

---

2022 Ada County Multi-Hazard Mitigation Plan

## **Appendix A. Annex Instructions and Templates**

---



# **Instructions for Completing Municipal Annex Template**

# INSTRUCTIONS FOR COMPLETING MUNICIPAL ANNEX TEMPLATE

Jurisdictional annex templates for the 2022 *Ada County Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for completing Phase 3 of the template for municipalities.**

The target timeline for completion is as follows:

- **Phase 1**—Team, Profile, Trends, and Previous Plan Status
  - **Deploy:** July 19, 2021
  - **Due:** September 3, 2021 by close of business
- **Phase 2**—Capability Assessment, Integration Review, and Information Sources
  - **Deploy:** September 27, 2021
  - **Due:** November 12, 2021 by close of business
- **Phase 3**—Risk Assessment, Action Plan, Information Sources, Future Needs, and Additional Comments
  - **Deploy:** April 12, 2022
  - **Mandatory Phase 3 Workshops:** Targeted for the week of April 11. We will schedule multiple workshops during that week to provide options for attendance
  - **Due:** May 13, 2022 by close of business, Mountain Time

Please direct any questions and return your completed Phase 3 template in electronic format to:

Megan Brotherton  
Tetra Tech  
Phone: (808) 339-9119  
E-mail: [megan.brotherton@tetrattech.com](mailto:megan.brotherton@tetrattech.com)

## A Note About Formatting

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner.

Content should be entered directly into the template rather than creating text in another document and pasting it into the template. Text from another source may alter the formatting of the document.

The section and table numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of the numbering.

For planning partners who participated in the 2017 planning effort, relevant information has been brought over to the 2022 template. Fields that require attention have been highlighted using the following color coding:

- **Yellow:** Text has been brought over from 2017 Plan and should be reviewed and updated as needed.
- **Green:** This is a new field that will require information that was not included in 2017.

**Un-highlight each field that you update so that reviewers will know an edit has been made.**

New planning partners will need to complete the template in its entirety.

**PHASE 1 INSTRUCTIONS****CHAPTER TITLE**

In the chapter title at the top of Page 1, type in the complete official name of your municipality (e.g., City of Pleasantville, West County). Do not change the chapter number. Revise only the jurisdiction name. If your jurisdiction's name has already been entered, verify that wording and spelling are correct; revise as needed.

**LOCAL HAZARD MITIGATION PLANNING TEAM****Points of Contact**

Provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, let the planning team know by inserting a comment into the document.*

**Participating Planning Team**

Populate Table 1-1 with the names of staff from your jurisdiction who participated in preparing this annex or otherwise contributed to the planning process for this hazard mitigation plan.

**Who Should Be on the Local Mitigation Planning Team**

The Local Hazard Mitigation Planning Team is responsible for developing your jurisdiction's annex to the hazard mitigation plan. Team membership should represent agencies with authority to regulate development and enforce local ordinances or regulatory standards, such as building/fire code enforcement, emergency management, emergency services, floodplain management, parks and recreation, planning/ community development, public information, public works/ engineering, stormwater management, transportation, or infrastructure.

**JURISDICTION PROFILE**

Provide information specific to your jurisdiction as indicated, in a style similar to the examples provided below. This should be information that will not be provided in the overall mitigation plan document.

If Municipal (incorporated city) GIS data files are available, please send with your completed Phase 1. The files should include GIS data for facilities such as city halls, public works buildings, community centers, city police stations, city fire stations.

## Location and Features

Describe the community's location, size and prominent features, in a statement similar to the example below:

**EXAMPLE:** The City of Jones is in the northwest portion of Smith County, along the Pacific Coast in northern California. It is almost 150 miles northeast of San Francisco. The city's total area is 4.2 square miles, with boundaries generally extending north-south from State Highway 111 to the Johnson River and east-west from Coast Road to East Frank Avenue. The City of Allen is to the north, unincorporated county is to the west, the City of Bethany is to the south, and the Pacific Ocean is to the west.

Jones is home to the University of Arbor, Bickerson Manufacturing, and the western portion of Soosoo National Park. Significant geographic features include the Watery River, which flows southwest across the city, Lake Splash in the city's northwest corner, and the foothills of the Craggy Mountains on the east side.

## History

Describe the community's history, focusing on economy and development, and note its year of incorporation, in a statement similar to the example below:

**EXAMPLE:** The City of Jones was incorporated in 1858. The area was settled during the gold rush in the 1850s as a supply center for miners. As the gold rush died down, timber and fishing became the area's major economic resources. By 1913, the Jones Teachers College, a predecessor to today's University of Arbor, was founded. Recently, the presence of the college has come to shape Jones' population into a young and educated demographic. In 1981 the City developed the Jones Marsh and Wildlife Sanctuary, an environmentally friendly sewage treatment enhancement system.

With numerous annexations since its original incorporation, the city's area has almost doubled. Today it features a commercial core in the center of the city, with mostly residential areas to the north and south, the university to the west and the national park on the east.

## Governing Body Format

Describe the community's key governance elements and staffing, in a statement similar to the example below:

**EXAMPLE:** The City of Jones is governed by a five-member city council. The City consists of six departments: Finance, Environmental Services, Community Development, Public Works, Police, and the City Manager's Office. The City has 13 commissions and task forces, which report to the City Council. The City currently employs a total of 155 employees (full-time equivalent).

The City Council assumes responsibility for the adoption of this plan; the City Manager will oversee its implementation.

## CURRENT TRENDS

### Population

Provide the most current population estimate for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state agency that develops population estimates). Describe the current estimate and recent population trends in a statement similar to the example below.

**EXAMPLE:** According to California Department of Finance, the population of Jones as of July 2020 was 17,280. Since 2010, the population has grown at an average annual rate of 1.2 percent, though that rate is declining, with an annual average of only 0.8 percent since 2015.

### Development

In the highlighted text that says “Describe trends in general,” provide a brief description of your jurisdiction’s recent development trends in a statement similar to the example below:

**EXAMPLE:** Anticipated future development for Jones is low to moderate, consisting primarily of residential growth. Recent development has been mostly infill. There has been a focus on affordable housing and a push for more secondary mother-in-law units. Future growth in the City will be managed as identified in the City’s 2018 general plan. City actions, such as those relating to land use, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with the plan.

Complete the table titled “Recent and Expected Future Development Trends.” Note:

- The portion of the table requesting the number of permits by year is specifically looking for development permits for **new** construction. If your jurisdiction does not have the ability to differentiate between permit types, list the total number of permits and indicate “N/A” (not applicable) for the permit sub-types.
- If your jurisdiction does not have the ability to track permits by hazard area, delete the bullet list of hazard areas and insert a qualitative description of where development has occurred.

## PUBLIC OUTREACH

*Note that this section is part of the Phase 3 annex, but documentation can begin in Phase 1 if applicable.*

FEMA requirements for public outreach will be met by the County’s engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of the plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

**THIS COMPLETES PHASE 1**

## PHASE 2 INSTRUCTIONS

### CAPABILITY ASSESSMENT

*Note that it is unlikely that one person will be able to complete all sections of the capability assessment alone. The primary preparer will likely need to reach out to other departments within the local government for information. It may be beneficial to provide these individuals with background information about this planning process, as input from them will be needed again during Phase 3 of the annex development.*

### Planning and Regulatory Capability

In the table titled “Planning and Regulatory Capability,” indicate “Yes” or “No” for each listed code, ordinance, requirement or planning document in each of the following columns:

- **Local Authority**—Enter “Yes” if your jurisdiction has prepared or adopted the identified item; otherwise, enter “No.” If yes, then enter the code, ordinance number, or plan name and its date of adoption in the comments column. ***Note: If you enter yes, be sure to provide a comment with the appropriate code, ordinance or plan and date of adoption.***
- **Other Jurisdiction Authority**—Enter “Yes” if another agency (e.g., a state agency or special purpose district) enforces or administers the identified item in a way that may impact your jurisdiction or if any state or federal regulations or laws would prohibit local implementation of the identified item; otherwise, enter “No.” ***Note: If you enter yes, be sure to provide a comment indicating the other agency and its relevant authority.***
- **State Mandated**—Enter “Yes” if state laws or other requirements enable or require the listed item to be implemented at the local level; otherwise, enter “No.” ***Note: If you enter yes, be sure to provide a comment describing the relevant state mandate.***
- **Integration Opportunity**—Enter “Yes” if there are obvious ways that the code, ordinance or plan can be coordinated with the hazard mitigation plan. Consider the following:
  - If you answered “Yes” in the Local Authority column for this item, then enter “Yes” for integration opportunity if any of the following are true:
    - The item already addresses hazards and their impacts and should be updated to reflect new information about risk from this hazard mitigation plan
    - The item does not address hazards and their impacts but is due for an update in the next 5 years and could be updated in a way that does address hazards and impacts
    - The item identifies projects for implementation and these could be reviewed to determine if they can be modified to help address hazard mitigation goals
    - The item identifies projects for implementation and some of these should be considered for inclusion in the hazard mitigation action plan for your jurisdiction
  - If you answered “No” in the Local Authority column for this item, then enter “Yes” for integration opportunity if your jurisdiction will develop the item over the next 5 years

***Note: Each capability with a “Yes” answer to Integration Opportunity will be discussed in more detail later in the annex. You may wish to keep notes when assessing the Integration Opportunity or review the “Integration with Other Planning Initiatives” section below.***
- **Comments**—Enter the code number and adoption date for any local code indicated as being in place; provide other comments as appropriate to describe capabilities for each entry. **DO NOT OVERLOOK THIS STEP**

For the categories “General Plan” and “Capital Improvement Plan,” answer the specific questions shown, in addition to completing the four columns indicating level of capability.

## Development and Permit Capability

Complete the table titled “Development and Permitting Capabilities.”

## Fiscal Capability

Complete the table titled “Fiscal Capability” by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your use of this resource.

## Administrative and Technical Capability

Complete the table titled “Administrative and Technical Capability” by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title. If you have contract support with these capabilities, you can still answer “Yes.” Indicate in the department row that this resource is provided through contract.

## Education and Outreach Capability

Complete the table titled “Education and Outreach.”

### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, review all the above capability assessment tables and consider including actions to provide a capability that your jurisdiction does not currently have, update a capability that your jurisdiction does have, or implement an action that is recommended in an existing plan or program.

## National Flood Insurance Program Compliance

Complete the table titled “National Flood Insurance Program Compliance.”

## Community Classifications

Complete the table titled “Community Classifications” to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in the third and fourth columns if your jurisdiction is not participating. If you do not know your current classification, information is available at the following websites:

- **FIPS Code**— <https://www.census.gov/geographies/reference-files/2018/demo/popest/2018-fips.html>

- **DUNS #**— <https://www.dnb.com/duns-number.html>
- **Community Rating System**— <https://www.fema.gov/floodplain-management/community-rating-system>
- **Building Code Effectiveness Grading Schedule**— <https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html>
- **Public Protection Classification**— <https://www.isomitigation.com/ppc/>
- **Storm Ready**— <https://www.weather.gov/stormready/communities>
- **Firewise**— <http://www.firewise.org/usa-recognition-program/map-of-active-participants.aspx>
- **Tsunami Ready**— <https://www.weather.gov/tsunamiready/communities>

## INTEGRATION REVIEW

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as general planning and capital facilities planning, and that relevant information from those sources is used in hazard mitigation. FEMA recommends integration as follows:

- Integrate hazard mitigation plan goals with community objectives (e.g. incorporate the goals for risk reduction and safety into the policies of other plans).
- Use the risk assessment to inform plans and policies (e.g. incorporate risk assessment findings into land use plans, site plan review, emergency operations plans).
- Implement mitigation actions through existing mechanisms (e.g. include mitigation projects in the capital improvement plan).
- Think about mitigation before and after a disaster (e.g. build recovery planning on existing mitigation plans and goals).

After reviewing the plans, programs and ordinances identified in the capability assessment tables, identify all plans and programs that have already been integrated with the hazard mitigation plan, and those that offer opportunities for future integration. The simplest way to do this is to review the Planning and Regulatory Capabilities table to see which items were marked as “Yes” under the Integration Opportunity column.

## Existing Integration

In the highlighted bullet list, list items for which you entered “Yes” under the Integration Opportunity column of the “Planning and Regulatory Capability” table because the plan or ordinance already addresses potential impacts or includes specific projects that should be included as action items in the mitigation action plan. Consider listing items marked as Completed in the “Status of Previous Plan Actions” table if they were indicated as being ongoing actions. Provide a brief description of how the plan or ordinance is integrated. Examples are as follows:

- **Capital Improvement Plan**—The capital improvement plan includes projects that can help mitigate potential hazards. The City will act to ensure consistency between the hazard mitigation plan and the current and future capital improvement plans. The hazard mitigation plan may identify new possible funding sources for capital improvement projects and may result in modifications to proposed projects based on results of the risk assessment.

