

APPENDIX F: JURISDICTIONAL ANNEX INSTRUCTIONS AND TEMPLATE

This appendix provides the jurisdictional annex instructions and example template provided to Burlington County and participating jurisdictions.





BURLINGTON COUNTY PARTNER / COUNTY TEMPLATE

Instructions for completion

The following are instructions for the completion of the annex template that will need to be completed for the County and each municipality (Partner) in the Burlington County Hazard Mitigation plan. The purpose of these instructions is to guide each Partner in the preparation of the information required for Disaster Mitigation Act (DMA) compliance. Each Partner should review and complete as much of the information as possible.

Each planning partner will have the following to complete their template (all can be accessed on the CD distributed at the Annex Workshop):

- ✓ **Municipal Annexes**
- ✓ **Mitigation Goals and Objectives**
- ✓ **Catalog of Hazard Mitigation Initiatives**
- ✓ **FEMA HMA Fact Sheet**
- ✓ **FEMA Mitigation Ideas**

Any questions on what is required or how to complete this document should be directed to:

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Your template has been set up as a Word document in a format that will be used in the final plan. Access your municipal annex from the CD. Each Partner is asked to use the supplied template with no other derivations or versions so that a uniform product will be completed for each partner. Please provide both a hard copy and digital copy of the completed template to Tetra Tech upon completion of the template. If a Partner does not have Microsoft "Word" capability, they are requested to prepare the document in the available format and the planning team will convert it to the Word format.

Instructions:

A.) Hazard Mitigation Plan Point of Contact

Please provide the name, title, mailing address, telephone number, fax number and e-mail address for the primary point of contact for your jurisdiction for the elements that pertain to your jurisdiction for this plan. This person would be that person responsible for monitoring, evaluating and updating the annex for your jurisdiction as outlined in this plan.

In addition, it is required to designate an alternate point of contact. This would be the person to contact should the primary point of contact is not available, or no longer employed by the community.

B.) Village/Town/County Profile

Complete the population box (9.X.2). State the most current population figure for your community based on an official means of tracking (i.e., US Census). Indicate when this population was, “as of”. If your daytime population is significantly different than your residential population (major employers), indicate this number if known as well, and cite your source.

In this section please provide a profile of your community. Provide information specific to your community that was not provided in the risk assessment such as:

- ✓ Location within Burlington County
- ✓ Date of Incorporation
- ✓ Brief history
- ✓ Geographical area
- ✓ Future Development
- ✓ Climate
- ✓ Growth Rate
- ✓ Development trends and Future Development (i.e., pending/approved major future residential/commercial development, infrastructure, etc.)
- ✓ Governing body format

REQUIRED AS PER FEMA: New Development – Please identify all known and anticipated future development in your community. Please identify the name of the project, the type of development (residential, commercial, etc.), the numbers of structures, and the location of the project. We are generally only concerned about major development/redevelopment projects, not single in-fill type projects.

New Development/Potential Development in Municipality						
Property Name	Type (Residential or Commercial)	No. of Structures	Address	Block and Lot	Known Hazard Zone	Description /Status

C.) Natural Hazard Event History

(9.X.3) List in chronological order (most recent first) any natural hazard event that has caused **measurable impact** to your Community. “**Measurable impact**” means that the event required response and incurred expenses and/or losses beyond usual levels. Please do not limit this to only declared disasters that impacted your community. Include the date of the event and the known or *estimated* dollar

amount of damage it caused. For more detail, refer to the Draft Risk Assessment (Hazard Profiles) in Section 5.4 of the Plan. Sources of damage information could include:

- Preliminary damage estimates (PDA’s) filed by your community to County and NJOEM
- Insurance claims data
- Newspaper archives
- Other plans/documents that deal with emergency management (i.e., safety elements, emergency response plans)

Make an estimate based on your interpretation of the risk assessment, and personal knowledge of past events. Rest assured that this information is not readily available at the local level, so estimations are completely acceptable. If you are making an estimate, indicate: “damages estimated at ___”. If you are not comfortable making an estimate, then just state that “the information is not available”.

