This document was authored by Kittitas County’s planning consultant, Tetra Tech, and was provided to the planning partnership during the June 25, 2010 Kick-Off Meeting.
PLANNING PARTNER EXPECTATIONS

ACHIEVING DMA COMPLIANCE FOR ALL PLANNING PARTNERS

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. DMA compliance must be certified for each member in order to maintain eligibility for the benefits under the DMA. Whether our planning process generates ten individual plans or one large plan that has a chapter for each partner jurisdiction, the following items must be addressed by each planning partner to achieve DMA compliance:

✓ **Participate in the process.** It must be documented in the plan that each planning partner “participated” in the process that generated the plan. There is flexibility in defining “participation”. Participation can vary based on the type of planning partner (i.e.: City or County, vs. a Special Purpose District). However, the level of participation must be defined and the extent for which this level of participation has been met for each partner must be contained in the plan context.

✓ **Consistency Review.** Review of existing documents pertinent to each jurisdiction to identify policies or recommendations that are not consistent with those documents reviewed in producing the “parent” plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).

✓ **Action Review.** For Plan updates, a review of the strategies from your prior action plan to determine those that have been accomplished and how they were accomplished; and why those that have not been accomplished were not completed.

✓ **Update Localized Risk Assessment.** Personalize the Risk Assessment for each jurisdiction by removing hazards not associated with the defined jurisdictional area or redefining vulnerability based on a hazard’s impact to a jurisdiction. This phase will include:

  - A ranking of the risk
  - A description of the number and type of structures at risk
  - An estimate of the potential dollar losses to vulnerable structures
  - A general description of land uses and development trends within the community, so that mitigation options can be considered in future land use decisions.

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✓ **Capability assessment.** Each planning partner must identify and review their individual regulatory, technical and financial capabilities with regards to the implementation of hazard mitigation actions.

✓ **Personalize mitigation recommendations.** Identify and prioritize mitigation recommendations specific to the each jurisdiction’s defined area.

✓ **Create an Action Plan.**

✓ **Incorporate Public Participation.** Each jurisdiction must present the Plan to the public for comment at least once, within two weeks prior to adoption.

✓ **Plan must be adopted by each jurisdiction.**

One of the benefits to multi-jurisdictional planning is the ability to pool resources. This means more than monetary resources. Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan. In addition, these resources can be pooled such that decisions can be made by a peer group applying to the whole and thus reducing the individual level of effort of each planning partner. This will be accomplished by the formation of a steering committee made up of planning partners and other “stakeholders” within the planning area. The size and makeup of this steering committee will be determined by the planning partnership. This body will assume the decision making responsibilities on behalf of the entire partnership. This will streamline the planning process by reducing the number of meetings that will need to be attended by each planning partner. The assembled Steering Committee for this effort will meet monthly on an as needed basis as determined by the planning team, and will provide guidance and decision making during all phases of the plan’s development.

With the above participation requirements in mind, each partner is expected to aid this process by being prepared to develop its section of the plan. To be an eligible planning partner in this effort, each Planning Partner shall provide the following:

A. A “Letter of Intent to participate” or Resolution to participate to the Planning Team (see exhibit A).

B. Designate a lead point of contact for this effort. This designee will be listed as the hazard mitigation point of contact for your jurisdiction in the plan.

C. Support and participate in the selection and function of the Steering Committee selected to oversee the development of this plan.

D. Provide support in the form of mailing list, possible meeting space, and public information materials, such as newsletters, newspapers or direct mailed brochures, required to implement the public involvement strategy developed by the Steering Committee.

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E. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:

a. Steering Committee meetings
b. Public meetings or open houses
c. Workshops/Planning Partner specific training sessions
d. Public review and comment periods prior to adoption

At each and every one of these opportunities, attendance will be recorded. Attendance records will be used to document participation for each planning partner. No thresholds will be established as minimum levels of participation. However, each planning partner should attempt to attend all possible meetings and events.

