



# HAZARD MITIGATION PLAN GUIDANCE

## Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

### PLANNING AND REGULATORY

Planning and regulatory capabilities are plans, policies, codes, and ordinances that prevent and reduce the impacts of hazards.

#### PLANS AND POLICIES

Indicate if the jurisdiction has the following plans or policies in place.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider development of the plan/policy as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Does the plan/policy address hazard impacts? If so, how? For example, does the plan/policy include limitations to building in areas of risk, noted by the hazard mitigation plan? If so, what are those restrictions?
- Does the plan/policy identify projects that could be included in the mitigation strategy?
- Can the plan/policy be used to implement mitigation actions?
- How can the plan/policy be expanded and improved to reduce risk?

In addition, see Attachment A for additional questions or considerations for specific plans or policies.

<b>COMPREHENSIVE/MASTER LAND USE PLAN</b>	Overall policy guide for future community growth and development.
Is this Plan/Policy in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Title:	
Author/Owner:	
Effective Date:	
Next Scheduled Update (if known):	
Relation to Hazard Mitigation:	

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## PLANS AND POLICIES (CONTINUED)

<b>CLIMATE CHANGE ADAPTATION PLAN</b>	An action plan and vulnerability assessment across a broad range of government services to anticipate, plan for, increase awareness of, and build momentum to address and adapt to a changing climate.		
Is this Plan/Policy in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Title:			
Author/Owner:			
Effective Date:			
Next Scheduled Update (if known):			
Relation to Hazard Mitigation:			

<b>EMERGENCY OPERATIONS PLAN</b>	Organizational procedures and processes to respond to and recover from an emergency.		
Is this Plan/Policy in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Title:			
Author/Owner:			
Effective Date:			
Next Scheduled Update (if known):			
Relation to Hazard Mitigation:			

# Community Capability Assessment Worksheet

JURISDICTION: \_\_\_\_\_

## PLANS AND POLICIES (CONTINUED)

<b>STREAMBANK BUFFER PROTECTION PROGRAM</b>	A combination of conservation easements, vegetation management, and landscape restoration of vegetative buffers for streams and waterways to attenuate stormwater runoff quantity and quality issues, decrease streambank erosion, and increase habitat value of the waterway.		
Is this Plan/Policy in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Title:			
Author/Owner:			
Effective Date:			
Next Scheduled Update (if known):			
Relation to Hazard Mitigation:			

Other plans and policies that should be included in the capability assessment for each participating jurisdiction:

- Brownfields Redevelopment Program
- Coastal Zone Management Program
- National Flood Insurance Program (NFIP) Community Rating System
- Community Wildfire Protection Plan
- Continuity of Operations Plan
- Disaster Recovery Plan
- Economic Development Plan
- Flood Mitigation Plan
- Land acquisition for open space and public recreation uses
- Transportation Plan
- Stormwater Management Plan

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## CODES AND ORDINANCES

Indicate if the jurisdiction has the following codes or ordinances in place.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider enactment of the code/ordinance as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Does the code/ordinance address hazard impacts? If so, how?
- Is the code/ordinance adequately administered and enforced? For example, are there personnel dedicated to enforcement? Are the procedures for addressing violations clear?
- How many times has the code/ordinance been applied to enforce restrictions in hazard areas?
- Is the code/ordinance an effective measure for reducing hazard impacts?
- How can the code/ordinance be improved to reduce risk through the use of higher standards?

In addition, see Attachment A for additional questions or considerations for specific codes or ordinances.