D.) Natural Hazard Risk/Vulnerability Risk Ranking:

(9.X.4) Under this step, a ranking of risk will be performed as it pertains to your community. A county – wide risk ranking is currently underway for the entire planning area and will be included in the risk assessment chapter of Volume 1 of the plan. However, each municipality will have differing degrees of risk exposure and vulnerability aside from the whole, and therefore will need to rank the degree of risk to each hazard separate from the County. This will allow for the appropriate selection and prioritization of initiatives that will reduce the highest levels of risk for each municipality. Complete the “Hazard Ranking” column only listing High, Med, Low.

Example: Earthquake = Low, Flood = High

Your ranking will be compared with the results of our vulnerability analysis.

Note: For every “high” ranked hazard (flood), FEMA would like to see at least one mitigation action.

E.) Capability Assessment-Please fill in dates and code citations for the codes, ordinances, and plans that you have. (9.X.5)

1.) Legal and regulatory capability

Describe the legal authorities available to your community and/or enabling legislation at the state level affecting all types of planning and land management tools that can support hazard mitigation initiatives. Complete the table as indicated. Which of these regulatory tools does your community have available. If you do not have the regulatory tool as described, indicate as such. This may help you identify an initiative.

Under the comments section, please site the code or ordinance # and its data of adoption.

2.) Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your community to help your community in hazard mitigation planning and implementation of specific mitigation actions. This information can be utilized in the preparation of the mitigation strategy for your community

3.) Financial Resources

Identify what financial resources are available to your community to aid you in the implementation of possible mitigation initiatives. The Hazard Mitigation Grant Program and the Pre-disaster mitigation grant program are not listed here since it is assumed that the grant programs will be pursued since this plan is a prerequisite for these programs. “Accessible” means this is a resource that is accessible to your community, or there are limitations or prerequisites that may hinder your eligibility for this resource.

4.) Community Mitigation Related Classifications

Community Classifications		
Program	Classification	Date Classified
Community Rating System (CRS)		
Building Code Effectiveness Grading Schedule (BCEGS)		
Public Protection		
Storm Ready		
Firewise		

Notes:

- = Unavailable
- N/A = Not applicable
- NP = Not participating.

The classifications listed above are related to your community’s effectiveness in providing services that may impact your vulnerability to the natural hazards identified.

The above referenced classifications can be viewed as a gauge of this community’s capabilities in all phases of emergency management (preparedness, response, recovery and mitigation). These classifications are used as an underwriting parameter for determining the costs of various forms of insurance. The CRS class applies to flood insurance while the BCEGS and Public Protection classifications apply to standard property insurance. Classifications range on a scale of 1 to 10 with class one being the best possible classification, and class 10 representing no classification benefit. Criteria for classification credits are outlined in the following documents:

- The Community Rating System Coordinators Manual
- The Building Code Effectiveness Grading Schedule
- The ISO Mitigation online ISO’s Public Protection website at <http://www.isomitigation.com/ppc/0000/ppc0001.html>
- The National Weather Service Storm Ready website at <http://www.weather.gov/stormready/howto.htm>
- The National Firewise Communities website at <http://firewise.org/>

If your community does not participate in a program, indicate NA in the appropriate field. Access to the various classifications will be provided through technical assistance.

F.) Hazard Mitigation Strategy/Action Plan: Please include progress on all existing projects and any new or ongoing projects to reduce damages from Natural Hazards.

F.1 – Note the status of past mitigation actions and complete table (9.X.6)

Existing Mitigation Action	Status	Action Update Comments

APPENDIX F: JURISDICTIONAL ANNEX INSTRUCTIONS AND TEMPLATE

	No Progress / Unknown	In Progress / Not Yet Complete	Continuous	Completed	Discontinued	

F-2 – Review Hazard Vulnerabilities identified and use as input into Mitigation Strategy Action Table 9.X.7.