F. There will be one **mandatory** workshop that all planning partners will be required to attend. This workshop will cover the proper completion of the jurisdictional annex template which is the basis for each partner’s jurisdictional chapter in the plan. Failure to have a representative at this workshop will disqualify the planning partner from participation in this effort. The schedule for this workshop will be such that all committed planning partners will be able to attend.

G. After participation in the mandatory template workshop, each partner will be required to complete their template and provide it to the planning team in the time frame established by the Steering Committee. Failure to complete your template in the required time frame may lead to disqualification from the partnership.

H. Each partner will be expected to perform a “consistency review” of all technical studies, plans, ordinances specific to hazards to determine the existence of any not consistent with the same such documents reviewed in the preparation of the County (parent) Plan. For example, if your community has a floodplain management plan that makes recommendations that are not consistent with any of the County’s Basin Plans, that plan will need to be reviewed for probable incorporation into the plan for your area.

I. Each partner will be expected to review the Risk Assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide the jurisdiction specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.

J. Each partner will be expected to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits vs. costs.

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K. Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.

L. Each partner will be required to sponsor at least one public meeting to present the draft plan to its constituents at least 2 weeks prior to adoption.

M. Each partner will be required to formally adopt the plan.

Templates and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee.

**Note**: Once this plan is completed, and DMA compliance has been determined for each partner, maintaining that eligibility will be dependant upon each partner implementing the plan implementation-maintenance protocol identified in the plan. At a minimum, this means completing the on-going plan maintenance protocol identified in the plan. Partners that do not participate in this plan maintenance strategy may be deemed ineligible by the partnership, and thus lose their DMA eligibility.
Exhibit A
Example Letter of Intent to Participate

Kittitas County Hazard Mitigation Planning Partnership
C/O Laura Hendrix, Tetra Tech, Inc.
1420 5th Ave. Suite 600
Seattle, WA 98101-2357

Dear Kittitas County Planning Partnership,

Please be advised that the _________ (insert City or district name) is committed to participating in the Kittitas County Natural Hazards Mitigation Plan. As the Chief Administrative Official for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the “Planning Partners expectations” document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr./Ms. ______________ will be the district’s point of contact for this process and they can be reached at (insert: address, phone number and e-mail address).

Sincerely,

__________________________
### Exhibit B

**Planning Team Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Address</th>
<th>Phone</th>
<th>e-mail</th>
</tr>
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<tbody>
<tr>
<td>Christina Wollman</td>
<td>Kittitas County, DPW</td>
<td>411 N Ruby ST, Suite 1</td>
<td>509-962-7051</td>
<td><a href="mailto:christina.wollman@co.kittitas.wa.us">christina.wollman@co.kittitas.wa.us</a></td>
</tr>
<tr>
<td>Rob Flaner</td>
<td>Tetra Tech, Inc.</td>
<td>90 S. Blackwood Ave</td>
<td>(208) 939-4391</td>
<td><a href="mailto:Rob.flaner@tetrastechnology.com">Rob.flaner@tetrastechnology.com</a></td>
</tr>
<tr>
<td>Laura Hendrix</td>
<td>Tetra Tech, Inc.</td>
<td>1420 5th Ave, STE 600</td>
<td>206-883-9344</td>
<td><a href="mailto:laura.hendrix@tetrastechnology.com">laura.hendrix@tetrastechnology.com</a></td>
</tr>
<tr>
<td>Ed Whitford</td>
<td>Tetra Tech, Inc.</td>
<td>10101 271st Street, Stanwood, WA 98292</td>
<td>(360) 629-0242</td>
<td><a href="mailto:Ed.whitford@tetrastechnology.com">Ed.whitford@tetrastechnology.com</a></td>
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Overview of HAZUS-MH (Multi-Hazard)

HAZUS-MH is a nationally applicable standardized methodology and software program that contains models for estimating potential losses from earthquakes, floods, and hurricane winds. HAZUS-MH was developed by the Federal Emergency Management Agency (FEMA) under contract with the National Institute of Building Sciences (NIBS). NIBS maintains committees of wind, flood, earthquake and software experts to provide technical oversight and guidance to HAZUS-MH.

