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Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021

## **Appendix A. Planning Partner Expectations**

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# A. PLANNING PARTNER EXPECTATIONS

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## ACHIEVING DMA COMPLIANCE FOR ALL PLANNING PARTNERS

The federal Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390), commonly known as the 2000 Stafford Act amendments, was approved by Congress on October 10, 2000. This act required state and local governments to develop hazard mitigation plans as a condition for federal grant assistance. Among other things, this legislation reinforces the importance of pre-disaster infrastructure mitigation planning to reduce disaster losses nationwide. DMA 2000 is aimed primarily at the control and streamlining of the administration of federal disaster relief and programs to promote mitigation activities. Prior to 2000, federal legislation provided funding for disaster relief, recovery, and some hazard mitigation planning. The DMA improves upon the planning process by emphasizing the importance of communities planning for disasters before they occur.

The Disaster Mitigation Act defines a “local government” as:

Any county, municipality, city, town, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity

Any local government wishing to pursue funding afforded under FEMA Hazard Mitigation Grant Programs must have an approved hazard mitigation plan in order to be eligible to apply for these funds.

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 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.
- 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 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 Commitment" 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.

- E. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:
- i) Steering Committee meetings
  - ii) Public meetings or open houses
  - iii) Workshops/ planning partner specific training sessions
  - iv) 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 parent plan.
- 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.
- 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 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 dependent upon each partner implementing the plan implementation-maintenance protocol identified in the plan. At a minimum, this means completing the ongoing 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.

Eligible entities that do not wish to participate in the multi-jurisdictional planning process or fail to meet the requirements contained in this document may choose to link to the plan in pursuit of future adoption after the completion of the current effort.

**Exhibit A**  
**Example Letter of Commitment**

Lisa Hulette  
Permit Sonoma | County of Sonoma  
2550 Ventura Ave  
Santa Rosa, CA 95403

Re: Letter of Commitment as a Participating Jurisdiction in the Sonoma County Multijurisdictional Hazard Mitigation Plan Update Plan 2021

Dear Permit Sonoma | Sonoma County,

As the Federal Emergency Management Agency’s (FEMA) local hazard mitigation plan requirements under 44 CFR §201.6 identify criteria for multi-jurisdictional mitigation plans including the participation and collaboration of regional planning and mitigation partners, this letter of commitment is submitted to confirm the participation of <insert agency name> as a Planning Partner in the *Sonoma County Multijurisdictional Hazard Mitigation Plan Update Plan 2021*.

As a condition of participation, <insert agency name> agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6, and to provide timely cooperation and participation to produce a FEMA-approved hazard mitigation plan with the County of Sonoma.

<insert agency name> understands that it must engage in the following planning processes, as detailed in FEMA’s *Local Multi-Hazard Mitigation Planning Guidance* dated March 1, 2013. Planning processes include, but are not limited to the following:

- Review of existing 2016 Sonoma County Operational Area Hazard Mitigation Plan
- Identification of local hazards, risk assessment, and vulnerability analysis
- Participation in the formulation of mitigation goals and actions
- Participation in community engagement and public outreach in the development of the plan
- Timely response to requests for information by the coordinating agency and consultants, and adherence to established deadlines
- Formal adoption of the hazard mitigation plan by the planning partner jurisdiction’s governing body
- Tracking and monthly submission of personnel hours spent on the hazard mitigation planning effort

