



**CITY OF ELIZABETH  
HAZARD MITIGATION PLAN  
NATURAL HAZARDS  
DEPARTMENT OF PUBLIC WORKS  
CITY HALL – WINFIELD SCOTT PLAZA  
ELIZABETH, NEW JERSEY 07201**



**Appendix A  
City of Elizabeth Resolution(s) – Updated Plan  
Approval Resolution (2015)**

**CITY OF ELIZABETH**  
Great Businesses. Vibrant Communities. A New Energy.

**APPENDIX A**

(Name of Jurisdiction): City of Elizabeth  
(Governing Body): City Council of the City of Elizabeth  
(Address): 50 Winfield Scott Plaza  
Elizabeth, New Jersey 07201

WHEREAS, the Director of the Department of Public Works has advised that the Federal Disaster Mitigation Act of 2000 (DMA 2000) established a requirement that state and local jurisdictions develop, adopt, maintain and update Hazard Mitigation Plans to remain eligible for certain types/categories of Federal Emergency Management Agency (FEMA) funding; and

WHEREAS, the City of Elizabeth, with the assistance from its consultant, Hatch Mott MacDonald, in conjunction with the Elizabeth Police Department, Elizabeth Fire Department, Department of Public Works, Department of Planning and Community Development and other various City departments have gathered and prepared the updated City of Elizabeth Hazard Mitigation Plan – Natural Hazards (“the Plan”); and

WHEREAS, the primary objectives of the Hazard Mitigation Plan are:

- To protect human life, safety and property by reducing potential for harm;
  - To reduce or eliminate damages or economic losses resulting from natural or man-made hazards;
  - To hasten recovery and redevelopment following a disaster or hazard event;
  - To maintain critical facilities in functioning order; and,
  - To qualify for grant funding in both pre-disaster and post-disaster situations;
- and

WHEREAS, the Plan has been reviewed and updated to ensure that it remains relevant and addresses changing conditions. The Plan shall be considered a living document, and as such, shall be updated on a regular basis and no less than every five years as specified in the Plan Maintenance Program; and

WHEREAS, the Plan has been developed in accordance with FEMA DMA 2000 regulations and in cooperation with both FEMA and the New Jersey Office of Emergency Management (NJ OEM); and

ADOPTED BY CITY COUNCIL OF  
ELIZABETH, NJ AT MEETING  
DEC 08 2015

YOLANDA M. ROBERTS  
CITY CLERK

Mayer ✓	Police Dir. ✓	Personnel ✓	Dir. Adjut.
Bus. Admin. ✓	Pub. Works Dir. ✓	Judge	Plan. Bd.
City Atty. ✓	Recreation Dir.	Assessor ✓	Chief Fin. Off.
Finance Dir.	Treasurer	Engineer ✓	Policy & Plan. Dir. ✓
Fire Dir. ✓	Auditor	Ed. Edca	Neigh-Serv-Dir.
HWH Dir.	Purchasing		

*John Chieff Patrick Shannon*  
*Fire Chief Thomas McNamara*  
*Construction - Disaster Prevention -*

**WHEREAS**, City of Elizabeth is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; now, therefore, be it

**RESOLVED**, that the City Council of the City of Elizabeth adopts the updated City of Elizabeth Hazard Mitigation Plan – Natural Hazards (“the Plan”), in accordance with Federal Emergency Management Agency (FEMA) regulations and in Cooperation with both FEMA and the New Jersey Office of Emergency Management; and be it

**FURTHER RESOLVED**, that the proper City Officials are authorized to execute the actions in the plan.



**CITY OF ELIZABETH  
HAZARD MITIGATION PLAN  
NATURAL HAZARDS  
DEPARTMENT OF PUBLIC WORKS  
CITY HALL – WINFIELD SCOTT PLAZA  
ELIZABETH, NEW JERSEY 07201**



## **Appendix B Meeting Documentation – Planning Committee Meetings and Public Meetings**



## Public Notice

**Municipality:** City of Elizabeth  
**Printed On:** October 7, 2014

### Public Notice:

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PUBLIC NOTICE The City of Elizabeth is updating the jurisdictional All-Hazard Mitigation Plan that complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000). The All-Hazard Mitigation Plan provides the framework for state and local governments to evaluate and mitigate all hazards as a condition of receiving Federal disaster assistance. The All-Hazard Mitigation Plan identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks. As part of the process the City will be holding a series of public meetings to obtain public input on potential natural hazards, which may threaten your community as well as to identify potential mitigation measures that would minimize the impact/effect of such hazards. The City will also be seeking information on the impact of past disasters in your community.

The first Public Meeting will be held as follows:

Thursday, October 30, 2014

City of Elizabeth

City Hall Council Chambers, 3<sup>rd</sup> Floor

50 Winfield Scott Plaza

Elizabeth, NJ 07201

4:00 PM - 6:00 PM

All inquiries should be directed to the City Of Elizabeth, Department of Public Works, Director John Papetti Jr., at 908-820-4101.



## Aviso Público

**Municipio: Ciudad de Elizabeth**  
**Impreso el: 7 de octubre de 2.014**

### **Aviso Público:**

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AVISO PÚBLICO, La Ciudad de Elizabeth está actualizando en su totalidad el Plan de Mitigación de Riesgo Jurisdiccional, de acuerdo con la Ley Federal de mitigación de desastres de 2.000 (DMA 2000) –Por sus siglas en inglés-. El Plan de mitigación de riesgo proporciona un marco legal para gobiernos estatales y locales con el fin de evaluar y mitigar los desastres como condición para recibir ayuda Federal en caso de desastre. El Plan de Mitigación de Riesgo identifica y prioriza toda probabilidad de daño a la vida y a la propiedad debido a desastres naturales y desarrolla una estrategia para minimizar los riesgos identificados. Como parte del proceso, la ciudad llevará a cabo una serie de reuniones públicas para obtener acceso público en la identificación de peligros naturales, que pueden amenazar a su comunidad, así como identificar posibles medidas de mitigación, las que minimizarían el impacto/efecto de tales peligros. La ciudad también recopilará información sobre el impacto de desastres pasados en su comunidad.

La primera reunión pública se realizará de la siguiente manera:

Jueves, 30 de octubre de 2.014

Ciudad de Elizabeth

Salón de Cámaras del Consejo de la Alcaldía, 3º piso

50 Winfield Scott Plaza

Elizabeth, NJ 07201

4:00 p.m. - 6:00 p.m.

Todas las preguntas e inquietudes deben dirigirse a la ciudad de Elizabeth, Departamento de Obras Públicas, Director John Papetti Jr., al 908-820-4101.



J. Christian Bollwage, Mayor

City of Elizabeth  
Update of

Hazard Mitigation Plan - Natural Hazards

October 30, 2014

City Hall Council Chambers, 3<sup>rd</sup> Floor  
50 Winfield Scott Plaza

John F. Papetti, Jr., Director

Name (print)	Signature	Company/Affiliation	Address/Phone number/E-mail
Kevin E. Koch		Hotel Mont MacDonell	111 Wood Ave South Iselin NJ 08830 973-612-2490 Kevin.Koch@HOTELMONT.COM
Daniel J. Loomis		CITY OF ELIZABETH	50 WINFIELD SCOTT PLAZA ELIZABETH, NJ (908) 820-4249 DLoomis@ELIZABETH.NJ.US
SHELDON P. RUMAGGI		CITY OF ELIZABETH CITY LAND SURVEYOR	50 WINFIELD SCOTT PLAZA ELIZABETH, NJ (908) 820-4278 Sheldon.Rumaggi@ELIZABETH.NJ.US
David Reis		City of Elizabeth	50 WINFIELD SCOTT PLAZA ELIZABETH, NJ (908) 820-4271 DRers@ELIZABETH.NJ.US
SUSAN McLEWIS		CITY OF ELIZABETH	50 WINFIELD SCOTT PLAZA ELIZABETH, NJ 07201 (908) 820-4177 SUSAN.McLewis@ELIZABETH.NJ.US



J. Christian Bolwage, Mayor

City of Elizabeth  
Update of

Hazard Mitigation Plan - Natural Hazards

John F. Papetti, Jr., Director

October 30, 2014

City Hall Council Chambers, 3<sup>rd</sup> Floor  
50 Winfield Scott Plaza

Name (print)	Signature	Company/Affiliation	Address/Phone number/E-mail
ALBERTO HINCAPIRE JR		CITY OF ELIZABETH, DPW, DIVISION OF ENGINEERING	50 WINFIELD SCOTT PLAZA ELIZABETH, NJ 07201 (908) 820-4289 ahincapire@elizabethnj.org
Kelly Vence		City of Elizabeth Public Information Kylene Vence	50 Winfield Scott Pl. Elizabeth, NJ 07201 (908) 820-4247 Kylene@elizabethnj.org



## Public Notice

**Municipality: City of Elizabeth**  
**Printed On:** January 15, 2015

### Public Notice:

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PUBLIC NOTICE The City of Elizabeth is updating the jurisdictional Hazard Mitigation Plan – Natural Hazards that complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000). The Hazard Mitigation Plan – Natural Hazards provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan – Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks. As part of the process the City will be holding a series of public meetings to obtain public input on potential natural hazards, which may threaten your community as well as to identify potential mitigation measures that would minimize the impact/effect of such hazards. The City will also be seeking information on the impact of past disasters in your community.

