

HAZARD MITIGATION GRANT PROGRAM PLANNING SUBAPPLICATION

DISASTER NUMBER:	DR-4344
JURISDICTION NAME:	County of Mendocino
PLAN TITLE:	General Plan Safety Element: Integration of the Multi-Hazard Mitigation Plan
CONTROL NUMBER:	#DR 4353-0280

THE CONTROL NUMBER IS RECEIVED AT TIME OF SUCCESSFUL NOI SUBMITTAL



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

**Notice of Interest (NOI) approved subapplications
are due postmarked to Cal OES by:**

DR-4344: July 2, 2018

DR-4353: September 4, 2018

HAZARD MITIGATION GRANT PROGRAM (HMGP) INTRODUCTION

INTRODUCTION

As a result of the declaration of a major federal disaster, the State of California is eligible for HMGP funding. The State has established priorities to accept subapplications from subapplicants statewide, state agencies, tribal governments, local governments, and private non-profits.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA).

HMGP is successful in meeting the FEMA requirements to qualify as an Enhanced State Hazard Mitigation Plan (ESHMP) state. ESHMP accreditation has resulted in additional millions of dollars available for local agencies' hazard mitigation plan and project funding. In order to maintain ESHMP status, further information is requested by FEMA. This information is requested as a means of assessing the pro-activity of your community or agency.

REGULATIONS

Federal funding is provided under the authority of the [Robert T. Stafford Disaster Relief and Emergency Assistance Act \(Stafford Act\)](#) through FEMA and the California Governor's Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing subapplications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44 CFR), Part 201 (Planning) and Part 206 (Projects), and in Title 2 of the Code of Federal Regulations (2 CFR), Part 200 (Uniform Administrative Requirements).

FEMA GUIDANCE

FEMA requires that all plans adhere to the [Local Mitigation Planning Handbook March 2013](#) and [Hazard Mitigation Assistance Unified Guidance February 2015](#).

QUESTIONS

Submit all HMGP subapplication questions to the following mailbox: HMGP@caloes.ca.gov

SUBAPPLICATION FORMAT INSTRUCTIONS

Cal OES requires the following format to be used for all HMGP subapplications. Two complete subapplications must be submitted to Cal OES. Each subapplication must be in separate binders. The first copy is logged and retained for Cal OES records. The second copy will be forwarded to FEMA for review and final determination.

COMPLETE SUBAPPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

- ☒ **TWO** identical printed subapplications must be provided in 3-ring binders:
 - Each binder section must be tabbed in the format outlined below.
 - Each binder must be large enough to hold all of the contents.
 - The use of additional binders is permitted as needed.
 - All printed attachments must be clearly titled.

- ☒ **TWO** identical CD-RWs must include functional electronic versions of all documents/attachments:
 - Attachments must be in one of the following formats: Microsoft Word version 2007 (or newer), Microsoft Excel or Adobe PDF.
 - All electronic attachments must be clearly titled.

ORGANIZATION OF THE BINDER SECTIONS MUST BE TABBED IN THE FOLLOWING FORMAT:

0. Table of Contents
1. Subapplication
2. Scope of Work
3. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
4. Budget ([HMGP Cost Estimate Spreadsheet](#) and cost estimate narrative in Microsoft Word)
5. Match ([Local Match Commitment Letter Template](#))
6. Letters of Commitment **for Multi-Jurisdictional Local Hazard Mitigation Plans only** ([Letter of Commitment Template](#))
7. Supporting Docs (Any extra supporting documentation)

MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:

California Governor's Office of Emergency Services
Hazard Mitigation Grants Program Unit
Attention: HMGP
3650 Schriever Avenue
Mather, CA 95655

LOCAL HAZARD MITIGATION PLAN INFORMATION

8. PLAN TYPE:

A. ACTIVITY TYPE:

Planning activity types are classified as one of the choices listed below. Pick **one** of the following choices that best describes the type of plan this subapplication will deliver:

1. <input type="checkbox"/> New Single Jurisdiction Local Hazard Mitigation Plan Select for single jurisdictions that have no existing hazard mitigation plan.
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2. <input type="checkbox"/> Update to Single Jurisdiction Local Hazard Mitigation Plan Select for single jurisdiction that have a FEMA approved plan in place.	FEMA APPROVAL DATE
--	---------------------------

3. <input type="checkbox"/> New Multi-Jurisdictional Local Hazard Mitigation Plan Select if there is no existing plan, and multiple jurisdictions will be included.

4. <input type="checkbox"/> Update to Multi-Jurisdictional Local Hazard Mitigation Plan Select for multi-jurisdictions that have a FEMA approved plan in place.	FEMA APPROVAL DATE
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5. <input type="checkbox"/> New Tribal Mitigation Plan (in accordance with 44 CFR Section 201.7) Select for tribal federally recognized tribes that have no existing hazard mitigation plan.
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6. <input type="checkbox"/> Update to Tribal Mitigation Plan (in accordance with 44 CFR Section 201.7) Select for federally recognized tribes that have a FEMA approved plan in place.	FEMA APPROVAL DATE
--	---------------------------

7. <input checked="" type="checkbox"/> Other Planning-Related Activities Describe planning activities:
<p>Pursuant to SB379 and AB2104, Mendocino County seeks funding for plan integration efforts that amend the County’s Safety Element and its required components by utilizing hazard analysis and mitigation strategies from the Mendocino County Multi-Hazard Mitigation Plan (MHMP). The proposed Safety Element would serve as a vehicle for implementation of identified goals contained within the MHMP, improving mitigation planning, disaster resiliency and intergovernmental coordination between, planners, emergency managers, engineers, and regional partners.</p>



COMPLETE SECTION B IF YOU SELECTED 8.A.2., 8.A.4., OR 8.A.6. ABOVE:

B. PLAN UPDATES:

Describe why the update to your plan is needed and describe how the update will build on your existing approved mitigation plan.



