

CLINTON COUNTY

RFP 2016-001

REQUEST FOR PROPOSAL

Multi-Jurisdictional Multi-Hazard Mitigation Planning Services

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PART I
VENDOR INFORMATION

1.1 Intent

- A. Clinton County has been awarded a Pre Disaster Mitigation Grant from FEMA. Clinton County in Iowa, here after known as EMA is soliciting proposals from firms with relevant experience to provide a proposed solution in the area of multi-Jurisdictional pre-disaster mitigation planning services consistent with current federal and state planning requirements. Jurisdictions making up Clinton County, Iowa are the municipalities of Andover, Calamus, Camanche, Charlotte, Clinton, Delmar, DeWitt, Goose Lake, Grand Mound, Lost Nation, Low Moor, Toronto, Welton and Wheatland. The communities also included in Clinton County are the Northeast, Clinton, Cal-Wheat, DeWitt Central Community, Camanche and Delwood School District. Additional communities include Prince of Peace Catholic School, St. Joseph Catholic School and Eastern Iowa Community College.
- B. This Request for Proposal (RFP) provides detailed instructions for Vendors interested in supplying the requirements of this proposal. It contains the specifications for the services to be provided and the terms and conditions.

1.2 Inquiries

- A. Inquiries concerning this RFP must be directed by email to:

Chance Kness, Coordinator
Clinton County Emergency Management
612 North 2nd St.
P.O. Box 2957
Clinton, Iowa 52733-2957
Phone: 563-242-5712
Email: kness@clintoncounty-ia.gov
- B. In all cases, no verbal communications shall override written communication or the contents of this RFP.
- C. All answers will be sent to all respondents.

1.3 Receiving of Proposals

- A. Sealed proposals will be received until June 15, 2016, 2:00 PM - Central Time Zone. Proposals received after 2:00 PM will not be considered and will be returned unopened to the Vendor.
- B. Proposals are to be submitted to:
Clinton County Auditor
Clinton County Administration Building
1900 North 3rd Street
Clinton, Iowa 52733-2957

Note: Participation in the Hazard Mitigation Plan is voluntary on the part of each jurisdiction. Vendor shall not be penalized or otherwise held liable if any of the above jurisdictions elect not to participate.

1.4 Filing of Proposals

The packages in which the Proposal responses are provided to the Clinton County Auditor shall be labeled as follows:

Vendor Name and Address
Request for Proposal 2016-001

- A. The original of the Vendor's response will be packed separately and marked as the original on both the response and the outside of the package. The original shall remain in archive with Clinton Co. for a period of three (3) years. Five (5) additional copies of the Vendor's response will be packed together and the package marked accordingly.
- B. Cost Proposal: Any reference to cost and the cost proposal shall be packaged in a separate sealed envelope. This will allow the evaluation committee to evaluate the capability of the system and the cost separately and objectively.
- C. An officer of the Vendor, or a designated agent empowered to bind the Vendor in contract, shall sign the proposal and any clarification to the proposal.

1.5 Official Clock

The official clock is the date/time clock located in the Clinton County Auditor's Office at: 1900 N. 3rd Street, Clinton, Iowa 52732.

1.6 Delay in Receipt of Proposal

Clinton County accepts no responsibility for delays in the receipt of your proposal due to mail delivery, messenger services, or any other method of delivery. The responsibility for timely proposal delivery rests with the Vendor.

1.7 Bid Opening

All proposals will be opened in the Clinton County Auditor's office located at 1900 North 3rd Street, Clinton, Iowa 52732 on June 15, 2016 at 2:15 PM Central Time Zone.

1.8 Bid Review

All proposals will be reviewed in a timely manner. A short list of approved firms will be compiled. All respondents will receive notification of their status when the finalists are selected. All finalists should be prepared for an on-site interview.

1.9 Rejection of Proposals

EMA reserves the right to reject any or all proposals in whole or in part, to waive irregularities, and to accept proposals which appear to be in the best interest of EMA and its members.

1.10 Failure to Comply

Failure to supply any information requested to accompany proposals may be cause for rejection of the proposal as noncompliant. EMA reserves the right to request additional information if clarification is needed. Both the request and the response shall be in writing.

