



Jefferson County Homeland Security and Emergency Management

(A Department of the Jefferson County Commission)

Request for Proposals

2018 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update

December 19, 2017

NATURE OF SERVICES REQUIRED

Jefferson County Commission wishes to hire a Contractor to work with the Jefferson County Homeland Security and Emergency Management staff, the Risk Assessment and Mitigation Planning Committee, and other stakeholders to update the County Government's Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan.

The contracting agency is the Jefferson County Commission and all procurement rules and regulations of the Jefferson County Commission will be applicable to this project.

Jefferson County's Homeland Security and Emergency Management Director or their designee will coordinate the contract with the successful consulting firm, along with the County's attorney, and recommend hiring of the successful firm. The final decision shall be that of the Jefferson County Commission.

The successful bidder will contract directly with the Jefferson County Commission and all correspondence will be through the Jefferson County Homeland Security and Emergency Management Director or their designee.

Specific Objectives that the successful Contractor will be required to perform:

1. Meet all of the assurances, scope of work listed in Attachment #1 (State of West Virginia Hazard Mitigation Planning Grant Application for Jefferson County, WV) and meet the deadline of May 1 for Draft and June 1 for Final deliverables, assure that the plan, meets the requirements of all, laws, regulations, policies, procedures, and authorities, as well as, written in such a way that it will help to maximize Jefferson County's CRS Rating (Community Rating System of the National Flood Insurance Program). The County's CRS Rating is currently a Class 6.
2. Must outline the strategy for gathering public input and developing the plan.
3. The successful Contractor must hold at a minimum of monthly face-to-face meetings with the Homeland Security and Emergency Management Director plus any stakeholders that he or she wishes to include in the meetings over the course of this contract. Other planning conferences may be held via phone or webinar, as necessary.
4. The successful Contractor must commit to submitting monthly progress reports outlining the following:
 - Activities (Calls, meetings, communications)
 - Planning progress to include completed tasks and future action items.
 - Drafts of the plan as they become available.
5. Must provide a final 2018 Multi-Jurisdictional All Hazards Mitigation Plan at the conclusion of the contract. This must include 5 hard copies, and 5 CDs of each product, plus one Master Copy that can be updated easily by the jurisdiction in the future.

6. The Homeland Security and Emergency Management Director will select from among the submitted proposals. One or more Contractors will be asked to make formal presentations to the Homeland Security and Emergency Management Director and other stakeholders, as desired. The Homeland Security and Emergency Management Director will make a recommendation to the Jefferson County Commission on which contractor to select, based upon affordability, strategies and experience with like projects. References given by each potential contractor will be checked for satisfactory performance on past contracts.

Additional Information:

Your bid is to be all-inclusive, not to be based upon hourly fees or additional expenses.

There is no expressed or implied obligation for Jefferson County Homeland Security and Emergency Management or Jefferson County Commission to reimburse responding Contractors for any expenses incurred in preparing proposals in response to this request or to attend required meetings.

Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed by the Jefferson County Homeland Security and Emergency Management or the Jefferson County Commission.

All documents are submitted to Jefferson County Homeland Security and Emergency Management once the project is completed. Upon invoice, and final approval by the County Commission, WVDHSEM, and FEMA, payment will be made in one lump sum.

All products must be completed and received in the final form no later than June 1, 2018, along with the invoice for services.

The County's current All Hazards Risk Assessment and Mitigation Plan was last updated in 2012/2013. The document can be found at

<http://www.jeffersoncountywv.org/home/showdocument?id=727>

TIME REQUIREMENTS FOR THE PROJECT

RFP Issued	December 19, 2017
MANDATORY PRE-BID MEETING	10:00 a.m. January 9, 2018
RFP Due Date	5:00 p.m. January 24, 2018
Estimated Selection Date	February 1, 2018

Please note that the Work Schedule on Page 15 of the Grant Application must be compressed in order to meet the Draft and Final deliverable dates of May 1 and June 1 respectively.

Draft of deliverable by May 1, 2018

Final deliverables and Invoice submitted by June 1, 2018

REQUESTS FOR PROPOSALS

Inquiries concerning the request for proposals may be made to:

Stephen S. Allen, Deputy Director
Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
304-728-3329 (phone)
304-728-3320 (fax)
sallen@jeffersoncountywv.org

QUESTIONS?

Questions are to be submitted in writing either by email or fax. Email is to sallen@jeffersoncountywv.org

Fax: 304-728-3320

No phone calls, please.

All questions and answers will be made available to all known bidders.

SUBMISSIONS OF PROPOSALS

The proposals must be RECEIVED by 5:00 p.m. January 24, 2018 for a Contractor to be considered. Contractors should send the completed proposals by regular mail or hand delivered to:

“RFP Submission: “2018 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update”

Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

We recommend that you DO NOT send your proposal electronically.

Jefferson County Homeland Security and Emergency Management will not be responsible for lost or misdirected mail or email. It is the Contractor’s responsibility to follow up to make sure it is received.

Each submitted proposal must be limited to twenty pages in length (12 point font/1.5 line spacing) and include the following information:

A. Information about the Contractor

Each bidder will provide information about their organization, including the name, address, telephone number and email address of the principal contact person for this proposed project, and the contractor’s URL of their website.

Include the number of years the Contractor has been in the business of providing the type of services desired by Jefferson County Homeland Security and Emergency Management, as well as the Contractor’s specific experience in emergency management planning.

Please list all relevant disaster planning projects your firm has performed over the past three years, including outcomes of each. Please include sample of work, specifically for Emergency Management and/or Risk Assessment, Mitigation or Recovery Plans. Please include three references of communities that have engaged the Contractor for similar services.