- **Building Code and Fire Code**—The City’s adoption of the 2016 California building and fire codes incorporated local modifications to account for the climatic, topographic and geographic conditions that exist in the City.
- **General Plan**—The general plan includes a Safety Element to protect the community from unreasonable risk by establishing policies and actions to avoid or minimize the following hazards:
  - Geologic and seismic hazards
  - Fire hazards
  - Hazardous materials
  - Flood control
  - Impacts from climate change.
- **Climate Action Plan**—The City’s Climate Action Plan includes projects for reducing greenhouse gas emissions and adapting to likely impacts of climate change. These projects were reviewed to identify cross-planning initiatives that serve both adaptation and mitigation objectives.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, any plans that fall into the “Existing Integration” category should be reviewed and elements from them should be included in the action plan as appropriate.

## Opportunities for Future Integration

List any remaining items that say “Yes” in the Integration Opportunity column in the Planning and Regulatory Capabilities table and explain the process by which integration could occur. Examples follow:

- **Zoning Code**—The City is conducting a comprehensive update to its zoning code. Additional mitigation and abatement measures will be considered for incorporation into the code.
- **Capital Improvement Projects**—Capital improvement project proposals may take into consideration hazard mitigation potential as a means of evaluating project prioritization.
- **Post-Disaster Recovery Plan**—The City does not have a recovery plan and intends to develop one as a mitigation planning action during the next five years. The plan will build on the goals and objectives identified in the hazard mitigation plan.

After you have accounted for all items marked as “Yes” under the Integration Opportunity column, consider other programs you may have in place in your jurisdiction that include routine consideration and management of hazard risk. Examples of such programs may include: tree pruning programs, right-of-way mowing programs, erosion control or stream maintenance programs, etc. Add any such programs to the integration discussion and provide a brief description of how these programs manage (or could be adapted to manage) risk from hazards.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, an action to integrate any identified “Opportunities for Future Integration” should be considered for inclusion in the action plan.

## INFORMATION SOURCES USED FOR THIS ANNEX

*Note that this section will ultimately describe all information sources used to develop this annex, but that only the sources used for Phases 1 and 2 will be listed at this point. Additional sources will be added with the preparation of the Phase 3 annex.*

This section should describe what resources you used to complete the annex and how you used them. Several items are started for you, but be sure to update and enhance any descriptions. Providing this information is a requirement to pass the state and FEMA review process.

## PUBLIC OUTREACH

*Note that this section is part of the Phase 3 annex, but documentation can begin in Phases 1 and 2 if applicable.*

FEMA requirements for public outreach will be met by the County's engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of the plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

**THIS COMPLETES PHASE 2**

## PHASE 3 INSTRUCTIONS

### RISK ASSESSMENT

#### Jurisdiction-Specific Natural Hazard Event History

In the table titled “Past Natural Hazard Events,” list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction. Include the date of the event and the estimated dollar amount of damage it caused. You are welcome to include any events, but special attention should be made to include major storms and federally declared disasters. Refer to the table below that lists hazard events in the planning area as recognized by the County, the state, and the federal government.

**Table 1. Presidential Disaster Declarations for the Planning Area**

Incident Dates	FEMA Disaster # or Event Name	County Emergency Op. Center Activated	Gubernatorial Declaration	Presidential Declaration
1/20/2020 - continuing	DR-4534 COVID-19 Pandemic			✓
3/29 – 6/15/2017	DR-4342 Flooding			✓
2/9/2017 <sup>a</sup>	Record Snowfall		✓	✓
7/27 - 9/26/2000	DR-1341 Wildfires			✓
12/31/1964	DR-186 Heavy Rains & Flooding			✓
2/14/1963	DR-143 Flood			✓
2/14/1962	DR-120 Flood			✓
6/26/1961	DR-116 Flood			✓
7/22/1960	DR-105 Wildfires			✓
5/27/1957	DR-76 Flood			✓
4/21/1956	DR-55 Flood			✓

a. Declaration date

We recommend including most large-scale disasters, unless you know that there were no impacts on your jurisdiction. Specifically, we recommend that you include these events if you have damage estimate information or can provide a brief description of impacts that occurred within your community. In addition to these events, refer to the NOAA storm events database included in the toolkit. We recommend conducting a search for the name of your jurisdiction in order to identify events with known impacts. Other potential sources of damage information include the following

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives
- Emergency management documents (general plan safety element, emergency response plan, etc.)
- Resident input.

If you do not have estimates for costs of damage caused, list “Not Available” in the “Damage Assessment” column or list a brief description of the damage rather than a dollar value (e.g., Main Street closed as a result of flooding, downed trees and residential damage). Note that tracking such damage is a valid and useful mitigation action if your jurisdiction does not currently track such information.

## Hazard Risk Ranking

Risk ranking identifies which hazards pose the greatest risk to the community, based on how likely it is for each hazard to occur (this is called the community's exposure) and how great an impact each hazard will have if it does occur (this is called the community's vulnerability). Every jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area. The risk ranking for each jurisdiction has been calculated in the "Loss Matrix" spreadsheet included in the annex preparation toolkit. The ranking is on the basis of risk ranking scores for each hazard that were calculated based on the hazard's probability of occurrence and its potential impact on people, property and the economy.

The results for your jurisdiction have already been entered into the "Hazard Risk Ranking" table in your Phase 3 annex template. The hazard with the highest risk rating is listed at the top of table and was given a rank of 1; the hazard with the second highest rating is listed second with a rank of 2; and so on. Two hazards with equal risk ranking scores were given the same rank. Hazards were assigned to "High," Medium," or "Low" risk categories based on the risk ranking score. If you wish to review the calculations in detail, the appendix at the end of these instructions describes the calculation methodology that the spreadsheet uses.

**Review the hazard risk ranking information that is included in your annex.** If these results differ from what you know based on substantiated data and documentation, you may alter the ranking and risk categories based on this knowledge. If you do so, indicate the reason for the change in your template. For example:

"Drought was ranked as low; however, the jurisdiction's economy is heavily reliant on water-using industries, such as agriculture or manufacturing, so this hazard should be ranked as medium."

### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, you will need to have at least one mitigation action for each hazard ranked as "high."

## Jurisdiction-Specific Vulnerabilities

### **Repetitive Loss Properties**

A repetitive loss property is any property for which FEMA has paid two or more flood insurance claims in excess of \$1,000 in any rolling 10-year period since 1978. In the space provided, the following information has been included in your annex based on data provided by FEMA:

- The number of any FEMA-identified repetitive-loss properties in your jurisdiction.
- The number of any FEMA-identified severe-repetitive-loss properties in your jurisdiction.
- The number (if any) of repetitive-loss or severe-repetitive-loss properties in your jurisdiction that have been mitigated. Mitigated for this exercise means that flood protection has been provided to the structure.

**HAZARD MITIGATION ACTION PLAN INPUT**

When preparing the hazard mitigation action plan in Phase 3, if your jurisdiction has any repetitive loss properties, you should strongly consider including a mitigation action that addresses mitigating these properties.

**Other Noted Vulnerabilities**

Review the results of the risk assessment included in the toolkit, your jurisdiction's natural events history, and any relevant public comments/input, then develop a few sentences that discuss specific hazard vulnerabilities. You do not need to develop a sentence for every hazard, but identify a few issues you would like to highlight. Also list any known hazard vulnerabilities in your jurisdiction that may not be apparent from the risk assessment and other information provided.

Spending some time thinking about the results of the risk assessment and other noted vulnerabilities will be a big help in the development of your hazard mitigation action plan. The following are examples of vulnerabilities you could identify through this exercise:

- About 45 percent of the population lives in the 0.2 percent annual chance flood hazard area, where flood insurance is generally not required.
- A magnitude 7.5 earthquake on the Smithburg Fault is estimated to produce nearly 1 million tons of structure debris.
- Over the past 10 years, the jurisdiction has experienced more than \$6 million in damage from severe storm events.
- More than 50 buildings are located in areas that would be permanently inundated with 12 inches of sea level rise.
- The results of the public survey indicated that 40 percent of Smithburg residents would not be able to be self-sufficient for 5 days following a major event.
- An urban drainage issue at a specific location results in localized flooding every time it rains.
- One area of the community frequently loses power due to a lack of tree maintenance.
- A critical facility, such as a police station, is not equipped with a generator.
- A neighborhood has the potential to have ingress and egress cut off as the result of a flood or earthquake (e.g. a bridge is the only access).
- Substantial number of buildings in one area of the community are unreinforced masonry or soft-story construction.
- An area along the river is eroding and threatening public and/or private property.

- A large visitor population that may not be aware of tsunami risk.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, consider including actions to address the jurisdiction-specific vulnerabilities listed in this section.

## HAZARD MITIGATION ACTION PLAN

### Hazard Mitigation Action Plan Matrix

The hazard mitigation action plan is the heart of your jurisdictional annex. This is where you will identify the actions your jurisdiction would like to pursue with this plan.

#### Select Recommended Actions

All of the work that you have done thus far should provide you with ideas for actions. Throughout these instructions, green boxes labeled “Hazard Mitigation Action Plan Input” have indicated information that needs to be considered in the selection of mitigation actions. The following sections describe how to consider these and other information sources to develop a list of potential actions.

Be sure to consider the following factors in your selection of actions:

- Select actions that are consistent with the overall purpose, goals, and objectives of the hazard mitigation plan.
- Identify actions where benefits exceed costs.
- Include any action that your jurisdiction has committed to pursuing, regardless of grant eligibility.
- Know what is and is not grant-eligible under various federal grant programs (see the fact sheet on FEMA hazard mitigation grant programs in the annex preparation toolkit and the table below).

**Table 2. Federal Hazard Mitigation Grant Program Eligibility by Action Type**

Eligible Activities	HMGP (Hazard Mitigation Grant Program)	BRIC (Building Resilient Infrastructure and Communities)	FMA (Flood Mitigation Assistance)
<b>Mitigation Projects</b>			
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction	√	√	√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Generators	√	√	
Localized Flood Risk Reduction Projects	√	√	√
Non-Localized Flood Risk Reduction Projects	√	√	

<b>Eligible Activities</b>	<b>HMGP</b> (Hazard Mitigation Grant Program)	<b>BRIC</b> (Building Resilient Infrastructure and Communities)	<b>FMA</b> (Flood Mitigation Assistance)
Structural Retrofitting of Existing Buildings	√	√	√
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildland fire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Advance Assistance	√		
5 Percent Initiative Projects*	√		
Aquifer and Storage Recovery**	√	√	√
Flood Diversion and Storage**	√	√	√
Floodplain and Stream Restoration**	√	√	√
Green Infrastructure**	√	√	√
Miscellaneous/Other**	√	√	√
<b>Hazard Mitigation Planning</b>	√	√	√
<b>Technical Assistance</b>			√
<b>Management Costs</b>	√	√	√

\* FEMA allows increasing the 5% initiative amount under the Hazard Mitigation Grant Program up to 10% for a presidential major disaster declaration. The additional 5% initiative funding can be used for activities that promote disaster-resistant codes for all hazards. As a condition of the award, either a disaster-resistant building code must be adopted or an improved Building Code Effectiveness Grading Schedule is required.

\*\* Indicates that any proposed action will be evaluated on its own merit against program requirements. Eligible projects will be approved provided funding is available.

## ***Material Previously Developed for This Annex***

Capability Assessment Section—Planning and Regulatory Capability Table, Fiscal Capability Table, Administrative and Technical Capability Table, Education and Outreach Table, and Community Classification Table

Review these tables and consider the following:

- For any capability that you do not currently have, consider whether your jurisdiction should have this capability. If so, consider including an action to develop/acquire the capability.
- For any capability that you do currently have, consider whether this capability can be leveraged to increase or improve hazard mitigation in the jurisdiction.
- If any capabilities listed in the Planning and Regulatory Capabilities table have not been updated in more than 10 years, consider an action to review and update the capability and, as appropriate, incorporate hazard mitigation principles or information obtained in the risk assessment.

- Consider including actions that are identified in other plans and programs (capital improvement plans, strategic plans, etc.) as actions in this plan.

### Capability Assessment Section—National Flood Insurance Program Compliance table

Review the table and consider the following:

- If you have no certified floodplain managers and you have flood risk, consider adding an action to provide key staff members with training to obtain certification.
- If your flood damage prevention was last updated in or before 2004, you should identify an action to update your ordinance to ensure it is compliant with current NFIP requirements.
- If you have any outstanding NFIP compliance issues, be sure to add an action to address them.
- If flood hazard maps do not adequately address the flood risk within your jurisdiction, consider actions to request new mapping or conduct studies.
- If you wish to begin to participate in CRS or you already to participate and would like to improve your classification, consider this as an action.
- If the number of flood insurance policies in your jurisdiction is low relative to the number of structures in the floodplain, consider an action that will promote flood insurance in your jurisdiction.