1.11 Proposal in Force

All proposals shall be firm for a period of 120 days after bid opening date to allow the committee to fully evaluate all proposals and to make an award deemed in the best interest of EMA.

1.12 Disclosure of Proposal Content

The laws of the State of Iowa require that all proposals be placed in the public domain and be opened to inspection by interested parties. Trade secrets of proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, EMA will notify the Vendor to permit the Vendor to defend the proprietary nature of the information.

1.13 Gratuities

The laws of the State of Iowa provide that it is a felony to offer, promise, or give anything of value to a County/Agency employee or agent acting on behalf of EMA with the intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be turned over to the County Attorney's Office.

1.14 Reporting of Anticompetitive Practices

When for any reason collusion or other anticompetitive practices are suspected among Vendors or bidders, EMA shall prepare a notice of the relevant facts which shall be transmitted for review and possible involvement of the Office of the County Attorney.

1.15 Award

EMA reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm which will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria contained in Part IV.

1.16 Conflict between Terms

EMA reserves the right to accept or reject any exception taken by the Vendor to the terms and conditions of this request for proposal.

1.17 Proposal Expenses

Expenses incurred in preparation of the proposal responses, conference attendance, site visits, or any other reason or function for the Vendor to respond to this RFP shall be the responsibility of the Vendor.

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PART II
TERMS AND CONDITIONS

2.1 Termination

- A. Termination for causes: EMA may terminate the agreement resulting from this request at any time that the Vendor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.
 - 1. EMA shall provide the contractor/Vendor with thirty (30) days' notice of conditions endangering performance.
 - 2. EMA shall be obligated only for those services rendered prior to the day of notice of termination, less any liquidated damages that may be assessed for nonperformance.
- B. With the mutual agreement of both parties upon receipt and acceptance of not less than thirty (30) day's written notice, the agreement may be terminated on an agreed date prior to the end of the contracted period without penalty to either party.

2.2 Warranties against Contingent Fees

The Vendor warrants that no person or selling agency has been employed or retained to solicit and secure this contract upon an agreement of understanding for commission, percentage, brokerage, or contingency accepting bona fide employees or selling agents maintained by the contractor for the purpose of securing business. For breach or violation of this warranty, EMA shall have the right to award this contract without liability, or in its discretion, to deduct from the contract price, or to otherwise recover the full amount of such, percentage, brokerage, or contingency.

2.3 Changes

Changes in provisions or services to be furnished under this proposal may be made only in writing and must be approved mutually by the Vendor and EMA.

2.4 Immunity from Liability

Every person party to this agreement is hereby notified and agrees that EMA and any funding source for EMA are immune from liability and suit for or from Vendor's activities involving third parties and arising from this proposal.

2.5 Waiver of informalities

EMA reserves the right to waive any and all informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any offer.

2.6 Exclusive Agreement

The Agreement which results from this proposal solicitation constitutes the exclusive agreement between parties and incorporates the provisions of these terms and conditions, and supersedes any previous agreements, either written or oral. The terms and conditions hereof may not be altered without prior written consent of both parties.

2.7 Remedies upon Default

In any case where the Vendor has failed to deliver or has delivered nonconforming goods or services, EMA shall provide a cure notice. If after notice the Vendor continues to be in default, EMA may procure services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting Vendor. The Clinton County Attorney or Authorized Legal Representation that has been approved by EMA shall be requested to make collection from the defaulting Vendor.

2.8 Acts of God

Vendor shall not be considered to be in default under this agreement, if performance is delayed or made impossible by an act of God, floods, fires, strikes, and similar events; but in each such case, the delay or impossibility must be beyond the control and without the fault or negligence of Vendor.

2.9 Assignment

Vendors may not assign contracts or purchase orders to any party (including financial institutions) without written permission of EMA.

2.10 Indemnification

Vendor shall defend, indemnify, and hold harmless Clinton County, EMA assignees, and other users of the goods from and against any claim of infringement of any letter patent, trade names, trademark, copyright, or trade secrets by reason of sale or use any articles purchased hereunder. EMA shall promptly notify Vendor of any such claim.

2.11 Discrimination and Affirmative Action

A. Vendor shall comply with the provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, national origin, or disability. Vendor shall have an affirmative action plan and shall provide EMA with reports required to insure compliance with equal employment legislation and regulations if requested. Vendor shall insure that all authorized sub-Vendors comply with the provisions of this clause.