COMPLETE SECTION C IF YOU SELECTED 8.A.3 OR 8.A.4 ABOVE:

C. MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN INFORMATION:



If your plan type is multi-jurisdictional, a Letter of Commitment (LOC) from each participating jurisdiction is required. Use the template [here](#). A separate LOC must be executed by each participating jurisdiction and submitted to the lead agency and Cal OES jointly. The subapplication must include an LOC for each identified jurisdiction clearly stating commitment to participate in the development of the plan. Being recognized as a member of an approved multi-jurisdictional plan verifies a local agency's eligibility for hazard mitigation grant funds as long as they meet the participation criteria set forth in the letter.

- Enter the names of all the jurisdictions that will be included in your plan.
- Enter the county name included in the plan.
- Enter all the congressional district(s) within plan jurisdictions from <https://www.census.gov/mycd/>.
- Enter the exact title of the Letter of Commitment (LOC) electronic file that will be included on the required CD-RW Discs and place hard copies of each LOC in the LOC tabbed section of the binder.
- Identify the population of the jurisdiction applying for the planning grant using current census data.

#	JURISDICTION	COUNTY	CONGRESSIONAL DISTRICT #	TITLE OF ATTACHED LOC	POPULATION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



If more than 15 jurisdictions will be participating in your multi-jurisdictional plan attach all information on a separate sheet and type the name of the attachment in box 1.

PLANNING INFORMATION

9. SCOPE OF WORK (SOW):

STATE EXACT SOW DOCUMENT TITLE:

Scope of Work: Mendocino County General Plan
Safety Element: Integration of Multi-Hazard Mitigation Plan

- Describe the entire SOW of planning in clear, concise detail.
- Must provide a thorough description of **all activities** to be undertaken.

- Must be written in sequential order from start to finish of the plan.
- Describe method and schedule of monitoring, evaluating, and updating the plan within the 5-year cycle.



INSERT THIS DOCUMENT IN THE SOW SECTION OF THE BINDER.

WORK SCHEDULE INFORMATION

10. PLANNING WORK SCHEDULE:

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the plan.

- Describe the major milestones and the duration of time to complete each one.
- Show activity duration in months.
- The work schedule must include six months for State and FEMA review/revisions/approval, appropriate time for local adoption and 90 days for grant close-out.

WORK SCHEDULE EXAMPLE		
#	DESCRIPTION	TIMEFRAME
1.	Procure a consultant	3 months
2.	Develop planning team	2 months
3.	Community and stakeholder outreach	3 months
4.	Planning process for hazard identification	3 months
5.	Planning process for risk assessment	3 months
6.	Mitigation strategy	2 months
7.	Maintenance plan development	1 month
8.	Plan draft (with community/stakeholder input)	3 months
9.	Cal OES/FEMA Review/Revisions	6 months
10.	Local Plan Adoption	2 months
11.	Grant Close-out	3 months
TOTAL MONTHS:		31 months



TOTAL PLANNING DURATION (INCLUDING CLOSE-OUT) CANNOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).

#	DESCRIPTION	TIMEFRAME
1.	Consultant Procurement (Climate Vulnerabilities Assessment)	3 Months
2.	Project Initiation & Plan Review	1 Month
3.	Project Management and Coordination	1 Month
4.	Public Outreach Meetings (Vulnerability Assessment & Safety Element)	2 Months
5.	Climate Vulnerabilities Assessment	3 Months
6.	Draft Safety Element	6 Months
7.	Review Safety Element	6 Months
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.	STANDARD VALUE (DO NOT CHANGE) Finalize Safety Element per Cal OES/FEMA Review/Revisions	6 months
17.	Local Plan Adoption (Planning Commission and Board Hearings)	3 Months
18.	STANDARD VALUE (DO NOT CHANGE) Grant Close-out	3 months
TOTAL MONTHS:		34 Months

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.

HAZARD INFORMATION

11. HAZARD & RISK ANALYSIS:

A. HAZARD ANALYSIS TYPE:

Select the hazard(s) below that this plan will address. Select as many as needed.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> BIOLOGICAL | <input checked="" type="checkbox"/> EARTHQUAKE | <input type="checkbox"/> LAND SUBSIDENCE | <input type="checkbox"/> TERRORIST |
| <input type="checkbox"/> CHEMICAL | <input checked="" type="checkbox"/> FIRE | <input checked="" type="checkbox"/> MUD/LANDSLIDE | <input type="checkbox"/> TORNADO |
| <input type="checkbox"/> CIVIL UNREST | <input type="checkbox"/> FISHING LOSSES | <input type="checkbox"/> NUCLEAR | <input checked="" type="checkbox"/> TOXIC SUBSTANCES |
| <input checked="" type="checkbox"/> COASTAL STORM | <input checked="" type="checkbox"/> FLOOD | <input type="checkbox"/> SEVERE ICE STORM | <input checked="" type="checkbox"/> TSUNAMI |
| <input type="checkbox"/> CROP LOSSES | <input type="checkbox"/> FREEZING | <input checked="" type="checkbox"/> SEVERE STORM(S) | <input checked="" type="checkbox"/> WINDSTORM |
| <input checked="" type="checkbox"/> DAM/LEVEE BREAK | <input type="checkbox"/> HUMAN CAUSE | <input type="checkbox"/> SNOW | <input checked="" type="checkbox"/> OTHER (describe below): |
| <input checked="" type="checkbox"/> DROUGHT | <input type="checkbox"/> HURRICANE | <input type="checkbox"/> SPECIAL EVENTS | Urban Conflagration; Insect
Pests/Invasive Species;
Epidemic/Pandemic; |

B. DESCRIBE PAST AND FUTURE PROBLEMS/HAZARDS/RISKS:

- Describe the problem(s) this plan is attempting to solve and the expected outcome. Describe in detail how the plan will reduce the effects of hazards and how the plan will eliminate or reduce risks.

