TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Carolyn Graham • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Lesley Belcher

NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 19, 2025 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: **https://us06web.zoom.us/j/85454370841**

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

Download Agenda Packet and Materials at **http://www.todb.ca.gov/**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting minutes from February 5, 2025.
2. Monthly Disbursement Report – January 2025.
3. Accept $6,000 Donation from Veolia North America to the Community Center.

D. PRESENTATIONS

1. Veolia.

E. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Establish an Ad-Hoc Building Construction Oversight Committee to Extend Through the Duration of the New District Office Building Project.
2. Discussion and Possible Action to Approve Resolution Number 2025-02 Contra Costa County Local Hazard Mitigation Plan.

F. MANAGER'S REPORT

G. GENERAL MANAGER'S REPORT

H. DIRECTOR REPORTS

I. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Aviation Advisory Committee – January 9, 2025 (Director Kevin Graves).
2. CCSDA – January 27, 2025 (Director Carolyn Graham).

J. CORRESPONDENCE

K. LEGAL REPORT

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next Regular Meeting of the Board of Directors on March 5, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 5, 2025 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Called business meeting to order 7:00 p.m.
2. Director Gutow led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present with the exception of Director Porter who was absent.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve Regular Board of Directors DRAFT Meeting Minutes from January 15, 2025.

Vice President Gutow made a motion to approve the Consent Calendar.
Director Graves seconded.
Vote: Motion carried – AYES: 4- Graham, Gutow, Graves, Belcher, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Supervisor Diane Burgis, District III Report.
   None.

2. Sheriff's Office Report.
   None.

3. Contra Costa County Fire Protection District Report.
   None.

4. Contra Costa County Code Enforcement.

   Principal Building Inspector Joe Losado reported.

- There are currently 54 cases open in Discovery Bay. These are mostly boat and trailer issues.
- The was a marijuana grow house in the Lakes in January 2025.
- 69 cases were closed in January. 53 of these being boat, RVs, trailers.
- President Graham inquired about the neon signage at the liquor store on Discovery Bay Blvd.
- Director Belcher inquired about the food trucks at the same location.
- Vice-President Gutow asked how many code enforcement officers are dedicated to Discovery Bay.
- Joe Losado is in the process of hiring six new officers in Contra Costa County.
- The Board will submit their top three concerns in Discovery Bay.

Director Graves wanted to thank Lieutenant Jacques for her work in Discovery Bay. She has been promoted to Captain and will no longer be in Discovery Bay.

E. MUNICIPAL ADVISORY COUNCIL

None.

F. PRESENTATIONS

None.

G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action to Approve Sewer Line Access Road Agreement for the Newport Pointe Subdivision.

   Presented by Project Manager Mike Yeraka.

   - Newport Pointe subdivision developer will install a sewer line access road.
   - Access road will be built at the expense of the developer.
   - $150,000 will be deposited with the Town as a guarantee that the road will be built.
   - In the event the road is not built, the Town has the right to use the $150,000 to build the road.
   - Developer is providing an easement to the Town for the sewer line and access road.
   - Developer will be responsible for maintaining the sewer line and the subdivision sewer system at their expense until the access road is completed.
   - The Developer will be responsible for paying any costs or fines associated with any sewer overflows that may occur while they are responsible for maintenance.
   - The sewer line, access road, as well as the subdivision water and sewer systems will have a three-year warranty after the Town's acceptance.
   - All costs incurred by the Town are paid by the Developer.

   Public speaker had a question about the construction traffic near the site. President Graham informed him public comment was only for comments on the agendized item. She advised him to speak with staff after the meeting.

   Director Graves made a motion to authorize the General Manager to execute the Sewer Line Access Road Agreement with Century Communities for Access to the Sewer Line Serving the Newport Pointe Subdivision.
   Director Belcher seconded.
   Vote: Motion carried – AYES: 4- Graham, Gutow, Graves, Belcher, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

2. Discussion and Possible Action to Amend the Herwit Engineering General Services Contract to add $50,000.

   Presented by Water and Wastewater Manager Aaron Goldsworthy.

   - The Town has received multiple requests from developers for engineering information related to their various development projects.
   - Developer services totaled $52, 800. All of these funds are reimbursable by the developers.
   - Since the Town did not have a separate developer contract with Herwit Engineering for the various infrastructure studies, Herwit applied all development work against the general services contract.
   - Staff is requesting an amendment to the Herwit Engineering general services contract to add $50,000.
   - In the next fiscal year, the Town plans to implement two separate contracts.

   Director Belcher asked if the developers were charged for staff time. Developers are charged fully burdened rates for staff time.

   This item was discussed at the Water & Wastewater Committee meeting and committee agreed to bring forward to the Board for a vote.

Director Belcher made a motion to amend the contract and add $50,000 to the Herwit Engineering General Service Contract Agreement.
Director Graves seconded.
Vote: Motion carried – AYES: 4- Graham, Gutow, Graves, Belcher, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

3. Discussion and Possible Action to Set the Date and Time of the 2025 Annual Board Workshop.

Presented by General Manager Dina Breitstein.

- Each year the Board holds a workshop to review Town accomplishments and future direction.
- Recommended date is March 20, 2025, at 4:00p.m.

Director Graves made a motion to set the annual Board Workshop for March 20, 2025 at 4:00p.m.
President Graham seconded.
Vote: Motion carried – AYES: 4- Graham, Gutow, Graves, Belcher, NOES: 0, ABSTAINED: 0, ABSENT: 1 - Porter.

H. MANAGER'S REPORT

1. Landscape Update.

Presented by Landscape Manager Monica Gallo.

- Leaves were cleaned up all over Town.
- Landscape clean-up was done on Poe Drive.
- Grass at Cornell Park is growing and has been mowed several times.
- Landscaping was done on the South Point, Cabrillo Point, and Discovery Point islands.

I. GENERAL MANAGER'S REPORT

1. Assistant General Manager Hiring.

- CPS HR is working on a flyer for recruitment of a new Assistant General Manager.

J. DIRECTOR REPORTS

1. Standing Committee Reports.
   a. Finance Committee Meeting (Committee Members Kevin Graves and Ashley Porter) February 5, 2025.

      Meeting was cancelled.

   b. Water and Wastewater Committee (Committee Members Kevin Graves and Carolyn Graham) February 5, 2025.

      Director Graves reported that the committee discussed the two items on the Board of Directors agenda as well as a State mandated ordinance item to be brought forward to a future meeting.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. BUSD – December 17, 2024 (Director Kevin Graves).
2. CCC Airport Committee – December 5, 2024 (Director Kevin Graves).
3. BUSD – January 23, 2025 – (Director Kevin Graves).
4. LAFCO – January 22, 2025 – (Director Kevin Graves).

L. CORRESPONDENCE

None.

M. LEGAL REPORT

None.

N. FUTURE AGENDA ITEMS

President Graham would like to discuss three items of concern for Code Enforcement.
President Graham would like to send a letter of appreciation to Lieutenant Jacques.

O. ADJOURNMENT

1. Adjourned at 7:43p.m. to the next Regular Meeting of the Board of Directors on February 19, 2025 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

AGENDA ITEM: C2

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Monthly Disbursement Report – January 2025

Meeting Date: February 19, 2025

Prepared By: Margaret Moggia, Finance Manager and Lesley Marable, Project Accountant

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Receive and file.

EXECUTIVE SUMMARY:

In accordance with Financial Policy #031, Section VIII (F), the Finance Manager shall submit a register of District invoices paid in the preceding month.

The amounts paid represents the operating and capital expenditures for the month of January 2025 for a total amount of $ $1,301,793.40.

FISCAL IMPACT:

Amounts paid are respectively budgeted in the fiscal year annual budget for each fund.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable

ATTACHMENTS:

1. Check Register – BOD Report

Check Register - BOD Report
Check Issue Dates: 01/01/2025 - 01/31/2025

Check Number	Payee	Amount
2439	Brentwood Ace Hardware	232.62
2440	Discovery Pest Control	99.00
2441	Monarch Landscape LLC	10,952.07
2442	National Aquatic Services, Inc.	700.00
2443	Pacific Gas & Electric	7,467.22
2382	Discovery Bay Lions Club Foundation	-900.00
2444	Discovery Bay Lions Club Foundation	900.00
2445	U.S. Bank Corporate Payment System	855.54
2446	ULINE	374.84
2447	Valencia Janitorial Plus	1,670.00
2448	Alhambra	76.89
2449	CliftonLarsonAllen LLP	231.00
2450	Geotab USA, Inc.	106.65
2451	Neumiller & Beardslee	86.00
2452	Pacific Gas & Electric	10,061.94
2453	Precision IT Consulting	557.28
2454	Town of Discovery Bay CSD	1,449.71
2455	Tyler Technologies, Inc.	12,648.00
2456	Verizon Wireless	313.22
2457	ASCAP	445.00
2458	DoorKing Inc.	32.95
2459	MDRR-Discovery	969.46
2460	National Aquatic Services, Inc.	700.00
2461	ODP Office Solutions, LLC	386.57
2462	Town of Discovery Bay CSD	28,307.50
2463	Watersavers Irrigation Inc.	401.72
2464	Alhambra	69.40
2465	Karina Dugand	56.25
2466	Michelle Dominge	307.50
2467	SDRMA	34.96
2468	Watersavers Irrigation Inc.	69.56
2044	Community Center Refund Customer	-30.00
2469	Community Center Refund Customer	30.00
15645	Aflac	288.22
15646	All Star Rents	1,733.18
15647	Badger Meter	5,906.40
15648	Brentwood Ace Hardware	439.60

15649	Diablo Excavation & Construction	26,248.38
15650	Grainger	585.70
15651	Monarch Landscape LLC	49,721.01
15652	Pacific Gas & Electric	36,385.62
15653	Robert Half	903.00
15573	Shred City	-199.00
15654	Shred City	199.00
15655	Veolia Water North America	242,389.58
15656	Ashley Porter	460.00
15657	Badger Meter	2,549.44
15658	Bryon Gutow	345.00
15659	CaliforniaChoice Benefit Admin	21,361.81
15660	Carolyn Graham	575.00
15661	Core & Main LP	350.36
15662	Freedom Mailing Service, Inc	3,715.35
15663	Luhdorff & Scalmanini	1,168.00
15664	Precision Plumbing & Contracting, Inc.	4,950.00
15665	Quadient Finance USA, Inc.	1,000.00
15666	Robert Half	225.75
15667	SDRMA	1,937.49
15668	SWRCB	42,172.88
15669	U.S. Bank Corporate Payment System	3,116.43
15670	Valencia Janitorial Plus	1,420.00
15671	Umpqua Bank	11,492.09
15681	Alhambra	148.36
15682	CliftonLarsonAllen LLP	924.00
15683	Denalect Alarm Company	126.00
15684	Diablo Excavation & Construction	51,650.04
15685	Discovery Pest Control	73.44
15686	Freedom Mailing Service, Inc	3,703.37
15687	Geotab USA, Inc.	130.35
15688	Lesley Belcher	230.00
15689	Luhdorff & Scalmanini	11,308.77
15690	MDRR-Delta Debris Box	2,036.72
15691	Neumiller & Beardslee	5,527.58
15692	ODP Office Solutions, LLC	295.73
15693	Pacific Gas & Electric	63,347.27
15694	Precision IT Consulting	15,055.10
15695	Ricoh USA, Inc	892.78
15696	Robert Half	458.30
15697	Tripepi Smith and Associates, Inc.	11,200.00
15698	Tyler Technologies, Inc.	50,592.00
15699	Verizon Wireless	597.53
15700	W.R. Forde Associates, Inc.	145,825.00

15701	Aflac	288.22
15702	Water Utility Refund Customer	737.61
15703	Water Utility Refund Customer	143.56
15316	Water Utility Refund Customer	-10.41
15704	Water Utility Refund Customer	10.41
15705	Kelly Rajala	52.92
15706	Kevin Graves	575.00
15458	Water Utility Refund Customer	-28.42
15707	Water Utility Refund Customer	28.42
15708	Pacific Gas & Electric	28,156.59
15709	Robert Half	458.30
15710	Watersavers Irrigation Inc.	669.54
15711	Alhambra	47.95
15712	All Star Rents	269.34
15713	California CAD Solutions, Inc.	6,945.00
15714	Diablo Excavation & Construction	23,031.52
15715	Grainger	17,472.52
15716	Harris & Associates, Inc.	3,060.00
15717	Liebert Cassidy Whitmore	3,135.00
15718	Monarch Landscape LLC	44,450.00
15719	ODP Office Solutions, LLC	65.79
15720	SDRMA	34.99
15721	Stantec Consulting Services Inc	12,760.00
15722	Underground Service Alert of	1,221.86
15723	Veolia Water North America	157,320.67
15724	Verizon Wireless	50.04
10325	Empower Retirement	3,792.00
11725	Empower Retirement	3,792.00
110637479	Luhdorff & Scalmanini	9,900.00
110637498	Conco West Inc.	78,137.50
	Grand Total	**$1,301,793.40**

AGENDA ITEM: C3

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Accept $6,000 Donation from Veolia North America to the Community Center.

Meeting Date: February 19, 2025.

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Approve and Accept $6000 Donation from Veolia North America to the Community Center.

EXECUTIVE SUMMARY:

Veolia North America ("Veolia") is the contract operator of the Town's water and wastewater plants. Veolia has donated $6000 annually to the Community Center. For 2025, Veolia is again making a $6000 donation that will be directed to the Community Center. Staff's recommendation is to approve and accept the donation.

FISCAL IMPACT:

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

ATTACHMENTS:

Water & Wastewater
Monthly Presentation

VEOLIA

THE TOWN OF DISCOVERY BAY
Live Where You Play

January 2025

Safety & Training

- Cold weather
- Customer Service
- Insect Bites / Stings
- Employee Handbook

571 Safe Work Days

WATER SYSTEM

WILLOW WTP

Well 1: Active
Well 2: Active
Well 6: Active

Filter A: Online
Filter B: Online
Filter C: Offline
Filter 1: Online 10/10/24

NEWPORT WTP

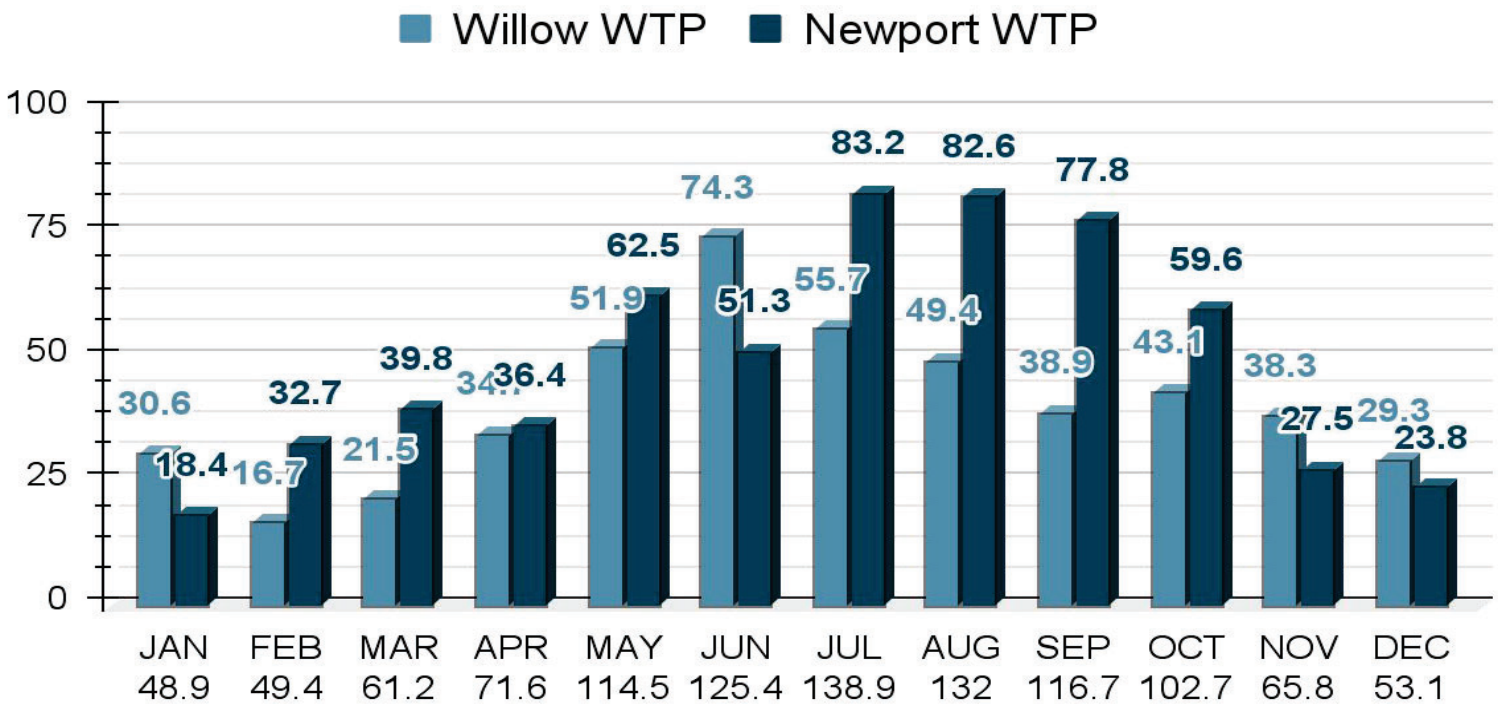
Well 4: Active
Well 5: Offline
Well 7: Active

Filter A: Online
Filter B: Online

3764 gal < Sodium Hypochlorite > 1214 gal
30.6 MG < Water Production > 18.4 MG

Total Water Demand: 49.0 MG

Water Demand in Million Gallons



VEOLIA

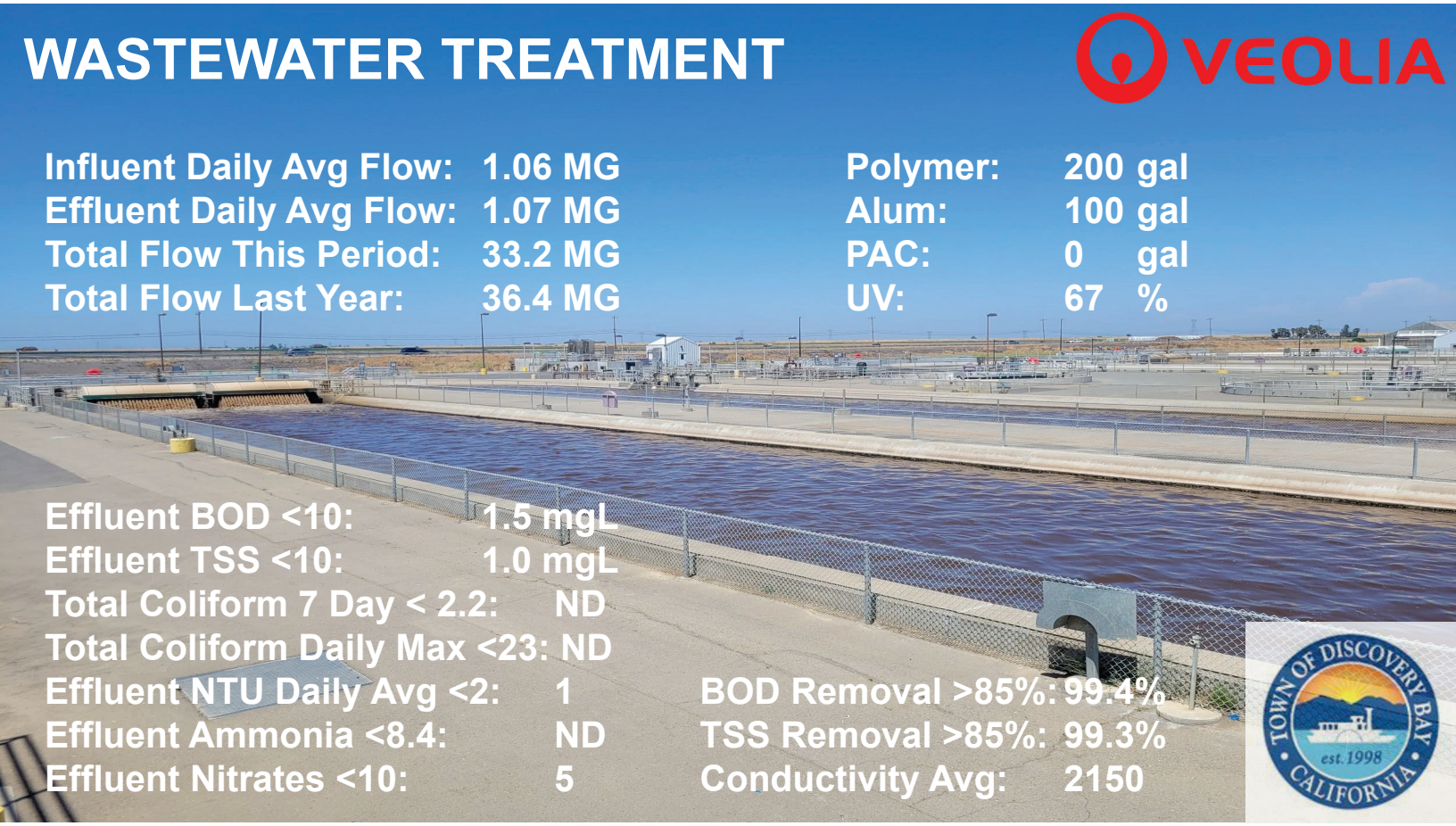
Hydrant Flushing:	In-Progress	Water Quality Complaints:	0
Valve Exercising:	In-Progress	Water Pressure Concerns:	0
Consumer Confidence Report:	Pending	Coliform Positive Results:	0
Lead & Copper Sampling:	Due 2027	Notice of Violations:	0

TOWN OF DISCOVERY BAY
est. 1998
CALIFORNIA


WASTEWATER COLLECTION SYSTEM
Lift Stations
A: Active
C: Active
D: Active
E: Active
F: Active
G: Active
H: Active
J: Active
R: Active
S: Active
Bixler: Active
Village 4: Active
Lakes: Active
Lakeshore: Active
Newport: Active
IPS: Active
Y: Online
THE TOWN OF
DISCOVERY BAY
Live Where You Play
VEOLIA

WASTEWATER TREATMENT

VEOLIA

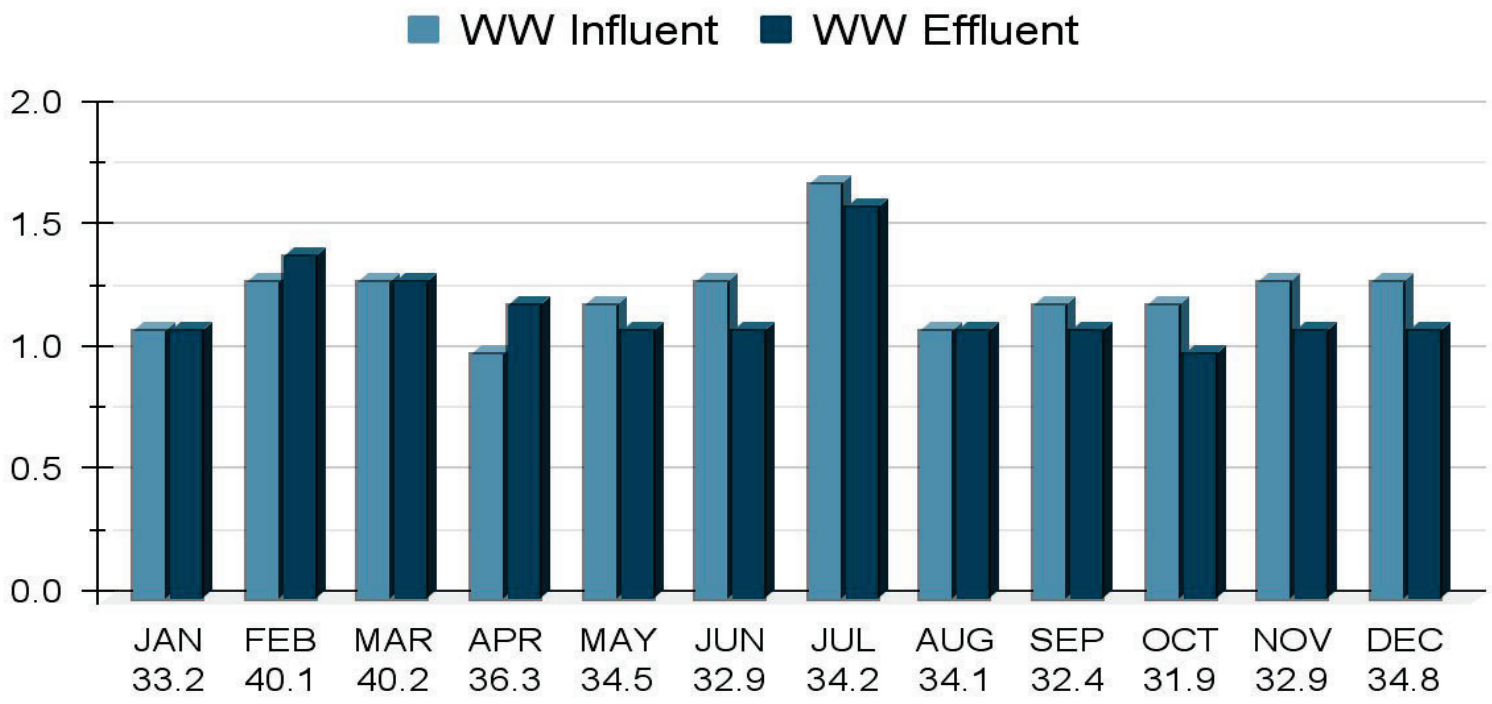


Influent Daily Avg Flow:	1.06 MG	Polymer:	200 gal
Effluent Daily Avg Flow:	1.07 MG	Alum:	100 gal
Total Flow This Period:	33.2 MG	PAC:	0 gal
Total Flow Last Year:	36.4 MG	UV:	67 %

Effluent BOD <10:	1.5 mgL		
Effluent TSS <10:	1.0 mgL		
Total Coliform 7 Day < 2.2:	ND		
Total Coliform Daily Max <23:	ND		
Effluent NTU Daily Avg <2:	1	BOD Removal >85%:	99.4%
Effluent Ammonia <8.4:	ND	TSS Removal >85%:	99.3%
Effluent Nitrates <10:	5	Conductivity Avg:	2150

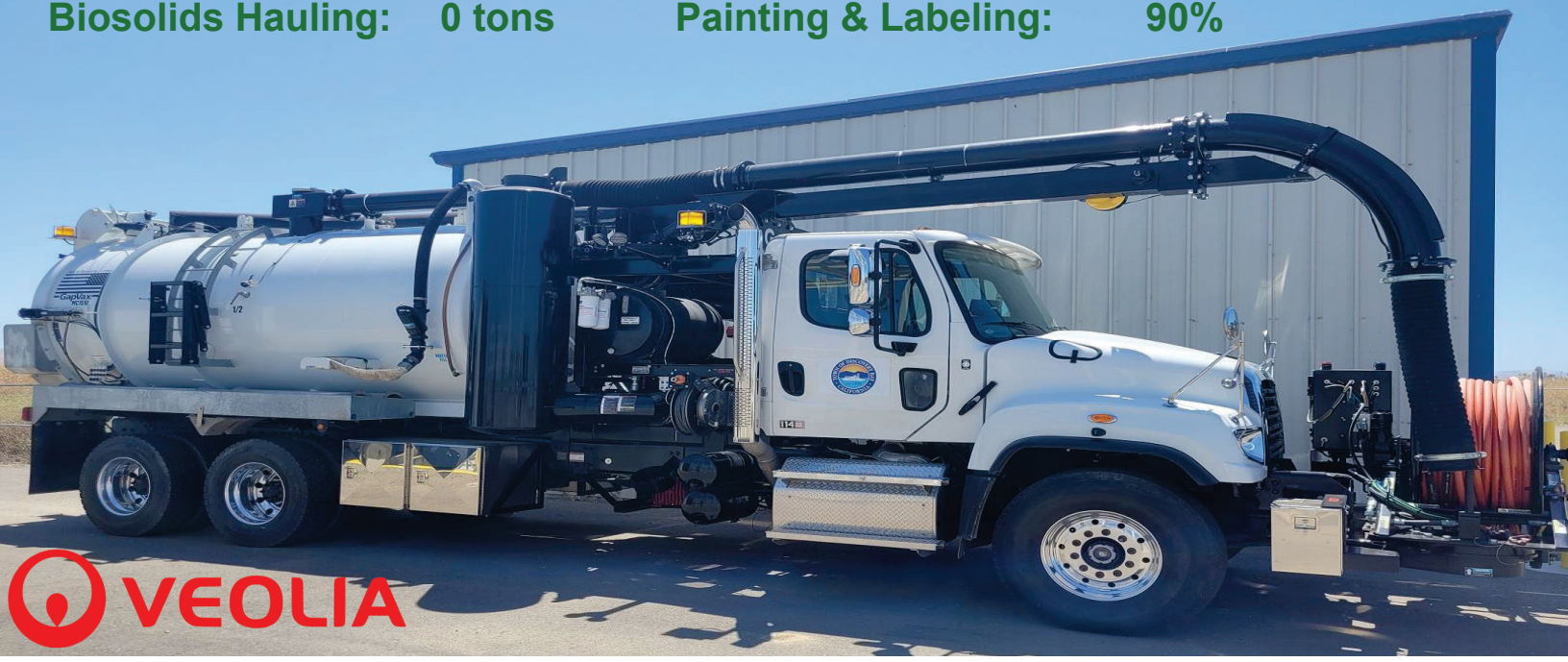
TOWN OF DISCOVERY BAY • CALIFORNIA • est. 1998

Wastewater Flow in Million Gallons



MAINTENANCE

Customer Complaints:	0	Lift Station Cleanouts:	0%
Sewer Overflows:	0	SL Rat Status:	10%
Biosolids Hauling:	0 tons	Painting & Labeling:	90%



SL RAT

Mapping of Collection System

2/11/2025

AGENDA ITEM:
E1

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Establish an Ad-Hoc Building Construction Oversight Committee to Extend Through the Duration of the New District Office Building Project.

Meeting Date: February 19, 2025

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the board take the following actions:

a. Establish the ad-hoc Building Construction Oversight Committee to extend through the duration of the new District Office Building Project.

b. Establish Director Kevin Graves and Director Ashley Porter to sit on the ad-hoc Construction Management Oversight Committee for the duration of the new District Office Building Project.

EXECUTIVE SUMMARY:

The Town of Discovery Bay is constructing a new Administration Office Building to comply with the American Water Works Association's Emergency Response Plan requirements. The requirements emphasize that the Town needs to relocate its main office to a site not associated with a secured water or wastewater treatment facility.

Given the size, technical complexity, and cost of the Office Building project, it is essential to establish a team to effectively manage the factors of the project and ensure its successful completion. To achieve this, the following components are necessary:

- Design and construction team
- Construction Manager
- Oversight Committee

The Oversight Committee will be responsible for reviewing and recommending any future building needs to the Board of Directors. This may include funding and budgetary matters, addressing major design or site work changes, monitoring the project's timeline, and fulfilling any other requirements necessary for the successful completion of the Administration Office Building.

Staff requests that the Board of Directors 1. Establish the ad-hoc Building Construction Oversight Committee through the duration of the new District Office Building Project; and 2. Establish Director Kevin Graves and Director Ashley Porter to sit on the ad-hoc Construction Management Oversight Committee for the duration of the new District Office Building Project. Director Graves and Director Porter have been instrumental in the development of the new District Office Building Project and would be valuable assets throughout the completion of the construction process.

FISCAL IMPACT:

$115 per meeting per board member.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

June 5, 2024, BOD Meeting - Design Contract with Mobile Modular
October 16, 2024, BOD Meeting - Contract with Harris and Associates for CEQA Determination
November 6, 2024, BOD Meeting – Established Ad-HOC Construction Interview Committee

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ATTACHMENTS:

1. Resolution #2025-01.

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

RESOLUTION 2025-01

RESOLUTION OF THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS ESTABLISHING A DISTRICT OFFICE BUILDING CONSTRUCTION OVERSIGHT AD HOC COMMITTEE

WHEREAS, the Town of Discovery Bay Community Services District (the "Town") Board of Directors (the "Board") has acknowledged that the Town's current District Office located at 1800 Willow Lake Road, Discovery Bay, California (the "District Office") may need to be upgraded or moved to a different site in the future; and

WHEREAS, due to the size, technical nature, and cost of the District Office project, it would be beneficial and prudent to establish an Ad Hoc Building Construction Oversight Committee to provide information and recommendations to the Board on matters pertaining to the District Office project, and provide input as requested by staff regarding issues that arise during the construction of the District Office project, ensuring that recommendations can be made to the Board where necessary; and

WHEREAS, Section 2, of Article IV of the Town's Bylaws provides that the Board may establish Ad Hoc Committees that may become necessary from time to time by Resolution of the Board; and

WHEREAS, the Town's Board desires to form an ad hoc committee to provide input to and collaborate with the Town's staff (as needed) to review and provide input, at Town staff's request, regarding issues that arise during the construction of the District Office project, and also provide information and recommendations to the Board during the construction of the Town's District Office project.

NOW THEREFORE, BE IT RESOLVED, BY THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS, AS FOLLOWS:

1. **Recitals.** The above recitals are true, correct, and incorporated herein by reference.

2. Building Construction Oversight Committee. In accordance with Section 2, of Article IV of the Town of Discovery Bay Community Services District Bylaws, the Town's Board of Directors hereby establishes the Building Construction Oversight Ad Hoc Committee to carry out the following efforts:

   a. The title of the committee shall be the "Building Construction Oversight Ad Hoc Committee."

   b. The Building Construction Oversight Ad Hoc Committee shall be an ad hoc committee comprised of no more than two (2) members of the Board and assisted by Town staff that may be required to carry out the functions of the Building Construction Oversight Ad Hoc Committee.

   c. The members of the Building Construction Oversight Ad Hoc Committee shall be Kevin Graves and Ashley Porter. The members of the Building Construction Oversight Ad Hoc Committee shall select the Chairperson.

d. The Building Construction Oversight Ad Hoc Committee shall conduct itself consistent with all applicable Policies of the Town, and in accordance with California law.

e. The scope of the Building Construction Oversight Ad Hoc Committee functions shall consist solely of the following:

   i) Provide input as requested by Town staff regarding issues that arise during the construction of the District Office project, ensuring that recommendations can be made to the Board where necessary.

   ii) Provide information and recommendations to the Board regarding the construction of the District Office project.

f. No other power of the Town's Board of Directors, whether express or implied, is delegated to the Building Construction Oversight Ad Hoc Committee.

g. The Building Construction Oversight Ad Hoc Committee shall meet as necessary to carry out its purpose and shall dissolve automatically upon completion and acceptance of the Administration Office Building, unless otherwise extended or dissolved by the Board prior to thereto.

3. **No Invalidation of Prior Lawful Actions.** Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee of the Town, nor any subsequent lawful action taken by the Board thereupon.

4. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

_____
Carolyn Graham
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting held on February 19, 2025, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Dina Breitstein
Board Secretary

AGENDA ITEM: E2

Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Action to Approve Resolution Number 2025-02 Contra Costa County Local Hazard Mitigation Plan.

Meeting Date: February 19, 2025

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

It is recommended that the Board take the following Action:

Approve Resolution Number 2025-02 Contra Costa County Local Hazard Mitigation Plan.

EXECUTIVE SUMMARY:

CONTRA COSTA COUNTY HAZARD MITIGATION PLAN

In an effort to make the County more disaster-ready and resilient, the Contra Costa County Office of Emergency Services (OES) lead the update of the Local Hazard Mitigation Plan (LHMP). This plan serves as a guide for the county to become more resilient to the impacts of natural, human-caused, and technological hazards.

As part of the 2024 update, Contra Costa County worked with 39 participating agencies. The County Base Plan was approved by FEMA and CalOES on September 18, 2024, and adopted by the Contra Costa County Board of Supervisors on November 5, 2024.

Given the number of participants, the plan is divided into two volumes.

> Volume I - is the county plan; it includes the overall analysis of the hazards, a county profile, the countywide mitigation action items, and sets the foundation for participating jurisdiction annexes.
>
> Volume II - is comprised of the annexes for each participating city and special district.

Participating jurisdictions are in the process of local adoptions. Please see Contra Costa County's website for more information. https://www.contracosta.ca.gov/6415/Local-Hazard-Mitigation-Plan

TOWN OF DISCOVERY BAY INVOLVEMENT

Since January 2023, The Town of Discovery Bay Staff have been collaborating with the Contra Costa County Hazard Mitigation Planning Team to aid in the development of the County-Wide Local Hazard Mitigation Planning process. This initiative began with a multi-agency coordination meeting held across the county. Throughout the process, the team worked to fulfill all FEMA requirements necessary for approval. The county team organized and led this effort and consistently submitted local tasks and data to FEMA for review and feedback.

This 5-year plan requires working with cities, special districts, and county departments across three main areas: 1) hazard identification, 2) mitigation action planning, and 3) public comment and outreach.

During the hazard identification phase, the planning team analyzed data on natural and human-caused hazards based on the likelihood, impact, and severity. For the county, the three highest-ranked hazards were earthquakes, wildfires, and landslides. Even though every participating city and special district also ranked their hazards based on their area, there are common trends across the county in the hazard ranking.

After hazards were identified, at least one mitigation action item was identified for each hazard. This ensures that each participating agency has a proposed strategy to mitigate hazard impacts. Additionally, with a current hazard mitigation plan and action item, participating entities can apply for state and federal hazard mitigation grant funds once CalOES and FEMA have approved the plan.