B. A copy of the Bidder's "Affirmative Action Plan" must be made available to EMA upon request.

2.12 Joint Proposals

If a joint proposal is submitted by two or more Vendors, it shall define completely the responsibilities, which each party is proposing to undertake. The proposal shall be signed for each firm by a principle or officer authorized to bind in a contract. The proposal shall designate one of the joint Vendors to serve as a sole point of contact between EMA and the joint Vendor's. The Contract resulting from the joint proposal shall be signed by principals or officers of all Vendors participating in the offer. EMA shall hold the contractors jointly responsible for carrying out all activities required by the contract.

2.13 The Resulting Contract or Contracts

All parts of the Request for Proposal, the contents of the Vendor's proposal response, and any clarification thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contract document.

2.14 Security of Data

- A. Some data files of EMA member agencies are of a confidential nature. The Vendor's employees shall be allowed access to these files only as needed for their duties related to the contract and in accordance with the rules established by the custodian of the records. The Vendor shall maintain positive policies and procedures for safeguarding the confidentiality of such data and may be liable civilly or criminally under the privacy legislation for negligent release of such information.
- B. It is the obligation of both parties to this agreement to maintain as confidential any and all information of the other party to this agreement related but not limited to the business activities, methods, practices, systems, conditions, products, services, plans, markets, etc., and which is not public information. No dissemination of this information shall be made to anyone other than the parties of this agreement and their necessary agents in the fulfillment of this agreement without prior approval of the other party.
- C. EMA shall have the right to require the removal of any employee of the Vendors or subcontractor, if in the judgment of EMA employees, removal shall be necessary in order to protect the interest and security of EMA or its member jurisdictions.

2.15 Compliance with Federal Contract Clauses

- A. Reference the Required Federal Contract Clauses for Governmental Organizations attachment.

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PART III
SCOPE OF WORK

3.1 Background

Clinton County is seeking a contractual service to complete a countywide multi-Jurisdictional multi-hazard mitigation plan.

With an approximate population of 48,420, Clinton County is a 710 square mile jurisdiction located in Eastern Iowa and includes incorporated municipalities. Clinton is the county's largest municipality (approximate population of 26,473). The proposed capability should consider all of Clinton County. To serve this population Clinton County has a countywide emergency management agency.

Clinton County previously developed a multi-Jurisdictional multi-hazard mitigation plan, approved by FEMA on July 20, 2011. This multi-Jurisdictional plan expires on July 20, 2016. Therefore, this plan update must be completed as soon after July 20, 2016 as possible while still ensuring a quality product.

3.2 Capability Definition

Hazard mitigation planning is the process of determining how to reduce or eliminate the loss of life and property damage resulting from natural and human-caused hazards. Four basic phases are used for the hazard mitigation planning process.

Phase 1: Organize Resources - Coordination among agencies and organizations. This phase has already been established and will continue to be supported by Emergency Management staff and will not be a primary responsibility of the vendor.

Phase 2: Assess Risks - Identify hazards, profile hazards, assess vulnerability, and estimate potential losses. This phase has not been completed, and is a responsibility of the vendor.

Phase 3: Develop the Mitigation Plan - Documentation of the planning process, local hazard mitigation goals, identification and analysis of mitigation actions, and identification of potential funding sources. Some of this information exists because of the existing local hazard mitigation plans that have been developed in past projects. The scope of work for the planning services would focus on this phase – bringing together the existing work, identifying/updating mitigation goals and strategies by working with local jurisdictions and collating this information into a countywide mitigation plan compliant with federal and state mitigation requirements.

Phase 4: Implement the Plan and Monitor Progress – Clinton County would take the deliverables and work with local governments to adopt the plan and monitor implementation and progress. This would not be included in the scope of work for this project.

3.3 Project Outcome

The outcome of a mitigation planning grant award must be a FEMA-approved multi-Jurisdictional multi-hazard mitigation plan that complies with the requirements of **44 Code of Federal Regulations 201.6**. Specific guidance on eligible and ineligible activities for planning purposes can be found in Section 4 of FEMA's **Pre-Disaster Mitigation Program Guidance**. The FEMA plan review tool will be used to determine complete outcome of this project. The Vendor will complete a planning review tool and Data Collection Sheet. (Both documents are included at the end of this RFP.)