The second Public Meeting will be held as follows:  
Wednesday, February 4, 2015  
City of Elizabeth  
City Hall Council Chambers, 3<sup>rd</sup> Floor  
50 Winfield Scott Plaza  
Elizabeth, NJ 07201  
4:00 PM - 6:00 PM

All inquiries should be directed to the City Of Elizabeth, Department of Public Works, Director John Papetti Jr., at 908-820-4101.



## Aviso Público

**Municipalidad:** Ciudad de Elizabeth

**Impreso en:** Enero 15, 2015

### Aviso Público:

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**AVISO PÚBLICO** La Ciudad de Elizabeth está actualizando el Plan jurisdiccional de Mitigación de Riesgos - Riesgos Naturales que cumple con la Ley Federal de Mitigación de Desastres del 2000 (DMA 2000). El Plan de Mitigación de Riesgos - Riesgos Naturales proporciona el marco para que los gobiernos estatales y locales evalúen y mitiguen los riesgos naturales como condición para recibir asistencia federal por desastre. El Plan de Mitigación de Riesgos - Riesgos Naturales identifica y prioriza la probabilidad de daño a la vida y a la propiedad por desastres naturales y desarrolla una estrategia para minimizar los riesgos identificados. Como parte del proceso la Ciudad llevará a cabo una serie de reuniones públicas para obtener la opinión del público sobre los posibles riesgos naturales que pueden poner en peligro a su comunidad, así como para identificar posibles medidas de mitigación que reduzcan al mínimo el impacto / efecto de tales peligros. La ciudad también buscará información sobre el impacto de los desastres del pasado en su comunidad.

La segunda Reunión Pública se llevará a cabo de la siguiente manera:

Miércoles, 4 de febrero, 2015

Ciudad de Elizabeth

City Hall – Cámara del Concilio, 3<sup>er</sup> piso

50 Winfield Scott Plaza

Elizabeth, NJ 07201

4:00 PM - 6:00 PM

Todas las preguntas deben dirigirse al Director del Departamento de Obras Públicas de la Ciudad de Elizabeth, Mr. John Papetti Jr., al 908-820-4101.

# Hazard Mitigation Plan - Natural Hazards

## Public Meeting #2 – City's Council Chambers, City Hall

**CITY OF ELIZABETH**  
**50 Winfield Scott Plaza**  
**Elizabeth, NJ 07201**

**February 4, 2015 4:00PM - 6:00PM**

### SIGN-IN SHEET

Name	Company	Phone #	Email Address
Kevin Koch	HATCH Mori MacDonald	201-247-4292	Kevin.Koch@hatchmittee.com
Alex Sofianakos	Eliz Police Dept	908 558-2000	ASofianakos@ElizabethNJ.org
MIKE LYONS	KEAN U	908-358-9764	mlyons@exchange.kean.edu
Dan Loomis	Cty of ELIZABETH	908 820 4269	DLOOMIS@ELIZABETHNJ.ORG
ALBERTO HINCAPIE JR	CITY OF ELIZABETH	908 820-4289	AHINCAPIE@ELIZABETHNJ.ORG
STEVEN P. RINAUDI	CITY OF ELIZABETH	908-820-4278	SRINAUDI@ELIZABETHNJ.ORG
Jorge Chavez	Elizabeth Fire	908-820-2805	jchavez@elizabethnj.org
JOSEPH SHERIFFER	Eliz. FIRE	908-820-2807	JSHERIFFER1@verizon.net
Christopher Sinclair	Eliz Fire Dept	908 820 2813	CSinclair5000@yahoo.com
Christopher Clarke	Eliz Fire Dept.	908 820 2800	wineisgreat@yahoo.com



## CITY OF ELIZABETH, NEW JERSEY

### DEPARTMENT OF PUBLIC WORKS OFFICE OF THE CITY ENGINEER

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8360  
RETURN RECEIPT REQUEST

Sheridan Balmeo  
Public Service Electric & Gas  
Union, Somerset & Hunterdon Counties  
472 Weston Canal Road  
Mail Code: 442  
Somerset, NJ 08873

Dear Mr. Balmeo:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

As part of the public process, the City invites stakeholders and the public to attend public meetings through a series of published advertisements/notices. The first public meeting was held on October 30, 2014. As with the first public meeting announcement in October 2014, the second public meeting announcement was advertised in the Star-ledger, Union County Local Source and La Voz on January 15, 2015. The public notice is also posted on the City's website as well as the Elizabeth Public Library's website. During the first meeting, a PowerPoint presentation was used to inform the public and obtain public comments about known or potential natural hazards (e.g., hurricanes and large storms).

This letter is specifically sent to invite identified local stakeholders, like you, to participate and comment on the City's Hazard Mitigation Plan.

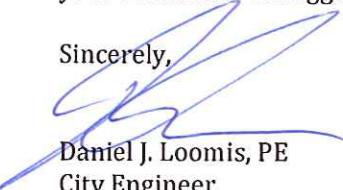
Your input in this public commenting process is extremely important as we attempt to create a better process for all stakeholders within and adjacent to the City. Please attend the public meeting if possible; and if not, please submit any comments you may have to Daniel Loomis at his email address ([dloomis@elizabethnj.org](mailto:dloomis@elizabethnj.org)). You may also mail the comments to:

*Daniel J. Loomis, PE  
City Engineer  
City of Elizabeth  
50 Winfield Scott Plaza  
Elizabeth, NJ 07201*

If you would like to attend this public meeting, it will be held on Wednesday, February 4, 2015 in the City's Council Chambers located on the 3<sup>rd</sup> Floor of City Hall. The meeting address is the same as the mailing address above. The meeting will take place in between 4:00PM and 6:00PM.

Thank you for your interest in the City's Hazard Mitigation Plan. We look forward to hearing your comments or suggestions.

Sincerely,



*Daniel J. Loomis, PE  
City Engineer*



## CITY OF ELIZABETH, NEW JERSEY

### DEPARTMENT OF PUBLIC WORKS OFFICE OF THE CITY ENGINEER

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8377  
RETURN RECEIPT REQUEST

Mark Bocchieri  
Director, External Affairs  
Verizon  
25 Main Street  
Hackensack, NJ 07601

Dear Mr. Bocchieri:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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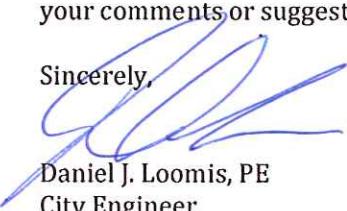
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50 Winfield Scott Plaza  
Elizabeth, NJ 07201*

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Sincerely,



*Daniel J. Loomis, PE  
City Engineer*



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**DEPARTMENT OF PUBLIC WORKS**  
**OFFICE OF THE CITY ENGINEER**

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8421  
RETURN RECEIPT REQUEST

Dr. Dawood Farahi  
President  
Kean University  
1000 Morris Avenue  
Union, NJ 07083

Dear Mr. Farahi:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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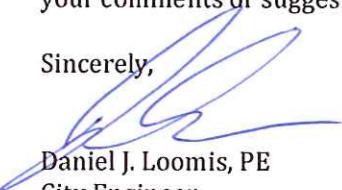
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50 Winfield Scott Plaza  
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*Daniel J. Loomis, PE  
City Engineer*



## CITY OF ELIZABETH, NEW JERSEY

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50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8384  
RETURN RECEIPT REQUEST

Dee Gillespie  
Director of NJ Contracts/Projects  
New Jersey American Water  
P.O. Box 102  
Bound Brook, NJ 08805

Dear Mr. Gillespie:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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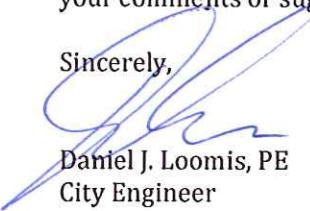
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Sincerely,



Daniel J. Loomis, PE  
City Engineer



## CITY OF ELIZABETH, NEW JERSEY

### DEPARTMENT OF PUBLIC WORKS OFFICE OF THE CITY ENGINEER

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8339  
RETURN RECEIPT REQUEST

Gary S. Horan  
President/CEO  
Trinitas Regional Medical Center  
225 Williamson Street  
Elizabeth, NJ 07202

Dear Mr. Horan:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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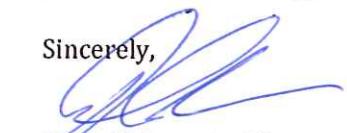
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City Engineer  
City of Elizabeth  
50 Winfield Scott Plaza  
Elizabeth, NJ 07201*

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Sincerely,



*Daniel J. Loomis*

Daniel J. Loomis, PE  
City Engineer



## CITY OF ELIZABETH, NEW JERSEY

### DEPARTMENT OF PUBLIC WORKS

### OFFICE OF THE CITY ENGINEER

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462

(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8407  
RETURN RECEIPT REQUEST

Olga Hugelmeyer  
Superintendent  
Elizabeth Board of Education  
500 North Broad Street  
Elizabeth, NJ 07208-3302

Dear Mr. Hugelmeyer:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan – Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan – Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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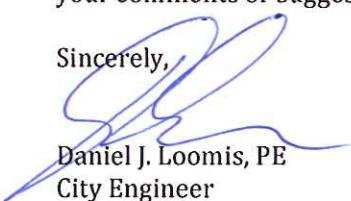
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*Daniel J. Loomis, PE  
City Engineer  
City of Elizabeth  
50 Winfield Scott Plaza  
Elizabeth, NJ 07201*

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Thank you for your interest in the City's Hazard Mitigation Plan. We look forward to hearing your comments or suggestions.

