

## **DRAFT SCOPE OF WORK 2015 OREGON NATURAL HAZARD MITIGATION PLAN UPDATE**

### **BACKGROUND**

#### Authority & Requirements

This scope of work is being undertaken pursuant to the requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended; The Disaster Mitigation Act of 2000 as amended; and implementing regulations at 44 CFR Part 201. To comply, the 2012 Oregon Natural Hazard Mitigation Plan (2012 Oregon NHMP or Plan, approved by FEMA on March 5, 2012) must be reviewed and updated in accordance with 44 CFR Part 201.1-4; adopted by the State of Oregon; and approved by FEMA, all by March 5, 2015. (Note: *Federal Register*, Vol. 78, No. 41, Friday, March 1, 2013, Proposed Rules calls for change in the current state update cycle from three to five years; this proposed rule change *does not immediately impact* the schedule for this Scope of Work).

#### Standard Plan

44 CFR Part 201.4 establishes the requirements for a *standard* Natural Hazard Mitigation Plan (NHMP). States must have a FEMA-approved standard NHMP to receive certain categories of federal disaster assistance and to be eligible for various FEMA hazard mitigation funding programs. The 2012 Oregon NHMP is a FEMA-approved standard NHMP.

#### Optional Repetitive Loss Strategy

Further, 44 CFR Part 201.4 provides an opportunity for states to access additional federal funding for flood mitigation if the NHMP includes a *repetitive loss strategy*, specific information and mitigation actions to reduce the number of properties that qualify as *repetitive loss* or *severe repetitive loss* properties. These are properties for which the National Flood Insurance Program has paid claims for losses due to flood damage at certain amount and frequency thresholds. The 2012 Oregon NHMP includes a repetitive loss strategy and the 2015 Oregon NHMP will as well.

#### Optional Enhanced Plan

44 CFR Part 201.5 establishes additional requirements for an *enhanced* NHMP. States with current, FEMA-approved enhanced NHMPs at the time of a disaster declaration are eligible to receive additional federal funding for hazard mitigation planning and NHMP implementation. The State of Oregon had maintained an enhanced NHMP until 2012, and intends to regain enhanced NHMP approval once again with the 2015 Oregon NHMP.

### **ROLES AND RESPONSIBILITIES**

#### Federal Emergency Management Agency (FEMA)

FEMA will provide technical assistance, review drafts, and approve the state-promulgated, CFR-compliant 2015 Oregon NHMP by March 5, 2015.

#### State of Oregon

Three state entities share responsibility for the 2015 Oregon NHMP Update: the State Interagency Hazard Mitigation Team (State IHMT); the Oregon Military Department, Office of Emergency Management (OEM); and the Department of Land Conservation and Development (DLCD).

Representatives of 18 state government stakeholder agencies comprise the State IHMT, the steering committee guiding the development, update, and implementation of the Oregon NHMP.

Each state agency represented on the State IHMT will lead the review and revision of hazard information in its area(s) of expertise and either lead or support other agencies in accomplishing multi-disciplinary tasks.

DLCD is primarily responsible for planning functions:

- Project management
- Providing planning information and documentation for enhanced plan approval
- Providing staff support to the State IHMT

OEM is primarily responsible for financial functions:

- Grants management
- Providing financial information and documentation for enhanced plan approval
- Chairing and facilitating the State IHMT

In addition, the Oregon Partnership for Disaster Resilience (OPDR) will be retained to assist with planning functions for which it is better suited or positioned than OEM or DLCD (e.g., graphic design, data development, local NHMP integration).

## **GENERAL ASSUMPTIONS**

1. The 2012 Oregon NHMP will be updated and enhanced, not re-created.
2. OEM and DLCD will assist each other and supporting agencies as appropriate and necessary with their tasks.
3. OEM and DLCD will maintain open and continuous communication with each other and with their respective FEMA contacts.
4. Technical assistance from FEMA may take many forms (in-person meetings, phone calls and phone conferences, training, reviewing and providing feedback on draft documents and proposals, advice and feedback on processes and procedures, etc.). FEMA will provide technical assistance in a responsive and timely manner.
5. Deliverables will be submitted in electronic (digital) format.
6. A preliminary draft and final draft of each 2015 Oregon NHMP chapter will be provided to FEMA for review and comment.
7. Chapter numbers and document structure may change as the project progresses.
8. The level of detail will vary by task and data available, and will be helpful for future users.