Scope of work must be completed and delivered to EMA on the date proposed by the contractor and approved by the Emergency Management Coordinator.

- 3.4 Capabilities and specifications to address in the proposal should include items A-K below. For proposal comparison purposes, format the proposal to address the ability to complete the following elements.

This section is taken from the FEMA plan review tool for compliance and is available in-full from FEMA and the Clinton County Emergency Management Agency.

- A. Adoption by local governing body - *responsibility of local staff*
- B. Documentation of the planning process - *some work already completed in this area. Vendor will supplement work already completed*
- C. Profiling hazards - *supplemental work is needed in this area*
- D. Assessing Vulnerability and addressing repetitive loss properties - *supplemental work is needed in this area*
- E. Multi-Jurisdictional risk assessment - *supplemental work is needed in this area*
- F. Local mitigation goals - *acquiring this information from local jurisdictions will be the responsibility of the vendor but previously approved plans are available as a starting point*
- G. Identification and analysis of mitigation actions - *acquiring this information from local jurisdictions will be the responsibility of the vendor but previously approved plans are available as a starting point*
- H. Multi-Jurisdictional mitigation actions – *acquiring this information from local jurisdictions will be the responsibility of the vendor but previously approved plans are available as a starting point*
- I. Monitoring, evaluating, and updating the plan – *this is not a direct responsibility of the vendor in this scope of work but the vendor will be asked to identify and include a process to complete this portion*
- J. Incorporation into existing planning mechanisms – *acquiring this information from local jurisdictions will be the responsibility of the vendor but previously approved plans are available as a starting point*

K. Continued public involvement - *this is not a direct responsibility of the vendor in this scope of work but the vendor will be asked to identify and include a process to complete this portion*

3.5 Potential Vendor Information

Potential vendors may seek clarification on the scope of work, existing work completed, expectations of the project, and other relevant items. By contacting the Clinton County Emergency Management at 563-242-5712 or at kness@clintoncounty-ia.gov.

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PART IV
SELECTION PROCESS

- 4.0 Proposals shall be reviewed by a selection committee. The selection committee shall be all or any of the following: The Emergency Management Agency Staff.
- 4.1 The Selection Committee will review the proposal responses depicting qualifications and select for further consideration firms that may be asked for an on-site interview session . If asked for an on-site interview, firms will be provided additional instructions for information to be presented to EMA's Executive Committee. Those firms not selected for further considerations will be notified.
- 4.2 EMA reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm that will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria detailed in section 4.3.
- 4.3 In addition to items in Section 3.4 of this Request for Proposal, the selection committee will be evaluating the following criteria:
- A. The firm shall have demonstrated experience in the development and provision of a compliant multi-Jurisdictional multi-hazard Mitigation Plan according to existing federal and state standards.
 - B. Vendor's size, history, personnel, special expertise and general credits. Include firms experience with emergency management, community planning, public safety, or other relevant experience.
 - C. Company organization and qualification: Adequacy of facilities and staff, recent relevant research and performance record, ability to commit staff and consultants within the time required.
 - D. Technical qualifications relating to professional personnel to be assigned to this work, including educational background and prior experience in related projects.
 - E. Demonstrated ability to maintain schedule and meet due dates.
 - F. Adequacy and completeness of proposal document as it relates to RFP provisions.

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PART V
FORMAT OF PROPOSAL

5.0 All proposals submitted in response to this request should include the following headings to assist evaluation. These proposals should be clear and to the point. Performance on past projects will also be evaluated.

5.1.1 Identification Information:

A. The name, address, telephone and fax numbers and an e-mail address of the firm

B. Description of the type of corporate structure and year of origin

C. Names of the principles of the firm.

5.2 Basic Qualifications

Respond specifically to items A-K in Section 3.4 of this RFP.

5.3 Criteria Response

Respond specifically to items A-F in Section 4.3 of this RFP.

5.4 Timeline

Describe your understanding of the proposed timeline

5.5 Understanding

Describe your understanding of this project.