Sincerely,

  
Daniel J. Loomis, PE  
City Engineer



## CITY OF ELIZABETH, NEW JERSEY

### DEPARTMENT OF PUBLIC WORKS OFFICE OF THE CITY ENGINEER

50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201-2462  
(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8414  
RETURN RECEIPT REQUEST

Jim Kibler  
AGL Resources  
10 Peachtree Place  
Dept 1461  
Atlanta, Ga 303091

Dear Mr. Kibler:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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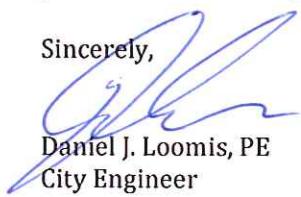
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Daniel J. Loomis, PE  
City Engineer



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(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8346  
RETURN RECEIPT REQUEST

John C. Leon  
Senior Director - Government & Community Relations  
NJ Transit  
One Penn Plaza East  
Newark, NJ 07105-2246

Dear Mr. Leon:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan – Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan – Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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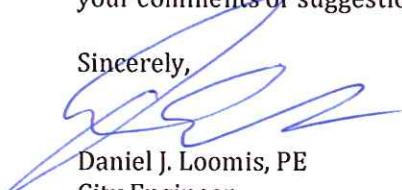
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(908) 820-4270

**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8438  
RETURN RECEIPT REQUEST

Dr. Stephen D. Nacco  
Vice President  
Administrative Services & Executive Assistant to the President  
Union County College  
1033 Springfield Avenue  
Cranford, NJ 07016

Dear Mr. Nacco:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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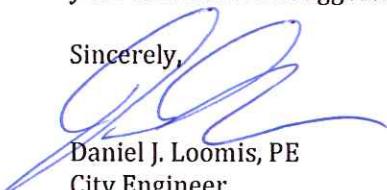
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**DANIEL J. LOOMIS, PE**  
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**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8391  
RETURN RECEIPT REQUEST

Bill O'Dea  
Executive Director  
Elizabeth Development Company  
205 First Street, Suite 114  
Elizabeth, NJ 07207

Dear Mr. O'Dea :

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan - Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan - Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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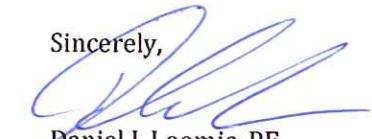
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**DANIEL J. LOOMIS, PE**  
*City Engineer*

**J. CHRISTIAN BOLLWAGE**  
*Mayor*

January 23, 2015

CERTIFIED MAIL 7010 1870 0000 1303 8353  
RETURN RECEIPT REQUEST

Bill Young  
Client Manager, Tunnels - Bridges & Terminals  
Port Authority of New York and New Jersey  
2 Montgomery Avenue, 4th. Floor  
Jersey City, NJ 07302

Dear Mr. Young:

The purpose of this letter is to inform you of an opportunity to provide comments on the ongoing efforts by the City of Elizabeth (City) to update their jurisdictional Hazard Mitigation Plan - Natural Hazards. The Hazard Mitigation Plan – Natural Hazards complies with the Federal Disaster Mitigation Act of 2000 (DMA 2000) and provides the framework for state and local governments to evaluate and mitigate natural hazards as a condition of receiving Federal disaster assistance. The Hazard Mitigation Plan – Natural Hazards identifies and prioritizes the likelihood of damage to life and property from natural disasters and develops a strategy to minimize identified risks.

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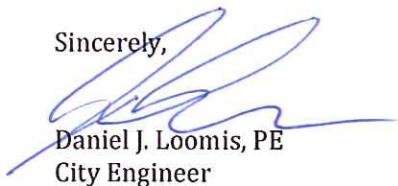
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**CITY OF ELIZABETH  
HAZARD MITIGATION PLAN  
NATURAL HAZARDS  
DEPARTMENT OF PUBLIC WORKS  
CITY HALL – WINFIELD SCOTT PLAZA  
ELIZABETH, NEW JERSEY 07201**



**Appendix C  
Copy of FEMA Planning Process Worksheets  
(March 2013)**

**CITY OF ELIZABETH**  
Great Businesses. Vibrant Communities. A New Energy.

**APPENDIX C**

# List of Planning Process Worksheets

## **Task 1: Determine the Planning Area and Resources**

Worksheet 1.1 – Comparison of Multi-Hazard Mitigation and CRS Planning Requirements

Worksheet 1.2 – Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team

## **Task 2: Build the Planning Team**

Worksheet 2.1 – Mitigation Planning Team Worksheet

Worksheet 2.2 – Sample Schedule of Tasks

## **Task 3: Create an Outreach Strategy**

Worksheet 3.1 – Sample Public Opinion Survey

## **Task 4: Review Community Capabilities**

Worksheet 4.1 – Capability Assessment Worksheet

Worksheet 4.2 – Safe Growth Audit

Worksheet 4.3 – National Flood Insurance Program Worksheet

## **Task 5: Conduct a Risk Assessment**

Worksheet 5.1 – Hazards Summary Worksheet

## **Task 6: Develop a Mitigation Strategy**

Worksheet 6.1 – Mitigation Action Evaluation Worksheet

Worksheet 6.2 – Mitigation Action Implementation Worksheet

## **Task 7: Keep the Plan Current**

Worksheet 7.1 – Mitigation Action Progress Report Form

Worksheet 7.2 – Plan Update Evaluation Worksheet

## **Task 8: Review and Adopt the Plan**

Worksheet 8.1 – Example Adoption Resolution

## Worksheet 1.1

Comparison of Multi-Hazard and CRS Planning Requirements

# Comparison of Multi-Hazard Mitigation and CRS Planning Requirements

One of the activities that communities can take to improve their Community Rating System (CRS) rating (and subsequently lower National Flood Insurance Program [NFIP] premiums) is to develop a CRS plan. The CRS 10-step planning process is consistent with the multi-hazard planning regulations under 44 CFR Part 201. Use this worksheet to compare how the local mitigation planning requirements at 44 CFR Part 201 relate to the CRS planning steps.

More detailed information on CRS plans can be found in Activity 510 of the CRS Coordinator's Manual at <http://www.fema.gov/national-flood-insurance-program/community-rating-system>.

Check ✓ if You Meet Both CRS & Part 201	Community Rating System (CRS) Planning Steps (Activity 510)	Local Mitigation Planning Handbook Tasks (44 CFR Part 201)
	<b>Step 1.</b> Organize	<b>Task 1:</b> Determine the Planning Area and Resources <b>Task 2:</b> Build the Planning Team 44 CFR 201.6(c)(1)
	<b>Step 2.</b> Involve the public	<b>Task 3:</b> Create an Outreach Strategy 44 CFR 201.6(b)(1)
	<b>Step 3.</b> Coordinate	<b>Task 4:</b> Review Community Capabilities 44 CFR 201.6(b)(2) & (3)
	<b>Step 4.</b> Assess the hazard	<b>Task 5:</b> Conduct a Risk Assessment 44 CFR 201.6(c)(2)(i) 44 CFR 201.6(c)(2)(ii) & (iii)
	<b>Step 5.</b> Assess the problem	
	<b>Step 6.</b> Set goals	<b>Task 6:</b> Develop a Mitigation Strategy 44 CFR 201.6(c)(3)(i)
	<b>Step 7.</b> Review possible activities	44 CFR 201.6(c)(3)(ii) 44 CFR 201.6(c)(3)(iii)
	<b>Step 8.</b> Draft an action plan	
	<b>Step 9.</b> Adopt the plan	<b>Task 8:</b> Review and Adopt the Plan 44 CFR 201.6(c)(5)
	<b>Step 10.</b> Implement, evaluate, revise	<b>Task 7:</b> Keep the Plan Current <b>Task 9:</b> Create a Safe and Resilient Community 44 CFR 201.6(c)(4)

# Worksheet 1.1

Comparison of Multi-Hazard and CRS Planning Requirements

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# Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team<sup>1</sup>

## I. Purpose

A Memorandum of Agreement (MOA) is hereby executed between the participating jurisdictions in the [Insert Title of Plan]. "Participating jurisdictions" in this MOA are as follows:

- [insert Lead Community name]
- [insert Community A name]
- [insert Community B name]

The purpose of this MOA is to establish commitment from and a cooperative working relationship between all Participating Jurisdictions in the development and implementation of the [Insert Title of Plan]. In addition, the intent of this MOA is to ensure that the multi-jurisdictional hazard mitigation plan is developed in accordance with Title 44 of the Federal Code of Regulations (CFR) Part 201.6; that the planning process is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, programs and authorities; and it is an accurate reflection of the community's values.