## **ELEMENTS, TASKS, AND DELIVERABLES**

The 2015 Oregon NHMP will be updated in accordance with 44 CFR 201.1-.5 and FEMA's guidance documents. FEMA has organized the development of an NHMP into four major required elements with two optional elements for addressing the repetitive loss strategy enhanced plan requirements:

### **Required Elements:**

- Element A: Planning Process
- Element B: Hazard Identification & Risk Assessment
- Element C: Mitigation Strategy
- Element D: Assurances & Plan Adoption

### Optional Elements:

Element E: Repetitive Loss Strategy  
Element F: Enhanced Plan

The 2015 Oregon NHMP will contain all six elements. This Scope of Work includes a seventh element, “Element G: Administration” that identifies a number of activities to be undertaken in support of the 2015 Oregon NHMP update and its continued maintenance. The element & task authority, descriptions and requirements; percentage of effort; lead and supporting agencies; deliverables and due dates are shown on the attached table, *2015 Oregon Natural Hazards Mitigation Plan Update: Project Work Program*. A spreadsheet, *2015 Oregon Natural Hazards Mitigation Plan Update: Project Timeline* is also attached. The following descriptions correlate with the table and the spreadsheet.

### **Element A: Planning Process**

The State IHMT will steer the planning process by providing input, expertise, and policy direction. State Hazard Mitigation Officer (SHMO) chairs the State IHMT. OEM sets meeting agendas, provides notices, and handles logistics. DLCDC provides or arranges for others to provide timely content related to the 2015 Oregon NHMP update.

The planning process will include outreach to interested parties and local jurisdictions. This outreach may take a variety of forms. Several opportunities for electronic information exchange and data sharing have been identified and are being explored with the expectation that at least some of them will be able to be implemented. Among them are: (1) a project-specific, interactive web presence where project information and products can be posted and comments from viewers accepted; and (2) use of existing related web pages and portals for posting project information and products, such as DLCDC’s, OEM’s, and OPDR’s websites and Oregon Explorer.

The planning process will be documented as it progresses. A method and schedule for monitoring, evaluating, and updating the plan in accordance with statutory requirements and FEMA guidance will be developed and documented. Ideally, we will be able to publish the 2015 Oregon NHMP in an electronic format and housing that will allow the plan to be continually updated by staff as it is implemented and circumstances change, making it a living document and simplifying future updates. A system for documenting changes as they are made would be developed and implemented.

### **Element B: Hazard Identification & Risk Assessment**

We will take a regional approach to the Risk Assessment. We will identify a simple relativist methodology to analyze vulnerability and risk within the state’s eight (8) regions. The methodology will be used to (1) compare the relative vulnerability of geographical areas within each region; and (2) identify the most vulnerable geographic areas within each region. Findings based on local perception-based data will be contrasted with findings based on fact-based data to encourage mitigation actions based on actual risk. The data is to be developed and stored in a way that will allow local governments easy access and use. Each hazard will be addressed either quantitatively or qualitatively depending on the data available. Redundant risk assessment information throughout the Hazard chapters will be moved into the Risk Assessment section.

Threat and Hazards Identification and Risk Assessment (THIRA) will be included in this section of the 2015 Oregon NHMP in accordance with Emergency Management Planning Grant requirements.

### **Element C: Mitigation Strategy**

The results of the risk assessment will be used to review and if necessary revise the goals and mitigation actions. The mitigation actions will also be reviewed to ensure that they are specific, measurable, achievable, realistic, and time-oriented. This will most likely result in fewer mitigation actions and their reformatting. They will be entered into FEMA's mitigation action database when it becomes available for state mitigation actions and will be maintained thereafter. A system for monitoring implementation of mitigation measures, project close-outs, and progress toward goal achievement will be developed and described.

### **Element D: Assurances & Plan Adoption**

The 2015 Oregon NHMP will be promulgated on or before March 5, 2015 and will be documented in a letter signed by the Governor of Oregon. The letter will include the requisite assurances.

### **Element E: Repetitive Loss Strategy**

All the required elements of a repetitive loss strategy will be included in the corresponding tasks of Elements B and C.