### Capability Assessment Section— Adaptive Capacity for Climate Change Table

Consider your responses to this section:

- For criteria that you listed as medium or low, think of ways you could improve this rating (see adaptive capacity portion of the mitigation best practices catalog).
- For criteria you listed as high, think about how you can leverage this capacity to improve or enhance mitigation or continue to improve this capacity.
- For criteria that you were unable to provide responses for, consider ways you could improve your understanding of this capacity (see mitigation best practices and adaptive capacity catalog).

### Integration Review Section

Review the items you identified in this section and consider an action that specifically says what the plan, code, ordinance etc. is and how it will be integrated. For items that address land use, include them in the prepopulated action in your template that reads as follows:

“Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions in the community, including \_\_\_\_\_.”

### Risk Ranking Section

You must identify at least one mitigation action that is clearly defined and actionable (i.e. not a preparedness or response action) for every hazard that is categorized in the risk ranking as “high” or “medium” risk.

### Jurisdiction-Specific Vulnerabilities Section

Review the vulnerability issues that you identified in this section and consider actions to address them (see mitigation best practices catalog). Two examples are shown in the table below.

**Table 3. Example Actions to Address Jurisdiction-Specific Vulnerabilities**

Noted Vulnerability	Example Mitigation Action
About 45 percent of the population lives in the 0.2 percent annual chance flood hazard area where flood insurance is generally not required.	Implement an annual public information initiative that targets residents in the 0.2 percent annual chance flood hazard area. Provide information on the availability of relatively low cost flood insurance policies.
An urban drainage issue results in localized flooding every time it rains.	Replace undersized culverts that are contributing to localized flooding. Priority areas include: <ul style="list-style-type: none"> <li>• The corner of Main Street and 1st Street</li> <li>• Old Oak subdivision.</li> </ul>

### Status of Previous Plan Actions Section

If your jurisdiction participated in a previous hazard mitigation plan, be sure to include any actions that were identified as “carry over” actions.

### **Other Sources**

#### Mitigation Best Practices Catalog

A catalog that includes best practices identified by FEMA and other agencies, as well as recommendations from the steering committee and other stakeholders, is included in your toolkit. Review the catalog and identify actions your jurisdiction should consider for its action plan.

#### Public Input

Review input received during the process, specifically the public survey results included in your toolkit.

#### Common Actions for All Partners

The following six actions have been prepopulated in your annex template; **these six actions should be included in every annex and should not be removed**:

- Where appropriate, support retro-fitting, purchase or relocation of structures located in high hazard areas, prioritizing those structures that have experienced repetitive losses and/or are located in high or medium ranked hazard.
- Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions within the community.
- Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.
- Continue to maintain good standing and compliance under the NFIP through implementation of floodplain management programs that, at a minimum, meet the NFIP requirements:
  - Enforce the flood damage prevention ordinance.
  - Participate in floodplain identification and mapping updates.
  - Provide public assistance/information on floodplain requirements and impacts.

- Identify and pursue strategies to increase adaptive capacity to climate change.
- Purchase generators for critical facilities and infrastructure that lack adequate back-up power.

In addition, the core planning team recommends that every planning partner strongly consider the following actions:

- Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.
- Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.
- Develop a post-disaster recovery plan and a debris management plan.
- Develop and/or update plans that support or enhance continuity of operations following disasters.

The specifics of all these common actions should be adjusted as needed for the particulars of each community.

## **Complete the Table**

Complete the table titled “Hazard Mitigation Action Plan Matrix” for all the actions you have identified and would like to include in the plan:

- Enter the action number (see box on next page) and description. **If the action is carried over from your previous hazard mitigation plan, return to the “Status of Previous Plan Actions” table you completed in Phase 1 and enter the new action number in the column labeled “Action # in Update.”**
- Indicate whether the action mitigates hazards for new and/or existing assets.
- Identify the specific hazards the action will mitigate (note: you must list each hazard by name; simply indicating “all hazards” is not deemed acceptable).
- Identify by number the mitigation plan objectives that the action addresses (see toolkit).
- Indicate who will be the lead in administering the action. This will most likely be a department within your jurisdiction (e.g. planning or public works). If you wish to indicate more than one department as responsible for the action, clearly identify one as the lead agency and list the others in the “supporting agency” column.
- Enter an estimated cost in dollars if known; otherwise, enter “High,” “Medium,” or “Low,” as determined for the prioritization process described in the following section.
- Identify funding sources for the action. If it is a grant, include the grant-providing agency as well as funding sources for any required cost share. Refer to your fiscal capability assessment to identify possible sources of funding and refer to the table on page 13 of these instructions for project eligibility for FEMA’s hazard mitigation assistance grant programs.

### **Action Numbering**

Actions are to be numbered using the letter code for your jurisdiction shown below, followed by a hyphen and the action’s sequential number:

- Ada County—AC-1, AC-2...
- City of Boise—B-1, B-2...
- City of Eagle—E-1, E-2...
- City of Garden City—GC-1, GC-2...
- City of Kuna—K-1, K-2...
- City of Meridian—M-1, M-2...
- City of Star—S-1, S-2...

- Indicate the time line as “short-term” (1 to 5 years) or “long-term” (5 years or greater) or “ongoing” (a continual program)

## Mitigation Action Priority

Complete the information in the table titled “Mitigation Action Priority” as follows:

- **Action #**—Indicate the action number from the Hazard Mitigation Action Plan Matrix table.
- **# of Objectives Met**—Enter the number of objectives the action will meet.
- **Benefits**—Enter “High,” “Medium” or “Low” as follows:
  - High—Action will provide an immediate reduction of risk exposure for life and property.
  - Medium—Action will have a long-term impact on the reduction of risk exposure for life and property, or action will provide an immediate reduction in the risk exposure for property.
  - Low—Long-term benefits of the action are difficult to quantify in the short term.
- **Cost**—Enter “High,” “Medium” or “Low” as follows:
  - High—Existing funding will not cover the cost of the action; implementation would require new revenue through an alternative source (for example, bonds, grants, and fee increases).
  - Medium—The action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - Low—The action could be funded under the existing budget. The action is part of or can be part of an ongoing existing program.
- **Do Benefits Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- **Is the Action Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on FEMA hazard mitigation grant programs in the annex preparation toolkit and the table on page 13 of these instructions.
- **Can Action Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this action currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- **Implementation Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An action that meets multiple objectives, has benefits that exceed costs, and has a secured source of funding. Action can be completed in the short term (1 to 5 years).
  - Medium Priority—An action that meets multiple objectives, has benefits that exceed costs, and is eligible for funding though no funding has yet been secured for it. Action can be completed in the short term (1 to 5 years), once funding is secured. Medium-priority actions become high-priority actions once funding is secured.
  - Low Priority—An action that will mitigate the risk of a hazard, has benefits that do not exceed the costs or are difficult to quantify, has no secured source of funding, and is not eligible for any known grant funding. Action can be completed in the long term (1 to 10 years). Low-priority actions may be eligible for grant funding from programs that have not yet been identified.
- **Grant Pursuit Priority**— Enter “High,” “Medium” or “Low” as follows:

- **High Priority**—An action that meets identified grant eligibility requirements, has high benefits, and is listed as high or medium implementation priority; local funding options are unavailable or available local funds could be used instead for actions that are not eligible for grant funding.
- **Medium Priority**—An action that meets identified grant eligibility requirements, has medium or low benefits, and is listed as medium or low implementation priority; local funding options are unavailable.
- **Low Priority**—An action that has not been identified as meeting any grant eligibility requirements.

Actions identified as high-grant-pursuit priority actions should be closely reviewed for consideration when grant funding opportunities arise.

**Note:** If a jurisdiction wishes to identify an action as high priority that is outside of the prioritization scheme for high priorities, a note indicating so should be inserted and a rationale should be provided.

## Analysis of Mitigation Actions

In the table titled “Analysis of Mitigation Actions,” for each combination of hazard type and mitigation type, enter the numbers of all recommended actions that address that hazard type and can be categorized as that mitigation type. The mitigation types are as follows:

- **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education & Awareness**—Actions to inform residents and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, wetland restoration and preservation, and green infrastructure.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.
- **Climate Resilience**—Actions that incorporate methods to mitigate and/or adapt to the impacts of climate change. Includes aquifer storage and recovery activities, incorporating future conditions projections in project design or planning, or actions that specifically address jurisdiction-specific climate change risks, such as sea-level rise or urban heat island effect.
- **Community Capacity Building**—Actions that increase or enhance local capabilities to adjust to potential damage, to take advantage of opportunities, or to respond to consequences. Includes staff training, memorandums of understanding, development of plans and studies, and monitoring programs.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions. This table must show at least one action to address each “high” and “medium” ranked hazard. Planning partners should aim to identify at least one action for each mitigation type, but this is not required.

An example of a completed “Analysis of Mitigation Actions” table is provided below. Note that an action can be more than one mitigation type.

**Sample Completed Table – Analysis of Mitigation Actions**

Hazard Type	Action Addressing Hazard, by Mitigation Type							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilience	Community Capacity Building
<b>High-Risk Hazards</b>								
<b>Dam Failure</b>	EX-2, 3, 4, 5, 6	EX-1, 6	EX-4, 6		EX-8, 11			EX-3, 4, 8, 9, 10
<b>Drought</b>	EX-2	EX-1	EX-4					EX-3, 4, 8, 9, 10
<b>Medium-Risk Hazards</b>								
<b>Earthquake</b>	EX-2, 3, 4, 5, 7	EX-1, 7	EX-4		EX-8, 11			EX-3, 4, 8, 9
<b>Flooding</b>	EX-2, 3, 4, 5, 6, 7	EX-1, 6, 7	EX-4, 6	EX-9	EX-8, 11	EX-6		EX-3, 4, 8, 9, 10
<b>Landslide</b>	EX-2, 3, 4, 5, 7	EX-1, 7	EX-4		EX-8, 11			EX-3, 4, 8, 9, 10
<b>Low-Risk Hazards</b>								
<b>Severe Weather</b>	EX-2, 3, 4, 5, 7	EX-1, 7, 9	EX-4		EX-8, 9, 11		EX-8, 7	EX-3, 4, 8, 9, 10
<b>Wildfire</b>	EX-2, 3, 4, 5, 7	EX-1, 7, 9	EX-4, 9	EX-9	EX-8, 11			EX-3, 4, 8, 9, 10

## PUBLIC OUTREACH

FEMA requirements for public outreach will be met by the County’s engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of the plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

## INFORMATION SOURCES USED FOR THIS ANNEX

This section should describe what resources you used to complete the annex and how you used them. The sources used for Phases 1 and 2 should have been entered previously. List any additional sources used for the preparation of the Phase 3 annex. Review to ensure that all materials used in all three phases are identified. Providing this information is a requirement to pass the state and FEMA review process.

## FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates. **This section is optional.**

## ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template. **This section is optional.**

**THIS COMPLETES PHASE 3**

## APPENDIX— Risk Ranking Calculation Methodology

The instructions below describe the methodology for how risk rankings were derived in the “Loss Matrix” spreadsheet provided with the annex preparation toolkit. The risk-ranking for each hazard assessed its probability of occurrence and its potential impact on people, property, and the economy. Refer to the Loss Matrix spreadsheet in order to follow along.

### Probability of Occurrence

A probability factor is assigned based on how often a hazard is likely to occur. The probability of occurrence of a hazard event is generally based on past hazard events in an area, although weight can be given to expected future probability of occurrence based on established return intervals and changing climate conditions. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category. Each hazard was assigned a probability factor as follows:

- High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- None—There is no exposure to the hazard and no probability of occurrence (Probability Factor = 0)

### Potential Impacts of Each Hazard

The impact of each hazard is divided into three categories: impacts on people, impacts on property, and impacts on the economy. These categories are also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on the economy was assigned a weighting factor of 1.

Impact factors for each category (people, property, economy) are described below:

- **People**—Values are assigned based on the percentage of the total *population exposed* to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. Impact factors were assigned as follows:
  - High—25 percent or more of the population is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the population is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the population is exposed to the hazard (Impact Factor = 1)
  - No impact—None of the population is exposed to a hazard (Impact Factor = 0)
- **Property**—Values are assigned based on the percentage of the total *property value exposed* to the hazard event:
  - High—25 percent or more of the total replacement value is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the total replacement value is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the total replacement value is exposed to the hazard (Impact Factor = 1)

- No impact—None of the total replacement value is exposed to a hazard (Impact Factor = 0)
- **Economy**—Values were assigned based on the percentage of the total *property value vulnerable* to the hazard event. Values represent estimates of the loss from a major event of each hazard in comparison to the total replacement value of the property exposed to the hazard. For some hazards, such as wildland fire and landslide, vulnerability may be considered to be the same or a portion of exposure due to the lack of loss estimation tools specific to those hazards.
  - High—Estimated loss from the hazard is 10 percent or more of the total replacement value (Impact Factor = 3)
  - Medium—Estimated loss from the hazard is 5 percent to 9 percent of the total replacement value (Impact Factor = 2)
  - Low—Estimated loss from the hazard is 4 percent or less of the total replacement value (Impact Factor = 1)
  - No impact—No loss is estimated from the hazard (Impact Factor = 0).