F-3 - Complete the table (9.X.7) to include those initiatives your community would like to pursue with this plan. Some important points to remember when completing this section:

- ✓ Know what is, and is not grant eligible under the Hazard Mitigation Grant Program (HMGP) and Pre-disaster Mitigation Grant Program (PDM). It is key to remember, that listing HMGP or PDM as a potential funding source for an ineligible project will be a huge red flag once this plan goes through review.
- ✓ Know the overall goals, objectives and guiding principles of the Burlington County Hazard Mitigation Plan.
- ✓ Identify projects where the benefits will exceed the costs (see section G).
- ✓ Include any project that your community has committed to pursuing regardless of grant eligibility.
- ✓ Refer to the *Mitigation Catalog* for mitigation options you might want to consider that are hazard specific and consistent with the goals and objectives of the plan. A lot of detail is not needed in the description of the initiative. This will come when you apply for the project grant. Provide enough information to identify the project’s scope and impact. However, each initiative will need to be described such that it clearly illustrates how the action will reduce the risk for the targeted hazard(s). For example: Address NFIP identified Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the 5 repetitive loss structures within *Anytown* as funding opportunities become available.

Non-structural, seismic retrofit of Arcata City Hall.
 Floodplain Property acquisition in Freylands subdivision.
 Assess and enhance the County flood warning capability by joining the NOAA “Storm Ready” program.

Also, if you have projects that are not HMGP or PDM grant eligible, but do mitigate part or the entire hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section. Also, a hazard specific project *is not* required for each hazard you have ranked in order to be eligible for an HMGP project grant after a “declared” disaster. In other words, if you have not identified an earthquake related project, and an earthquake occurs that causes damage within your community, you are not discounted from HMGP project grant eligibility. **The key here is to identify at least 1 initiative for your highest ranked risk(s).**

Identify the hazard(s) the initiative will mitigate and illustrate who will be the lead in administering the project. This will most likely be your governing board. Identify funding source(s) for project. If it is a grant, include the funding source(s) for the cost share. Refer to your capability assessment to identify possible sources of funding. Indicate the time line as “short term” (1 to 5 years) or “long term” 5 years or greater. Identify by number the Burlington County Hazard Mitigation plan objective(s) the project will meet. There is no need to list the goals since we made sure that our objectives would meet all goals through the selection process.



G.) Prioritization of Mitigation Initiatives-Complete per instructions below.

Complete the information in the table (9.X.8). The purpose of this exercise is to prioritize your initiatives in a matter such that meets the requirements of section 201.6 of 44CFR. A brief description of each category is as follows:

- Initiative #: indicate the number of the initiative from Table F.
- # of Objectives met: How many objectives will the initiative meet?
- Benefits: Enter high, medium or low as defined below.
- Costs: Enter high, medium or low as defined below. **If you know the estimated cost of a project because it is part of an existing/on-going program, indicate the amount.**
- Do benefits exceed the cost?: Enter yes or no. This is an anecdotal assessment. For example, a high benefit over a medium cost would = yes.
- Is the project grant eligible? Refer to attachment A.
- Can Project be funded under existing program budgets? Yes or no. in other words, is this initiative currently budgeted for? Or would it require a new budget authorization or funding from another source such as grants?
- Priority: List the initiative priority as high, medium or low as defined below.

Benefit/Cost Review-Completed per instructions below.

This is not intended to be a detailed benefit/cost analysis that is required of HMGP/PDM project grants. This is a “review” to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. What this exercise hopes to achieve is to identify projects where the probable benefits *will not* exceed the probable costs of this project. When performing an anecdotal B/C review, use the following parameters to define the benefits and costs of a proposed project as high, medium or low.

Costs
High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
Low: Possible to fund under existing budget. Project is part of, or can be part of an existing on-going program.

Benefits
High: Project will have an immediate impact on the reduction of risk exposure to life and property.
Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
Low: Long term benefits of the project are difficult to quantify in the short term.

In using this approach, projects that result in positive benefits versus costs categorical ratios (i.e., high over high, high over medium, medium over low, etc.), will be considered cost beneficial and should be prioritized accordingly.

Prioritize you projects as “high,” “medium” or “low” priorities as defined below.