Non-Disclosure Agreement--For security purposes, all of the Contractor’s staff who will be working with this project in any way may be asked to sign a non-disclosure agreement

regarding information in this plan or information that they may gain during the course of this contract.

B. Staff Expertise in Risk Assessment and Mitigation Planning

Each bidder will include a brief statement regarding current qualifications of senior or lead consulting staff and their ability to perform desired consulting services, including the number of qualified support staff who would assist in performing the described tasks.

It is essential that all project personnel are listed by name and credentialed in the submitted proposal.

CONTRACT PERIOD

Planning must begin upon award. Invoice will be paid upon receipt of an invoice and the approval of the Jefferson County Commission, WVDHSEM, and FEMA after all materials are received and approved at the end of the contract.

Each submission will detail a bid for the complete project. Payment will be in one lump sum upon approval and an invoice at the end of the contract.

Submitted proposals will be evaluated using the following criteria:

- Affordability
- Qualifications of the Contractor and their lead consulting staff
- Depth of specific disaster planning/exercise facilitation experience
- Success of previous outcomes
- Proposed fee to perform the described services
- Recommendations
- Overall strength of proposal

Submitted proposals will be reviewed and we may contact potential Contractors for additional clarification.

Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals submitted.

During the evaluation process, Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right, where it may serve their best interest, to request additional information or clarifications from potential Contractors, or to allow corrections of errors or omissions.

FINAL SELECTION

Selection of the Contractor will be based upon the recommendation of the proposal reviewers, with the final decision resting with the Jefferson County Commission. Following notification of the successful Contractor, a contractual agreement will be executed between the Jefferson County Commission and the selected Contractor.

Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals.



State of West Virginia
Hazard Mitigation Planning Grant Application
**** Local Mitigation Plans ****

**West Virginia Division of Homeland Security
& Emergency Management (WV DHSEM)**

County Name	Jefferson
Contact Name	Barbara J. Miller, CEM, CFM Position JCHSEM Director
Communities Covered by This Application	Jefferson County and the Municipalities of Charles Town, Ranson, Shepherdstown, Harpers Ferry, and Bolivar.
Address	28 Industrial Blvd, Suite 101, Kearneysville, WV 25430
Phone Number	304-728-3290 Email: bmiller@jeffersoncountywv.org
National Flood Insurance Program CID Number	540065
Applicant DUNS Number	074-741-4548 FIPS Code 037
WV House District #	65, 66, 67 WV Senate District # 16
U.S. Congressional District	2

INSTRUCTIONS: **Complete Sections 1 through 5. Please answer each question as fully as you can. Print or type your responses clearly. If you have questions about this application, please contact Brian Penix, State Hazard Mitigation Officer at (304) 558-5380. Attach additional pages if necessary. Please mail your application to:**

**WV Department of Military Affairs and Public Safety
Division of Homeland Security and Emergency Management
1900 Kanawha Blvd East, Bldg 1, Room EB-80
Charleston, WV 25305-0360**

This page left intentionally blank.

Table of Contents

Section 1: Applicant Assurances.....	1
Section 2: Scope of Work	3
Section 3: Estimated Budget.....	14
Section 4: Work Schedule.....	15
Section 5: Community Signed Statement.....	16
Section 6: MHMP Major Work Tasks Template.....	17
Section 7: FEMA Local Mitigation Plan Checklist.....	21
Section 8: State Technical Support Services: Building Inventory & Flood Risk Analysis Report.....	23

Section 1: Applicant Assurances

*If the project is funded, the applicant must adopt an ordinance or other policy that demonstrates the community shall comply with the following (applicant, not applicant preparer, **MUST** initial each item).*



*The applicant **MUST** designate an Authorized Agent for the Project.*



*The applicant **MUST** comply with **ALL** stipulations outlined in Title 44 of the Code of Federal Regulation and the current HMA Guidance.*



*A public meeting **MUST** be conducted to explain project policy and procedures.*



*The community **WILL** submit to WVDHSEM copies of their Single Audit Act Report for the year in which the grant was received, and for each subsequent year that the community receives funding under this grant.*



In the event that applicant fails to expend or is over advanced Federal and / or State disaster funds in accordance with Federal or State disaster assistance laws or programs, the Governor's Authorized Representative reserves the right to recapture funds in accordance with Federal or State laws and requirements.



The applicant will not enter into a contract with a contractor who is on the debarred contractors list.



The applicant will prohibit any employee, governing body, contractor, subcontractor or organization from participating in or presenting the appearance of a conflict of interest or kickbacks.



*Budgeted line items **MUST NOT** be exceeded without prior written approval of the State **AND** FEMA. Any over-runs of budgeted items without authorization becomes the responsibility of the applicant. Failure to submit written requests for over-runs constitutes grounds for recapture of grant funds for non-performance.*



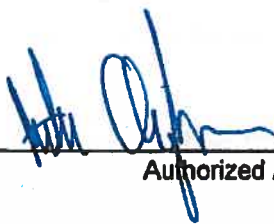
Both the State and FEMA reserves the right to recapture funds for non-performance of the stipulations of the grant.



*Any changes to the scope of this grant **MUST** have the written approval of both FEMA **AND** the State. This includes changes to the budget, the participant list and timeline. Failure to submit written requests for changes in scope constitutes grounds for recapture of funds for non-performance.*

Authorized Agent Agreement

Should our community be awarded FEMA funds to implement a mitigation project, we agree to the stipulations outlined above as conditions of receiving funds and implementing said project.