### **Impacts on People**

The percent of the total population exposed to each hazard of concern with a defined extent and location (e.g. floodplain) can be found in the loss estimate matrix in the **green highlighted column**. For those hazards that do not have a defined extent and location the entire population or a portion of the population is considered to be exposed, depending on the hazard. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all people in the planning area would be exposed to drought, but impacts to the health and safety of individuals are expected to be minimal.

### **Impacts on Property**

The percent of the total value exposed to each hazard of concern with a defined extent and location (e.g. floodplain) can be found in the loss estimate matrix in the **blue highlighted column**. For those hazards that do not have a defined extent and location (e.g. severe weather) the entire building stock is generally considered to be exposed. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all structures in the planning area would be exposed to drought, but impacts to structures are expected to be minimal.

### **Impacts on the Economy**

The loss estimates for each hazard of concern that was modeled (i.e. dam failure, flood, earthquake) can be found in the loss estimate matrix in the **orange highlighted column**. For those hazards that have a defined extent and location, but do not have modelled loss results, loss estimates can be the same as exposure or a portion thereof. For example, a large percentage of the building stock may be exposed to landslide or wildland fire risk, but it would not be expected that one event that resulted in loss to all exposed structures would occur. For those hazards that do not have a defined extent and location, exposure is based on the hazard type.

## **Risk Rating for Each Hazard**

A risk rating for each hazard was determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and the economy:

$$\text{Risk Rating} = \text{Probability Factor} \times \text{Weighted Impact Factor \{people + property + economy\}}$$

This is the number that is shown in the risk ranking table in your template. Generally, score of 30 or greater receive a “high” rating, score between 15 and 30 receive a “medium” rating, and score of less than 15 receives a “low” rating.

# **Municipal Annex Template**

# 1. JURISDICTION NAME

---

## 1.1 LOCAL HAZARD MITIGATION PLANNING TEAM

### Primary Point of Contact

Name, Title

Street Address

City, State ZIP

Telephone: xxx-xxx-xxxx

e-mail Address: xxx@xxx.xxx

### Alternate Point of Contact

Name, Title

Street Address

City, State ZIP

Telephone: xxx-xxx-xxxx

e-mail Address: xxx@xxx.xxx

This annex was developed by the local hazard mitigation planning team, whose members are listed in Table 1-1.

**Table 1-1.** Local Hazard Mitigation Planning Team Members

Name	Title

## 1.2 JURISDICTION PROFILE

### 1.2.1 Location and Features

[jurisdiction name] is in [general location description]

The current boundaries generally extend from [describe], encompassing an area of [area in square miles].

[general description of key features]

### 1.2.2 History

[jurisdiction name] was incorporated in [date]. [brief historical summary]

1.2.3 Governing Body Format

[general description].

The [name of adopting body] assumes responsibility for the adoption of this plan; [name of oversight agency] will oversee its implementation.

1.3 CURRENT TRENDS

1.3.1 Population

According to [identify data source], the population of [jurisdiction name] as of [month year] was [population]. Since [year], the population has grown at an average annual rate of [number] percent.

1.3.2 Development

DESCRIBE TRENDS IN GENERAL.

Identifying previous and future development trends is achieved through a comprehensive review of permitting since completion of the previous plan and in anticipation of future development. Tracking previous and future growth in potential hazard areas provides an overview of increased exposure to a hazard within a community. Table 1-2 summarizes development trends in the performance period since the preparation of the previous hazard mitigation plan, as well as expected future development trends.

Table 1-2. Recent and Expected Future Development Trends						
Criterion	Response					
Has your jurisdiction annexed any land since the preparation of the previous hazard mitigation plan? <i>If yes, give the estimated area annexed and estimated number of parcels or structures.</i>	Yes/No					
Is your jurisdiction expected to annex any areas during the performance period of this plan? <i>If yes, describe land areas and dominant uses.</i> <i>If yes, who currently has permitting authority over these areas?</i>	Yes/No					
Are any areas targeted for development or major redevelopment in the next five years? <i>If yes, briefly describe, including whether any of the areas are in known hazard risk areas</i>	Yes/No					
How many permits for new construction were issued in your jurisdiction since the preparation of the previous hazard mitigation plan?	2016	2017	2018	2019	2020	
	Single Family					
	Multi-Family					
	Other					
	Total					
Provide the number of new-construction permits for each hazard area or provide a qualitative description of where development has occurred.	<ul style="list-style-type: none"><li>• Special Flood Hazard Areas: #</li><li>• Landslide: #</li><li>• High Liquefaction Areas: #</li><li>• Tsunami Inundation Area: #</li><li>• Wildfire Risk Areas: #</li></ul>					

Criterion	Response
Describe the level of buildout in the jurisdiction, based on your jurisdiction's buildable lands inventory. If no such inventory exists, provide a qualitative description.	

## 1.4 CAPABILITY ASSESSMENT

This section describes an assessment of existing capabilities for implementing hazard mitigation strategies. The introduction at the beginning of this volume of the hazard mitigation plan describes the components included in the capability assessment and their significance for hazard mitigation planning.

Findings of the capability assessment were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. The “Analysis of Mitigation Actions” table in this annex identifies these as community capacity building mitigation actions. The findings of the assessment are presented as follows:

- An assessment of planning and regulatory capabilities is presented in Table 1-3.
- Development and permitting capabilities are presented in Table 1-4.
- An assessment of fiscal capabilities is presented in Table 1-5.
- An assessment of administrative and technical capabilities is presented in Table 1-6.
- An assessment of education and outreach capabilities is presented in Table 1-7.
- Information on National Flood Insurance Program (NFIP) compliance is presented in Table 1-8.
- Classifications under various community mitigation programs are presented in Table 1-9.

Table 1-3. Planning and Regulatory Capability

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
<b>Codes, Ordinances, &amp; Requirements</b>				
Building Code	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Zoning Code	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Subdivisions	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Stormwater Management	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Post-Disaster Recovery	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Real Estate Disclosure	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Growth Management	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Site Plan Review	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Environmental Protection	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Flood Damage Prevention	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Emergency Management	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Climate Change	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Other	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
<b>Planning Documents</b>				
General Plan	Yes/No	Yes/No	Yes/No	Yes/No
Is the plan compliant with Assembly Bill 2140? Yes/No				
Comment: Enter Comment				
Capital Improvement Plan	Yes/No	Yes/No	Yes/No	Yes/No
How often is the plan updated?				
Comment: Enter Comment				
Disaster Debris Management Plan	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Floodplain or Watershed Plan	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Stormwater Plan	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				
Urban Water Management Plan	Yes/No	Yes/No	Yes/No	Yes/No
Comment: Enter Comment				

	Local Authority	Other Jurisdiction Authority	State Mandated	Integration Opportunity?
Habitat Conservation Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Economic Development Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Shoreline Management Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Community Wildfire Protection Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Forest Management Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Climate Action Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Comprehensive Emergency Management Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Threat & Hazard Identification & Risk Assessment (THIRA) <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Post-Disaster Recovery Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Continuity of Operations Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Public Health Plan <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>
Other <i>Comment:</i> <a href="#">Enter Comment</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>	<a href="#">Yes/No</a>

Table 1-4. Development and Permitting Capability

Criterion	Response
Does your jurisdiction issue development permits? <i>If no, who does? If yes, which department?</i> <a href="#">Enter Response</a>	<a href="#">Yes/No</a>
Does your jurisdiction have the ability to track permits by hazard area?	<a href="#">Yes/No</a>
Does your jurisdiction have a buildable lands inventory?	<a href="#">Yes/No</a>

Table 1-5. Fiscal Capability

Financial Resource	Accessible or Eligible to Use?
Community Development Block Grants	Yes/No
Capital Improvements Project Funding	Yes/No
Authority to Levy Taxes for Specific Purposes	Yes/No
User Fees for Water, Sewer, Gas or Electric Service	Yes/No
<i>If yes, specify:</i> Enter Response	
Incur Debt through General Obligation Bonds	Yes/No
Incur Debt through Special Tax Bonds	Yes/No
Incur Debt through Private Activity Bonds	Yes/No
Withhold Public Expenditures in Hazard-Prone Areas	Yes/No
State-Sponsored Grant Programs	Yes/No
Development Impact Fees for Homebuyers or Developers	Yes/No
Other	Yes/No
<i>If yes, specify:</i> Enter Response	

Table 1-6. Administrative and Technical Capability

Staff/Personnel Resource	Available?
Planners or engineers with knowledge of land development and land management practices	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Engineers or professionals trained in building or infrastructure construction practices	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Planners or engineers with an understanding of natural hazards	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Staff with training in benefit/cost analysis	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Surveyors	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Personnel skilled or trained in GIS applications	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Scientist familiar with natural hazards in local area	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Emergency manager	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Grant writers	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	
Other	Yes/No
<i>If Yes, Department /Position:</i> Enter Response	

**Table 1-7. Education and Outreach Capability**

Criterion	Response
Do you have a public information officer or communications office?	Yes/No
Do you have personnel skilled or trained in website development?	Yes/No
Do you have hazard mitigation information available on your website? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you use social media for hazard mitigation education and outreach? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any citizen boards or commissions that address issues related to hazard mitigation? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any other programs in place that could be used to communicate hazard-related information? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any established warning systems for hazard events? <i>If yes, briefly describe:</i> Enter Response	Yes/No

**Table 1-8. National Flood Insurance Program Compliance**

Criterion	Response
What local department is responsible for floodplain management?	Enter Response
Who is your floodplain administrator? (department/position)	Enter Response
Are any certified floodplain managers on staff in your jurisdiction?	Yes/No
What is the date that your flood damage prevention ordinance was last amended?	Enter Response
Does your floodplain management program meet or exceed minimum requirements? <i>If exceeds, in what ways?</i> Enter Response	Meets/Exceeds
When was the most recent Community Assistance Visit or Community Assistance Contact?	Enter Response
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed? <i>If so, state what they are.</i> Enter Response	Yes/No
Are any RiskMAP projects currently underway in your jurisdiction? <i>If so, state what they are.</i> Enter Response	Yes/No
Do your flood hazard maps adequately address the flood risk within your jurisdiction? <i>If no, state why.</i> Enter Response	Yes/No
Does your floodplain management staff need any assistance or training to support its floodplain management program? <i>If so, what type of assistance/training is needed?</i> Enter Response	Yes/No
Does your jurisdiction participate in the Community Rating System (CRS)? <i>If yes, is your jurisdiction interested in improving its CRS Classification?</i> Yes/No <i>If no, is your jurisdiction interested in joining the CRS program?</i> Yes/No	Yes/No
How many flood insurance policies are in force in your jurisdiction? <sup>a</sup> <i>What is the insurance in force?</i> \$ <input type="text"/> <i>What is the premium in force?</i> \$ <input type="text"/>	Enter Response

Criterion	Response
How many total loss claims have been filed in your jurisdiction? <sup>a</sup>	Enter Response
How many claims are still open or were closed without payment?	Enter Response
What were the total payments for losses? \$	
a. According to FEMA statistics as of MONTH XX, 20XX	

Table 1-9. Community Classifications

	Participating?	Classification	Date Classified
FIPS Code	Yes/No		Date
DUNS #	Yes/No		Date
Community Rating System	Yes/No		Date
Building Code Effectiveness Grading Schedule	Yes/No		Date
Public Protection	Yes/No		Date
Storm Ready	Yes/No		Date
Firewise	Yes/No		Date
Tsunami Ready	Yes/No		Date

## 1.5 INTEGRATION REVIEW

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as general planning and capital facilities planning, and that relevant information from those sources is used in hazard mitigation. This section identifies where such integration is already in place, and where there are opportunities for further integration in the future. Resources listed at the end of this annex were used to provide information on integration. The progress reporting process described in Volume 1 of the hazard mitigation plan will document the progress of hazard mitigation actions related to integration and identify new opportunities for integration.

### 1.5.1 Existing Integration

Some level of integration has already been established between local hazard mitigation planning and the following other local plans and programs:

- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description

### 1.5.2 Opportunities for Future Integration

The capability assessment presented in this annex indicates opportunities to integrate this mitigation plan with other jurisdictional planning/regulatory capabilities. Capabilities were identified as integration opportunities if they can support or enhance the actions identified in this plan or be supported or enhanced by components of this

plan. The capability assessment identified the following plans and programs that do not currently integrate hazard mitigation information but provide opportunities to do so in the future:

- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description

Taking action to integrate each of these programs with the hazard mitigation plan was considered as a mitigation action to include in the action plan presented in this annex.

1.6 RISK ASSESSMENT

1.6.1 Jurisdiction-Specific Natural Hazard Event History

Table 1-10 lists past occurrences of natural hazards for which specific damage was recorded in this jurisdiction Other hazard events that broadly affected the entire planning area, including this jurisdiction, are listed in the risk assessments in Volume 1 of this hazard mitigation plan.