GUIDING PRINCIPALS:

The following guiding principles were considered in advance of developing or updating a local mitigation plan:

▪ Plan and Invest for the Future: The plan is based on the experiences of the past and present and on projections for the future, including long-term climate change considerations and changes in development. The planning process sets the direction for years and decades into the future, using the best available information, tools and resources from partners and stakeholders to make a strong case for mitigation investments and implementing actions.

▪ Collaborate and Engage Early: The planning process brings together diverse community-based partners representing the interests of the whole community. It includes those able to implement mitigation actions using a wide range of resources, and leaders from underserved communities and socially vulnerable populations. Meaningful representation from and conscious collaboration with underserved and vulnerable populations are critical for equitable outcomes.

▪ Integrate Community Planning: Design the planning process to fit the unique needs of each community. Integrating hazard risk with the most appropriate planning scale and processes, such as land use, economic development, housing, infrastructure, resilience planning and/or natural resource planning, will minimize conflicting initiatives, such as development in hazard-prone areas.

LOCAL RESPONSIBILITIES:

Local governments, including special districts, seeking plan approval are responsible for participating in the planning process and meeting all requirements. This includes adopting the plan in accordance with local laws. Adoption demonstrates the local government’s commitment to implement the mitigation strategy.

FEMA REQUIREMENTS:

1. Local annexes are not officially FEMA approved until it is adopted locally, and confirmation of adoption is submitted to FEMA.
2. All Loca Annexes **must be adopted by September 18, 2025** (the day the first annex was adopted). Adoption steps should follow standard practice for your jurisdiction/agency.
3. Since the Town is part of the multi-jurisdictional plan, adoption documentation must be submitted to County OES for submission to FEMA in order to receive official FEMA approvable.

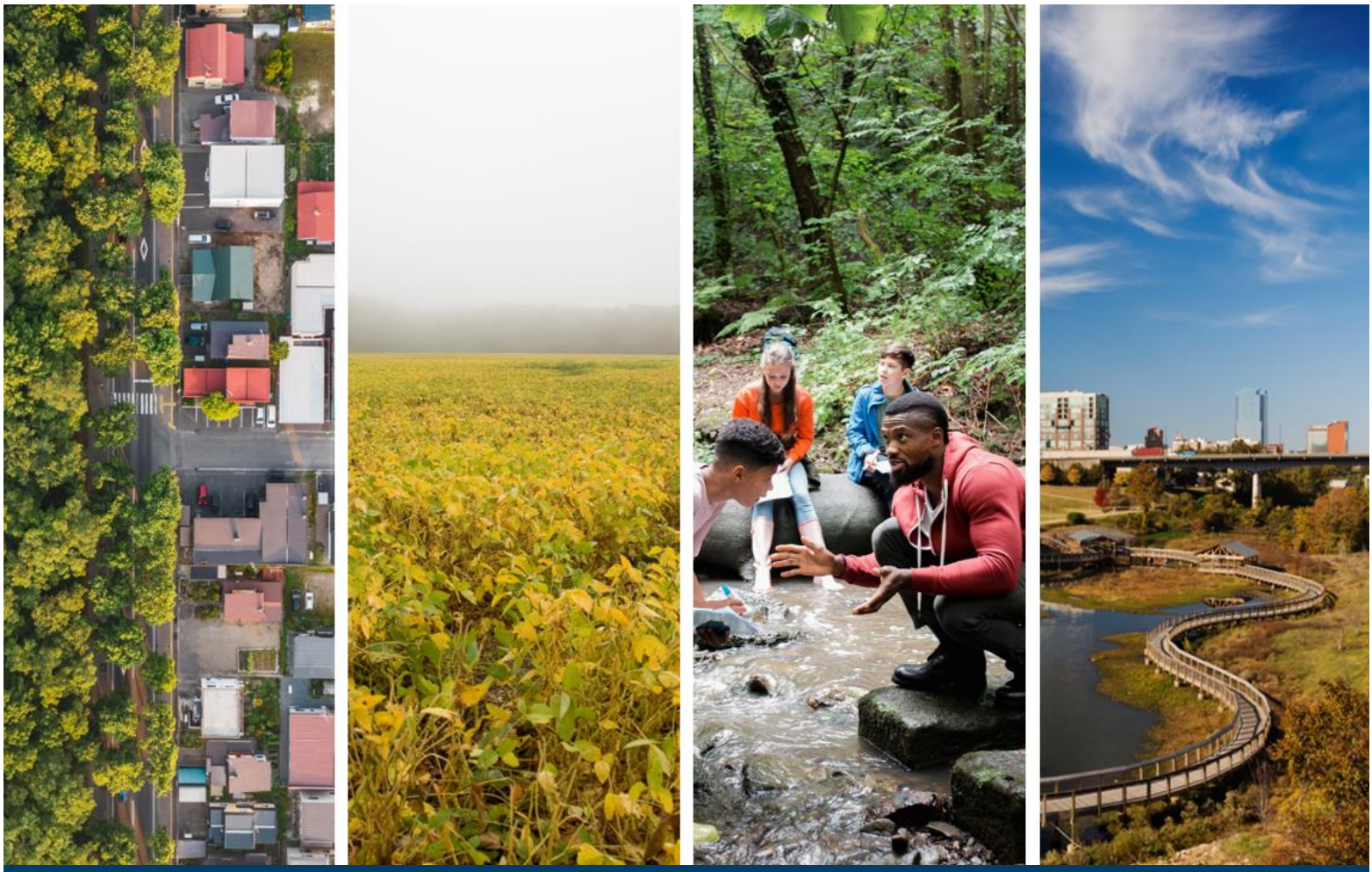
NEXT STEP: FEMA has issued an approvable pending adoption letter, meaning that local adoptions by resolution are required. A resolution has been prepared and is ready for board approval (see attached).

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM: N/A

ATTACHMENTS:

1. Hazzard Mitigation Guide.
2. Contra Costa County Local Hazzard Mitigation Plan (LHMP).
3. CalOES to FEMA Transmittal Notices dated 9/20/24, 10/23/24, 1/10/25.
4. FEMA Letter dated 1/22/25.
5. Contra Costa County LHMP Presentation.
6. Resolution 2025-02.



Local Mitigation Planning Policy Guide

FP 206-21-0002

Released April 19, 2022, Effective April 19, 2023

OMB Collection #1660-0062

FEMA

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Foreword

On behalf of the Federal Emergency Management Agency (FEMA), I am pleased to present the Local Mitigation Planning Policy Guide. This guide is FEMA's official policy on and interpretation of the applicable statutes and mitigation planning regulations in 44 Code of Federal Regulations (CFR) Part 201. This policy applies to local governments that develop, update and implement local mitigation plans, as well as FEMA and state officials who review and approve those plans. This updated policy will become effective one year from the date of release.[1]

Mitigation planning is the foundation for guiding risk reduction investments. These investments build community resilience to future natural hazard events. The local mitigation planning process brings partners together to inform a risk reduction strategy that can be implemented using a wide range of public and private resources. Local mitigation plans demonstrate the commitment to mitigation across multiple sectors, such as infrastructure and economic development, to reduce natural hazard risk.

The local mitigation plan guides risk-informed decision-making at the local level. Local governments, including special districts, can use the mitigation plan to guide planning for climate adaptation, resilience, land use and economic development.

This policy:

- Provides guidance to local governments to enable local mitigation plans to meet the mitigation planning requirements.
- Supports integration across FEMA programs, such as the National Flood Insurance Program, Hazard Mitigation Assistance, Rehabilitation of High Hazard Potential Dams Program, and the FEMA Building Codes Strategy.
- Aligns with the National Mitigation Framework and the National Mitigation Investment Strategy, a guide for whole community mitigation investments.
- Supersedes the Local Mitigation Plan Review Guide and the Local Mitigation Plan Requirements in Section 5.8 Rehabilitation of High Hazard Potential Dams Grant Program Guidance (FP 104-008-7, June 2020).

[1] The High Hazard Potential Dams mitigation planning requirements to include all dam risks will become effective with the release of the Rehabilitation of High Hazard Potential Dams Grant Program Fiscal Year 2022 Notice of Funding Opportunity.

This policy will be reviewed, reissued, revised and/or rescinded within four years of the issue date. The Federal Insurance and Mitigation Administration (FIMA) will monitor and evaluate this policy based on stakeholder feedback and any regulatory or statutory updates.

Nimisha Agarwal
Deputy Associate Administrator (Acting)
Federal Insurance and Mitigation Administration

1. Introduction

1.1. Purpose of the Local Mitigation Planning Policy Guide

Local hazard mitigation plans form the foundation of a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction and repetitive damage. The Federal Emergency Management Agency (FEMA) supports local mitigation planning to achieve the following:

- Foster partnerships among all levels of government.
- Develop and strengthen non-governmental and private partnerships.
- Promote more disaster-resilient and sustainable communities.
- Reduce the costs associated with disaster response and recovery by promoting mitigation activities.

Community resilience is the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions**.** Activities such as disaster preparedness (which includes prevention, protection, mitigation, response and recovery) and reducing community stressors (the underlying social, economic and environmental conditions that can weaken a community) are key steps to resilience.

The *Local Mitigation Planning Policy Guide* is FEMA's official policy on, and interpretation of, local hazard mitigation planning requirements. The guide facilitates consistent evaluation and approval of local mitigation plans and compliance with the mitigation planning requirements when updating plans. The primary users of this guide are the federal and state[2] officials who review and approve local mitigation plans, recognizing that state and local planners also use the guide to understand minimum mitigation planning requirements. Local mitigation planners are encouraged to use the guide and other related materials to better understand the regulatory and policy requirements as well as fully leverage the planning process to engage stakeholders and increase community resilience. For additional information and examples of the various ways to meet and exceed the regulatory requirements, planners are directed to FEMA's Mitigation Planning training and guidance, including the Local Mitigation Planning Handbook ("Handbook")[3].

[2] For mitigation planning, the term "state" includes any state of the United States, the District of Columbia, American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands [44 CFR § 201.2 Definitions].

[3] The current version of the Local Mitigation Planning Handbook is available at Create a Hazard Mitigation Plan | FEMA.gov

1.2. Planning is the Foundation for Mitigation Investments

Local mitigation plans are investment strategies that communities develop throughout the planning process to identify hazards, assess risks and vulnerabilities, and develop mitigation strategies that can be funded using a wide range of resources. As stated in 44 CFR § 201.1(b), "the purpose of mitigation planning is for state, local and Indian tribal governments to identify the natural hazards that impact them, to identify actions and activities to reduce any losses from those hazards, and to establish a coordinated process to implement the plan, taking advantage of a wide range of resources." This coordinated process allows mitigation investments to be based on a community-based, risk-informed decision-making process.[4] The local mitigation planning process helps the whole community understand the importance of mitigation and develop mitigation actions based on current and future risks and capabilities.

1.2.1. National Mitigation Investment Strategy

The National Mitigation Investment Strategy is a single national strategy for advancing mitigation investment to reduce risks posed by natural hazards and increasing the nation's resilience to natural hazards. The National Mitigation Investment Strategy's objective is to identify and measure the effectiveness of mitigation investments, and to inform decisions on when and where to make investments. The Investment Strategy encourages the whole community, including individuals, to invest in pre- and post-disaster mitigation by adopting three shared goals:

- **Goal 1: Show How Mitigation Investments Reduce Risk**
  The whole community will build a shared understanding of mitigation investment and its value. Specifically, the whole community will understand how effective mitigation investments can protect people, homes, neighborhoods, cultural and historic resources, ecosystems and lifelines (for example, communications, energy, transportation and water). The federal government and its non-federal partners will create a shared vocabulary and common measures to communicate information about risk and find opportunities to educate, hire, train and develop a base of qualified mitigation professionals.

- **Goal 2: Coordinate Mitigation Investments to Reduce Risk**
  The whole community will coordinate mitigation investments through shared risk information, reinforced strategies for risk reduction, and easier access to existing funding. Such coordination will help the whole community justify mitigation investments and choose the most cost-effective and reasonable actions.

- **Goal 3: Make Mitigation Investment Standard Practice**
  The whole community will factor mitigation into investment decisions, especially for buildings and infrastructure. The federal government and its non-federal partners will use and expand

[4] The mitigation planning process closely aligns with the principles laid out by the Comprehensive Preparedness Guide 101.

> *financial products and approaches for mitigation investment—including funding, incentives and financial risk transfer opportunities. The federal government and its non-federal partners also will make mitigation standard professional practice critical to safeguarding lifelines, services, and national safety and security*.

Local hazard mitigation plans are the opportunity for local governments to discuss, apply, and meet the three shared goals of the Investment Strategy. A plan based on an equitable and comprehensive engagement strategy, inclusive risk communication, and understanding whole-community needs and capabilities sets the foundation for guiding investment decisions to reduce risk using a wide range of public and private resources.

1.2.2. Hazard Mitigation Assistance

FEMA makes funding available for planning through the Hazard Mitigation Assistance (HMA) grant programs: the Hazard Mitigation Grant Program (HMGP); the Building Resilient Infrastructure and Communities (BRIC) Program; and the Flood Mitigation Assistance (FMA) Program.

Approved mitigation plans are a requirement for local governments, including special districts, to be eligible for the projects funded under the HMA and other FEMA programs, including the Rehabilitation of High Hazard Potential Dams (HHPD). Additionally, Public Assistance funding is available to implement mitigation measures for damaged eligible facilities to protect against future damages, so long as the recipient has an approved state mitigation plan. Mitigation plans must be reviewed and updated every five years and formally adopted by each participating jurisdiction's governing body as part of receiving approval. See Section 1.4 for additional guidance and authorities for FEMA assistance programs that provide planning grants or require mitigation plans as a condition of eligibility.

1.3. Planning for Climate Change and Equitable Outcomes

Local jurisdictions have a responsibility to ensure that the plan's mitigation strategy complies with all applicable legal requirements related to civil rights, to ensure nondiscrimination. Such compliance can help achieve equitable outcomes through the mitigation planning process for all communities, including underserved communities[5] and socially vulnerable populations.

[5] Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government defines "underserved communities" as "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life…"

FEMA defines equity as the consistent and systematic fair, just and impartial treatment of all individuals. To ensure that the planning process and outcomes of the local mitigation plan benefit the whole community, equity must be central in its development. Inclusive planning processes take time and thoughtful planning to be set up in a way that provides everyone with the resources necessary to meaningfully participate, make progress and benefit from hazard mitigation. Equity is not just an important principle; it is essential to reducing risk to the whole community,[6] particularly for those who face barriers to accessing assistance and for populations that are disproportionately affected by disasters. The whole community includes individuals and communities, the private and nonprofit sectors, faith-based organizations and all levels of government (regional/metropolitan, state, local, tribal, territorial, insular area and federal). The mitigation plan is an opportunity to counter some of those barriers and intentionally plan for reducing the risk of all communities.

Climate change increases the frequency, duration and intensity of natural hazards, such as wildfires, extreme heat, drought, storms, heavy precipitation and sea level rise.. Communities are feeling the impacts of a changing climate now.[7] Many of these trends will likely continue for decades.[8] These variations create new risks to state and local governments and challenge pre-existing mitigation plans. They also pose a unique threat to the nation's most at-risk populations by exacerbating the impacts of disasters on underserved and socially vulnerable populations who already experience the greatest losses from natural hazards.

Many states and communities have been planning for climate change through climate adaptation efforts. According to the National Climate Assessment, climate adaptation refers to “actions taken at the individual, local, regional, and national levels to reduce risks from even today’s changed climate conditions and to prepare for impacts from additional changes projected for the future.”[9] While climate adaptation efforts may be undertaken separately or in addition to the all-hazards mitigation planning process, hazard mitigation and climate adaptation are complementary efforts that have the same goal: long-term risk reduction for people and increased safety for communities. The key difference between hazard mitigation and climate adaptation is that hazard mitigation encompasses all natural hazards, including short-term, episodic events that may or may not be connected to climate change. Climate adaptation efforts and plans are focused on reducing the risk to and mitigating impacts from actual or expected causes of climate change. As natural disasters cross geographic boundaries and increase in frequency and intensity, the need to support intersecting

[6] National Preparedness Goal, Second Edition, 2015

[7] U.S. Global Change Research Program, Fourth National Climate Assessment, Volume II: Impacts, Risks, and Adaptation in the United States, 2018.

[8] Intergovernmental Panel on Climate Change, The Physical Science Basis. Contribution of Working Group 1 to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change, 2021.

[9] U.S. Global Change Research Program, Fourth National Climate Assessment, Chapter 28: Reducing Risks through Adaptation Actions, 2018.

plans is greater than ever. Adapting to the expected impacts of climate change is a form of hazard mitigation. A hazard mitigation plan that addresses climate change in its risk assessment and includes adaptation actions in its mitigation strategy may reduce risk to current and future events.

1.4. Authorities and References

This policy bases the requirements for approval on a number of authorities, including:

1.4.1. Authorities

Laws:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended.
- National Flood Insurance Act of 1968, as amended.
- National Dam Safety Program Act (Pub. L. 92-367), as amended.

Regulations:

- 44 CFR Part 201 Mitigation Planning.
- 44 CFR, Part 60, Subpart A, including § 60.3 Flood plain management criteria for flood-prone areas.
- 44 CFR Part 77 Flood Mitigation Grants[10].
- 44 CFR Part 206 Subpart N. Hazard Mitigation Grant Program.

1.4.2. References

Executive Orders (EOs):

- EO 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (February 1994).
- EO 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input (October 2015, revoked in 2017 and reinstated in May 2021 by Executive Order 14030 on Climate-Related Financial Risk).
- EO 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (January 2021).
- EO 13990, Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis (January 2021).
- EO 14008, Tackling the Climate Crisis at Home and Abroad (January 2021).

Presidential Policy Directives (PPD):

- PPD 8 National Preparedness (March 2011).

[10] This is the CFR citation for the Flood Mitigation Assistance Program.

- PPD 21 Critical Infrastructure Security and Resilience (February 2013).

FEMA and U.S. Department of Homeland Security doctrine:

- National Mitigation Investment Strategy (August 2019).
- National Preparedness Goal (Second Edition, September 2015).
- National Mitigation Framework (June 2016).

FEMA Policies:

- "Restrictions on Grant Obligations to State, Tribal, and Local Governments without a FEMA-Approved Mitigation Plan" (FP 306-112-1, August 19, 2013).
- Hazard Mitigation Assistance Guidance (February 27, 2015).
- Hazard Mitigation Assistance Guidance, Program Administration by States Pilot, Hazard Mitigation Grant Program, October 2017.
- Rehabilitation of High Hazard Potential Dams Grant Program Guidance (FP 104-008-7, June 2020).
- Mitigation Assistance: Building Resilient Infrastructure and Communities (FP-104-008-05, February 14, 2022).

1.5. Organization of the Guide

This guide comprises six main sections that describe the purpose of the guide, local, state and FEMA responsibilities, and the requirements for local hazard mitigation plans.

- **Section 1: Introduction** – Describes the purpose and organization of this guide, overall approach for plan reviews, authorities and references, and how planning is the foundation for mitigation investments.

- **Section 2: Roles and Responsibilities** – Describes the roles and responsibilities of local jurisdictions, states and FEMA related to mitigation planning.

- **Section 3: Guiding Principles** – Explains how to approach plan development and updates while meeting the requirements for mitigation planning.

- **Section 4: Local Planning Requirements** – Provides detailed guidance on how FEMA interprets the regulations through the individual elements of local mitigation planning, i.e., requirements for planning process, risk assessment, mitigation strategy, plan maintenance, plan update and plan adoption.

- **Section 5: Completing the Plan Review Tool** – Provides instructions on how FEMA will complete the Local Mitigation Plan Review Tool (PRT), including the Plan Review Checklist and Plan Assessment.

- Section 6: Plan Review and Approval Procedure – Describes the plan review procedure from submittal through approval, including methods of communication among FEMA, states and local governments that develop and update local mitigation plans.
- Appendix A: Local Mitigation Plan Review Tool – For use by state and FEMA plan reviewers to determine if a plan meets the local mitigation planning requirements, to provide more comprehensive feedback to the participating jurisdiction(s) where the plan exceeds minimum local mitigation plan requirements, and to suggest improvements. Local staff may use the PRT as a checklist to ensure all requirements have been addressed.
- Appendix B: Sample Adoption Resolution – Provides a sample adoption resolution to assist jurisdictions, including special districts.
- Appendix C: APA and Approval Status Letters – Includes sample approval status letters that can be modified and sent to plan participants.
- Appendix D: Amendment and Joining Procedures – Includes amendment and annexation procedures for multi-jurisdictional plans.
- Appendix E: Acronyms and Definitions – Defines all acronyms and terms used throughout this guide.
- Appendix F: Code of Federal Regulations – Includes text of the relevant portions of the CFR related to local hazard mitigation plans.
- Appendix G: High Hazard Potential Dam Grant Program Mitigation Planning Requirements – Describes the requirements in the Rehabilitation of High Hazard Potential Dams Grant Program for mitigation planning.

2. Roles and Responsibilities

This section outlines the local, state and FEMA responsibilities regarding the update, review and approval of a local mitigation plan.

2.1. Local Responsibilities (44 CFR § 201.3(d))

Local governments, including special districts, seeking plan approval are responsible for participating in the planning process and meeting all requirements in Section 4 of this guide. This includes adopting the plan in accordance with local laws. Adoption demonstrates the local government's commitment to implement the mitigation strategy.

This guide uses the terms "jurisdiction," "community" and "participant" interchangeably. These terms refer to any local government developing or updating a local mitigation plan. 44 CFR § 201.2 defines "local government" as:

"any county, municipality, city, town, township, 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,[11] or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity."

According to 44 CFR § 201.6(a)(4), local governments may work together to create a multi-jurisdictional plan. For multi-jurisdictional plans, one community should be designated as the lead jurisdiction. This may be any of the participants, such as a county, a council of governments or a regional planning entity. When FEMA HMA planning grants are used, the lead jurisdiction is often the sub-recipient. The lead jurisdiction is responsible for ensuring each participating jurisdiction meets the requirements laid out in Section 4, prior to submitting the plan to the state, and then FEMA, for approval. The lead jurisdiction is also responsible for coordinating the plan submission and adoption by all participating jurisdictions.

Individual jurisdictions participating in a multi-jurisdictional plan must meet the mitigation planning requirements, adopt the plan and provide documentation to FEMA (via the state). Once the agency receives the jurisdiction's adoption, FEMA will issue an approval letter for the jurisdiction. Additional steps must be met for jurisdictions seeking approval after one year of the Approvable Pending Adoption (APA) date (see Section 4.6 Element F-2).

[11] Section 1.2 of the 2017 Tribal Mitigation Plan Review Guide details Tribal participation in multi-jurisdictional planning.

Requirements for Tribal mitigation plans (44 CFR § 201.7) vary from the requirements for local governments (44 CFR § 201.6), as tribes have the option to be recipients for certain FEMA non-emergency assistance. Tribal governments participating with local governments in multi-jurisdictional mitigation plans (per 44 CFR § 201.7(a)(4)), should refer to the requirements detailed in the Tribal Mitigation Plan Review Guide.

2.2. State Responsibilities (44 CFR § 201.3(c))

The state will provide technical assistance and training to local governments to assist them in applying for HMA planning grants and developing mitigation plans. The objective of this state training and technical assistance is to ensure local governments understand the requirements as early as possible, to create more inclusive and effective planning processes, and to decrease the time for plan approval by reducing the number of required revisions. In addition to other funding opportunities, states may make available the use of up to 7% of HMGP funding for state, tribal and/or local planning.[12]

The State Hazard Mitigation Officer (SHMO), or their designee, is responsible for completing initial reviews of all local mitigation plans. The SHMO or designee also review any plans from tribal governments (including tribes participating with local governments in multi-jurisdictional plans) that want the option of being a subrecipient to the state.

States have authority to review plans under 44 CFR § 201.6(d)(1):

Plans must be submitted to the State Hazard Mitigation Officer (SHMO) for initial review and coordination. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval. Where the State point of contact for the FMA program is different from the SHMO, the SHMO will be responsible for coordinating the local plan reviews between the FMA point of contact and FEMA.

States have the authority to seek revisions to local plans submitted to them for review. When forwarding plans to FEMA for final review and approval, states are acknowledging and confirming that the plan meets all of the plan requirements in 44 CFR Part 201 and the PRT. The state may have identified plan requirements in addition to those required by 44 CFR Part 201, which FEMA does not review. Those additional requirements may be added to Element G of the PRT, where applicable.

The state is responsible for reviewing and submitting approvable state, local and, as applicable, tribal mitigation plans to FEMA. If the state is consistently submitting plans that are not approvable, FEMA and the state will meet to determine a corrective action plan. FEMA recognizes that there may be temporary capacity challenges during an active disaster and will work with states experiencing

[12] See 44 CFR § 201.3(c)(4) and 206.434(d)(1)

those issues. States that opt to participate in the Program Administration by States (PAS) agreement with FEMA and receive the plan approval delegation authority have additional program-specific mitigation planning responsibilities. For more information on PAS requirements, refer to the Hazard Mitigation Assistance Guidance, Program Administration by States Pilot, HMGP, October 2017, or subsequent policies, as applicable. States reviewing plans for approval under a PAS agreement must meet all the statutory and regulatory requirements of a FEMA review and approval.

States are encouraged to communicate with local governments regarding local mitigation plan expiration dates, consequences of not having an approved local mitigation plan with respect to eligibility for certain FEMA assistance programs, and availability of mitigation planning technical assistance and training. Communication should be consistent, regular and well in advance of plan expiration dates, to prepare for quality application development and timely submissions to meet known assistance program application cycles and deadlines.

2.3. FEMA Responsibilities (44 CFR § 201.3(b))

The responsibilities of the FEMA Regional Administrator include providing technical assistance and training to state, local and tribal governments regarding the mitigation planning process. FEMA is responsible for the final approval of all local mitigation plans after state review (except where this authority is delegated to states under the PAS agreement). Once a state (that does not have a PAS agreement) has reviewed a local mitigation plan and submits the plan to FEMA, FEMA is responsible for the overall coordination of the plan's review, tracking and approval.

FEMA is responsible for communicating mitigation plan expiration dates, consequences of not having an approved mitigation plan with respect to eligibility for certain FEMA assistance programs, and availability of mitigation planning technical assistance and training.

3. Guiding Principles

This guide lays out the overall approach and, in later sections, more specific standards for planners to consider when preparing to develop or update a local mitigation plan, and for FEMA and state approvers to use to be consistent and fair in implementing the regulatory requirements.

The following guiding principles should be considered in advance of developing or updating a local mitigation plan:

- **Plan and Invest for the Future:** The plan is based on the experiences of the past and present and on projections for the future, including long-term climate change considerations and changes in development. The planning process sets the direction for years and decades into the future, using the best available information, tools and resources from partners and stakeholders to make a strong case for mitigation investments and implementing actions. Consider all possible types of mitigation actions (land use regulations, building codes, nature-based solutions, etc.) to address current and future risks.

- **Collaborate and Engage Early:** The planning process brings together diverse community-based partners representing the interests of the whole community. It includes those able to implement mitigation actions using a wide range of resources, and leaders from underserved communities and socially vulnerable populations. Meaningful representation from and conscious collaboration with underserved and vulnerable populations are critical for equitable outcomes. federal, state and local engagement is also critical for successful mitigation planning, as partners from all levels of government bring additional resources including, but not limited to, data, funding and technical expertise.

- **Integrate Community Planning:** Design the planning process to fit the unique needs of each community. Integrating hazard risk with the most appropriate planning scale and processes, such as land use, economic development, housing, infrastructure, resilience planning and/or natural resource planning, will minimize conflicting initiatives, such as development in hazard-prone areas. Prepare a single-jurisdiction plan or participate in a multi-jurisdictional one, based on local capabilities.

The plan development process and each five-year update are opportunities to advance the previous and ongoing mitigation efforts, integrate the plan with other community planning initiatives, improve engagement with community-based organizations that represent underserved communities, accurately reflect changes in risk and recalibrate the mitigation strategy and priorities.

3.1. Right-Sizing Plan Development and Update

The scope of the mitigation plan development and update needs to reflect the unique situation and most effective path (e.g., number of jurisdictions participating, size of the planning area, and the

stakeholder engagement process). The participants choose this scope. Many factors will guide decisions made by plan participants to meet their specific needs.

Every five years, the mitigation plan needs to be reviewed and updated, as circumstances may change (e.g., disasters, effects of climate change, increased areas of development within hazard-prone areas, or other impacts from changing population and demographics). All these affect the risk profile, and changes in staff and local leadership may also change the mitigation strategy and priorities.

44 CFR § 201.6(d)(3):

A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding.

Each local participant seeking approval for a mitigation plan must engage in the planning and public participation process (Element A) to review and revise the plan. Updated plans must specifically address the requirements for plan updates (Element E), along with each of the sub-elements, as detailed in Section 4. Communities must review all the other required elements for local mitigation plans for continued relevance, and revise them accordingly.

During the five-year planning cycle, jurisdictions may experience little or no change to hazard risk and vulnerability that would significantly alter the existing vulnerability analysis and the associated mitigation actions. Where hazard risk has not significantly changed, a jurisdiction may simply use the update process to review, fill in gaps and verify existing information. The updated plan must document that the information was reviewed and remains accurate.

The scope of a plan update needs to reflect the reasons for the update in addition to the five-year review cycle (e.g., major disaster events, significant changes in risk, a more robust outreach and engagement process to bring new partners and additional community-based partners to the process), and focus on changes since the last update. It does not need to involve a full rewrite. The plan updates need to be carefully scaled to reflect the magnitude of the update – that is, the update may be small if relatively little has changed, or it may be large if more engagement is needed to bring together partners and stakeholders due to changes in demographics, development, and disaster frequency and intensity.

3.2. Approach for Plan Review and Approval Process

The mitigation planning requirements are focused on outcomes. This provides flexibility in how the mitigation plan requirements are met and allows innovation for communities with unique conditions and circumstances, by specifying what must be done in the process and documented in the plan, but not specifying how to do it. FEMA recognizes the inherent differences among local governments. Some local governments, including special districts, have less capacity and capability to manage

hazard mitigation planning and mitigation actions, including applying for FEMA's HMA grants. However, each mitigation plan requirement ensures the planning process has a strong foundation and will result in effective outcomes to reduce risks from future natural hazards and changing conditions. This places each community in a better position to implement mitigation actions when opportunities arise, using a wide range of public and private resources.

4. Local Planning Requirements

This section provides detailed guidance on how FEMA interprets the various regulations required for all local mitigation plans. The local mitigation plan requirements include the following elements:

- Element A: Planning Process.
- Element B: Hazard Identification and Risk Assessment.
- Element C: Mitigation Strategy.
- Element D: Plan Maintenance.
- Element E: Plan Update.
- Element F: Plan Adoption.
- Element G: High Hazard Potential Dams (required for HHPD Grant Program).
- Element H: Additional State Requirements.

Many requirements call for the plan to "document," "describe," "provide" and "include" information. FEMA does not require any specific format for the plan or its content, and recognizes that many variations and types of documentation, such as narratives, tables, lists, maps, etc., may meet a requirement.

The Local Mitigation Plan Review Tool (PRT) is used to document that each requirement is met for each participating jurisdiction. Local staff may use the PRT as a checklist to ensure all requirements have been addressed. FEMA and the state may also use the PRT to provide additional feedback to local governments, including special districts, that exceed the requirements. FEMA and the state may use the PRT to recommend improvements that may increase effectiveness. See Appendix A: Local Mitigation Plan Review Tool

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Specific terms used in the relevant regulation and this guidance are defined in Appendix E: Acronyms and Definitions, and inserted where necessary. For example, many plan sections require a "discussion" or "description." FEMA considers the plan to be a written record of the planning process that forms the basis for future actions and decisions. Therefore, many of these terms have the same meaning: to document *how and what* was considered and done as part of the process.

Finally, an important distinction must be made between the words "shall," "must" and "should," as used in the Mitigation Planning regulation at 44 CFR Part 201. Any use of the terms "shall" or "must" denotes a mandatory requirement for plan approval. Any use of the term "should" signifies a recommended action that is encouraged and may increase the effectiveness of the plan, but is not mandatory or necessary for plan approval. These "shoulds" can assist with meeting the "musts" and will strengthen the overall plan.

4.1. Element A: Planning Process

Overall Intent. The planning process section of the mitigation plan documents how the plan was developed, who was involved and what data and information were used to build or update the plan. A successful planning effort includes active participation and buy-in from community leaders, stakeholders and the public. The National Mitigation Framework emphasizes the valuable role of collaboration among various sectors to ensure that mitigation capabilities continue to grow and that comprehensive mitigation includes strategies for all community sectors. Examples of sectors with mitigation capabilities are those agencies and stakeholders responsible for:

- Emergency management.
- Economic development.
- Land use and development.
- Housing.
- Health and social services.
- Infrastructure (including transportation and other community lifelines).
- Natural and cultural resources.

In addition, FEMA's National Response Framework, 4th Edition identifies critical community lifelines, which are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Community lifelines include the following:

- Safety and Security.
- Food, Water, Shelter.
- Health and Medical.
- Energy.
- Communications.
- Transportation.
- Hazardous Material.

Efforts to mitigate potential impacts to community lifelines are key to building resilience. These community lifelines connect to the sectors in the National Mitigation Framework and the Recovery Support Functions under the National Disaster Recovery Framework; the same agencies and departments that support these sectors also often support community lifelines and the recovery mission.

Involving members from these key sectors in the planning process will result in a shared understanding of risks. It will also help build widespread support for directing financial, technical and human resources toward natural hazard risk reduction.

Documenting the planning process is a crucial step for future plan updates. By building on the work that has already been done, the community can incorporate best practices and insights learned from previous processes while avoiding past challenges.

Element A Requirements
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))
A1-a. The plan must describe the current planning process. Documentation requirements typically are met with a narrative description, but may also include other records such as copies of meeting minutes, sign-in sheets or newspaper articles. When a narrative description is provided, supporting documentation such as meeting minutes, sign-in sheets, etc., does not need to be included in the plan itself. Planners are encouraged to retain supporting documentation in a Plan Appendix as a record of how decisions were made and who was involved. **Document** means to provide factual evidence for how the participants developed/updated the plan. **Involvement** means being engaged and actively participating in the development of the plan; providing input and directly providing, affecting or editing plan content as the representative of the participating jurisdiction(s) or organization. *If applicable, ensure that participating Community Rating System (CRS) jurisdictions maximize points throughout the planning process.*
A1-b. The plan must list the representatives from each of the participants in the current plan that will seek approval, and how they participated in the planning process. The plan must identify who participated, by agency and title. **Participant** means any local government or entity developing or updating a local mitigation plan. **Participation** means being engaged and having the chance to provide input on the plan. It can be defined and met in a variety of ways (such as attendance at meetings, reviewing and commenting on drafts, etc.).

Element A Requirements
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))

A2-a. The plan must provide documentation of an opportunity for stakeholders to be involved in the current planning process. Documentation of this opportunity must identify how ***each*** of the following types of stakeholders were presented with this opportunity, as applicable.

1. Local and regional agencies involved in hazard mitigation activities:
   - Examples include public works, emergency management, local floodplain administration and Geographic Information Systems (GIS) departments.
2. Agencies that have the authority to regulate development:
   - Examples include: zoning, planning, community and economic development departments; building officials; planning commissions; or other elected officials.
3. Neighboring communities:
   - Examples include adjacent local governments, including special districts, such as those that are affected by similar hazard events or may share a mitigation action or project that crosses boundaries. Neighboring communities may be partners in hazard mitigation and response activities, or may be where critical assets, such as dams, are located.
4. Representatives of businesses, academia, and other private organizations:
   - Examples include private utilities or major employers that sustain community lifelines.
5. Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations, among others:
   - Examples include housing, healthcare or social service agencies.

An **opportunity to be involved** in the planning process means that these stakeholders are invited to be engaged or are asked to provide information or input to inform the plan's content. Different communities may necessitate more targeted outreach and engagement, especially underserved communities.

Community Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. The integrated network of assets, services and capabilities that provide community lifeline services are used day to day to support recurring needs. Lifelines enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security, as described in the National Response Framework, 4th Edition.

The specific entities may be defined by each jurisdiction based on the unique characteristics of the local government, including special districts. The purpose of inviting input is to integrate natural hazard risk reduction across all community systems, as well as encourage implementation of mitigation actions.

Element A Requirements
A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))
A3-a. The plan must document how the public had an opportunity to be involved in the current planning process, and what that participation entailed, including how underserved communities and vulnerable populations within the planning area were provided an opportunity to be involved. The opportunity must occur during the plan's development, which means prior to the plan's submission for formal review. In addition, the plan must document how public feedback was included throughout the planning process. *Examples of documentation include, but are not limited to, narratives, materials from open meetings, screenshots of social media postings and/or interactive websites with drafts for public review and comment, questionnaires or surveys through utility bills, etc.*
A4. Does the plan describe the review and incorporation of existing plans, studies, reports and technical information? (Requirement 44 CFR § 201.6(b)(3))
A4-a. The plan must document what existing plans, studies, reports and technical information were reviewed and how they were incorporated, if appropriate, into the development/update of the plan. For jurisdictions with structures for which National Flood Insurance Program (NFIP) coverage is available, regulatory flood mapping products [13] are required to be incorporated, if appropriate. *Participants may use other jurisdiction-specific materials, including non-regulatory flood mapping products, that improve upon NFIP regulatory flood mapping products.* *Gaps and limitations may be addressed as actions in the mitigation strategy, in particular for items that require additional assistance.* **Incorporate** means to reference or include information from other existing sources to form the content of the mitigation plan. *The documentation requirement may be met with narrative or citations (i.e., footnotes, in-text citations or a bibliography). Examples of the types of existing sources include, but are not limited to: the state hazard mitigation plan; local plans (such as comprehensive/master/general land use, economic development, capital improvement, affordable housing, resource management, resilience, climate, etc.); and hazard-specific reports and plans (such as Community Wildfire Protection Plans).*

[13] **Regulatory flood mapping products** are intended to be used as the basis for official actions required by the NFIP (https://www.fema.gov/flood-maps/products-tools/products). These can be found via the FEMA Map Service Center (https://msc.fema.gov/portal/home).