Authorized Agent's Signature



Date

Peter Onoszko, Jefferson County Commission President

Name (Printed or typed)

Title

Section 2: Scope of Work

Instructions: **Black Text:** Fixed text must remain part of application
 Blue Text: Text customized by applicant
 Yellow Highlighted Text: Inserted text or bulleted lists customized by applicant

2.1 Identify the scope of your 5-year Multi-Hazard Mitigation Plan.

2.1.1 Overview and Extent

This application is for the required five-year update of the Jefferson County, Multi-Jurisdictional All-Hazard Risk Assessment and Mitigation Plan (MHMP). In 2003, 2008, and 2013, Jefferson County completed a FEMA-approved multi-hazard mitigation plan (MHMP) at the request of the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM). Our next required update is due on or before September 9, 2018. The MHMP will consist of Introduction, Community Profile, Planning Process, Asset Inventory Overview, Hazard Identification, Risk Assessment, Vulnerability Analysis (Natural Hazards/Manmade Hazards, Capability Assessment, Mitigation Strategy, Coordination with local and state hazard mitigation efforts, Plan Monitoring, Maintenance, and Revision, Appendix: Flood Risk Analysis Report from the State, Appendix: Documentation-Meetings/Minutes, Appendix: Local Mitigation Plan Review Tool, Appendix: Local CRS Crosswalk, Appendix: 2013 FEMA Recommendation for Improvements, Others that may be recommended by final selected contractor or identified by the Workgroup.

The State will coordinate with the county to create a building inventory for use for all hazards identification and risk assessment. In addition, the State will provide the applicant with a Flood Risk Analysis Report based on a Hazus Level 2 flood loss to be included as an addendum in the Mitigation Plan.

2.1.2 Responsibilities of Applicants

Applicants are responsible for writing the full mitigation plan along with providing and validating local Geographic Information Systems (GIS) data to support the mitigation plan. Counties will need to provide digital surface tax parcels to the State to generate building inventories. If the applicant hires an MHMP contractor to assist with the plan, then the contractor must work with the State on GIS data collection and validation efforts of the building inventory and critical facilities.

- Develop and write entire Mitigation Plan
- Meet all the regulatory requirements of MHMP: Planning process, hazard identification and risk assessment, mitigation strategy, and plan review, evaluation, and implementation. See FEMA Local Plan Checklist in Section 7.
- Provide local GIS data to support building inventory and support plan
- Ensure hired contractors do not duplicate deliverables provided by the State WVDHSEM (see 2.1.3 and Section 8)

2.1.3 Responsibilities of State WV DHSEM - Building Inventory and Flood Risk Analysis Report

While the applicant or their contractor will be responsible for a comprehensive, multi-hazard risk assessment, a specific Flood Risk Analysis will be performed by the State in conjunction with the building inventory update. This analysis will generate the number and cost (exposure) of buildings in the 1% annual floodplain and includes a GIS point overlay data analysis as well as Hazus-MH aggregate flood loss estimates. The Flood Risk Analysis Report is envisioned as an appendix to the MHMP.

The State will provide a Flood Risk Analysis Report which will consist of the following:

- A building inventory with replacement costs.
- Coordinating critical facilities, essential facilities, community assets, and other data sets of interest.
- A complete Flood Risk Analysis Report based on a Hazus Level 2 flood loss which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction. The report will be provided before the plan due date and will be included as an addendum in the Mitigation Plan. Refer to Section 8 for the technical support services and more detailed information of deliverables and products associated with the building inventory and Flood Analysis Report. A sample report will be provided to applicants to better understand the content of Flood Risk Analysis study (Section 9).
- The regional flood risk analyses and data will be vertically integrated into the State Hazard Mitigation Plan due October 2018.

2.1.4 Budget

Applicants will complete an estimated budget in Section 3.

2.1.5 Work Schedule, Timelines, Progress Reports

Applicants will complete the Work Schedule in Section 4. The schedule must adhere to the performance period set forth in the application. Applicants should follow the recommended timelines and descriptive milestones discussed in the meetings (Section 2.4) and major work tasks (Section 6) sections. Applicants are responsible to provide quarterly progress reports to the State.

Jefferson County will complete its five-year update commencing upon award of the grant and hiring their contractor. The plan will be completed prior to the September 9, 2018 expiration of the current plan.

2.2 Describe the MHMP Content and Process.**2.2.1 Regulations Checklist**

The plan shall meet the minimum FEMA regulation guidelines set forth in Section 7.

- Local Mitigation Plan Review Crosswalk Comparison Tool
<https://www.fema.gov/media-library/assets/documents/24118>

2.2.2 Contents

Identify and list the main elements of the plan.

- Introduction
- Community Profile
- Planning Process
- Asset Inventory Overview
- Hazard Identification, Risk Assessment, Vulnerability Analysis (Natural Hazards/Manmade Hazards)
- Capability Assessment
- Mitigation Strategy
- Coordination with local and state hazard mitigation efforts
- Plan Monitoring, Maintenance, and Revision
- Appendix: Flood Risk Analysis Report from the State
- Appendix: Documentation-Meetings/Minutes
- Appendix: Local Mitigation Plan Review Tool
- Appendix: Local CRS Activity #510 Floodplain Management Planning Checklist
- Appendix: 2013 FEMA Recommendation for Improvements
- Others that may be recommended by final selected contractor or identified by the Workgroup

2.2.3 MHMP Development Guidelines

Refer to Section 6 for major work tasks and activities required to develop the plan, including public involvement, identification of hazards, development of a comprehensive risk/vulnerability assessment, identification of mitigation goals, and plan adoption. These major tasks should consist of the scheduled milestones submitted in the Work Schedule (Section 4) by the applicant. Ensure the hazard mitigation plan meets all the FEMA regulations in Section 7 including the (1) planning process, (2) hazards identification and risk assessment, (3) mitigation strategy, and (4) plan review, evaluation, and implementation.