Table 1-10. Past Natural Hazard Events			
Type of Event	FEMA Disaster #	Date	Damage Assessment
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$

1.6.2 Hazard Risk Ranking

Table 1-11 presents a local ranking of all hazards of concern for which this hazard mitigation plan provides complete risk assessments. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy. Mitigation actions target hazards with high and medium rankings.

Table 1-11. Hazard Risk Ranking			
Rank	Hazard	Risk Ranking Score	Risk Category
1			High/Medium/Low
2			High/Medium/Low
3			High/Medium/Low
4			High/Medium/Low
5			High/Medium/Low
6			High/Medium/Low
7			High/Medium/Low
8			High/Medium/Low
9			High/Medium/Low

1.6.3 Jurisdiction-Specific Vulnerabilities

Volume 1 of this hazard mitigation plan provides complete risk assessments for each identified hazard of concern. This section provides information on a few key vulnerabilities for this jurisdiction. Available jurisdiction-specific risk maps of the hazards are provided at the end of this annex.

Repetitive Loss Properties

Repetitive loss records are as follows:

- Number of FEMA-identified Repetitive-Loss Properties: XX
- Number of FEMA-identified Severe-Repetitive-Loss Properties: XX
- Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: XX

Other Noted Vulnerabilities

The following jurisdiction-specific issues have been identified based on a review of the results of the risk assessment, public involvement strategy, and other available resources:

- Insert as appropriate.
- Insert as appropriate.
- Insert as appropriate.

Mitigation actions addressing these issues were prioritized for consideration in the action plan presented in this annex.

1.7 STATUS OF PREVIOUS PLAN ACTIONS

If your jurisdiction has no previous hazard mitigation plan, please enter an “X” in the box at right and do not complete this section.

Table 1-12 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 1-12. Status of Previous Plan Actions				
Action Item from Previous Plan	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				
Insert Action Number & Text				
Comment: Enter Comment				

1.8 HAZARD MITIGATION ACTION PLAN

Table 1-13 lists the identified actions, which make up the hazard mitigation action plan for this jurisdiction. Table 1-14 identifies the priority for each action. Table 1-15 summarizes the mitigation actions by hazard of concern and mitigation type.

Table 1-13. Hazard Mitigation Action Plan Matrix

Benefits New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline <sup>a</sup>
<b>Action xxx-1</b> —Where appropriate, support retrofitting, purchase or relocation of structures located in hazard areas, prioritizing those that have experienced repetitive losses and/or are located in high- or medium-risk hazard areas. <b>Hazards Mitigated:</b> Enter Response						
Existing	Enter Response	Enter Response	Enter Response	High	HMGP, PDM, FMA	Short-term
<b>Action xxx-2</b> —Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions in the community, including [redacted] <b>Hazards Mitigated:</b> Enter Response						
New & Existing	Enter Response	Enter Response	Enter Response	Low	Staff Time, General Funds	Ongoing
<b>Action xxx-3</b> —Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan. <b>Hazards Mitigated:</b> Enter Response						
New & Existing	Enter Response	Enter Response	Enter Response	Low	Staff Time, General Funds	Short-term
<b>Action xxx-4</b> —Continue to maintain good standing and compliance under the NFIP through implementation of floodplain management programs that, at a minimum, meet the NFIP requirements: <ul style="list-style-type: none"> <li>Enforce the flood damage prevention ordinance.</li> <li>Participate in floodplain identification and mapping updates.</li> <li>Provide public assistance/information on floodplain requirements and impacts.</li> </ul> <b>Hazards Mitigated:</b> Enter Response						
New & Existing	Enter Response	Enter Response	Enter Response	Low	Staff Time, General Funds	Ongoing
<b>Action xxx-5</b> —Identify and pursue strategies to increase adaptive capacity to climate change including but not limited to the following: <ul style="list-style-type: none"> <li>[redacted]</li> </ul> <b>Hazards Mitigated:</b> Enter Response						
New & Existing	Enter Response	Enter Response	Enter Response	Low	Staff Time, General Funds	Short-term
<b>Action xxx-6</b> —Purchase generators for critical facilities and infrastructure that lack adequate backup power, including [redacted] <b>Hazards Mitigated:</b> Dam failure, earthquake, flooding, landslide, severe weather, tsunami, wildfire						
Existing	Enter Response	Enter Response	Enter Response			
<b>Action xxx-7</b> —Description <b>Hazards Mitigated:</b> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-8</b> —Description <b>Hazards Mitigated:</b> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-9</b> —Description <b>Hazards Mitigated:</b> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-10</b> —Description <b>Hazards Mitigated:</b> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response

Benefits New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline <sup>a</sup>
Action xxx-11—Description						
Hazards Mitigated:	Enter Response					
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response

a. Short-term = Completion within 5 years; Long-term = Completion within 10 years; Ongoing= Continuing new or existing program with no completion date

Acronyms used here are defined at the beginning of this volume.

**Table 1-14. Mitigation Action Priority**

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Cost?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/ Budgets?	Implementation Priority <sup>a</sup>	Grant Pursuit Priority <sup>a</sup>
1	3	High	High	Yes	Yes	No	Medium	High
2	7	Medium	Low	Yes	No	Yes	High	Low
3	3	Low	Low	Yes	No	Yes	High	Low
4	6	Medium	Low	Yes	No	Yes	High	Low
5	7	Medium	Low	Yes	No	Yes	High	Medium
6	3	High	Medium	Yes	Yes	No	Medium	High
7								
8								
9								
10								
11								

a. See the introduction to this volume for explanation of priorities.

**Table 1-15. Analysis of Mitigation Actions**

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilience	Community Capacity Building
<b>High-Risk Hazards</b>								
<b>Medium-Risk Hazards</b>								

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilience	Community Capacity Building
Low-Risk Hazards								

a. See the introduction to this volume for explanation of mitigation types.

1.9 PUBLIC OUTREACH

Table 1-16 lists public outreach activities for this jurisdiction.

Table 1-16. Local Public Outreach		
Local Outreach Activity	Date	Number of People Involved

1.10 INFORMATION SOURCES USED FOR THIS ANNEX

The following technical reports, plans, and regulatory mechanisms were reviewed to provide information for this annex.

- [jurisdiction name] **Municipal Code**—The municipal code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.
- [jurisdiction name] **Flood Damage Prevention Ordinance**—The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>

The following outside resources and references were reviewed:

- **Hazard Mitigation Plan Annex Development Toolkit**—The toolkit was used to support the identification of past hazard events and noted vulnerabilities, the risk ranking, and the development of the mitigation action plan.
- <INSERT DOCUMENT AND DESCRIPTION OF HOW IT WAS USED>

## **1.11 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY**

Insert text, if any; otherwise, delete section

## **1.12 ADDITIONAL COMMENTS**

Insert text, if any; otherwise, delete section

# **Instructions for Completing Special- Purpose District Annex Template**

# INSTRUCTIONS FOR COMPLETING SPECIAL-PURPOSE DISTRICT ANNEX TEMPLATE

Jurisdictional annex templates for the 2022 *Ada County Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for completing Phase 3 of the template for special-purpose districts.**

The target timeline for completion is as follows:

- **Phase 1**—Team, Profile, Trends, and Previous Plan Status
  - **Deploy:** July 19, 2021
  - **Due:** September 3, 2021 by close of business
- **Phase 2**—Capability Assessment, Integration Review, and Information Sources
  - **Deploy:** September 27, 2021
  - **Due:** November 12, 2021 by close of business
- **Phase 3**—Risk Assessment, Action Plan, Information Sources, Future Needs, and Additional Comments
  - **Deploy:** April 12, 2022
  - **Mandatory Phase 3 Workshops:** Targeted for the week of April 11. We will schedule multiple workshops during that week to provide options for attendance
  - **Due:** May 13, 2022 by close of business, Mountain Time

Please direct any questions and return your completed Phase 3 template in electronic format to:

**Megan Brotherton**  
**Tetra Tech**  
**Phone:** (808) 339-9119  
**E-mail:** [megan.brotherton@tetrattech.com](mailto:megan.brotherton@tetrattech.com)

## A Note About Formatting

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner.

Content should be entered directly into the template rather than creating text in another document and pasting it into the template. Text from another source may alter the formatting of the document.

The section and table numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of the numbering.

For planning partners who participated in the 2017 planning effort, relevant information has been brought over to the 2022 template. Fields that require attention have been highlighted using the following color coding:

- **Yellow:** Text has been brought over from 2017 Plan and should be reviewed and updated as needed.
- **Green:** This is a new field that will require information that was not included in 2017.

***Please un-highlight each field that you update so that reviewers will know an edit has been made.***

New planning partners will need to complete the template in its entirety.

## IMPORTANT! READ THIS FIRST

Phase 1 and Phase 2 templates were previously provided to your jurisdiction for completion.

If your jurisdiction returned the completed Phase 1 & 2 templates:

- The Phase 1 & 2 content you provided is already incorporated into your Phase 3 template.
- Review the template to see if we have inserted any comments requesting further work to be done on Phase 1 or 2
  - ***If any comments are included, address them.*** Then, begin your work on Phase 3 following the Phase 3 instructions beginning on page 11.
  - If no comments are included, then you **DO NOT** need to do any further work on the Phase 1 or Phase 2 content. ***Go directly to the instructions for Phase 3, beginning on page 11.***

If your jurisdiction has **NOT** yet done any work on the Phase 1 or Phase 2 template:

- Follow the instructions beginning on page 3 for providing the Phase 1 and Phase 2 information.
- Then proceed with the Phase 3 instructions beginning on page 11.

If your jurisdiction started work on the Phase 1 or 2 template but never completed and submitted it, copy the work you had completed so far into the new template. Then complete Phases 1, 2, and 3 following the instructions provided here.

## PHASE 1 INSTRUCTIONS

### CHAPTER TITLE

In the chapter title at the top of Page 1, type in the complete official name of your district (e.g. West County Fire Protection District #1, Johnsonville Flood Protection District). Do not change the chapter number. Revise only the jurisdiction name. If your jurisdiction's name has already been entered, verify that wording and spelling are correct; revise as needed.

### LOCAL HAZARD MITIGATION PLANNING TEAM

#### Points of Contact

Provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating, and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, let the planning team know by inserting a comment into the document.*

#### Participating Planning Team

Populate Table 1-1 with the names of staff from your jurisdiction who participated in preparing this annex or otherwise contributed to the planning process for this hazard mitigation plan.

### JURISDICTION PROFILE

#### Overview

Provide a brief summary description of the following:

- The purpose of the jurisdiction
- The date of inception
- The type of organization
- The number of employees
- Funding sources
- The type of governing body, and who has adoptive authority.

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide a statement similar to the example below:

**EXAMPLE:** *The Johnsonville Community Services District is a special district created in 1952 to provide water and sewer service. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. The District currently employs a staff of 21. Funding comes primarily through rates and revenue bonds.*

## Service Area

Provide a brief description of the following:

- Who the District's customers are and an approximation of how many are currently served
- The area served, in square miles
- The geographic extent of the service area

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide a statement similar to the example below:

**EXAMPLE:** *The Johnsonville Community Services District serves unincorporated areas of Jones County east of the City of Smithburg, including the communities of Johnsonville, Creeks Corner, Jones Hill, Fields Landing, King Salmon, and Freshwater. The current total service area is 3.3 square miles. As of April 30, 2020, the District serves 7,305 water connections and 6,108 sewer connections.*

## Assets

List District-owned assets in the categories shown on the table (and described in the sections below). Include an approximate value for each asset and a subtotal value for identified assets in each category.

If District GIS data files are available, please send with your completed Phase 1. The files should include GIS data for the critical facilities and infrastructure that are identified in the assets table, including the name of the facility and what it is (e.g. "1.5MG water tank").

### Property

Provide an approximate value for any land owned by the District.

### Equipment

List equipment owned by the District that is used in times of emergency or that, if incapacitated, could severely impact the service area (vehicles, generators, pumps, etc.). Provide an approximate replacement value for each item. Equipment of similar type may be listed as a single category (e.g., "3 diesel-powered generators"). For water and sewer districts, include mileage of pipeline under this category.

### Critical Facilities

List District-owned facilities that are vital to maintain services to the service area. Include the address of each facility. Provide an approximate replacement value for each line. Critical facilities are generally defined as facilities owned by the District that are critical to District operations and to public health or safety and that are especially important following hazard events, including but not limited to the following:

- Structures or facilities that produce, use, or store hazardous materials (highly volatile, flammable, explosive, toxic and/or water-reactive materials)
- Hospitals, nursing homes, and housing facilities likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a natural hazard event
- Mass gathering facilities that may be used as evacuation shelters (such as schools or community centers)
- Transportation infrastructure such as roads, bridges and airports that provide sources for evacuation before, during and after natural hazard events
- Police stations, fire stations, government facilities, vehicle equipment and storage facilities, and emergency operation centers that are needed for response activities before, during and after a natural hazard event
- Public utility facilities such as drinking water, stormwater, and wastewater systems that are vital to providing normal services to damaged areas before, during and after natural hazard events.