BUILDING CODE	Minimum requirements that must be met in the construction and maintenance of buildings to ensure public health and safety.
Is this Code or Ordinance in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Name:	
Responsible Agency:	
Effective Date:	
Next Scheduled Update (if known):	
Relation to Hazard Mitigation:	

# Community Capability Assessment Worksheet

JURISDICTION: \_\_\_\_\_

## CODES AND ORDINANCES (CONTINUED)

<b>FLOODPLAIN MANAGEMENT ORDINANCE/NFIP COMPLIANCE</b>	The minimum floodplain management regulations for compliance with the NFIP that must be met by participating communities once FEMA provides flood hazard information. This is to ensure participating communities consider flood hazards, to the extent that they are known, in all official actions relating to land management and use.		
Is this Code or Ordinance in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Name:			
Responsible Agency:			
Effective Date:			
Next Scheduled Update (if known):			
Relation to Hazard Mitigation:			

Other codes and ordinances that should be included in the capability assessment for each participating jurisdiction:

- Fire department inspections
- International Property Maintenance Code
- Other hazard-specific ordinances (stormwater, steep slope, and wildfire)
- Site plan development review ordinance
- Subdivision development review ordinance
- Zoning ordinance

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## ADMINISTRATIVE AND TECHNICAL

Administrative and technical capabilities include boards, commissions, departments, staff and consulting services, along with the related skills and tools, that can be used for mitigation planning and the implementation of specific mitigation actions.

*Note: For smaller jurisdictions without local resources, resources at the next level government may be able to provide administrative, technical, and/or financial assistance.*

### ADMINISTRATIVE

Indicate if the jurisdiction has the following boards, commissions, or departments in place.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider forming the board/commission/department as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Does the board / commission / department address hazard impacts? If so, how? For example, is the risk assessment of the approved Hazard Mitigation Plan (HMP) consulted when this board, commission or department considers projects or activities? If so, what is the process for review?
- Are staffing numbers and training adequate to carry out the mission of the board/commission/department?
- Does the board/commission/department identify projects that could be included in the mitigation strategy?
- Can the board/commission/department be engaged to implement mitigation actions?
- How can the board/commission/department be further engaged to reduce risk?

In addition, see Attachment A for additional questions or considerations for specific boards, commissions, or departments.

<b>ENGINEERING DEPARTMENT</b>	An in-house department providing civil engineering capability.		
Is this Board, Commission, or Department in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Name:			
Point-of-Contact:			
Meeting Schedule:			
Relation to Hazard Mitigation:			

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## ADMINISTRATIVE (CONTINUED)

<b>CODE ENFORCEMENT DEPARTMENT</b>	An in-house department responsible for evaluating private properties and public grounds against local codes.		
Is this Board, Commission, or Department in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Name:			
Point-of-Contact:			
Meeting Schedule:			
Relation to Hazard Mitigation:			

Other administrative boards, commissions, or departments that should be included in the capability assessment for each participating jurisdiction:

- Board of Education
- Emergency Management
- Maintenance Department
- Mitigation Implementation Team
- Mutual aid agreements
- Planning Commission/Zoning Board
- Public Utility Board(s)
- Public Works Department
- Purchasing Department

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## TECHNICAL

Indicate if the jurisdiction has the following staff positions in place.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider adding the position as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Does the staff position description include addressing hazard impacts and/or mitigation? If so, how and is staff trained on relevant issues related to hazard impacts and/or mitigation?
- What training and/or certification is required of the staff position?
- What additional training and/or certification does the current staff need?
- How can the staff be further engaged to reduce risk?

In addition, see Attachment A for additional questions or considerations for specific boards, commissions, or departments.

<b>CHIEF BUILDING OFFICER</b>	The in-house or contracted code enforcement staff responsible for evaluating private properties and public grounds against local codes, answering citizen questions about the codes, and issuing citations for code violations.		
Is this Staff Position in Place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Full Time or Part Time?	<input type="checkbox"/> FT	<input type="checkbox"/> PT If PT, indicate % time or hours _____	
Title:			
Current Position Holder:			
Length of Employment in this Position:			
Relation to Hazard Mitigation:			



# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## TECHNICAL (CONTINUED)

<b>CIVIL ENGINEER - CONSTRUCTION PROJECT MANAGEMENT</b>	The in-house or contracted engineering staff responsible for managing construction projects and meeting budget and schedule constraints.
Is this Staff Position in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Full Time or Part Time?	<input type="checkbox"/> FT <input type="checkbox"/> PT If PT, indicate % time or hours _____
Title:	
Current Position Holder:	
Length of Employment in this Position:	
Relation to Hazard Mitigation:	