2.2.3.A Planning Process

Describe the planning process and who will be involved in the process. List the local stakeholders (businesses, non-profit organizations, academic institutions, GIS specialists) that will be invited to participate on the Committee that will develop the updated plan.

- Jefferson County Government Offices and Officials
- To Include: Planning, Zoning and Engineering, GIS, IT, Emergency Management, Emergency Communications, and Floodplain Manager
- Bolivar Town Officials & Floodplain Manager
- Charles Town City Officials & Floodplain Manager

- Harpers Ferry City Officials & Floodplain Manager
- Ranson City Officials & Floodplain Manager
- Shepherdstown Officials & Floodplain Manager
- Jefferson County Emergency Responder Agencies
- Jefferson County LEPC
- Frontier Communications (Utility)
- First Energy/Potomac Edison Power Company
- Water Providers/owners of Source Water Protection Plans
- Sewage Plant Operators
- Jefferson County Department of Health
- WVU Extension Service
- Jefferson County Chamber of Commerce
- Jefferson County Community Organizations Active in Disasters
- Jefferson County Development Authority
- Jefferson County Parks and Recreation
- Kent Cartridge
- Region 9 Planning and Development Council Executive
- The National Weather Service-Sterling, VA
- CSX Railroad
- Norfolk Southern Railroad
- U.S. Customs and Border Protection-Advanced Training Center
- National Park Service-Antietam National Battlefield
- Berkeley County Emergency Management
- Loudoun County, VA Emergency Management
- Clarke County, VA Emergency Management
- Frederick County, VA Emergency Management
- Washington County, MD Emergency Management
- Frederick County, MD Emergency Management
- Interested Citizen Residents
- Media Representatives
- WV GIS Technical Center
- WVDHSEM WVHLSR3 Liaison and NFIP/Mitigation Divisions
- Eastern Panhandle Soil and Water Conservation District

In addition to those groups listed on the previous page, Jefferson County will send letters to the following major employers inviting them to participate in the process.

- PNGI Charles Town Gaming, LLC
- Wal-Mart Associates, Inc.
- Royal Vendors, Inc.
- National Park Service-Harpers Ferry National and Historic Park
- Jefferson County Board of Education
- Shepherd University
- American Public University System
- WVU Medicine-Jefferson Medical Center

- U.S. Fish and Wildlife Center/National Conservation Training Center
- Ox Paperboard, LLC
- Summit Point Motorsports
- Harpers Ferry Job Corps

Describe how the public will be involved in the planning process during the drafting stage.

Jefferson County Homeland Security and Emergency Management wants and encourages public participation from a variety of stakeholders throughout the update process! Stakeholders will be encouraged to attend a public kick off meeting, as well as other workgroup meetings throughout the process. At the public kick off meeting, there will be a presentation of the update process, including changes to the MHMP process from the FEMA release of updated MHMP Guidance. Additionally, the public will be kept informed in accordance with the West Virginia sunshine laws, and will have opportunities to comment at the kick off meeting. The public will also have an opportunity before the kick off even begins to fill out a survey at the JCHSEM booth at the Jefferson County Fair in August, 2017.

Our current approved plan is posted on our website at
<http://www.jeffersoncountywv.org/home/showdocument?id=727>

As part of the update process, the workgroup will hold a public meeting in which the Contractor and County staff will present the draft plan including risk assessment and mitigation strategies. This meeting will allow time for public Q&A at the end. All public input will be documented in the meeting minutes.

Once the MHMP update is completed, approved, and adopted, Jefferson County/Contractor will continue to engage the public in the maintenance of the plan. The updated plan will replace the current 2013 version of the plan on the County's website.

2.2.3.B Hazards Identification and Risk Assessment (HIRA)

- The plan will address the following points:
 - How the community(ies) will continue public participation in the plan maintenance process.
 - Once the MHMP update is completed, approved, and adopted, the County/Contractor will continue to engage the public in the maintenance of the plan. The public will be notified of periodic planning meetings through notices in the local newspaper, and copies of the updated plan will be maintained in the on the County's website and in the JCHSEM and County Commission offices.

- Describe the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)
 - Include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
 - Include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction.
 - Describe each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction.
- In 2013, Jefferson County identified the following hazards in its previous plan.
 - Flooding
 - Fires (Structural and Wildland)
 - Drought
 - Earthquake
 - Hazardous Material Release
 - Landslide
 - Thunderstorm/Hail
 - Straight line Winds/Tornado
 - Severe Winter Storm
- For the updated plan Jefferson County will identify the following hazards:

Same as above and any others that are identified by the workgroup and/or the contractor.
- Describe the process for reviewing and incorporating existing plans, studies, reports, and technical information. Note: Previous plans and resources are available on the WVDHSEM website: <http://www.dhsem.wv.gov/MitigationRecovery/Pages/Hazard-Mitigation-Planning.aspx>
 - Describe mitigation plan implementation efforts since the approval of the last plan.
 - To monitor all of our projects and strategies, Jefferson County Homeland Security and Emergency Management holds an annual meeting with stakeholders from the Work Group that has been in existence since 2002 to annually review our strategies and projects to monitor progress. Annual meetings were held each year since the last plan was completed. Copies of the annual meeting minutes are distributed to the County Commission, the local press, WVDHSEM, and FEMA, as required.
 - Jefferson County has yearly mails out letters to all property owns in or near a floodplain, including properties that are repetitive loss properties, that gives them information about flood insurance, mitigation techniques, and contact information for floodplain permit information and ordinance information. This is a part of the CRS requirements.
 - To initiate storm water management projects that tie into the Chesapeake Bay Watershed Initiatives, regulations now have been strengthened for a 1