Remember, it is not the intent of this exercise to be overly technical. It is a “review” exercise meant to provide additional information in identifying and prioritizing mitigation initiatives.

Explanation of priorities

- **High Priority:** A project that meets multiple plan objectives, benefits exceeds cost, has funding secured under existing programs or authorizations, or is grant eligible, and can be completed in 1 to 5 years (i.e., short term project) once project is funded.
- **Medium Priority:** A project that meets at least 1 plan objective, benefits exceeds costs, funding has not been secured and would require a special funding authorization under existing programs, grant eligibility is questionable, and can be completed in 1 to 5 years once project is funded.
- **Low Priority:** Any project that will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is considered long term (5 to 10 years).

H.) Future needs to better understand risk/vulnerability

In this section, identify any future studies, analyses, reports, or surveys your community needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates.

I.) Status of Incorporation of Mitigation Planning into Existing and Future Planning Mechanisms:

Complete the table 9.X.11 to indicate how you have incorporated mitigation into planning and land use in your community.

J.) Hazard Area Extent and Location: This will be completed by the consultant.

Maps will be provided in this section to indicate the hazard area extent and locations.

K.) Additional comments:

Use this section to add any additional information pertinent to hazard mitigation and your district not covered in this template.

9.X [Name of Municipality]

This section presents the jurisdictional annex for the [name of municipality].

9.X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Hazard Mitigation Plan Points of Contact	
Primary Point of Contact	Alternate Point of Contact
Name: Address: Phone Number: Fax Number: E-mail Address:	Name: Address: Phone Number: Fax Number: E-mail Address:

9.X.2 PROFILE

9.X.2.1 Population

9.X.2.2 Location

9.X.2.3 Brief History

9.X.2.4 Governing Body Format

9.X.2.5 Growth/Development Trends

The following table summarizes major residential/commercial development and major infrastructure development that are identified for the next five (5) years in the City. Refer to the map in section 9.X.10) of this annex which illustrates the hazard areas along with the location of potential new development.

New Development/Potential Development in Municipality						
Property Name	Type (Residential or Commercial)	No. of Structures	Address	Block and Lot	Known Hazard Zone	Description /Status

New Development/Potential Development in Municipality						
Property Name	Type (Residential or Commercial)	No. of Structures	Address	Block and Lot	Known Hazard Zone	Description /Status

9.X.3 NATURAL HAZARD EVENT HISTORY SINCE 2008

Burlington County has a history of natural hazard events as detailed in Volume I, Section 5.0 of this plan. A summary of historical events is provided in each of the hazard profiles and includes a chronology of events that have affected the County and its municipalities. The table below presents a summary of events that have occurred from 2008 to the present to indicate the range and impact of natural hazard events in the community. Information regarding specific damages is included if available based on reference material or local sources. For details of events prior to 2008, refer to Volume I, Section 5.0 of this plan.

Natural Hazard Event History				
Type of Event	FEMA Disaster # (if applicable)	County Designated?	Date	Approximate Damage Assessment

Note:
 DR = Major Disaster Declaration
 EM = Emergency Declaration
 IA = Individual Assistance is eligible for the declaration.
 N/A = Not applicable
 PA = Public Assistance is eligible for the declaration.

9.X.4 NATURAL HAZARD RISK/VULNERABILITY RISK RANKING

The table below summarizes the vulnerability risk rankings of potential hazards of the [name of municipality].

Natural Hazard Risk/Vulnerability Risk Ranking				
Hazard type	Estimate of Potential Dollar Losses to Structures Vulnerable to the Hazard ^{a, c}	Probability of Occurrence	Risk Ranking Score (Probability x Impact)	Hazard Ranking ^b
Coastal Erosion				
Drought				
Earthquake				
Flood				
Landslides				
Severe Storms				
Wildfire				
Winter Storms				

Note

- a. Building damage ratio estimates based on FEMA 386-2 (August 2001)
- b. The valuation of general building stock and loss estimates was based on custom inventory for Burlington County.
- c. High = Total hazard priority risk ranking score of 31 and above
 Medium = Total hazard priority risk ranking of 20-30
 Low = Total hazard risk ranking below 20
- d. Loss estimates for the severe storm and severe winter storm hazards are structural values only and do not include the value of contents.
- e. Loss estimates for the flood and earthquake hazards represent both structure and contents.
- f. The HAZUS-MH earthquake model results are reported by Census Tract.