5.6 Approach

Describe the approach and methodology your firm will use in this specific project.

5.7 Products Delivered and Services Provided

Include listing of products to be delivered and services that will be provided on-site and off-site.

5.8 Outside Assistance

List outside associates and consultants proposed for this project. Include their background and experience.

5.9 References

Each firm shall provide a list of three (3) clients where a similar requested scope of work was used, and the firm was selected as Vendor for the project. Some or all of these customers may be contacted. Include the following information for each reference:

- A. Name of Jurisdiction/Organization
- B. Address
- C. Contact Person
- D. Telephone and Fax Numbers
- E. Email Address

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PART VI
FORMAT OF COST PROPOSAL

Cost Proposal shall be enclosed in a separate sealed envelope to allow for separate comparison of capability and costs. For proposal comparison purposes, components should be itemized where possible.

TOTAL INITIAL PROJECT COST: _____

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PART VII
REQUIRED FEDERAL CONTRACT CLAUSES FOR GOVERNMENTAL ORGANIZATIONS
44 CFR 13.36

(i) **Contract provisions.** A grantee's and sub grantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. **(Contracts more than the simplified acquisition threshold)**

(2) Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be effected and the basis for settlement. **(All contracts in excess of \$10,000)**

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). **(All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub grantees)**

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). **(All contracts and sub grants for construction or repair)**

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). **(Construction contracts in excess of \$2000 awarded by grantees and sub grantees when required by Federal grant program legislation) *DOES NOT APPLY TO DISASTER FUNDING**

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). **(Construction contracts awarded by grantees and sub grantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)**

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the sub grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or sub grantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). **(Contracts, subcontracts, and sub grants of amounts in excess of \$100,000)**

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871). [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995]

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ASSURANCES SIGNATURE PAGE

*Include this with the other documents.

The undersigned, an authorized representative of (bidder), does hereby state that the Bidder acknowledges, understands and certifies compliance with the following requirements.

A. NONCOLLUSION

This proposal or bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly sought by agreement or collusion, or communication, or conference with any person, to fix the bid price of affiant or of any other bidder, and that all statements in said proposal are true.

B. EQUAL EMPLOYMENT AND NONDISCRIMINATION

Bidder and his subcontractors shall comply with the relevant provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, national origin or disability.

Name (Please Print): _____

Authorized Signature: _____ Date: _____

Title: _____ Phone: _____

Email: _____

SECTION 1: REGULATION CHECKLIST

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A. PLANNING PROCESS				
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))			✓	
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))			✓	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))			✓	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))			✓	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))			✓	
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))			✓	
<u>ELEMENT A: REQUIRED REVISIONS</u>				

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT				
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))			✓	
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))			✓	
B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))			✓	
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))			✓	
<u>ELEMENT B: REQUIRED REVISIONS</u>				
ELEMENT C. MITIGATION STRATEGY				
C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))			✓	
C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))			✓	
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))			✓	
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))			✓	
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))			✓	
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))			✓	
<u>ELEMENT C: REQUIRED REVISIONS</u>				

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))			✓	
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))			✓	
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))			✓	
<u>ELEMENT D: REQUIRED REVISIONS</u>				
ELEMENT E. PLAN ADOPTION				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))			✓	
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))			✓	
<u>ELEMENT E: REQUIRED REVISIONS</u>				
<p>Written proof that all jurisdictions' governing bodies have formally adopted the plan (usually a resolution) must be submitted to FEMA. See <i>Local Multi-Hazard mitigation Planning Guidance (July 2008) pages 17-18.</i></p> <p>Note: If the plan is not adopted by a participating jurisdiction, that jurisdiction would not be eligible for project grants under the following hazard mitigation assistance programs: HMGP, PDM, FMA, and SRL.</p>				
PENDING APA				

SECTION 2: PLAN ASSESSMENT

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

Plan Strengths

Opportunities for Improvement

Element B: Hazard Identification and Risk Assessment

Plan Strengths

Opportunities for Improvement

Element C: Mitigation Strategy

Plan Strengths

Opportunities for Improvement

B. Resources for Implementing Your Approved Plan

A variety of mitigation resources are available to communities. The Iowa Homeland Security & Emergency Management website: http://www.iowahomelandsecurity.org/disasters/hazard_mitigation.html provides planning and project related information as well as details on how major FEMA mitigation programs are implemented in the State.