- inch capture to slow runoff down. Additionally, Jefferson County participates in the C-trees program with Region 9 Planning and Development Council and the Cacapon Institute.
- Jefferson County has moved up at a Class 6 CRS Community.
 - A River gauge has been installed on the Potomac River near Shepherdstown. This has been an on-going strategy since the old gauge was damaged several years ago. The new gauge was installed and implementing by the USGS/City of Shepherdstown in 2016.
 - Jefferson County HSEM has improved flood information for residents with the addition of a Flood Information Page on their website. It includes the history of flooding, real time forecasting of local rivers and streams, the WV Flood Tool, links to FEMA flooding information, the local Hazard Mitigation Plan and other interesting facts about flooding. It can be found at <http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management/floodplain-information> or can be accessed directly from the Jefferson County Commission's front page of their website. This is also a CRS Requirement.
 - The Town of Bolivar increased their storm water capabilities in and around the town by creating new sidewalks and rain gardens to assist with storm water runoff as a part of the Chesapeake Bay Watershed Initiative. The Rain Garden was installed in the community park to capture runoff from the pavilion.
 - The City of Charles Town has reduced the overall flooding potential in the City by targeting areas for recreation that is interconnected with trails and parkland, beyond the required floodplain and wetland areas, and laid out a strategy for green space protection. The West End plan was developed in the fall of 2014.
 - Harpers Ferry reported that they are ensuring a public drinking water supply following flooding events by rerouting an 8" water main near Elk Run (the town's main water source). In October, 2016, it was reported that this project is part of the projected \$6.2 million upgrade with funding from USDA. Harpers Ferry also uses the Potomac River as a back up water source.
 - The City of Ranson reduced the potential for environmental issues resulting from hazardous waste by cleaning up sites where hazardous waste was currently present. This was accomplished at the Brownfield site at the former Kidde Plant site in Ranson.
 - The City of Shepherdstown, constructed additional water tanks to increase water storage capabilities to reduce the effects of drought in their city.
 - To increase the stability of the public drinking water supply and provide for an emergency backup power supply at all water treatment facilities in the County, Prime Power Surveys have been completed for most of the water and waste water treatment facilities and generators have been installed. In some instances, additional propane has been stored for use on the more remote sites.

- Several additional projects were completed over the past 5 years, but this is a good representation of projects that the County and the municipalities successfully completed.

- A Flood Risk Analysis Report will be provided by the State for the flood hazard. All other hazards are the responsibility of the applicant. Refer to Section 8.

2.2.3.C Mitigation Strategy

- The plan will address the following points:
 - Document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs.
 - Address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate.
 - Include goals to reduce/avoid long-term vulnerabilities to the identified hazards.
 - 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.
 - Contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction.
 - 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.

2.2.3.D Plan Review, Evaluation, and Implementation

- The plan will address the following points:
 - Include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval.
 - For multi-jurisdictional plans, each jurisdiction requesting approval of the plan documented formal plan adoption.
- Adoption Process:
 - The plan adoption process must ensure sufficient time to complete the plan, as well as time for State (30 days) and FEMA (45 days) plan review. The plan adoption will allow time for the jurisdiction(s) to make any modifications required as part of the plan review process and allow sufficient time for jurisdictions to formally adopt the plan.
 - Throughout the planning process, the jurisdictions in Jefferson County will have multiple opportunities to review draft portions of the plan. Upon completion of the MHMP update, Jefferson County and the contractor will

present the plan to the Workgroup for final revisions. The Workgroup (which will include at least one member of each participating jurisdiction) will review the plan in detail and notify Jefferson County and the contractor of any and all revisions desired with the understanding that upon completion of these revisions, the communities of County will feel comfortable adopting the plan.

- o Upon conditional approval from FEMA, each incorporated jurisdiction in the region and county will officially adopt the plan.

2.3 MHMP Contractor. Will the applicant hire a contractor to help develop your local hazard mitigation plan update? Note: Refer to Sections 2.1.2 (Responsibilities of State) to avoid duplication of efforts.

Will you hire a contractor to help develop your local hazard mitigation plan update?

Yes

Upon award of this grant, Jefferson County will put out a RFP (Request for Proposal) to hire a contractor to

perform such as hazard identification and risk assessment, write the plan, facilitate meetings, coordinate community input, GIS services, etc.). • Develop and write entire Mitigation Plan

• Meet all regulatory requirements of MHMP, including but not limited to coordinate and facilitate all local meetings to be held in person in Jefferson County; Coordinate all community input; research and integrate other known plans (comprehensive plans, building codes, zoning ordinances, floodplain ordinances, storm water management plans, source water protection plans, THIRA (Threat Hazard Identification Risk Assessment), sub-division and land use/land development plans, Hospital and Health Department All Hazards Plans, National Flood Insurance Rate Maps, Community Rating System information, Program for Public Information (CRS); Emergency Management Plans, Repetitive Loss Areas, and other County and Municipal plans; Planning Process; Hazard Identification, Risk Assessment, Mitigation Strategies/Project Identification; Integration of maximizing CRS points using this as the Activity #510 Plan and integrate the CRS Crosswalk for maximization of accumulating CRS points; and plan review, evaluation, and implementation (See also FEMA Local Plan Checklist in Section 7); provide GIS data to support the building inventory and support plan, ensuring that the contractor is not duplicating deliverables provided by the WV GIS, WVDSEM, or Jefferson County GIS (see 2.1.3 and Section 8)

Meet all the regulatory requirements of MHMP: Planning process, hazard identification and risk assessment, mitigation strategy, and plan review, evaluation, and implementation.