4.2. Element B: Risk Assessment

Overall Intent. The Risk Assessment identifies the hazards that can affect jurisdictions participating in the mitigation plan. It analyzes each of these hazards with respect to: where each hazard might affect the planning area (location); its potential magnitude (extent); how often events have happened in the past (previous occurrences); how likely they are to occur in the future (future probability); what parts of the community are most likely to be affected (vulnerability); and the potential consequences (impacts).

There is no prescribed method for how to present this information, and the location, extent, previous occurrences and future probability can be described or presented in a way that satisfies all requirements together. For example, for some hazards, one map with explanatory text could provide information on location, extent and future probability.

Risk Assessments provide the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Therefore, it is very important to use current and accurate information, even if the most sophisticated technology is not available for conducting the analysis of that information. This analysis provides the basis for the actions in the Mitigation Strategy, so local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. Risk Assessments need to clarify the connection between the vulnerabilities identified for participating jurisdictions and the actions they will take to reduce losses to people and property.

> **Risk**, for the purpose of hazard mitigation planning, is the potential for damage or loss created by the interaction of natural hazards with assets, such as buildings, infrastructure, or natural and cultural resources.

Risk Assessments are not a static part of the plan. Conditions such as the climate, population demographics and land use change over time, and the Risk Assessment must consider how these changes will alter the jurisdiction's vulnerabilities to future hazard events. The mitigation planning regulation (44 CFR § 201.6(c)(2)(i)) and (d)(3)) require a consideration of the probability of future hazard events, and requires plan updates to reflect changes in development. Both of these are critical to the risk profile. Climate change is making many types of hazards more frequent and extreme. Every community may experience impacts differently, depending on its geographic location and its own land use and development patterns. While many places see more frequent and intense rainfall leading to more severe flooding, with rising sea levels contributing to more frequent and intense coastal flooding and storm surge, other places are suffering from more severe drought because of increased temperatures and decreased precipitation, creating conditions that favor wildfires. A higher annual number of extremely hot and cold days may cause communities to consider how to reduce their impact on vulnerable populations. Warmer temperatures provide more energy for thunderstorms and tornados. Warmer ocean waters fuel the energy of tropical weather, and coastal areas are seeing more destructive storms, including hurricanes and nor'easters. Local

mitigation planning is an opportunity to carefully understand the best available information about future risks, and translate it into meaningful actions in the present to reduce those risks.

Element B: Risk Assessment Requirements
B1. Does the plan include a description of the type, location and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))
B1-a. The plan must include a description of all natural hazards that can affect the jurisdiction(s) in the planning area and their assets, such as dams, located outside of the planning area. This requirement may be met with either a narrative description or definition. The plan must provide the rationale if omitting any natural hazards that are commonly recognized to affect the participant(s) in the planning area. There is no prescribed method for explaining the omission, but the plan must demonstrate the lack of risk to the participant(s) that omits the hazard. **Natural hazards** are a source of harm or difficulty created by a meteorological, environmental or geological event. Natural hazards, such as flooding and earthquakes, impact the built environment, including dams and levees. *Identifying hazards includes identifying all the types of hazards that can occur, e.g., the different types of flood hazards (flash, riverine, storm surge, debris flows, ice jams, dam/levee failure, etc.).*
B1-b. The plan must include information on location for each identified hazard. **Location** is defined as the unique geographic boundaries within the planning area, or assets outside of geographic boundaries that may be affected by the identified hazard. Maps are an efficient way to illustrate location. However, location may be described through plan narratives or other formats. *If maps are used, provide sufficient detail and scale to clearly identify the hazard locations within and/or affecting assets owned by the participating jurisdiction(s). If narrative descriptions are used, they must contain enough detail to clearly identify the area(s) (and assets, as applicable) that will be affected by the hazard.*
B1-c. The plan must provide the extent of the hazards that can affect the planning area. When describing extent using charts or scales (e.g., Saffir-Simpson scale for hurricane wind speed; Enhanced Fujita scale for tornado), the plan must document how the scale applies to each jurisdiction. **Extent** is defined as the range of anticipated intensities of the identified hazards. The information must relate to each of the plan participants or the planning area, depending on the hazard. Extent is most commonly expressed using various scientific scales.
B1-d. The plan must include information on previous hazard events for each hazard that affects the planning area. At a minimum, this includes any state and federal major disaster declarations for the planning area since the last update. *Previous occurrences can be included in a variety of ways, but should include an emphasis on significant events, as determined by the community. If no events have occurred for a hazard, this must be stated.*

Element B: Risk Assessment Requirements
B1-e. The plan must include the probability of future events for the identified hazards that can affect the planning area. Probability may be met in a variety of ways; however, general descriptors must be quantitatively defined. Probability must include the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards. **Probability of future hazard events** means the likelihood of the hazard occurring or reoccurring. It may be defined in historical frequencies, statistical probabilities, hazard probability maps and/or general descriptors (e.g., unlikely, likely, highly likely). If general descriptors are used, they must be quantified or defined in the plan. For example, "highly likely" could be defined as "100% chance of occurrence next year" or "one event every year."
B1-f. For multi-jurisdictional plans, when hazard risks differ across the planning area and between participating jurisdictions, the plan must specify the unique and varied risk information for each applicable jurisdiction and their assets outside the planning area.
B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))
B2-a. The plan must describe the vulnerability of each participant to the identified hazards. The description must include current and future assets (including people) and the risk that makes them susceptible to damage from the identified hazards. For plan updates, the risk assessment must meet element E1-a. The risk assessment must describe the vulnerability of plan participant(s) to each identified hazard. The vulnerability description must include a summary (such as a problem statement) of the hazard and its consequences or effects on the participant(s) and their assets. A list of assets without context is not sufficient. **Vulnerability** is a description of which assets, including structures, systems, populations and other assets as defined by the community, within locations identified to be hazard prone, are at risk from the effects of the identified hazard(s). **Assets** are determined by the community and include, but are not limited to: ▪ People (including underserved communities and socially vulnerable populations). ▪ Structures (including facilities, lifelines and critical infrastructure). ▪ Systems (including networks and capabilities). ▪ Natural, historic, and cultural resources. ▪ Activities that have value to the community. *To form the vulnerability description, plan participant(s) may identify which specific assets are most important and most susceptible to damage or loss from hazards. (For example, this may be expressed as replacement cost).*

Element B: Risk Assessment Requirements
B2-b. The plan must describe the potential impacts on each participating jurisdiction and its identified assets. Impacts must include the effects of climate change, changes in population patterns (migration, density, or the makeup of socially vulnerable populations), and changes in land use and development. **Impacts** are the consequences or effects of each hazard on the participant's assets identified in the vulnerability assessment. For example, impacts could be described by referencing historical disaster damages with an estimate of potential future losses (such as percentage of damage vs. total exposure). *Gaps and limitations may be addressed as actions in the mitigation strategy, in particular for items that require additional assistance.*
B2-c. The plan must address repetitively flooded NFIP-insured structures by including the estimated numbers and types (residential, commercial, institutional, etc.) of repetitive/severe repetitive loss properties. *Participants should consider addressing all properties at high risk of flooding that may not be NFIP repetitive loss properties. For example, properties in the Special Flood Hazard Area (SFHA) with their lowest floor below the established Base Flood Elevation are at risk of flood damage from the base flood and potentially from more frequent flood events.* **Repetitive loss structure** means a structure covered under an NFIP flood insurance policy that (1) has incurred flood-related damage on two occasions, in which the cost of repair, on average, equaled or exceeded 25% of the value of the structure at the time of each such flood event; and (2) at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage. (44 CFR § 77.2(i)) **Severe repetitive loss structure** means a structure that is covered under an NFIP flood insurance policy and has incurred flood-related damage (1) for which four or more separate claims have been made under flood insurance coverage, with the amount of each claim (including building and contents payments) exceeding $5,000 and with the cumulative amount of such claims payments exceeding $20,000; or (2) for which at least two separate flood insurance claims payments (building payments only) have been made, with cumulative amount of such claims exceeding the value of the insured structure. (44 CFR § 77.2(j)) *Use of flood insurance claim and disaster assistance information is subject to The Privacy Act of 1974, as amended, which prohibits public release of the names of policyholders or recipients of financial assistance and the amount of the claim payment or assistance. However, maps showing general areas where claims have been paid can be made public.* ***If a plan includes the names of policyholders or recipients of financial assistance, or the amount of the claim payment or assistance, the plan cannot be approved until the information covered by the Privacy Act is removed from the plan or is properly protected per the Privacy Act.***

4.3. Element C: Mitigation Strategy

Overall Intent. The mitigation strategy serves as the long-term blueprint for reducing the potential losses identified in the risk assessment. The Stafford Act directs local mitigation plans to describe hazard mitigation actions and establish a strategy to implement those actions. Therefore, all other

requirements for a local mitigation plan lead to and support the mitigation strategy as a means to reduce risk and vulnerabilities over the long term.

The mitigation strategy includes the development of goals and prioritized hazard mitigation actions. Goals are long-term policy statements and global visions that support the mitigation strategy. A critical step in the development of specific hazard mitigation actions and projects is assessing existing authorities, policies, programs, and resources and capabilities to use or modify local tools to reduce losses and vulnerability from profiled hazards.

In the plan update, goals and actions are either reaffirmed or updated based on current conditions, including the completion of hazard mitigation initiatives, an updated or new risk assessment, or changes in state or local priorities.

Element C: Mitigation Strategy Requirements
C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))
C1-a. The plan must describe how the existing authorities, policies, programs, funding and resources of each participant are available to support the mitigation strategy. This must include a discussion of the existing building codes and land use and development ordinances or regulations. Capabilities may be described in a table or narrative. **Discussion** means a narrative or other materials that provide context on a section of the plan. *Describing the current capabilities provides a rationale for which mitigation projects can be undertaken to address the vulnerabilities identified in the Risk Assessment.*
C1-b. The plan must describe the ability of each participant to expand on and improve the capabilities described in the plan. If the participants do not have the ability or authority to expand and/or improve their capabilities, the plan must describe this lack of ability or authority. *Gaps and limitations for each participant may be addressed as actions in the mitigation strategy.*

Element C: Mitigation Strategy Requirements
C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))
C2-a. The plan must describe participation in the NFIP for each participant, as applicable, in accordance with NFIP regulatory requirements. The following information must be provided for each participant.[14] 1. Adoption of NFIP minimum floodplain management criteria via local regulation. 2. Adoption of the latest effective Flood Insurance Rate Map (FIRM), if applicable. 3. Implementation and enforcement of local floodplain management regulations to regulate and permit development in SFHAs. 4. Appointment of a designee or agency to implement the addressed commitments and requirements of the NFIP. 5. Description of how participants implement the substantial improvement/substantial damage provisions of their floodplain management regulations after an event. Simply stating, "The community will continue to comply with the NFIP" is not sufficient to meet the requirement. Jurisdictions not currently participating in the NFIP, where a Flood Hazard Boundary Map or FIRM has been issued, may meet this requirement by describing why the community does not participate in the NFIP. *For jurisdictions that voluntarily participate in the CRS, it is highly recommended that this description also include related activities and address any issues raised during community assistance and monitoring activities.*
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))
C3-a. The plan must include goals to reduce the risk of the identified hazards. The goals must be consistent with the hazards identified in the plan. Goals may be presented as general statements applying to more than one hazard, or they may be itemized to each of the identified hazards. **Goals** are broad, long-term policy and vision statements that explain what is to be achieved by implementing the mitigation strategy.

[14] For jurisdictions that voluntarily participate in the NFIP, note that floodplain management criteria for flood-prone areas is described in 44 CFR § 60.3.

Element C: Mitigation Strategy Requirements
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))
C4-a. The mitigation strategy must include an analysis of a comprehensive range of actions or projects that the participants considered to specifically address vulnerabilities identified in the risk assessment. Actions considered must emphasize reducing risk to existing buildings, structures and infrastructure, as well as limiting risk to new development and redevelopment. *The range of actions considered should include mitigation actions that benefit underserved communities and socially vulnerable populations.* *It is important for all actions considered to be documented, be as specific as possible, and be clearly linked to the vulnerabilities and impacts identified in the risk assessment. This includes actions for alleviating data deficiencies or building up capabilities related to mitigation implementation. Documenting all ideas provides a record of what actions were considered, and why. Additionally, this creates a list of actions that can be reconsidered as conditions change.* **Analyzing a comprehensive range** means considering mitigation alternatives spanning all types of solutions. These may include local plans and regulations, structure and infrastructure projects, natural systems protection, and education and awareness programs. This analysis helps a jurisdiction select actions based on its own capabilities, as well as the social, technical and economic feasibility of the action. A **mitigation action** is a measure, project, plan or activity proposed to reduce current and future vulnerabilities described in the risk assessment.
C4-b. Each plan participant must identify one or more mitigation actions the participant(s) intends to implement for each hazard addressed in the risk assessment. The actions must be achievable and demonstrate how the mitigation activities reduce the risks identified in the risk assessment. *The actions may apply to physical infrastructure, as well as the populations within the planning area. Actions may apply to one or more participants, as long as each participant is clearly associated with one or more actions.* *Non-mitigation actions can be included in a plan but will not be considered as part of the mitigation action requirement. These include actions that do not contribute to a long-term solution for the problem they are intended to address.* *Plan updates may validate and include previously included actions if those actions are being reconsidered for implementation to reduce the risks of identified hazards in the plan's current risk assessment.*

Element C: Mitigation Strategy Requirements
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iii)); (Requirement 44 CFR § 201.6(c)(3)(iv))
C5-a. The plan must describe the criteria used for prioritizing the implementation of the actions. The criteria must include an emphasis on the extent to which benefits are maximized, in relation to the associated costs of the action. *Although a full benefit-cost analysis is not necessary, the plan must demonstrate that proposed mitigation actions will be prioritized by weighing the cost of the action versus the benefits the action will produce, in addition to other prioritization factors. Another example of a prioritization method may be that jurisdictions establish a minimum threshold for the dollar amount, types or number of benefits an action must have to be considered for implementation. Or they could simply prioritize actions with more benefits than other alternatives.* *Other methodologies are acceptable if the plan demonstrates that the action's monetary and non-monetary benefits were specifically emphasized and considered in the community's decision-making process. Qualitative benefits (quality of life, natural and beneficial values, etc.) may be used, especially in considering mitigation actions that alleviate long-term risk from future conditions, including climate change, and benefit underserved communities.*
C5-b. The action plan must identify who is responsible for administering each action, along with the action's potential funding sources and expected time frames for completion. The plan must provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions. Names are not required, but the plan must provide enough detail for users to determine who within the jurisdiction will implement or administer the mitigation action. *The plan must identify applicable potential funding sources, with details beyond generic terms such as "federal," "state" and/or "local." The identified funding sources must be relevant to implementing the associated actions.* *The plan must identify expected time frames for completion. General terms like "short-term," "medium-term" and "long-term" must be defined. "Ongoing" is acceptable when used appropriately (e.g., for multi-phased projects).*

4.4. Element D: Plan Maintenance

Overall Intent. The mitigation plan is a living document that guides actions over time. Continually documenting the process makes the next plan update easier. The plan is a blueprint for reducing risk and protecting community investments. Having a process for maintaining the plan reflects the recognition that things change. Not only is there a need to track progress on implementing the mitigation strategy, but new information may become available, and disasters may happen. The plan needs to be revisited at regular intervals to keep it relevant, and the planning team needs to decide how that will be done. At a minimum, this must be done every five years, but it should also be done after major disaster events or if new conditions significantly change risk.

Plan maintenance means keeping the plan accurate, current, and relevant over the five-year approval period. It includes monitoring, evaluating and updating the plan – and generally keeping the planning process active. Plan maintenance is critical to ensure participants use the plan to continually reduce hazard risk.

Element D: Plan Maintenance Requirements
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))
D1-a. The plan must describe how the participant(s) will continue to seek public participation after the plan has been approved and during the plan's implementation, monitoring, and evaluation. *The plan may contain a narrative description or an itemized list of steps, demonstrating the prescribed method that will be followed to obtain future public participation.* *Special consideration should be given to identifying and using unique and meaningful ways to keep the public engaged in the process.* *Examples include, but are not limited to: periodic presentations on the plan's progress to elected officials, schools or other community groups; annual questionnaires or surveys; public meetings; postings on social media; and interactive websites.*
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))
D2-a. The plan must identify how, when and by whom the plan will be tracked for implementation over its five-year cycle (monitoring). *Monitoring may be described by including a narrative description or an itemized list of steps demonstrating the prescribed method that will be followed to monitor the plan after plan approval and during the plan's implementation.* **Monitoring** means tracking the implementation of the plan over time. For example, monitoring may include a system for tracking the status of the identified hazard mitigation actions.
D2-b. The plan must identify how, when and by whom the plan will be assessed for effectiveness at achieving its stated purpose and goals (evaluating). *The evaluation method may be described by including a narrative description or an itemized list of steps demonstrating the prescribed method that will be followed to evaluate the plan after plan approval and during the plan's implementation, and prior to the plan's update.* **Evaluating** means assessing the effectiveness of the plan at achieving its stated purpose and goals.
D2-c. The plan must identify how, when and by whom the plan will be reviewed and revised at least once every five years (updating). *The update method may be described by including a narrative description or an itemized list of steps that will be followed to update the plan prior to resubmission for approval and during the plan's implementation.* **Updating** means reviewing and revising the plan at least once every five years.

Element D: Plan Maintenance Requirements
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))
D3-a. The plan must describe the community's process to integrate the plan's data, information, and hazard mitigation goals and actions into other planning mechanisms. **Integrate** means to include hazard mitigation principles, vulnerability information and mitigation actions into other existing community planning to leverage activities that have co-benefits, reduce risk and increase resilience. **Planning mechanisms** refers to the governance structures used to manage local land use development and community decision-making, such as budgets, comprehensive plans, capital improvement plans, economic development strategies, climate action plans or other long-range plans.
D3-b. The plan must identify the local planning mechanisms where hazard mitigation information/ actions may be integrated. The identified list of planning mechanisms must be applicable to the plan participant(s) and not contradict the identified capabilities.
D3-c. A multi-jurisdictional plan must describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms. *This element may be met with a general narrative description if the process is applicable to each of the plan participants; however, any participant who cannot apply the same process as other plan participants must include their unique process for integration.*

4.5. Element E: Plan Update

Overall Intent. To continue to effectively represent the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect how current conditions have changed since the last plan. This will require an assessment of the current development patterns and development pressures, as well as an evaluation of any new hazard or risk information. The plan update is an opportunity for the jurisdiction to assess its previous goals and action plan, evaluate progress in implementing hazard mitigation actions, and adjust its actions to address the current realities.

If growth conditions and community priorities have changed very little (such as through new leadership, new funding sources or recent hazard conditions), much of the text in the updated plan may be unchanged. This is acceptable as long as the plan still fits the priorities of the community and reflects the current conditions. Plan readers can recognize a good plan update by its documentation of the community's progress or changes in their hazard mitigation program, along with the community's continued engagement in the mitigation planning process.

Where jurisdictions have experienced changes in development (planned, increase or decline), the plan update must discuss how development changes have altered vulnerability. If no development changes have occurred since the last version of the plan, this must be stated.

Where hazard risk has not changed significantly, a jurisdiction may use the update process to review and verify existing risk information. The updated risk assessment must document which information has been reviewed and remains accurate.

Element E: Plan Update Requirements
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))
E1-a. The plan must describe changes in development that have occurred in hazard-prone areas and how they have increased or decreased the vulnerability of each jurisdiction since the previous plan was approved. If no development changes affected the jurisdiction's overall vulnerability, this must be stated with the plan. **Changes in development** means recent development (for example, construction completed since the last plan was approved), potential development (for example, development planned or under consideration by the jurisdiction), or conditions that may affect the risks and vulnerabilities of the jurisdictions (for example, climate change, declining populations or projected increases in population, or foreclosures) or shifts in the needs of underserved communities or gaps in social equity. This can also include changes in local policies, standards, codes, regulations, land use regulations and other conditions.
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))
E2-a. The plan must describe how it was revised due to a change in priorities for each jurisdiction. This can be done as a narrative or with detailed statements in the appropriate sections of the plan. The priorities to be considered are defined by the participant(s). If the participant(s) has no change in priorities since the last approval of the mitigation plan, this must be stated.
E2-b. The plan must describe the status of all hazard mitigation actions in the previous plan by identifying whether they have been completed or not, for each jurisdiction. For actions that are not complete, the plan must state whether the action is no longer relevant or will be included in the updated action plan.
E2-c. The updated plan must explain how the jurisdiction(s) integrated information from the mitigation plan into other planning mechanisms, as a demonstration of progress in local hazard mitigation efforts. If information from the previous plan was not integrated into other planning mechanisms, this must be stated.

4.6. Element F: Plan Adoption

Overall Intent. Adoption by the local governing body or bodies demonstrates the jurisdiction's commitment to the hazard mitigation goals and actions outlined in the plan. Adoption legitimizes the plan and authorizes responsible agencies to perform their responsibilities. Updated plans are adopted anew to demonstrate the community's recognition of the current planning process, acknowledge changes from the previous five years, and validate the priorities for hazard mitigation actions. Without adoption, the jurisdiction has not completed the mitigation planning process and will not be eligible for certain FEMA assistance, such as HMA or HHPD grant program funding for mitigation actions.

Element F: Plan Adoption Requirements
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))
F1-a. The jurisdiction must provide documentation of plan adoption, usually a resolution by the governing body or other authority, to receive approval. Documentation may be provided in the form of meeting minutes, resolutions, signed letter or any other method to demonstrate that official adoption by the participant has occurred. *See Section 6, Plan Review and Approval, for more information on the process to adopt the plan after review by the state and FEMA.*
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))
F2-a. To receive approval, the participants must adopt the plan and provide documentation that the adoption has occurred. Participants that submit their adoption documentation separately from the other multi-jurisdictional plan participants will not receive a new expiration date. Participating jurisdictions that adopt the plan more than one year after Approvable Pending Adoption (APA) status has been issued must either: ▪ Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or ▪ Make the necessary updates before submitting the adoption resolution to FEMA.

4.7. Element G: High Hazard Potential Dams (Required for HHPD Grant Program Eligibility)

Overall Intent. Critical infrastructure like dams and levees provide recreation, water supply, floodplain management, energy and other important functions. Dam owners and operators can be private, non-profit or public. They are important participants/stakeholders in local mitigation planning processes.

The National Dam Safety Program Act (Pub. L. 92–367), as amended, 33 U.S.C. § 467f-2, authorizes FEMA to provide High Hazard Potential Dams (HHPD) Rehabilitation Grant Program assistance for the rehabilitation of dams that fail to meet minimum dam safety standards and pose unacceptable risk to life and property. To be eligible for HHPD grants, local governments with jurisdiction over the area of an eligible dam must have an approved local hazard mitigation plan that includes all dam

risks and complies with the Robert T. Stafford Act, as amended.[15] Non-profit organizations seeking funding must ensure that the dam is within a local jurisdiction with an approved hazard mitigation plan that includes all dam risks.

FEMA developed the criteria in this section in consultation with the National Dam Safety Review Board in 2021. For more information, see FEMA Policy 104-008-7, Rehabilitation of High Hazard Potential Dams Grant Program Guidance and subsequent HHPD Notices of Funding Opportunities and policies.

At a minimum, local mitigation plans must address the subset of state-regulated dams considered HHPDs.[16] The Federal Guidelines for Dam Safety; Hazard Potential Classification System for Dams[17] states that dams assigned the high hazard potential classification are those where failure or mis-operation will probably cause loss of human life. It should be noted that states may use other terminology to classify dams. FEMA understands that the list of HHPDs may change from year to year. The local plan does not need to be updated every time the list of HHPDs changes. The plan approval period remains five years.

For each HHPD included in the hazard mitigation plan, the local community mitigation planning lead is encouraged to coordinate with the dam owner and the state dam safety office to determine any issues/risks associated with that dam. This information must be included in the local hazard mitigation plan. A FEMA mitigation planning risk assessment must follow the requirements set forth at 44 CFR Part 201; it does not involve the level of detailed technical engineering analysis required by the U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, etc. For the mitigation plan, all dam risk can be presented as a summary description. Detailed analyses are not required.

Hazard mitigation goals are broad, long-term policy and vision statements. Goals do not need to mention specific actions, specific dams, or use the term “high hazard potential dam.” Projects submitted for consideration for HHPD funding must be consistent with the goals and actions identified in the current, approved hazard mitigation plan.

[15] The mitigation planning requirements of the Rehabilitation of High Hazard Potential Dams grants were developed in 2021 through consultation with the National Dam Safety Review Board, in accordance with the National Dam Safety Act, as amended in December 2020.

[16] Dams eligible for the HHPD classification have additional requirements, and therefore may not include all HHPDs within the local jurisdiction. This subset of dams is defined at 33 U.S. Code (U.S.C.) § 467(4)(A) and 33 U.S.C. § 467f-2(4).

[17] FEMA/ICODS, 2004

Element G: High Hazard Potential Dams
HHPD1: Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?
To meet this requirement with a specific focus on HHPDs, the mitigation plan must include descriptions of: **HHPD1-a:** How the local government coordinated with local dam owners and/or the state dam safety agency. NOTE: Ensure sensitive and/or personally identifiable information is protected. **HHPD1-b:** Information shared by the state and/or local dam owners. Examples may include: ▪ Location and size of the population at risk, as well as potential impacts to institutions and critical infrastructure/facilities/lifelines. ▪ Inundation maps, emergency action plans, floodplain management plans and/or data or summaries provided by dam breach modeling software, such as HEC-RAS, DSS-WISE HCOM, DSS-WISE Lite, FLO-2D, as well as more detailed studies.
HHPD2: Did the plan address HHPDs in the risk assessment?
To meet this requirement with a specific focus on HHPDs, the mitigation plan must: **HHPD2-a:** Describe the risks and vulnerabilities to and from HHPDs, including: ▪ Potential cascading impacts of storms, seismic events, landslides, wildfires, etc. on dams that might affect upstream and downstream flooding potential. ▪ Potential significant economic, environmental or social impacts, as well as multi-jurisdictional impacts, from a dam incident. ▪ Location and size of populations at risk from HHPDs, as well as potential impacts to institutions and critical infrastructure/facilities/lifelines. ▪ Methodology and/or assumptions for risk data and inundation modeling. **HHPD2-b:** Document the limitations and describe the approach for addressing deficiencies.
HHPD3: Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?
To meet this requirement with a specific focus on HHPDs, the mitigation plan must: **HHPD3-a:** Address a reduction in vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies. The plan does not need to include a goal specific to HHPDs alone. **HHPD3-b:** Link proposed actions to reducing long-term vulnerabilities consistent with the goals.

Element G: High Hazard Potential Dams
HHPD4: Did the plan include actions that address HHPDs, and prioritize mitigation actions to reduce vulnerabilities from HHPDs?
To meet this requirement with a specific focus on HHPDs, the mitigation plan must: **HHPD4-a:** Describe a range of specific actions, such as: ▪ Rehabilitating/removing dams. ▪ Adopting and enforcing land use ordinances in inundation zones. ▪ Elevating structures in inundation zones. ▪ Adding flood protection, such as berms, floodwalls or floodproofing, in inundation zones. **HHPD4-b:** Describe the criteria used for prioritizing actions related to HHPDs. **HHPD4-c:** Identify the position, office, department or agency responsible for implementing and administering the action related to mitigating hazards to or from HHPDs.

4.8. Element H: Additional State Requirements (Optional)

In some cases, states may have additional requirements for local plans. If so, the states can specify those requirements in Element H of the Local Plan Requirements. These state-specific elements may be required to be "met" before the plan is advanced for approval or achieves APA status. FEMA will not review Element H in a regulatory review and approval of a local hazard mitigation plan.

5. Completing the Plan Review Tool

The Plan Review Tool (PRT) (see Appendix A) documents where the information to meet the requirements in 44 CFR § 201.6 can be found in the local mitigation plan. The PRT offers states and FEMA Mitigation Planners an opportunity to provide feedback to the plan participant(s) on required revisions and recommendations for the next update cycle. The PRT also provides an opportunity for participants to conduct a self-assessment before submitting their plan for approval, to ensure they have successfully met all requirements. The PRT is divided into four sections.

1. Cover Page
2. Multi-Jurisdictional Summary Sheet
3. Plan Review Checklist
4. Plan Assessment

When reviewing plans for approval, FEMA will use this PRT, based on the requirements in 44 CFR § 201.6.

5.1. Cover Page

The **cover page** documents general information on the plan as well as plan submittal and review information. It includes the plan title, plan point of contact, date received and plan reviewers. Plan submissions must include a completed cover page with all information relevant to maintaining plan approval records. This information must correspond with the data in the program's database and system of record, the Mitigation Planning Portal.

5.2. Multi-Jurisdictional Summary Sheet

The **multi-jurisdictional summary sheet** is a worksheet used to document whether each jurisdiction met the requirements of each plan element (planning process; hazard identification and risk assessment; mitigation strategy; plan maintenance, plan updates and plan adoption). For multi-jurisdictional plans, a multi-jurisdictional summary sheet must be completed. It will list each participating jurisdiction and which required elements for each jurisdiction were met or not met. This table is not meant to serve as an individual plan review, but as a guide to demonstrate where additional information may be needed.

5.3. Plan Review Checklist and Plan Assessment

5.3.1. Plan Review Checklist

The **Plan Review Checklist** provides the evaluation criteria for the plan and documents whether the plan addressed all requirements. Once completed, the Plan Review Checklist will identify the location of relevant or applicable content that is included in the plan and required for plan approval. Each element of the plan is individually evaluated against the requirement to determine if the plan requirements, by element and/or sub-element, have been "met" or "not met." For each sub-element deemed to be "not met," "required revisions" must be identified. This clearly explains the revisions required for plan approval. In each required revision, where applicable, the sub-elements should be referenced using the appropriate numbers (A1-a, etc.). The requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

5.3.2. Plan Assessment

The purpose of the **Plan Assessment** is to offer the participant(s) more comprehensive feedback on the quality and utility of the plan, in a narrative format. The audience for the Plan Assessment includes not only the local agency responsible for developing or updating the plan, but also elected officials, local departments and agencies, and others involved in implementing the local mitigation plan. FEMA will complete the Plan Assessment. It gives the approvers the opportunity to provide feedback and information to the local government(s) on: 1) suggested improvements to the plan; 2) specific sections in the plan where the local government(s) has gone above and beyond the minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs that may provide input to the plan, such as Risk MAP, the NFIP, and Building Science, or fund mitigation actions, such as HMA, HHPD grants, and the National Earthquake Hazards Reduction Program. The Plan Assessment is incorporated into the PRT to tie these strengths and opportunities more directly to their respective plan elements. These comments are not regulatory and will not re-state information contained elsewhere in the PRT. Rather, they should be open-ended and provide the community with suggestions for improvements or recommended revisions.

6. Plan Review and Approval Procedure

6.1. Mitigation Plan Submittal

6.1.1. Local

Local governments are encouraged, but not required, to submit a PRT to the state that indicates the locations within the plan where material for meeting the required elements and sub-elements is found. Local mitigation plans and the PRT may be submitted with the adoption resolutions from all participating jurisdictions, or without resolutions, prior to adoption, as explained in Section 6.4.

6.1.2. State

The state is responsible for the initial review and coordination of all local mitigation plans within that state. Once the state completes that initial review and determines that the plan has met the requirements, the state submits the plan to the respective FEMA Regional Office (see FEMA Regional Office contact information at https://www.fema.gov/about/organization/regions), requesting FEMA approval. If the state has been delegated approval authority for local mitigation plans, the state will perform the review in accordance with the PAS agreement.

The submittal to FEMA consists of a transmittal letter or email from the SHMO, Governor's Authorized Representative, or other delegated state officer, identifying:

- The local mitigation plan to be approved.
- The participants seeking approval.[18]
- The funding source and grant number information, if applicable.[19]
- The lead jurisdiction, if applicable.
- If the plan has already been adopted by the participating local jurisdictions (including special districts), with copies of any adoption resolution(s) not in the plan itself.

[18] Federally recognized tribes participating in a multijurisdictional plan with local jurisdiction(s) must be reviewed against the tribal requirements in 44 CFR § 201.7. To aid the review process, states should identify whether the tribal government is federally recognized (and reviewed under 44 CFR § 201.7) or not (and reviewed under 44 CFR § 201.6).

[19] If HMA funding was used for the planning process, ensure the participants are the same ones listed in the grant application for funding. If not, coordinate with the recipient to update the HMA planning subaward scope of work.

Plans must be submitted electronically. Paper copies may be requested to ease review and approval; if paper copies are submitted, electronic copies must be provided. If the state sends a paper copy, it should include an "ATTENTION:" line on the mailing label, with "Mitigation Planning" in addition to the FEMA Regional office (example: ATTENTION: FEMA Region ##, Mitigation Planning).

6.1.3. FEMA

Upon receipt, the FEMA Regional office will provide confirmation to the state by phone, email, mail or other means.

6.2. Mitigation Plan Review

6.2.1. Review Time Frames

FEMA will review all local mitigation plans submitted to the agency using this guide, including the PRT, and any subsequent updates.

FEMA will work with state officials to ensure plans are approved in a timely manner. When revisions are required, FEMA will follow up with the state to ensure a common understanding of any deficiencies and to provide training and/or technical assistance to the state as needed. Plans will be prioritized in the order of submission unless other arrangements are coordinated in advance.

FEMA will review all local mitigation plans within 45 calendar days, whenever possible (44 CFR § 201.6(d)), with a focus on plan approvals, including adoption by the jurisdiction(s). FEMA will work with state officials to ensure plans are reviewed in a timely manner and to prioritize the order of the review of all plans submitted. If FEMA is unable to complete a Local Mitigation Plan review within 45 days of receipt from the state, the FEMA Regional Administrator or his/her designee will either:

a) Send a signed letter to be received by the state within 10 calendar days after the end of the 45-day review period. The letter will include an explanation of the cause of any delays in the review of the Local Mitigation Plan and a reasonable projection of the date by which the plan review will be completed. If a completed review is sent to the state within 10 calendar days after the end of the 45-day review period, a signed cover letter will indicate the reason for the delay.

or

b) Send a monthly status update to each state listing the status of all plans submitted to FEMA for review. This will include, at a minimum, the status of all plans received and currently under review, a reasonable projection of the date by which the plan review will be completed, and the cause for delays for any plans projected to be reviewed more than 45 days after receipt. This monthly update may also include plans approved, plans nearing expiration, or other status categories as deemed appropriate by FEMA.

If the plan requires revisions, FEMA will contact the state as soon as possible to avoid unnecessary delays in completing the approval process, providing any specific written feedback needed for plan approval.

When a plan review is completed, FEMA will inform the state of the outcome and the current status of the plan. FEMA will prepare and forward the necessary correspondence (Approval, APA or Requires Revisions) to the state. This notification to the state will include a copy of the PRT (please see Section 6.4 for more detail). The review time frame requirements also apply to subsequent plan revisions, if revisions are needed, with the goal to expedite approvals and not create a cycle of revisions.

6.2.2. Plan Revision

6.2.2.1. FEMA

Local mitigation plans that do not meet all of the requirements in 44 CFR Part 201 and this guide are returned with correspondence to the state explaining the required revisions as documented by the PRT.

When a plan is not approved after the first review and requires revisions to meet 44 CFR Part 201 and policy, FEMA will complete a subsequent plan review and approval within 45 days of receipt from the state, whenever possible. FEMA's review of these revised local mitigation plans and its responses in the PRT will consider:

1. Only those elements of the PRT where the previous review(s) noted that revisions were required to meet 44 CFR Part 201 and policy.
2. Information in the plan that was deleted or changed from its previous version, such that the plan no longer meets a previously approved element of this guide.
3. The entire plan, if received more than one year after the required revisions were sent to the state.

6.2.2.2. State

Unless the state and FEMA agree otherwise, the state is responsible for forwarding the PRT to the local jurisdiction(s), including special districts. The local government will coordinate with the state on resubmitting the plan with the necessary revisions, as well as any adoption resolutions. The local community may not send the plan directly to FEMA without prior state coordination and agreement. The local community resubmits the plan to the state, which again is responsible for an initial review to ensure the revisions have been completed and meet the requirements before forwarding the plan to FEMA.

States that have plan approval delegation under PAS must ensure that all local mitigation plans meet all the statutory, regulatory and policy requirements for approval.

6.3. Communicating the Status

Local mitigation plans are reviewed using the entire Local Mitigation Planning Policy Guide, including the PRT. FEMA will use the appropriate template letter from Appendix C to notify the state of the plan review status: Requires Revisions, Approvable Pending Adoption, or Approved.

At a minimum, FEMA will use the following communication techniques to coordinate with state offices responsible for reviewing local mitigation plans:

1. FEMA will provide a completed PRT, including a description of any required revisions in the Plan Review Checklist and recommendations in the Plan Assessment.
2. FEMA will send copies of all signed correspondence electronically, to reduce response time.

FEMA may also use the following communication techniques to coordinate with state offices responsible for reviewing local mitigation plans:

1. Phone First: When revisions are required, state and local officials (when previously agreed upon by FEMA and the state) are encouraged to call FEMA for any clarifications or questions rather than communicating in writing. A discussion between the parties may help clear up any misunderstandings before the jurisdiction responds in writing or makes plan revisions.
2. Courtesy Reviews: Local officials may share drafts of their entire plan (or at least the results of the risk assessment) with the state and/or FEMA well in advance of finalizing the plan. Early feedback from the state and FEMA will let the jurisdiction know that it is on the right track, that additional materials are needed, or that major revisions should be made in time to develop and submit an approvable plan by established deadlines.