The proposed planning activity will integrate hazard analysis and mitigation strategies from Mendocino County’s 2014 Multi-Hazard Mitigation Plan (MHMP), undertake a climate vulnerability assessment pursuant to Government Code 65302(g)(4), and then integrate those components into an amended Safety Element.

Mendocino County already maintains an approved MHMP, but the integration of its hazard analysis and identified mitigation strategies into various planning documents has not fully-occurred. As California confronts mounting climate change impacts, local governments are now required, in accordance with Senate Bill 379 (Jackson) to include a climate change vulnerability assessment within their Safety Element, where appropriate. Because Mendocino County’s existing MHMP does not address climate change, it is critical to begin considering the uncertainties and factors shaping and conditioning hazard mitigation planning in the years to come. As noted by the California Office of Planning and Research (OPR), climate change will affect and potentially exacerbate the impact of other hazards, rather than be a distinct hazard with unique impacts. Given the range of hazards identified in the MHMP, including drought and wildfire, assessing how climate change could worsen these conditions throughout Mendocino County is an important consideration when amending a Safety Element.

Similar to the MHMP, the Safety Element identifies hazards and hazard abatement provisions to guide local decisions related to zoning, subdivisions, and entitlement permits. The Safety Element establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and wildland and urban fire hazards, as well as from other concerns. Ensuring that climate change is considered alongside the identified strategies from the MHMP is critical for defining

“acceptable risk” and determining the level of necessary mitigation moving forward. The policies of the Safety Element are intended to preclude development that would create adverse and unacceptable risk, and ensure that taxpayers are not faced with undue financial burden for public services provision and disaster relief.

2. History: Describe the past hazards, risk to life and risk to safety in the community. Describe the type, location and extent of hazards. Include previous occurrences (repetitive losses) and the probability of future events.

Historically, Mendocino County has been subject to an array of hazards. The previously approved MHMP evaluated and screened a comprehensive list of potential hazards based on a range of factors, including prior knowledge or perception of the relative risk, ability to mitigate, and the availability of information on the hazard. It did not, however, assess climate change vulnerabilities. Under the MHMP, the County determined that eight hazards pose the greatest threat: dam failure, earthquake, flood (including winter storm), a hazardous materials event, landslide, tsunami, urban conflagration, and wildland fire. The location and extent of hazards, including previous occurrences (repetitive losses) and the probability of future events are documented within the MHMP. As part of the MHMP process, hazard maps were prepared to determine geographic extent and define the approximate boundaries of at-risk areas. Those hazard maps, clarifying type, location, extent and repetitive loss, have been enclosed with these application materials. *(See Attachment: 6A- Mendocino County 2014 MHMP Maps)*

An increasingly important factor, however, affecting disaster management functions is climate change. Climate change presents new uncertainties to Mendocino County that will condition future hazard mitigation planning, especially with regard to wildfires. According to the National Climate Assessment science report released in 2017, the number of large forest fires in the Western United States is projected to rise as the climate continues to warm. The potential for fire hazard is exacerbated by the hot, dry summers typically experienced throughout the County, as well as previously existing development patterns within the Wildland Urban Interface (WUI).

Recent drought conditions have also added to the potential for wildland fires. Last year, the ‘Redwood Complex’ Fire burned 36,523 acres in Redwood Valley and Potter Valley (unincorporated Mendocino County communities), destroying approximately 350 residences and approximately 300 related structures. Nine human lives were lost to that fire in Mendocino County. On October 10, 2017, that fire was declared a Presidential Disaster, as part of a statewide wildfire emergency that facilitated an unprecedented federal, state, and local collaborative effort in emergency response and recovery. Tragically, not even a year later, in 2018, the ‘Mendocino Complex’ Fire, comprised of the ‘River’ and ‘Ranch’ Fires, became the largest recorded fire complex in California history. As of August 21, 2018, the fire had burned a combined total of 404,532 acres in Mendocino, Lake and Glenn Counties.

3. Describe the vulnerability to identified hazards. Include an overall summary of each hazard and its effect on the community, including a general description of types of structures affected by each hazard.

Vulnerable population and existing structures, including residential buildings and critical facilities and infrastructure, at risk to each identified hazard have been identified in the MHMP for each jurisdiction that participated, and will be updated in the future to include how climate change will exacerbate these vulnerabilities. For Mendocino County an exposure analysis was prepared for population, residential buildings, as well as critical facilities and infrastructure. In addition, Mendocino County identified repetitive loss properties and included them in the required analysis. Repetitive loss properties identified by Mendocino County were primarily affected by inundation, typically after severe storms, but moving forward recent data collection efforts could identify repetitive loss properties affected by wildfire or other hazards exacerbated by climate change.

The MHMP also included a summary of impacts (i.e., percentage at risk) for the population, residential buildings, and critical facilities and infrastructure that would be impacted by Dam Failure, Earthquake, Flood (including Winter Storm), Hazardous Materials, Hazardous Materials: Naturally Occurring Asbestos, Landslide, Tsunami, Urban Conflagration and Wildland Fires.