### **Element F: Enhanced Plan**

The 2012 Oregon NHMP meets all the enhanced plan requirements except those pertaining to Program Management Capability (44 CFR 201.5(b)(2)(iii)). OEM is in the process of making improvements to regain enhanced plan status prior to approval of the 2015 Oregon NHMP. All requirements for enhanced plan status are anticipated to be met with the 2015 Oregon NHMP.

### **Element G: Administration**

A number of initiatives will be undertaken to support the planning process. Several have already been described (project management, grants management, State IHMT facilitation and support, project-specific web presence, use of existing websites for posting project information and products for public access, developing a system for bringing the 2015 Oregon NHMP to life; communication between OEM and DLCD). In addition, DLCD will take delivery of the 2012 Oregon NHMP from OPDR provide access to it electronically. We will explore providing a virtual space where State IHMT agency staff can interact electronically as the 2015 Oregon NHMP is developed. DLCD will provide OEM with necessary information for quarterly reporting to FEMA, and in turn, OEM will file quarterly reports with FEMA in a timely manner.

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
<b>A</b>	<b>Planning Process</b>				<b>5</b>				
<b>A1</b>	Process	44 CFR 201.4(c)(1)	Description of the process used to update the plan, including how it was prepared, who was involved in the process and how other agencies participated.	1. Description of current planning process: -How current planning team was formed. -How input was sought from other agencies and incorporated into plan. -How plan was prepared. 2. Documentation of current planning process.		DLCD	OEM, DOGAMI	Preliminary Drafts CH1  Final Draft CH1 Final CH1	October 2013 January 2014 April 2014 July 2014 October 2014 January 2015
<b>A2</b>	Monitoring, Evaluating, and Updating	44 CFR 201.4(c)(5)(i)	Description of the method and schedule for monitoring, evaluating, and updating the plan within a 3-year cycle.	How, when, by whom, and criteria by which the plan will be monitored, evaluated, and updated.		DLCD	OEM, OPDR	Preliminary Draft CH6 Final Draft CH6 Final CH6	July 2014 October 2014 January 2015
<b>B</b>	<b>Hazard Identification &amp; Risk Assessment</b>				<b>35</b>				
<b>B1</b>	Identify Hazards	44CFR 201.4(c)(2)(i)	Description of type and location of all <b>natural</b> hazards that can affect the state.	1. Continue to address previously identified <b>natural hazards</b> or provide rationale for removal from plan. <b>NH</b> = source of harm or difficulty created by a meteorological, environmental, or geological event. Manmade or human-caused hazards not required; not included in FEMA review. 2. Description of each hazard. 3. Information on geographic area affected by each hazard.		DLCD, DOGAMI	CH3 Leads	Preliminary Drafts CH3 Final Drafts CH3 Final CH3	July 2014 October 2014 January 2015
<b>B2</b>	Profile Hazards	44CFR 201.4(c)(2)(i)	Information on previous occurrences hazard events and the probability of future hazard events for the state.	1. Include historical hazard events. 2. Include hazard events since last plan. 3. Include future <b>probability</b> for each hazard. <b>Probability</b> = likelihood of occurrence. May be defined in terms of historical frequencies, statistical probabilities, and/or hazard probability maps.		DLCD, OPDR, DOGAMI	CH3 Leads	Same as B1	Same as B1
<b>B3</b>	Assess Vulnerability	44 CFR 201.4(c)(2)(ii)	Provide an overview and analysis of the State's vulnerability in terms of the local risk assessment and state risk assessment. Describe vulnerability in terms of the jurisdictions most	1. Update to vulnerability assessment must include enough detail to make relative vulnerability evident based on		DLCD, OPDR, DOGAMI	OEM	Preliminary Drafts CH2  Final Draft CH2	April 2014 July 2014 October 2014