States may also use the following communication techniques to coordinate with local officials developing local mitigation plans:

1. Stay on Schedule: States and local officials should coordinate with each other on procedures and schedules for state support of local mitigation planning efforts, initial state review of local mitigation plans, and FEMA review and approval in time to meet deadlines.
2. Request Technical Assistance: States and local officials may request technical assistance from FEMA while they are developing the local mitigation plan. Technical assistance includes, but is not limited to, risk assessment, training and information on the planning process itself. If certain elements are not meeting first-pass approval, FEMA will work with the state to provide training and technical assistance, as needed, to increase efficiencies in the plan approval process and minimize potential delays.
3. Joint Reviews: FEMA and the state may conduct a joint review by phone or in person to discuss the plan, section by section, highlighting the strengths of the community's mitigation plan and

noting areas where improvements make the plan more effective at reducing risks to known hazards.

4. Involve the Locals: States may choose to include local officials in joint reviews or allow direct contact between FEMA and local officials to reduce review time.
5. Positive First Contact: When revisions are required, FEMA may contact the state by phone to discuss revisions and offer an opportunity for changes before issuing "required revisions" correspondence.

FEMA will work with the state counterparts to establish mutually agreeable methods of communication for Local Mitigation Plan reviews whenever they differ from the standard process.

6.4. Mitigation Plan Approval

Each jurisdiction, including special districts, that participated in the planning process and is seeking FEMA approval must adopt the mitigation plan. Adoption by the local governing body is an essential part of the planning process, as set forth in the regulations and requirements for mitigation planning. This is the final step that each jurisdiction must take to complete the mitigation planning process and receive plan approval.

For multi-jurisdictional plans, FEMA encourages the lead jurisdiction to gain buy-in for adoption early in the planning process, using letters of commitment. These letters of commitment are an early display that indicates a jurisdiction will participate fully in the planning process and adopt the plan. A participating jurisdiction that does not adopt the plan will not be considered to have an approved plan and will not be eligible for certain kinds of non-emergency disaster assistance from FEMA.

Each jurisdiction, including special districts, that participated in the planning process and is seeking FEMA approval must adopt the mitigation plan. This is the final step that each jurisdiction must take to complete the mitigation planning process and receive plan approval.

Jurisdictions have two options to get their mitigation plans to final approval and adoption, as explained in the following sub-sections and Figure 1.

6.4.1. All Adoption Resolutions Submitted with Plan

Under this option, a community with a single-jurisdictional plan, or all participating communities that are part of a multi-jurisdictional plan, include documentation of plan adoption when they initially submit the plan to the state for review. This documentation is usually a resolution by the governing body, but it may include any other method of adoption allowed by local laws.

The state is responsible for performing an initial review of the plan before sending it to FEMA. This includes checking that each jurisdiction seeking approval participated in the planning process and

met the requirements. After receiving the draft plan from the state, FEMA conducts its review and will approve the plan if it meets all requirements stated in Section 4 of this guide. The plan approval date begins the five-year approval period and sets the expiration date for the plan. All participating jurisdictions will have the same approval date. The official approval date and the plan's expiration date are both indicated on the signed FEMA approval correspondence.

Under this option, the jurisdiction(s) adopt(s) the plan before submitting it to FEMA. It is important to recognize that the state and/or FEMA may require revisions to the plan that will change the plan's final content. Jurisdictions are encouraged to use flexible adoption resolution language that leaves room for any required revisions that occur after adoption, if local laws invalidate the adopted resolution language used in the plan. If it is not allowable per local laws, jurisdictions may need to re-adopt the plan after revisions are made. Appendix B includes sample adoption language. All jurisdictions must adopt the plan in accordance with local laws and regulations.

6.4.2. Approvable Pending Adoption

Approvable Pending Adoption (APA) status is used when jurisdictions submit the final draft of a local hazard mitigation plan for review prior to formal jurisdictional adoption. The APA status allows FEMA to communicate to the plan participant(s) that the plan is ready for adoption. ***It is important to note that APA is not the same as having an approved plan*.** To reach approval, all participating jurisdictions must adopt the plan in accordance with local regulations.

Under this option, the state and FEMA review the draft local mitigation plan. The state is responsible for checking that each jurisdiction seeking approval participated in the planning process and has met all requirements except adoption. Once this is completed, the state sends the plan to FEMA. FEMA then completes its review. When FEMA determines that the plan as a whole and each participating jurisdiction have met all the requirements except adoption, FEMA will inform the state (e.g., by sending an electronic communication or letter) that the plan is in APA status. The state informs the local governments that the plan is in APA status and that local adoption must be completed for FEMA to approve the plan.

According to 44 CFR § 201.6(a)(4), "Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan." For multi-jurisdictional plans, FEMA will grant APA status for the plan as a whole when the plan and each participating jurisdiction have met all of the requirements except adoption (Element F). APA status will not be granted to individual jurisdictions on a piecemeal basis. If some jurisdictions are unable to meet all the requirements, the plan submittal may include notification that those jurisdictions are not participating at that time.

Once FEMA receives documentation of at least one adoption resolution, the status is changed from APA to Approved for the entire plan and for that jurisdiction. This status change establishes the start and expiration dates for the plan approval period. Beyond that, it only means that the jurisdiction

that provided proof of adoption is approved; ***each participating jurisdiction must adopt the plan to be approved.***

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

The plan approval date begins the five-year approval period and sets the expiration date for the plan. For single and multi-jurisdictional plans, the official plan approval date and plan expiration date are indicated on the official FEMA approval letter. All participating jurisdictions in the multi-jurisdictional plan will have the same expiration date regardless of their own jurisdiction's adoption date. The date indicated on FEMA's approval letter is the official approval date. A jurisdiction with a plan in APA status does not meet the requirement for an approved mitigation plan to apply for and receive assistance.

Figure 1 shows the two paths that multi-jurisdictional plans can follow to achieve approved status: Submission With Adoption Resolution(s) and Submission Without Adoption Resolution(s).

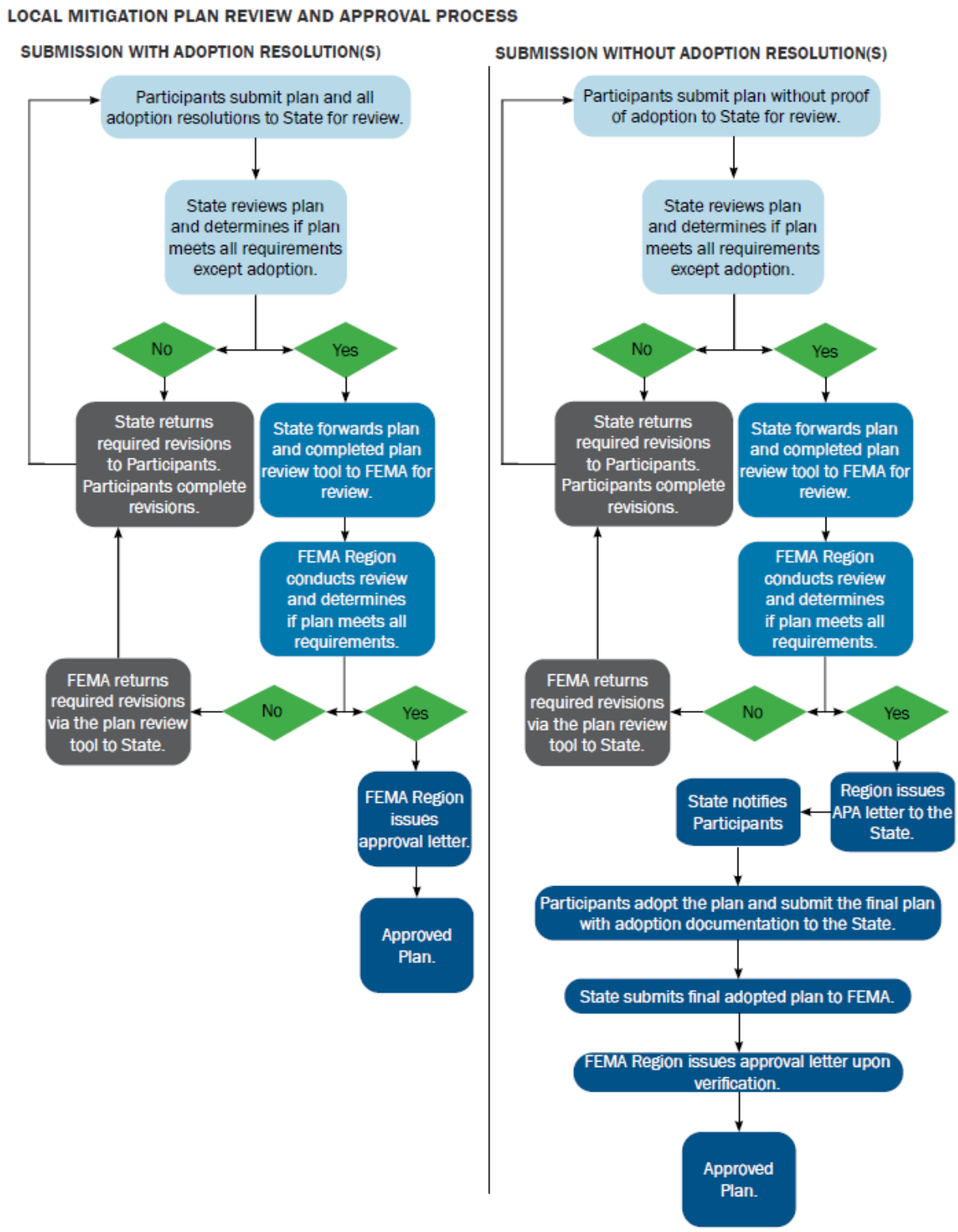


Figure 1: Local Mitigation Plan Review Process

6.4.3. Approved

6.4.3.1. FEMA

Once the FEMA Regional Office receives the plan, including adoptions, and confirms that all elements have been met, FEMA will send the state one of two letters, APA or Approval. Templates for the letters are included in Appendix C; any changes to a template letter must be approved by the FEMA Headquarters National Mitigation Planning Program. The letter will be signed by the Regional Administrator or their designee. This designee may be the Regional Mitigation Division Director, Branch Chief or other designated official. Approval correspondence will identify, at a minimum, the name of the approved plan, approved plan participants, the date of plan approval and the date approval expires. For multi-jurisdictional plans, this information may be included in the PRT or another attachment.

Approval correspondence for multi-jurisdictional plans will clearly state that the same official plan expiration date applies to all participating jurisdictions, regardless of when each one adopts the plan. If the plan is multi-jurisdictional and FEMA does not receive all participating jurisdictions' adoptions at the same time, FEMA will periodically provide the state with an updated jurisdiction status as additional adoptions are received. This may include email correspondence and/or an updated, completed PRT identifying which jurisdictions have adopted the plan and can be designated as having an approved plan.

6.4.3.2. State

Unless the state and FEMA have agreed otherwise, FEMA will send all approval correspondence to the state. The state is responsible for communicating the approval to the local government(s), including special districts. The state should ensure all jurisdictions adopt the mitigation plan, in particular, those local governments interested in applying for certain non-emergency FEMA assistance with an approved mitigation plan requirement.

Appendix A: Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA's evaluation of whether the plan has addressed all requirements.

For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.

Plan Information	
Jurisdiction(s)	
Title of Plan	
New Plan or Update	
Single- or Multi-Jurisdiction	
Date of Plan	
Local Point of Contact	
Title	
Agency	
Address	
Phone Number	
Email	

Additional Point of Contact	
Title	
Agency	
Address	
Phone Number	
Email	

Review Information	
State Review	
State Reviewer(s) and Title	
State Review Date	
FEMA Review	
FEMA Reviewer(s) and Title	
Date Received in FEMA Region	
Plan Not Approved	
Plan Approvable Pending Adoption	
Plan Approved	

Multi-Jurisdictional Summary Sheet

#	Jurisdiction Name	Requirements Met (Y/N)						
		A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. State Requirements
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been "met" or "not met." FEMA completes the "required revisions" summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is "not met." Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan's development, as well as who was involved?		
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?		
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?		

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?		
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?		
Element A Required Revisions		
Required Revision:		

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?		
B1-b. Does the plan include information on the location of each identified hazard?		
B1-c. Does the plan describe the extent for each identified hazard?		
B1-d. Does the plan include the history of previous hazard events for each identified hazard?		

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?		
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?		
B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))		
B2-a. Does the plan provide an overall summary of each jurisdiction's vulnerability to the identified hazards?		
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?		
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?		
Element B Required Revisions		
Required Revision:		

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1. Does the plan document each participant's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?		
C1-b. Does the plan describe each participant's ability to expand and improve the identified capabilities to achieve mitigation?		
C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?		
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?		
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?		
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?		
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?		

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?		
Element C Required Revisions		
Required Revision:		

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?		
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?		
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.		
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?		

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?		
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?		
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?		
Element D Required Revisions		
Required Revision:		

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?		
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?		
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?		

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?		
Element E Required Revisions		
Required Revision:		

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?		
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?		
Element F Required Revisions		
Required Revision:		

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?		
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?		
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?		
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?		
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?		
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?		
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?		
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?		
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?		
HHPD Required Revisions		
Required Revision:		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
This space is for the State to include additional requirements		

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element B. Risk Assessment

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element C. Mitigation Strategy

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element D. Plan Maintenance

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element E. Plan Update

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element G. HHPD Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element H. Additional State Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Appendix B: Sample Adoption Resolution

(LOCAL GOVERNMENT, INCLUDING SPECIAL DISTRICTS), (STATE)

RESOLUTION NO. _____

A RESOLUTION OF (LOCAL GOVERNMENT) 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 government); and

WHEREAS the (local government) has prepared a multi-hazard mitigation plan, hereby known as (title and date of mitigation plan) in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; 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 government) from the impacts of future hazards and disasters; and

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

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

Section 1. In accordance with (local rule for adopting resolutions), the (local governing body) adopts the (title and date of mitigation plan). While content related to (local government) may require revisions to meet the plan approval requirements, changes occurring after adoption will not require (local government) to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

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)

Appendix C: APA and Approval Status Letters

Approvable Pending Adoption Letter Template

[insert date]

[insert name, title]
[insert agency name]
[insert agency address]

Reference: Adoption Required to Finish Local Mitigation Plan Process

Dear [insert name]:

The [insert appropriate name] Branch of FEMA Region [insert number] Mitigation Division has determined the local mitigation plan meets all applicable FEMA mitigation planning requirements[20] except its adoption by: [insert name(s) of local governments, including special districts]

Local governments, including special districts, with a plan status of "Approvable Pending Adoption" are not eligible for FEMA mitigation grant programs with a mitigation plan requirement.

The next step in the approval process is to formally adopt the mitigation plan and send a resolution to the state for submission to FEMA. Sample adoption resolutions can be found in Appendix A of the Local Mitigation Planning and Policy Guide.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Rehabilitation of High Hazard Potential Dams Grant Program [Insert, if applicable]

We look forward to receiving the adoption resolution(s) and discussing options for implementing this mitigation plan. If we can help in any way, please contact [insert name] at [insert phone # and email address].

[20] Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

Sincerely,

[insert name] [insert title]

Attachment: Local Mitigation Plan Review Tool

Approval Letter Template

[insert name, title]
[insert agency name]
[insert agency address line 1] [insert agency address line 2]

Reference: Approval of the [insert name] Local Mitigation Plan

Dear [insert name]:

In accordance with applicable[21] laws, regulations and policy, the [insert appropriate name] Branch of FEMA Region [insert number] Mitigation Division has approved the [insert name] local mitigation plan for the following jurisdiction(s) [If needed for multi-jurisdictional plans, list the specific jurisdictions that have met the mitigation plan requirements, including adoption].

The approval period for this plan is from [insert date – example: October 5, 2023] through [insert date, less one day - example: October 4, 2028].

[If HHPD and all dam risks are addressed, insert:] In addition, [insert this plan/the following jurisdictions] met the requirements for addressing all dam risks listed in the local mitigation plan. [If needed for multi-jurisdictional plans, list the specific jurisdictions that have met the HHPD requirements.]

An approved mitigation plan is one of the conditions for applying for and receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Rehabilitation of High Hazard Potential Dams Grant Program [Insert, if applicable]

Having an approved mitigation plan does not mean that mitigation grant funding will be awarded. Specific application and eligibility requirements for the programs listed above can be found in each FEMA grant program's respective policies and annual Notice of Funding Opportunities, as applicable.

A draft of the next plan update must be submitted before the end of the approval period. Remember to allow sufficient time to secure funding as well as for the update process, including the review and approval process. Please include time for any revisions, if needed, and for your jurisdiction to formally adopt the plan after the review, if not adopted prior to submission. This will enable you to remain eligible to apply for and receive funding from FEMA's mitigation grant programs with a mitigation plan requirement. Local governments, including special districts, with a plan status of

[21] Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

"Approvable Pending Adoption" are not eligible for FEMA's non-emergency assistance and mitigation grant programs with a mitigation plan requirement.

We look forward to discussing options for implementing this mitigation plan. If you would like to do so, please contact [insert name] at [insert phone # and email address].

Sincerely,

[insert name] [insert title]

Attachment: Local Mitigation Plan Review Tool

Appendix D: Amendment and Joining Procedures

A mitigation plan may need to be amended after it is approved by FEMA (or a state that was delegated approval authority under a PAS Agreement) and adopted by the local government(s). Amending an approved and adopted plan does not necessarily result in the need to reevaluate the entire plan against all requirements. FEMA expects local governments to conduct regularly scheduled reviews and amendments to their mitigation plan. This may result in modifications to the risk assessment or adding/removing mitigation actions, especially in preparation for submitting applications to FEMA for assistance and ensuring the project conforms with the mitigation plan. Participants are encouraged to keep the state and FEMA informed, but these amendments do not need to be reviewed and approved by the state and FEMA. If these changes identify new mitigation actions that might be eligible for FEMA assistance programs, then advise FEMA and the state. FEMA will acknowledge and note the receipt of the added action(s), where appropriate, but does not need to formally review or approve the action(s).

In addition, after a multi-jurisdictional mitigation plan has been adopted and approved by FEMA, other jurisdictions may wish to "join" the mitigation plan. Jurisdictions may be added to an existing, approved mitigation plan only if the conditions below are met.

1. The jurisdiction asking to be included is within the boundaries of, or adjacent to, the area covered by the multi-jurisdictional mitigation plan.
2. The organization responsible for preparing and submitting the multi-jurisdictional mitigation plan to the state and FEMA agrees with adding the requesting jurisdiction(s) to the mitigation plan.
3. When the multi-jurisdictional mitigation plan was developed, the risk assessment included an analysis of the natural hazards that have the potential to affect the additional jurisdiction(s).

If all three conditions are not met, the jurisdiction may develop its own mitigation plan. If these conditions can be met, three options exist to add jurisdictions to an approved mitigation plan. For any of these options, each jurisdiction joining a multi-hazard planning process and seeking to receive approval from FEMA for a mitigation plan must satisfy all of the local mitigation plan requirements in 44 CFR § 201.6 and this guide at time of approval.

Option 1 - Participating jurisdiction that did not adopt the plan within one year of the Approved Pending Adoption (APA) date

This option is best suited to local jurisdictions that participated throughout the plan's development, but failed to adopt the plan within one year after the APA date. Participating jurisdictions adopting the plan more than a year after the APA date must either:

- Validate that the information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to state and FEMA.

However, this late adoption does not affect the plan expiration date. The plan will still expire five years from the date the first adoption was received.

Option 2 – Adding a jurisdiction that did not participate in the original planning process

This option is best suited to a multi-jurisdictional mitigation plan that has been recently approved by FEMA (and thus most of the plan's five-year approval period remains). In this case, the jurisdictions that participated in the multi-jurisdictional planning process are not required to take any action. Plan content specific to any new jurisdiction is included in a new annex or appendix to the existing mitigation plan, and no other changes are made to the previously approved mitigation plan.

The following actions must be taken to add new jurisdictions to an existing multi-jurisdictional mitigation plan and enable them to receive approval as part of the mitigation plan:

1. The requesting jurisdiction(s) must review the multi-jurisdictional hazard analysis and determine if any additional hazards that have not been addressed threaten the jurisdiction(s). If none exist, the jurisdiction(s) must document their review process and state that no additional hazards exist. If the review reveals additional hazards, the jurisdiction(s) must analyze the risks they face associated with those hazards and include this analysis in their written appendix to the multi-jurisdictional mitigation plan. The existing risk assessment cannot be resubmitted without this additional documentation.
2. The requesting jurisdiction(s) must document their agreement with the stated mitigation goals of the multi-jurisdictional mitigation plan. Additional goals specific to the requesting jurisdiction may be added. Each additional jurisdiction must also develop a list of proposed mitigation actions appropriate for that jurisdiction. These can include the common actions outlined in the multi-jurisdictional mitigation plan but must include specific mitigation actions for each profiled hazard for the jurisdiction itself.
3. The requesting jurisdiction(s) must document the involvement of both the general public and the local government in the planning process, in accordance with 44 CFR § 201.6. The level of participation by the additional jurisdiction(s) must be consistent with those in the multi-jurisdictional mitigation plan.
4. The annex or appendix, along with the multi-jurisdictional mitigation plan and correspondence of concurrence from the agency or organization responsible for the mitigation plan, must be submitted to the state for formal review. When the state finds the mitigation plan approvable, it will forward it to FEMA. When FEMA's review finds the mitigation plan “approvable pending adoption,” the new jurisdiction can officially adopt the full mitigation plan and its jurisdiction-

specific annex or appendix and submit the mitigation plan in final form through the state to FEMA for approval.

The mitigation plan expiration date for the added jurisdictions will be the date on which the originally approved multi-jurisdictional mitigation plan expires. This means that the added jurisdictions will have less than the entire five-year plan approval period before they will need to engage in the required update of the full multi-jurisdictional mitigation plan.

Option 3 - Revise and Update Full Plan

This option is best suited to situations in which new jurisdictions are added to the multi-jurisdictional mitigation plan more than one year into the approval period of the mitigation plan. In this case, the organization responsible for the mitigation plan determines that it is an appropriate time to begin the plan update process, and the new jurisdiction(s) can participate in that update with the original jurisdictions.

Appendix E: Acronyms and Definitions

List of Acronyms and Abbreviations

APA	Approvable Pending Adoption
BRIC	Building Resilient Infrastructure and Communities
CFR	Code of Federal Regulations
CRS	Community Rating System
EO	Executive Order
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
HHPD	High Hazard Potential Dam
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
NFIP	National Flood Insurance Program
PAS	Program Administration by States
PPD	Presidential Policy Directive
PRT	Plan Review Tool
Risk MAP	Risk Mapping, Assessment and Planning
RL	Repetitive Loss
SHMO	State Hazard Mitigation Officer
SRL	Severe Repetitive Loss
U.S.C.	United States Code

List of Definitions

Analyzing a comprehensive range means considering mitigation alternatives spanning all types of solutions. These may include local plans and regulations, structure and infrastructure projects, natural systems protection, and education and awareness programs. This analysis helps a jurisdiction select actions for implementation, based on each jurisdiction's capabilities, as well as the social, technical and economic feasibility of the action.

Approvable Pending Adoption means that the plan has met the elements in the Local Plan Requirements but has not yet been officially adopted by the participating communities.

Assets are determined by the community and include, but are not limited to: people; structures; systems; natural, historic, and cultural resources; and/or activities that have value to the community.

Changes in development means recent development (for example, construction completed since the last plan was approved), potential development (for example, development planned or under consideration by the jurisdiction), or conditions that may affect the risks and vulnerabilities of the jurisdictions (for example, climate change, declining populations or projected increases in population, or foreclosures) or shifts in the needs of underserved communities or gaps in social equity. This can also include changes in local policies, standards, codes, regulations, land use regulations and other conditions.

Climate Change refers to "changes in average weather conditions that persist over multiple decades or longer. Climate change encompasses both increases and decreases in temperature, as well as shifts in precipitation, changing risk of certain types of severe weather events, and changes to other features of the climate system." (U.S. Global Change Research Program, 4th National Climate Assessment).

Community Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. The integrated network of assets, services and capabilities that provide community lifeline services are used day to day to support recurring needs. Lifelines enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security, as described in the National Response Framework, 4th Edition.

Community resilience is the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. Activities such as disaster preparedness (which includes prevention, protection, mitigation, response and recovery), and reducing community stressors (the underlying social, economic and environmental conditions that can weaken a community) are key steps to resilience.

Discussion means a narrative or other materials that provide context on a section of the plan.

Document means to provide factual evidence for how the participants developed/updated the plan.

Equity is the consistent and systematic fair, just and impartial treatment of all individuals.

Evaluating means assessing the effectiveness of the plan at achieving its stated purpose and goals.

Extent is defined as the range of anticipated intensities of the identified hazards. The information must relate back to each of the plan participants or the planning area, depending on the hazard. Extent is most commonly expressed using various scientific scales.

Goals are broad, long-term policy and vision statements that explain what is to be achieved by implementing the mitigation strategy.

Hazard mitigation means any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Impacts are the consequences or effects of each hazard on the participant's assets identified in the vulnerability assessment. For example, impacts could be described by referencing historical disaster damages with an estimate of potential future losses (such as percentage of damage vs. total exposure).

Incorporate means to reference or include information from other existing sources to form the content of the mitigation plan.

Integrate means to include hazard mitigation principles, vulnerability information and mitigation actions into other existing community planning to leverage activities that have co-benefits, reduce risk and increase resilience.

Involvement means being engaged and actively participating in the development of the plan; providing input and directly providing, affecting or editing plan content as the representative of the participating jurisdiction(s) or organization.

Local government is any county, municipality, city, town, township, 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 (44 CFR § 201.2).

Location is defined as the unique geographic boundaries within the planning area, or assets outside of geographic boundaries that may be affected by the identified hazard. Maps are an efficient way to illustrate location. However, location may be described through plan narratives or other formats.

A **mitigation action** is a measure, project, plan or activity proposed to reduce current and future vulnerabilities described in the risk assessment.

Monitoring means tracking the implementation of the plan over time. For example, monitoring may include a system for tracking the status of the identified hazard mitigation actions.

Natural hazards are a source of harm or difficulty created by a meteorological, environmental or geological event. Natural hazards, such as flooding and earthquakes, impact the built environment, including dams and levees.

An **opportunity to be involved** in the planning process means that these stakeholders are invited to be engaged or are asked to provide information or input to inform the plan's content. Different communities may necessitate more targeted outreach and engagement, especially underserved communities.

Participant means any local government or entity developing or updating a local mitigation plan.

Participation means being engaged and having the chance to provide input on the plan. It can be defined and met in a variety of ways (such as attendance at meetings, reviewing and commenting on drafts, etc.).

Plan expiration date means the date after which the participating jurisdiction(s) must update the plan and have it reapproved by FEMA. FEMA sets this date at five years after the plan approval date. For multi-jurisdictional plans, this date is the same for all participating jurisdictions. The plan expiration date is stated on the signed FEMA approval correspondence.

Planning mechanisms refers to the governance structures used to manage local land use development and community decision-making, such as budgets, comprehensive plans, capital improvement plans, economic development strategies, climate action plans or other long-range plans.

Probability of future hazard events means the likelihood of the hazard occurring or reoccurring. It may be defined in historical frequencies, statistical probabilities, hazard probability maps and/or general descriptors (e.g., unlikely, likely, highly likely). If general descriptors are used, they must be quantified or defined in the plan. For example, "highly likely" could be defined as "100% chance of occurrence next year" or "one event every year."

Regulatory flood mapping products are intended to be used as the basis for official actions required by the NFIP.

Repetitive loss structure means one covered under an NFIP flood insurance policy that (1) has incurred flood-related damage on two occasions, in which the cost of repair, on average, equaled or exceeded 25% of the value of the structure at the time of each such flood event; and (2) at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage. (44 CFR § 77.2(i))

Risk for the purpose of hazard mitigation planning is the potential for damage or loss created by the interaction of natural hazards with assets, such as buildings, infrastructure or natural and cultural resources.

Severe repetitive loss structure means one that is covered under an NFIP flood insurance policy and has incurred flood-related damage (1) for which four or more separate claims have been made under flood insurance coverage, with the amount of each claim (including building and contents payments) exceeding $5,000 and with the cumulative amount of such claims payments exceeding $20,000; or (2) for which at least two separate flood insurance claims payments (building payments only) have been made, with cumulative amount of such claims exceeding the value of the insured structure. (44 CFR § 77.2(j))

Social vulnerability is understood as the potential for loss within an individual or social group, recognizing that some characteristics influence an individual's or group's ability to prepare, respond, cope or recover from an event. These characteristics can overlap within populations to create heightened vulnerability, which may be compounded by infrastructure deficiencies within communities and historic or existing discriminatory government policies.

Underserved Communities refers to populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social and civic life. The barriers to opportunity and participation these communities face have been occurring throughout history and continue today.

Updating means reviewing and revising the plan at least once every five years.

Vulnerability is a description of which assets, including structures, systems, populations and other assets as defined by the community, within locations identified to be hazard-prone, are at risk from the effects of the identified hazard(s).

Whole community is defined as a focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of all levels of government in order to foster better coordination and working relationships.

Appendix F: Code of Federal Regulations

Disclaimer: This appendix presents excerpts from 44 CFR Part 201 for standard and enhanced state mitigation plans. These are excerpts from 44 CFR Part 201 organized here for ease of reference as they align with the policy requirement. The regulations in their entirety can be found in the Electronic Code of Federal Regulations

Element A: Planning Process

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(b)	An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:
§201.6(b)(1)	(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
§201.6(b)(2)	(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
§201.6(b)(3)	(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.
§201.6(c)(1)	The plan shall document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

Element B: Risk Assessment

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(c)(2)(i)	The risk assessment shall include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.
§201.6(c)(2)(ii)	The risk assessment shall include a description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. All plans approved after October 1, 2008 must also address NFIP insured structures that have been repetitively damaged by floods. The plan should describe vulnerability in terms of:
§201.6(c)(2)(ii)(A)	(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;
§201.6(c)(2)(ii)(B)	(B) An estimate of the potential dollar losses to vulnerable structures identified in … this section and a description of the methodology used to prepare the estimate.
§201.6(c)(2)(ii)(C)	(C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
§201.6(c)(2)(iii)	For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

Element C: Mitigation Strategy

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(c)(3)	The plan shall include a mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs, and resources, and its ability to expand on and improve these existing tools.
§201.6(c)(3)(i)	The hazard mitigation strategy shall include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
§201.6(c)(3)(ii)	The hazard mitigation strategy shall include a section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. All plans approved by FEMA after October 1, 2008, must also address the jurisdiction's participation in the NFIP, and continued compliance with NFIP requirements, as appropriate.
§201.6(c)(3)(iii)	The hazard mitigation strategy shall include an action plan, describing how the action identified in paragraph (c)(3)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.
§201.6(c)(3)(iv)	For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.
§201.6(c)(4)(ii)	The plan shall include a plan maintenance process that includes a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

Element D: Plan Maintenance

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(c)(4)(i)	The plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
§201.6(c)(4)(ii)	The plan shall include a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvements, when appropriate.
§201.6(c)(4)(iii)	The plan maintenance process shall include a discussion on how the community will continue public participation in the plan maintenance process.

Element E: Plan Update

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(d)(3)	A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit if for approval within five years in order to continue to be eligible for mitigation project grant funding.

Element F: Plan Adoption

This table presents the regulatory citations for local mitigation plans. Note: This is not the full regulatory text.	
Requirement	**CFR Language**
§201.6(c)(5)	The plan shall include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

Appendix G: High Hazard Potential Dams Grant Program Mitigation Plan Requirement

The mitigation planning requirements of the Rehabilitation of High Hazard Potential Dams grants were developed in consultation with the National Dam Safety Review Board, in accordance with the National Dam Safety Act, as amended in December 2020.

This table presents the statutory citations for local mitigation plans. Note: This is not the full statutory text.	
Requirement	**Unites States Code (U.S.C.) Language**
Requirement **33 U.S.C. § 467f–2 (d)(2)(B)**	Beginning not later than two years after the date on which the Administrator publishes criteria for hazard mitigation plans under paragraph (3), demonstrate that the Tribal or local government with jurisdiction over the area in which the dam is located has in place a hazard mitigation plan that includes all dam risks; and complies with the Disaster Mitigation Act of 2000 (Public Law 106–390; 114 Stat. 1552).

2024 Hazard Mitigation Plan

Contra Costa County, California

Town of Discovery Bay Community Services District Annex

TABLE OF CONTENTS

1. INTRODUCTION

This Annex details the hazard mitigation elements specific to Town of Discovery Bay Community Services District, a participating jurisdiction to the 2024 Contra Costa County Hazard Mitigation Plan update. This Annex is not intended to be a standalone document but supplements the information contained in **Volume 1 (Planning Area-wide Elements)**. Therefore, all sections of **Volume 1 (Planning Area-wide Elements)** including the planning process, mitigation goals and objectives, hazard identification and risk assessment, mitigation strategy, and plan maintenance apply to and were met by the District. This Annex provides additional information specific to the District, with a focus on providing additional details on the hazard risk assessment and mitigation strategy (i.e., mitigation actions) for this community.

2. LOCAL PLANNING TEAM

The Town of Discovery Bay Community Services District was comprised of the members listed on **Table 1**.

Table 1. Town of Discovery Bay Community Services District Local Planning Team Members

Name	Title	Department
Dina Breitstein	General Manager	Town of Discovery Bay Community Services District (Administration)
Aaron Goldsworthy	Water and Wastewater Manager	Town of Discovery Bay Community Services District (Water and Wastewater Department)

3. JURISDICTION PROFILE

Discovery Bay is an unincorporated community located in eastern Contra Costa County and is officially known as the Town of Discovery Bay. The land area is approximately nine (9) square miles. The Town of Discovery Bay Community Services District provides and manages water, sewer, landscaping, and recreation services for the Discovery Bay community.

The Town has a full service deep water yacht harbor with a fully stocked chandlery and marina shops. Additionally, the Town has two (2) shopping centers, two (2) public schools and one (1) private school and provides a variety of commercial and retail outlets and dining opportunities throughout Town.

3.1. Population

The Town of Discovery Bay Community Services District provides services to 15,358 residents as of April 1, 2020.[1]

3.1.1. Underserved Population

The 2023 California State Hazard Mitigation Plan identifies the Centers for Disease Control and Prevention (CDC) Social Vulnerability Index (SVI) as the most appropriate and authoritative dataset to identify areas where efforts can be prioritized to ensure equitable outcomes from mitigation planning and actions.

[1] United States Census Bureau. (2022). Quick Facts: Discovery Bay. Retrieved from https://www.census.gov/quickfacts/fact/table/discoverybaycdpcalifornia/.

CDC's SVI combines 16 social factors, within four (4) themes (i.e., socioeconomic status, household characteristics, racial and ethnic minority status, and housing type and transportation), to identify areas of social vulnerability. **Table 2** outlines the SVI information for the District's planning area boundary.

Note: *ArcGIS mapping analysis was performed utilizing Census Tract data by overlaying Census Tracts with the District's planning area boundary. The information outlined in this section includes data from the Census Tracts that intersect the jurisdiction.*

Table 2. Social Vulnerability Index (2020)

Theme	Social Factors	Percent
Socioeconomic Status	People below 150% poverty estimate	13.0%
	Unemployed *(Civilian 16 years old and older)*	2.7%
	Housing Cost Burden	5.9%
	No High School Diploma	2.4%
	No Health Insurance	5.4%
Household Characteristics	65 years old and older	19.6%
	17 years and younger	23.5%
	Civilian with a Disability	10.9%
	Single-Parent Household	2.5%
	English Language Proficiency	0.5%
Racial and Ethnic Minority Status	• Hispanic or Latino (of any race) • Black or African American • Asian • American Indian or Alaska Native • Native Hawaiian or Pacific Islander • Two or More Races • Other Races	33.5%
Housing Type and Transportation	Multi-Unit Structures	0.4%
	Mobile Homes	0.0%
	Crowding	0.1%
	No Vehicle	0.5%
	Group Quarters	0.6%

3.2. Brief History

Discovery Bay was established in the early 1970s as a mostly weekend and summer resort community. However, Discovery Bay has evolved into a thriving year-round hometown. The Town was officially formed as a community services district in 1998.

3.3. Governing Body Format

The District is governed by a five (5) member elected Board of Directors. The General Manager oversees the day to day operational needs of the Community. The Board of Directors assumes responsibility for the adoption of this Plan and the District General Manager will oversee its implementation.

4. DEVELOPMENT TRENDS

In the past five (5) years, there has been an increase in levee safety and drought measures due to an increase in people utilizing the District's public water system, emergency needs, and wildfire potential. Discovery Bay has planned to maintain the existing pattern of residential land uses along the canals with pockets of commercial and office uses in the next five (5) years.

There are a number of projects that are underway through the Contra Costa County planning process. Most of those projects are relatively small, consisting of in-fill single family home construction, remodels, and business applications. However, there are larger development projects that are approved for Discovery Bay. The following proposed development projects are currently going through the development process:

- Newport Pointe (located immediately west of Newport Drive at Newport Lane): Proposed 67 single family residences
- Patages at Discovery Bay (located at the end of Timber Point Road and Kellogg Creek): Proposed 277 residential units

The Town of Discovery Bay does not have land use or zoning authority. However, the Town can and does advise Contra Costa County on decisions affecting the community. The Town works with the County to ensure new development compliments existing properties.

4.1. Changes in Priority

The Town of Discovery Bay Community Services District has been prioritizing long-term planning that includes plans for redundancies, hazard mitigation, and future growth planning that is required by the State and County. Discovery Bay is a very small community with limited resources and is working on becoming more self-reliant. The District foresees that due to its location in the event of an emergency or disaster, the Town can potentially be on its own for an extended period of time. Therefore, the District is looking at alternate power sources (e.g., generators and solar power) that could reduce the community's vulnerability during an emergency or disaster. Additionally, the District is considering an elevated water tank for clean water storage and a secondary water source which would allow Discovery Bay to provide clean water to residents in the event an emergency or disaster affects the community's water supply.