A summary of those impacts is enclosed as an attachment to these application materials (*See Attachment: 6B- 2014 Mendocino County MHMP Summary of Impacts*)

4. List improvements to the community that eliminated or reduced hazards/risks for at least the last 25 years.

Over the past 25 years, the County and its partners have worked to eliminate or reduce hazards/risks through numerous mitigation efforts. A number of those mitigation efforts were completed under the 2008 MHMP. As identified in the 2014 MHMP, these improvements include numerous retrofit repairs made at the Wastewater Treatment Facility in the City of Fort Bragg; the Town of Mendocino's annual participation in "Live Code" Tsunami tests; the construction of four Tsunami Sirens with grant funding from NOAA in unincorporated areas of the County; numerous "Living on Shaky Ground" educational classes along the coast; and continued participation under the Tsunami Ready Program and working with the Redwood Coast Tsunami Work Group.

In 2017, the County of Mendocino approved an update to its regulations regarding the administration of Flood Plain Development Permits as mandated by the Federal Emergency Management Agency (FEMA). This update was completed in conjunction with the adoption of updated Flood Insurance Rate Maps (FIRM) which display areas of special flood hazards and the risk premium zones applicable in the county. By addressing potential flooding impacts at the development stage, it is hoped that

future disasters caused by large storm events are minimized thus ultimately reducing costly rescue and rehabilitation efforts.

Additionally, to reduce hazards the County regularly participates in efforts that create plans, studies, and technical reports that identify hazards. Subsequently, the County and its partners then prepare mitigation efforts for those identified hazards and vulnerabilities. Most recently, the County has participated, adopted or incorporated the following relevant plans and program with regard to hazard mitigation, including: 2016 Mendocino County Emergency Operations Plan, 2014 Mendocino County Multi-Jurisdictional Multi-Hazard Mitigation Plan, 2005 Stormwater Quality Management Program, and the 2012 Mendocino County Community Wildfire Protection.

5. Describe types and numbers of existing and future structures and facilities that have the potential to incur damages and an estimate of potential dollar losses.

A vulnerability analysis predicts the extent of exposure that may result from a hazard event of a given intensity in a given area. The analysis provides quantitative data that may be used to identify and prioritize potential mitigation measures by allowing communities to focus attention on areas with the greatest risk of damage. Assets that were included in the MHMP vulnerability analysis included residential structures, as well as critical facilities and infrastructure. The calculated total residential building value identified was \$12,348,434,874. The estimated potential dollar losses for residential buildings at risk to each identified hazard are used to understand relative risk from hazards and potential losses. A conservative exposure-level analysis was conducted to assess the risks associated with the identified hazards. This analysis is a simplified assessment of the potential effects of the hazards on values at risk without consideration of the probability or level of damage. Moving forward, it is critical that the County understands these vulnerability assessments through the lenses of climate change.

It is important to note that the quantitative vulnerability assessment results are limited to the exposure of people, buildings, and assets to the identified hazards. It was beyond the scope of the MHMP to develop a more detailed or comprehensive assessment of risk (including annualized losses, people injured or killed, shelter requirements, loss of facility/system function, and economic losses). Such impacts may be addressed with future updates of the MHMP. *(See Attachment: 6C - Mendocino County 2014 MHMP Total Critical Facilities and Investments)*

6. Describe mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards.

Mitigation goals are defined as general guidelines that explain what a community wants to achieve in terms of hazard and loss prevention. Goal statements are typically long-range, policy-oriented statements representing community-wide vision. In addition to the previous goals identified in the 2008 MHMP, three new

goals were added to address the addition of hazards to the 2014 MHMP (the 2008 goal relating to “hazardous materials events” was updated to include “naturally occurring asbestos”).

Mitigation goals were developed to reduce or avoid long-term vulnerability to each hazard included in the vulnerability analysis of the 2014 MHMP, including: dam failure, drought, earthquake, epidemic/pandemic, floods, hazardous materials, insect pests/invasive species, landslides, tsunamis, urban conflagrations and wildland fires.

For the 2014 MHMP, the consultant, with input from the identified Task Force, developed a list of 25 potential mitigation actions. This included new mitigation actions and the remaining, applicable 2008 mitigation actions. (See Attachment: 6D - 2014 MHMP Potential Mitigation Actions, Mitigation Action Plan)

COST ESTIMATE INFORMATION


12. HMGP COST ESTIMATE SPREADSHEET:

A. COST ESTIMATE INSTRUCTIONS:

Using the [HMGP Cost Estimate Spreadsheet](#), provide a detailed cost estimate breakdown.

- Cost estimate describes the anticipated costs associated with the SOW for the proposed mitigation plan.
- Cost estimates must include detailed estimates of cost item categories.
- Only include costs that are directly related to performing the mitigation activity.
- Documentation that supports the cost estimate must be added to the budget section of the binder.
- Eligible costs must be included in both the cost estimate spreadsheet and the Scope of Work to be reimbursed.

