 CFR 201.4(c)(5)(ii) and (iii) state the State plan maintenance process should include a system for monitoring implementation of mitigation measures and project closeouts, and a system for reviewing progress on achieving goals as well as activities and projects in the Mitigation Strategy.

FEMA requires that all disasters are closed and project activity terminated within four years of a disaster declaration. The Mitigation Branch of the Ohio Emergency Management Agency will ensure that all grant projects (HMGP, PDM and FMA) are closed after all approved work has been completed or within two years of the date of project approval, whichever comes first. The SHMO will monitor all project files and fiscal issues and perform an annual site visit to ensure the community's compliance. The community's Project Manager is responsible for notifying the SHMO within 10 days of completion of the project. The SHMO will schedule a final site visit to review all program and fiscal records related to the project and all unspent funds being held by the community must be returned.

A programmatic and fiscal closeout ensures that all claims and costs are eligible and in compliance with the Project Application and program requirements. At the time of the closeout, all files not previously reviewed or completed will be reviewed to ensure all necessary documents are included. If a file does not contain all required documentation, the project manager will be required to provide the information within 30 days of closeout. When all files are complete, the State Disaster Services Coordinator will present a spreadsheet to the SHMO including total project costs and appropriate cost shares will be calculated. The Ohio EMA and community will comply with the Single Audit Act, as amended, and maintain all project documentation for a period of three years following project or disaster closeouts.

The State Mitigation Branch will monitor, review and evaluate the deadlines for each project and assess the status of the goals and activities listed in the Strategy throughout the year. Any recommendations regarding actions necessary to assure a project's completion will be reported to the SHMO. The SHMO in coordination with the SHMT is responsible for monitoring and updating the plan.

The members of the SHMT (Ohio Emergency Management Agency, Ohio Department of Development and the Ohio Department of Natural Resources) are also the lead agencies for the goals, activities and projects listed in the Strategy. Supporting agencies are identified for the goals, activities and projects that are beyond the scope of the lead agencies. The lead and supporting agencies will provide the SHMO with any changes regarding their tasked goals and activities one month prior to the annual SHMT meeting. Annually, the SHMO will compile information and update the plan to include:

- Current project status and progress;
- Potential implementation problems that could hinder completion of a task;
- Project closeout dates; and
- Any declared disaster information applicable to the previous year.

The updated plan will be presented to the SHMT at the annual meeting for their review. The SHMT will utilize the information compiled by the SHMO as a determination of the effectiveness and progress of the goals and objectives. The SHMO will update the OHMP with any additional changes following the SHMT meeting.