9.X.5 CAPABILITY ASSESSMENT

This section describes the following capabilities of the local jurisdiction:

- Legal and regulatory capability
- Administrative and technical capability
- Fiscal capability
- Community resiliency
- Community political capability
- Community classification.

Officials from the [name of municipality] indicated that the municipality has ___ planning, regulatory capability, a moderate administrative, technical capability, and a ___ fiscal capability, community resiliency and community political capability; and a ___ political capability to enact policies or programs to reduce hazard vulnerabilities in the community.

SAMPLE

9.X.5.1 Legal and Regulatory Capability

The table below summarizes the regulatory tools that are available to the [name of municipality].

Tool / Program	Status			Code Citation Section, Paragraph, Page Number	Dept./Agency Responsible	Effect on Loss Reduction: + Support 0 Neutral - Hinder	Change Since Last Plan: + Positive - Negative	Comments
	In Place	Date Adopted or Updated	Under Development					
1) Building Code								
2) Zoning Ordinance								
3) Subdivision Ordinance								
4) NFIP Flood Damage Prevention Ordinance								
4a) Cumulative Substantial Damages								
4b) Freeboard								
5) Growth Management								
6) Floodplain Management / Basin Plan								
7) Stormwater Management Plan/Ordinance								
8) Comprehensive Plan / Master Plan/ General Plan								
9) Capital Improvements Plan								
10) Site Plan Review Requirements								
11) Open Space Plan								
12) Stream Corridor Management Plan								
13) Watershed Management or Protection Plan								
14) Economic Development Plan								
15) Comprehensive Emergency Management Plan								
16) Emergency Response Plan								
17) Post Disaster Recovery Plan								
18) Post Disaster Recovery Ordinance								



SECTION 9.X: [NAME OF MUNICIPALITY]

Tool / Program	Status			Code Citation Section, Paragraph, Page Number	Dept./Agency Responsible	Effect on Loss Reduction: + Support 0 Neutral - Hinder	Change Since Last Plan: + Positive - Negative	Comments
	In Place	Date Adopted or Updated	Under Development					
19) Real Estate Disclosure Requirement								
20) Other [Special Purpose Ordinances (i.e., critical or sensitive areas)]								

SAMPLE



9.X.5.2 Administrative and Technical Capability

The table below summarizes potential staff and personnel resources available to the [name of municipality].

Administrative and Technical Capability		
Staff / Personnel Resources	Available (Y or N)	Department / Agency / Position
1) Planner(s) or Engineer(s) with knowledge of land development and land management practices		
2) Engineer(s) or Professional(s) trained in construction practices related to buildings and/or infrastructure		
3) Planners or engineers with an understanding of natural hazards		
4) NFIP Floodplain Administrator		
5) Surveyor(s)		
6) Personnel skilled or trained in GIS applications		
7) Scientist familiar with natural hazards		
8) Emergency Manager		
9) Grant Writer(s)		
10) Staff with expertise or training in benefit/cost analysis		

9.X.5.3 Fiscal Capability

The table below summarizes financial resources available to the [name of municipality].

Fiscal Capability	
Financial Resources	Accessible or Eligible to use (Yes/No/Don't know)
1) Community Development Block Grants (CDBG)	
2) Capital Improvements Project Funding	
3) Authority to levy taxes for specific purposes	
4) User fees for water, sewer, gas or electric service	
5) Impact fees for homebuyers or developers of new development/homes	
6) Incur debt through general obligation bonds	
7) Incur debt through special tax bonds	
8) Incur debt through private activity bonds	

Fiscal Capability	
Financial Resources	Accessible or Eligible to use (Yes/No/Don't know)
9) Withhold public expenditures in hazard-prone areas	
10) State mitigation grant programs	
11) Other	

9.X.5.4 Community Classifications

The table below summarizes classifications for community program available to the [name of municipality].