COST ESTIMATE SPREADSHEET EXAMPLE				
ITEM NAME	UNIT QTY	UNIT	UNIT COST	COST EST TOTAL
PLAN INITIATION	80	HR	\$120	\$9,600
PUBLIC ENGAGEMENT	40	HR	\$60	\$2,400
REVIEW OF PLANS	140	HR	\$80	\$11,200
HAZARD/RISK ASSESSMENT	100	HR	\$150	\$15,000
LOCAL PLAN UPDATES	200	HR	\$67	\$13,400
COMPILE DRAFT	120	HR	\$120	\$14,400
REVIEW OF DRAFT	67	HR	\$120	\$8,040
APPROVAL/ADOPTION	50	HR	\$150	\$7,500
PLANNING CLOSE-OUT	80	HR	\$150	\$12,000
TOTAL COST ESTIMATE:				\$93,540

 **DO NOT COPY EXAMPLE TO SUBAPPLICATION**

B. INELIGIBLE COSTS:

The following are ineligible line items:

- Lump Sums
- Contingency Costs
- Miscellaneous Costs
- “Other” Costs
- Indirect Charges
- Overhead Costs
- Cents (must use whole dollar amounts, round unit prices up to whole dollars)

C. PRE-AWARD COSTS:

Eligible pre-award costs are costs incurred after the disaster date of declaration, but prior to grant award. Pre-award costs directly related to developing the application may be funded.

- Submission of subapplication
- Workshops or meetings related to development



SUBAPPLICANTS WHO ARE NOT AWARDED FUNDS WILL NOT RECEIVE REIMBURSEMENT FOR PRE-AWARD COSTS.

D. COST ESTIMATE NARRATIVE:

FEMA requires a cost estimate narrative that explains all projected expenditures in detail. The cost estimate narrative must mirror the cost estimate spreadsheet and should include a full detailed narrative explaining and supporting the costs listed in the Cost Estimate Spreadsheet. If your cost estimate includes city, county, or state employees' time, include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed, functional timesheets must be retained.

Title the document "Cost Estimate Narrative" and include in the budget section of binder.

13. FEDERAL/NON-FEDERAL SHARE INFORMATION:

A. FUNDING RESTRICTIONS:



HMGP funding is restricted to a maximum of \$150,000 for each single jurisdictional planning subapplication and up to \$250,000 if multi-jurisdictional. FEMA will contribute up to 75% of the total planning cost. A minimum of 25% of the total eligible costs must be provided from a non-federal source. State does not contribute to local cost share.



A jurisdiction may contribute an amount greater than the 25% non-federal share.

B. TOTAL PLANNING COST ESTIMATE:

\$200,000

Enter total cost formulated on [HMGP Cost Estimate Spreadsheet](#) ENTER \$ IN BOX ABOVE



VERIFY ALL AMOUNTS ENTERED ARE ACCURATE.

FEDERAL SHARE (75% MAXIMUM)	REQUESTED AMOUNT:	\$150,000 ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	75% ENTER % IN BOX ABOVE
NON-FEDERAL SHARE (25% MINIMUM)	REQUESTED AMOUNT:	\$50,000 ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	25% ENTER % IN BOX ABOVE

INCORRECT AMOUNTS WILL DELAY PROCESSING OF YOUR SUBAPPLICATION.

C. NON-FEDERAL MATCH SOURCE - MATCH COMMITMENT LETTER:

Use the [Local Match Fund Commitment Letter Template](#) to complete this section and add completed letter to the match section of the binder.

- A signed Match Commitment Letter must be provided on agency letterhead.
- The non-federal source of matching funds must be identified by name and type.
- If "other" is selected for funding type, provide a description.
- Provide the date of availability for all matching funds.
- Provide the date of the Funding Match Commitment Letter.
- Funds must be available at the time of submission unless Cal OES prior approval has been received.
- If there is more than one non-federal funding source, provide the same information for each source on an attached document.
- Match funds must be in support of cost items listed in the cost estimate spreadsheet.
- Requirements for donated contributions can be found in 2 CFR 200.306.

PRINT THIS PAGE – ORIGINAL SIGNATURE IS REQUIRED

AUTHORIZATION

The undersigned does hereby submit this subapplication for financial assistance in accordance with the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) and the State Hazard Mitigation Administrative Plan and certifies that the subapplicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Subapplicant Authorized Agent

NAME: Ignacio Gonzalez

TITLE: Interim Director of Planning and Building/Fire Recovery Director

ORGANIZATION: Department of Planning and Building Services

SIGNATURE: _____

DATE: November 19, 2018

HMGP Cost Estimate Spreadsheet

DATE	JURISDICTION NAME	DISASTER & PROJECT OR PLANNING #	PROJECT OR PLANNING TITLE		
9/4/2018	Mendocino County Dept. of Planning and Building Services	DR-4344 & #DR 4353-0280	Safety Element: Integration of the Multi-Hazard M		
#	Item Name	Unit Quantity	Unit of Measure	Unit Cost	Cost Estimate Total
1	Pre-Award Costs: CalOES Subapplication Training	8	HR	\$ 60.58	\$ 485
2	Pre-Award Costs: Development of Subapplication	80	HR	\$ 61.86	\$ 4,949
3	Pre-Award Costs: Consultant Procurement	50.75	HR	\$ 99.29	\$ 5,039
4	Project Initiation/Kick-off Meeting/Preliminary Research	80	HR	\$ 123.09	\$ 9,847
5	Project Management & Coordination	80	HR	\$ 123.09	\$ 9,847
6	Public Outreach & Meetings (Multiple)	100	HR	\$ 123.09	\$ 12,309
7	Climate Vulnerability Analysis	300	HR	\$ 190.00	\$ 57,000
8	Draft Safety Element	400	HR	\$ 123.09	\$ 49,236
9	Review Draft Safety Element	200	HR	\$ 123.09	\$ 24,618
10	Finalize Safety Element	100	HR	\$ 123.09	\$ 12,309
11	Local Plan Adoption	100	HR	\$ 123.09	\$ 12,309
12	Grant Close-Out	40	HR	\$ 51.31	\$ 2,052
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
26					\$ -
27					\$ -
28					\$ -
29					\$ -
30					\$ -
31					\$ -
32					\$ -
33					\$ -
34					\$ -
35					\$ -
36					\$ -
37					\$ -
38					\$ -
39					\$ -
40					\$ -
Total Project Cost Estimate:					\$ 200,000