HSEMD's training website provides information on upcoming training opportunities within the State: <http://homelandsecurity.iowa.gov/training/>.

Review of the FEMA HMA guidance (FY11 is the most current) is also encouraged as guidance provides information about application and eligibility requirements. This guidance is available from <http://www.iowahomelandsecurity.org/grants/HMA.html> or through FEMA's grant applicant resources page at http://www.fema.gov/government/grant/hma/grant_resources.shtm.

The FEMA Hazard mitigation planning site <http://www.fema.gov/plan/mitplanning/index.shtm> contains the official guidance to meet the requirements of the Stafford Act, as well as other resources and procedures for the development of hazard mitigation plans.

Various funding programs are available from several state and federal agencies to assist local jurisdictions in accomplishing their mitigation activities and goals. A detailed listing of programs, information on each program, and contact information is also available from the 2013 State Hazard Mitigation Plan.



Iowa Local Hazard Mitigation Plan

DATA COLLECTION SHEET

COUNTY INFORMATION

Plan Title: _____

Participants: _____

Plan Approval: _____ Expiration: _____

Local Contact: _____

COMPLETED STATE PRIORITY MITIGATION MEASURES

Jurisdiction Name	Property Acquisition/ Demolition	Tornado Safe Room	Flood Control & Drainage	Electric Retrofit	Planning & Public Education
City 1					
City 2					
City 3					
School District					

LOCAL CAPABILITIES SUMMARY

Planning Capabilities: Please list

Examples include: Comprehensive plan, Capital Improvement Plan, County/Local Emergency Plans, County/Local Recovery Plans, Debris Management Plans, Past County/Local Mitigation Plans, Economic Development Plans, Transportation Plans, Watershed Plans, other..

Policies / Ordinances: Please list

Examples include: Zoning, building codes, floodplain ordinances, tree trimming ordinances, storm water ordinances, site plan review requirements, historic preservation ordinances, other...

Programs: Please list

Examples include: National Flood Insurance Program (NFIP), Community Rating System (in NFIP), National Weather Service Storm Ready, ISO Fire Ratings (State Fire Marshal's Office), Property Acquisitions, Mutual Aid Agreements, Building Code Effectiveness Grading(BCEGs), other...

Studies and Maps: Please list

Examples include: Flood Insurance Rate Maps, Flood Insurance Study, Evacuation Route Map, Critical Facilities Inventory, Land Use Map, other...

Staffing: Please list

Examples include: Building Inspector, Mapping Specialist, Engineer, Development Planner, Public Works Official, Emergency Management Coordinator, NFIP Administrator, Bomb/Arson Squad, Emergency Response Team, Hazardous Materials Expert, Local Emergency Planning Committee, County Emergency Management Commission, Sanitation Department, Economic Development Organization, Housing Program Staff, Regional Planning Agency/Consultants, Historic Preservation, other...

Non-governmental Organizations: Please list

American Red Cross, Salvation Army, Veteran's Groups, Environmental Organizations, Utility Companies, Homeowner Associations, Neighborhood Associations, Chamber of Commerce, Community Organizations, other...

ASSESSING VULNERABILITY

Hazard: River Flooding

Area of Vulnerability:

Type of Structures	Number of Structures		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Estimated Value of Structures		
	\$ Value in Community	\$ Value in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Number of People		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Hazard: Tornado/Windstorm

Area of Vulnerability:

Type of Structures	Number of Structures		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Estimated Value of Structures		
	\$ Value in Community	\$ Value in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Number of People		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Hazard: Severe Winter Storm

Area of Vulnerability:

Type of Structures	Number of Structures		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Estimated Value of Structures		
	\$ Value in Community	\$ Value in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

Type of Structures	Number of People		
	# in Community	# in Hazard Area	% in Hazard Area
Residential			
Commercial			
Industrial			
Agricultural			
Religious/ Non-profit			
Government			
Education			
Utilities			
Total			

HAZARD RANKING

Top 5 (or top priority) hazards for your plan: *can include more hazards or ranking by jurisdiction*

- 1.
- 2.
- 3.
- 4.
- 5.

Additional Comments: