

## APPENDIX H. LINKAGE PROCEDURES

This appendix contains the linkage procedures for the Camden County HMP.

### H.1 Administrative Process for “Linkage” to the Camden County Hazard Mitigation Plan

Even though that initial development of the Camden County HMP included all municipalities in the County, not all eligible local governments within the defined planning area are included in this plan. Completed jurisdictional annexes are presented in Section 9 (Jurisdictional Annexes). 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 Camden 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 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 Disaster Mitigation Act (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 Camden County HMP 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.

#### H.1.1 Increasing the Partnership Through Linkage

##### Eligibility

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Eligible jurisdictions located in the planning area may request to 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 jurisdiction is a local government as defined by the DMA.
- 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 and lifelines were included in the critical facility, lifeline and infrastructure risk assessment completed during the 2021 plan development process.

## Requirements

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It is expected that linking jurisdictions will complete the requirements outlined below and submit their completed template to the Hazard Mitigation Planning Coordinator - Camden County Office of Emergency Management - for review within six months of beginning the linkage process:

1. The Camden County HMP Steering Committee has established an annual window for which linkage to the plan can occur; May through October each year to ensure linking is completed before the annual FEMA HMA grant season begins. Linking jurisdictions are instructed to complete the following procedures during this time frame.
2. The current non-participating jurisdiction contacts the Camden County Hazard Mitigation Planning Coordinator for the plan and requests a "Linkage Package" by April of each year, to be completed by October as noted above. The Camden County Hazard Mitigation Planning Coordinator is:

Jessica R. Stokes  
Camden County Office of Emergency Management  
Email: [Jessica.Stokes@camdencodps.org](mailto:Jessica.Stokes@camdencodps.org)  
Office: (856) 783-4808 Ext. 5427

The Camden County HMP Coordinator will provide a linkage package that includes:

- Copy of Volume 1 and 2 of the plan (thumb drive).
  - Planning Partner's Expectations Sheet.
  - A Sample "Letter of Intent" to Link to the HMP.
  - 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 Camden 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 Camden County HMP 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

Camden County HMP Coordinator or any other resource within the Planning Partnership such as a member of the HMP Steering Committee or a currently participating jurisdiction. The Camden County HMP 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 HMP 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 Camden County HMP Coordinator for a pre-adoption review to ensure conformance with the plan format.
6. The Camden County HMP 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 Camden County Hazard Mitigation Plan; and
  - Designated point of contact.

The Camden County HMP Coordinator may utilize members of the HMP Planning Partnership 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 Jersey Office of Emergency Management – Mitigation Unit (NJOEM).

7. Plans approved and accepted by the HMP Planning Partnership will then be forwarded to NJOEM 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.

8. NJOEM 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.
9. 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 NJOEM and approved planning authority.
10. New jurisdiction corrects plan's shortfalls (if necessary) and resubmits to NJOEM through the approved plan lead agency.
11. 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 NJOEM.
12. Region II Director notifies new jurisdiction governing authority of plan approval.

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

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