Cost Estimate Narrative for
Mendocino County General Plan Safety
Element: Integration of the Multi-Hazard
Mitigation Plan

1. **Pre-Award Costs: CalOES Subapplication Training** – 1 County staff attending CalOES Hazard Mitigation Grant Program Planning Subapplication Development training in Santa Rosa, California on June 19, 2018. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
2. **Pre-Award Costs: Development of Subapplication** – Includes County staff development and submission of grant subapplication including scope of work, schedule, and cost estimate. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
3. **Pre-Award Costs: Consultant Procurement** – Includes County staff development and administration of Request for Proposals, consultant selection panel, contract negotiation, preparation and Board of Supervisors approval, notice of contract award. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
4. **Project Initiation & Plan Review** – Includes preliminary meetings, preliminary research and plan review and investigation by Consultant. Includes staff review of previous plans related to hazard mitigation planning and preparation. Includes formation of a ‘Safety Element Task Force’ comprised of staff from Planning and Building Services, County Executive Office, and Mendocino County Office of Emergency Services. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
5. **Project Management & Coordination** – Includes Consultant coordination with County, development of planning work plan and schedule, budget management, management of any subconsultants, and preparation and submission of periodic reports and invoices. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
6. **Public Outreach & Meetings** – Includes Consultant coordination, outreach and preparation for public meeting, preparation of exhibits, handouts, and PowerPoint presentation. Public Outreach will occur at two distinct instances within the planning process to ensure community awareness and input. The first series will be facilitated after preparation of the Climate Vulnerabilities Analysis, and the second series with after a draft of the Safety Element has been prepared. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
7. **Climate Vulnerability Assessment** – Includes Consultant review of available information, maps, terrain and climatological data, and development of potential adaptation responses; creates asset profiles describing the vulnerability of parcels and buildings, transportation networks, utilities, working lands, natural resources, recreational activities, emergency services, and historic and archaeological resources; creates

community profiles highlighting vulnerable assets to climate change. Additionally, the Vulnerability Analysis will include a set of adaptation and resilience goals, policies and objective, as well as a set of feasible implementation measures. Cost estimate based on current local planning consultant billing rate schedules and previous cost proposals received by other jurisdictions for similar projects.

- 8. Draft Safety Element** – Includes staff development and writing of the Safety Element. Drafting the Safety Element will be undertaken by County Staff associated with the ‘Safety Element Task Force’. Drafting includes synthesizing the MHMP & recently completed climate vulnerability analysis. Includes creation of a regulatory crosswalk to incorporate adaptation and resilience considerations consistent with the proposed Climate Vulnerability Analysis. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
- 9. Review Safety Element** – Includes review of draft report and maps prepared by the Safety Element Task Force. This period will allow for relevant County agencies, staff and jurisdictions, the opportunity to provide input and confirmation of the included components. County staff will incorporate comments and edits before finalizing the document, as needed. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
- 10. Finalize Safety Element** – Includes submission and review of the draft Safety Element by appropriate State Agencies and Departments, including the California Department of Forestry and Fire Protection (CAL FIRE), the California Governor's Office of Emergency Services, and the Office of Planning and Research. Additionally, this includes reviews required by FEMA. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
- 11. Local Plan Adoption** –Local Plan Adoption includes the process of presenting this General Plan update to the Board of Supervisors for Public Hearing and Approval. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).
- 12. Grant Close-out** – Includes County preparation and submission of final grant close- out documents. Includes County review and processing of Consultant invoices, preparation and submission of grant reimbursements, and budget management. Hourly rate based on hourly salary plus benefits (see attached spreadsheet).

Scope of Work

Mendocino County General Plan Safety Element: Integration of the Multi-Hazard Mitigation Plan

Statement of Understanding

The County of Mendocino is undertaking a plan integration effort to effectively integrate plans and policies across disciplines and agencies by considering the potential of hazards as one of the key factors in future development. By integrating natural hazard information and mitigation policies and principles into an amended Safety Element, staff can encourage collaborative planning and implementation and inter-agency coordination. The amended Safety Element will be integrated into the County's General Plan, and insert hazard mitigation into areas such as land use, transportation, climate change, sustainability, natural and cultural resource protection, watershed management, and economic development. Additionally, a climate change vulnerability assessment will identify the risks that climate change poses to unincorporated Mendocino County and its geographic areas, including, but not limited to, an assessment of how climate change may affect the risks identified in the County's 2014 Multi-Hazard Mitigation Plan (MHMP). This climate vulnerability assessment will be integrated with the existing hazard analysis and mitigation strategies from the previously approved MHMP to create an amended Safety Element for submission to HCD in accordance with state laws, regulations, and statutes.

Related/Associated Hazard Mitigation Requests: Mendocino County

- **Mendocino County Department of Transportation:** Mendocino County Dam Inundation Zone Delineation Mapping & Risk Reduction Plan
- **Mendocino County Office of Emergency Services:** Mendocino County 2018 Multi-Jurisdictional Multi-Hazard Mitigation Plan Update

Additional agencies of Mendocino County are applying for funds related to disaster mitigation planning. If awarded, information from these requests will be incorporated into the decision & plan making process for the amended Mendocino County Safety Element.