Community Classifications		
Program	Classification	Date Classified
Community Rating System (CRS)		
Building Code Effectiveness Grading Schedule (BCEGS)		
Public Protection		
Storm Ready		
Firewise		

Notes:

- = Unavailable
- N/A = Not applicable
- NP = Not participating.

The classifications listed above relate to the [name of municipality] ability to provide effective services to lessen its vulnerability to the natural hazards identified. These classifications can be viewed as a gauge of the community's capabilities in all phases of emergency management (preparedness, response, recovery and mitigation) and are used as an underwriting parameter for determining the costs of various forms of insurance. The CRS class applies to flood insurance, while the BCEGS and Public Protection classifications apply to standard property insurance. CRS classifications range on a scale of 1 to 10 with class 1 being the best possible classification, and class 10 representing no classification benefit. Firewise classifications include a higher classification when the subject property is located beyond 1,000 feet of a creditable fire hydrant and is within 5 road miles of a recognized fire station.

Criteria for classification credits are outlined in the following documents:

- The Community Rating System Coordinators Manual
- The Building Code Effectiveness Grading Schedule
- The ISO Mitigation online ISO's Public Protection website at <http://www.isomitigation.com/ppc/0000/ppc0001.html>
- The National Weather Service Storm Ready website at <http://www.weather.gov/stormready/howto.htm>
- The National Firewise Communities website at <http://firewise.org/>

9.X.6 MITIGATION STRATEGY



This section discusses past mitigations actions and status, identifies hazard vulnerabilities, and describes proposed hazard mitigation initiatives.

9.X.6.1 Past Mitigation Actions/Status

The progress of mitigation actions outlined in the 2008 Burlington County Hazard Mitigation Plan is indicated in Section 9.3.7. Actions that are in not yet complete or are ongoing have been carried over to this plan update.

Existing Mitigation Action	Status					Action Update Comments
	No Progress / Unknown	In Progress / Not Yet Complete	Continuous	Completed	Discontinued	

9.X.6.2 Hazard Vulnerabilities Identified

In the [name of municipality], an estimated ___ residents live within the 1% annual chance flood area (NFIP Special Flood Hazard Area). Of the municipality's total land area, ___% is located within the 1% annual chance flood area. A total of \$___ (___%) of the municipality's general building stock replacement cost value (structure and contents) is located within the 1% annual chance flood area.

The [name of municipality] has a total of ___ NFIP policies, ___ of which are located within the 1% annual chance flood area. FEMA has identified ___ Repetitive Loss (RL) property, including ___ Severe Repetitive Loss (SRL) properties in the municipality.

Further information regarding the summary of the community’s participation in the NFIP is provided in the table below.

NFIP Summary								
Municipality	# Policies (1)	# Claims (Losses) (1)	Total Loss Payments (2)	# Rep. Loss Prop. (1)	# Severe Rep. Loss Prop. (1)	# Policies in 1% Boundary (3)	# Policies in 0.2% - Boundary (3)	# Policies Outside the 0.2% Flood Hazard (3)

Source:



- (1) Policies, claims, repetitive loss and severe repetitive loss statistics provided by FEMA Region 2 in April 2012 using the “Comm_Name.” These statistics are current as of []. Please note the total number of repetitive loss properties includes the severe repetitive loss properties.
- (2) Information regarding total building and content losses was gathered from the claims file provided by FEMA Region 2 (current as of []).
- (3) The policy locations used are based on the latitude and longitude provided by FEMA Region 2.