The District did not participate in the previous iteration of the Contra Costa County Hazard Mitigation Plan; therefore, a change in priority for the District includes ensuring participation in hazard mitigation initiatives and implementation of this Hazard Mitigation Plan throughout other District planning mechanism. Additionally, a more concerted effort on achieving equitable outcomes for all communities, including underserved communities and socially vulnerable populations, has been implemented in the mitigation actions identified for this Plan.

5. CAPABILITY ASSESSMENT

Federal regulations require hazard mitigation plans to identify goals for reducing long-term vulnerabilities to the identified hazards in the planning area (Section 201.6(c)(3)(i)). A critical step in the development

of specific hazard mitigation actions and projects is assessing existing authorities, policies, programs, and resources and capabilities to use or modify local tools to reduce losses and vulnerability from profiled hazards.

A capability assessment was conducted for the Town of Discovery Bay Community Services District and participating jurisdictions' authorities, policies, programs, and resources. Goals and mitigation actions were developed using input from this assessment.

The Local Planning Team assessed the District's capabilities that can contribute to the reduction of long-term vulnerabilities to hazards. The capabilities include the following categories:

- Planning and Regulatory Capabilities
- Administrative and Technical Capabilities
- Financial Capabilities
- Education and Outreach Capabilities

Additionally, ways to expand on and improve these existing policies and programs to integrate hazard mitigation into the day-to-day activities and programs of the District were considered.

5.1. Planning and Regulatory Capabilities

These include local ordinances, policies, and laws to manage growth and development (e.g., land use plans, capital improvement plans, transportation plans, emergency preparedness and response plans, building codes, and zoning ordinances). The Town of Discovery Bay Community Services District relies on Contra Costa County to maintain a strong framework of codes, ordinances, and requirements to help mitigate the impacts of the hazards identified in this Plan. The description section of each Planning and Regulatory Capability includes a paragraph on expansion, implementation, and improvement. **Table 3** contains a list of legal and regulatory capabilities. The description section of each Planning and Regulatory Capability includes a paragraph on expansion, implementation, and improvement.

Table 3. Planning and Regulatory Capabilities

<table>
<tr><th colspan="4">County Ordinance Code Title 7 – Building Regulations
Includes: Building Code, Electrical Code, Plumbing Code, Mechanical Code, Housing Code, House Moving, Grading, Community Preservation, Fire Code</th></tr>
<tr><td colspan="4">Building Regulations (incorporated by reference and is based upon the 2022 California Building Code, 2022 California Residential Code, 2022 California Green Building Standards Code, and 2022 California Existing Building Code [all codified in California Code of Regulations, Title 24]); adopted November 17, 2022.

Expansion, Implementation, and Improvement: Building and Fire codes will be reviewed based on developing trends in identified hazards and mitigation measures that can make them more effective at preventing losses. They will be updated to comply with the latest International and State building codes.</td></tr>
<tr><td>Lead Department</td><td>Contra Costa County Department of Conservation and Development</td><td>Hazards Addressed</td><td>Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire</td></tr>
</table>

County Ordinance Code Title 8 – Zoning			
The Zoning Code addresses land use in precise detail. It sets standards for building and construction types and usage for all parcels in the County. **Expansion, Implementation, and Improvement:** Zoning Code must be modified and updated to reflect changes in development. Zoning Code may be used to address land use regulations that support mitigation actions such as development.			
Lead Department	Contra Costa County Department of Conservation and Development	**Hazards Addressed**	Climate Change, Dam/Levee Failure, Drought, Earthquake, Flooding, Severe Weather, Wildfire
County Ordinance Code Title 9 – Subdivisions			
The Subdivision Code addresses the development of groups of residences and commercial property. It describes requirements for transportation, water, and wastewater services. It sets limits on residential property density. **Expansion, Implementation, and Improvement:** Subdivision Code should be modified and updated to support changes in land use development. Additionally, it should be implemented to require adequate infrastructure to support residential area populations.			
Lead Department	Contra Costa County Department of Conservation and Development	**Hazards Addressed**	Climate Change, Dam/Levee Failure, Drought, Earthquake, Flooding, Severe Weather, Wildfire
Emergency Response Plan			
The Emergency Response Plan (ERP) describes strategies, resources, plans, and procedures the District can use to prepare for and respond to an incident, natural or human-caused, that threatens life, property, or the environment. Incidents can range from small main breaks or localized flooding, earthquakes, or system contamination, among other examples. The American Water Infrastructure Act (AWIA) requires community (drinking) water systems serving more than 3,300 people to develop or update Risk and Resilience Assessments (RRAs) and ERPs. **Expansion, Implementation, and Improvement:** This Hazard Mitigation Plan will be used as an essential tool to develop the District's ERP. The latest Hazard Mitigation Plan hazard descriptions will be included in the ERP. Mitigation actions that are preparedness and response in nature will be analyzed for applicability for inclusion in the description of ERP processes and procedures.			
Updated	2020	**Hazards Addressed**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
District Ordinance No. 22			
The Town Ordinance No. 22 (Adopting Rules and Regulations Governing Parks) states that it is unlawful for people to enter, remain, or loiter, within the limits of any park, manage, controlled, or owned by the District between 30 minutes after sunset to 30 minutes before sunrise the next day. **Expansion, Implementation, and Improvement:** The Ordinance will be reviewed based on developing trends in identified hazards and mitigation measures that can make them more effective at preventing losses.			
Updated	2013	**Hazards Addressed**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire

District Ordinance No. 24			
The Town Ordinance No. 24 (Establishing Brine Discharge Water Softening Appliance Use Regulation) purpose is to protect the health, safety, and welfare of the District and its waterways through the regulation of the discharge of sodium, potassium, and chloride products into the District; to impose regulations regarding compliance with requirements of the California Water Code and the California Health and Safety Code §116775 et seq. and to regulate the use of self-generating water softeners and sodium, potassium, and chlorine based products. **Expansion, Implementation, and Improvement:** The Ordinance will continually be evaluated to address emerging needs to ensure the safety and protection of its residents.			
Updated	2014	**Hazards Addressed**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
District Ordinance No. 27			
The Town Ordinance No. 27 (Drought Regulation), amended from Ordinance No. 25, purpose is to protect the health, safety, and welfare of residents in the District; to continue to respond to the ongoing drought issues and to regulate water usage in the District for the purpose of conserving limited water resources. **Expansion, Implementation, and Improvement:** The Ordinance will continually be evaluated to address drought emerging needs to ensure the safety and protection of its residents.			
Updated	2016	**Hazards Addressed**	Climate Change, Drought

5.2. Administrative and Technical Capabilities

The administrative and technical capabilities include community (i.e., public and private) staff and their skills and tools, which can be used for mitigation planning and implementation. This capability includes engineers, planners, emergency managers, GIS analysts, building inspectors, grant writers, and floodplain managers. Small communities may rely on other government entities, such as counties or special districts, for resources. These capabilities may be used to support mitigation activities. **Table 4** lists administrative and technical capabilities.

Table 4. Administrative and Technical Capabilities

Geographic Information Systems	
Geographic Information Systems (GIS) provide complex mapping and data management of the District's facilities, land use and potential hazards. Supports visualization of complex data sets using geo-location and data correlation. **Expansion and Improvement:** Acquire and conduct training for GIS technicians on the latest versions of ArcGIS to improve the District's GIS capabilities, which would aid the Town of Discovery Bay in future planning measures (e.g., asset planning and budget planning).	
Department	Town of Discovery Bay Community Services District (Water & Wastewater Department)

General Manager, Assistant General Manager	
Provides the coordinated response and recovery from major emergencies and disasters; develop, administer and coordinate the emergency planning preparedness program in conformity with local, State, and Federal requirements; develop emergency management and hazard mitigation plans; provide training to District staff in emergency planning and preparedness; develop, maintain, and coordinate the District Emergency Operations Center (EOC); provide businesses and residents with emergency planning and preparedness material to help reduce the loss of life and property resulting from a disaster; coordinate with City, County, State, and Federal counterparts; prepare emergency management grants; coordinate the efforts of volunteer organizations. **Expansion and Improvement:** Provide training to the General Manager, Assistant General manager, and other key personnel to better prepare for potential hazards and take action to report them.	
Department	Town of Discovery Bay Community Services District (Administration)
Operations Chief	
The Operations Chief is a direct connection with engineers, planners, building inspectors, and other employees. **Expansion and Improvement:** Provide training to the Operations Chief and other key personnel to better prepare for potential hazards and take action to report them.	
Department	Town of Discovery Bay Community Services District (Water and Wastewater Department)

5.3. Financial Resources

Table 5 contains a list of financial capabilities available to the District. These financial resources may be used to support mitigation activities based on procedures for each resource.

Table 5. Financial Resources

General Fund	
The General Fund consists of fees, property tax, sales tax, as applicable, that can be used for general purposes. **Expansion and Improvement:** Hazard mitigation projects may be considered during the annual budgeting process for funding from the General Fund.	
Administrator	Town of Discovery Bay Community Services District (Administration)
Special Revenue Funds	
The Town of Discovery Bay Community Services District operates seven (7) Special Revenue Fund. The Funds used to account for revenue derived from specific taxes or other revenue sources that are restricted by law or administrative action to be expended for specified purposes. **Expansion and Improvement:** Focus Special Revenue Funds on projects that provide mitigation to natural hazards.	
Administrator	Town of Discovery Bay Community Services District (Administration)

Building and Improvements Capital Funds	
The Building and Improvements Capital Funds improve upon current physical security systems at the District's water and wastewater plant facilities along with upgrading cybersecurity and information technology platforms. Additionally, this will allow for infrastructure replacements, continued rehabilitation of the of the wastewater lift stations, water and wastewater pipeline maintenance and replacements, lighting and landscaping projects, and equipment purchases. **Expansion and Improvement:** Focus Building and Improvements Capital Funds on projects that provide mitigation to natural hazards.	
Administrator	Town of Discovery Bay Community Services District (Administration)
Reserve Funds	
The Reserve Funds have been established for emergency use for the water and wastewater systems. This reserve is 30% of the water and wastewater operating budgets. **Expansion and Improvement:** When applicable, Reserve Funds can be used to fund mitigation projects that enhance the resiliency of the water or wastewater systems.	
Administrator	Town of Discovery Bay Community Services District (Administration)
Public Financing Authority	
A Public Financing Authority (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds. **Expansion and Improvement:** When applicable, PFA bond can be used to fund mitigation projects that enhance the resiliency of District.	
Administrator	Town of Discovery Bay Community Services District (Administration)
Community Development Block Grant	
The Community Development Block Grant (CDBG) Program provides funding for eligible senior activities such as in-home care, art classes, counseling, and home-delivered meals. The United States Department of Housing and Urban Development (HUD) also provides Disaster Recovery Assistance in the form of flexible grants to help cities, counties, and states recover from Presidentially Declared Disasters, especially in low income areas, subject to the availability of supplemental appropriations. **Expansion and Improvement:** Where applicable, CDBG should be used to fund mitigation projects that enhance the resiliency of low income and underserved communities.	
Administrator	United States Department of Housing and Urban Development
Hazard Mitigation Grant Program	
The Hazard Mitigation Grant Program (HMPG) provides support for post-disaster mitigation plans and projects. **Expansion and Improvement:** Train staff on notice of intent (NOI) procedures and track opportunities on the Cal OES mitigation website to initiate applications for grant funding.	
Administrator	Federal Emergency Management Agency

Building Resilient Infrastructure and Communities	
Building Resilient Infrastructure and Communities (BRIC) provides support for pre-disaster mitigation plans and projects. **Expansion and Improvement:** Train staff on notice of intent (NOI) procedures and track opportunities on the Cal OES mitigation website to initiate applications for grant funding.	
Administrator	Federal Emergency Management Agency
Flood Mitigation Assistance Grant Program	
The Flood Mitigation Assistance (FMA) Grant Program mitigates structures and infrastructure with repetitive losses. **Expansion and Improvement:** Train staff on notice of intent (NOI) procedures and track opportunities on the California OES mitigation website to initiate applications for grant funding.	
Administrator	Federal Emergency Management Agency

The Town of Discovery Bay is a small district and is not considered a disadvantaged community. This limits the District's ability to obtain the needed grant funding to accomplish hazard mitigation actions and initiatives listed in this Plan. Additionally, many of the regulations and mandates required by the State of California are difficult for the District to fund on its own.

5.4. Education and Outreach Capabilities

Table 6 lists the District's education and public outreach capabilities. These capabilities include fire safety programs, hazard awareness campaigns, public information, and communications offices. Education and outreach capabilities can be used to inform the public about current and potential mitigation activities.

Table 6. Education and Outreach Resources

District Emergency/Disaster Readiness Website *https://todb.ca.gov/health-safety/*	
The Town of Discovery Bay Community Services District has educational material on making an emergency plan, stocking supplies, staying informed and getting involved. Information on wildfire preparedness, fire prevention, evacuation, Contra Costa County Community Warning System, and others. **Expansion and Improvement:** Develop a comprehensive program to utilize the District's website to reach out to communities in the District to provide information on mitigation activities.	
Lead Organization	Town of Discovery Bay Community Services District (Administration)
District Social Media Accounts ***Facebook:*** *https://www.facebook.com/people/Town-of-Discovery-Bay/100064686577195/* ***Instagram:*** *https://www.instagram.com/todb94505/* ***Nextdoor:*** *https://nextdoor.com/agency-detail/ca/discovery-bay/town-of-discovery-bay-1/*	
The District uses its social media accounts to post information to collect input on updating this Hazard Mitigation Plan. These social media accounts can have links to other District webpages that provide details on mitigation projects and activities. They can also provide information and links to County, State and Federal emergency preparedness sites that provide information on individual and family preparedness. **Expansion and Improvement:** Develop a comprehensive program to utilize social media to reach out to communities in the District to provide information on emergency preparedness and response, and mitigation activities.	
Lead Organization	Town of Discovery Bay Community Services District (Administration)

SMS Community Alerts	
The Town of Discovery Bay Community Services District SMS Community Alerts are used to inform community members about a variety of situations, such as urgent or critical situations in neighborhoods, major service interruptions, unexpected road closures or temporary detours regarding water and wastewater issues. **Expansion and Improvement:** Coordinate community evacuation drills using the SMS Community Alerts system to implement the exercise. Conduct post exercise information fairs at evacuation collection points.	
Lead Organization	Town of Discovery Bay Community Services District (Administration)
Community Warning System	
The Community Warning System (CWS) can alert residents and businesses within Contra Costa County that are impacted by or are in danger of being impacted by an emergency. The CWS message will include basic information about the incident and what specific protective actions (e.g., shelter in place, lockdown, evacuate, avoid the area) are necessary for life safety and health. **Expansion and Improvement:** Coordinate community evacuation drills using the CWS to implement the exercise. Conduct post exercise information fairs at evacuation collection points.	
Lead Organization	Contra Costa County Office of the Sheriff

6. HAZARD MITIGATION PLAN INTEGRATION

The information on hazards, risk, vulnerability, and mitigation contained in this Hazard Mitigation Plan is based on the best available data at the time of the Plan update. Plan integration consists of the incorporation of hazard mitigation into other relevant planning mechanisms (e.g., general planning and capital improvement planning). It includes the integration of natural hazard information and mitigation policies, principles, and actions into local planning mechanisms and vice versa. Additionally, plan integration is achieved though the involvement of key staff and community officials in collaborative hazard mitigation planning. This section describes the District's process for integrating information from this Hazard Mitigation Plan into other planning mechanisms.

6.1. Past Plan Integration

The Town of Discovery Bay Community Services District did not participate in the previous iteration of the Contra Costa County Hazard Mitigation Plan.

6.2. Potential Future Integration

As the Hazard Mitigation Plan is implemented, the District will use information from the Plan as the best available science and data on hazards. The capability assessment presented in Section 5 of this Annex identifies codes, plans, and programs that provide opportunities for integration. The countywide and local action plans developed for this Hazard Mitigation Plan are related to plan integration. The capability assessment identified plans and programs, listed in **Table 7**, that do not currently integrate goals and recommendations of this Plan but provide opportunities to do so in the future.

Table 7. Potential Future Integration

Planning Initiative	Description
County General Plan	The General Plan will include specific actions that support mitigation throughout unincorporated Contra Costa County (i.e., Town of Discovery Bay) and will be closely aligned with the Hazard Mitigation Plan. The purpose of the Contra Costa County General Plan is to express the broad goals and policies, and specific implementation measures, which will guide decisions on future growth, development, and the conservation of resources through 2045.
Emergency Response Plan	This Hazard Mitigation Plan will be utilized as an essential tool to update the District's Emergency Response Plan and Emergency Operations Plan (EOP). The latest Hazard Mitigation Plan hazards descriptions will be included. The Emergency Response Plan (ERP), updated in 2021, is used in conjunction with the Town of Discovery Bay's EOP, as amended. This document is a detailed guide that serves as the basis for effective responses to emergencies and hazards that threaten the jurisdiction. The ERP is an expanded step by step procedure and must be followed in the correct order of events, if it is safe to do so.
Urban Water Management Plan	This Hazard Mitigation Plan should be used as an essential tool to update the District Urban Water Management Plan (UWMP). The Urban Water Management Plan (UWMP) is a State mandated water supply planning document required by the Department of Water Resources (DWR) to be completed every five (5) years by all urban water suppliers that have 3,000 or more service connections or supply 3,000 or more acre-feet of water per year. The UWMP meets the requirements of the DWR's 2020 UWMP Guidebook for Urban Water Suppliers.

The District's Local Planning Team will identify all relevant planning initiatives that are scheduled to be updated in the next year and during the annual update process of the Hazard Mitigation Plan. Additionally, opportunities to integrate key elements of the Hazard Mitigation Plan, specifically any relevant strategies, into the planning initiatives will be identified by the Local Planning Team. Mitigation actions were identified to promote plan integration in future revisions of this Plan.

7. SIGNIFICANT HAZARD PAST EVENTS

A complete risk assessment, including past incidents, for each identified hazard of concern can be found in **Volume 1 (Planning Area-wide Elements)** of this Plan.

8. NATIONAL FLOOD INSURANCE PROGRAM

As a special district, the Town of Discovery Bay Community Services District is not eligible to participate in FEMA's National Flood Insurance Program (NFIP). Further information on Contra Costa County's NFIP and Community Rating System (CRS) participation is available on **Volume 1 (Planning Area-wide Elements)** of this Plan.

9. HAZARD VULNERABILITY AND IMPACT ASSESSMENT

Exposure and vulnerability to certain hazards affect the entire County and others are geographically defined. Although the entire County may be vulnerable to these hazards, their impacts may vary based on existing community conditions (e.g., underserved, or functional access needs populations may be more susceptible based on certain conditions, vulnerabilities, or needs).

The Local Planning Team identified ***unique vulnerabilities and impacts*** to the following natural hazards, based on the hazards profiled in **Volume 1 (Planning Area-wide Elements)**.

- Climate Change
- Dam and Levee Failure
- Drought
- Earthquake
- Flood *(riverine/creek, urban/flash flood)*
- Landslide
- Sea Level Rise
- Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*
- Tsunami

It was determined that the planning area did not have unique vulnerabilities and impacts to the following natural hazards; rather, its vulnerability and impacts are consistent with those experienced throughout the County.

- Wildfire

Note: Severe weather and flooding are profiled as the two (2) hazards. However, in an effort to have a more thorough risk assessment, the sub hazards (i.e., heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado, riverine/creek flooding, and urban/flash flooding) were ranked individually. The hazard risk assessment methodology can be found in **Appendix C** of this Annex.

Table 8 provides information on several key vulnerabilities and impacts for the District and only addresses the hazards that are relevant and unique to the jurisdiction. A complete risk assessment for each identified hazard of concern is in **Volume 1 (Planning Area-wide Elements)** of this Plan. Hazard mapping can be found in **Appendix A** of this Annex.

Table 8. Hazard Vulnerability and Impact Assessment

Hazards	Vulnerability and Impact
Climate Change	The Town of Discovery Bay overlies the East Contra Costa (water) Subbasin, which is a medium priority subbasin in the San Joaquin Valley Groundwater Basin as designated by the California Department of Water Resources. Discovery Bay relies 100% on the health of this subbasin to provide water to its approximately 15,000 residents. As climate change continues to progress, the Town of Discovery Bay faces significant risks related to both drought and flooding. **Drought:** Seven (7) wells draw water from the subbasin, which is Discovery Bay's only source of water. Given the increasing frequency and severity of drought conditions associated with climate change, the Town's reliance on this single water source makes it particularly vulnerable. Extended periods of low rainfall could lead to water scarcity, negatively impacting local agriculture, and the community's overall economic stability. **Flooding:** Discovery Bay is situated within a designated flood zone, surrounded by levees that provide some degree of protection. Reclamation District No. 800 is solely responsible for the levee operation and maintenance. If climate change is expected to increase the severity and frequency of flooding events (e.g., sea level rise, heavy rainfall), the potential for levee failure exacerbates the vulnerability and impacts of the Town's water and sewer infrastructure, homes, and public safety. Flooding can lead to property damage, loss of critical services, and significant disruptions to the community's daily life. There is a high concentration of low income households vulnerable to freshwater flooding and coastal flooding in Discovery Bay. Low income households may have fewer financial resources to devote to preparing for and recovering from the effects of climate change. Furthermore, seniors (65 years old and over) and those with access and functional needs have physical limitations that make it harder to evacuate on their own in the event of a flood. Furthermore, outdoor workers (i.e., construction workers, agriculture workers, recreation) are uniquely vulnerable to extreme heat and poor air quality that occurs during drought events.

Hazards	Vulnerability and Impact
Dam and Levee Failure	Discovery Bay is made up of wet and dry levees, and parts of the area are below sea level. Reclamation District No. 800 is responsible for the operation and maintenance of nearly 19 miles of levees protecting approximately 7,000 acres of agricultural, urban, commercial, and industrial land in and around Discovery Bay. These levees play a crucial role in safeguarding the community from flooding. However, the levees face several vulnerabilities that can have significant impacts on the District. **Climate Change and Extreme Weather:** The impact of climate change can lead to more intense rainfall and rising sea levels which increases the likelihood of flooding. These conditions challenge the existing levee system's capability to provide adequate protection against 100-year flood events. **Soil Erosion and Vegetation Loss:** Erosion along slopes and between levees can undermine the stability of the structures. Additionally, loss of vegetation can lead to increased erosion and reduced natural barriers against floodwaters. **Urban Development Pressure:** Ongoing construction and development in the vicinity of the levees can alter drainage patterns and increase runoff, putting additional stress on the levee systems. This pressure may necessitate further evaluations and modifications to ensure compliance with safety standards. A failure in the protection levee system would pose significant risks for Discovery Bay residents. It could lead to flooding, which would directly affect property, causing damage to homes and critical infrastructure. Additionally, the disruption of basic utilities and services (e.g., water supply and wastewater management) would create further challenges. Without proper water access, residents may struggle with sanitation and daily needs, while wastewater issues could pose health risks and exacerbate flooding effects. Reclamation District No. 800 is responsible for: • Providing flood protection to 3,600 properties. • Inspecting levees for areas that need improvements or repairs. • Evaluating levees to ensure they meet state and federal guidelines for a minimum of 100-year flood protection. • Supervising design and construction of levee improvements or repairs. • Providing residents with information about flood insurance and emergency preparedness. • Managing drainage and water circulation within Discovery Bay’s lakes and lagoons. • Reviewing residential/commercial construction on and around levees and slopes.

Hazards	Vulnerability and Impact
Drought	Seven (7) wells draw water from the subbasin, which is Discovery Bay's only source of water. Given the increasing frequency and severity of drought conditions associated with climate change, the Town's reliance on this single water source makes it particularly vulnerable to drought events. Extended periods of low rainfall could lead to water scarcity, negatively impacting local agriculture, and the community's overall economic stability. The soil around Discovery Bay has high expansion potential, either at the ground surface or within a few feet below the ground surface. These soils shrink when dry and expand when wet sufficiently to damage pavements, slabs-on-grade, and structures supported on shallow foundations. Individuals with chronic illnesses are most vulnerable to the health impacts of droughts. These include those that have long term or permanent health conditions that can be exacerbated by drought events (e.g., cardiovascular disease, respiratory conditions, mental illness). Additionally, outdoor workers (i.e., construction workers, agriculture workers, recreation) are uniquely vulnerable to extreme heat and poor air quality that occurs during drought events. Drought can reduce water availability for agricultural operations, parks, and recreation areas, which can indirectly harm outdoor workers.
Earthquake	The wastewater treatment plant is close to the fault line. Damage to the treatment plant would disrupt basic utilities and services (e.g., water supply and wastewater management) for Discovery Bay, agricultural/farmland, and the Delta waterway. Without proper water access, residents and businesses may struggle with sanitation and daily needs, while wastewater issues could pose health risks. Overall, the community's safety and well-being would be significantly impacted. Soil conditions in the area generally are of a fine-grained nature and composed of clay, silt, fine grained sand and organic material. These areas may be subject to liquefaction during an earthquake event if perched groundwater conditions are present. The water table within the District is generally less than five (5) feet below the ground surface and can be as little as 18 inches below the ground surface where particularly clay soils occur. The network of canals in Discovery Bay that provide recreational and aesthetic benefits also result in a vulnerability to the residents of the District during an emergency. Due to the ingress and egress limitations, if an earthquake blocks, damages, and destroys single access roads, individuals can become isolated from the community and emergency services.

Hazards	Vulnerability and Impact
Flood *(urban/flash flood, riverine/creek)*	Discovery Bay is situated within a designated flood zone, surrounded by wet and dry levees that provide some degree of protection. Reclamation District No. 800 is solely responsible for the levee operation and maintenance. If climate change is expected to increase the severity and frequency of flooding events (e.g., sea level rise, heavy rainfall), the potential for levee failure exacerbates the vulnerability and impacts of the Town's water and wastewater infrastructure, homes, and public safety. Flooding can lead to property damage, loss of critical services, and significant disruptions to the community's daily life. If basic utilities and services (e.g., water supply and wastewater management) are disrupted, residents and businesses may struggle with sanitation and daily needs, while wastewater issues could pose health risks and exacerbate flooding effects. Overall, the community's safety and well-being would be significantly impacted. There is a high concentration of low income households vulnerable to freshwater flooding and coastal flooding in Discovery Bay. Low income households may have fewer financial resources to devote to preparing for and recovering from the effects of a flooding event. Furthermore, due to the ingress and egress limitations, if floods block, damage, and destroy single access roads, individuals can become isolated from the community and emergency services. Seniors (65 years old and over) and those with access and functional needs have physical limitations that make it harder to evacuate on their own in the event of a flood.

Hazards	Vulnerability and Impact
Landslides	Impacts of a levee failure in Discovery Bay could potentially contribute to landslides. Levees are operated and maintained by Reclamation No. 800. **Increased Soil Saturation:** If the levee fails and flooding occurs, the surrounding soil may become saturated with water. This excess moisture can destabilize the ground, making it more susceptible to sliding, especially in hilly or sloped areas. **Erosion:** Floodwaters can lead to erosion of the soil, especially if they are strong enough to remove vegetation and destabilize the earth. Erosion can weaken the structural integrity of slopes, increasing the likelihood of landslides. **Altered Drainage Patterns:** Flooding may change the natural drainage patterns of the area. Water that accumulates in unexpected places or flows differently can lead to localized saturation and instability, making landslides more likely. **Impact on Infrastructure:** Damage to utilities and roadways during flooding can further increase risks. If roads are washed out or become unstable, the transportation and evacuation routes may be compromised, making it harder for residents to respond to landslide risks. **Public Health and Safety Concerns:** With basic utilities disrupted, the community may face challenges related to sanitation and access to clean water. These stressors can hinder effective emergency responses to landslide threats and other disasters. Overall, the interconnected risks from flooding can exacerbate the potential for landslides, posing additional threats to Discovery Bay residents. The network of canals in Discovery Bay that provide recreational and aesthetic benefits also result in a vulnerability to the residents of the District during an emergency. Due to the ingress and egress limitations, if a landslide blocks, damages, and destroys single access roads, individuals can become isolated from the community and emergency services.

Hazards	Vulnerability and Impact
Sea Level Rise	Discovery Bay is made up of wet and dry levees, and parts of the area are below sea level. Impacts of sea level rise on Discovery Bay include the following: **Increased Flooding Risk:** Rising sea levels can exacerbate flooding during storm events or high tides, overwhelming levee systems. This can lead to more frequent and severe flooding, placing additional pressure on the critical levee infrastructure. **Erosion of Shorelines:** As sea levels rise, coastal areas may experience increased erosion, which can destabilize the land and contribute to landslide risks, particularly where the land meets the water. **Possible Saltwater Intrusion:** Higher sea levels can lead to saltwater intrusion into freshwater sources. This can affect water quality and availability, further complicating the community's ability to manage water resources amid flooding and sanitation challenges. It could have seepage into the water subbasin over a long period. **Increased Soil Saturation:** With rising sea levels, previously safe from flooding areas may become more vulnerable. Increased saturation of these lands can weaken their stability. **Impact on Infrastructure:** Rising sea levels can threaten critical infrastructure, making it more susceptible to damage. If roads, utilities, or levees are compromised, the risk of landslides and associated hazards could increase significantly. **Long-term Community Vulnerability:** As sea levels continue to rise, the overall resilience of the community may diminish. This can lead to a compounded risk where the impacts of flooding and landslides create ongoing challenges for residents. District households in poverty, cost-burdened households, and low-income households are vulnerable to sea level rise because this population is most likely to live in low lying areas and the structures may not be waterproofed or built above the 100-year flood elevation. Furthermore, this population is uniquely vulnerable to sea level rise because as sea level continues to rise, single access roads may become permanently impassible. As a result, this population can become isolated from the community and emergency services in the long term.

Hazards	Vulnerability and Impact
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Severe weather can significantly impact Discovery Bay's flat terrain, soils, and water and wastewater infrastructure and services. **Heavy Rainfall:** Prolonged heavy rainfall can lead to flooding, especially in flat areas where water tends to accumulate. This can overwhelm drainage systems, causing backups and overflowing in wastewater facilities. Soil saturation can also lead to erosion and landslides in surrounding areas. **Severe Thunderstorms:** These storms often bring strong winds/damaging winds and heavy rainfall, potentially damaging infrastructure like power lines, communication networks, and roads. Lightning strikes can cause wildfires and disrupt power to the water treatment plant, affecting water supply and wastewater services for Discovery Bay. **Strong Winds/Damaging Winds:** High winds can topple trees and debris, which can block roadways and damage buildings and utility lines. This can make it harder to access and maintain water and wastewater services, leading to service interruptions. **Heat Wave/Extreme Heat:** Extended periods of extreme heat can cause increased demand for water, straining the supply systems. High temperatures can also affect the quality of water, making it more difficult to treat. Additionally, the infrastructure itself can suffer from heat-related stress, potentially causing pipes to crack or malfunction. **Tornadoes:** Tornadoes can cause catastrophic damage in their paths, destroying both above and below-ground infrastructure. This could lead to immediate loss of water and wastewater services, requiring extensive repairs and affecting public health. Low-income households may live in structures that are less resilient to severe weather which increases the likelihood that severe thunderstorms, strong winds, and heavy rainfall can damage the structures, and cause mold and mildew. Due to fewer financial resources, this population may not be able to complete preparedness and recovery activities (i.e., fix flood damage). Outdoor workers are significantly vulnerable to heat wave/extreme heat because these jobs, often physically intense, require them to be outside and risk heat related illnesses (e.g., heat cramps, heat exhaustion, heat stroke). Seniors (65 years old and over) and those with access and functional needs have physical limitations that make it harder to evacuate on their own in the event of severe weather. Overall, the impact of severe weather on Discovery Bay's infrastructure can lead to service disruptions, increased operational costs, and potential health risks for residents.

Hazards	Vulnerability and Impact
Tsunami	In the event of a tsunami, the water table can rise and potentially get above the threshold of the levee which can exacerbate the vulnerability and impacts of the Town's water and wastewater infrastructure, homes, and public safety. Flooding can lead to property damage, loss of critical services, and significant disruptions to the community's daily life. If basic utilities and services (e.g., water supply and wastewater management) are disrupted, residents and businesses may struggle with sanitation and daily needs, while wastewater issues could pose health risks and exacerbate tsunami effects. Overall, the community's safety and well-being would be significantly impacted. There is a high concentration of low income households vulnerable to coastal flooding in Discovery Bay. Low income households may have fewer financial resources to devote to preparing for and recovering from the effects of a tsunami event. Furthermore, due to the ingress and egress limitations, if floods block, damage, and destroy single access roads, individuals can become isolated from the community and emergency services. Seniors (65 years old and over) and those with access and functional needs have physical limitations that make it harder to evacuate on their own in the event of a tsunami.
Wildfire	The Local Planning Team determined that the District does not have unique vulnerabilities and impacts to wildfire; rather, the District's vulnerability and impacts are consistent with those experienced throughout the County.
Active Shooter Incidents	The District does not have automatic secure gates to prevent access to some of its facilities, and additional protection of the facilities may be needed.
Cybersecurity Threats	The Local Planning Team determined that the District does not have unique vulnerabilities and impacts to cybersecurity threats; rather, the District's vulnerability and impacts are consistent with those experienced throughout the County.
Hazardous Materials Incidents	Storage tanks store potentially hazardous materials.
Terrorism (Weapons of Mass Destruction)	Because the District operates water and wastewater treatment facilities, the threat of terrorism is possible.
Utility Interruptions	Under severe circumstances, yes, power outages and access roads. If access to Highway 4 is compromised, the District will not get chemical deliveries. Cell tower access/communications could also be compromised. The District needs more generators, battery or solar backups if electricity is out. This could adversely affect the District's two (2) water treatment plants, eight (8) wells, the wastewater treatment plant operations and the fifteen wastewater lift stations.

The District evaluated whether vulnerability and impact in hazard prone areas had increased, decreased, or remained the same for each natural hazard identified in this Hazard Mitigation Plan. Climate change, changes in population, infrastructure expansion, and economic shifts that can affect vulnerability were considered. For example, if planned development is in an identified hazard areas or is not built to the updated building codes, it may increase the community's vulnerability to future hazards and disasters. On the other hand, if development occurred with mitigation practices in place, the vulnerability may have remained the same or decreased. Additionally, shifting demographics (e.g., underserved population) were taken into consideration.

Table 9 outlines if climate change has increased or decreased the District's vulnerability (i.e., exposure) and impact to each natural hazard over the past five (5) years, and the effect of climate change in the future probability of occurrence and impacts from each natural hazard.

Table 9. Climate Change Current and Future Vulnerability and Impact

Hazard	Vulnerability and Impact
Current Vulnerability and Impact	
Climate Change	Increased
Dam and Levee Failure	Remained the Same
Drought	Remained the Same
Earthquake	Remained the Same
Flood *(urban/flash flood, riverine/creek)*	Remained the Same
Landslide	Remained the Same
Sea Level Rise	Increased
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Increased
Tsunami	Remained the Same
Wildfire	Remained the Same
Future Vulnerability and Impact	
Climate Change	Increase
Dam and Levee Failure	No Change is Anticipated
Drought	Increase
Earthquake	No Change is Anticipated
Flood *(urban/flash flood, riverine/creek)*	No Change is Anticipated
Landslide	No Change is Anticipated
Sea Level Rise	Increase
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Increase
Tsunami	No Change is Anticipated
Wildfire	Increase

Table 10 outlines if changes in population within the District over the past five (5) years have increased or decreased the vulnerability (i.e., exposure) and impact to these natural hazards, and the anticipated effects changes in population may have on the future probability of occurrence and impacts from these natural hazards.

Table 10. Changes in Population Current and Future Vulnerability and Impact

Hazard	Vulnerability and Impact
Current Vulnerability and Impact	
Climate Change	Remained the Same
Dam and Levee Failure	Remained the Same
Drought	Increased

Hazard	Vulnerability and Impact
Earthquake	Remained the Same
Flood *(urban/flash flood, riverine/creek)*	Remained the Same
Landslide	Remained the Same
Sea Level Rise	Increased
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Remained the Same
Tsunami	Remained the Same
Wildfire	Remained the Same
Future Vulnerability and Impact	
Climate Change	No Change is Anticipated
Dam and Levee Failure	Increase
Drought	Increase
Earthquake	Increase
Flood *(urban/flash flood, riverine/creek)*	No Change is Anticipated
Landslide	No Change is Anticipated
Sea Level Rise	Increase
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Increase
Tsunami	No Change is Anticipated
Wildfire	Increase

Table 11 outlines if development over the past five (5) years has increased or decreased the jurisdiction's vulnerability (i.e., exposure) and impact to these natural hazards, and the anticipated effects changes in development may have on the future probability of occurrence and impacts from these natural hazards.

Table 11. Changes in Development Current and Future Vulnerability and Impact

Hazard	Vulnerability and Impact
Current Vulnerability and Impact	
Climate Change	Remained the Same
Dam and Levee Failure	Increased
Drought	Increased
Earthquake	Increased
Flood *(urban/flash flood, riverine/creek)*	Increased
Landslide	Remained the Same
Sea Level Rise	Increased
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Increased
Tsunami	Not Applicable

Hazard	Vulnerability and Impact
Wildfire	Increased
Future Vulnerability and Impact	
Climate Change	No Change is Anticipated
Dam and Levee Failure	Increase
Drought	Increase
Earthquake	Increase
Flood *(urban/flash flood, riverine/creek)*	No Change is Anticipated
Landslide	No Change is Anticipated
Sea Level Rise	Increase
Severe Weather *(heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, tornado)*	Increase
Tsunami	No Change is Anticipated
Wildfire	Increase

The District anticipates future major assets may be exposed or vulnerable to any of the natural hazards identified in this Hazard Mitigation Plan. **Table 12** outlines the major assets the District expects may be exposed or vulnerable.