**2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE  
PROJECT WORK PROGRAM**

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
			threatened by the identified hazards and most vulnerable to damage and loss associated with hazard events based on estimates provided in local and State risk assessments.	current information from local risk assessments. 2. Description of potential impacts of each identified hazard on the state. 3. Identify <b>jurisdictions</b> most vulnerable to identified hazards. <b>Jurisdiction</b> = as defined by state				Final CH2	January 2015
<b>B4</b>	Estimate Loss	44 CFR 201.4(c)(2)(ii) 44 CFR 201.4(c)(2)(iii)	Present an overview and analysis of the potential losses to the identified vulnerable structures including estimating the potential dollar losses to State-owned or -operated buildings, infrastructure, and critical facilities located in the identified hazard areas based on estimates provided in local and State risk assessments.	1. Reflect changes to potential losses to identified vulnerable structures and infrastructure. If the approach for determining these has changed, describe the new methodology. 2. Estimate losses to state-owned or – operated facilities and infrastructure. (Specific addresses not required.) 3. Local jurisdiction loss estimates must be incorporated into the state risk assessment along with a distribution of losses across the state.		DLCD, DOGAMI	OEM, BCD, DAS-RM	Same as B3	Same as B3
<b>B5</b>	Assess Vulnerability & Estimate Loss	44 CFR 201.4(d)	Reflect changes in development in hazard prone areas and the effects of changes in development.	1. Assess <b>changes in development</b> since last plan that have affected vulnerability. May include significant shifts in population; land use changes; implemented mitigation actions that reduced vulnerability. <b>Changes in development</b> = recent development or changes (for example, new building codes enacted, significant development completed since the last plan was approved), potential development (for example, development planned or under consideration), significant population changes, demographic shifts or trends that may affect the risks and vulnerabilities. 2. Assess changes in development that may affect vulnerability in the future.		DLCD, OPDR, DOGAMI	BCD, CH3 Leads	Same as B3	Same as B3
<b>C</b>	<b>Mitigation Strategy</b>				<b>25</b>				
<b>C1</b>	Goals	44 CFR 201.4(c)(3)(i)	Include goals to reduce or avoid long-term vulnerabilities to the identified hazards.	1. Include general hazard mitigation goals that represent what the state seeks to accomplish through mitigation plan implementation. 2. Goals must be consistent with the		State IHMT, DLCD	OEM	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
				Risk Assessment findings.					
<b>C2</b>	State Capability Assessment	44 CFR 201.4(c)(3)(ii)	Discussion of the State's pre- and post-disaster hazard management policies, programs, capabilities, and funding to mitigate the hazards in the area, including an evaluation of state and local policies related to hazard mitigation as well as to development in hazard-prone areas.	<ol style="list-style-type: none"> <li>1. Describe and analyze State laws, regulations, policies and programs related to hazard mitigation and development in hazard-prone areas.</li> <li>2. Generally describe and analyze the effectiveness of local mitigation policies and programs.</li> <li>3. Discuss state capability in terms of financial, legal and programmatic ability to carry out mitigation actions.</li> <li>4. Address changes in state hazard management capabilities since previous plan.</li> </ol>		DLCD, OEM,	ALL	Same as C1	Same as C1
<b>C3</b>	Mitigation Actions	44 CFR 201.4(c)(3)(iii)	Identify, evaluate, and prioritize cost-effective, environmentally sound, and technically feasible mitigation actions and activities that the state is considering.	<ol style="list-style-type: none"> <li>1. Identify actions based on the results of the risk assessment.</li> <li>2. Evaluate and prioritize actions or activities.</li> <li>3. Explain how actions or activities contribute to the overall state mitigation strategy.</li> </ol>		DLCD, OEM	ALL	Same as C1	Same as C1
<b>C4</b>	Funding Sources	44 CFR 201.4(c)(3)(iv)	Identify current and potential sources of federal, state, local or private funding to implement mitigation activities.	Describe current and potential funding sources to implement mitigation activities.		OEM	DLCD	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015
<b>C5</b>	Prioritization	44 CFR 201.4(c)(4)(iii)	Description of the criteria for prioritizing local jurisdictions that would receive planning and project grants under available mitigation funding programs.	<ol style="list-style-type: none"> <li>1. Include criteria for prioritizing funding.</li> <li>2. Explain how benefit-cost reviews will be used to determine cost-effectiveness of projects.</li> </ol>		OEM, DLCD	OPDR	Preliminary Draft CH5 Final Draft CH5 Final CH5	July 2014 October 2014 January 2015
<b>C6</b>	Plan Monitoring	44 CFR 201.4(c)(5)(ii) 44 CFR 201.4(c)(5)(iii)	Description of system for monitoring implementation of mitigation measures and project closeouts as well as reviewing progress on achieving goals, activities and projects in the Mitigation Strategy.	<ol style="list-style-type: none"> <li>1. Establish schedule and assign responsibility and resources for monitoring and evaluating mitigation actions and project close-outs.</li> <li>2. Describe the criteria and processes used to review progress on goals and actions.</li> <li>3. Describe modifications to the system used to track the initiation, status, and completion of mitigation activities.</li> <li>4. Indicate who will be responsible for continued maintenance of the monitoring system, including the timeframe for carrying out future reviews.</li> </ol>		DLCD	OEM	Preliminary Draft CH6 Final Draft CH6 Final CH6	July 2014 October 2014 January 2015
<b>C7</b>	Plan Maintenance	44 CFR 201.4(d)	Review and revise plan to reflect progress in statewide	1. Describe the status of mitigation		DLCD	OEM	Preliminary Draft CH6	July 2014