HAZUS-MH estimates, []

Critical Facility Damage Estimate										
Name	Municipality	Type	Exposure		Potential Loss from 1% Flood Event			Potential Loss from 0.2% Flood Event		
			1% Event	0.2% Event	Percent Structure Damage	Percent Content Damage	Days to 100-Percent ⁽¹⁾	Percent Structure Damage	Percent Content Damage	Days to 100-Percent ⁽¹⁾

Source: HAZUS-MH 2.1

Notes:

- = No loss (calculated by HAZUS-MH 2.1)
- X = Facility located within the DFIRM boundary.
- (1) = HAZUS-MH 2.1 provides a general indication of the maximum restoration time for 100% operations. Clearly, a great deal of effort is needed to quickly restore essential facilities to full functionality; therefore, this will be an indication of the maximum downtime (HAZUS-MH 2.1 User Manual).
- NA = Not available
- T = Town

Please note in some cases, a facility may be located in the DFIRM flood hazard boundary; however HAZUS did not calculate potential loss. This may be because the depth of flooding does not amount to any damages to the structure according to the depth damage function used in HAZUS for that facility type.

Please refer to the Hazard Profiles in Section 5 of this plan for additional vulnerability information relevant to this jurisdiction.

Acronyms and Abbreviations:

DPW	Department of Public Works
FEMA	Federal Emergency Management Agency
HMA	Hazard Mitigation Assistance
HMP	Hazard Mitigation Proposal
N/A	Not applicable
NFIP	National Flood Insurance Program
NJOEM	New Jersey Office of Emergency Management
NOAA	National Oceanic and Atmospheric Administration
USACE	U.S Army Corp of Engineers
USGS	U.S. Geological Survey

Costs:

Where actual project costs have been reasonably estimated:

- Low = < \$10,000
- Medium = \$10,000 to \$100,000
- High = > \$100,000

Where actual project costs cannot reasonably be established at this time:

- Low = Possible to fund under existing budget. Project is part of, or can be part of an existing on-going program.
- Medium = Could budget for under existing work plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
- High = Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.

Benefits:

Where possible, an estimate of project benefits (per FEMA’s benefit calculation methodology) has been evaluated against the project costs, and is presented as:

- Low = < \$10,000
- Medium = \$10,000 to \$100,000
- High = > \$100,000

Where numerical project benefits cannot reasonably be established at this time:

- Low = Long-term benefits of the project are difficult to quantify in the short term.
- Medium = Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
- High = Project will have an immediate impact on the reduction of risk exposure to life and property.

Potential FEMA HMA Funding Sources:

- FMA = Flood Mitigation Assistance Grant Program
- HMGP = Hazard Mitigation Grant Program
- PDM = Pre-Disaster Mitigation Grant Program
- RFC = Repetitive Flood Claims Grant Program
- SRL = Severe Repetitive Loss Grant Program

Timeline:



Short = 1 to 5 years
Long Term = 5 years or greater
OG = On-going program
DOF = Depending on funding

Notes (for Mitigation Type):

1. PR = Prevention: Government, administrative or regulatory actions, or processes that influence the way land and buildings are developed and built. Examples include planning and zoning, floodplain local laws, capital improvement programs, open space preservation, and storm water management regulations.
2. PP = Property Protection: These actions include public activities to reduce hazard losses or actions that involve (1) modification of existing buildings or structures to protect them from a hazard or (2) removal of the structures from the hazard area. Examples include acquisition, elevation, relocation, structural retrofits, storm shutters, and shatter-resistant glass.
3. PE = Public Education and Awareness: Actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. Such actions include outreach projects, real estate disclosure, hazard information centers, and educational programs for school-age children and adults.
4. NR = Natural Resource Protection: Actions that minimize hazard loss and also preserve or restore the functions of natural systems. These actions include sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. SP = Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Such structures include dams, setback levees, floodwalls, retaining walls, and safe rooms.
6. ES = Emergency Services: Actions that protect people and property during and immediately following a disaster or hazard event. Services include warning systems, emergency response services, and the protection of essential facilities.

9.X.8.1 Explanation of Priorities

Explanations of priority classifications used to assess the mitigation initiatives described in this annex are presented below:

High Priority = A project that meets multiple objectives (i.e., multiple hazards), where potential benefits exceed the costs. High-priority projects have funding secured or are an on-going projects that meet eligibility requirements for the Hazard Mitigation Grant Program (HMGP) or Pre-Disaster Mitigation (PDM) Grant Program. High-priority projects can be completed in the short term (1 to 5 years).

