

**INFORMATION SHEET FOR LOCAL HAZARD MITIGATION PLAN  
DEVELOPMENT**

*August 2005*

*"Hazard Identification, Vulnerability Analysis and the Development & Implementation of Mitigation Strategies, are the essential, Hazard Mitigation Planning Activities, that will Save Lives, Preserve Property, Protect the Environment and Reduce Costs, during Times of Disaster."*

**Hazard mitigation is defined by the Interim Final Rule** "As any sustained action taken to reduce or eliminate long-term risk to human life and property from hazards." - The primary purpose of mitigation planning is to systematically identify policies, actions, and tools that can be used to implement those actions. Mitigation planning has four steps: organizing resources, assessing risks, developing a mitigation plan, and implementing the plan and monitoring progress.

**DISASTER MITIGATION ACT OF 2000 (DMA 2000) BACKGROUND:**

This section of the OES website concerns development of Local Hazard Mitigation Plans (LHMP) in accordance with the requirements of Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act or the Act), 42 U.S.C. 5165, enacted under § 104 the **Disaster Mitigation Act of 2000**, (DMA 2000). The DMA 2000, P.L. 106-390, provides new and revitalized approaches to pre-disaster mitigation planning.

The DMA 2000 was implemented by the following Interim Final Rules (IFRs) issued on February 26, 2002 and another on October 1, 2002. <http://www.fema.gov/fima/ifrs.shtm>  
From the February 26th IFR, the following definition of a Local Government is included: **"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."

All local governments must prepare a Single Jurisdiction Plan (SJP), or participate in the development of a Multi-Jurisdictional Plan (MJP) to be eligible to receive Hazard Mitigation Grant Program (HMGP) project grants for disasters declared after **November 1, 2004**. Also affected will be future mitigation project funding awarded through the Flood Mitigation Assistance (FMA) program, the Pre-Disaster Mitigation (PDM) grant programs, and the U.S. Small Business Administration's (SBA) low-interest, pre-disaster, small business loan program.

Plans completed and approved after November 1, 2004 will restore a local jurisdiction's eligibility for the above mentioned programs.

It should be noted that local governments **without** LHMPs are still currently eligible to receive Post-Disaster, Public Assistance (PA) program grants. FEMA has published a 3-page Table, to better clarify eligibility issues, as the Nov. 1 planning deadline approaches. This table describes the affect of having or not having State & local hazard mitigation plans on PDM, HMGP, and Public Assistance (categories C-G) grant eligibility.

**LETTERS OF INTENT FOR LOCAL GOVERNMENTS:**

**The California Emergency Management Agency (CalEMA) is asking ALL local governments to sign & return the Letter of Intent (LOI)** to help the State meet responsibilities to coordinate and to have a point of contact from your county, city or special district, and to ensure that all CA city/local governments **are completely aware** of these requirements, before a disaster occurs.

If you are already preparing a plan, then completing the LOI form will help the State mitigation planning program keep your jurisdiction informed and provide guidance and technical assistance. The LOI will also give your county, city or special district recognition for being aware of and participating in the local hazard mitigation planning program. **Letters to all counties and cities in California have been sent out.** Letters to all California **Special Districts** will be sent out in the future; however Special Districts are encouraged to complete their LOI at this time.

**Once a community has decided to write a LHMP, reading the review & approval process information should give them a view of their objective, and help them to get pointed in the right direction.**

**LHMP REVIEW & APPROVAL PROCESS INFORMATION:**

**CROSSWALKS FOR LOCAL PLAN REVIEW & APPROVAL:**

The LHMP review "crosswalk" attached below contains a listing of the complete content requirements for Local Hazard Mitigation Plans. The crosswalk helps to ensure that the plans are complete, and provides a listed location in the plan, where reviewers are able to find the required information. The *FEMA-CalEMA LHMP Review Crosswalk* would be used by a community completing a Single Jurisdiction Plan (SJP), or would be completed by the "lead" agency or jurisdiction of a Multi-Jurisdictional Plan (MJP). Jurisdictions completing a SJP will complete the crosswalk from the single jurisdiction's perspective. Lead agencies or jurisdictions completing the crosswalk for a MJP, will complete the crosswalk from the perspective of the "overall" planning area (including all jurisdictions).

The *CalEMA MJP Supplemental Crosswalk* is designed as a "tool" to be used by the lead agency or jurisdiction of a Multi-Jurisdictional, Hazard Mitigation Plan (MJP). The requirements listed in the supplemental crosswalk emphasize those "individual" requirements that need to be completed by **each participating jurisdiction** of a MJP. In the initial phases of plan development, a copy of the supplemental crosswalk should be distributed to each participating jurisdiction as a work plan or project guide.

After collecting a completed *CalEMA MJP Supplemental Crosswalk* from each jurisdiction participating in the MJP, The lead jurisdiction will then complete and submit for

CalEMA/FEMA review, a *Supplemental Crosswalk Summary for MJPs* form, which verifies completion of each individual requirement, by each participating jurisdiction in the MJP.

### **RECOMMENDED TABLE(S) OF CONTENTS (for Single Jurisdictions, Multi-Jurisdictional Lead Agency and for MJP Participating Jurisdiction's Annex)**

The following Single Jurisdiction Table of Contents (TOC) is recommended as an efficient way to format a LHMP to ensure that all required content categories are covered. Information under each section or topic heading is still subject to evaluation by CalEMA and FEMA. The suggested SJP TOC combined with the CalEMA LHMP Development Guide (available by request on CD ROM) is a dynamic combination for single, multiple 3 or participating jurisdiction(s) to format their plan, and to ensure that the plan contents meet the local plan content requirements of DMA 2000.

The Lead Agency TOC is designed to be used by the "Lead Agency" developing a Multi-Jurisdictional, LHMP (MJP). The Lead Agency should complete all sections from the perspective (a summary) of the "Whole" or "Overall" Planning Area. This is the area that includes the territory of all jurisdictions participating in the MJP. Lead Agency(s) should also complete their own Annex as one of the Participating Jurisdictions in the overall MJP.

**EXAMPLE:** Gold County is the Lead Agency for a MJP that includes the County and all Cities in Gold County. Gold County, as the Lead Agency of the MJP, used the "suggested" MJP - TOC to complete the main or "umbrella" portion of the MJP, from the overall planning area perspective (including the County and all Cities). Gold County then used the suggested Annex TOC to complete an Annex to the Gold County MJP from the perspective of just the unincorporated areas in Gold County.

A participating jurisdiction's Annex is a "supplement" to the MJP and does not require that information, presented for the "whole" planning area by the lead agency, be repeated in the Annex. It is intended that all participating jurisdiction Annexes be completed strictly from the perspective of the participating (reporting) jurisdiction in order to supplement the MJP.

### **LOCAL MITIGATION PLANNING WEBSITES AND CONTACT INFORMATION**

The following websites provide Local Hazard Mitigation Planning Tools such as FEMA's Pre-Disaster Mitigation, "How to Guides," as well as other planning, review and guidance information:

- The *Interim Final Rules* are found at: <http://www.fema.gov/fima/ifrs.shtm>
- *DMA 2000-Mitigation Planning Guidance & Text of the DMA 2000:* <http://www.fema.gov/fima/dma2k.shtm>
- **FEMA's Mitigation Planning Information website:** <http://www.fema.gov/fima/planning.shtm>
- **For Mitigation Planning Links** [http://www.fema.gov/fima/plan\\_links.shtm](http://www.fema.gov/fima/plan_links.shtm)  
"Links" contains information on: *Environmental & Historic Preservation, Flood Hazard Mapping, HAZUS, Map Modernization, Mitigation Grant Programs, Mitigation Success Stories and Case Studies, National Dam Safety Program, National Hurricane Program, Training, Tribal Planning, Tornado Safe Rooms*
- **FEMA's Planning Resource Center:** <http://www.fema.gov/fima/resources.shtm> (The following Resources are found at the *Planning Resource Center*.)

FEMA developed this series of mitigation planning "How-To" guides to assist States, Tribes, and communities in enhancing their hazard mitigation planning capabilities. These guides are designed to provide the type of information state and local governments need to initiate and maintain a planning process that will result in safer communities. These guides are applicable to states and communities of various sizes and varying ranges of financial and technical resources.

