

Appendix H:
Templates for annual emails to
jurisdictions and organizations
that serve socially vulnerable
populations

Appendix H: Templates for annual emails to jurisdictions and organizations that serve socially vulnerable populations

Template for Annual Email from CRCOG to Jurisdictions

Introduction

The following messages will be emailed to all member jurisdictions that participated in the Hazard Mitigation and Climate Adaptation Plan approved by FEMA in 2024. Emails will be directed to the chief elected officials and the local coordinators.

Spring 2025

“In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP) with assistance from the Connecticut Institute for Resilience and Climate Adaptation (CIRCA). The HMCAP incorporated new hazards (i.e., extreme heat) and new goal statements that focused primarily on flooding and extreme heat.

This is an appropriate time for conducting an annual review of your hazard mitigation and climate adaptation actions. Please convene your local planning team and use the attached worksheet to document the status of each action. If you are a Community Rating System (CRS) community (West Hartford), you may have completed this review for your annual recertification in January.

CRCOG will set an agenda item to review progress at one of the upcoming monthly meetings. We plan to invite CIRCA to this meeting to assist in reviewing specific actions and speak to new or emerging funding sources for advancing specific types of actions. We look forward to this discussion. You may return the worksheet before or during this meeting.

Remember that simple amendments to your community annex document are possible at any time if needed due to changing priorities or conditions. The template for a simple update or amendment is available from our office or in the plan appendices.”

Spring 2026

“In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). This is an appropriate time for conducting an annual review of your hazard mitigation and climate adaptation actions. Please convene your local planning team and use the attached worksheet to document the status of each action. If you are a Community Rating System (CRS) community, you may have completed this review for your annual recertification in January.

CRCOG will set an agenda item to review progress at one of the upcoming monthly meetings. We plan to invite CIRCA to this meeting to assist in reviewing specific actions and speak to new or emerging funding sources for advancing specific types of actions. We look forward to this discussion. You may return the worksheet before or during this meeting.”

Spring 2027

In year four, a Planner assigned to the HMCAP process at the Capitol Region Council of Governments (CRCOG) will send out two e-mails to the local HMCAP coordinator of all 38 municipalities. The first e-mail will be a continuation effort of the previous emails above and will monitor municipalities' progress toward achieving action items. The second e-mail will be intended to evaluate the effectiveness of the HMCAP itself, prior to beginning the next update process. See below for templates for both e-mails.

E-mail 1: Monitoring the Progress Toward Achieving HMCAP Action Items:

"In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). This is an appropriate time for conducting an annual review of your hazard mitigation and climate adaptation actions. Please convene your local planning team and use the attached worksheet to document the status of each action. If you are a Community Rating System (CRS) community, you may have completed this review for your annual recertification in January.

CRCOG will set an agenda item to review progress at one of the upcoming monthly meetings. We plan to invite CIRCA to this meeting to assist in reviewing specific actions and speak to new or emerging funding sources for advancing specific types of actions. We look forward to this discussion. You may return the worksheet before or during this meeting.

It is important to note that the comprehensive five-year update of the HMCAP will likely begin in 2028. If you have not yet conducted an annual review of your actions, this is a critical time to conduct this review."

E-mail 2 – Evaluating the Effectiveness of the HMCAP:

"In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). As the current plan is expiring in a year, this is an appropriate time for your municipality to evaluate the effectiveness of the planning process and the plan itself, and to make note of any improvements that should be implemented in the next update of the plan. Please convene your local planning team and answer the following questions to evaluate the effectiveness of the 2024 CRCOG HMCAP.

1. Since the adoption of the 2024 HMCAP, has the plan been used to prioritize projects within your town or been used to secure additional state and/or federal funding?
2. How effectively has the Hazard Mitigation and Climate Adaptation Plan (HMCAP) facilitated collaboration among local municipal staff, community organizations, businesses, and residents?
3. What methods have been used to communicate the HMCAP's goals, progress, and updates to the public and how effective have these communication efforts been?
4. What systems are in place in your municipality to monitor and evaluate the progress and effectiveness of the HMCAP?
5. Are there any changes to the HMCAP planning process or format that should be implemented in the next update to make it a more effective plan?