Sincerely,

Name \_\_\_\_\_

Title \_\_\_\_\_

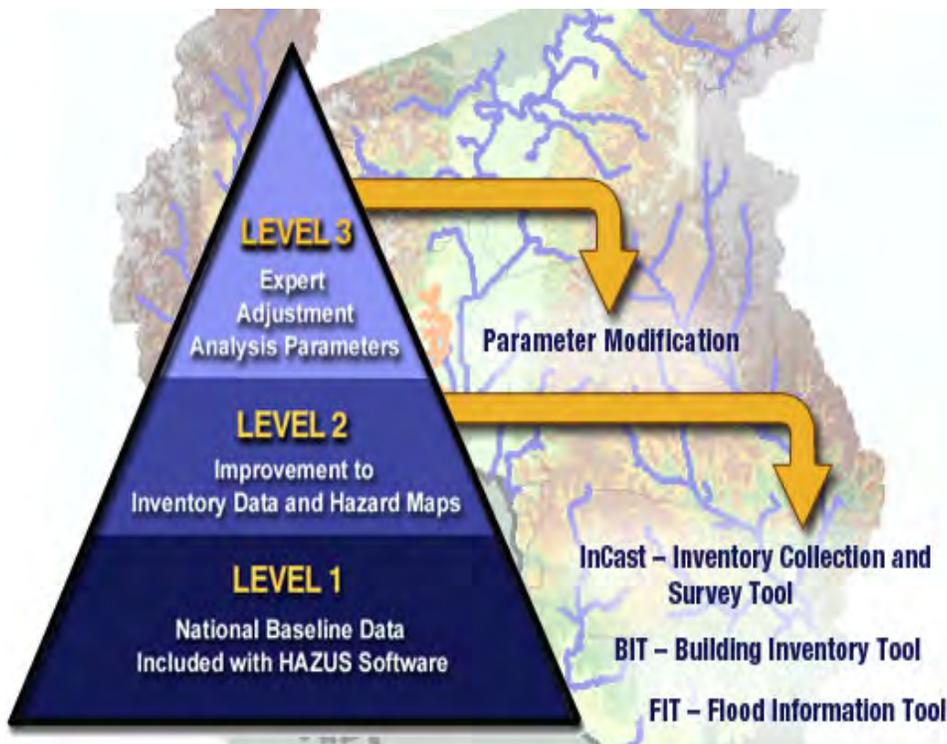
**Exhibit B**  
**Planning Team Contact information**

<b>Name</b>	<b>Representing</b>	<b>Address</b>	<b>e-mail</b>
Lisa Hulette	Permit Sonoma   Sonoma County	2550 Ventura Ave Santa Rosa, CA 95403	Lisa.hewletter@sonoma-county.org
Rob Flaner	Tetra Tech, Inc.	90 S. Blackwood Ave Eagle, ID 83616	rob.flaner@tetrattech.com
Bart Spencer	Tetra Tech, Inc.	1999 Harrison St., Ste 500 Oakland, CA 946122	bart.spencer@tetrattech.com

### Exhibit C. Overview of HAZUS

#### Overview of HAZUS-MH (Multi-Hazard)

[http://www.fema.gov/hazus/dl\\_mhpres.shtm](http://www.fema.gov/hazus/dl_mhpres.shtm)HAZUS-MH, is a nationally applicable standardized methodology and software program that contains models for estimating potential losses from earthquakes, floods, tsunamis, 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 development. Loss estimates produced by HAZUS-MH are based on current scientific and engineering knowledge of the effects of hurricane winds, floods, and earthquakes. Estimating losses is essential to decision-making at all levels of government, providing a basis for developing mitigation plans and policies, emergency preparedness, and response and recovery planning.



MH 4.0, see HAZUS-MH Hardware and Software Requirements.

#### HAZUS-MH Analysis Levels

HAZUS-MH provides for three levels of analysis:

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, tsunamis, and earthquakes on populations. The latest release, HAZUS-MH 4.0, 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-

- 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.
- 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 Comprehensive Data Management System 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. The system has expanded capabilities for multi-hazard data collection. HAZUS-MH includes an enhanced Building Inventory Tool allows users to import building data and is most useful when handling large datasets, such as tax assessor records. The Flood Information Tool 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 HAZUS-MH Tsunami Model represents the first new disaster module for the Hazus software in almost 15 years and is the culmination of work completed on the Hazus Tsunami Methodology Development (FEMA, 2013) by a team of tsunami experts, engineers, modelers, emergency planners, economists, social scientists, geographic information system (GIS) analysts, and software developers. A Tsunami Oversight Committee provided technical direction and review of the methodology development. New features with the model include:

- **Territory Analysis:** This release represents the first time that analysis will be available for U.S. territories (Guam, American Samoa, Commonwealth of Northern Mariana Islands and U.S. Virgin Islands).
- **New Point Format:** The Hazus General Building Stock for the Tsunami release will use a new National Structure Inventory point format (details in User Release Notes available with download).
- **Case Studies:** The Tsunami Module will require user-provided data, so the Hazus Team has provided five case study datasets for users, which will be available on the MSC download site.
- **Two Types of Damage Analysis:** Users will be able to run both near-source (Earthquake + Tsunami) and distant-source (Tsunami only) damage 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, tsunami and earthquake) in HAZUS-MH.