The State will provide coordination with building inventories based on input GIS data provided by your jurisdictions and a Flood Risk Analysis Report addendum. See Section 8 for State technical support services provided.

2.4 MHMP Meetings.

The Applicant will discuss in detail the type of meetings and how the meetings align with the performance objectives, timeline, and work schedule.

Meeting 1 [Initial Meeting]: In the kickoff meeting, the applicant will meet with the planning team to describe the rationale behind the MHMP program and answer questions from county and municipal participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. The Jefferson County Contractor will present the municipalities with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the contractor will present (a) county map(s) with the Hazus-MH critical facilities plotted. This map will be used to elicit better local information from the work group. The workgroup will also prioritize the hazards it feels most affects the county and profile the hazards to model with Hazus-MH including earthquakes, floods, tornadoes, and hazardous materials spills.

Jurisdictional Meetings: Here the applicant will meet with each individual jurisdiction covered by the plan to discuss mitigation strategies. The group will review the strategies developed in the previous version of the MHMP, and will discuss the following: 1) completed, successful strategies, 2) strategies that were not implemented and reasons for incompleteness, 3) new strategies needed. At the end of the meeting, the group will prioritize its new strategies and develop goals and objectives to implement them.

State Coordination: During the initial meetings WV DHSEM or its designee will meet with the various stakeholders to provide information about coordination of the (1) building inventory and (2) Flood Risk Analysis report.

Meeting 2 [Present Draft Plan]: Meeting 2 is a public meeting. The applicant/contractor will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The Workgroup and the public will have the opportunity to ask questions.

Meeting 3 [Final Review and Revisions of Draft Plan]: The Workgroup meets to review and revise the draft plan before submitting it to the State and FEMA.

2.5 Community Signed Statements. FEMA application development guidance requires that each community that intends to participate in a multi-jurisdictional plan provide an individually signed statement on how the overall planning effort will be coordinated. The letter should also indicate if there will be additional costs associated with a particular community's participation in the planning process. A sample letter of intent is included on the next page. The letter can and should be modified to describe how your multi-jurisdictional planning effort will be coordinated. Refer to Section 5 for a template for the signed letters of intent to this application. Please also list the communities that will participate in the planning effort in the space below.

All six communities, listed below, will be invited to participate in this multi-jurisdictional plan.

Jefferson County (NFIP Community #540065)

Bolivar (NFIP Community #540030)

Charles Town (NFIP Community #540066)

Harpers Ferry (NFIP Community #540067)

Ranson (NFIP Community #540068)

Shepherdstown (NFIP Community #540069)

Section 4: Work Schedule

The work schedule sets the performance period for the project. The maximum time allowed for mitigation projects is 3 years (1095 Days). If the community under-estimates the project time, delays can occur while extension requests are processed. Furthermore, extensions can only be granted in 90 day increments a total of two times. Care should be taken when estimating times. Take into account time of year (weather factor) when estimating. The State will provide technical support services for the first three tasks. Refer to the MHMP major work tasks template for guidance in Section 6.

Description	Time Frame (In Days)
MHMP Grant Application Approved (Signed Document Received by County Commission)	0
Advertise the Request for Proposals	14
Hold Pre-Bid Meeting	45
Hold Contractor Presentations	60
Recommend contractor to the County Commission for Approval	90
Task 1. Organize Resources, Profile Hazards, Determine GIS Analyses	120
Task 2. Kick-off Meeting (meeting #1)	150
Task 3. Risk Analysis	180
Task 4. Update and Create New Mitigation Strategies	210
Task 5. Prioritize Mitigation Actions	240
Task 6. Public Involvement	270
Task 7. Public MHMP Meeting (meeting #2)	300
Task 8. MHMP Development	330
Task 9. Distribute Draft Plan for Comment	360
Task 10. Final MHMP Review (meeting #3)	390
Task 11. Finalize and Publish MHMP	420
Total Number of Days	420

Please Note: This dates must be compressed to meet deadlines of Draft- May 1, 2018 ^{pm}
Final - June 1, 2018. ^{December 19, 2017} 15

Section 5: Community Signed Statement

Statement of Interest in Multi-Hazard Mitigation Planning

As a potential participant in the Hazard Mitigation Assistance Program Jefferson County, West Virginia hereby states their interest in participating in the multi-jurisdictional Jefferson County Natural Hazard Mitigation Plan

After Federal Emergency Management Agency approval and during the implementation, Jefferson County agrees to actively participate in the hazard mitigation planning process

As signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards



Signature of Authorized Community Representative

08-14-2017

Date

Jefferson County Commission President

Title

Barbara Miller

From: Whitesel, Jonathan D <Jonathan.D.Whiteasel@wv.gov>
Sent: Friday, August 11, 2017 2:35 PM
To: Barbara Miller
Subject: Planning Grant

After reviewing your grant application I have noticed 2 things that needs to be done.

Pg 16 Section 5 Community Signed Statement needs signed

Pg 15 The work schedule needs extended 4 months

If you would just scan those 2 new pages I will just add it to the other part.