<b>GRANT ADMINISTRATOR</b>	The in-house or contracted staff familiar with and capable of successfully handling FEMA Hazard Mitigation Assistance (HMA) grant program requirements consistent with the Code of Federal Regulations, as well as non-FEMA funding sources.
Is this Staff Position in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Full Time or Part Time?	<input type="checkbox"/> FT <input type="checkbox"/> PT If PT, indicate % time or hours _____
Title:	
Current Position Holder:	
Length of Employment in this Position:	
Relation to Hazard Mitigation:	

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## TECHNICAL (CONTINUED)

<b>GRANT WRITER</b>	The in-house or contracted staff familiar with and capable of successfully applying for FEMA HMA grants, as well as non-FEMA funding sources.
Is this Staff Position in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Full Time or Part Time?	<input type="checkbox"/> FT <input type="checkbox"/> PT If PT, indicate % time or hours _____
Title:	
Current Position Holder:	
Length of Employment in this Position:	
Relation to Hazard Mitigation:	

Other technical staff positions that should be included in the capability assessment for each participating jurisdiction:

- Business Administrator
- Chief Financial Officer
- Civil Engineer – Design
- Civil Engineer – Inspections
- Clerk
- Community Planner
- Emergency Manager
- Floodplain Administrator
- GIS Coordinator (hazard and community asset data and information management, Hazus)

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## FINANCIAL

Financial capabilities include access to or eligibility to use funding resources for hazard mitigation.

Indicate if the jurisdiction has access and/or eligibility for the following funding resources.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider pursuing the funding resource as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Has the funding resource been used in the past for hazard mitigation? If so, for what type of activities?
- Could the resource be used to fund future mitigation actions?
- How can the funding resource be further leveraged to reduce risk?

In addition, see Attachment A for additional questions or considerations for specific boards, commissions, or departments.

<b>CAPITAL IMPROVEMENTS PROGRAM</b>	A short-range plan, usually 4 to 10 years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.		
Is there Access to and/or Eligibility for this Funding Resource?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> IDK (see Attachment A)
Name:			
Responsible Agency/Organization:			
Relation to Hazard Mitigation:			

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## FINANCIAL (CONTINUED)

<b>FUNDING PROGRAMS – FEDERAL (NON-FEMA)</b>	Grant programs administered by Federal agencies other than FEMA with potential to fund mitigation actions. For example, the U.S. Department of Housing and Urban Development Community Development Block Grants, U.S. Department of Energy, and the U.S. Department of Transportation, etc.
Is there Access to and/or Eligibility for this Funding Resource?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Name:	
Responsible Agency/Organization:	
Relation to Hazard Mitigation:	

<b>UTILITY FEES FOR STORMWATER, WATER, SEWER, GAS, OR ELECTRIC SERVICES</b>	Fee levied by the jurisdiction, in addition to cost of service provided, for use in funding related capital programs, such as non-Federal shares for mitigation actions.
Is there Access to and/or Eligibility for this Funding Resource?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Name:	
Responsible Agency/Organization:	
Relation to Hazard Mitigation:	

Other funding resources that should be included in the capability assessment for each participating jurisdiction:

- Community Development Block Grant
- FEMA – Hazard Mitigation Assistance
- FEMA – Public Assistance 406 Mitigation
- Funding programs – State
- Funding programs – Philanthropic
- General obligation bonds and/or special tax bonds
- Impact fees for new development
- Tax levies for specific purposes

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## EDUCATION AND OUTREACH

Education and outreach capabilities include programs and methods already in place that could be used to support implementation of mitigation actions and communicate hazard-related information.

Indicate if the jurisdiction has the following programs or methods in place.

- If YES, complete the remaining rows in the table to the extent possible.
- If NO, refer to the planning team to consider developing the program or method as part of the mitigation strategy
- If you do not know (IDK), see Attachment A for recommended agencies or organizations to contact.