This MOA sets out the responsibilities of all parties. The MOA identifies the work to be performed by each participating jurisdiction. Planning tasks, schedules, and finished products are identified in the Work Program and Schedule. The plan created as a result of this MOA will be presented to the governing body (Planning Commission, City Council and or Board of Commissioners) of each participating jurisdiction for adoption.

## II. Background

Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The Participating Jurisdictions in a mitigation planning process would benefit by:

- identifying cost effective actions for risk reduction;
- directing resources on the greatest risks and vulnerabilities;
- building partnerships by involving people, organizations, and businesses;
- increasing education and awareness of hazards and risk;
- aligning risk reduction with other community objectives; and
- providing eligibility to receive federal hazard mitigation grant funding.

The [insert Lead Community name] has received a grant from the Federal Emergency Management Agency to prepare a multi-jurisdictional hazard mitigation plan in accordance with 44 F.E.M.A requirements at 44.C.F.R. 201.6.

## III. Planning Team Responsibilities

[Insert Lead Community name] will act as the Lead Community, and will assign a Chairperson of the Planning Team for the [Insert Title of Plan]. The Participating Jurisdictions authorize the Lead Community to manage and facilitate the planning process in accordance with the Work Program and Schedule.

<sup>1</sup> The language provided in this Sample Memorandum of Agreement does not impose legally enforceable rights and obligations, but provides information that may be suitable for your community in entering a partnership agreement with other jurisdictions. It is recommended that you consult an attorney prior to executing any legal instruments.

# Worksheet 1.2

Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team

The Participating Jurisdictions understand that representatives must engage in the following planning process, as more fully described in the Local Mitigation Planning Handbook (FEMA, 2012), including, but not limited to:

- Develop the Work Program and Schedule with the Planning Team
- Organize and attend regular meetings of the Planning Team.
- Assist the Planning Team with developing and conducting an outreach strategy to involve other planning team members, stakeholders, and the public, as appropriate to represent their Jurisdiction.
- Identify community resources available to support the planning effort, including meeting spaces, facilitators, and media outlets.
- Provide data and feedback to develop the risk assessment and mitigation strategy, including a specific mitigation action plan for their Jurisdiction.
- Submit the draft plan to their Jurisdiction for review.
- Work with the Planning Team to incorporate all their Jurisdiction's comments into the draft plan.
- Submit the draft plan to their respective governing body for consideration and adoption.
- After adoption, coordinate a process to monitor, evaluate, and work toward plan implementation.

## IV. Planning Team

The following points of contacts and alternatives are authorized on behalf of the governing bodies to participate as members of the Planning Team for the [Insert Title of Plan]:

[Insert Points of Contact for the Lead Jurisdiction and for each Participating Jurisdiction, and any alternative POCs, including, at a minimum:]

Name

Title

Office/Agency

Name of Participating Jurisdiction

Address

Phone number

Email address

## V. MOA Implementation

This MOA will be in effect from the date of signature by all parties, will remain in effect through the duration of the planning process, and will terminate after adoption of the final FEMA-approved mitigation plan by all participating jurisdictions, or 5 years after FEMA approval, whichever is earlier. It may be terminated prior to that time for any Participating Jurisdiction by giving 60 days written notice. This MOA is to be implemented through the attached Work Program and Schedule, and any addendums that describe specific activities, programs, and projects, and if necessary, funding by separate instrument.

[Insert signature block for each Participating Jurisdiction, or attach resolutions]

Signature: \_\_\_\_\_

Name of Authorized Government Official

Title (City Manager, Mayor, County Emergency Management Director, etc.)

## Worksheet 1.2

Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team

Name of Lead Jurisdiction

Office/Agency

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Authorized Government Official

Title (City Manager, Mayor, County Emergency Management Director, etc.)

Name of Jurisdiction A

Office/Agency

Date: \_\_\_\_\_

## VI. Attachments

Plan Work Program and Schedule

## Worksheet 1.2

Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team

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## Worksheet 2.1

Mitigation Planning Team Worksheet

# Mitigation Planning Team Worksheet

Use this worksheet to identify partner organizations to invite to participate on the planning team. Some organizations do not need to be involved in every decision of the planning process but are stakeholders that require outreach and involvement during the planning process. Revise the list of general partners below to reflect the organizations in your community. Mark which organizations will be invited to participate on the planning team and which will be involved through stakeholder outreach activities.

**Planning Team** – The core group responsible for making decisions, guiding the planning process, and agreeing upon the final contents of the plan

**Stakeholders** – Individuals or groups that affect or can be affected by a mitigation action or policy

Partner Organization	Planning Team	Stakeholder	Notes
<b>Local Agencies</b>			
Building Code Enforcement			
City Management/County Administration			
Emergency Management			
Fire Department/District			
Floodplain Administration			
Geographic Information Systems			
Parks and Recreation			
Planning/Community Development			
Public Works			
Stormwater Management			
Transportation (Roads and Bridges)			
City Council/Board of Commissioners			
Planning Commission			
Planning/Community Development			
Regional/Metropolitan Planning Organization(s)			
City/County Attorney's Office			
Economic Development Agency			
Local Emergency Planning Committee			
Police/Sheriff's Department			
Sanitation Department			
Tax Assessor's Office			
<b>Special Districts and Authorities</b>			
Airport, Seaport Authorities			
Fire Control District			
Flood Control District			
School District(s)			
Transit Authority			
Utility Districts			

## Worksheet 2.1

### Mitigation Planning Team Worksheet

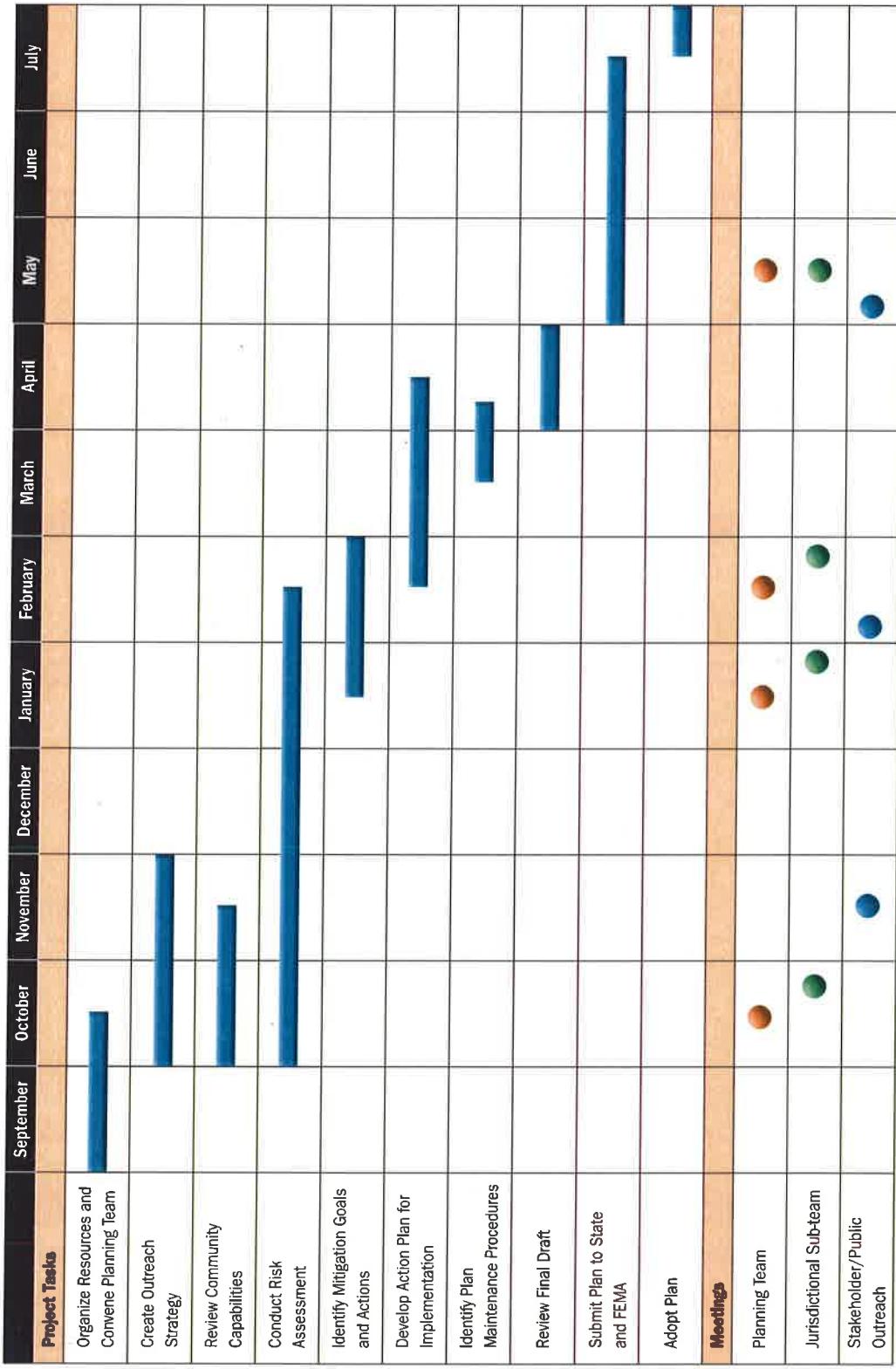
Partner Organization	Planning Team	Stakeholder	Notes
<b>Non-Governmental Organizations</b>			
American Red Cross			
Chamber of Commerce			
Community/Faith-Based Organizations			
Environmental Organizations			
Homeowners Associations			
Neighborhood/Community Organizations			
Utility Companies			
<b>State Agencies</b>			
State Emergency Management Agency			
State Dam Safety			
State Department of Transportation			
State Fire and Forestry Agency			
State Geological Survey			
State Water Resources Agency			
State National Flood Insurance Program Coordinator			
State Planning Office			
<b>Federal Agencies</b>			
Federal Emergency Management Agency			
Land Management Agencies (USFS/NPS/BLM)			
National Weather Service			
US Army Corps of Engineers			
US Department of Housing and Urban Development			
US Department of Transportation			
US Environmental Protection Agency			
US Geological Survey			
<b>Other</b>			
Tribal Officials			
Colleges/Universities			
Land Developers and Real Estate Agencies			
Major Employers and Businesses			
Professional Associations			
Neighboring Jurisdictions			