Thank you,

JD



JD Whitesel

Acting Mitigation Planner

WV Division Homeland Security and

Emergency Management

Capital Complex Bldg.1 Room EB 80

1900 Kanawha Blvd.

Charleston, WV 25305

Section 5: Community Signed Statement

Statement of Interest in Multi-Hazard Mitigation Planning

As a potential participant in the Hazard Mitigation Assistance Program, Jefferson County, West Virginia hereby states their interest in participating in the multi-jurisdictional Jefferson County Natural Hazard Mitigation Plan.

After Federal Emergency Management Agency approval and during the implementation, Jefferson County agrees to actively participate in the hazard mitigation planning process.

As signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

Signature of Authorized Community Representative

Date

Jefferson County Commission President

Title

Section 6: MHMP Major Work Tasks Template

Task 1. Organize Resources, Profile Hazards, Determine GIS Analyses

The applicant and MHMP contractor (if applicable) will work with participating stakeholders to review FEMA's regulation checklist (Section 7). The planning team will address comments and suggestions from the crosswalk in the updated plan. The [Region/County] will identify and organize a planning team to act as point of contact for the various interested groups and provide support in the mitigation planning process. The plan update will incorporate individual community MHMPs into the larger county MHMP for a more comprehensive picture of the county's risks.

The planning team will consist of at least one representative from each of the county's incorporated jurisdictions. Members may include local first responders and emergency personnel, as well as academic institutions and local businesses. The MHMP contractor will attend an organizational meeting with the team to collect and organize the GIS resources that the county will provide towards its match. To ensure that the best available data is used and available for an improved GIS risk assessments, the applicant should develop a Memorandum of Understanding (MOU) with the county(ies) for sharing of data for the mitigation plan.

The applicant and planning team will coordinate with the WV DHSEM or designee regarding the building inventory and Flood Risk Analysis report. It is important that applicant coordinates closely with the State to minimize duplicative efforts and to fully integrate regional plans into the State Mitigation Plan.

The applicant will identify hazards to include in its plan including additional hazards not listed in its previous plans.

Rank hazards by overall risk

In this step, the applicant will present the hazard rankings that the county developed in its first plan and lead the planning team through an exercise to determine if the rankings have changed. The exercise will consider significant hazard events that have occurred since [YYYY], changes in land use that may impact the county's vulnerability to certain hazards, and additional relevant information from state and local experts.

Profile hazard events

The applicant will create new hazard event profiles using the best available GIS resources and historical information. The profiles will answer the question: What are the possible magnitudes and severities of each hazard event? The information gathered in this step will help determine the assets in the hazard areas that will be inventoried in the next task.

- Obtain and create a base map.

The applicant will identify and collect the best available base map information to show the areas that are subject to various hazards. The GIS basemap data from the community will be used in conjunction with regional and statewide data. *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner.*

- Obtain hazard event profile information.

Using the information obtained in the previous tasks, the applicant will determine the return frequency for each hazard. The hazard frequency will be based on the most commonly available information for a particular hazard. A more comprehensive hazard profile that considers all possible events, such as floods with different probabilities, may still be needed at some future date, but this simplified version will be adequate to help identify each community's risks and narrow the focus for planning efforts. The State will provide a Flood Risk Analysis report of each county to be an addendum for the MHMP.

- Record hazard event profile information.

The applicant will record the research information for each hazard profile. The task will include documenting the source of the various maps such as the Flood Insurance Rate Maps (FIRMs) or other hazard event data.

Task 2. Kick-off Meeting (meeting #1)

In the kickoff meeting, the applicant will meet with the planning team to describe the rationale behind the MHMP program and answer questions from county participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. The applicant will present the county with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the applicant with coordination with the State will present regional and county maps with the Hazus-MH critical facilities plotted. This map will be used to elicit better local information from the planning team. The team will also prioritize the hazards it feels most affects the county and profile the hazards to model with Hazus-MH including floods, tornadoes, earthquakes, and hazardous materials spills.

Task 3. Risk Analysis

Inventory assets

The inventory subtask effort identifies the assets in the community that will be affected by the hazard event. The task includes conducting an inventory of the vulnerable assets. The updated MHMP will begin with a Hazus-MH inventory but will refine it using local available data. The effort includes incorporating critical facilities identified by the planning team, existing local GIS data, and available community property assessment information including property ownership and building replacement costs. The effort includes developing and mapping a general inventory of assets in the community. Using the basemap developed in the previous task, the applicant will identify the assets inside hazard areas, for example, using available floodplain maps to identify assets within the 100-year floodplain boundary. This subtask includes the following activities:

- The plan will run GIS risk analyses for flood, landslides, severe weather, tornado, etc.
- Using local resources including the community assessor's data, aerial photography, local planning documents, census data, and Hazus-MH data, the applicant with support from the State will determine the total number and value of

buildings. The information will be grouped by occupancy class, such as residential, commercial, or industrial. Hazus-MH, current census data, or local population figures will be used to estimate the current population.

- The applicant and State will use GIS techniques to estimate the total number of buildings, total value of buildings, and number of people in flood hazards while the applicant is responsible for other hazards. Throughout this process, applicant will engage community officials to identify areas of recent and future growth and note whether these areas lie within hazard boundaries.
- *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner*

Estimate Losses

The next step in the loss estimation process determines how the community's assets will be affected by the hazard event. Hazus-MH software and GIS tools will be used to estimate these losses. Some buildings, infrastructure, or functions will be damaged more than others in the same hazard event because they are more vulnerable due to their location or construction. The State will use Hazus-MH structure loss estimation tables to determine the estimated percent of damage from the various hazard events for flood hazards while the applicant is responsible for other hazards. The analysis reports will include estimated structure losses (use and function), content losses and human losses.