Table 12. Vulnerable Assets

Hazard	Asset
Dam and Levee Failure, Heavy Rainfall, Sea Level Rise	Water and wastewater facilities that are located at sea level.
Drought, Earthquake, Heat Wave/Extreme Heat, Wildfire	New residents including underserved individuals and socially vulnerable individuals. Any new construction in hazard prone areas could be vulnerable to the hazards listed.

Refer to **Appendix C** and **Appendix D** of this Annex for the hazard risk assessment methodology and jurisdiction specific details, which includes the vulnerability and impacts to population and life safety, underserved/equity, property damage, future development, and climate change.

9.1. FEMA National Risk Index

In the National Risk Index (NRI), risk is defined as the potential for negative impacts as a result of a natural hazard. The Risk Index is based on three (3) components – a natural hazards component (Expected Annual Loss), a consequence enhancing component (Social Vulnerability), and a consequence reduction component (Community Resilience). Using these components, the composite and hazard type Risk Index values are calculated for each community (county and Census Tract). Risk Index values form an absolute basis for measuring Risk within the NRI and are used to generate Risk Index percentiles and ratings across communities.[2] **Table 13** illustrates the Risk Index rating and score for the District's planning area boundary.

[2] Federal Emergency Management Agency. (2023). Determining Risk. Retrieved from https://hazards.fema.gov/nri/determining-risk.

Note: *ArcGIS mapping analysis was performed utilizing Census Tract data by overlaying Census Tracts with the District's planning area boundary. The information outlined in this section includes data from the Census Tracts that intersect the jurisdiction.*

Table 13. Risk Index Score (FEMA National Risk Index)

Jurisdiction	Rating	Score
Town of Discovery Bay Community Services District	Very High	81.1
Risk Index scores are calculated using an equation that combines scores for Expected Annual Loss due to natural hazards, Social Vulnerability and Community Resilience (Expected Annual Loss x Social Vulnerability / Community Resilience = Risk Index).		

9.1.1. Expected Annual Loss

The FEMA NRI Expected Annual Loss (EAL), the natural hazards component of the NRI, represents the average economic loss in dollars resulting from natural hazards each year. It is calculated for each hazard type and quantifies loss for relevant consequence types – buildings, people, and agriculture. The EAL score and rating represent a community's relative level of expected losses each year when compared to all other communities at the same level. Since the score is associated to a community's risk; the higher EAL score results in a higher Risk Index score.[3] **Table 14** illustrates each hazard EAL for the District's planning area boundary.

Table 14. Expected Annual Loss *(FEMA National Risk Index)*

Hazard	Population Equivalence	Building Value	Agriculture Value	Total Expected Annual Loss	Expected Annual Loss Score	Rating
Coastal Flooding *(Sea Level Rise)*	$0	$0	n/a	$0	0.0	No Expected Annual Losses
Drought	n/a	n/a	$622,766	$622,766	74.5	Relatively High
Earthquake	$470,488	$781,470	n/a	$1.3 Million	92.6	Very High
Hail *(Severe Weather)*	$64	$302	$71	$437	33.8	Relatively Low
Heat Wave *(Severe Weather)*	$9,729	$2	$800	$10,530	54.9	Relatively Moderate
Landslide	$0	$0	n/a	$0	0.0	No Expected Annual Losses
Riverine Flooding *(Flood)*	$12,529	$20,903	$13,582	$47,014	70.6	Relatively High
Strong Winds *(Severe Weather)*	$58	$25	$3	$86	5.5	Very Low
Tornado *(Severe Weather)*	$1,121	$3,376	$8	$4,505	13.6	Very Low

[3] Federal Emergency Management Agency. (2023). Expected Annual Loss. Retrieved from https://hazards.fema.gov/nri/expected-annual-loss.

Hazard	Population Equivalence	Building Value	Agriculture Value	Total Expected Annual Loss	Expected Annual Loss Score	Rating
Tsunami	$0	$0	n/a	$0	0.0	No Expected Annual Losses
Wildfire	$0	$0	$0	$0	6.2	Very Low
Expected annual loss scores are calculated utilizing an equation that combines values for exposure, annualized frequency, and historic loss ratios (Expected Annual Loss = Exposure x Annualized Frequency x Historic Loss Ratio).						

An EAL score and rating is calculated independently for each consequence type (i.e., buildings, population, and agriculture) for each county and Census Tract. The population EAL is measured in fatalities and injuries while the building and agriculture values are measured in dollars. However, for consistency in the unit of measurement, the population EAL was monetized into population equivalence using a value of statistical life (VSL) approach where each fatality or 10 injuries is treated as $11.6 Million of economic loss.

9.1.2. Social Vulnerability

Social vulnerability, the consequence enhancing risk component of the NRI, measures the susceptibility of social groups to the adverse impacts of natural hazards, including disproportionate death, injury, loss, or disruption of livelihood. The Social Vulnerability score and rating represent the relative level of a community's social vulnerability compared to all other communities at the same level. A higher Social Vulnerability score results in a higher Risk Index score.[4] **Table 15** illustrates the Social Vulnerability rating and score for the District's planning area boundary.

Table 15. Social Vulnerability *(FEMA National Risk Index)*

Jurisdiction	Rating	Score
Town of Discovery Bay Community Services District	Very Low	16.1
Social Vulnerability is measured using the Social Vulnerability Index (SoVI) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).		

9.1.3. Community Resilience

Community resilience, the consequence reduction risk component, measures the ability of a community to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. The Community Resilience score and rating represent the relative level of a community's resilience compared to all other communities at the same level. Since the score is inversely proportional to a community's risk; the higher Community Resilience score results in a lower Risk Index score.[5] **Table 16** illustrates the Community Resilience rating and score for the District's planning area boundary.

[4] Federal Emergency Management Agency. (2023). Social Vulnerability. Retrieved from https://hazards.fema.gov/nri/social-vulnerability.
[5] Federal Emergency Management Agency. (2023). Community Resilience. Retrieved from https://hazards.fema.gov/nri/community-resilience.

Table 16. Community Resilience *(FEMA National Risk Index)*

Jurisdiction	Rating	Score
Town of Discovery Bay Community Services District	Relatively High	66.4
Community Resilience is measured using the Baseline Resilience Indicators for Communities (HVRI BRIC) published by the University of South Carolina's Hazards and Vulnerability Research Institute (HVRI).		

9.1.4. Annualized Frequency

Annualized frequency is defined as the expected frequency or probability of a hazard occurrence per year. It is a natural hazard incidence factor for Expected Annual Loss, the natural hazards component of the National Risk Index. A higher annualized frequency value results in higher Expected Annual Loss and Risk Index scores. The annualized frequency is derived from either the number of recorded hazard occurrences each year over a given period or the modeled probability of a hazard occurrence each year (e.g., earthquake).[6] **Table 17** outlines the annualized frequency for each hazard, based on FEMA NRI data, for the District's planning area boundary.

Table 17. Hazard Annualized Frequency *(FEMA National Risk Index)*

Hazard	Period of Record	Events on Record	Annualized Frequency
Coastal Flooding *(Sea Level Rise)*	Various datasets	n/a	0.0 events per year
Drought	22 years	1,386	63.0 events per year
Earthquake	2021 dataset	n/a	0.010% chance per year
Hail *(Severe Weather)*	34 years	3	0.1 events per year
Heat Wave *(Severe Weather)*	16 years	30	1.9 events per year
Landslide	12 years	0	0.0 events per year
Riverine Flooding *(Flood)*	24 years	31	1.3 events per year
Strong Winds *(Severe Weather)*	34 years	2	0.0 events per year
Tornado *(Severe Weather)*	72 years	0	0.0 events per year
Tsunami	222 years	0	0.0 events per year
Wildfire	2021 dataset	n/a	0.0% events per year

10. HAZARD RISK RANKING

Table 18 presents the local hazard ranking for the District of all hazards of concern listed in **Volume 1 (Planning Area-wide Elements)** of this Plan. This ranking summarizes how hazards vary for this jurisdiction. As described in detail in **Volume 1 (Planning Area-wide Elements)** and **Appendix C** of this Annex, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy. For further details on how the probability, extent, vulnerability, and impact factors in **Table 18** were calculated, please refer to **Appendix D** of this Annex.

[6] Federal Emergency Management Agency. (2023). Annualized Frequency. Retrieved from https://hazards.fema.gov/nri/annualized-frequency.

It is important to note that the sub hazards for severe weather hazards (i.e., heavy rainfall, severe thunderstorms, strong winds/damaging winds, heat wave/extreme heat, and tornado) and flood hazards (i.e., riverine/creek flooding and urban/flash flooding) were individually ranked in the hazard risk ranking; however, flood and severe weather are each considered as the main hazard throughout this Annex and **Volume 1 (Planning Area-wide Elements)**.

Table 18. Hazard Risk Ranking

Hazard Event	Probability Factor	Sum of Weighted Extent Factors	Sum of Weighted Vulnerability Factors	Sum of Weighted Impact Factors	Consequence Score	Total Risk Score *(Probability x Consequence)*
Earthquake	2	18	17	36	71	68
Flood (Riverine/Creek)	2	18	12	29	59	58
Dam and Levee Failure	2	18	11	29	58	57
Heavy Rainfall *(Severe Weather)*	3	9	14	15	38	56
Flood (Urban/Flash Flood)	2	15	12	29	56	55
Strong Winds/ Damaging Winds *(Severe Weather)*	3	9	11	16	36	54
Severe Thunderstorm *(Severe Weather)*	3	6	16	14	36	54
Wildfire	2	15	11	27	53	53
Sea Level Rise	2	15	11	25	51	51
Utility Interruptions	3	9	7	18	34	51
Drought	2	18	12	20	50	50
Heat Wave/Extreme Heat	3	9	10	12	31	47
Hazardous Materials Incidents	2	15	11	19	45	46
Climate Change	2	9	12	15	36	38
Cybersecurity Threats	2	12	7	13	32	34
Active Shooter Incidents	2	9	5	15	29	32
Terrorism (Weapons of Mass Destruction)	1	18	11	27	56	31
Landslide	1	6	9	21	36	21
Tornado *(Severe Weather)*	1	6	6	14	26	16

Hazard Event	Probability Factor	Sum of Weighted Extent Factors	Sum of Weighted Vulnerability Factors	Sum of Weighted Impact Factors	Consequence Score	Total Risk Score *(Probability x Consequence)*
Tsunami	1	6	5	13	24	15

Consequence: *Sum of all weighted factors.*
Extent: *Sum of the weighted Extent factors.*
Vulnerability: *Sum of the weighted Vulnerability factors.*
Impact: *Sum of the weighted Impact factors.*
Total Risk Score* *= Probability x Consequence*
** Normalized to 100*

Total Risk Score Legend

Classification	Probability Factor	Extent	Vulnerability	Impact	Consequence Score	Total Risk Score
Low (L)	1	0 – 6	0 – 6	0 – 12	0 – 24	0 – 24
Medium (M)	2	7 – 12	7 – 12	13 – 26	25 – 50	25 – 54
High (H)	3	13 – 18	13 – 18	27 – 39	51 – 75	55 and above

*The **legend**—specifically the assignment of low, medium, and high—provides an additional means to qualitatively assess the probability factor, sum of weighted factors, and the total risk scores for each hazard. The **Consequence Score** represents the sum of the Extent, Vulnerability, and Impact Factors. The **Total Risk Score** is a measure of Probability and Consequence.*

11. MITIGATION ACTIONS

This section includes the mitigation actions that were developed to address identified risks and vulnerabilities to hazards identified in this Plan. This Plan serves only to recommend mitigation measures based on the potential for risk reduction and available funding. Implementation of mitigation actions is dependent on risk reduction priorities, feasibility, and available funding. It is also dependent on the cooperation and support of the jurisdiction and/or department responsible for each action item.

The Town of Discovery Bay Community Services District agreed upon **29** mitigation actions that applies to the jurisdiction's properties where they have jurisdictional responsibility and authority. The District did not participate in the previous reiteration of the Contra Costa County Hazard Mitigation Plan; therefore, all mitigation actions are new. A summary of the District's mitigation actions status is listed in **Table 19**.

Table 19. Town of Discovery Bay Community Services District Mitigation Actions Summary

Status	Mitigation Action Total
Ongoing	0
In Progress/In Work	0
Not Started	0
Delayed/Deferred	0
New	29
TOTAL	**29**
Completed	0
Deleted/No Longer Needed	0

Mitigation Actions per Hazard			
Climate Change	14	Landslide	10
Dam and Levee Failure	12	Sea Level Rise	15
Drought	9	Severe Weather	17
Earthquake	10	Tsunami	6
Flood	17	Wildfire	10
Other Hazards of Concern: Utility Interruptions (1)			

These shared actions, some of which address all hazards, help to meet the following requirements:

- Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure?
- Does the Plan include one (1) or more action(s) per jurisdiction for each hazard identified within the risk assessment?

A detailed explanation of the Mitigation Strategy can be found in Chapter 5 of **Volume 1 (Planning Area-wide Elements)**.

Mitigation Action	Retrofit and enhance the District's Community Center to serve as a Community Resilience Center, a disaster relief warming and cooling center, and an Emergency Operations Center for the District. The facility should include a generator, secondary solar power, portable flood control dams, and a water tower for water storage and gravity feed water.				
Action Number	TODBCSD-1	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	24/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Utility Interruptions	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District (Recreations Department)		**Supporting Agency / Organization** *(If applicable)*	Contra Costa County Office of Emergency Services	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	High	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Actively participate in the Hazard Mitigation Plan maintenance protocols outlined in Volume 1 of the Contra Costa County Hazard Mitigation Plan.				
Action Number	TODBCSD-2	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	40/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Low			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	High	**Integration Ideas** *(Optional)*			

Mitigation Action	Assess the Town of Discovery Bay's vulnerability to drought. This assessment should collect water and climate data to understand historical drought patters; determine what contributes to drought severity in the Town (i.e., temperature and precipitation variations); analyze how previous droughts impacted the Town and its water resources; and map existing water sources and assess their capacity.				
Action Number	TODBCSD-3	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	27/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Drought	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800, Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Establish a mechanism that tracks local indicators (e.g., rainfall, temperature, soil moisture level) to monitor drought conditions.				
Action Number	TODBCSD-4	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	27/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Drought, Flood, Landslide, Sea Level Rise, Severe Weather, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC, FMA		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*	Set up a monthly schedule to report and assess drought conditions within the Town of Discover Bay.		

Mitigation Action	Install upgraded technology for real-time water supply tracking.				
Action Number	TODBCSD-5	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	27/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Drought, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Develop, implement, and maintain a drought Emergency Operations Plan that outlines the steps to take in the event of a drought; details roles and responsibilities; define specific criteria for when to implement drought response measures; strategy to inform the community and stakeholders about drought conditions and protective actions being taken by the District; agreements with neighboring areas for additional water supplies during severe drought events; implement a timed irrigation schedule to ensure efficient water distribution for agricultural needs and allow for groundwater recharge; and a regular schedule to sample and conduct soil testing around vulnerable assets, pipeline infrastructure, water, and wastewater treatment facilities.				
Action Number	TODBCSD-6	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	27/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Drought	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Create and maintain a local inventory of the Town's buildings, facilities, and water and wastewater infrastructure prioritizing older structures with weak foundations, old water and sewer pipelines, lift stations, wells, tanks, and other critical utility infrastructure that could prohibit providing water and sewer services to the Town in the event of an earthquake.				
Action Number	TODBCSD-7	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	22/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Earthquake	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*	Use GIS to map hazard areas and identify at risk structures, pipelines, lift stations, wells, and other utility infrastructures.		

Mitigation Action	Implement inspection procedures for public buildings, and Town infrastructure assets that provide critical water and wastewater services to the Town.				
Action Number	TODBCSD-8	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	22/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Seismically retrofit critical public facilities to include, but not limited to, water and sewer treatment plants, administration buildings, and other critical utility assets (e.g., lift stations, electronic control panels, pipelines, wells).				
Action Number	TODBCSD-9	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	22/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Earthquake	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Long Term		**Estimated Cost**	High	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Strengthen non-ductile concrete and masonry infrastructure.				
Action Number	TODBCSD-10	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	22/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Earthquake	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Install shutoff valves, flexible piping, and electronic control alerts for utility services.				
Action Number	TODBCSD-11	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	22/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Earthquake	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Develop, implement, and maintain a Flood Management Plan.				
Action Number	TODBCSD-12	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	21/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District, Reclamation District No. 800		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC, FMA		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time), Reclamation District No. 800 Fund	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Coordinate with local stakeholders (e.g., Reclamation District No. 800) to discuss flood issues, recommend hazard mitigation projects, and emergency response initiatives.				
Action Number	TODBCSD-13	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	21/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time), Reclamation District No. 800 Fund	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Conduct regular flood risk mapping to identify and document at risk areas within the Town of Discovery Bay; and assess the combined effects of local infrastructure on flooding.				
Action Number	TODBCSD-14	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	21/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District, Reclamation District No. 800		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time), Reclamation District No. 800 Fund	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Map and assess the vulnerability to landslides within the Town of Discover Bay. This assessment should include an inventory of critical facilities and infrastructure at risk of landslides; and a vegetation assessment that promotes strong-rooted vegetation in wildfire prone areas to prevent landslides after a wildfire.				
Action Number	TODBCSD-15	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	23/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Landslide, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time), Reclamation District No. 800 Fund	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*	Review Contra Costa County and Reclamation District No. 800 GIS maps that identify landslide prone areas, focusing on regions with steep slopes or recent wildfire impacts.		

Mitigation Action	Establish infrastructure guidelines for utility and infrastructure planning to mitigate service disruption risks and ensure public utilities are located outside landslide susceptibility zones.				
Action Number	TODBCSD-16	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	23/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Landslide	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Prevent impacts to water and wastewater treatment facilities by implementing visual inspections and/or electronic monitoring systems for critical assets and soil stabilization measures (i.e., plant vegetation known for its soil-stabilizing capabilities on steep, publicly owned landscaping).				
Action Number	TODBCSD-17	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	23/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Landslide	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Long Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Develop a strategy for acquiring and demolishing or relocating publicly owned buildings and infrastructure in high-risk hazard areas.				
Action Number	TODBCSD-18	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	23/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Map and assess the vulnerability to sea level rise and flooding within the Town of Discover Bay. This assessment should include an inventory of critical facilities and infrastructure at risk of sea level rise and flooding; and scenarios to understand potential impacts and prioritize mitigation efforts.				
Action Number	TODBCSD-19	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	25/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Coordinate with local stakeholders to focus future development in low-risk areas to minimize impacts to potential flooding and sea level rise.				
Action Number	TODBCSD-20	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	25/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800, Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Retrofit existing critical infrastructure (e.g., utilities, emergency services) and ensure all new critical infrastructure is built to withstand severe weather impacts and built within the required flood elevation.				
Action Number	TODBCSD-21	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	25/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800, Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	High	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC, FMA		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Plant coastal vegetation to serve as a natural barrier against flooding, sea level rise, and erosion.				
Action Number	TODBCSD-22	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	25/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		High			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Reclamation District No. 800, Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC, FMA		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Develop, implement, and maintain a severe weather Emergency Operations Plan that outlines the steps to take in the event of a severe weather; details roles and responsibilities; define specific criteria for when to implement severe weather response measures; strategy to inform the community and stakeholders about severe weather and protective actions being taken by the District; and climate change scenarios.				
Action Number	TODBCSD-23	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	29/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Flood, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Low			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Promote sustainable practices by encouraging the reduction of greenhouse gas emissions and increase environmental resilience throughout the Town of Discovery Bay.				
Action Number	TODBCSD-24	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	26/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Contra Costa County Department of Conservation and Development	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Funds (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*	Use updated climate models to identify high-risk areas, focusing on low lying regions vulnerable to heat wave/extreme heat and flooding. Conduct comprehensive assessments during capital improvement projects to evaluate the potential impacts of climate change on infrastructure, and essential services Discovery Bay provides.		

Mitigation Action	Enhance drainage systems and green infrastructure to effectively manage increased rainfall and runoff.				
Action Number	TODBCSD-25	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	26/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Flood, Sea Level Rise, Severe Weather	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP, BRIC, FMA		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Implement a communication system to ensure rapid communication of during an emergency that requires evacuation.				
Action Number	TODBCSD-26	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	24/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Dam and Levee Failure, Earthquake, Flood, Landslide, Severe Weather, Tsunami, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Low			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Long Term		**Estimated Cost**	Medium	
Potential Funding Source	HMGP, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	N/A	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Assess the Town of Discovery Bay's vulnerability to wildfire. This assessment should collect climate data to understand historical wildfire patters; determine what contributes to wildfire severity in the Town (i.e., temperature and precipitation variations); analyze how previous wildfires impacted the Town and its water resources.				
Action Number	TODBCSD-27	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	26/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Contra Costa County Fire Protection District	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Short Term		**Estimated Cost**	Medium	
Potential Funding Source	HMGP, HMGP Port Fire, BRIC		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	N/A	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Clear brush and maintain landscaping to create defensible spaces around Town of Discovery Bay Community Services District assets.				
Action Number	TODBCSD-28	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	26/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	N/A	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Medium	
Potential Funding Source	Local Budgeted Funds, HMGP Port Fire		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	Medium	**Integration Ideas** *(Optional)*			

Mitigation Action	Develop and implement a public outreach program to educate residents of potential consequences associated with natural hazards and mitigation opportunities.				
Action Number	TODBCSD-29	**Year Initiated / Anticipated Year of Initiation**	2024	**Prioritization Score**	40/40
Goal(s) / Objective(s) Addressed		**Goals:** 1, 2, 3, 4, 5	**Hazard(s) Mitigated**	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire	
Project Status		New	If *Deleted/No Longer Needed*, provide reason.	N/A	
Benefits *(Loss Avoided)*		Medium			
Lead Agency / Organization	Town of Discovery Bay Community Services District		**Supporting Agency / Organization** *(If applicable)*	Contra Costa County Office of Emergency Services	
Additional Participating Jurisdictions *(If applicable)*	N/A				
Project Duration	Ongoing		**Estimated Cost**	Low	
Potential Funding Source	Local Budgeted Funds		If *Other*, you **must** identify a funding source.	N/A	
			Please provide further detail on Potential Funding Source.	General Fund (Staff Time)	
Implementation Priority	High	**Integration Ideas** *(Optional)*			

APPENDIX A. HAZARD MAPS

The following hazards were mapped for the Town of Discovery Bay Community Services District – floods, landslides, and wildfires.

- **Figure 1** illustrates the District's service area within the Special Flood Hazard Area (SFHZ), including each Flood Zone, and the 500-year floodplain. Flood Insurance Rate Maps (FIRMs) show the flood zones, floodplain boundaries, and Base Floor Elevation (BFE) and are used for floodplain management, flood insurance ratings, and to determine flood insurance requirements. FIRMs show areas with a 1% chance of flooding each year, commonly known as the 100-year floodplains, and are illustrated as the SFHA.[7] The 500-year floodplains show areas with a 0.2% chance of flooding each year.
- **Figure 2** illustrates landslide susceptibility within the District's service area. Landslide susceptibility maps describe the relative likelihood of future land sliding based solely on the intrinsic properties of a location or site. There are three (3) site factors that most determine susceptibility – prior failure, rock or soil strength, and steepness of slope.[8]
- **Figure 3** illustrates the California Fire Hazard Severity Zones (FHSZ) in the State Responsibility Area (SRA) within the District's service area.

[7] Federal Emergency Management Agency. (2017). Flood Insurance Study: Contra Costa County, California and Incorporated Areas. Retrieved from https://www.contracosta.ca.gov/DocumentCenter/View/77626/Volumes-I-V?bidId=.
[8] California Department of Conservation. (n.d.). Landslides. Retrieved from https://www.conservation.ca.gov/cgs/landslides.

Figure 1. Special Flood Hazard Area

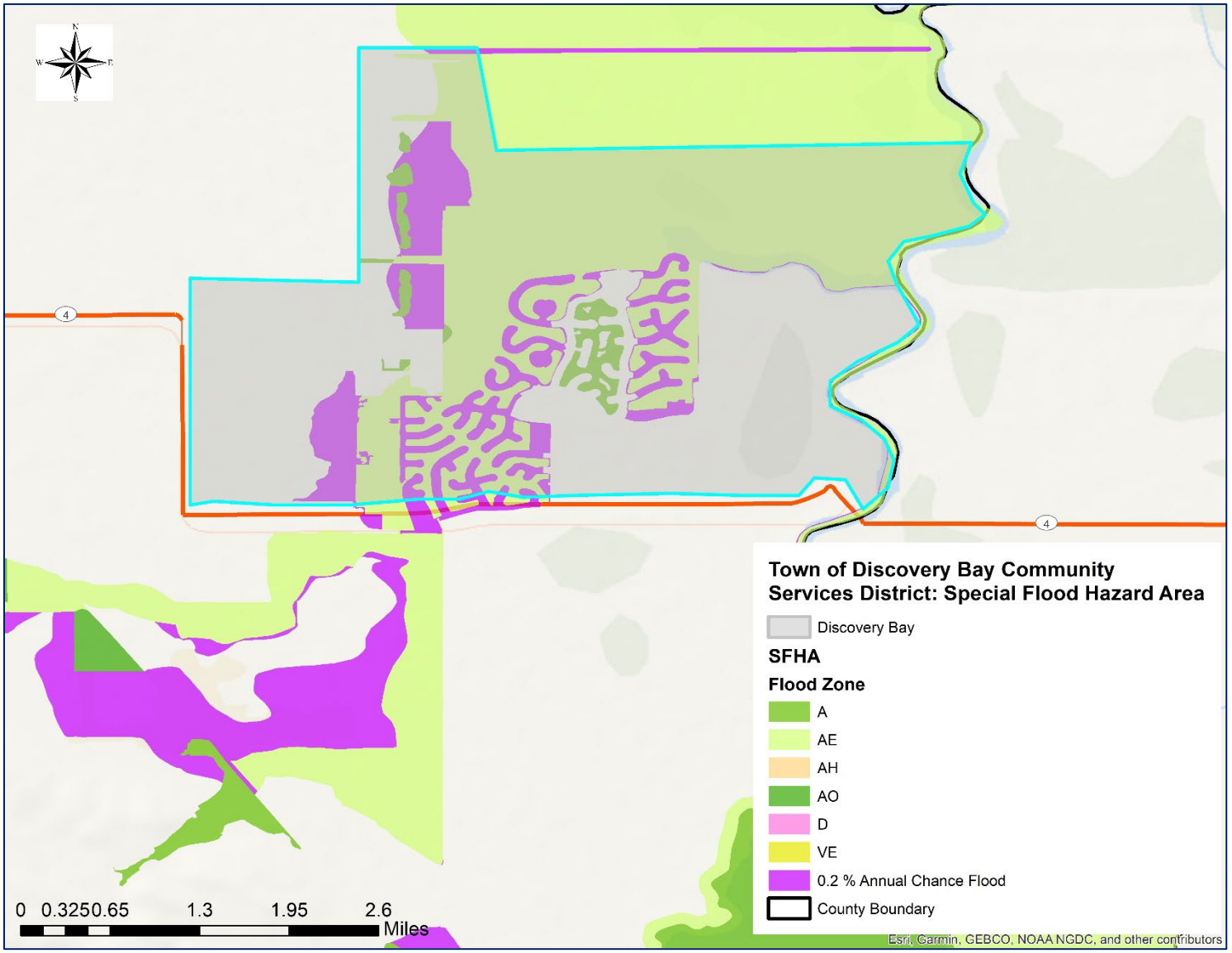


Figure 2. Landslide Susceptibility

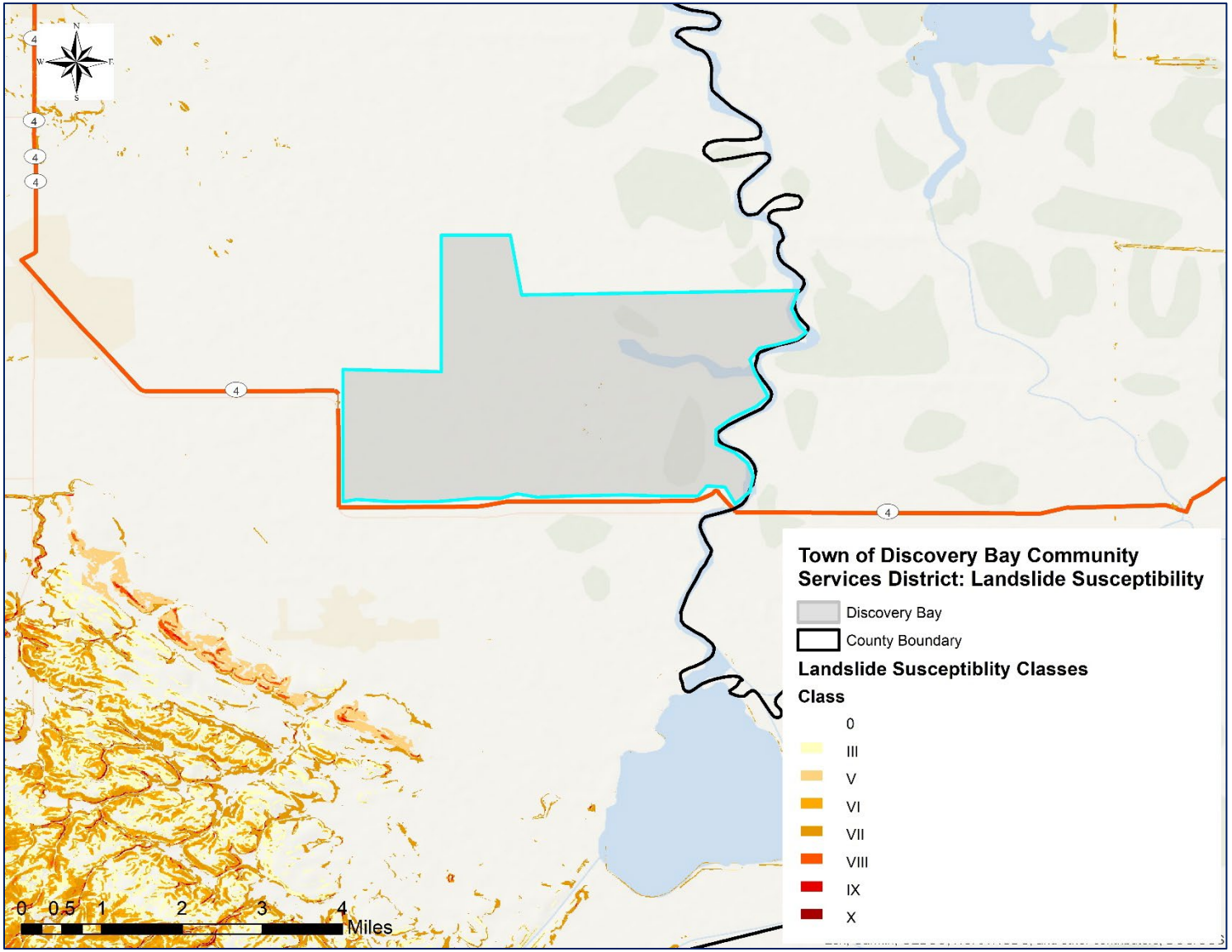
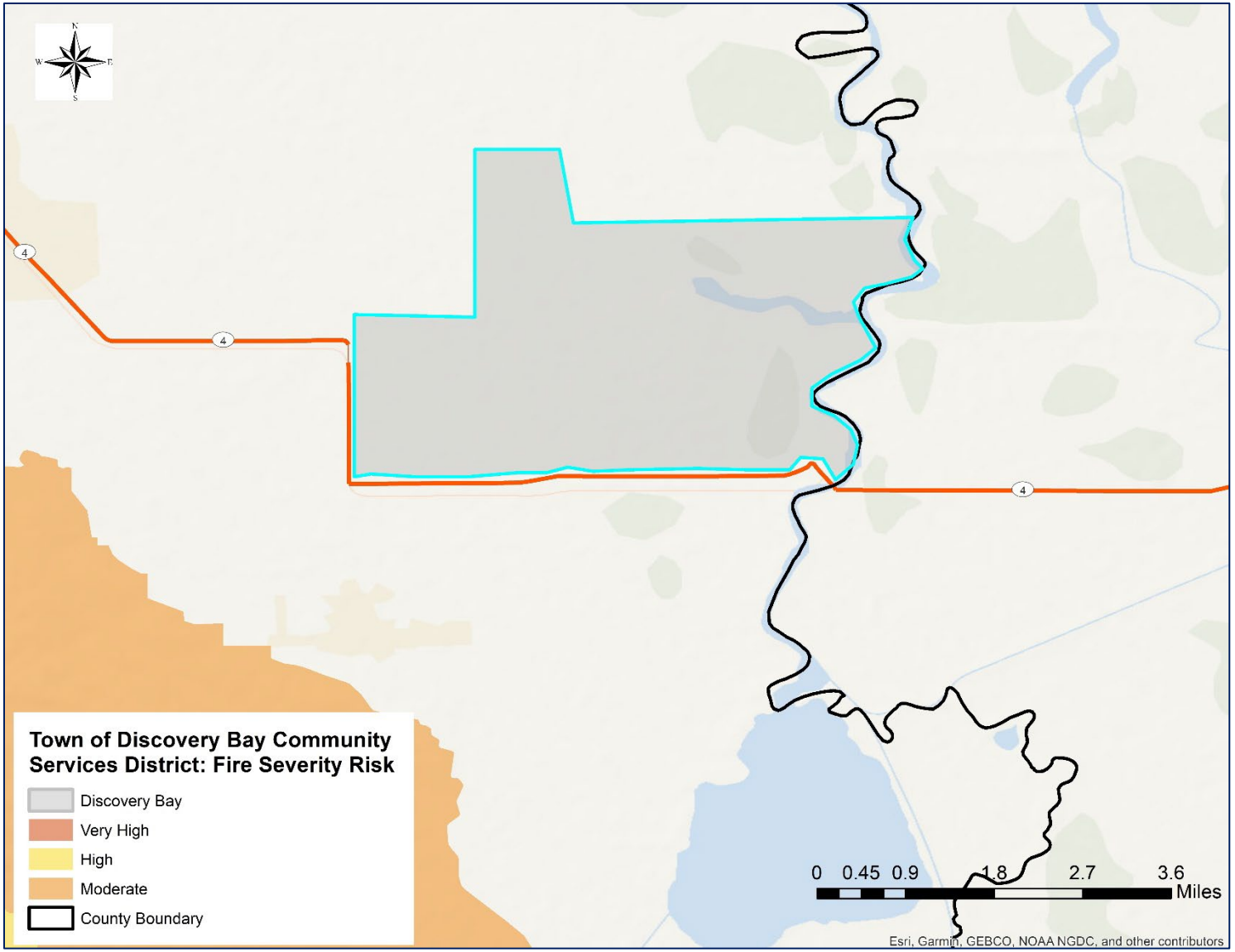


Figure 3. Fire Hazard Severity Zones



APPENDIX B. STAKEHOLDER AND PUBLIC ENGAGEMENT

The mitigation planning process promotes awareness of hazard risks and continues the conversation about the community's safety and resilience. A hazard mitigation plan generates additional community support when it accurately reflects the values and priorities of the community which will lead to successfully implementing the mitigation actions and projects identified in this Plan.

Federal regulations for mitigation plan approval require that stakeholders and the general public are given opportunities to be involved in the plan's development and update process. Input from community members can strengthen the content and outcomes of the hazard mitigation plan. Furthermore, the Plan must state continued public engagement as the Plan is carried out during its lifetime. A public outreach strategy outlines what the community intends to achieve throughout the outreach efforts. Additionally, it identifies who to involve in the process, and how and when to effectively engage the community. Contra Costa County and the Town of Discovery Bay Community Services District worked together to ensure that the stakeholder and public engagement was meaningful and productive. Refer to **Volume 1 (Planning Area-wide Elements)** for further information on how stakeholders and the general public were given opportunities to be involved throughout the planning process. However, every plan participant employed a slightly tailored engagement strategy that suits the community's demographics, including the underserved population, and needs in addition to the lead jurisdiction's engagement strategy.

Town of Discovery Bay Community Services District stakeholders and the public were given a number of opportunities to be involved throughout the planning process. Opportunities were provided via a public survey, in person and virtual public meetings, and public engagement activities to review the Plan draft (i.e., public comment period). The public meetings allowed the County to introduce the Plan update, identify additional hazards of concern that should be included, if any, and to provide input for the various mitigation measures intended to eliminate or reduce the negative impact to those hazards. Language translation assistance in Spanish was available in all public meetings. The public survey asked community representatives and members of the public to rate each of the hazards in terms of perceived risk. Furthermore, they were asked to rate "mitigation importance" for each of the identified hazards in the Plan. The information gathered from this survey was used to inform the hazard risk prioritization process, and to ensure the Plan adequately addressed the public's concerns and priorities. The survey was available in English, Spanish, Tagalog, Traditional Chinese, and Simplified Chinese. A total of 20 respondents that lived within the District and two (2) that worked within the District participated in the survey. Please refer to **Volume 1 (Planning Area-wide Elements)** for further information and supporting documentation of the public meetings and public survey.

How Public Input was Incorporated into the Plan

Information and feedback gained through the public survey, public meetings, and public comment period provided valuable data to validate and confirm the risk assessment findings and potential mitigation strategies. Specifically, feedback from the public offered during the public meetings offered greater insights into the public's concerns regarding specific hazards and their impacts. The public also offered specific initiatives they felt would create greater resiliency for the District and its residents.