Note: Multi-jurisdictional planning teams require at least one representative for each participating jurisdiction. This worksheet can be used by each jurisdiction to identify their local sub-team.

## Worksheet 2.2

Sample Schedule of Tasks

### Sample Schedule of Tasks



## Worksheet 2.2

Sample Schedule of Tasks

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## Worksheet 3.1

Sample Mitigation Public Opinion Survey

# Sample Mitigation Public Opinion Survey

## Mid-Columbia Region Natural Hazard Mitigation Public Opinion Survey



Your household has been randomly selected to participate in this survey about public perceptions and opinions regarding natural hazards in your county. In addition, we would like information regarding the methods and techniques you prefer for reducing the risks and losses associated with these hazards. The questionnaire should be completed by an adult, preferably the head of household. The information you provide will be used to help improve public/private coordination, mitigation, and risk reduction efforts in your county. The survey should take less than 30 minutes to complete.

This is a public opinion survey, the results of which will inform local natural hazard mitigation planning in Oregon. Your returned, completed survey indicates your willingness to take part in the study. Participation in this study is voluntary. The survey is not intended to contribute to "generalizable knowledge" and none of the information you provide will be attributed to you directly. If you have questions regarding your rights as a research participant, please contact the Office for Protection of Human Subjects, 1600 Millrace Drive, Suite 105, University of Oregon, Eugene, OR 97403-5219, or call (541) 346-2510.

### NATURAL HAZARD INFORMATION

First we would like to know about your experiences involving natural hazards and your exposure to preparedness information.

- During the past five years in the county you currently reside in, have you or someone in your household directly experienced a natural disaster such as an earthquake, severe windstorm, flood, wildfire, or other type of natural disaster?  
 Yes  
 No (**IF NO Skip to Question 2**)

If "YES", which of these natural disasters have you or someone in your household experienced in the past five years?

(**Please check all that apply**)

- |  |   |
|--|---|
| <input type="checkbox"/> Drought                 | <input type="checkbox"/> Windstorm              |
| <input type="checkbox"/> Dust Storm              | <input type="checkbox"/> Volcanic Eruption      |
| <input type="checkbox"/> Earthquake              | <input type="checkbox"/> Severe Winter Storm    |
| <input type="checkbox"/> Flood                   | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Landslide / Debris Flow |   |
| <input type="checkbox"/> Wildfire                |   |

- How concerned are you about the following natural disasters affecting your county?  
(**Check the corresponding box for each hazard**)

Natural Disaster	Very Concerned	Somewhat Concerned	Neutral	Not Very Concerned	Not Concerned
Drought	<input type="checkbox"/>				
Dust Storm	<input type="checkbox"/>				
Earthquake	<input type="checkbox"/>				
Flood	<input type="checkbox"/>				
Landslide / Debris Flow	<input type="checkbox"/>				
Wildfire	<input type="checkbox"/>				
Volcanic Eruption	<input type="checkbox"/>				
Wind Storm	<input type="checkbox"/>				
Severe Winter Storm	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				

# Worksheet 3.1

Sample Mitigation Public Opinion Survey

3. Have you ever received information about how to make members of your household and your home safer from natural disasters?

- Yes
- No (**IF NO Skip to Question 5**)

If "YES", how recently?

- Within the last 6 months
- Between 6 and 12 months
- Between 1 and 2 years
- Between 2 and 5 years
- 5 years or more

4. From whom did you **last** receive information about how to make members of your household and your home safer from natural disasters?

(Please check only one)

- |   |  |
|---|--|
| <input type="checkbox"/> News media                         | <input type="checkbox"/> Elected official              |
| <input type="checkbox"/> Government agency                  | <input type="checkbox"/> American Red Cross            |
| <input type="checkbox"/> Insurance agent or company         | <input type="checkbox"/> Other non-profit organization |
| <input type="checkbox"/> Utility company                    | <input type="checkbox"/> Social media (e.g. Facebook)  |
| <input type="checkbox"/> University or research institution | <input type="checkbox"/> Not sure                      |
| <input type="checkbox"/> Neighbor / friend / family member  | <input type="checkbox"/> Other: _____                  |

5. Whom would you **most trust** to provide you with information about how to make your household and home safer from natural disasters?

(Please check up to three)

- |   |  |
|---|--|
| <input type="checkbox"/> News media                         | <input type="checkbox"/> Elected official              |
| <input type="checkbox"/> Government agency                  | <input type="checkbox"/> American Red Cross            |
| <input type="checkbox"/> Insurance agent or company         | <input type="checkbox"/> Other non-profit organization |
| <input type="checkbox"/> Utility company                    | <input type="checkbox"/> Social media (e.g. Facebook)  |
| <input type="checkbox"/> University or research institution | <input type="checkbox"/> Not sure                      |
| <input type="checkbox"/> Neighbor / friend / family member  | <input type="checkbox"/> Other: _____                  |

6. What is the **most effective** way for you to receive information about how to make your household and home safer from natural disasters?

(Please check up to three)

Newspapers:

- Newspaper stories
- Newspaper ads

Television:

- Television news
- Television ads

Radio:

- Radio news
- Radio ads

Internet:

- Email newsletters
- Online news outlets
- Social media (e.g. Facebook)

Other methods:

- Schools
- Outdoor advertisements (billboards, etc.)
- Books
- Mail
- Fire Department/Rescue
- Fact sheet/brochure
- Chamber of Commerce
- Public workshops/meetings
- Magazine
- University or research institution
- Other: \_\_\_\_\_

7. Prior to receiving this survey, were you aware of your county's Natural Hazard Mitigation Plan (NHMP)?

- Yes
- No

8. Prior to receiving this survey, were you aware that the Federal Emergency Management Agency (FEMA) requires your county to update the NHMP every five years in order for your county to be eligible for federal pre- and post-disaster hazard mitigation funds?

- Yes
- No

# Worksheet 3.1

Sample Mitigation Public Opinion Survey

## **COMMUNITY VULNERABILITIES AND HAZARD MITIGATION STRATEGIES**

In order to assess community risk, we need to understand which community assets may be vulnerable to natural hazards in the region. Vulnerable assets are those community features, characteristics, or resources that may be impacted by natural hazards (e.g. populations with functional needs, economic components, environmental resources, etc.). The next set of questions will focus on vulnerable assets in your community and your preferred strategies to mitigate risk to those assets.

9. Community assets are features, characteristics, or resources that either make a community unique or allow the community to function. In your opinion, which of the following categories are most susceptible to the impacts caused by natural hazards in your county?

**(Please rank the community assets in order of vulnerability, 1 being most vulnerable and 6 being least vulnerable)**

Community Assets	Potential Natural Hazard Impact	Order of Vulnerability
Human	Loss of life and/or injuries	_____
Economic	Business closures and/or job losses	_____
Infrastructure	Damage or loss of bridges, utilities, schools, etc.	_____
Cultural/Historic	Damage or loss of libraries, museums, fairgrounds, etc.	_____
Environmental	Damage or loss of forests, rangeland, waterways, etc.	_____
Governance	Ability to maintain order and/or provide public amenities and services	_____

10. Next we would like to know what specific types of community assets are most important to you.  
**(Check the corresponding box for each asset)**

Community Assets	Very Important	Somewhat Important	Neutral	Not Very Important	Not Important
Elder-care facilities	<input type="checkbox"/>				
Schools (K-12)	<input type="checkbox"/>				
Hospitals	<input type="checkbox"/>				
Major bridges	<input type="checkbox"/>				
Fire/Police Stations	<input type="checkbox"/>				
Museums/Historic buildings	<input type="checkbox"/>				
Major employers	<input type="checkbox"/>				
Small businesses	<input type="checkbox"/>				
College / University	<input type="checkbox"/>				
City Hall / Courthouse	<input type="checkbox"/>				
Parks	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				
Other: _____	<input type="checkbox"/>				

## Worksheet 3.1

### Sample Mitigation Public Opinion Survey

11. A number of activities can reduce your community's risk from natural hazards. These activities can be both regulatory and non-regulatory. Please check the box that best represents your opinion of the following strategies to reduce the risk and loss associated with natural disasters.