Scope of Work: Pre-Award

Pre Award Phase: Costs incurred after the date of declaration, but before the grant award date are considered eligible pre-award costs.

Pre-Award Task 1: CalOES Subapplication Training-1 County staff attending CalOES Hazard Mitigation Grant Program Planning Subapplication Development training in Santa Rosa, California on June 19, 2018.

Pre-Award Task 2: Development of Subapplication – Includes County staff development and submission of grant subapplication including scope of work, schedule, and cost estimate.

Pre-Award Task 3: Consultant Procurement – Includes County staff development and administration of Request for Proposals, consultant selection panel, contract negotiation, preparation and Board of Supervisors approval, notice of contract award. The Consultant would be procured to undertake a climate vulnerability assessment, including a set of adaptation and resilience goals, policies, and mitigation objectives.

Pre-Award Task Deliverables: 1 complete CalOES Subapplication;

Scope of Work: Post-Award

Task 1A: Project Initiation

The Consultant will communicate with County staff via phone and email and will provide weekly email progress reports throughout the project. The Consultant will also prepare for and attend a kickoff conference call to exchange information and initiate work on the Climate Vulnerability Assessment.

Prior to the meeting, the County will identify members of a ‘Safety-Element Task Force’, primarily consisting of the current Interim Director of Planning and Building Services, Nash Gonzalez, who during the award period will transition to the County Executive Office to serve as the Fire Recovery Director, and the incoming Director of Planning and Building Services, Brent Schultz. Additionally, the Chief Planner and Planner III will be involved on the ‘Safety-Element Task Force’ as well.

The ‘Safety Element’ Task force will serve as a liaison to the Consultant and provide relevant updates with regards to climate vulnerability assessment activities. During project initiation, the Consultant will:

- Review the scope of work and schedule.
- Review Safety Element legal requirements with regard to SB 379 (Jackson) and AB 2140 (Hancock).
- Provide a list of data and planning needs to County staff.

Task 1 Deliverables: Kickoff meeting agenda and data needs list (electronic copy in PDF); agendas for subsequent meetings with staff (electronic copies in PDF), weekly progress reports (electronic copies in PDF); identification of the ‘Safety Element Task Force’

Task 1B: Plan Review

The Consultant in coordination with Staff will review documents relevant to amending the Safety Element, including but not limited to the following:

- Mendocino County General Plan; Mendocino County Zoning Code; 2014 Mendocino County Multi-Hazard Mitigation Plan; 2016 Mendocino County Emergency Operations Plan; Cal-Adapt tool; California Adaptation Planning Guide, OPR Integrated Climate Adaptation and Resiliency Program (ICARP).

The Consultant and the ‘Safety Element Task Force’ will compare actions from the hazard mitigation plan with policies and actions from the General Plan to develop regulatory cross-walk to understand where Mendocino County’s hazard mitigation plan and comprehensive plan complement one another and where they contradict.

Task 2 Deliverables: Regulatory Cross-Walk (General Plan and Multi-Hazard Mitigation Plan0

Task 3: Project Management & Coordination

With regard to the development of the climate vulnerability assessment, the consultant will coordinate with the county through phone conversations, emails, written memoranda, fax etc. Additionally, the consultant will develop, maintain and implement a detailed work plan that includes project goals and objectives, roles and responsibilities, a communication plan, project controls, scope and deliverables, schedule and budget. The consultant will develop a project schedule outlining tasks and subtasks to be performed, and will maintain and manage their team's schedule and budget and sub-consultant contracts. As part of the shall submit progress reports at least once each month. The reports shall be sufficiently detailed for the County to determine if consultant is performing to expectations, is on schedule, to provide communication of interim findings and to sufficiently address any difficulties or special problems encountered so remedies can be developed.

All work under this agreement must be completed to the satisfaction of County and satisfy all requirements of Governor's Office of Emergency Services (Cal-OES) pursuant to Government Code 65302(g)(4).

Task 3: Consultant Deliverables:

- *Monthly invoices*
- *Draft and Final Project Work Plan*
- *Project schedule with updates as necessary, but at least each quarter*
- *Three month Look Ahead Schedule*
- *Monthly invoices and progress reports*
- *Project log of issues, action items and decisions*
- *Communication documents (emails, memos etc.)*

Task 4: Prepare Climate Vulnerability Assessment

The Consultant will create the Climate Vulnerability Assessment with information that may be available from federal, state, regional, and local agencies that will assist in developing the vulnerability assessment and the adaptation policies and strategies, including, but not limited to, all of the following:

- Information from the Internet-based Cal-Adapt tool.
- Information from the most recent version of the California Adaptation Planning Guide.
- Information from local agencies on the types of assets, resources, and populations that will be sensitive to various climate change exposures.
- Information from local agencies on their current ability to deal with the impacts of climate change.
- Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged.

- Existing and planned development in identified at-risk areas, including structures, roads, utilities, and essential public facilities.
- Federal, state, regional, and local agencies with responsibility for the protection of public health and safety and the environment, including special districts and local offices of emergency services

Task 4.1 Climate Adaptation and Resilience Goals

The Consultant will include the following within the Climate Vulnerability Assessment:

- A set of adaptation and resilience goals, policies, and objectives based on the information for the protection of the community.