**Getting Started: Building Support For Mitigation Planning (FEMA 386-1)**

<http://www.fema.gov/fima/howto1.shtm>

**Understanding Your Risks: Identifying Hazards And Estimating Losses (FEMA 386-2)**

<http://www.fema.gov/fima/howto2.shtm>  
Developing The Mitigation Plan: Identifying Mitigation Actions And Implementing Strategies (FEMA 386-3)  
<http://www.fema.gov/fima/howto3.shtm>  
Bringing the Plan to Life: Implementing the Hazard Mitigation Plan (FEMA 386-4)  
<http://www.fema.gov/fima/howto4.shtm>  
Integrating Manmade Hazards Into Mitigation Planning (FEMA 386-7)  
<http://www.fema.gov/fima/howto7.shtm>  
Building a Disaster-Resistant University (FEMA 443)  
<http://www.fema.gov/fima/howtodru.shtm>

Multi-Hazard Mitigation Planning Guidance under the Disaster Mitigation Act of 2000  
<http://www.fema.gov/fima/guidance.shtm>  
EMI Course E293, Mitigation Plan Review  
<http://www.fema.gov/fima/e293.shtm>  
DMA 2000 State & Local Plan Interim Criteria: Mitigation Planning Workshop for Local Governments  
<http://www.fema.gov/fima/workshop.shtm>  
Planning for a Sustainable Future: The Link Between Hazard Mitigation and Livability (FEMA 364)  
<http://www.fema.gov/fima/linkmitliv.shtm>  
Rebuilding for a More Sustainable Future: An Operational Framework (FEMA 365)  
<http://www.fema.gov/fima/rebuilding.shtm>  
**FEMA-Approved Hazard Mitigation Plans** [http://www.fema.gov/fima/approved\\_plans.shtm](http://www.fema.gov/fima/approved_plans.shtm)

- <http://www.fema.gov/library/prepandprev.shtm> - Provides information on FEMA's website related to several natural hazards, including floods.

***The CalEMA Interim Local Hazard Mitigation Plan Development Guide (binder):*** [CONTACT OES FOR AN ELECTRONIC COPY.](#)

**Natural Hazards Element of a Local Comprehensive or General Plan** - Copies can be obtained by calling the FEMA Publication Warehouse and requesting FEMA Publication 421, Item #1523.

**Planning for Post-disaster Recovery and Reconstruction** - This landmark report breaks new ground by introducing community planners to their pivotal roles in guiding rebuilding and recovery after disasters, and provides guidance on how to plan for post-disaster reconstruction side by side with all the other players involved. Copies can be obtained by calling the FEMA Publication Warehouse.

The CalEMA "**Recovery Manual**" explains recovery activities coordinated and performed by the Disaster Assistance Division and was designed for CalEMA internal use, legislators, federal counterparts, etc. (Available through the Disaster Assistance Branch of CalEMA).

The CalEMA "**Recovery and Mitigation Handbook**" provides information about accessing the various individual and public assistance programs and maximizing hazard mitigation opportunities. The Handbook was designed for local government emergency managers. A limited supply of hard copies of the Handbook are still available for distribution. (Available through the Disaster Assistance Branch of CalEMA).

**Antiterrorism and Technological Hazard Mitigation** - FEMA's role in managing terrorism includes both antiterrorism and counterterrorism activities. Antiterrorism refers to defensive measures used to reduce the vulnerability of people and property to terrorist acts, while counterterrorism includes offensive measures taken to prevent, deter, and respond to terrorism. Thus, antiterrorism is an element of hazard mitigation, while counterterrorism falls within the scope of preparedness, response and recovery.

See FEMA's [antiterrorism web site](http://www.fema.gov/fima/antiterrorism/). <<http://www.fema.gov/fima/antiterrorism/>>

**Thank you** for helping to promote the development of Local Hazard Mitigation Plans for a "Safer Future for all California Communities." For further information regarding California's LHMP Program, or to obtain a copy of any of the LOI or other reference documents, please contact the Hazard Mitigation Branch at (916) 845-8150.