Community-wide Strategies	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Sure
I support a regulatory approach to reducing risk	<input type="checkbox"/>					
I support a non-regulatory approach to reducing risk	<input type="checkbox"/>					
I support a mix of both regulatory and non-regulatory approaches to reducing risk	<input type="checkbox"/>					
I support policies to prohibit development in areas subject to natural hazards	<input type="checkbox"/>					
I support the use of tax dollars (federal and/or local) to compensate land owners for not developing in areas subject to natural hazards	<input type="checkbox"/>					
I support the use of local tax dollars to reduce risks and losses from natural disasters	<input type="checkbox"/>					
I support protecting historical and cultural structures	<input type="checkbox"/>					
I would be willing to make my home more disaster-resistant	<input type="checkbox"/>					
I support steps to safeguard the local economy following a disaster event	<input type="checkbox"/>					
I support improving the disaster preparedness of local schools	<input type="checkbox"/>					
I support a local inventory of at-risk buildings and infrastructure	<input type="checkbox"/>					
I support the disclosure of natural hazard risks during real estate transactions	<input type="checkbox"/>					

12. Natural hazards can have a significant impact on a community, but planning for these events can help lessen the impacts. The following statements will help determine citizen priorities regarding planning for natural hazards in your county. Please tell us how important each one is to you.

Statements	Very Important	Somewhat Important	Neutral	Not Very Important	Not Important
Protecting private property	<input type="checkbox"/>				
Protecting critical facilities (e.g. transportation networks, hospitals, fire stations)	<input type="checkbox"/>				
Preventing development in hazard areas	<input type="checkbox"/>				
Enhancing the function of natural features (e.g. streams, wetlands)	<input type="checkbox"/>				
Protecting historical and cultural landmarks	<input type="checkbox"/>				
Protecting and reducing damage to utilities	<input type="checkbox"/>				
Strengthening emergency services (e.g.- police, fire, ambulance)	<input type="checkbox"/>				
Disclosing natural hazard risks during real estate transactions	<input type="checkbox"/>				
Promoting cooperation among public agencies, citizens, non-profit organizations, and businesses	<input type="checkbox"/>				

# Worksheet 3.1

Sample Mitigation Public Opinion Survey

## MITIGATION AND PREPAREDNESS ACTIVITIES IN YOUR HOUSEHOLD

Households can mitigate and prepare for natural hazards in order to prevent damage to property, injuries, and loss of life. The precautions you take and training you receive can make a big difference in your ability to recover from a natural disaster or emergency. Access to basic services, such as electricity, gas, water, telephones and emergency care may be cut off temporarily, or you may have to evacuate at a moment's notice. The following questions focus on your household's preparedness for disaster events.

13. In the following list, please check those activities that you have done in your household, plan to do in the near future, have not done, or are unable to do.

(Please check one answer for each preparedness activity)

In your household, have you or someone in your household:	Have Done	Plan To Do	Not Done	Unable To Do
Attended meetings or received written information on natural disasters or emergency preparedness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talked with members in your household about what to do in case of a natural disaster or emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developed a "Household/Family Emergency Plan" in order to decide what everyone would do in the event of a disaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared a "Disaster Supply Kit" (stored extra food, water, batteries, or other emergency supplies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the last year, has anyone in your household been trained in First Aid or Cardio-Pulmonary Resuscitation (CPR)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared your home by having smoke detectors on each level of the house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussed or created a utility shutoff procedure in the event of a natural disaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## GENERAL HOUSEHOLD INFORMATION

Finally, we would appreciate any information you are willing to share with us about you and your household. This information will remain confidential and is for survey comparison purposes only.

14. Please indicate your age: \_\_\_\_\_

15. Gender:  Male  Female

16. Please indicate your level of education:

- High school graduate/GED  
 Some college/trade school  
 College degree

- Postgraduate degree  
 Other (please specify): \_\_\_\_\_

17. What is your total household income?

- Less than \$10,000  
 \$10,000 - \$19,999  
 \$20,000 - \$29,999  
 \$30,000 - \$39,999  
 \$40,000 - \$49,999  
 \$50,000 - \$59,999

- \$60,000 - \$69,999  
 \$70,000 - \$79,999  
 \$80,000 - \$89,999  
 \$90,000 - \$99,999  
 \$100,000 - \$149,999  
 More than \$150,000

18. Zip code (optional): \_\_\_\_\_

# Worksheet 3.1

Sample Mitigation Public Opinion Survey

19. County:

- |  |  |
|--|--|
| <input type="checkbox"/> Clackamas County  | <input type="checkbox"/> Sherman County  |
| <input type="checkbox"/> Hood River County | <input type="checkbox"/> Umatilla County |
| <input type="checkbox"/> Gilliam County    | <input type="checkbox"/> Wasco County    |
| <input type="checkbox"/> Morrow County     | <input type="checkbox"/> Wheeler County  |

20. Please specify your race:

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Asian                            | <input type="checkbox"/> White                                     |
| <input type="checkbox"/> Black or African American        |  |

21. Please specify your ethnicity:

- |   |   |
|---|---|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Not Hispanic or Latino |
|---|---|

22. How long have you lived in Oregon?

- |   |   |
|---|---|
| <input type="checkbox"/> Less than one year | <input type="checkbox"/> 10-19 years      |
| <input type="checkbox"/> 1-5 years          | <input type="checkbox"/> 20 years or more |
| <input type="checkbox"/> 5-9 years          |   |

23. Do you own or rent your home?       Own

- Rent

24. Do you own/rent a:

- |   |  |
|---|--|
| <input type="checkbox"/> Single-family home                       | <input type="checkbox"/> Condominium / townhouse |
| <input type="checkbox"/> Duplex                                   | <input type="checkbox"/> Manufactured home       |
| <input type="checkbox"/> Apartment (3-4 units in structure)       | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Apartment (5 or more units in structure) |  |

Please feel free to provide any additional comments in the space provided:

## THANK YOU VERY MUCH FOR PROVIDING THIS INFORMATION

*The Oregon Partnership for Disaster Resilience at the University of Oregon's Community Service Center prepared this survey. Implementation of this survey has been made possible by funding from the Federal Emergency Management Agency and the Oregon Emergency Management.*

*For more information, please contact the Oregon Partnership for Disaster Resilience  
at 1209 University of Oregon, Eugene, OR 97403-1209,  
call (541) 346-3588, or visit <http://csc.uoregon.edu/opdr/>*

## Capability Assessment Worksheet

Jurisdiction: \_\_\_\_\_

Local mitigation capabilities are existing authorities, policies, programs, and resources that reduce hazard impacts or that could be used to implement hazard mitigation activities. Please complete the tables and questions in the worksheet as completely as possible. Complete one worksheet for each jurisdiction.

### Planning and Regulatory

Planning and regulatory capabilities are the plans, policies, codes, and ordinances that prevent and reduce the impacts of hazards. Please indicate which of the following your jurisdiction has in place.

Plans	Yes/No Year	Does the plan address hazards?
		Does the plan identify projects to include in the mitigation strategy?
		Can the plan be used to implement mitigation actions?
Comprehensive/Master Plan		
Capital Improvements Plan		
Economic Development Plan		
Local Emergency Operations Plan		
Continuity of Operations Plan		
Transportation Plan		
Stormwater Management Plan		
Community Wildfire Protection Plan		
Other special plans (e.g., brownfields redevelopment, disaster recovery, coastal zone management, climate change adaptation)		

## Worksheet 4.1

### Capability Assessment Worksheet

<b>Building Code, Permitting, and Inspections</b>	<b>Yes/No</b>	<b>Are codes adequately enforced?</b>
Building Code		Version/Year:
Building Code Effectiveness Grading Schedule (BCEGS) Score		Score:
Fire department ISO rating		Rating:
Site plan review requirements		
<b>Land Use Planning and Ordinances</b>	<b>Yes/No</b>	<b>Is the ordinance an effective measure for reducing hazard impacts? Is the ordinance adequately administered and enforced?</b>
Zoning ordinance		
Subdivision ordinance		
Floodplain ordinance		
Natural hazard specific ordinance (stormwater, steep slope, wildfire)		
Flood insurance rate maps		
Acquisition of land for open space and public recreation uses		
Other		
<b>How can these capabilities be expanded and improved to reduce risk?</b>		

## Worksheet 4.1

Capability Assessment Worksheet

### Administrative and Technical

Identify whether your community has the following administrative and technical capabilities. These include staff and their skills and tools that can be used for mitigation planning and to implement specific mitigation actions. For smaller jurisdictions without local staff resources, if there are public resources at the next higher level government that can provide technical assistance, indicate so in your comments.

