

## Sussex County Hazard Mitigation Plan Update Project

### PROJECT TIMELINE AND TASKS

Dates of specific meetings will be determined by the Steering Committee in conjunction with the Stakeholder Committee (Working Group) as the project is ongoing. This timeline will be adjusted as needed.

Task	# of Weeks/Month	Details
Project Management	Continuous throughout project	<ul style="list-style-type: none"> <li>Monthly status reports to the Sussex County Project Officer</li> <li>Frequent communication and prompt reply to email and phone calls</li> </ul>
Task 1 – Conduct Project Kickoff Meeting	Conducted within two weeks of contract execution	<ul style="list-style-type: none"> <li>Review scope of project</li> <li>Identify a steering committee/planning team</li> <li>Refine project schedule</li> </ul>
Task 2 – Review Documents	<ul style="list-style-type: none"> <li>Weeks 2 through 4</li> </ul>	<ul style="list-style-type: none"> <li>Review existing HMP</li> <li>Review floodplain/other pertinent ordinances</li> <li>Review other documents (e.g. land use, zoning, etc.)</li> </ul>
Task 3 – Conduct Stakeholder Kick-off Meeting	<ul style="list-style-type: none"> <li>Week 5</li> </ul>	<ul style="list-style-type: none"> <li>Introduce the project to public and private stakeholders</li> <li>Provides first opportunity for municipal participation</li> <li>Sets the stage for the planning effort</li> </ul>
Task 4 – Update Risk Assessment	<ul style="list-style-type: none"> <li>Week 6 - Review with steering committee</li> <li><a href="#">Weeks 7-Public Meeting</a></li> </ul>	<ul style="list-style-type: none"> <li>Update risk assessment</li> <li>Produce hazard maps</li> <li>Review during public meeting</li> </ul>
Task 5 – Review and Update Mitigation Strategy	<ul style="list-style-type: none"> <li>Week 9 - Review with steering committee</li> <li><a href="#">Week 10-Public Meeting</a></li> </ul>	<ul style="list-style-type: none"> <li>Update status of mitigation projects</li> <li>Identify new projects for County/municipalities</li> </ul>
Task 6 – Complete Revised Draft	<ul style="list-style-type: none"> <li>Week 13 - Draft complete</li> </ul>	<ul style="list-style-type: none"> <li>Incorporates new risk assessment/mitigation strategy</li> <li>Update all other plan parts</li> </ul>
Task 7 – Review and Finalize Updated Draft	<ul style="list-style-type: none"> <li>Week 15 - Review with steering committee</li> <li><a href="#">Weeks 16 thru 19 Mandatory public comment period</a></li> <li><a href="#">Week 20 - Public meeting</a></li> </ul>	<ul style="list-style-type: none"> <li>Ensure consistency throughout document</li> <li>Make necessary changes</li> </ul>
Task 8 – Submit Draft to DEMA	<ul style="list-style-type: none"> <li>Week 21 - Submit draft</li> </ul>	<ul style="list-style-type: none"> <li>Submit via appropriate means (e.g. hard copy, electronic, etc.)</li> </ul>
Task 9 – Submit Draft to FEMA Region IV	<ul style="list-style-type: none"> <li>Week 23 - Submit draft</li> </ul>	<ul style="list-style-type: none"> <li>Submitted after initial review by DEMA</li> </ul>
Task 10 – Facilitative Adoption	<ul style="list-style-type: none"> <li>Targeted for Week 27 - Following “received pending community adoption”</li> </ul>	<ul style="list-style-type: none"> <li>Present to County/municipalities for formal adoption</li> </ul>
Task 11 – Conduct Close-out Meeting	<ul style="list-style-type: none"> <li>Week 27 - 29</li> </ul>	