

INSTRUCTIONS FOR COMPLETING MUNICIPALITY ANNEX TEMPLATE

This document provides instructions for completing the annex template for city and county governments participating in multi-partner hazard mitigation planning. Assistance in completing the template will be available in the form of a workshop for all planning partners or one-on-one visits with each partner, depending on funding availability. Any questions on completing the template should be directed to:

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Please provide a digital copy of the completed template to Tetra Tech upon completion.

Associated Materials:

Along with the annex template and these instructions, you have been provided with other materials with information that is needed for completing the template. Be sure to review these materials **before** you begin the process of filling in the template:

- Summary-of-loss matrix for the hazard mitigation plan
- Results from the hazard mitigation plan questionnaire
- Catalog of mitigation alternatives
- Fact sheet on Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM)

A Note About Software:

The template for the municipal jurisdiction 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. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

CHAPTER NUMBER AND TITLE

In the chapter title at the top of Page 1, type in the complete official name of your jurisdiction (The City of Metropolis, Jefferson County, etc.). At this time, also change the name in the “header” box on Page 3, using the same wording.

Note that the template is set up as Chapter “X.” Please leave all references to “X” in the template as they are. Once all templates are received, chapter numbering will be assigned for incorporation into the final plan.

X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Please 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.

X.2 JURISDICTION PROFILE

Provide information specific to your jurisdiction as indicated, in a style similar to the example provided in the box at right. This should be information that was not provided in the overall mitigation plan document. For population data, use the most current population figure for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state office of financial management).

X.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Chronological List of Hazard Events

In Table X-1, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1960. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives
- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input

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 in the text for Section X.3, indicate the number of any FEMA-identified Repetitive Flood Loss properties in your

Example Jurisdiction Profile:

- **Date of Incorporation**—1858
- **Current Population**—17,289 as of July 2006
- **Population Growth**—Based on the data tracked by the California Department of Finance, Arcata has experienced a relatively flat rate of growth. The overall population has increased only 3.4% since 2000 and has averaged 0.74% per year from 1990 to 2007
- **Location and Description**—The City of Arcata is located on California's redwood coast, approximately 760 miles north of Los Angeles and 275 miles north of San Francisco. The nearest seaport is Eureka, five miles south on Humboldt Bay. Arcata is the home of Humboldt State University and is situated between the communities of McKinleyville to the north and Blue Lake to the east. It sits at the intersection of US Highway 101 and State Route 299.
- **Brief History**—The Arcata area was settled during the California 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 resource. Arcata was incorporated in 1858 and by 1913 the Humboldt Teachers College, a predecessor to today's Humboldt State University was founded in Arcata. Recently, the presence of the college has come to shape Arcata's population into a young, liberal, and educated crowd. In 1981 Arcata developed the Arcata Marsh and Wildlife sanctuary, an innovative environmentally friendly, sewage treatment enhancement system.
- **Climate**—Arcata's weather is typical of the Northern California coast, with mild summers and cool, wet winters. It rarely freezes in the winter and it is rarely hot in the summer. Annual average rainfall is over 40 inches, with 80% of that falling in the six-month period of November through April. The average year-round temperature is 59°F. Humidity averages between 72 and 87 percent. Prevailing winds are from the north, and average 5 mph.
- **Governing Body Format**—The City of Arcata 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 Committees, Commissions and Task Forces, which report to the City Council.
- **Development Trends**—Anticipated development levels for Arcata are low to moderate, consisting primarily of residential development. The majority of recent development has been infill. Residentially, there has been a focus on affordable housing and a push for more secondary mother-in-law units on properties.

The City of Arcata adopted its general plan in July 2000. The plan focuses on issues of the greatest concern to the community. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with such a plan. Future growth and development in the City will be managed as identified in the general plan.

jurisdiction (your technical assistance provider will be able to help you confirm this information). If you have none, indicate “none” in the space provided.