Administration	Yes/No	Describe capability Is coordination effective?
Planning Commission		
Mitigation Planning Committee		
Maintenance programs to reduce risk (e.g., tree trimming, clearing drainage systems)		
Mutual aid agreements		
Staff	Yes/No FT/PT <sup>1</sup>	Is staffing adequate to enforce regulations? Is staff trained on hazards and mitigation? Is coordination between agencies and staff effective?
Chief Building Official		
Floodplain Administrator		
Emergency Manager		
Community Planner		
Civil Engineer		
GIS Coordinator		
Other		

<sup>1</sup> Full-time (FT) or part-time (PT) position

## Worksheet 4.1

### Capability Assessment Worksheet

Technical	Yes/No	Describe capability Has capability been used to assess/mitigate risk in the past?
Warning systems/services (Reverse 911, outdoor warning signals)		
Hazard data and information		
Grant writing		
Hazus analysis		
Other		
<b>How can these capabilities be expanded and improved to reduce risk?</b>		

## Worksheet 4.1

Capability Assessment Worksheet

### Financial

Identify whether your jurisdiction has access to or is eligible to use the following funding resources for hazard mitigation.

Funding Resource	Access/ Eligibility (Yes/No)	Has the funding resource been used in past and for what type of activities?	Could the resource be used to fund future mitigation actions?
Capital improvements project funding			
Authority to levy taxes for specific purposes			
Fees for water, sewer, gas, or electric services			
Impact fees for new development			
Storm water utility fee			
Incur debt through general obligation bonds and/or special tax bonds			
Incur debt through private activities			
Community Development Block Grant			
Other federal funding programs			
State funding programs			
Other			
<b>How can these capabilities be expanded and improved to reduce risk?</b>			

## Worksheet 4.1

### Capability Assessment Worksheet

## Education and Outreach

Identify education and outreach programs and methods already in place that could be used to implement mitigation activities and communicate hazard-related information.

Program/Organization	Yes/No	<b>Describe program/organization and how relates to disaster resilience and mitigation.</b> <b>Could the program/organization help implement future mitigation activities?</b>
Local citizen groups or non-profit organizations focused on environmental protection, emergency preparedness, access and functional needs populations, etc.		
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)		
Natural disaster or safety related school programs		
StormReady certification		
Firewise Communities certification		
Public-private partnership initiatives addressing disaster-related issues		
Other		
How can these capabilities be expanded and improved to reduce risk?		

## Safe Growth Audit

Use this worksheet to identify gaps in your community's growth guidance instruments and improvements that could be made to reduce vulnerability to future development.

Comprehensive Plan	Yes	No
<b>Land Use</b>		
1. Does the future land-use map clearly identify natural hazard areas?		
2. Do the land-use policies discourage development or redevelopment within natural hazard areas?		
3. Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas?		
<b>Transportation</b>		
1. Does the transportation plan limit access to hazard areas?		
2. Is transportation policy used to guide growth to safe locations?		
3. Are movement systems designed to function under disaster conditions (e.g., evacuation)?		

## Worksheet 4.2

### Safe Growth Audit

Comprehensive Plan (continued)	Yes	No
<b>Environmental Management</b>		
1. Are environmental systems that protect development from hazards identified and mapped?		
2. Do environmental policies maintain and restore protective ecosystems?		
3. Do environmental policies provide incentives to development that is located outside protective ecosystems?		
<b>Public Safety</b>		
1. Are the goals and policies of the comprehensive plan related to those of the FEMA Local Hazard Mitigation Plan?		
2. Is safety explicitly included in the plan's growth and development policies?		
3. Does the monitoring and implementation section of the plan cover safe growth objectives?		

## Worksheet 4.2

Safe Growth Audit

Zoning Ordinance	Yes	No
1. Does the zoning ordinance conform to the comprehensive plan in terms of discouraging development or redevelopment within natural hazard areas?		
2. Does the ordinance contain natural hazard overlay zones that set conditions for land use within such zones?		
3. Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use?		
4. Does the ordinance prohibit development within, or filling of, wetlands, floodways, and floodplains?		
Subdivision Regulations	Yes	No
1. Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas?		
2. Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources?		
3. Do the regulations allow density transfers where hazard areas exist?		

## Worksheet 4.2

### Safe Growth Audit

Capital Improvement Program and Infrastructure Policies	Yes	No
1. Does the capital improvement program limit expenditures on projects that would encourage development in areas vulnerable to natural hazards?		
2. Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards?		
3. Does the capital improvement program provide funding for hazard mitigation projects identified in the FEMA Mitigation Plan?		
Other	Yes	No
1. Do small area or corridor plans recognize the need to avoid or mitigate natural hazards?		
2. Does the building code contain provisions to strengthen or elevate construction to withstand hazard forces?		
3. Do economic development or redevelopment strategies include provisions for mitigation natural hazards?		
4. Is there an adopted evacuation and shelter plan to deal with emergencies from natural hazards?		

Questions adapted from Godschalk, David R. Practice Safe Growth Audits, *Zoning Practice*, Issue Number 10, October 2009, American Planning Association. <http://www.planning.org/zoningpractice/open/pdf/oct09.pdf>.

## Worksheet 4.3

National Flood Insurance Program (NFIP)

# National Flood Insurance Program (NFIP) Worksheet

Use this worksheet to collect information on your community's participation in and continued compliance with the NFIP, as well as identify areas for improvement that could be potential mitigation actions. Indicate the source of information, if different from the one included.

NFIP Topic	Source of Information	Comments
<b>Insurance Summary</b>		
How many NFIP policies are in the community? What is the total premium and coverage?	State NFIP Coordinator or FEMA NFIP Specialist	
How many claims have been paid in the community? What is the total amount of paid claims? How many of the claims were for substantial damage?	FEMA NFIP or Insurance Specialist	
How many structures are exposed to flood risk within the community?	Community Floodplain Administrator (FPA)	
Describe any areas of flood risk with limited NFIP policy coverage	Community FPA and FEMA Insurance Specialist	
<b>Staff Resources</b>		
Is the Community FPA or NFIP Coordinator certified?	Community FPA	
Is floodplain management an auxiliary function?	Community FPA	
Provide an explanation of NFIP administration services (e.g., permit review, GIS, education or outreach, inspections, engineering capability)	Community FPA	
What are the barriers to running an effective NFIP program in the community, if any?	Community FPA	
<b>Compliance History</b>		
Is the community in good standing with the NFIP?	State NFIP Coordinator, FEMA NFIP Specialist, community records	
Are there any outstanding compliance issues (i.e., current violations)?		
When was the most recent Community Assistance Visit (CAV) or Community Assistance Contact (CAC)?		
Is a CAV or CAC scheduled or needed?		

## Worksheet 4.3

National Flood Insurance Program (NFIP)

NFIP Topic	Source of Information	Comments
<b>Regulation</b>		
When did the community enter the NFIP?	Community Status Book <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book</a>	
Are the FIRMs digital or paper?	Community FPA	
Do floodplain development regulations meet or exceed FEMA or State minimum requirements? If so, in what ways?	Community FPA	
Provide an explanation of the permitting process.	Community FPA, State, FEMA NFIP  Flood Insurance Manual <a href="http://www.fema.gov/flood-insurance-manual">http://www.fema.gov/flood-insurance-manual</a>  Community FPA, FEMA CRS Coordinator, ISO representative  CRS manual <a href="http://www.fema.gov/library/viewRecord.do?id=2434">http://www.fema.gov/library/viewRecord.do?id=2434</a>	
<b>Community Rating System (CRS)</b>		
Does the community participate in CRS?	Community FPA, State, FEMA NFIP	
What is the community's CRS Class Ranking?	Flood Insurance Manual <a href="http://www.fema.gov/flood-insurance-manual">http://www.fema.gov/flood-insurance-manual</a>	
What categories and activities provide CRS points and how can the class be improved?		
Does the plan include CRS planning requirements	Community FPA, FEMA CRS Coordinator, ISO representative  CRS manual <a href="http://www.fema.gov/library/viewRecord.do?id=2434">http://www.fema.gov/library/viewRecord.do?id=2434</a>	

## Worksheet 5.1

Hazard Summary Worksheet

### Hazards Summary Worksheet

Use this worksheet to summarize hazard description information and identify which hazards are most significant to the planning area. The definitions provided on the following page can be modified to meet local needs and methods.