The table below shows an example of assets to be listed in this section.

Sample Completed Table – Special District Assets	
Asset	Value
<b>Property</b>	
11.5 Acres	\$5,750,000
<b>Equipment</b>	
Total length of pipe 40 miles ( \$1.32 million per mile X 40 miles)	\$52,800,000
4 Emergency Generators	\$250,000
<b>Total:</b>	<b>\$53,050,000</b>
<b>Critical Facilities</b>	
Administrative Buildings – 357 S. Jones Street	\$2,750,000
Philips Pump Station – 111 Fifth Avenue N.	\$377,000
<b>Total:</b>	<b>\$3,127,000</b>

**NOTE:** Placeholders in the table of assets request **ADDRESSES** for critical facilities. These addresses will not be included in the final published annex, but are needed in order to perform risk mapping and risk analysis for the hazard mitigation plan. Include the addresses in the table if convenient. If not, then provide a separate document listing all critical facilities and addresses for use in development of the hazard mitigation plan.

## CURRENT TRENDS

Provide a brief description of previous growth trends in the service area and anticipated future increase or decrease in services (if applicable). This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide a statement similar to the example below:

**EXAMPLE:** *The Johnsonville Community Services District originally was formed to serve only the Johnsonville area. The District's service area expanded throughout the years to include the full area served today. Total customers have increased by 3 percent since 2010. Population in the service area is not projected to change significantly over the next 10 years, and the District has no plans to expand its service area.*

## PUBLIC OUTREACH

*Note that this section is part of the Phase 3 annex, but documentation can begin in Phase 1 if applicable.*

FEMA requirements for public outreach will be met by the County's engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of this hazard mitigation plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

**THIS COMPLETES PHASE 1**

## PHASE 2 INSTRUCTIONS

### CAPABILITY ASSESSMENT

*Note that it is unlikely that one person will be able to complete all sections of the capability assessment alone. The primary preparer will likely need to reach out to other departments within the local government for information. It may be beneficial to provide these individuals with background information about this planning process, as input from them will be needed again during Phase 3 of the annex development.*

#### Planning and Regulatory Capability

List any federal, state, local or district ordinances, plans, or policies that apply to your jurisdiction and relate to hazard mitigation. Provide the date of last update and any comments as appropriate. The table below shows an example of items to be listed in this section.

**Sample Completed Table – Planning and Regulatory Capability**

Plan, Study or Program	Date of Most Recent Update	Comment
District Design Standards	2010	
Capital Improvement Program	Updated annually	covers 5 year timeframe
Emergency Operations Plan	2000	
Facility Maintenance Manual	1990	
State Building Code	2016	
Division of State Architects		Review of all building and site design features is required prior to construction

#### Fiscal Capability

Complete the table titled “Fiscal Capability” by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your use of this resource.

#### Administrative and Technical Capability

Complete the table titled “Administrative and Technical Capability” by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title. If you have contract support with these capabilities, you can still answer “Yes.” Indicate in the department row that this resource is provided through contract.

#### Education and Outreach Capability

Complete the table titled “Education and Outreach.”

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, review all the above capability assessment tables and consider including actions to provide a capability that your jurisdiction does not currently have, update a capability that your jurisdiction does have, or implement an action that is recommended in an existing plan or program.

## Community Classifications

Complete the table titled “Community Classifications” to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in the third and fourth columns if your jurisdiction is not participating. If you do not know your current classification, information is available at the following websites:

- **FIPS Code**— <https://www.census.gov/geographies/reference-files/2018/demo/popest/2018-fips.html>
- **DUNS #**— <https://www.dnb.com/duns-number.html>
- **Community Rating System**— <https://www.fema.gov/floodplain-management/community-rating-system>
- **Building Code Effectiveness Grading Schedule**— <https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html>
- **Public Protection Classification**— <https://www.isomitigation.com/ppc/>
- **Storm Ready**— <https://www.weather.gov/stormready/communities>
- **Firewise**— <http://www.firewise.org/usa-recognition-program/map-of-active-participants.aspx>
- **Tsunami Ready**— <https://www.weather.gov/tsunamiready/communities>

## INTEGRATION REVIEW

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as capital facilities planning, and that relevant information from those sources is used in hazard mitigation. FEMA recommends integration as follows:

- Integrate hazard mitigation plan goals with community objectives (e.g. incorporate the goals for risk reduction and safety into the policies of other plans).
- Use the risk assessment to inform plans and policies (e.g. incorporate risk assessment findings into emergency operations plans).
- Implement mitigation actions through existing mechanisms (e.g. include mitigation projects in the capital improvement plan).
- Think about mitigation before and after a disaster (e.g. build recovery planning on existing mitigation plans and goals).

After reviewing the plans, programs and ordinances identified in the capability assessment tables, identify all plans and programs that have already been integrated with the hazard mitigation plan, and those that offer opportunities for future integration.

## Existing Integration

In the highlighted bullet list, provide a brief description of integrated plans or ordinances and how each is integrated. Consider listing items marked as Completed in the “Status of Previous Plan Actions” table if they were indicated as being ongoing actions. Examples are as follows:

- **Capital Improvement Plan**—The capital improvement plan includes projects that can help mitigate potential hazards. The District will act to ensure consistency between the hazard mitigation plan and the current and future capital improvement plans. The hazard mitigation plan may identify new possible funding sources for capital improvement projects and may result in modifications to proposed projects based on results of the risk assessment.
- **Emergency Operations Plan**—The results of the risk assessment were used in the development of the emergency operations plan.
- **Facilities Plan**—The results of the risk assessment and mapped hazard areas are used in facility planning for the District. Potential sites are reviewed for hazard risks, and appropriate mitigation measures are considered in building and site design.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, any plans that fall into the “Existing Integration” category should be reviewed and elements from them should be included in the action plan as appropriate.

## Opportunities for Future Integration

List any plans or programs that offer the potential for future integration and describe the process by which integration will occur. Examples follow:

- **Capital Improvement Projects**—Capital improvement project proposals may take into consideration hazard mitigation potential as a means of evaluating project prioritization.
- **Post-Disaster Recovery Plan**—The District does not have a recovery plan and intends to develop one as a mitigation planning action during the next five years. The plan will build on the mitigation goals and objectives identified in the mitigation plan.

Consider other programs you may have in place in your jurisdiction that include routine consideration and management of hazard risk. Examples of such programs may include: tree pruning programs, right-of-way mowing programs, erosion control or stream maintenance programs, etc. Add any such programs to the integration discussion and provide a brief description of how these program manage (or could be adapted to manage) risk from hazards.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, an action to integrate any identified “Opportunities for Future Integration” should be considered for inclusion in the action plan.

## PUBLIC OUTREACH

*Note that this section is part of the Phase 3 annex, but documentation can begin in Phases 1 and 2 if applicable.*

FEMA requirements for public outreach will be met by the County's engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of this hazard mitigation plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

## INFORMATION SOURCES USED FOR THIS ANNEX

*Note that this section will ultimately describe all information sources used to develop this annex, but that only the sources used for Phases 1 and 2 will be listed at this point. Additional sources will be added with the preparation of the Phase 3 annex.*

This section should describe what resources you used to complete the annex and how you used them. Several items are started for you, but be sure to update and enhance any descriptions. Providing this information is a requirement to pass the state and FEMA review process.

**THIS COMPLETES PHASE 2**

## PHASE 3 INSTRUCTIONS

### RISK ASSESSMENT

#### Jurisdiction-Specific Natural Hazard Event History

In the table titled “Past Natural Hazard Events,” list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction. Include the date of the event and the estimated dollar amount of damage it caused. You are welcome to include any events, but special attention should be made to include major storms and federally declared disasters. Refer to the table below that lists hazard events in the planning area as recognized by the county, the state, and the federal government.

**Table 1. Presidential Disaster Declarations for the Planning Area**

Incident Dates	FEMA Disaster # or Event Name	County Emergency Op. Center Activated	Gubernatorial Declaration	Presidential Declaration
1/20/2020 - continuing	DR-4534 COVID-19 Pandemic			✓
3/29 – 6/15/2017	DR-4342 Flooding			✓
2/9/2017 <sup>a</sup>	Record Snowfall		✓	✓
7/27 - 9/26/2000	DR-1341 Wildfires			✓
12/31/1964	DR-186 Heavy Rains & Flooding			✓
2/14/1963	DR-143 Flood			✓
2/14/1962	DR-120 Flood			✓
6/26/1961	DR-116 Flood			✓
7/22/1960	DR-105 Wildfires			✓
5/27/1957	DR-76 Flood			✓
4/21/1956	DR-55 Flood			✓

a. Declaration date

We recommend including most large-scale disasters, unless you know that there were no impacts on your jurisdiction. Specifically, we recommend that you include these events if you have damage estimate information or can provide a brief description of impacts that occurred within your community. In addition to these events, refer to the NOAA storm events database included in the toolkit. We recommend conducting a search for the name of your jurisdiction in order to identify events with known impacts. Other potential sources of damage information include the following

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives
- Emergency management documents (general plan safety element, emergency response plan, etc.)
- Resident input.

If you do not have estimates for costs of damage caused, list “Not Available” in the “Damage Assessment” column or list a brief description of the damage rather than a dollar value (e.g., Main Street closed as a result of flooding, downed trees and residential damage). Note that tracking such damage is a valid and useful mitigation action if your jurisdiction does not currently track such information.

## Hazard Risk Ranking

Risk ranking identifies which hazards pose the greatest risk to the community, based on how likely it is for each hazard to occur (this is called the community's exposure) and how great an impact each hazard will have if it does occur (this is called the community's vulnerability). Every jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area. Risk rankings for cities and the county have been calculated in the "Loss Matrix" spreadsheet included in the annex preparation toolkit. These rankings are on the basis of risk ranking scores for each hazard that were calculated based on the hazard's probability of occurrence and its potential impact on people, property and the economy.

The risk ranking methodology used for cities and counties is not usable for special-purpose districts because the risk-related mapping generally does not align with the boundaries of districts. To rank risk for your District, use the following procedure:

- Find the risk ranking scores in the Loss Matrix spreadsheet (on the "Risk Ranking Summary" tab) for the county overall and for any cities whose area overlaps that of your District.
- For each hazard, generate a risk ranking score for your District by calculating the average of the scores for those other jurisdictions.
- Rank the hazards based on those average scores:
  - Assign the rank of 1 to the hazard with the highest risk ranking score, the rank of 2 to the hazard with the second highest ranking score; and so on.
  - Assign the same rank to any two hazards with equal risk ranking scores
- If the resulting ranking differs from what you know based on substantiated data and documentation, alter the scores and ranking as needed based on this knowledge.
- Assign each hazard to the risk category of "High," Medium," or "Low" based on the risk rating score:
  - Low for scores of 0 to 15
  - Medium for scores of 16 to 30
  - High for scores greater than 30

Enter the results of this analysis in the "Hazard Risk Ranking" table in the template; enter the hazards in order of ranking, with 1 at the top of the table.

### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, you will need to have at least one mitigation action for each hazard ranked as "high."

## Jurisdiction-Specific Vulnerabilities

Review the results of the risk assessment included in the toolkit, your jurisdiction's natural events history, and any relevant public comments/input, then develop a few sentences that discuss specific hazard vulnerabilities. You do not need to develop a sentence for every hazard, but identify a few issues you would like to highlight. Also list any known hazard vulnerabilities in your jurisdiction that may not be apparent from the risk assessment and other information provided.

Spending some time thinking about the results of the risk assessment and other noted vulnerabilities will be a big help in the development of your hazard mitigation action plan. The following are examples of vulnerabilities you could identify through this exercise:

- Over the past 10 years, the jurisdiction has experienced more than \$1 million in damage to critical assets from severe storm events.
- 17 critical assets are in areas that would be permanently inundated with 12 inches of sea level rise.
- One significant District asset is not equipped with a generator and four District buildings are unreinforced masonry or soft-story construction.
- An area along the river is eroding and threatening a District-owned treatment facility.

#### HAZARD MITIGATION ACTION PLAN INPUT

When preparing the hazard mitigation action plan in Phase 3, consider including actions to address the jurisdiction-specific vulnerabilities listed in this section.

## HAZARD MITIGATION ACTION PLAN

### Hazard Mitigation Action Plan Matrix

The hazard mitigation action plan is the heart of your jurisdictional annex. This is where you will identify the actions your jurisdiction would like to pursue with this plan.

#### **Select Recommended Actions**

All of the work that you have done thus far should provide you with ideas for actions. Throughout these instructions, green boxes labeled “Hazard Mitigation Action Plan Input” have indicated information that needs to be considered in the selection of mitigation actions. The following sections describe how to consider these and other information sources to develop a list of potential actions.