Survey results helped validate the hazards included in the Plan, the hazard ranking process, and areas where the County and jurisdictions could further improve outreach and education efforts. Open-ended responses, specifically regarding their experience with damages from past hazards, helped to validate hazard-specific impact data in *Chapter 4 (Hazard Identification and Risk Assessment)* of **Volume 1 (Planning Area-wide Elements)**. These, and related findings, helped the County and District Core Planning Teams determine meaningful mitigation projects.

After the public comment period ended, no public feedback was received for the Town of Discovery Bay Community Services District Annex. However, in order to keep the Plan current after it is approved, the District will ensure that the public continues to be involved in the Plan and how it is carried out. Refer to Section B.2 of this Annex for further details on continued public engagement.

B.1. Public Comment Period

Once the draft Plan was completed, the public was given an opportunity to review and provide comments on the County Hazard Mitigation Plan, including the District's Annex, prior to submitting the Plan to the State and FEMA. The countywide public comment period began on April 22, 2024, and went on through May 31, 2024. Prior to the public comment period, the Contra Costa County Core Planning Team conducted a strategy meeting with all plan participants (i.e., Town of Discovery Bay Community Services District) that served as a brainstorming session and helped determine the public outreach goals and proper outreach methods for the public comment period. Subsequently, the Town of Discovery Bay Community Services District Core Planning Team developed a public outreach strategy that meets the District's unique needs of the community to engage stakeholders and the public during the public comment period. The District ensured equitable outreach by targeting Contra Costa County's vulnerable communities, including the younger (under 18 years old) and elderly (over 65 years old) population, individuals with limited English proficiency, and those with access and functional needs.

The Town of Discovery Bay Community Services District Local Planning Team coordinated with its stakeholders to ensure that the public had an opportunity to learn about the Plan, mitigation actions planned for their community, and ways to get involved in the planning process. Outreach to the Discovery Bay community involved a combination of in person and digital media starting on May 15, 2024, through the end of the public comment period on May 31, 2024. To ensure equitable outreach a calendar was created to strategize and map all events.

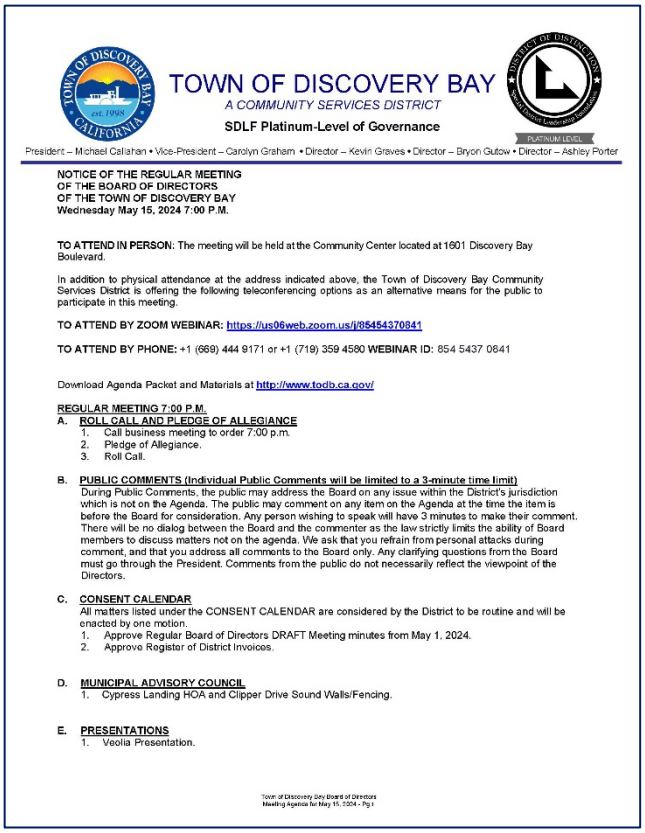
Public Comment Outreach Calendar

May 2024	
Date	**Wednesday, May 15th**
Event Name	Town of Discovery Bay Board of Directors Meeting
Location	Community Center 1601 Discovery Bay Boulevard Discovery Bay, CA 94505
Outreach Method	Presenting to Governing Body
Outreach Purpose	Inform, Involve
Targeted Population	Districtwide, Age (Elderly), Access and Functional Needs
Accommodations Provided	After Hours

June 2024	
Date	**Wednesday, June 5th**
Event Name	Town of Discovery Bay Board of Directors Meeting
Location	Community Center 1601 Discovery Bay Boulevard Discovery Bay, CA 94505
Outreach Method	Presenting to Governing Body
Outreach Purpose	Inform, Involve
Targeted Population	Districtwide, Age (Elderly), Access and Functional Needs
Accommodations Provided	After Hours

May 15, 2024 – Town of Discovery Bay Board of Directors Meeting

The Town of Discovery Bay Board of Directors Meeting was held in person with a virtual option (Zoom), after hours (7:00 PM) on a weekday. These meetings are open to the public and are attended by the residents of Discovery Bay, among other local agencies (e.g., Contra Costa County Supervisors Office of Diane Burgis, Contra Costa County Sheriff's Department, Cal Fire, and various community groups). Additionally, two (2) of the Board of Directors are members of local volunteer clubs in Discovery Bay (e.g., Discovery Bay Lions Club and Discovery Bay Chamber of Commerce) and another board director is a member of the local Yacht Club. Through these affiliations, the directors can provide Town of Discovery Bay board meeting updates, which provide an opportunity to let its members know what topics are on the Town of Discovery Bay Board Meeting Agenda and topics or notices that are on the Town website welcome page. During this meeting, the Town presented the Contra Costa County Hazard Mitigation Plan, including the District's Annex. Attendees were encouraged to review and provide feedback on the Plan and Annex through the Contra Costa County website.



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 15, 2024 7:00 P.M.

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: https://us06web.zoom.us/j/85454370841

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 854 5437 0841

Download Agenda Packet and Materials at http://www.todb.ca.gov/

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE
1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

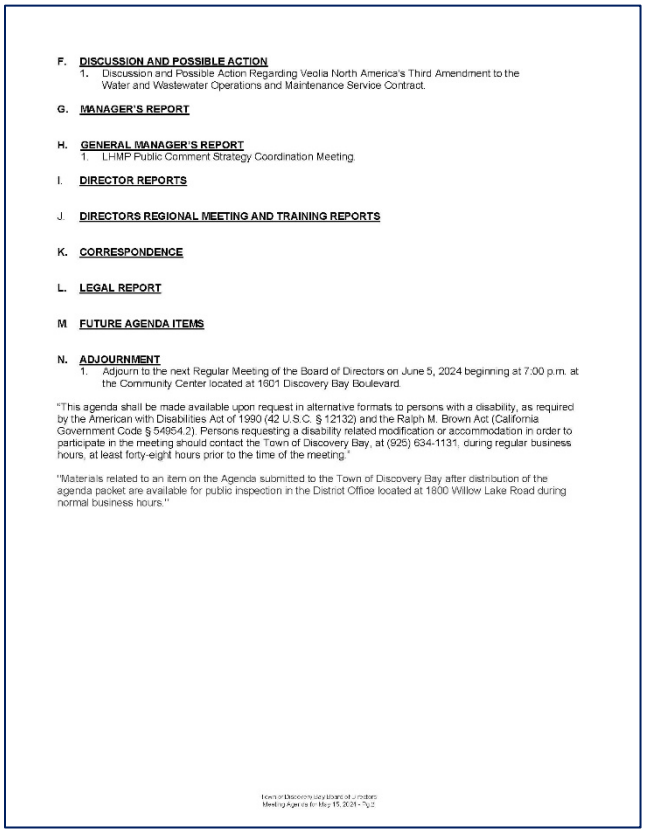
B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)
During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commentor as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR
All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.
1. Approve Regular Board of Directors DRAFT Meeting minutes from May 1, 2024.
2. Approve Register of District Invoices.

D. MUNICIPAL ADVISORY COUNCIL
1. Cypress Landing HOA and Clipper Drive Sound Walls/Fencing.

E. PRESENTATIONS
1. Veolia Presentation.

Town of Discovery Bay Board of Directors
Meeting Agenda for May 15, 2024 - Pg 1



F. DISCUSSION AND POSSIBLE ACTION
1. Discussion and Possible Action Regarding Veolia North America's Third Amendment to the Water and Wastewater Operations and Maintenance Service Contract.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT
1. LHMP Public Comment Strategy Coordination Meeting.

I. DIRECTOR REPORTS

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

K. CORRESPONDENCE

L. LEGAL REPORT

M FUTURE AGENDA ITEMS

N. ADJOURNMENT
1. Adjourn to the next Regular Meeting of the Board of Directors on June 5, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

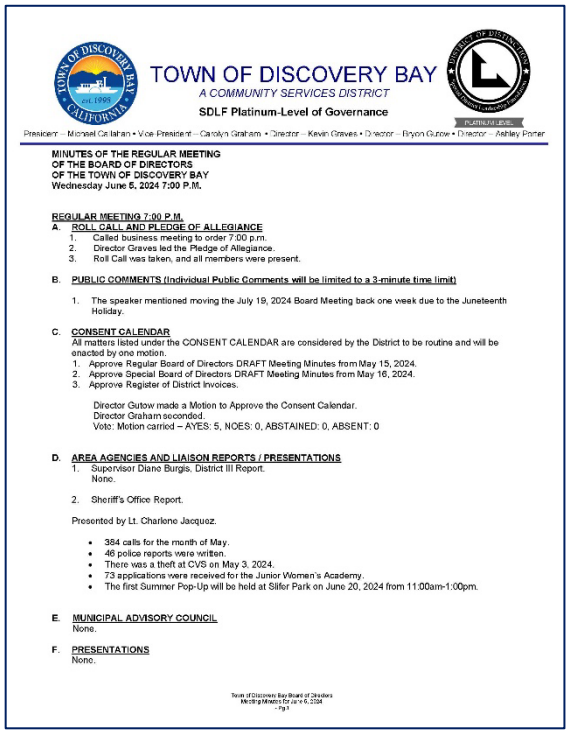
"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

Town of Discovery Bay Board of Directors
Meeting Agenda for May 15, 2024 - Pg 2

June 5, 2024 – Town of Discovery Bay Board of Directors Meeting

The Town of Discovery Bay Board of Directors Meeting was held in person with a virtual option (Zoom), after hours (7:00 PM) on a weekday. During this meeting, under the General Manager's Report, it was advised that the public comment period had been closed for the Contra Costa County Hazard Mitigation Plan, including the District's Annex.



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance

President – Michael Callahan • Vice President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 5, 2024 7:00 P.M.

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE
1. Called business meeting to order 7:00 p.m.
2. Director Graves led the Pledge of Allegiance.
3. Roll Call was taken, and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

1. The speaker mentioned moving the July 19, 2024 Board Meeting back one week due to the Juneteenth Holiday.

C. CONSENT CALENDAR
All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.
1. Approve Regular Board of Directors DRAFT Meeting Minutes from May 15, 2024.
2. Approve Special Board of Directors DRAFT Meeting Minutes from May 16, 2024.
3. Approve Register of District Invoices.

Director Gutow made a Motion to Approve the Consent Calendar.
Director Graham seconded.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS
1. Supervisor Diane Burgis, District III Report.
None.

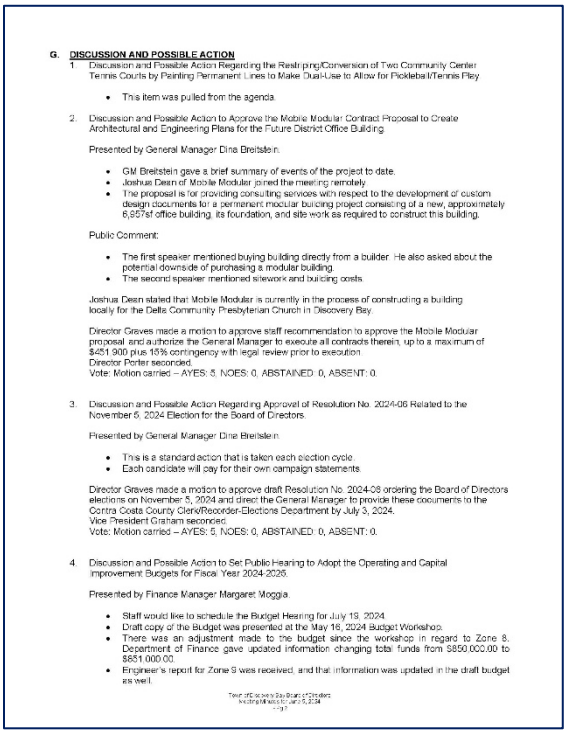
2. Sheriff's Office Report.

Presented by Lt. Charlene Jacquez.

- 384 calls for the month of May.
- 46 police reports were written.
- There was a theft at CVS on May 3, 2024.
- 73 applications were received for the Junior Women's Academy.
- The first Summer Pop-Up will be held at Slifer Park on June 20, 2024 from 11:00am-1:00pm.

E. MUNICIPAL ADVISORY COUNCIL
None.

F. PRESENTATIONS
None.



G. DISCUSSION AND POSSIBLE ACTION

1. Discussion and Possible Action Regarding the Restriping/Conversion of Two Community Center Tennis Courts by Painting Permanent Lines to Make Dual-Use to Allow for Pickleball/Tennis Play.

- This item was pulled from the agenda.

2. Discussion and Possible Action to Approve the Mobile Modular Contract Proposal to Create Architectural and Engineering Plans for the Future District Office Building.

Presented by General Manager Dina Breitstein.

- GM Breitstein gave a brief summary of events of the project to date.
- Joshua Dean of Mobile Modular joined the meeting remotely.
- The proposal is for providing consulting services with respect to the development of custom design documents for a permanent modular building project consisting of a new, approximately 6,957sf office building, its foundation, and site work as required to construct this building.

Public Comment:

- The first speaker mentioned buying building directly from a builder. He also asked about the potential downside of purchasing a modular building.
- The second speaker mentioned sitework and building costs.

Joshua Dean stated that Mobile Modular is currently in the process of constructing a building locally for the Delta Community Presbyterian Church in Discovery Bay.

Director Graves made a motion to approve staff recommendation to approve the Mobile Modular proposal and authorize the General Manager to execute all contracts therein, up to a maximum of $451,900 plus 15% contingency with legal review prior to execution.
Director Porter seconded.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

3. Discussion and Possible Action Regarding Approval of Resolution No. 2024-08 Related to the November 5, 2024 Election for the Board of Directors.

Presented by General Manager Dina Breitstein.

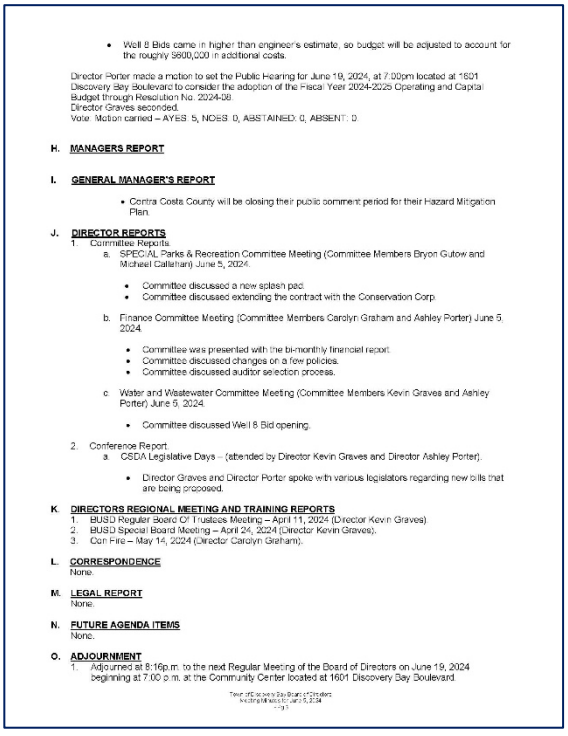
- This is a standard action that is taken each election cycle.
- Each candidate will pay for their own campaign statements.

Director Graves made a motion to approve draft Resolution No. 2024-08 ordering the Board of Directors elections on November 5, 2024 and direct the General Manager to provide these documents to the Contra Costa County Clerk/Recorder-Elections Department by July 3, 2024.
Vice President Graham seconded.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

4. Discussion and Possible Action to Set Public Hearing to Adopt the Operating and Capital Improvement Budgets for Fiscal Year 2024-2025.

Presented by Finance Manager Margaret Moggia.

- Staff would like to schedule the Budget Hearing for July 19, 2024.
- Draft copy of the Budget was presented at the May 16, 2024 Budget Workshop.
- There was an adjustment made to the budget since the workshop in regard to Zone 8. Department of Finance gave updated information changing total funds from $850,000.00 to $851,000.00.
- Engineer's report for Zone 9 was received, and that information was updated in the draft budget as well.



- Well 8 Bids came in higher than engineer's estimate, so budget will be adjusted to account for the roughly $600,000 in additional costs.

Director Porter made a motion to set the Public Hearing for June 19, 2024, at 7:00pm located at 1601 Discovery Bay Boulevard to consider the adoption of the Fiscal Year 2024-2025 Operating and Capital Budget through Resolution No. 2024-08.
Director Graves seconded.
Vote: Motion carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0.

H. MANAGERS REPORT

I. GENERAL MANAGER'S REPORT

- Contra Costa County will be closing their public comment period for their Hazard Mitigation Plan.

J. DIRECTOR REPORTS
1. Committee Reports
   a. SPECIAL Parks & Recreation Committee Meeting (Committee Members Bryon Gutow and Michael Callahan) June 5, 2024.

   - Committee discussed a new splash pad.
   - Committee discussed extending the contract with the Conservation Corp.

   b. Finance Committee Meeting (Committee Members Carolyn Graham and Ashley Porter) June 5, 2024.

   - Committee was presented with the bi-monthly financial report.
   - Committee discussed changes on a few policies.
   - Committee discussed auditor selection process.

   c. Water and Wastewater Committee Meeting (Committee Members Kevin Graves and Ashley Porter) June 5, 2024.

   - Committee discussed Well 8 Bid opening.

2. Conference Report.
   a. CSDA Legislative Days – (attended by Director Kevin Graves and Director Ashley Porter).

   - Director Graves and Director Porter spoke with various legislators regarding new bills that are being proposed.

K. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS
1. BUSD Regular Board Of Trustees Meeting – April 11, 2024 (Director Kevin Graves).
2. BUSD Special Board Meeting – April 24, 2024 (Director Kevin Graves).
3. Con Fire – May 14, 2024 (Director Carolyn Graham).

L. CORRESPONDENCE
None.

M. LEGAL REPORT
None.

N. FUTURE AGENDA ITEMS
None.

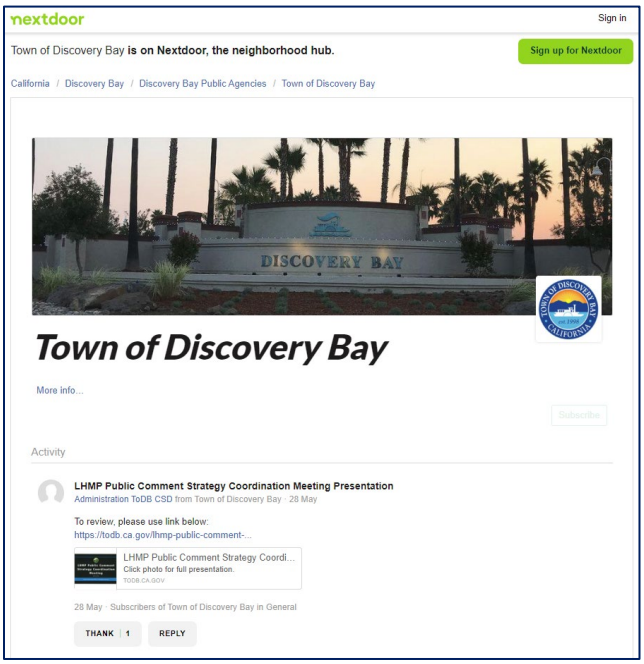
O. ADJOURNMENT
1. Adjourned at 8:16p.m. to the next Regular Meeting of the Board of Directors on June 19, 2024 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

District Website

The Contra Costa County Hazard Mitigation Plan Public Comment Strategy Coordination Meeting presentation was posted on the District's website.

Social Media Posts

The Contra Costa County Hazard Mitigation Plan Public Comment Strategy Coordination Meeting presentation was disseminated through the Town's Facebook, Instagram, and Nextdoor during the Public Comment Period. Membership between the three (3) social media pages exceeds 4,300 consisting of residents and local business owners.



Stakeholder Engagement

Due to the size of the Plan (the Base Plan and 40 annexes), some stakeholders would receive the same invitation a significant amount of times. For a more productive outreach and to avoid overwhelming stakeholders, Contra Costa County sent a single invitation to all the countywide stakeholders via e-mail. However, each plan participant was required to cross-reference the countywide list and identify the stakeholders that applied specifically to their jurisdiction. Not only did this help ensure that a comprehensive list was compiled as part of the stakeholder engagement, but it assisted each plan participant identify any additional stakeholders that may have not been on the list. **Table 20** outlines the stakeholders the District identified and provided an opportunity to review and provide feedback on the draft Plan and Annex, via the countywide stakeholders e-mail.

Table 20. Town of Discovery Bay Community Services District Specific Stakeholders List

Local and Regional Agencies	
Bay Area Air Quality Management District	Contra Costa County Department of Public Works
Cal OES	Contra Costa County District Attorney's Office
CalFire	Contra Costa County Health Services
California Department of Parks and Recreation	Contra Costa County Library
California Department of Social Services	Contra Costa County Mosquito and Vector Control District
California Department of Transportation (Caltrans)	Contra Costa County Office of the Sheriff
California Department of Water Resources	Contra Costa County Treasurer-Tax Collector
California Highway Patrol	Contra Costa County Veteran Services Office
California State Lands Commission	Contra Costa County Volunteer Organizations Aiding in Disaster
Contra Costa County Administrator's Office	Contra Costa Water District
Contra Costa County Animal Services Department	East Bay Municipal Utility District
Contra Costa County Auditor – Controller	East Bay Regional Park District
Contra Costa County Clerk-Recorder	National Weather Service
Contra Costa County Counsel	State Water Resources Control Board
Contra Costa County Department of Conservation and Development	Tri Delta Transit
Contra Costa County Department of Information Technology	
Agencies that have the Authority to Regulate Development	
Contra Costa County Department of Conservation Development	Contra Costa Local Agency Formation Commission
Neighboring Communities	
Byron-Bethany Irrigation District	Reclamation District No. 800 (Byron Tract)
Nonprofit Organizations	
American Red Cross	Meals on Wheels
Contra Costa County Crisis Center – 211	Society of St. Vincent de Paul of Contra Costa County

Businesses, Academia, and Other Private Organizations	
Byron School District	Kaiser Permanente Hospital
Contra Costa County Community College District	Pacific Gas & Electric
Food Bank of Contra Costa and Solano	Sutter Delta Medical Center
John Muir Behavioral Health	

Refer to **Volume 1 (Planning Area-wide Elements)** for a full list of the countywide stakeholders.

B.2. Continued Public Engagement

To ensure continued public engagement, Contra Costa County and the Town of Discovery Bay Community Services District will ensure the Plan is available in the County's Hazard Mitigation Plan webpage after it has been approved to allow the public an opportunity to provide continual feedback and input. As future needs and concerns arise, or if the public would like to provide feedback regarding the latest version of the Plan and the District's Annex, the public is invited to use the comment form, which is provided on the website, to provide comments.

County Hazard Mitigation Webpage: contracosta.ca.gov/6415/Local-Hazard-Mitigation-Plan

Comment Form: survey.alchemer.com/s3/7792090/CommentFormContraCostaCountyHMP.

The District will continue to work with Contra Costa County and stakeholders to ensure that the public has an opportunity to learn about the Plan, mitigation actions planned for their communities, and ways to get involved. Hazard mitigation will be a part of the District's community outreach strategy to include, but not limited to, public meetings, community events, social media, and public surveys throughout the year. Furthermore, the Town of Discovery Bay Community Services District will continue to ensure equitable outreach by working with other departments, non-profits, and agencies that work with underserved communities throughout the County.

APPENDIX C. HAZARD RISK ASSESSMENT METHODOLOGY

As part of the Contra Costa County Office of Emergency Services (OES), the risk assessment identifies the natural, human-caused, and technological hazards that have potential impacts on all or portions of the County. Hazard identification, historical occurrences, and risk modeling (where applicable and available for specific hazards) information was collected from multiple sources including, but not limited to:

- Environmental Systems Research Institute (Esri)
- Federal Emergency Management Agency (FEMA)
- National Centers for Environmental Information (NCEI)
- National Weather Services (NWS)
- United States Geological Survey (USGS)
- Local repositories

This information was analyzed to assess the risk and vulnerability of people, property, the environment, and the jurisdiction's essential operations from these hazards. Furthermore, a risk ranking was performed for the hazards of concern described in this Plan. The risk ranking is an important step in developing an action plan, as it allows jurisdictions to compare the risk factors from one hazard to another. That comparison provides critical information to use in selecting hazard mitigation actions and their priorities. This process is not only intended to help focus actions on the hazards with the highest ranking, but also to ensure that jurisdictions are aware of the hazards that ranked low yet still pose significant risk.

In order to provide an informed and comprehensive ranking of the hazards addressed in this Plan, a number of factors were considered: probability, extent, vulnerability, and impact. The sum of all the weighted factors for the extent, vulnerability, and impact categories was combined into a final consequence score. Probability multiplied by consequence resulted in a total risk score for each hazard.

Extent + Vulnerability + Impact = Consequence

Consequence x Probability = Total Risk Score

These results were determined by following a data driven quantitative assessment, reviewing, and ranking local knowledge from local subject matter experts, and developing other risk elements by the Core Planning Team based on the data collected. These elements were then aggregated to inform the analysis.

At the fundamental level, consequence is an assessment of the potential impact(s) if the hazard incident actually occurs. In this assessment, the consequence of an event (or the impact) will be interdependent on the following factors:

- Vulnerabilities (i.e., social, physical, and community conditions)
- Capabilities and capacities
- Mitigation

- Characteristics of the hazard event (i.e., magnitude, scale)

The frequency/probability of the hazard is not included in assessing the consequence because without the event, there is no consequence or impact.

C.1. Probability of Occurrence

The probability of occurrence of a hazard is indicated by a probability factor based on the likelihood of annual occurrence. Numerical probability factors were assigned as follows.

Table 21 outlines the probability of occurrence factors used in the risk assessment calculations for this Plan. A significant hazard event is defined as any hazard occurrence that directly or indirectly damages structures or infrastructure, impedes normal business operations, and/or is likely to cause serious or fatal injuries.

Table 21. Probability of Occurrence

Probability	Description	Probability Factor
High	Significant hazard event is likely to occur annually.	3
Medium	Significant hazard event is likely to occur within 25 years.	2
Low	Significant hazard event is likely to occur within 100 years.	1
Unlikely	There is little to no probability of significant occurrence, or the recurrence interval is greater than every 100 years.	0

The assessment of hazard frequency is generally based on past hazard events in the area and professional judgment of local subject matter experts.

C.2. Extent Factors

Extent was assessed in two (2) categories – extent/intensity potential and catastrophic probability of the hazard. Numerical extent factors were assigned as follows.

C.2.1. Extent/Intensity Factor

Extent is defined as the range of anticipated intensities of the identified hazards. This category is most commonly expressed using various scientific scales (e.g., Saffir-Simpson, Enhanced Fujita, Modified Mercalli). Extent/Intensity Factors are hazard-specific and are detailed in each hazard profile. **Table 22** outlines the extent/intensity factors used in the risk assessment calculations for this Plan.

Table 22. Extent/Intensity Factor

Probability	Description	Extent Factor
High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3
Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2
Low	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident.	1
Unlikely	Historical and/or probabilistic models/studies for this hazard indicate the possibility of little to no intensity.	0

C.2.2. Catastrophic Factor

The probability that a hazard could be catastrophic. Catastrophes are defined as significant incidents that cause sudden and great harm or destruction. **Table 23** outlines the catastrophic factors used in the risk assessment calculations for this Plan.

Table 23. Catastrophic Factor

Probability	Description	Extent Factor
High	Catastrophic hazard event is likely to occur at least once in 10 years.	3
Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2
Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1
No Impact	Virtually no probability that this hazard could be catastrophic.	0

Each category was assigned a weighting factor to reflect its significance, consistent with this typically used for measuring the benefits of hazard mitigation actions – a weighting factor of three (3) was assigned for *Extent/Intensity* and its potential for *Catastrophe*.

C.3. Vulnerability Factors

Vulnerabilities were assessed in three (3) categories – population exposure, property exposure, and exposure based on changes in development. Numerical vulnerability factors were assigned as follows.

C.3.1. Population Exposure Factor

Population exposure values were assigned based on the percentage of the total population exposed to the hazard event. **Table 24** outlines the population exposure factors used in the risk assessment calculations for this Plan.

Table 24. Population Exposure Factor

Probability	Description	Vulnerability Factor
High	30% or more of the population is exposed to the hazard.	3
Medium	15% to 29% of the population is exposed to the hazard.	2
Low	14% or less of the population is exposed to the hazard.	1
No Vulnerability	None of the population is exposed to the hazard.	0

C.3.2. Property Exposure Factor

Property exposure values were assigned based on the percentage of the total property value exposed to the hazard event. **Table 25** outlines the property exposure factors used in the risk assessment calculations for this Plan.

Table 25. Property Exposure Factor

Probability	Description	Vulnerability Factor
High	25% or more of the total assessed property value is exposed to the hazard.	3
Medium	10% to 24% of the total assessed property value is exposed to a hazard.	2
Low	9% or less of the total assessed property value is exposed to a hazard.	1
No Vulnerability	None of the total assessed property value is exposed to a hazard.	0

C.3.3. Changes in Development

Changes in development in the past five (5) years have increased or decreased the community's vulnerability/exposure to the hazard. **Table 26** outlines the changes in development factors used in the risk assessment calculations for this Plan.

Table 26. Changes in Development Factor

Probability	Description	Vulnerability Factor
High	Changes in development have increased the vulnerability/exposure of the community to the hazard by 10% or more.	3
Medium	Changes in development have increased the vulnerability/exposure of the community to the hazard between 5% and 9%.	2
Low	Changes in development have increased the vulnerability/exposure of the community to the hazard by 4% or less.	1
No Vulnerability	Changes in development had no effect and/or have decreased the vulnerability/exposure of the community to the hazard.	0

Each category was assigned a weighting factor to reflect the significance, consistent with those typically used for measuring the benefits of hazard mitigation actions – a weighting factor of three (3) was assigned for *Population Exposure*, and a weighting factor of one (1) was assigned for *Property Exposed* and *Changes in Development*.

C.4. Impact Factors

Hazard impacts were assessed in eight (8) categories – population and life/safety, underserved/equity, property damages, economic, environmental, essential operations, future development, and climate change. Numerical impact factors were assigned as follows.

C.4.1. Population and Life Safety Factor

Population and life safety values were assigned based on the best available data (historical and probabilistic) for people vulnerable to the hazard event and whether the affected population is likely to experience adverse impacts from the hazard incident. **Table 27** outlines the population and life safety factors used in the risk assessment calculations for this Plan.

Table 27. Population and Life Safety Factor

Probability	Description	Impact Factor
High	Populations exposed to this hazard are likely to experience significant adverse impacts, such as fatalities and severe injuries.	3
Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2
Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1
No Impact	Populations exposed to this hazard are not likely to experience significant adverse impacts.	0

C.4.2. Underserved/Equity Factor

Underserved/equity values were assigned based on the best available data for underserved populations vulnerable to the hazard event and whether the affected population is likely to experience adverse/disproportionate impacts from the hazard incident resulting in greater disparity in equity. **Table 28** outlines the underserved/equity factors used in the risk assessment calculations for this Plan.

Table 28. Underserved/Equity Factor

Probability	Description	Impact Factor
High	Underserved populations exposed to the hazard are likely to experience significant adverse/disproportionate impacts, such as fatalities and severe injuries.	3
Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2
Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1
No Impact	Underserved populations exposed to the hazard are not likely to experience significant adverse/disproportionate impacts.	0

C.4.3. Property Damage Factor

Property damage values were assigned based on the expected total property damage incurred from a hazard incident. It is important to note that values represent estimates of the loss from a major incident based on historical data or probabilistic models/studies. **Table 29** outlines the property damage factors used in the risk assessment calculations for this Plan.

Table 29. Property Damage Factor

Probability	Description	Impact Factor
High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3
Medium	More than $500,000 but less than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to more than 5% but less than 15% of the property value within the jurisdiction.	2

Probability	Description	Impact Factor
Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1
No Impact	Little to no property damage is expected from a single major hazard event.	0

C.4.4. Economic Factor

An estimation of the impact, expressed in terms of dollars, on the local economy is based on a loss of business revenue, crops, worker wages, and local tax revenues or on the impact on the local gross domestic product (GDP). **Table 30** outlines the economic factors used in the risk assessment calculations for this Plan.

Table 30. Economic Factor

Probability	Description	Impact Factor
High	Where the total economic impact is likely to be greater than $10 Million.	3
Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2
Low	Total economic impact is not likely to be greater than $100,000.	1
No Impact	Virtually no significant economic impact.	0

C.4.5. Environmental Factor

An estimate of the environmental impact from a major hazard event requiring outside resources and support; and/or repair, clean-up, restoration, and/or preservation work. **Table 31** outlines the environmental factors used in the risk assessment calculations for this Plan.

Table 31. Environmental Factor

Probability	Description	Impact Factor
High	Environmental impact from a single major hazard event is likely to be significant, requiring extensive outside resources and support; and/or repair, clean-up, restoration, and/or preservation work.	3
Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2
Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1
No Impact	No environmental impacts from a single major hazard event are likely.	0

C.4.6. Essential Operations Factors

The essential operations factor is the impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community after a single major hazard event. **Table 32** outlines the essential operations factors used in the risk assessment calculations for this Plan.

Table 32. Essential Operations Factor

Probability	Description	Impact Factor
High	Impact greater than 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	3
Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2
Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1
No Impact	No impact on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	0

C.4.7. Future Development Factor

The future development factor is the potential that future development will have on increasing or decreasing the impact/consequence of the hazard. **Table 33** outlines the future development factors used in the risk assessment calculations for this Plan.

Table 33. Future Development Factor

Probability	Description	Impact Factor
High	Future development trends will significantly increase the impact/consequence of this hazard.	3
Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2
Low	Future development trends will minimally increase impact/consequence of this hazard.	1
No Impact	Future development trends will not increase the impact/consequence of the hazard, and/or may even decrease the impact/consequence of this hazard.	0

C.4.8. Climate Change Factor

The potential that climate change will increase the risk of the hazard (i.e., type, location, and range of anticipated intensities of the hazard and impacts). **Table 34** outlines the climate change factors used in the risk assessment calculations for this Plan.

Table 34. Climate Change Factor

Probability	Description	Impact Factor
High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3
Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2
Low	Climate Change trends will minimally increase the risk of this hazard and its impacts.	1
No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0

Each category was assigned a weighting factor to reflect its significance, consistent with those typically used for measuring the benefits of hazard mitigation actions – a weighting factor of three (3) was assigned for *Population and Life Safety*, and *Underserved/Equity*, and a weighting factor of two (2) was assigned for *Property Damage*. A weighting factor of one (1) was assigned for *Economic*, *Environmental*, *Essential Operations, Future Development*, and *Climate Change*.