Hazard	Location (Geographic Area Affected)	Maximum Probable Extent (Magnitude/Strength)	Probability of Future Events	Overall Significance Ranking
Avalanche				
Dam Failure				
Drought				
Earthquake				
Erosion				
Expansive Soils				
Extreme Cold				
Extreme Heat				
Flood				
Hail				
Hurricane				
Landslide				
Lightning				
Sea Level Rise				
Severe Wind				
Severe Winter Weather				
Storm Surge				
Subsidence				
Tornado				
Tsunami				
Wildfire				

# Worksheet 5.1

## Hazard Summary Worksheet

### Definitions for Classifications

#### Location (Geographic Area Affected)

- **Negligible:** Less than 10 percent of planning area or isolated single-point occurrences
- **Limited:** 10 to 25 percent of the planning area or limited single-point occurrences
- **Significant:** 25 to 75 percent of planning area or frequent single-point occurrences
- **Extensive:** 75 to 100 percent of planning area or consistent single-point occurrences

#### Maximum Probable Extent (Magnitude/Strength based on historic events or future probability)

- **Weak:** Limited classification on scientific scale, slow speed of onset or short duration of event, resulting in little to no damage
- **Moderate:** Moderate classification on scientific scale, moderate speed of onset or moderate duration of event, resulting in some damage and loss of services for days
- **Severe:** Severe classification on scientific scale, fast speed of onset or long duration of event, resulting in devastating damage and loss of services for weeks or months
- **Extreme:** Extreme classification on scientific scale, immediate onset or extended duration of event, resulting in catastrophic damage and uninhabitable conditions

Hazard	Scale / Index	Weak	Moderate	Severe	Extreme
Drought	Palmer Drought Severity Index <sup>3</sup>	-1.99 to +1.99	-2.00 to -2.99	-3.00 to -3.99	-4.00 and below
Earthquake	Modified Mercalli Scale <sup>4</sup>	I to IV	V to VII	VII	IX to XII
	Richter Magnitude <sup>5</sup>	2, 3	4, 5	6	7, 8
Hurricane Wind	Saffir-Simpson Hurricane Wind Scale <sup>6</sup>	1	2	3	4, 5
Tornado	Fujita Tornado Damage Scale <sup>7</sup>	F0	F1, F2	F3	F4, F5

#### Probability of Future Events

- **Unlikely:** Less than 1 percent probability of occurrence in the next year or a recurrence interval of greater than every 100 years.
- **Occasional:** 1 to 10 percent probability of occurrence in the next year or a recurrence interval of 11 to 100 years.
- **Likely:** 10 to 90 percent probability of occurrence in the next year or a recurrence interval of 1 to 10 years
- **Highly Likely:** 90 to 100 percent probability of occurrence in the next year or a recurrence interval of less than 1 year.

#### Overall Significance

- **Low:** Two or more criteria fall in lower classifications or the event has a minimal impact on the planning area. This rating is sometimes used for hazards with a minimal or unknown record of occurrences or for hazards with minimal mitigation potential.
- **Medium:** The criteria fall mostly in the middle ranges of classifications and the event's impacts on the planning area are noticeable but not devastating. This rating is sometimes used for hazards with a high extent rating but very low probability rating.
- **High:** The criteria consistently fall in the high classifications and the event is likely/highly likely to occur with severe strength over a significant to extensive portion of the planning area.

<sup>3</sup> Cumulative meteorological drought and wet conditions: <http://ncdc.noaa.gov/>

<sup>4</sup> Earthquake intensity and effect on population and structures: <http://earthquake.usgs.gov>

<sup>5</sup> Earthquake magnitude as a logarithmic scale, measured by a seismograph: <http://earthquake.usgs.gov>

<sup>6</sup> Hurricane rating based on sustained wind speed: <http://nhc.noaa.gov>

<sup>7</sup> Tornado rating based on wind speed and associated damage: <http://spc.noaa.gov>

## Worksheet 6.1

Mitigation Action Evaluation Worksheet

# Mitigation Action Evaluation Worksheet

Use this worksheet to help evaluate and prioritize each mitigation action being considered by the planning team. For each action, evaluate the potential benefits and/or likelihood of successful implementation for the criteria defined below.

Rank each of the criteria with a -1, 0 or 1 using the following scale:

- 1 = Highly effective or feasible
- 0 = Neutral
- -1 = Ineffective or not feasible

## Example Evaluation Criteria

**Life Safety** – How effective will the action be at protecting lives and preventing injuries?

**Property Protection** – How significant will the action be at eliminating or reducing damage to structures and infrastructure?

**Technical** – Is the mitigation action technically feasible? Is it a long-term solution? Eliminate actions that, from a technical standpoint, will not meet the goals.

**Political** – Is there overall public support for the mitigation action? Is there the political will to support it?

**Legal** – Does the community have the authority to implement the action?

**Environmental** – What are the potential environmental impacts of the action? Will it comply with environmental regulations?

**Social** – Will the proposed action adversely affect one segment of the population? Will the action disrupt established neighborhoods, break up voting districts, or cause the relocation of lower income people?

**Administrative** – Does the community have the personnel and administrative capabilities to implement the action and maintain it or will outside help be necessary?

**Local Champion** – Is there a strong advocate for the action or project among local departments and agencies that will support the action's implementation?

**Other Community Objectives** – Does the action advance other community objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of the comprehensive plan?

## Worksheet 6.1

### Mitigation Action Evaluation Worksheet

Mitigation Action	Life Safety	Property Protection	Technical	Political	Legal	Environmental	Social	Administrative	Local Champion	Other Community Objectives	Total Score
Local Plans and Regulations											
Structure and Infrastructure Projects											
Natural Systems Protection											
Education and Awareness Programs											

## Worksheet 6.2

Mitigation Action Implementation Worksheet

### Mitigation Action Implementation Worksheet

Complete a mitigation action implementation worksheet for each identified mitigation action.

Jurisdiction:	
Mitigation Action/Project Title:	
Background/Issue:	
Ideas for Integration:	
Responsible Agency:	
Partners:	
Potential Funding:	
Cost Estimate:	
Benefits: (Losses Avoided)	
Timeline:	
Priority:	
Worksheet Completed by:	(Name/Department)

## Worksheet 6.2

Mitigation Action Implementation Worksheet

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## Worksheet 7.1

Mitigation Action Progress Report Form

### Mitigation Action Progress Report Form

Progress Report Period	From Date:	To Date:
Action/Project Title		
Responsible Agency		
Contact Name		
Contact Phone/Email		
Project Status	<input type="checkbox"/> Project completed <input type="checkbox"/> Project canceled <input type="checkbox"/> Project on schedule <input type="checkbox"/> Anticipated completion date: _____ <input type="checkbox"/> Project delayed Explain _____	

#### Summary of Project Progress for this Report Period

1. What was accomplished for this project during this reporting period?

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2. What obstacles, problems, or delays did the project encounter?

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3. If uncompleted, is the project still relevant? Should the project be changed or revised?

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4. Other comments

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# Worksheet 7.1

Mitigation Action Progress Report Form

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## Plan Update Evaluation Worksheet

Plan Section	Considerations	Explanation
Planning Process	Should new jurisdictions and/or districts be invited to participate in future plan updates?	
	Have any internal or external agencies been invaluable to the mitigation strategy?	
	Can any procedures (e.g., meeting announcements, plan updates) be done differently or more efficiently?	
	Has the Planning Team undertaken any public outreach activities?	
	How can public participation be improved?	
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation?	
Capability Assessment	Have jurisdictions adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	
	Are there different or additional administrative, human, technical, and financial resources available for mitigation planning?	
	Are there different or new education and outreach programs and resources available for mitigation activities?	
	Has NFIP participation changed in the participating jurisdictions?	
Risk Assessment	Has a natural and/or technical or human-caused disaster occurred?	
	Should the list of hazards addressed in the plan be modified?	
	Are there new data sources and/or additional maps and studies available? If so, what are they and what have they revealed? Should the information be incorporated into future plan updates?	
	Do any new critical facilities or infrastructure need to be added to the asset lists?	
	Have any changes in development trends occurred that could create additional risks?	
	Are there repetitive losses and/or severe repetitive losses to document?	

## Worksheet 7.2

### Plan Update Evaluation Worksheet

Plan Section	Considerations	Explanation
Mitigation Strategy	Is the mitigation strategy being implemented as anticipated? Were the cost and timeline estimates accurate?	
	Should new mitigation actions be added to the Action Plan? Should existing mitigation actions be revised or eliminated from the plan?	
	Are there new obstacles that were not anticipated in the plan that will need to be considered in the next plan update?	
	Are there new funding sources to consider?	
	Have elements of the plan been incorporated into other planning mechanisms?	
Plan Maintenance Procedures	Was the plan monitored and evaluated as anticipated?	
	What are needed improvements to the procedures?	

## Example Adoption Resolution

(LOCAL COMMUNITY)

(STATE)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE (LOCAL COMMUNITY) ADOPTING THE

(TITLE AND DATE OF MITIGATION PLAN)

WHEREAS the (local governing body) recognizes the threat that natural hazards pose to people and property within (local community); and

WHEREAS the (local community) has prepared a multi-hazard mitigation plan, hereby known as (title and date of mitigation plan) in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS (title and date of mitigation plan) identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in (local community) from the impacts of future hazards and disasters; and

WHEREAS adoption by the (local governing body) demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the (title and date of mitigation plan).

NOW THEREFORE, BE IT RESOLVED BY THE (LOCAL COMMUNITY), (STATE), THAT:

Section 1. In accordance with (local rule for adopting resolutions), the (local governing body) adopts the (title and date of mitigation plan).

ADOPTED by a vote of \_\_\_\_ in favor and \_\_\_\_ against, and \_\_\_\_ abstaining, this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

(print name)

ATTEST:

By: \_\_\_\_\_

(print name)

APPROVED AS TO FORM:

By: \_\_\_\_\_

(print name)

# Worksheet 8.1

## Example Adoption Resolution

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