HAZUS-MH uses state-of-the-art geographic information system (GIS) software to map and display hazard data and the results of damage and economic loss estimates for buildings and infrastructure. It also allows users to estimate the impacts of hurricane winds, floods, and earthquakes on populations. The latest release, HAZUS-MH MR1, is an updated version of HAZUS-MH that incorporates many new features which improve both the speed and functionality of the models. For information on software and hardware requirements to run HAZUS-MH MR1, see HAZUS-MH Hardware and Software Requirements.

HAZUS-MH Analysis Levels

HAZUS-MH provides for three levels of analysis:

- A Level 1 analysis yields a rough estimate based on the nationwide database and is a great way to begin the risk assessment process and prioritize high-risk communities.

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• A Level 2 analysis requires the input of additional or refined data and hazard maps that will produce more accurate risk and loss estimates. Assistance from local emergency management personnel, city planners, GIS professionals, and others may be necessary for this level of analysis.
• A Level 3 analysis yields the most accurate estimate of loss and typically requires the involvement of technical experts such as structural and geotechnical engineers who can modify loss parameters based on to the specific conditions of a community. This level analysis will allow users to supply their own techniques to study special conditions such as dam breaks and tsunamis. Engineering and other expertise is needed at this level.

Three data input tools have been developed to support data collection. The Inventory Collection Tool (InCAST) helps users collect and manage local building data for more refined analyses than are possible with the national level data sets that come with HAZUS. InCAST has expanded capabilities for multi-hazard data collection. HAZUS-MH includes an enhanced Building Inventory Tool (BIT) allows users to import building data and is most useful when handling large datasets, such as tax assessor records. The Flood Information Tool (FIT) helps users manipulate flood data into the format required by the HAZUS flood model. All three tools are included in the HAZUS-MH MR1 Application DVD.

HAZUS-MH Models

The HAZUS-MH Hurricane Wind Model gives users in the Atlantic and Gulf Coast regions and Hawaii the ability to estimate potential damage and loss to residential, commercial, and industrial buildings. It also allows users to estimate direct economic loss, post-storm shelter needs and building debris. In the future, the model will include the capability to estimate wind effects in island territories, storm surge, indirect economic losses, casualties, and impacts to utility and transportation lifelines and agriculture. Loss models for other severe wind hazards will be included in the future. Details about the Hurricane Wind Model.

The HAZUS-MH Flood Model is capable of assessing riverine and coastal flooding. It estimates potential damage to all classes of buildings, essential facilities, transportation and utility lifelines, vehicles, and agricultural crops. The model addresses building debris generation and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, and building interiors. The effects of flood warning are taken into account, as are flow velocity effects. Details about the Flood Model.

The HAZUS-MH Earthquake Model. The HAZUS earthquake model provides loss estimates of damage and loss to buildings, essential facilities, transportation and utility lifelines, and population based on scenario or probabilistic earthquakes. The model addresses debris generation, fire-following, casualties, and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, inventory, and building interiors. The earthquake model also includes the Advanced Engineering Building Module for single- and group-building mitigation analysis. Details about the Earthquake Model.

The updated earthquake model released with HAZUS-MH includes:

• The (September 2002) National Hazard Maps

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- Project '02 attenuation functions
- Updated historical earthquake catalog (magnitude 5 or greater)
- Advanced Engineering Building Module for single and group building mitigation analysis

Additionally, HAZUS-MH can perform multi-hazard analysis by providing access to the average annualized loss and probabilistic results from the hurricane wind, flood, and earthquake models and combining them to provide integrated multi-hazard reports and graphs. HAZUS-MH also contains a third-party model integration capability that provides access and operational capability to a wide range of natural, man-made, and technological hazard models (nuclear and conventional blast, radiological, chemical, and biological) that will supplement the natural hazard loss estimation capability (hurricane wind, flood, and earthquake) in HAZUS-MH.