Be sure to consider the following factors in your selection of actions:

- Select actions that are consistent with the overall purpose, goals, and objectives of the hazard mitigation plan.
- Identify actions where benefits exceed costs.
- Include any action that your jurisdiction has committed to pursuing, regardless of grant eligibility.
- Know what is and is not grant-eligible under various federal grant programs (see the fact sheet on FEMA hazard mitigation grant programs in the toolkit and the table on the next page).

#### ***Material Previously Developed for This Annex***

Capability Assessment Section—Planning and Regulatory Capability Table, Fiscal Capability Table, Administrative and Technical Capability Table, and Education and Outreach Table

Review these tables and consider the following:

- For any capability that you do not currently have, consider whether your jurisdiction should have this capability. If so, consider including an action to develop/acquire the capability.
- For any capability that you do currently have, consider whether this capability can be leveraged to increase or improve hazard mitigation in the jurisdiction.
- If any items listed in the Planning and Regulatory Capabilities table have not been updated in more than 10 years, consider an action to review and update the capability and, as appropriate, incorporate hazard mitigation principles or information obtained in the risk assessment.
- Consider including actions that are identified in other plans and programs (capital improvement plans, strategic plans, etc.) as actions in this plan.

### Capability Assessment Section— Adaptive Capacity for Climate Change Table

Consider your responses to this section:

- For criteria that you listed as medium or low, think of ways you could improve this rating (see adaptive capacity portion of the mitigation best practices catalog).
- For criteria you listed as high, think about how you can leverage this capacity to improve or enhance mitigation or continue to improve this capacity.
- For criteria that you were unable to provide responses for, consider ways you could improve your understanding of this capacity (see mitigation best practices and adaptive capacity catalog).

**Table 2. Federal Hazard Mitigation Grant Program Eligibility by Action Type**

<b>Eligible Activities</b>	<b>HMGP</b> (Hazard Mitigation Grant Program)	<b>BRIC</b> (Building Resilient Infrastructure and Communities)	<b>FMA</b> (Flood Mitigation Assistance)
<b>Mitigation Projects</b>			
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Generators	√	√	
Localized Flood Risk Reduction Projects	√	√	√
Non-Localized Flood Risk Reduction Projects	√	√	
Structural Retrofitting of Existing Buildings	√	√	√
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Advance Assistance	√		
5 Percent Initiative Projects*	√		
Aquifer and Storage Recovery**	√	√	√
Flood Diversion and Storage**	√	√	√

<b>Eligible Activities</b>	<b>HMGP</b> (Hazard Mitigation Grant Program)	<b>BRIC</b> (Building Resilient Infrastructure and Communities)	<b>FMA</b> (Flood Mitigation Assistance)
Floodplain and Stream Restoration**	√	√	√
Green Infrastructure**	√	√	√
Miscellaneous/Other**	√	√	√
<b>Hazard Mitigation Planning</b>	√	√	√
<b>Technical Assistance</b>			√
<b>Management Costs</b>	√	√	√

\* FEMA allows increasing the 5% initiative amount under the Hazard Mitigation Grant Program up to 10% for a presidential major disaster declaration. The additional 5% initiative funding can be used for activities that promote disaster-resistant codes for all hazards. As a condition of the award, either a disaster-resistant building code must be adopted or an improved Building Code Effectiveness Grading Schedule is required.

\*\* Indicates that any proposed action will be evaluated on its own merit against program requirements. Eligible projects will be approved provided funding is available.

### Integration Review Section

Review the items you identified in this section and consider an action that specifically says what the plan, code, ordinance etc. is and how it will be integrated.

### Risk Ranking Section

You must identify at least one mitigation action that is clearly defined and actionable (i.e. not a preparedness or response action) for every hazard that is categorized in the risk ranking as “high” or “medium” risk.

### Jurisdiction-Specific Vulnerabilities Section

Review the vulnerability issues that you identified in this section and consider actions to address them (see mitigation best practices catalog).

### Status of Previous Plan Actions Section

If your jurisdiction participated in a previous hazard mitigation plan, be sure to include any actions that were identified as “carry over” actions.

## **Other Sources**

### Mitigation Best Practices Catalog

A catalog that includes best practices identified by FEMA and other agencies, as well as recommendations from the steering committee and other stakeholders, is included in your toolkit. Review the catalog and identify actions your jurisdiction should consider for its action plan.

### Public Input

Review input received during the process, specifically the public survey results included in your toolkit.

### Common Actions for All Partners

The following three actions have been prepopulated in your annex template; **these three actions should be included in every annex and should not be removed:**

- Where appropriate, support retro-fitting, purchase or relocation of structures located in high hazard areas, prioritizing those structures that have experienced repetitive losses and/or are located in high or medium ranked hazard.
- Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.
- Purchase generators for critical facilities and infrastructure that lack adequate back-up power.

In addition, the core planning team recommends that every planning partner strongly consider the following actions:

- Identify and pursue strategies to increase adaptive capacity to climate change.
- Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.
- Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.
- Develop a post-disaster recovery plan and a debris management plan.
- Develop and/or update plans that support or enhance continuity of operations following disasters.

The specifics of all these common actions should be adjusted as needed for the particulars of each community.

## Complete the Table

Complete the table titled “Hazard Mitigation Action Plan Matrix” for all the actions you have identified and would like to include in the plan:

- Enter the action number (see box at right) and description. **If the action is carried over from your previous hazard mitigation plan, return to the “Status of Previous Plan Actions” table you completed in Phase 1 and enter the new action number in the column labeled “Action # in Update.”**
- Indicate whether the action mitigates hazards for new and/or existing assets.
- Identify the specific hazards the action will mitigate (note: you must list each hazard by name; simply indicating “all hazards” is not deemed acceptable).
- Identify by number the mitigation plan objectives that the action addresses (see toolkit).
- Indicate who will be the lead in administering the action. This will most likely be a department within your jurisdiction (e.g. planning or public works). If you wish to indicate more than one department as responsible for the action, clearly identify one as the lead agency and list the others in the “supporting agency” column.
- Enter an estimated cost in dollars if known; otherwise, enter “High,” “Medium,” or “Low,” as determined for the prioritization process described in the following section.
- Identify funding sources for the action. If it is a grant, include the grant-providing agency as well as funding sources for any required cost share. Refer to your fiscal capability assessment to identify possible sources of funding and refer to the table on page 14 of these instructions for project eligibility for FEMA’s hazard mitigation assistance grant programs.
- Indicate the time line as “short-term” (1 to 5 years) or “long-term” (5 years or greater) or “ongoing” (a continual program)

### Action Numbering

Actions are to be numbered using the code for your jurisdiction shown below, followed by a hyphen and the action’s sequential number:

- Ada Couty Highway District—ACHD-1, ACHD-2...
- Eagle Fire Protection District—EFD-1, EFD-2...
- Eagle Sewer District—ESD-1, ESD-2...
- Eagle Urban Renewal Agency—EURA-1, EURA-2...
- Flood Control District #10—FCD10-1, FCD10-2...
- Greater Boise Auditorium District — GBAD-1, GBAD-2...
- Independent School District Of Boise #1—BSD-1, BSD-2...
- Joint School District #2—JSD2-1, JSD2-2...
- Kuna Rural Fire District—KFD-1, KFD-2...
- Kuna School District—KSD-1, KSD-2...
- Meridian Development Corporation—MDC-1, MDC-2...
- North Ada County Fire & Rescue— NACFR-1, NACFR-2...
- Star Joint Fire Protection District —SFD-1, SFD-2...
- Star Sewer and Water District—SSW-1, SSW-2...
- West Boise Sewer District— WBS -1, WBS -2...
- Whitney Fire Protection District— WFD -1, WFD -2

## Mitigation Action Priority

Complete the information in the table titled “Mitigation Action Priority” as follows:

- **Action #**—Indicate the action number from the Hazard Mitigation Action Plan Matrix table.
- **# of Objectives Met**—Enter the total number of objectives the action will meet.
- **Benefits**—Enter “High,” “Medium” or “Low” as follows:
  - High—Action will provide an immediate reduction of risk exposure for life and property.
  - Medium—Action will have a long-term impact on the reduction of risk exposure for life and property, or action will provide an immediate reduction in the risk exposure for property.

- Low—Long-term benefits of the action are difficult to quantify in the short term.
- **Cost**—Enter “High,” “Medium” or “Low” as follows:
  - High—Existing funding will not cover the cost of the action; implementation would require new revenue through an alternative source (for example, bonds, grants, and fee increases).
  - Medium—The action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - Low—The action could be funded under the existing budget. The action is part of or can be part of an ongoing existing program.
- **Do Benefits Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- **Is the Action Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on FEMA hazard mitigation grant programs in the annex preparation toolkit and the table on page 14 of these instructions.
- **Can Action Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this action currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- **Implementation Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An action that meets multiple objectives, has benefits that exceed costs, and has a secured source of funding. Action can be completed in the short term (1 to 5 years).
  - Medium Priority—An action that meets multiple objectives, has benefits that exceed costs, and is eligible for funding though no funding has yet been secured for it. Action can be completed in the short term (1 to 5 years), once funding is secured. Medium-priority actions become high-priority actions once funding is secured.
  - Low Priority—An action that will mitigate the risk of a hazard, has benefits that do not exceed the costs or are difficult to quantify, has no secured source of funding, and is not eligible for any known grant funding. Action can be completed in the long term (1 to 10 years). Low-priority actions may be eligible for grant funding from programs that have not yet been identified.
- **Grant Pursuit Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An action that meets identified grant eligibility requirements, has high benefits, and is listed as high or medium implementation priority; local funding options are unavailable or available local funds could be used instead for actions that are not eligible for grant funding.
  - Medium Priority—An action that meets identified grant eligibility requirements, has medium or low benefits, and is listed as medium or low implementation priority; local funding options are unavailable.
  - Low Priority—An action that has not been identified as meeting any grant eligibility requirements.

Actions identified as high-grant-pursuit priority actions should be closely reviewed for consideration when grant funding opportunities arise.

**Note:** If a jurisdiction wishes to identify an action as high priority that is outside of the prioritization scheme for high priorities, a note indicating so should be inserted and a rationale should be provided.

## Analysis of Mitigation Actions

In the table titled “Analysis of Mitigation Actions,” for each combination of hazard type and mitigation type, enter the numbers of all recommended actions that address that hazard type and can be categorized as that mitigation type. The mitigation types are as follows:

- **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education & Awareness**—Actions to inform residents and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, wetland restoration and preservation, and green infrastructure.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.
- **Climate Resilience**—Actions that incorporate methods to mitigate and/or adapt to the impacts of climate change. Includes aquifer storage and recovery activities, incorporating future conditions projections in project design or planning, or actions that specifically address jurisdiction-specific climate change risks, such as sea-level rise or urban heat island effect.
- **Community Capacity Building**—Actions that increase or enhance local capabilities to adjust to potential damage, to take advantage of opportunities, or to respond to consequences. Includes staff training, memorandums of understanding, development of plans and studies, and monitoring programs.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions. This table must show at least one action to address each “high” and “medium” ranked hazard. Planning partners should aim to identify at least one action for each mitigation type, but this is not required.

An example of a completed “Analysis of Mitigation Actions” table is provided below. Note that an action can be more than one mitigation type.

**Sample Completed Table – Analysis of Mitigation Actions**

Hazard Type	Action Addressing Hazard, by Mitigation Type							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilience	Community Capacity Building
<b>High-Risk Hazards</b>								
<b>Dam Failure</b>	EX-2, 3, 4, 5, 6	EX-1, 6	EX-4, 6		EX-8, 11			EX-3, 4, 8, 9, 10
<b>Drought</b>	EX-2	EX-1	EX-4					EX-3, 4, 8, 9, 10
<b>Medium-Risk Hazards</b>								
<b>Earthquake</b>	EX-2, 3, 4, 5, 7	EX-1, 7	EX-4		EX-8, 11			EX-3, 4, 8, 9
<b>Flooding</b>	EX-2, 3, 4, 5, 6, 7	EX-1, 6, 7	EX-4, 6	EX-9	EX-8, 11	EX-6		EX-3, 4, 8, 9, 10
<b>Landslide</b>	EX-2, 3, 4, 5, 7	EX-1, 7	EX-4		EX-8, 11			EX-3, 4, 8, 9, 10
<b>Low-Risk Hazards</b>								
<b>Severe Weather</b>	EX-2, 3, 4, 5, 7	EX-1, 7, 9	EX-4		EX-8, 9, 11		EX-8, 7	EX-3, 4, 8, 9, 10
<b>Wildfire</b>	EX-2, 3, 4, 5, 7	EX-1, 7, 9	EX-4, 9	EX-9	EX-8, 11			EX-3, 4, 8, 9, 10

## PUBLIC OUTREACH

FEMA requirements for public outreach will be met by the County's engagement efforts and are included in the main part of the plan. These may include public meetings, a StoryMap, surveys, etc. If individual jurisdictions want to have a more robust outreach for their local community, the public outreach table in each annex may be used to memorialize those local efforts.

