



## **APPENDIX K. LINKAGE PROCEDURES**

This Appendix contains the linkage procedures for the Cayuga County Multi-Jurisdictional Hazard Mitigation Plan.



## K.1 ADMINISTRATIVE PROCESS FOR “LINKAGE” TO THE CAYUGA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Even though that initial development of the Cayuga County Multi-Jurisdictional Hazard Mitigation Plan (the Plan) included 31 planning partners, not all eligible local governments within the defined planning area are included in this plan. 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 Cayuga 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.

It is assumed that some or all 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 Cayuga County HMP 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.

### K.1.1 Increasing the Partnership Through Linkage

#### Eligibility

Eligible jurisdictions located in the planning area may link to this plan at any point during the plan’s performance period. Eligible jurisdictions located in the planning area may link to this plan at any point during the plan’s performance period (5 years after final approval). Eligibility will be determined by the following factors:

- The linking jurisdiction is a local government as defined by the Disaster Mitigation Act.
- The boundaries or service area of the linking jurisdiction is completely contained within the boundaries of the planning area established during the 2021 hazard mitigation plan development process.
- The linking jurisdiction’s critical facilities were included in the critical facility and infrastructure risk assessment completed during the 2021 plan development process.

#### Requirements

It is expected that linking jurisdictions will complete the requirements outlined below and submit their completed template to the lead agency Cayuga County Office of Emergency Services for review within six months of beginning the linkage process:

1. The Cayuga County Hazard HMP Planning Committee has established an annual window for which linkage to the plan can occur. Linking jurisdictions are instructed to complete the following procedures during this time frame.
2. The current non-participating jurisdiction contacts the Cayuga County Hazard Mitigation Planning Coordinator for the Plan and requests a "Linkage Package". The Cayuga County Hazard Mitigation Planning Coordinator is:

Harry Sherman, Deputy Director  
Cayuga County Office of Emergency Services





160 Genesee Street, Auburn, NY  
315-255-1161 | [hsherman@cayugacounty.us](mailto:hsherman@cayugacounty.us)

3. The Cayuga County Hazard Mitigation Planning Coordinator will provide a linkage packages that includes:
  - Copy of Volume 1 and 2 of the Plan (CD-ROM or flash drive).
  - 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.
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 Cayuga 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, the jurisdiction will complete its specific jurisdictional annex by following the template and its instructions for completion provided by the Cayuga 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 Cayuga County Hazard Mitigation Planning Coordinator or any other resource within the Planning Partnership such as a member of the HMP Planning Committee or a currently participating jurisdiction. The Cayuga 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 try 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 I 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 Cayuga County Hazard Mitigation Planning Coordinator for a pre-adoption review to ensure conformance with the Regional plan format.
7. The Cayuga 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;
  - Chosen actions are consistent with goals, objectives, and mitigation catalog of Cayuga County Hazard Mitigation Plan; and
  - Designated point of contact.

The Cayuga County Hazard Mitigation Planning Coordinator may utilize members of the HMP Planning Committee or other resources to complete this review. All proposed linked annexes will be submitted to the HMP Planning Committee for their review and comment prior to submittal to the New York State Division of Homeland Security and Emergency Services (NYS DHSES).

8. Plans approved and accepted by the HMP Planning Committee will then be forwarded to NYS DHSES 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. NYS DHSES will review plans for state and federal compliance. Non-compliant plans are returned to the jurisdiction 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 NYS DHSES and approved planning authority.
11. New jurisdiction corrects plan's shortfalls (if necessary) and resubmits to NYS DHSES 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 NYS DHSES.
13. Region II Director notifies new jurisdiction governing authority of plan approval.

The new jurisdiction plan is then included with Cayuga County Multi-Jurisdictional HMP and the linking jurisdiction is committed to participate in the ongoing plan implementation and maintenance identified in Volume 1 of the HMP.