Next, indicate the number (if any) of repetitive loss structures in your jurisdiction that have been mitigated. Mitigated for this exercise means that flood protection has been provided to the structure. If you do not know the answer to this question, the planning team will provide it for you.

X.4 HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and the economy. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its 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—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

TABLE 1. HAZARD PROBABILITY OF OCCURRENCE		
Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. 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.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on the economy. These categories were 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. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on 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. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- High Impact—50% or more of the population is exposed to a hazard (Impact Factor = 3)
- Medium Impact—25% to 49% of the population is exposed to a hazard (Impact Factor = 2)
- Low Impact—25% 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)

TABLE 2. HAZARD IMPACT ON PEOPLE			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total *property value exposed* to the hazard event. In Table 3, enter the cost estimates for potential damage to exposed structures, taken from the “Summary of Loss” matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Exposed Structures

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- High Impact—30% or more of the total assessed property value is exposed to a hazard (Impact Factor = 3)
- Medium Impact—15% to 29% of the total assessed property value is exposed to a hazard (Impact Factor = 2)
- Low Impact—14% or less of the total assessed property value is exposed to the hazard (Impact Factor = 1)
- No impact—None of the total assessed property value is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Economy

To assess impacts on the economy, values are 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 assessed value of property in the county. For some hazards, such as wildland fire, landslide and severe weather, vulnerability is the same as exposure due to the lack of loss estimation tools specific to those hazards. In Table 5, list the potential impact of each hazard on the economy in your jurisdiction, along with its impact factor, as follows:

- High Impact—Estimated loss from the hazard is 20% or more of the total assessed property value (Impact Factor = 3)
- Medium Impact—Estimated loss from the hazard is 10% to 19% of the total assessed property value (Impact Factor = 2)
- Low Impact—Estimated loss from the hazard is 8% or less of the total assessed property value (Impact Factor = 1)
- No impact—No loss is estimated from the hazard (Impact Factor = 0)

Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

Determine Risk Rating for Each Hazard

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

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + economy}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Economy (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table X-2 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table X-2 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

X.5 CAPABILITY ASSESSMENT

Legal and Regulatory Capability

Describe the legal authorities available to your jurisdiction and/or enabling legislation at the state level affecting planning and land management tools that can support hazard mitigation initiatives. In Table X-3, 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 or ordinance number and its date of adoption in the comments column.
- State or Federal Prohibitions—Enter “Yes” if there are any state or federal regulations or laws that would prohibit local implementation of the identified item; otherwise, enter “No.”
- Other Regulatory Authority—Enter “Yes” if there are any regulations that may impact your initiative that are enforced or administered by another agency (e.g., a state agency or special purpose district); otherwise, enter “No.”

- 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.”

Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your jurisdiction to help with hazard mitigation planning and implementation of specific mitigation actions.

Complete Table X-4 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 in the right-hand column.

Financial Resources

Identify what financial resources (other than the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Grant Program) are available to your jurisdiction for implementing mitigation initiatives.

Complete Table X-5 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 eligibility for this resource.

Community Mitigation Related Classifications

Complete Table X-6 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 these columns if your jurisdiction is not participating.

X.6 HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table X-7 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. These have been provided in the Steering Committee meeting minutes that were forwarded to you in the past.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share. Refer to your fiscal capability assessment (Table X-5) to identify possible sources of funding.
- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project’s scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

Technical assistance will be available to your jurisdiction in completing this section during the technical assistance visit.

Prioritization of Mitigation Initiatives

Complete the information in Table X-8 as follows:

- Initiative #—Indicate the initiative number from Table X-7.
- # of Objectives Met—Enter the number of objectives the initiative will meet.
- Benefits—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- Costs—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
 - Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- 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 Project Grant-Eligible?—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- Can Project Be Funded Under Existing Program Budgets?—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- Priority— Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
 - Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table X-9 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- 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 and Awareness—Actions to inform citizens 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, and wetland restoration and preservation.

- **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.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

X.7 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 such as EPA's Bio-terrorism assessment requirement for water districts.

X.8 ADDITIONAL COMMENTS

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