Task 4.2 Climate Mitigation and Implementation Measures

The Consultant will include the following measures within the Climate Vulnerability Assessment:

- A set of feasible implementation measures designed to carry out the goals, policies, and objectives including, but not limited to, all of the following:
 - Feasible methods to avoid or minimize climate change impacts associated with new uses of land.
 - The location, when feasible, of new essential public facilities outside of at-risk areas, including, but not limited to, hospitals and health care facilities, emergency shelters, emergency command centers, and emergency communications facilities, or identifying construction methods or other methods to minimize damage if these facilities are located in at-risk areas.
 - The designation of adequate and feasible infrastructure located in an at-risk area.
 - Guidelines for working cooperatively with relevant local, regional, state, and federal agencies.
 - The identification of natural infrastructure that may be used in adaptation projects, where feasible. Where feasible, the plan shall use existing natural features and ecosystem processes, or the restoration of natural features and ecosystem processes, when developing alternatives for consideration. For the purposes of this clause, “natural infrastructure” means the preservation or restoration of ecological systems, or utilization of engineered systems that use ecological processes, to increase resiliency to climate change, manage other environmental hazards, or both. This may include, but is not limited to, floodplain and wetlands restoration or preservation, combining levees with restored natural systems to reduce flood risk, and urban tree planting to mitigate high heat days.

Task 4-4.2 Deliverables: *The Consultant will prepare a Climate Vulnerability Assessment that includes adaptation policies and strategies, resilience goals, policies and objectives; Final technical memorandum, and digital files, to County (PDF and electronic files). The delivered Climate Vulnerability Assessment must satisfy all requirements of Governor’s Office of Emergency Services (Cal-OES) pursuant to Government Code 65302(g)(4)*

Task 4.3-Review Vulnerability Assessment and Project Coordination Meeting

- The Consultant will also prepare for a coordination meeting/ conference call to exchange information and provide final recommendation on how the climate vulnerability assessment could be best integrated into the amended Safety Element. This project coordination meeting would also serve as the opportunity for the ‘Safety Element Task Force’ to coordinate the drafting responsibilities of the Safety Element. Integration of the climate vulnerability assessment and MHMP into a Safety Element must comply with the requirements of SB 379 (Jackson).

Task 4.3 Deliverables: The Consultant will provide project ideas and regulatory recommendations for reducing impacts to public safety and property damage from climate change into a compliant and useful Safety Element; County Staff will create a detailed schedule for drafting Mendocino County’s General Plan Safety Element.

Task 5-Public Participation/Outreach

The County shall arrange at least 3 separate public meetings in different geographical areas of the County to present the Climate Vulnerability Assessment to local residents and stakeholders. The County will determine the venue for the events, and prepare a presentation on the findings of the vulnerability assessment for discussion with community members. The County will make appropriate staff available for meetings and arrange reservation and publication of the event.

Subsequently, after a draft Safety Element has been prepared staff will arrange a panel of 3 separate public meetings for staff to engage with local residents and stakeholders and present proposed regulatory updates and plan information to participants.

Task 5 Deliverables: 6 public hearings; 3 Public Hearings with regard to the Climate Vulnerability Assessment and 3 Public Hearings with regard to a review of the draft Safety Element.

Task 6-Draft & Review Safety Element

Includes staff compilation of a Safety Element draft that complies with all CAL OES requirements. The drafting the Safety Element will be undertaken by staff and includes synthesizing the MHMP & recently completed climate vulnerability analysis. This task includes utilization of the previously prepared regulatory crosswalk to incorporate proposals from the climate vulnerability analysis and the MHMP into an amended Safety Element.

This task will allow for relevant County agencies, staff and jurisdictions, the opportunity to provide input and confirm the included components. County staff will incorporate public and agency comments before finalizing the document, as needed. Additionally, as described within the NOI, the Safety Element will integrate mandated California legislative priorities, including:

- Wildfire: Recent Statutory Amendment (post 2014) pursuant to Government Code 65302(g)(3) and 65302.5.
- Flood: Recent Statutory Amendment (Post 2009) pursuant to Government Code Section 65302(d)(1) and (g)(1).
- Disadvantaged Unincorporated Communities: Recent Statutory Amendment (Post 2013) pursuant to Government Code Section 65302.10.

- Climate Adaptation and Resiliency: Planned Statutory Amendment (post 2017) pursuant to Government Code 65302(g)(4)
- Certified Local Ordinances: Local ordinances certified as meeting or exceeding Title 14 SRA Fire Safe Regulations, pursuant to 14 CCR 1270.01 and 1270.03.
- Establish on-going coordination mechanisms between first responders and policy makers to maximize limited resources
- Establish a capital improvement planning process to efficiently use those limited resources to provide disaster resiliency for those most impacted by the hazards identified in the MHMP.

Task 6 Deliverable: *A Safety Element draft prepared by staff that includes adaptation policies and strategies, resilience goals, policies and objectives based on the information obtained from the climate vulnerabilities analysis and the MHMP;*

Task 7-Finalize Safety Element

Includes submission and review of the draft Safety Element by appropriate State Agencies and Departments, including the California Department of Forestry and Fire Protection (CAL FIRE), the California Governor's Office of Emergency Services, and the Office of Planning and Research. Additionally, this includes reviews required by FEMA.

Task 7 Deliverable: *Safety Element review and approval by appropriate State Agencies and Departments, including the California Department of Forestry and Fire Protection (CAL FIRE), the California Governor's Office of Emergency Services, and the Office of Planning and Research. Additionally, this includes reviews required by FEMA.*

Task 8-Local Plan Adoption

Local Plan Adoption includes the process of presenting this General Plan update to the Board of Supervisors for Public Hearing and Approval.

Task 8 Deliverable: *Safety Element adopted by Resolution of the Mendocino County Board of Supervisors*

Task 9-Grant Close-Out

Includes County preparation and submission of final grant close-out documents. Includes County review and processing of Consultant invoices, preparation and submission of grant reimbursements, and budget management.