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
			mitigation efforts and changes in priorities.	actions in the previous plan, including those removed. 2. Describe if and how any priorities changed since the previous plan.				Final Draft CH6 Final CH6	October 2014 January 2015
<b>C8</b>	Funding and Tech Assistance	44 CFR 201.4(c)(4)(i) 44 CFR 201.4(c)(3)(ii)	Description of the state process to support through funding and technical assistance the development of local mitigation plans, as well as the process and timeframe to review local plans and link to the state plan.	1. Describe the funding and technical assistance the State provided since the previous plan to assist local jurisdictions in completing approvable mitigation plans. 2. Describe how the state will continue to provide funding and technical assistance for new plans and updates. 3. Describe the timeline and approach for reviewing, coordinating and integrating local plans into the state plan.		DLCD, OEM	OPDR	Preliminary Draft CH5 Final Draft CH5 Final CH5	July 2014 October 2014 January 2015
<b>D</b>	<b>Assurances &amp; Plan Adoption</b>				<b>5</b>				
<b>D1</b>	Adoption	44 CFR 201.4(c)(6)	Documentation that the plan has been formally adopted by the state prior to final review and submittal	Document plan adoption by an appropriate body in the State (Governor or GAR, state hazard mitigation team or council).		OEM	DLCD	Letter signed by Governor promulgating the Oregon NHMP	March 2015
<b>D2</b>	Assurances	44 CFR 201.4(c)(7)	Documentation assuring the state will comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 CFR 13.11(c) and will amend its plan whenever necessary to reflect changes in state or federal statutes and regulations as required in 44 CFR 13.11 (d).	Include assurances that the State will comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.		OEM	DLCD	Included in letter signed by Governor adopting Oregon NHMP	March 2015
<b>E</b>	<b>Repetitive Loss Strategy</b>				<b>5</b>				
<b>E1</b>	Repetitive Loss Mitigation Strategy	44CFR 201.4(c)(2) 44 CFR 201.4(c)(3)(v)	Address repetitive loss properties in risk assessment	Describe the types (residential, commercial, institutional, etc.) and estimate the numbers of <b>repetitive loss properties</b> located in identified flood hazard areas. <b>NOTE: FOR SEVERE REPETITIVE LOSS PROPERTIES</b> Names of policyholders and financial assistance recipients and amounts of claim payments or assistance are <b>PROHIBITED BY LAW</b> from being included in the NHMP. Maps showing general areas where claims have been paid can be included.		DLCD	OEM, DOGAMI	Preliminary Drafts CH2  Final Draft CH2 Final CH2	April 2014 July 2014 October 2014 January 2015