APPENDIX D. HAZARD RISK RANKING DETAILS

D.1. Probability of Occurrence

Hazard Event	Probability of Occurrence		Probability Factor	Weighted Factor
Climate Change	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Dam and Levee Failure	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Drought	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Earthquake	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Flood (Riverine/Creek)	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Flood (Urban/Flash Flood)	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Heat Wave/Extreme Heat *(Severe Weather)*	High	Significant hazard event is likely to occur annually.	3	N/A
Heavy Rainfall *(Severe Weather)*	High	Significant hazard event is likely to occur annually.	3	N/A
Landslide	Low	Significant hazard event is likely to occur within 100 years.	1	N/A
Sea Level Rise	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Severe Thunderstorm *(Severe Weather)*	High	Significant hazard event is likely to occur annually.	3	N/A
Strong Winds/ Damaging Winds *(Severe Weather)*	High	Significant hazard event is likely to occur annually.	3	N/A
Tornado *(Severe Weather)*	Low	Significant hazard event is likely to occur within 100 years.	1	N/A
Tsunami	Low	Significant hazard event is likely to occur within 100 years.	1	N/A
Wildfire	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Active Shooter Incidents	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Cybersecurity Threats	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A
Hazardous Materials Incidents	Medium	Significant hazard event is likely to occur within 25 years.	2	N/A

Hazard Event	Probability of Occurrence		Probability Factor	Weighted Factor
Terrorism (Weapons of Mass Destruction)	Low	Significant hazard event is likely to occur within 100 years.	1	N/A
Utility Interruptions	High	Significant hazard event is likely to occur annually.	3	N/A

D.2. Extent Factors

Hazard Event	Extent Factor	Extent		Extent Factor	Weighted Factor
Climate Change	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Dam and Levee Failure	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	High	Catastrophic hazard event is likely to occur at least once in 10 years.	3	9
Drought	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	High	Catastrophic hazard event is likely to occur at least once in 10 years.	3	9
Earthquake	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	High	Catastrophic hazard event is likely to occur at least once in 10 years.	3	9
Flood (Riverine/Creek)	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	High	Catastrophic hazard event is likely to occur at least once in 10 years.	3	9
Flood (Urban/Flash Flood)	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2	6

Hazard Event	Extent Factor	Extent		Extent Factor	Weighted Factor
Heat Wave/Extreme Heat *(Severe Weather)*	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Heavy Rainfall *(Severe Weather)*	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Landslide	***Extent/Intensity***	Low	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident.	1	3
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Sea Level Rise	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2	6
Severe Thunderstorm *(Severe Weather)*	***Extent/Intensity***	Low	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident.	1	3
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Strong Winds/ Damaging Winds *(Severe Weather)*	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Tornado *(Severe Weather)*	***Extent/Intensity***	Low	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident.	1	3
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Tsunami	***Extent/Intensity***	Low	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a low-intensity incident.	1	3
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3

Hazard Event	Extent Factor	Extent		Extent Factor	Weighted Factor
Wildfire	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2	6
Active Shooter Incidents	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3
Cybersecurity Threats	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2	6
Hazardous Materials Incidents	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	Medium	Catastrophic hazard event is likely to occur at least once between 11 and 50 years.	2	6
Terrorism (Weapons of Mass Destruction)	***Extent/Intensity***	High	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a high-intensity incident.	3	9
	Catastrophic	High	Catastrophic hazard event is likely to occur at least once in 10 years.	3	9
Utility Interruptions	***Extent/Intensity***	Medium	Historical and/or probabilistic models/studies for this hazard indicate the possibility of a medium-intensity incident.	2	6
	Catastrophic	Low	Catastrophic hazard event is likely to occur at least once in 51 or more years.	1	3

D.3. Vulnerability Factors

Hazard Event	Vulnerability Factor	Vulnerability		Vulnerability Factor	Weighted Factor
Climate Change	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9
	Property Exposure	Low	9% or less of the total assessed property value is exposed to the hazard.	1	2

Hazard Event	Vulnerability Factor	Vulnerability		Vulnerability Factor	Weighted Factor
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Dam and Levee Failure	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Drought	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9
	Property Exposure	Low	9% or less of the total assessed property value is exposed to the hazard.	1	2
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Earthquake	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9
	Property Exposure	High	25% of the total assessed property is exposed to the hazard.	3	6
	Changes in Development	Medium	The changes in development have increased the vulnerability of the community to the hazard between 5% and 9%.	2	2
Flood (Riverine/Creek)	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Medium	The changes in development have increased the vulnerability of the community to the hazard between 5% and 9%.	2	2
Flood (Urban/Flash Flood)	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Medium	The changes in development have increased the vulnerability of the community to the hazard between 5% and 9%.	2	2
Heat Wave/Extreme Heat *(Severe Weather)*	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9

Hazard Event	Vulnerability Factor	Vulnerability		Vulnerability Factor	Weighted Factor
	Property Exposure	No Vulnerability	None of the total assessed property value is exposed to the hazard.	0	0
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Heavy Rainfall *(Severe Weather)*	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9
	Property Exposure	Medium	10 to 14% of the total assessed property is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Landslide	***Population Exposure***	Low	14% or less of the population (including underserved population) is exposed to the hazard.	1	3
	Property Exposure	Low	9% or less of the total assessed property value is exposed to the hazard.	1	2
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Sea Level Rise	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Severe Thunderstorm *(Severe Weather)*	***Population Exposure***	High	30% or more of the population (including underserved population) is exposed to the hazard.	3	9
	Property Exposure	High	25% of the total assessed property is exposed to the hazard.	3	6
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Strong Winds/ Damaging Winds *(Severe Weather)*	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1

Hazard Event	Vulnerability Factor	Vulnerability		Vulnerability Factor	Weighted Factor
Tornado *(Severe Weather)*	***Population Exposure***	Low	15% to 29% of the population (including underserved population) is exposed to the hazard.	1	3
	Property Exposure	Low	10% to 24% of the total assessed property value is exposed to the hazard.	1	2
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Tsunami	***Population Exposure***	Low	14% or less of the population (including underserved population) is exposed to the hazard.	1	3
	Property Exposure	Low	9% or less of the total assessed property value is exposed to the hazard.	1	2
	Changes in Development	No Vulnerability	Changes in development had no effect and/or decreased the vulnerability of the community to the hazard.	0	0
Wildfire	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Active Shooter Incidents	***Population Exposure***	Low	14% or less of the population (including underserved population) is exposed to the hazard.	1	3
	Property Exposure	Low	9% or less of the total assessed property value is exposed to the hazard.	1	2
	Changes in Development	No Vulnerability	Changes in development had no effect and/or decreased the vulnerability of the community to the hazard.	0	0
Cybersecurity Threats	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	No Vulnerability	None of the total assessed property value is exposed to the hazard.	0	0
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Hazardous Materials Incidents	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4

Hazard Event	Vulnerability Factor	Vulnerability		Vulnerability Factor	Weighted Factor
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Terrorism (Weapons of Mass Destruction)	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	Medium	10% to 24% of the total assessed property value is exposed to the hazard.	2	4
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1
Utility Interruptions	***Population Exposure***	Medium	15% to 29% of the population (including underserved population) is exposed to the hazard.	2	6
	Property Exposure	No Vulnerability	None of the total assessed property value is exposed to the hazard.	0	0
	Changes in Development	Low	Changes in development have minimally increased the vulnerability of the community to the hazard by 4% or less.	1	1

D.4. Impact Factors

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
Climate Change	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Dam and Levee Failure	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	High	Impact greater than 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	3	3
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2
Drought	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Earthquake	***Population and Life Safety***	High	Populations exposed to this hazard are likely to experience significant adverse impacts, such as fatalities and severe injuries.	3	9
	Underserved/Equity	High	Underserved populations exposed to the hazard are likely to experience significant adverse/disproportionate impacts, such as fatalities and severe injuries.	3	9
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	High	Where the total economic impact is likely to be greater than $10 Million.	3	3
	Environmental	High	Environmental impact from a single major hazard event is likely to be significant, requiring extensive outside resources and support; and/or repair, clean-up, restoration, and/or preservation work.	3	3
	Essential Operations	High	Impact greater than 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	3	3
	Future Development	High	Future development trends will significantly increase the impact/consequence of this hazard.	3	3

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Climate Change	No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0	0
Flood (Riverine/Creek)	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Flood (Urban/Flash Flood)	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Heat Wave/Extreme Heat *(Severe Weather)*	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	No Impact	Little to no property damage is expected from a single major hazard event.	0	0
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	No Impact	No environmental impacts from a single major hazard event are likely.	0	0
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Heavy Rainfall *(Severe Weather)*	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Landslide	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
Sea Level Rise	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Severe Thunderstorm *(Severe Weather)*	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2
Strong Winds/ Damaging Winds *(Severe Weather)*	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Medium	More than $500,000 but less than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to more than 5% but less than 15% of the property value within the jurisdiction.	2	4
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2
Tornado *(Severe Weather)*	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2
Tsunami	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	Low	Environmental impact from a single major hazard event is likely to be minimal, requiring little to no outside resources and support, and/or minimal repair, clean-up, restoration, or preservation work.	1	1
	Essential Operations	Low	Impact less than 24 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	1	1
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	Low	Climate Change trends will minimally increase the risk of this hazard and its impacts.	1	1

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
Wildfire	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	Medium	More than $500,000 but less than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to more than 5% but less than 15% of the property value within the jurisdiction.	2	4
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Medium	Future development trends will increase the impact/consequence of this hazard, but not significantly.	2	2
	Climate Change	High	Climate Change trends will significantly increase the risk of this hazard and its impacts.	3	3
Active Shooter Incidents	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Low	Total economic impact is not likely to be greater than $100,000.	1	1
	Environmental	No Impact	No environmental impacts from a single major hazard event are likely.	0	0

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0	0
Cybersecurity Threats	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	No Impact	No environmental impacts from a single major hazard event are likely.	0	0
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0	0
Hazardous Materials Incidents	***Population and Life Safety***	Low	Populations exposed to this hazard are likely to experience minimal adverse impacts, such as ambulatory injuries.	1	3
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	Low	Less than $500,000 in property damages is expected from a single major hazard event or less than 5% of the property value within the jurisdiction.	1	2
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Environmental	High	Environmental impact from a single major hazard event is likely to be significant, requiring extensive outside resources and support; and/or repair, clean-up, restoration, and/or preservation work.	3	3
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0	0
Terrorism (Weapons of Mass Destruction)	***Population and Life Safety***	High	Populations exposed to this hazard are likely to experience significant adverse impacts, such as fatalities and severe injuries.	3	9
	Underserved/Equity	Low	Underserved populations exposed to the hazard are likely to experience minimal adverse/disproportionate impacts, such as ambulatory injuries.	1	3
	Property Damage	High	More than $5 Million in property damages is expected from a single major hazard event, or damages are expected to occur to 15% or more of the property value within the jurisdiction.	3	6
	Economic	High	Where the total economic impact is likely to be greater than $10 Million.	3	3
	Environmental	Medium	Environmental impact from a single major hazard event is likely to be localized, requiring some outside resources and support; and/or repair, clean-up, restoration, or preservation work.	2	2
	Essential Operations	High	Impact greater than 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	3	3
	Future Development	Low	Future development trends will minimally increase impact/consequence of this hazard.	1	1
	Climate Change	No Impact	Climate change trends will not increase the risk of the hazard and its impacts.	0	0
Utility Interruptions	***Population and Life Safety***	Medium	Populations exposed to this hazard are likely to experience some adverse impacts, such as injuries requiring acute medical care.	2	6

Hazard Event	Impact Factor	Impact		Impact Factor	Weighted Factor
	Underserved/Equity	Medium	Underserved populations exposed to the hazard are likely to experience some adverse/disproportionate impacts, such as injuries requiring acute medical care.	2	6
	Property Damage	No Impact	Little to no property damage is expected from a single major hazard event.	0	0
	Economic	Medium	Total economic impact is likely to be greater than $500,000, but less than or equal to $10 Million.	2	2
	Environmental	No Impact	No environmental impacts from a single major hazard event are likely.	0	0
	Essential Operations	Medium	Impact between 24 and 72 hours on the ability of the jurisdiction to meet the essential day-to-day operational demands and needs of the community from a single major hazard event.	2	2
	Future Development	No Impact	Future development trends will not increase the impact/consequence of the hazard, and/or may even decrease the impact/consequence of this hazard.	0	0
	Climate Change	Medium	Climate Change trends will increase the risk of this hazard and its impacts, but not significantly.	2	2

APPENDIX E. PLAN ADOPTION

[Placeholder for adoption documentation after State and FEMA Approval]

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

September 20, 2024

Alison Kearns
Risk Analysis Branch Chief
Mitigation Division
Federal Emergency Management Agency, Region IX
1111 Broadway Street, Suite 1200
Oakland, California 94607

Subject: Contra Costa County MJHMP
Diablo Water District annex

Dear Ms. Kearns:

The California Governor's Office of Emergency Services (Cal OES) is forwarding Contra Costa County's Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) and one associated annex (Diablo Water District) for formal review. The remaining 39 annexes will be submitted at a later date. The documents were transmitted to FEMA electronically through Teams.

If you have any questions, please contact me at (916) 845-8531 or Miranda Steffler at (916) 926-1332.

Sincerely,

VICTORIA LAMAR-HAAS, Chief
Mitigation Planning Branch

Enclosures

cc: Beatriz Portillo, Contra Costa County Office of Emergency Services, Senior Emergency Planning Coordinator
Rick Kovar, Contra Costa County Office of Emergency Services, Emergency Services Manager

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

October 23, 2024

Alison Kearns
Risk Analysis Branch Chief
Mitigation Division
Federal Emergency Management Agency, Region IX
1111 Broadway Street, Suite 1200
Oakland, California 94607

Subject: Bethel Island Municipal Improvement District annex

Dear Ms. Kearns:

The California Governor's Office of Emergency Services (Cal OES) is forwarding the Bethel Island Municipal Improvement District (BIMID) annex under Contra Costa County's Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) for formal review. The documents were transmitted to FEMA electronically through Teams.

If you have any questions, please contact me at (916) 845-8531 or Miranda Steffler at (916) 926-1332.

Sincerely,

VICTORIA LAMAR-HAAS, Chief
Mitigation Planning Branch

Enclosures

cc: Beatriz Portillo, Contra Costa County Office of Emergency Services, Senior Emergency Planning Coordinator
Rick Kovar, Contra Costa County Office of Emergency Services, Emergency Services Manager

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

January 10, 2025

Alison Kearns
Risk Analysis Branch Chief
Mitigation Division
Federal Emergency Management Agency, Region IX
1111 Broadway Street, Suite 1200
Oakland, California 94607

Subject: Contra Costa County 37 annexes

Dear Ms. Kearns:

The California Governor's Office of Emergency Services (Cal OES) is forwarding the 37 Contra Costa County annexes under Contra Costa County's Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) for formal review. The documents were transmitted to FEMA electronically through Teams.

If you have any questions, please contact me at (916) 328-7778 or Miranda Steffler at (916) 926-1332.

Sincerely,

CONSTANTIN RAETHER, Program Manager
Local Mitigation Planning Unit

Enclosures

cc: Beatriz Portillo, Contra Costa County Office of Emergency Services, Senior Emergency Planning Coordinator
Rick Kovar, Contra Costa County Office of Emergency Services, Emergency Services Manager

3650 SCHRIEVER AVENUE • MATHER, CA 95655
MITIGATION PLANNING DIVISION
(916) 845-8177 • (916) 845-8397

U.S. Department of Homeland Security
FEMA Region 9
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

FEMA

January 22, 2025

Beatriz Portillo
Senior Emergency Planning Coordinator
Contra Costa County Office of Emergency Services
1850 Muir Road
Martinez, CA 94553

Dear Beatriz Portillo:

The *2024 Contra Costa County Hazard Mitigation Plan* has been amended to include the jurisdictions listed below as official planning participants:

1. City of Brentwood
2. City of Clayton
3. Town of Danville
4. City of El Cerrito
5. City of Hercules
6. City of Lafayette
7. City of Martinez
8. Town of Moraga
9. City of Oakley
10. City of Orinda
11. City of Pinole
12. City of Pleasant Hill
13. City of Richmond
14. City of San Pablo
15. City of San Ramon
16. City of Walnut Creek
17. Central Contra Costa Sanitary District
18. Contra Costa County Fire Protection District
19. Contra Costa County Flood Control and Water Conservation District
20. Contra Costa Water District
21. Ironhouse Sanitary District
22. Kensington Fire Protection District
23. Kensington Police Protection and Community Services District
24. Mt. View Sanitary District
25. Pleasant Hill Parks and Recreation District
26. Reclamation District No. 799 (Hotchkiss Tract)
27. Reclamation District No. 830 (Jersey Island)
28. Reclamation District No. 2025 (Holland Tract)
29. Reclamation District No. 2026 (Webb Tract)
30. Reclamation District No. 2065 (Veale Tract)
31. Reclamation District No. 2122 (Winter Island)

32. Reclamation District No. 2137
33. Rodeo-Hercules Fire Protection District
34. San Ramon Valley Fire Protection District
35. San Ramon Valley Unified School District
36. Town of Discovery Bay Community Services District
37. West County Wastewater District

These jurisdictions must submit an adoption resolution to FEMA in order to be considered fully approved.

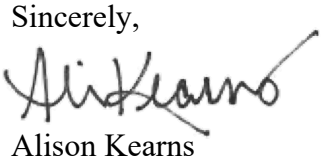
FEMA's approval of the *2024 Contra Costa County Hazard Mitigation Plan* remains for a period of five years from the original approval date of **September 18, 2024**, for all approved participants. An updated list of the status of current participating jurisdictions is enclosed with this letter.

Prior to **September 18, 2029**, Contra Costa County and all participating jurisdictions are required to review and revise the plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval in order to continue to be eligible for mitigation project grant funding.

The continued approval of this plan ensures Contra Costa County and all participating jurisdictions' continued eligibility for project grants under FEMA's Hazard Mitigation Assistance programs, including the Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities Program, and Flood Mitigation Assistance Program. All requests for funding, however, will be evaluated individually according to the specific eligibility, and other requirements of the particular program under which applications are submitted.

If you have any questions regarding the planning or review processes, please contact the FEMA Region 9 Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,



Alison Kearns
Planning and Implementation Branch Chief
Mitigation Division
FEMA Region 9

Enclosures (2)
Contra Costa Annex Review Tool, dated January 22, 2025
Status of Participating Jurisdictions, dated January 22, 2025

cc: Robyn Fennig, State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of Emergency Services

Status of Participating Jurisdictions as of January 22, 2025

Jurisdictions – Adopted and Approved

#	Jurisdiction	Adoption Receipt Date
1	Contra Costa County	11/14/2024
2	Bethel Island Municipal Improvement District	11/18/2024
3	Diablo Water District	9/18/2024

Jurisdictions – Approvable Pending Adoption

#	Jurisdiction
1	City of Brentwood
2	City of Clayton
3	Town of Danville
4	City of El Cerrito
5	City of Hercules
6	City of Lafayette
7	City of Martinez
8	Town of Moraga
9	City of Oakley
10	City of Orinda
11	City of Pinole
12	City of Pleasant Hill
13	City of Richmond
14	City of San Pablo
15	City of San Ramon
16	City of Walnut Creek
17	Central Contra Costa Sanitary District
18	Contra Costa County Fire Protection District
19	Contra Costa County Flood Control and Water Conservation District
20	Contra Costa Water District
21	Ironhouse Sanitary District
22	Kensington Fire Protection District
23	Kensington Police Protection and Community Services District
24	Mt. View Sanitary District
25	Pleasant Hill Parks and Recreation District
26	Reclamation District No. 799 (Hotchkiss Tract)
27	Reclamation District No. 830 (Jersey Island)
28	Reclamation District No. 2025 (Holland Tract)
29	Reclamation District No. 2026 (Webb Tract)
30	Reclamation District No. 2065 (Veale Tract)
31	Reclamation District No. 2122 (Winter Island)
32	Reclamation District No. 2137

33	Rodeo-Hercules Fire Protection District
34	San Ramon Valley Fire Protection District
35	San Ramon Valley Unified School District
36	Town of Discovery Bay Community Services District
37	West County Wastewater District

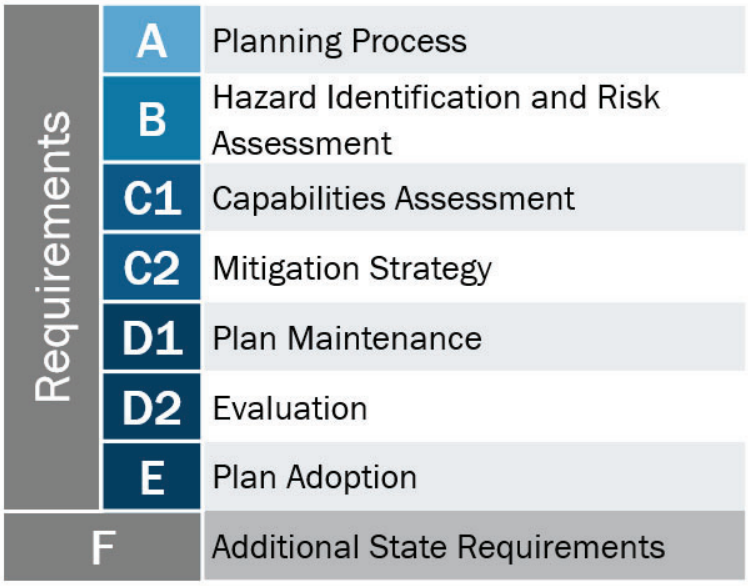
Contra Costa County

Contra Costa County
Office of Emergency Services
Local Hazard Mitigation Plan Update

Presentation to the Contra Costa County Board of Supervisors
November 5, 2024

Hazard Mitigation Planning Process

FEMA requirements that must be met for an approved plan:



The 2024 update will include:

- Volume I – Planning Area-wide Elements
- Volume II – 40 Annexes (16 municipalities and 24 special districts)

The 2024 Contra Costa County Base Plan consists of the following:

Volume I: Planning Area -Wide Elements

- Executive Summary
- Introduction
- Planning Process
- Community Profile
- Hazard Identification and Risk Assessment
- Mitigation Strategy
- Plan Maintenance
- Appendices *(Mitigation Actions, Stakeholder and Public Engagement, Plan Adoption)*

Mitigation Plan Goals

- Save (or protect) lives and reduce injury
- Increase resilience of infrastructure and critical facilities
- Avoid (minimize or reduce) damage to property
- Encourage the development and implementation of long-term, cost-effective, and environmentally sound mitigation projects
- Build and support capacity to enable local government and the public to prepare for, respond to and recover from the impact of natural hazards

Planning Partners

Jurisdictions:

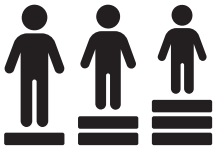
- Brentwood
- Clayton
- Danville
- El Cerrito
- Hercules
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pinole
- Pleasant Hill
- Richmond
- San Pablo
- San Ramon
- Walnut Creek

Cities - 16
Special Districts - 24
Total Participants - 40

Special Districts

- Bethel Island Municipal Improvement District
- Central Contra Costa Sanitary District
- Contra Costa Water District
- Delta Diablo
- Diablo Water District
- Ironhouse Sanitary District
- Kensington Fire Protection District
- Kensington Police Protection and Community Services District
- Mt. View Sanitary District
- Pleasant Hill Parks and Recreation District
- Reclamation Districts No. 799, 830, 2025, 2026, 2122, 2137
- San Ramon Valley Fire Protection District
- San Ramon Valley Unified School District
- West County Wastewater District
- Rodeo-Hercules Fire Protection District
- Town of Discovery Bay Community Services District

Plan Update and Changes



- Introduced equity considerations into impact considerations and invitations to participate in the planning process
- Ranking includes disproportionate effects of disasters on vulnerable populations

- Each participating jurisdiction addressed its community's risks, capabilities, critical assets, hazard mitigation strategies, and plan participation

- Greater analysis on climate change and its impacts for each natural hazard
- Severe weather and flooding were separated into specialized categories

Hazards Addressed

Natural Hazards
(required by FEMA)

Climate Change

Dam and Levee Failure

Drought

Earthquake

Flood

Landslide

Sea Level Rise

Severe Weather

(Severe Thunderstorms– Hail, Strong Winds, Tornadoes– Heavy Rainfall, Heat Wave/Extreme Heat)

Tsunami

Wildfire

Human-Caused/Technological Hazards

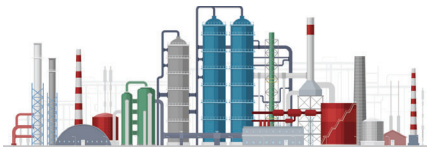
Cybersecurity Threats

Hazardous Materials Incidents

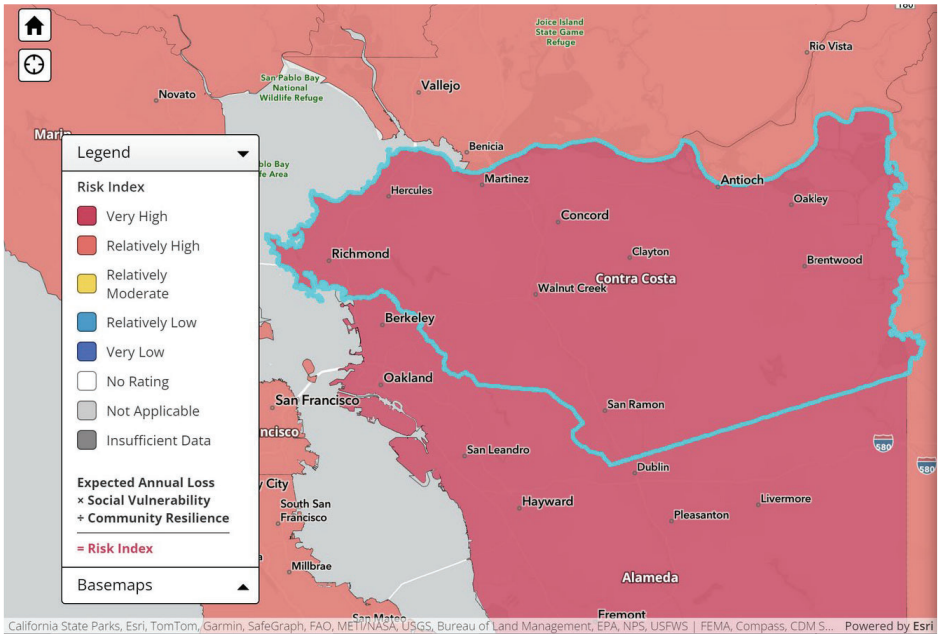
Utility Interruptions

Active Shooter Incidents

Terrorism (Weapons of Mass Destruction)

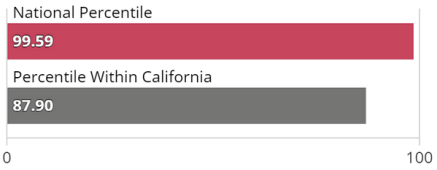


FEMA Risk Ranking



Risk Index is **Very High**

Score	**99.59**



The Risk Index rating is **Very High** for **Contra Costa County, CA** when compared to the rest of the U.S.

Risk Index Overview

Compared to the rest of the U.S., **Contra Costa County, CA's** Risk Index components are:

Expected Annual Loss	**Very High**
Social Vulnerability	**Relatively Moderate**
Community Resilience	**Relatively High**

FEMA National Risk Index

National Ranking	County	Risk Index
1	Los Angeles, CA	100.00
2	Harris County, TX	99.97
3	Riverside, CA	99.94
4	San Bernardino, CA	99.90
5	Alameda, CA	99.87
6	Santa Clara, CA	99.84
7	Miami-Dade, FL	99.81
8	Orange, CA	99.78
9	Broward, FL	99.75
10	Palm Beach, FL	99.71
11	San Diego, CA	99.68
12	King County, WA	99.65
13	Cook County, IL	99.62
14	**Contra Costa, CA**	**99.59**

There are 3,007 political County subdivisions in the United States. Contra Costa County ranks as the 14th most at-risk County in the United States per the FEMA National Risk Index. Out of 58 California Counties, Contra Costa County ranks as the 8th most at risk County in California.

Updated LHMP Risk Ranking

2018	
Hazard	*Risk Rating*
Earthquake	High
Landslide	High
Severe Weather	Medium
Wildfire	Medium
Dam and Levee Failure	Medium
Flood	Medium
Sea Level Rise	Low
Tsunami	Low
Drought	Low

Ranking based on updated methodology

2024	
Hazard	*Risk Rating*
Earthquake	High
Wildfire	High
Landslide	High
Heavy Rain	High
Flood (Urban/Flash Flood)	Medium
Thunderstorm (Severe Weather)	Medium
High Winds/Damaging Winds (Severe Weather)	Medium
Extreme Heat	Medium
Utility Interruptions	Medium
Drought	Medium

Countywide Mitigation Actions

Status	Mitigation Action Total
Ongoing	14
In Progress/In Work	7
Not Started	0
Delayed/Deferred	1
New	25
TOTAL	**47**
Completed	8
Deleted/No Longer Needed	1

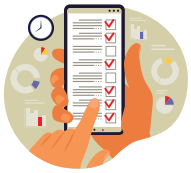
Mitigation Actions per Natural Hazard			
Climate Change	21	Landslide	19
Dam and Levee Failure	18	Sea Level Rise	23
Drought	18	Severe Weather *(Severe Thunderstorms (hail, strong winds, and tornadoes), Heavy Rainfall, Heat Wave)*	21
Earthquake	26	Tsunami	20
Flood	35	Wildfire	26

- At least one mitigation action must be created for each ranked hazard
- These actions were developed in collaboration with other county departments including the Department of Conservation and Development and the Department of Public Works

Public Comment Period

- Anyone who lives or works in Contra Costa County was invited to provide comments and feedback on the plan.
- Outreach materials were translated into Spanish, Tagalog, and Traditional and Simplified Chinese.

- 80+ In-Person Events Across the County



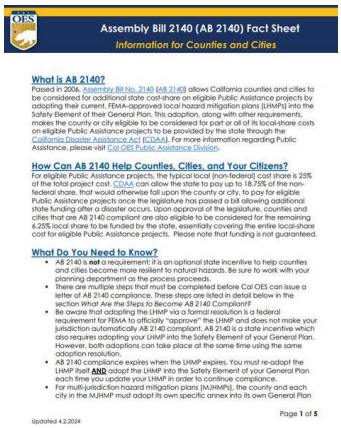
- Two surveys:
  - Nov. 2023 - Jan. 2024
    - To identify public hazard priorities and preparedness
  - Apr. 2024
    - To provide feedback on the plan
  - Total Response: 1200+

- Digital Strategy
  - County Website
  - Social Media

CalOES and FEMA Review

- Plan submitted for CalOES on July 15, 2024
  - Requested concurrent CalOES/FEMA review
- County Base Plan (Volume I) and Diablo Water District Annex Approved in September 2024
  - BIMID Annex Approved October 2024
- Remaining 39 Volume II Annexes were resubmitted to CalOES and FEMA and currently undergoing review (County plan) and Volume II (40 plan participant annexes) must be approved together
- Once CalOES/FEMA approves the plan:
  - Local adoption process may begin on the remaining annexes

General Plan and LHMP Integration



Assembly Bill 2140 (AB 2140) Fact Sheet

Information for Counties and Cities

What is AB 2140?

Passed in 2006, Assembly Bill No. 2140 (AB 2140) allows California counties and cities to be considered for additional state cost-share on eligible Public Assistance projects by adopting their current, FEMA-approved local hazard mitigation plans (LHMPs) into the Safety Element of their General Plan. This adoption, along with other requirements, makes the county or city eligible to be considered for part or all of its local-share costs on eligible Public Assistance projects to be provided by the state through the California Disaster Assistance Act (CDAA). For more information regarding Public Assistance, please visit Cal OES Public Assistance Division.

How Can AB 2140 Help Counties, Cities, and Your Citizens?

For eligible Public Assistance projects, the typical local (non-federal) cost share is 25% of the total project cost. CDAA can allow the state to pay up to 18.75% of the non-federal share, that would otherwise fall upon the county or city, to pay for eligible Public Assistance projects once the legislature has passed a bill allowing additional state funding after a disaster occurs. Upon approval of the legislature, counties and cities that are AB 2140 compliant are also eligible to be considered for the remaining 6.25% local share to be funded by the state, essentially covering the entire local-share cost for eligible Public Assistance projects. Please note that funding is not guaranteed.

What Do You Need to Know?

- AB 2140 is **not** a requirement. It is an optional state incentive to help counties and cities become more resilient to natural hazards. Be sure to work with your planning department as the process proceeds.
- There are multiple steps that must be completed before Cal OES can issue a letter of AB 2140 compliance. These steps are listed in detail below in the section *What Are the Steps to Become AB 2140 Compliant?*
- Be aware that adopting the LHMP via a formal resolution is a federal requirement for FEMA to officially "approve" the LHMP and does not make your jurisdiction automatically AB 2140 compliant. AB 2140 is a state incentive which also requires adopting your LHMP into the Safety Element of your General Plan. However, both adoptions can take place at the same time using the same adoption resolution.
- AB 2140 compliance expires when the LHMP expires. You must re-adopt the LHMP itself **AND** adopt the LHMP into the Safety Element of your General Plan each time you update your LHMP in order to continue compliance.
- For multi-jurisdiction hazard mitigation plans (MJHMPs), the county and each city in the MJHMP must adopt its own specific annex into its own General Plan

Page 1 of 5

Updated 4.2.2024

- By integrating the LHMP into the Safety Element of the General plan, the county may be eligible for additional state cost-share on eligible projects during State declared disasters
- Compliance:
  - Must be confirmed by CalOES
  - Does not guarantee additional funding
  - Should be requested during the Disaster Proclamation process
  - be re-established with each Hazard Mitigation Plan update (every five years)
- Only Counties and cities are eligible (does not apply to special districts)

Plan Maintenance Requirements

Mitigation Action Tracking

- Provide status of mitigation actions
- Include any new actions

Annual Meetings

- Steering Committee
- Plan Participants

Public Outreach

- Annual Public Meetings
- Ongoing outreach on LHMP efforts

Integration into other Plans

- General Plan
- Others

Thank you!

For questions or comments contact:

OES Staff

oes-staff@so.cccounty.us

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT, ADOPTING CONTRA COSTA COUNTY LOCAL HAZARD MITIGATION UPDATE

WHEREAS, THE FEDERAL Disaster Mitigation Act requires proactive pre-disaster planning as a condition of receiving certain financial assistance under the Robert T. Stafford Act; and

WHEREAS, Contra Costa County, under the federal Disaster Mitigation Act, has prepared a Local Hazard Mitigation Plan (LHMP); and

WHEREAS, the hazard mitigation plan identifies the hazards for the communities within Contra Costa County, including the Town of Discovery Bay; and

WHEREAS, the LHMP includes a plan for monitoring, evaluating, and future updates; and

WHEREAS, the LHMP was developed by engaging the partners in the process and soliciting input on the existing risks in each community; and

WHEREAS, the LHMP is a way to reduce or alleviate the loss of life, personal injury, and property damage that can result from a disaster through long and short-term strategies and

WHEREAS, the LHMP prepared by Contra Costa County will be reviewed and approved by the California Governor's Office of Emergency Services and the Federal Emergency Management Agency.

NOW THEREFORE, BE IT RESOLVED, BY THE TOWN OF DISCOVERY BAY BOARD OF DIRECTORS, AS FOLLOWS:

1. Recitals. The above recitals are true and correct and incorporated herein by reference.

2. That the Town of Discovery Bay adopt the LHMP prepared by Contra Costa County.

3. The Town of Discovery Bay will use the adopted and approved portion of the LHMP to guide pre- and post-disaster mitigation of the hazards identified.

4. That the Town of Discovery Bay will coordinate the strategies identified in the LHMP with other planning programs and mechanisms under its jurisdictional authority.

PASSED, APPROVED AND ADOPTED THIS 19th of February, 2025

_____
President Carolyn Graham
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 19, 2025, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Dina Breitstein
Board Secretary

CONTRA COSTA COUNTY

AGENDA

Aviation Advisory Committee

Thursday, January 9, 2025 **10:00 AM** **181 John Glenn Drive, Suite 100, Concord**

https://cccounty-us.zoom.us/j/82582758074
Calling in: (214) 765-0478 or Toll Free (888) 278-0254
Access Code: 232255

The public may attend this meeting in person at above location. The public may also attend this meeting remotely via Zoom or call-in.

Persons who wish to address the Aviation Advisory Committee during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing (214) 765-0478 followed by the access code 232255#. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing "#2" on their phone.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the committee, the total amount of time that a member of the public may use in addressing the committee on all agenda items is 10 minutes. Your patience is appreciated.

For assistance in advance of the meeting with remote access contact Airports staff at (925) 608-8000 or email airport.team@airport.cccounty.us.

1. Roll Call and Introductions

1a. 2024 Aviation Advisory Committee Roster **25-17**

Attachments: 2024 Aviation Advisory Committee Roster

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. Approval of the Aviation Advisory Committee's November 14, 2024, Meeting Minutes **25-18**

Attachments: 9-12-24 Minutes Meeting - Final
11-14-24 Meeting Minutes - Draft

4. Consider Consent Items

4a. Accept relevant Staff Reports for October and December 2024. **25-19**

Attachments: October 2024 Staff Reports
December 2024 Staff Reports

4b. Accept the Airport Noise and Statistics Report for October and November 2024. **25-20**

Attachments: Noise Abatement Charts October 2024
Noise Abatement Stats October 2024
Operations October 2024
Noise Abatement Charts November 2024
Noise Abatement Statistics November 2024
Operations November 2024

5. Discussion/Action Items

5a. Unleaded fuel update **25-21**

Attachments: Unleaded Fuel Update

5b. Concord Fly-In update

5c. Follow up on process for Business Association Seat **25-22**

5d. Status of Contra Costa County hangar waiting lists, hangar occupancy, and Airport considerations. **25-23**

Attachments: Hangar Waitlists and Airport Considerations

5e. Debrief of Santa's Jolly Landing **25-24**

6. Future Agenda Items

7. Adjourn

The next meeting is currently scheduled for March 13, 2025, at 10:00 am, at 181 John Glenn Drive, Suite 100, Concord.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 181 John Glenn Drive, Suite 100, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Buchanan Field Airport at (925) 608-8000 or email airport.team@airport.cccounty.us

BI-MONTHLY MEETING OF THE CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

Date:	**Monday, January 27, 2025**
Time:	**~~9:30 a.m. Meet and Greet~~**
	10:00 a.m. General Meeting
Location:	**Meeting will be HYBRID. In-person location is at the Central San, 5019 Imhoff Place, Martinez, CA 94553. Attendees preferring to use Zoom can join at https://us06web.zoom.us/j/86680909132**

AGENDA

MEET AND GREET

9:30 a.m. Meet and Greet: In-Person Open Discussion

GENERAL MEETING

10:00 a.m.	Welcome – Dan Muelrath, Chapter President • Approval of Minutes
10:10 a.m.	Treasurer Report – Geoff Michalczyk
10:15 a.m.	Guest speaker 9 fire stations - Provide Am balance a) Chief Paige Meyer, fire handle mental health calls San Ramon Valley Fire Protection District
10:30 a.m.	Guest speaker a) Tamia Brown, MPA, - Skills gap - federal funds help local hiring Executive Director, Workforce Development Board, Contra Costa County
11:00 a.m.	CCSDA Membership Event –March 27, 2025 Bay area sports Center PH Community center
11:10 a.m.	CCSDA Secretary Recruitment
11:20 a.m.	CSDA Update – Dane Wadle
11:25 a.m.	LAFCO Update – Mike McGill Diane Burgis now LAFCO Counselor
11:30 a.m.	Announcements and member comments
~~11:45~~ 12:10 a.m.	Adjourn

CA fires - look inward 12 to practice

PLEASE CONFIRM YOUR INTENT TO ATTEND THE JANUARY 27, 2025 MEETING USING THE FOLLOWING LINK: https://contracostasda.specialdistrict.org/meeting-rsvp.

PLEASE EMAIL ANY QUESTIONS TO: dmorrow@isd.us.com

Contra Costa Special Districts Association – c/o Diablo Water District
www.contracostasda.specialdistrict.org