It is important to note that the comprehensive five-year update of the HMCAP will likely begin in 2028. If you have not yet conducted an evaluation of the 2024 HMCAP, this is a critical time to conduct this review."

Spring 2028

“Five years ago, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). As we begin the update process, please conduct an annual review of your hazard mitigation and climate adaptation actions. Convene your local planning team and use the attached worksheet to document the status of each action. CRCOG will set an agenda item to review progress at one of the upcoming monthly meetings. You may return the worksheet before or during this meeting.”

Spring 2029

[no email necessary; the comprehensive update may be underway]

Progress Monitoring: Template for Annual Outreach to Environmental Justice Organizations

The jurisdictions in the Capitol Region Council of Governments region are served by multiple organizations that work directly with socially vulnerable populations or make grants to organizations working directly with socially vulnerable populations. The Connecticut Institute for Resilience and Climate Adaptation (CIRCA), working with the Connecticut Department of Energy and Environmental Protection (DEEP) to deploy the State's new Environmental Justice Mapping Tool¹, maintains a list of these organizations.

- Center for Latino Progress (<https://ctprf.org/>)
- Nonprofit Accountability Group (<https://www.naghartford.org/>)
- Hartford Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/hartford>)
- East Hartford Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/east-hartford>)
- The Community Chest of New Britain and Berlin (<https://www.ccnbb.org/>)
- Community Foundation of Greater New Britain (<https://cfgnb.org/>)
- Enfield Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/enfield>)
- Windsor Locks Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/windsor-locks>)
- UR Community Cares (<https://urcommunitycares.org/>)
- East Windsor Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/east-windsor>)
- Manchester Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/manchester>)
- Rebuilding Together of Manchester (<https://rebuildingmanchester.org/>)
- Chrysalis Center (<https://chrysaliscenterct.org/>)
- West Hartford Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/west-hartford>)
- Newington Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/newington>)
- Plainville Community Fund (<https://plainvillecommunityfund.com/>)
- Hockanum Valley Community Council (<https://www.hvcchelps.org/>)
- Vernon Greater Together Community Fund (<https://www.hfpg.org/donors/ways-to-give/community-funds/vernon>)

CRCOG will provide annual reminders to the above organizations each year in accordance with the schedule and narratives below, alerting them to the presence of the plan and the ability to suggest amendments or modifications if conditions change.

The following messages will be provided via email or mail to community organizations.

By July 1, 2025

"In 2023, the CRCOG municipalities participated in a comprehensive update to the region's hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP) with

¹ <https://connecticut-environmental-justice.circa.uconn.edu/>

assistance from the Connecticut Institute for Resilience and Climate Adaptation (CIRCA). The HMCAP incorporated new hazards (i.e., extreme heat) and new goal statements that focused primarily on flooding and extreme heat, which are believed to adversely impact vulnerable populations. The HMCAP was approved by FEMA in the second quarter of 2024.

Because the HMCAP has been in place for a year, this is an appropriate time to ask the community members served by your organization if any natural hazard or climate-driven risks have changed or appeared for the first time. This can be accomplished by posting the attached flier to your social media or in your offices.”

By July 1, 2026

“In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). This is an appropriate time to ask the community members served by your organization if any natural hazard or climate-driven risks have changed or appeared for the first time. This can be accomplished by posting the attached flier to your social media or in your offices.”

By July 1, 2027

“In 2023, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). This is an appropriate time to ask the community members served by your organization if any natural hazard or climate-driven risks have changed or appeared for the first time. This can be accomplished by posting the attached flier to your social media or in your offices.”

By July 1, 2028

“Four years ago, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). As we complete the update process, please ask the community members served by your organization if any natural hazard or climate-driven risks have changed or appeared for the first time. This can be accomplished by posting the attached flier to your social media or in your offices.”

By July 1, 2029

“Five years ago, the CRCOG municipalities participated in a comprehensive update to the hazard mitigation plan and developed a Hazard Mitigation and Climate Adaptation Plan (HMCAP). As we complete the update process, please ask the community members served by your organization if any natural hazard or climate-driven risks have changed or appeared for the first time. This can be accomplished by posting the attached flier to your social media or in your offices.”