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
E2	Repetitive Loss Mitigation Strategy	44 CFR 201.4(c)(3)(v)	Description of specific actions implemented to mitigate repetitive loss properties and reduce the number of severe repetitive loss properties	Include information on mitigation actions that are specific to mitigation of repetitive loss properties.		DLCD	OEM, DOGAMI	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015
E3	Repetitive Loss Mitigation Strategy	44 CFR 201.4(c)(3)(i) 44 CFR 201.4(c)(3)(v)	Description of state mitigation goals supporting the selection of mitigation activities for repetitive loss properties	Goals need to support the mitigation of repetitive loss properties.		State IHMT, DLCD	OEM	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015
E4	Repetitive Loss Mitigation Strategy	44 CFR 201.4(c)(3)(ii) 44 CFR 201.4(c)(3)(v)	Consider repetitive loss properties in evaluation of the state's hazard management policies, programs, and capabilities and its general description of the local mitigation capabilities	Demonstrate that policies, programs and capabilities of local mitigation plans have been evaluated with respect to repetitive loss properties.		DLCD	OEM	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015
E5	Repetitive Loss Mitigation Strategy	44 CFR 201.4(c)(3)(iii) 44 CFR 201.4(c)(3)(v)	Identification, evaluation, and prioritization of cost-effective, environmentally sound, and technically feasible mitigation actions for repetitive loss properties including considerations for communities and local jurisdictions that would receive planning and project grants under available mitigation funding programs	Evaluation of repetitive loss specific actions or activities that have been completed deleted or deferred		DLCD	OEM	Preliminary Draft CH5 Final Draft CH5 Final CH5	July 2014 October 2014 January 2015
E6	Repetitive Loss Mitigation Strategy	44 CFR 201.4(c)(3)(iv) 44 CFR 201.4(c)(3)(v)	Identification of current and potential sources of federal, state, local, or private funding to implement mitigation activities for repetitive loss properties	1. Describe current and potential funding sources to implement mitigation activities for repetitive loss properties. 2. Identify funding sources that have been used since the previous plan to implement activities in the mitigation strategy specific to repetitive loss properties.		DLCD	OEM	Preliminary Draft CH4 Final Draft CH4 Final CH4	July 2014 October 2014 January 2015
E7	Coordination	44 CFR 201.4(c)(4)(i) 44 CFR 201.4(c)(3)(v)	Description of state process to support through funding and technical assistance development of local mitigation plans in jurisdictions with severe repetitive loss properties	1. Describe the funding and technical assistance the state provided since the previous plan to assist local jurisdictions in completing approvable mitigation plans specific to repetitive loss properties. 2. Describe how the state will continue to provide funding and technical assistance for new plans and updates specific to repetitive loss properties.		DLCD	OEM	Preliminary Draft CH5 Final Draft CH5 Final CH5	July 2014 October 2014 January 2015
<b>F</b>	<b>Enhanced Plan</b>				<b>10</b>				
F1	Compliance	44 CFR 201.5(b)	Meet all standard state mitigation plan requirements	Plan must contain and meet all the elements of the Standard Plan (per §201.4).		DLCD	OEM	Preliminary Draft CH7 Final Draft CH7 Final CH7	July 2014 October 2014 January 2015
F2	Integration	44 CFR 201.5(b)(1)	Demonstration of integration to the extent practicable with other state and/or regional planning initiatives and FEMA mitigation programs and initiatives that provide guidance to state and regional agencies	1. Demonstrate <b>integration</b> of the mitigation plan with other state and/or regional planning initiatives as well as FEMA mitigation programs. <b>Integration</b> = incorporating related planning efforts into the mitigation		DLCD		Same as F1	Same as F1

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
				plan as well as relevant portions of the mitigation plan into other initiatives. 2. Include any planning initiatives that have been established or modified since the previous plan and describe how those initiatives help achieve progress toward the overall goals and objectives of mitigation.					
F3	Commitment to Comprehensive Program	44 CFR 201.5(b)(4)	Document how state is committed to a comprehensive mitigation program	Describe a range of activities that demonstrate how the State is committed to mitigation. Examples in §201.5(b)(4)(i-vi) are not specifically required to meet this element.		DLCD	OEM	Same as F1	Same as F1
F4	Project Implementation Capability	44 CFR 201.5(b)(2) 44 CFR 201.5(b)(2)(i) 44 CFR 201.5(b)(2)(ii) This sub-element should be reviewed in conjunction with Requirements in §201.4(c)(3)(ii) and §201.4(c)(4)(iii).	Document the state's project implementation capability, identifying and demonstrating the ability to implement the plan, which includes: <ul style="list-style-type: none"> <li>• Demonstrating the established eligibility criteria for multi-hazard mitigation measures</li> <li>• Describing the system for determining cost effectiveness of mitigation measures, consistent with OMB Circular-94, <i>Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs</i></li> <li>• Describing the system to rank the measures according to the eligibility criteria, including a process to prioritize between jurisdictions and between proposals that address different or multiple hazards</li> </ul>	1. Describe the state's eligibility criteria for the mitigation applications and system that includes the prioritization of projects among jurisdictions and proposals that address different or multiple hazards. The system does not have to be a point system or grading scale. 2. Describe the approach to evaluating the cost-effectiveness of identified actions and demonstrate how this approach is consistent with OMB Circular A-94.		OEM	DLCD	Same as F1	Same as F1
F5	Program Management Capability	44 CFR 201.5(b)(2)(iii)	Demonstrate that the State has the capability to effectively manage the HMGP as well as other mitigation grant programs by providing: <ul style="list-style-type: none"> <li>• A record of meeting HMGP and other mitigation grant application timeframes;</li> <li>• Submitting complete, technically feasible, and eligible project applications with appropriate supporting documentation;</li> <li>• Preparing and submitting accurate environmental reviews and benefit-cost analyses;</li> <li>• Submitting complete and accurate quarterly progress and financial reports on time;</li> <li>• Completing HMGP and other mitigation grant projects within established performance periods, including financial reconciliation.</li> </ul>	The plan must include the following: <ol style="list-style-type: none"> <li>1. Descriptions of the departments or staff responsible for administrative, program, and fiscal functions, including how staff will be augmented for disasters when needed.</li> <li>2. Descriptions of the tools, policies, programs and practices for managing program resources ensuring compliance with Hazard Mitigation Assistance guidelines and national federal policy requirements (i.e., OMB Circulars) and state requirements;</li> <li>3. Descriptions of the tools, policies and practices on how the select sub-recipients (solicitation, review and selection process, notification), monitor sub-awards, provide effective technical assistance and conduct the</li> </ol>		OEM	DLCD	Same as F1	Same as F1