This table should record local public outreach efforts made by your jurisdiction to inform the community of this hazard mitigation plan update process. Examples may include local surveys on hazard awareness/preparedness, social media blasts, press releases, and outreach to local groups (CERT, senior citizen organizations, etc.) **This section is optional.**

## INFORMATION SOURCES USED FOR THIS ANNEX

This section should describe what resources you used to complete the annex and how you used them. The sources used for Phases 1 and 2 should have been entered previously. List any additional sources used for the preparation of the Phase 3 annex. Review to ensure that all materials used in all three phases are identified. Providing this information is a requirement to pass the state and FEMA review process.

## FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates. **This section is optional.**

## ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template. **This section is optional.**

**THIS COMPLETES PHASE 3**

# **Special-Purpose District Annex Template**

# 1. DISTRICT NAME

## 1.1 LOCAL HAZARD MITIGATION PLANNING TEAM

### Primary Point of Contact

Name, Title

Street Address

City, State ZIP

Telephone: xxx-xxx-xxxx

e-mail Address: xxx@xxx.xxx

### Alternate Point of Contact

Name, Title

Street Address

City, State ZIP

Telephone: xxx-xxx-xxxx

e-mail Address: xxx@xxx.xxx

This annex was developed by the local hazard mitigation planning team, whose members are listed in Table 1-1.

Table 1-1. Local Hazard Mitigation Planning Team Members

Name		Title	

## 1.2 JURISDICTION PROFILE

### 1.2.1 Overview

Insert Narrative Profile Information, per Instructions.

The [name of adopting body] assumes responsibility for the adoption of this plan; [name of oversight agency] will oversee its implementation.

All fire districts should include the following sentence (non-fire special purpose districts should delete the sentence):

The District participates/does not participate in the Public Protection Class Rating System and currently has a rating of #.

# 1.2.2 Service Area

The District service area covers [area in square miles], serving a population of [population].

# 1.2.3 Assets

Table 1-2 summarizes the assets of the District and their value.

Table 1-2. Special Purpose District Assets	
Asset	Value
<b>Property</b>	
[number] acres of land	\$ [value]
<b>Equipment</b>	
[description]	\$ [value]
[description]	\$ [value]
[description]	\$ [value]
[description]	\$ [value]
[description]	\$ [value]
<b>Total:</b>	\$ [value]
<b>Critical Facilities</b>	
[description – Include Address]	\$ [value]
[description – Include Address]	\$ [value]
[description – Include Address]	\$ [value]
[description – Include Address]	\$ [value]
<b>Total:</b>	\$ [value]

# 1.3 CURRENT TRENDS

Insert summary description of service trends.

# 1.4 CAPABILITY ASSESSMENT

This section describes an assessment of existing capabilities for implementing hazard mitigation strategies. The introduction at the beginning of this volume of the hazard mitigation plan describes the components included in the capability assessment and their significance for hazard mitigation planning.

Findings of the capability assessment were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. The “Analysis of Mitigation Actions” table in this annex identifies these as community capacity building mitigation actions. The findings of the assessment are presented as follows:

- An assessment of planning and regulatory capabilities is presented in Table 1-3.
- An assessment of fiscal capabilities is presented in Table 1-4.
- An assessment of administrative and technical capabilities is presented in Table 1-5.
- An assessment of education and outreach capabilities is presented in Table 1-6.

- Classifications under various community mitigation programs are presented in Table 1-7.

**Table 1-3. Planning and Regulatory Capability**

Plan, Study or Program	Date of Most Recent Update	Comment
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		

**Table 1-4. Fiscal Capability**

Financial Resource	Accessible or Eligible to Use?
Community Development Block Grants	Yes/No
Capital Improvements Project Funding	Yes/No
Authority to Levy Taxes for Specific Purposes	Yes/No
User Fees for Water, Sewer, Gas or Electric Service	Yes/No
If yes, specify: Enter Response	
Incur Debt through General Obligation Bonds	Yes/No
Incur Debt through Special Tax Bonds	Yes/No
Incur Debt through Private Activity Bonds	Yes/No
Withhold Public Expenditures in Hazard-Prone Areas	Yes/No
State-Sponsored Grant Programs	Yes/No
Development Impact Fees for Homebuyers or Developers	Yes/No
Other	Yes/No
If yes, specify: Enter Response	

**Table 1-5. Administrative and Technical Capability**

Staff/Personnel Resource	Available?
Planners or engineers with knowledge of land development and land management practices <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Engineers or professionals trained in building or infrastructure construction practices <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Planners or engineers with an understanding of natural hazards <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Staff with training in benefit/cost analysis <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Surveyors <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Personnel skilled or trained in GIS applications <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Scientist familiar with natural hazards in local area <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Emergency manager <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Grant writers <i>If Yes, Department /Position:</i> Enter Response	Yes/No
Other <i>If Yes, Department /Position:</i> Enter Response	Yes/No

**Table 1-6. Education and Outreach Capability**

Criterion	Response
Do you have a public information officer or communications office?	Yes/No
Do you have personnel skilled or trained in website development?	Yes/No
Do you have hazard mitigation information available on your website? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you use social media for hazard mitigation education and outreach? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any citizen boards or commissions that address issues related to hazard mitigation? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any other programs in place that could be used to communicate hazard-related information? <i>If yes, briefly describe:</i> Enter Response	Yes/No
Do you have any established warning systems for hazard events? <i>If yes, briefly describe:</i> Enter Response	Yes/No

Table 1-7. Community Classifications

	Participating?	Classification	Date Classified
FIPS Code	Yes/No		Date
DUNS#	Yes/No		Date
Community Rating System	Yes/No		Date
Building Code Effectiveness Grading Schedule	Yes/No		Date
Public Protection	Yes/No		Date
Storm Ready	Yes/No		Date
Firewise	Yes/No		Date
Tsunami Ready	Yes/No		Date

## 1.5 INTEGRATION REVIEW

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as capital facilities planning, and that relevant information from those sources is used in hazard mitigation. This section identifies where such integration is already in place, and where there are opportunities for further integration in the future. Resources listed at the end of this annex were used to provide information on integration. The progress reporting process described in Volume 1 of the hazard mitigation plan will document the progress of hazard mitigation actions related to integration and identify new opportunities for integration.

### 1.5.1 Existing Integration

Some level of integration has already been established between local hazard mitigation planning and the following other local plans and programs:

- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description

### 1.5.2 Opportunities for Future Integration

The capability assessment presented in this annex indicates opportunities to integrate this mitigation plan with other jurisdictional planning/regulatory capabilities. Capabilities were identified as integration opportunities if they can support or enhance the actions identified in this plan or be supported or enhanced by components of this plan. The capability assessment identified the following plans and programs that do not currently integrate hazard mitigation information but provide opportunities to do so in the future:

- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description
- Plan or Program Name—Description

• **Plan or Program Name—Description**

Taking action to integrate each of these programs with the hazard mitigation plan was considered as a mitigation action to include in the action plan presented in this annex.

1.6 RISK ASSESSMENT

1.6.1 Jurisdiction-Specific Natural Hazard Event History

Table 1-8 lists past occurrences of natural hazards for which specific damage was recorded in this jurisdiction. Other hazard events that broadly affected the entire planning area, including this jurisdiction, are listed in the risk assessments in Volume 1 of this hazard mitigation plan.

Table 1-8. Past Natural Hazard Events			
Type of Event	FEMA Disaster #	Date	Damage Assessment
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$

1.6.2 Hazard Risk Ranking

Table 1-9 presents a local ranking of all hazards of concern for which this hazard mitigation plan provides complete risk assessments. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and district operations. Mitigation actions target hazards with high and medium rankings.

**Table 1-9. Hazard Risk Ranking**

Rank	Hazard	Risk Ranking Score	Risk Category
1			High/Medium/Low
2			High/Medium/Low
3			High/Medium/Low
4			High/Medium/Low
5			High/Medium/Low
6			High/Medium/Low
7			High/Medium/Low
8			High/Medium/Low
9			High/Medium/Low

### 1.6.3 Jurisdiction-Specific Vulnerabilities

Volume 1 of this hazard mitigation plan provides complete risk assessments for each identified hazard of concern. The following jurisdiction-specific issues have been identified based on a review of the results of the risk assessment, public involvement strategy, and other available resources:

- Insert as appropriate.
- Insert as appropriate.
- Insert as appropriate.

Mitigation actions addressing these issues were prioritized for consideration in the action plan presented in this annex.

### 1.7 STATUS OF PREVIOUS PLAN ACTIONS

If your jurisdiction has no previous hazard mitigation plan, please enter an “X” in the box at right and do not complete this section.

Table 1-10 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

**Table 1-10. Status of Previous Plan Actions**

Action Item from Previous Plan	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Insert Action Number & Text Comment: Enter Comment				
Insert Action Number & Text Comment: Enter Comment				
Insert Action Number & Text Comment: Enter Comment				
Insert Action Number & Text Comment: Enter Comment				

Action Item from Previous Plan	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				
Insert Action Number & Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comment: Enter Comment				

## 1.8 HAZARD MITIGATION ACTION PLAN

Table 1-11 lists the actions that make up the hazard mitigation action plan for this jurisdiction. Table 1-12 identifies the priority for each action. Table 1-13 summarizes the mitigation actions by hazard of concern and mitigation type.

**Table 1-11. Hazard Mitigation Action Plan Matrix**

Benefits New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline <sup>a</sup>
<b>Action xxx-1</b> —Where appropriate, support retrofitting, purchase or relocation of structures located in hazard areas, prioritizing those that have experienced repetitive losses and/or are located in high- or medium-risk hazard areas.						
<i>Hazards Mitigated:</i> Enter Response						
Existing	Enter Response	Enter Response	Enter Response	High	HMGP, PDM, FMA	Short-term

Benefits New or Existing Assets	Objectives Met	Lead Agency	Support Agency	Estimated Cost	Sources of Funding	Timeline <sup>a</sup>
<b>Action xxx-2</b> —Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.						
<u>Hazards Mitigated:</u> All hazards						
New & Existing	Enter Response	Enter Response	Enter Response	Low	Staff Time, General Funds	Short-term
<b>Action xxx-3</b> —Purchase generators for critical facilities and infrastructure that lack adequate backup power, including [REDACTED].						
<u>Hazards Mitigated:</u> Dam failure, earthquake, flooding, landslide, severe weather, tsunami, wildfire						
Existing	Enter Response	Enter Response	Enter Response			
<b>Action xxx-4</b> —Description						
<u>Hazards Mitigated:</u> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-5</b> —Description						
<u>Hazards Mitigated:</u> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-6</b> —Description						
<u>Hazards Mitigated:</u> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-7</b> —Description						
<u>Hazards Mitigated:</u> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response
<b>Action xxx-8</b> —Description						
<u>Hazards Mitigated:</u> Enter Response						
Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response	Enter Response

a. Short-term = Completion within 5 years; Long-term = Completion within 10 years; Ongoing= Continuing new or existing program with no completion date

Acronyms used here are defined at the beginning of this volume.

**Table 1-12. Mitigation Action Priority**

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Cost?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/ Budgets?	Implementation Priority <sup>a</sup>	Grant Pursuit Priority <sup>a</sup>
1	3	High	High	Yes	Yes	No	Medium	High
2	3	Low	Low	Yes	No	Yes	High	Low
3	3	High	Medium	Yes	Yes	No	Medium	High
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

a. See the introduction to this volume for explanation of priorities.

Table 1-13. Analysis of Mitigation Actions									
Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>								
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilient	Community Capacity Building	
High-Risk Hazards									
Earthquake	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Wildfire	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Coastal Flooding	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Storm Surge	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Medium-Risk Hazards									
Severe Wind	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Flash Flooding	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Winter Storms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Heatwaves	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Low-Risk Hazards									
Thunderstorms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Small Fires	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Minor Flooding	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

a. See the introduction to this volume for explanation of mitigation types.

1.9 PUBLIC OUTREACH

Table 1-14 lists public outreach activities for this jurisdiction.

Table 1-14. Local Public Outreach		
Local Outreach Activity	Date	Number of People Involved

1.10 INFORMATION SOURCES USED FOR THIS ANNEX

The following technical reports, plans, and regulatory mechanisms were reviewed to provide information for this annex.

- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>
- <INSERT PLAN/PROGRAM AND DESCRIPTION OF HOW IT WAS USED>

The following outside resources and references were reviewed:

- **Hazard Mitigation Plan Annex Development Toolkit**—The toolkit was used to support the identification of past hazard events and noted vulnerabilities, the risk ranking, and the development of the mitigation action plan.
- <INSERT DOCUMENT AND DESCRIPTION OF HOW IT WAS USED>

## 1.11 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

Insert text, if any; otherwise, delete section

## 1.12 ADDITIONAL COMMENTS

Insert text, if any; otherwise, delete section