Medium Priority = A project that meets goals and objectives, where the potential benefits outweigh the costs. Funding for medium-priority projects has not been secured but these projects are eligible for grants under HMGP, PDM, or other grant programs. These projects can be completed in the short term, once funding is completed. Medium-priority projects will become high-priority projects once funding is secured.

Low Priority = A project that will mitigate the risk of a hazard, where the potential benefits do not exceed the costs or have benefits that are difficult to quantify. Funding for low-priority projects has not been secured and these projects are not eligible for HMGP or PDM grant funding. The timeline for completion is considered long term (1 to 10 years). Low-priority projects may be eligible other sources of grant funding from other programs. A low-priority project could become a high-priority project once funding is secured as long as it could be completed in the short term.

Was prioritization of initiatives based on the above definitions? Yes

Was prioritization of initiatives based on parameters other than those stated above? Not applicable

9.X.9 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

The [name of municipality] has no additional risk vulnerabilities that need to be addressed at this time.

9.X.10 HAZARD AREA EXTENT AND LOCATION

A hazard area extent and location map illustrating the probable areas impacted within the [name of municipality] is provided on the following page. This map is based on the best data available at the time of the preparation of this plan, and is considered to be adequate for planning purposes. Maps have only been generated for those hazards that can be clearly identified using mapping techniques and technologies, and for which the [name of municipality] has significant exposure. The planning area maps are provided in the hazard profiles within Section 5.4, Volume I of this plan.

9.X.11 STATUS OF INCORPORATION OF MITIGATION PLANNING INTO EXISTING AND FUTURE PLANNING MECHANISMS

It is the intention of [name of municipality] to incorporate mitigation planning as an integral component of daily municipal operations. The following table contains a list of planning mechanisms that have been or will be incorporated into municipal procedures.

Status of Incorporation of Mitigation Planning into Existing and Future Planning Mechanisms		
Planning Mechanisms	Has Been Utilized	Will Be Utilized
<p>Operating Budget When constructing upcoming budgets, hazard mitigation actions will be funded as budget allows. Construction projects will be evaluated to see if they meet the hazard mitigation goals and objectives.</p>		
<p>Capital Improvement Budget When constructing upcoming budgets, hazard mitigation actions will be funded as budget allows. Construction projects will be evaluated to see if they meet the hazard mitigation goals and objectives.</p>		
<p>Human Resource Manual Employee job descriptions may contain hazard mitigation actions.</p>		
<p>Building and Zoning Ordinances A variety of building and zoning regulations are used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes, or development permitting, the municipality will review the hazard mitigation plan and other hazard analyses to ensure consistent and compatible land use.</p>		
<p>Comprehensive Land Use Plan A land use plan is intended to identify land use issues and to make recommendations on how to address these issues. When applicable, the municipality will incorporate hazard mitigation actions in the development and extent of the regulations.</p>		
<p>Grant Applications Data and maps will be used as supporting documentation in grant applications.</p>		
<p>Municipal Ordinances When updating municipal ordinances, hazard mitigation will be a priority.</p>		
<p>Fire Plan The Hazard Mitigation Plan will be used as a resource for the development of future Fire Plans.</p>		
<p>Capital Improvement Planning The municipality will establish a protocol to review current and future projects for hazard vulnerability. The municipality will incorporate hazard-resistant construction standards into the design and location of projects.</p>		
<p>Day-to-Day Operations The municipality will incorporate hazard mitigation actions in daily operations and all projects.</p>		
<p>Local School Service Projects The municipality will work closely with the local school district and assist with community service projects for the service organizations. Several of the municipality's hazard mitigation actions can be implemented as a joint project with the school district.</p>		
<p>Municipal Budget Adopted annually, the municipality will look at mitigation actions when allocating funding.</p>		
<p>Economic Development The local economic development group will take into account information regarding identified hazard areas when assisting new businesses in finding a location.</p>		

9.3.12 ADDITIONAL COMMENTS