**2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE  
PROJECT WORK PROGRAM**

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
				<p>closeout process.</p> <p>4. Descriptions of the state’s monitoring system for tracking mitigation project from solicitation to close-out. The State should indicate who will be responsible for these activities.</p> <p>5. Descriptions of the tools, policies and programs that help build capacities for their local communities to submit eligible, cost effective Hazard Mitigation Assistance applications.</p> <p><b>6. For Updated State Enhanced Plans,</b> a discussion of the challenges that impacted grants management and what factors have changed to improve performance.</p> <p>In addition to the documentation provided in the plan, FEMA Regional offices will evaluate and certify that the State has the capability to effectively manage FEMA mitigation grant programs. See the Program Management Review Process section of the State Tool Guide for the data and process used for this review.</p>					
<b>F6</b>	Mitigation Action Assessment	44 CFR 201.5(b)(2)(iv)	Include a system and strategy that the State uses to conduct assessments of the completed mitigation actions and include a record of the effectiveness (actual cost avoidance) of each mitigation action	<p>1. Describe how the plan will assess the effectiveness of completed mitigation actions, agencies involved in the assessment, and indicate the timeframe for carrying out assessments.</p> <p>2. Describe how the state will track actual and potential losses avoided.</p> <p><b>3. For Updated Plans,</b> evaluate the process used to track the actual losses and modify the process as appropriate.</p> <p>4. Discuss the findings of the cost avoidance assessment and describe how it was or will be incorporated into the Mitigation Strategy.</p>		DLCD	OEM	Same as F1	Same as F1
<b>F7</b>	Use of Funding	44 CFR 201.5(b)(3)	Demonstrate that the state effectively uses existing mitigation programs to achieve its mitigation goals.	1. Document effective use of mitigation programs (FEMA and other		OEM	DLCD	Same as F1	Same as F1