In the “Relation to Hazard Mitigation” field, answer the following general questions:

- Has the program/method been used in the past for hazard mitigation? If so, for what type of activities?
- Could the program/method be used to support future mitigation actions?
- How can the program/method be further leveraged to reduce risk?

In addition, see Attachment A for additional questions or considerations for specific boards, commissions, or departments.

<b>STORMREADY CERTIFICATION</b>	National Weather Service program that helps arm America's communities with communication and safety skills needed to save lives and property, before, during and after an event.
Is this Program/Method in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Name:	
Responsible Agency/Organization:	
Relation to Hazard Mitigation:	

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## EDUCATION AND OUTREACH (CONTINUED)

<b>SEASONAL EMERGENCY MANAGEMENT AND MITIGATION OUTREACH</b>	Seasonal outreach. For example, in advance of hurricane season or in anticipation of winter weather, including information regarding preparedness and mitigation measures that individuals can undertake for their own risk reduction.
Is this Program/Method in Place?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IDK (see Attachment A)
Name:	
Responsible Agency/Organization:	
Relation to Hazard Mitigation:	

Other programs or methods that should be included in the capability assessment for each participating jurisdiction:

- Firewise USA certification
- Local citizen groups or non-profit organizations focused on environmental protection, emergency preparedness, access and functional needs populations, etc.
- Natural disaster or safety related school programs
- Ongoing public education or information program (e.g., Environmental Education, Fire Safety, Household Preparedness, Responsible Water Use, etc.)
- Public-private partnership initiatives addressing disaster-related issues

# Community Capability Assessment Worksheet

JURISDICTION: \_\_\_\_\_

## ATTACHMENT A

Attachment A includes the following additional guidance for assessment of specific capabilities:

- Potential agencies and organizations to contact for information
- Additional questions or considerations

### PLANNING AND REGULATORY

#### PLANS AND POLICIES

PLAN/POLICY	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
Comprehensive/ Master Land Use Plan	Planning or Zoning Departments	<ul style="list-style-type: none"> <li>▫ Does the plan integrate hazard profile information from the current approved HMP into development suitability analysis?</li> <li>▫ Is the plan effectively reducing or eliminating development in known hazard areas, i.e., is the rate of development in the Special Flood Hazard Area lower, the same, or higher?</li> <li>▫ Does the plan include recommendations or cross reference relevant mitigation actions from the current approved HMP?</li> </ul>
Climate Change Adaptation Plan	Planning Department	<ul style="list-style-type: none"> <li>▫ Does the plan include future hazard vulnerability projections? If so, are these projections included in the current approved HMP risk assessment?</li> <li>▫ Does the plan include recommendations or cross reference relevant mitigation actions from the current approved HMP?</li> </ul>
Emergency Operations Plan (EOP)	Emergency Management Department	<ul style="list-style-type: none"> <li>▫ Does the EOP address all hazards identified in the current approved HMP?</li> <li>▫ Does the EOP address any hazards that are not included in the current approved HMP? If so, are these hazards for which mitigation actions might be appropriate to consider?</li> <li>▫ Does the EOP identify obstacles or problems for response and recovery operations that could be alleviated entirely or in part through mitigation, e.g., limited access to floodprone areas due to transportation infrastructure limitations?</li> </ul>
Streambank Buffer Protection Program	Local or regional natural resources conservation non-profit organizations	<ul style="list-style-type: none"> <li>▫ Does the program reference problem areas identified in the current approved HMP?</li> <li>▫ Does the program identify problem areas that should be referenced in the HMP?</li> <li>▫ Is acreage in the program increasing year to year?</li> </ul>

#### CODES AND ORDINANCES

CODE/ORDINANCE	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
Building Code	Code Enforcement or Engineering Departments	<ul style="list-style-type: none"> <li>▫ What is the community's Building Code Effectiveness Grading Schedule Score?</li> </ul>
Floodplain Ordinance/NFIP Compliance	Code Enforcement or Engineering Departments	<ul style="list-style-type: none"> <li>▫ What is the community's current status in the NFIP?</li> <li>▫ Does the ordinance include higher standards than minimum requirements of the NFIP, e.g., additional freeboard above the Base Flood Elevation?</li> </ul>

# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## ADMINISTRATIVE AND TECHNICAL

### ADMINISTRATIVE

BOARD/COMMISSION/ DEPARTMENT	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
Engineering Department	Engineering or Public Works Departments	<ul style="list-style-type: none"> <li>▫ Does the department have ability and availability for design, engineering, project scoping (per HMA or other grant program requirements) and construction project management for mitigation actions included in the current approved HMP and/or proposed for plan update?</li> </ul>
Code Enforcement Department	Code Enforcement or Engineering Departments	<ul style="list-style-type: none"> <li>▫ Are all ordinances and codes related to hazard mitigation (e.g., building code, floodplain management ordinance, zoning), enforced by the same department? If not, what are the departments and their respective responsibilities and are compliance reviews and enforcement activities coordinated between departments?</li> <li>▫ Does the department have ability and availability to enforce all ordinances and codes related to hazard mitigation?</li> </ul>

### TECHNICAL

STAFF POSITION	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
Chief Building Officer	Code Enforcement or Engineering Departments	<ul style="list-style-type: none"> <li>▫ How does the Chief Building Officer position interact with other code and ordinance enforcement officials with hazard mitigation-related responsibilities, e.g., Floodplain Administrator?</li> </ul>
Civil Engineer - Construction Project Management	Engineering Department	<ul style="list-style-type: none"> <li>▫ Have previous construction projects been completed, meeting budget and schedule constraints?</li> </ul>
Grant Administrator	Finance or Emergency Management Departments	<ul style="list-style-type: none"> <li>▫ Does the Grant Administrator have experience with FEMA HMA grants administration? If so, have previous HMA grant administration experiences been completed successfully?</li> <li>▫ Does the Grant Administrator have experience with other Federal non-FEMA grants administration used for mitigation purposes? If so, what are the grants and was the administration of the grants completed successfully?</li> </ul>
Grant Writer	Finance or Emergency Management Departments	<ul style="list-style-type: none"> <li>▫ Does the grant writer have experience with FEMA HMA grants applications? Have previous HMA grant applications been awarded? If so, what kinds of projects were funded?</li> <li>▫ Does the grant writer have experience with other Federal non-FEMA grants applications used for mitigation purposes? Have previous non-FEMA grant applications been awarded? If so, what were the grants and what kinds of projects were funded?</li> </ul>



# Community Capability Assessment Worksheet

**JURISDICTION:** \_\_\_\_\_

## FINANCIAL

FUNDING RESOURCE	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
Capital Improvement Program	Administration or Financial Departments	<ul style="list-style-type: none"> <li>What is the process and timeframe for adding projects to the Critical Infrastructure Protection?</li> </ul>
Funding programs – Federal (non-FEMA)	Finance or Emergency Management Departments	<ul style="list-style-type: none"> <li>What were the grants, and what kinds of projects were funded?</li> </ul>
Utility fees for stormwater, water, sewer, gas, or electric services	Finance or Public Works Departments	<ul style="list-style-type: none"> <li>How much money is available annually to support implementation of hazard mitigation actions? Is that level of funding expected to decrease, stay the same, or increase in the next five years?</li> <li>What kinds of projects have been funded in this manner?</li> </ul>

## EDUCATION AND OUTREACH

PROGRAM/METHOD	AGENCY/ORGANIZATION	ADDITIONAL QUESTIONS/CONSIDERATIONS
StormReady Certification	Emergency Management or Public Information Departments	<ul style="list-style-type: none"> <li>How long has the community been certified?</li> <li>Have surveys been conducted to determine the effectiveness of the program? If so, what were the results?</li> </ul>
Seasonal Emergency Management and Mitigation Outreach	Emergency Management or Public Information Departments	<ul style="list-style-type: none"> <li>Is awareness of potential hazard impacts increasing year to year?</li> <li>Are individuals and businesses taking necessary precautions in advance of events?</li> </ul>