## 2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE PROJECT WORK PROGRAM

Element & Task	Title	Required by	Description	Requirements	Effort (%)	Lead Agencies	Supporting Agencies	Deliverables	Due Date
				funding sources) to achieve mitigation goals. 2. Document where funding has been used including FEMA mitigation grants, other FEMA grants, other grants, and other state and federal program funding to support mitigation.					
<b>F8</b>	Review, Revise, Resubmit	44 CFR 201.5(c)(1) 44 CFR 201.5(c)(2)	Review and revise plan to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities, and resubmit for approval to the appropriate Regional Administrator.	Enhanced Plan must contain and meet all the elements of the Standard Plan (per §201.4(d)).		DLCD	OEM	Same as F1	Same as F1
<b>F9</b>	Performance		Meet all performance thresholds for FEMA grant review process.	Meet all performance thresholds outlined in the FEMA program management review process.		OEM	DLCD	Same as F1	Same as F1
<b>G</b>	<b>Administration</b>				<b>15</b>				
<b>G1</b>	Project Management		Establish and implement work program. Ensure all requirements are met and updated 2015 OR NHMP is delivered on time.	N/A		DLCD	OEM		
<b>G2</b>	Grants Management		Ensure grant dollars are obtained and spent appropriately and timely. Ensure financial requirements for Standard and Enhanced Plan status are met and documented.	N/A		OEM	DLCD		
<b>G3</b>	State IHMT Facilitation and Support		Chair and facilitate State IHMT.	N/A		OEM	DLCD		
<b>G4</b>	State IHMT Electronic Workspace		If desired by the State IHMT, strive to establish and maintain a shared electronic workspace.	N/A		DLCD, OEM			
<b>G5</b>	Project-Specific Web Presence		Strive to establish a project-specific, interactive web presence where project information and products can be posted and comments from viewers accepted.	N/A		DLCD, OEM			
<b>G6</b>	Oregon Explorer		Use Oregon Explorer for providing access to project documents and maps.	N/A		DLCD	OEM		
<b>G7</b>	Transfer 2012 Oregon NHMP		Take delivery of the 2012 Oregon NHMP and post it for public access in an appropriate web space to be determined.	N/A		DLCD, OPDR			
<b>G8</b>	Maintain and Update Oregon NHMP		Strive to publish the 2015 Oregon NHMP in a manner that will allow it to be continually updated.	N/A		DLCD, OEM			
<b>G9</b>	Facilitate Web Access to Oregon NHMP		Ensure that each website with Oregon NHMP information or products is linked to all other such websites.	N/A		DLCD	OEM, OPDR		
<b>G10</b>	FEMA Action Item Database		Enter state action items into FEMA's Action Item Database when it is ready to accept them.	N/A		DLCD			
<b>G11</b>	Quarterly Progress Reports (DLCD)		Provide information for Quarterly Progress Reports to OEM.	N/A		DLCD			
<b>G12</b>	Quarterly Progress Reports (OEM)		File Quarterly Progress Reports with FEMA .	N/A		OEM			
<b>G13</b>	DLCD/OEM Communication		Maintain open and continuous communication between DLCD and OEM project staff.	N/A		DLCD, OEM			

2015 OREGON NATURAL HAZARDS MITIGATION PLAN UPDATE

PROJECT TIMELINE

ELEMENT & TASK	TITLE	DELIVERABLE	FQ3 2013			FQ4 2013			FQ1 2014			FQ2 2014			FQ3 2014			FQ4 2014			FQ1 2015			FQ2 2015		
			Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
A Planning Process																										
		IHMT Meetings	*			*			*			*			*			*			*			*		
A1		Preliminary Drafts CH1						**	***		**	***		**	***		**	***								
A1		Final Draft CH1																**		***						
A1		Final CH1																		**			***			
B Risk Assessment																										
B0		FEMA Check-In on Risk Assessment Methodology									**															
B0		Final Draft Risk Assessment Methodology									**															
B1		Identify Hazards									**															
B2		Profile Hazards									**															
B3, B5		Preliminary Draft Vulnerability Assessments (St & Loc)									**															
B3, B5		Final Draft Vulnerability Assessments (St & Loc)									**															
B4		Preliminary Draft Loss Estimates (St & Loc)									**															
B4		Final Draft Loss Estimates (St & Loc)									**															
B00		THIRA									**	***														
		Preliminary Drafts CH2									**	***		**	***											
		Final Draft CH2																**		***						
		Final CH2																	**		***					
		Preliminary Draft CH3												**	***											
		Final Draft CH3																**		***						
		Final CH3																	**		***					
C Mitigation Strategy																										
C1		Goals											**													
C2		State Capability Assessment										**														
C2		Local Capability Assessment									**															
C3		Mitigation Actions													**											
C4		Funding Sources												**												
		Preliminary Draft CH4												**	***											
		Final Draft CH4																**		***						
		Final CH4																	**	***						
C Local NHMP Coordination																										
C8		Funding & Technical Assistance												**												
C8		Integration											**													
C5		Prioritization						**	***						**	***										
		Preliminary Draft CH5											**	***												
		Final Draft CH5																**		***						
		Final CH5																**		***						
C Plan Maintenance Process																										
C6		Plan Monitoring, Evaluating, Updating												**												
C7		Plan Maintenance											**													
		Preliminary Draft CH6											**	***												
		Final Draft CH6																**		***						
		Final CH6																**		***						