The applicant will prepare a draft risk assessment and present the report to the planning team, elected officials, and general public at an open meeting which will include the State Flood Risk Analysis report. In the presentation, the applicant will highlight significant changes in analysis results from the [YYYY] plan. This meeting will significantly inform the development of the mitigation section of the plan.

Task 4. Update and Create New Mitigation Strategies

The applicant will update the mitigation section of its MHMP, developing a strategy to address the priorities including costs and timeframes. The goal of this task is to review the goals and objectives and mitigation strategies listed in the [YYYY] MHMP, assess which strategies were successful and how, discuss why certain strategies were not completed, and reprioritize/develop new strategies based on the results of the hazard profiles and loss estimation.

Task 5. Prioritize Mitigation Actions

The applicant will meet with each individual jurisdiction to discuss mitigation strategies. The group will review the strategies developed in the previous version of the MHMP, and will discuss the following: (1) completed, successful strategies, (2) strategies that were not implemented and reasons for incompleteness, (3) new strategies needed. At the end of the meeting, the group will prioritize its new strategies and develop goals and objectives to implement them.

Task 6. Public Involvement

Advertise and develop materials for public MHMP meeting.

Task 7. Public MHMP Meeting (meeting #2)

Meeting 2 is a public meeting. Prior to the meeting, the applicant will publish the date, location, and time of the meeting in a local newspaper. At the meeting, the applicant will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The planning team and the public will have the opportunity to ask questions.

Task 8. MHMP Development

The applicant will develop the final MHMP by compiling the results of each section of the planning process. This step is the culmination of a process that begins with Task 1 and continues throughout.

Task 9. Distribute Draft Plan for Comment

Draft copies of the MHMP will be distributed to all jurisdictions ahead of the final review meeting.

Task 10. Final MHMP Review (meeting #3)

The planning team will review the final product and have opportunity to revise it.

Task 11. Finalize and Publish MHMP

After the planning team has approved the plan, the applicant will deliver it to WV DHSEM and FEMA for review and conditional approval. Upon FEMA's conditional approval, each jurisdiction in the county will adopt the plan and send signed resolutions to FEMA for official approval.

Section 7: FEMA Local Mitigation Plan Checklist**PLANNING PROCESS**

- Does the Plan document the planning process, including how it was prepared and who was involved in the process
- 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?
- Does the Plan document how the public was involved in the planning process during the drafting stage?

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

- Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information?
- Is there discussion of how the community(ies) will continue public participation in the plan maintenance process?
- 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)?
- Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
- Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction?
- 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?
- Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods?

MITIGATION STRATEGY

- 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?
- Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate?
- Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards?
- 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?
- 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?
- 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?

PLAN REVIEW, EVALUATION, AND IMPLEMENTATION

- Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval?
- For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption?

Source: The Local Plan Review Crosswalk Comparison Tool provides a comparative analysis between the Local Mitigation Plan Review Crosswalk and Local Mitigation Plan Review Tool Regulation Checklist. See website: <https://www.fema.gov/media-library/assets/documents/2>

Section 8: State Technical Support Services: Building Inventory & Flood Risk Analysis Report

The WV Regional Planning and Development Councils (PDC) will be allowed *flexibility* to construct their own mitigation plans unique to hazards identified by each PDC. However, all regional councils will implement a more *systematic approach* for the data collection, aggregation, and analysis of hazards. *Geospatial technologies* will be a major instrument to accomplish this new approach. In addition, building inventories and flood hazard models developed at the local and regional levels will be integrated and stored in *comprehensive* statewide hazard databases to *improve efficiencies* and to model hazards *seamlessly* across political boundaries. A *shared workflow* for the analysis of specific hazards will be implemented by the State and the PDCs to ensure *credible hazard studies* are produced. As a result, this *systematic approach* employed at the local and regional levels will in turn improve the State Mitigation Plan by allowing all the regional hazard identifications and risk assessments in West Virginia to be evaluated and ranked in a more coherent and suitable manner.

The WV State Hazard Mitigation Officer (Brian Penix) will provide technical support services for coordination with the building inventory and Flood Risk Analysis Report. A schedule will be provided to the applicant regarding the estimated dates for completing the Flood Risk Analysis Report, although dependent on the applicant providing the necessary GIS data layers.

Principal reasons for the State providing technical support services:

- Coordinate critical facilities, essential facilities, community assets, and other data sets required for hazard risk plans in a consistent and effective manner.
- Generate a statewide building inventory with replacement costs determined from county assessment data. The building inventory must be generated by a customized Building Inventory Tool for West Virginia funded by FEMA and developed in collaboration with the WV GIS Technical Center, West Virginia University.
- Develop county Flood Risk Analysis Reports based on a Hazus Level 2 flood loss which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction.
- Improve the integration of the county and regional flood risk analyses and data to the State Hazard Mitigation Plan due October 2018.
- Provide longevity and continuity measures for sustaining GIS data and risk analysis products that supports the local plans.
- Transfer knowledge, completed reports and data to regions and counties so they can use in future projects.
- Build capacity within regions and counties so they can depend less on outside contractors to complete local hazard mitigation plans.
- Incorporate results of county and regional into statewide flood risk planning tools such as the WV Flood Tool.

The following tables describe work that will be done by the State in support of PDC regions completing FEMA Hazard Mitigation Plans. This work targets all 55 counties and 11 PDC

regions with a goal of completion in time for inclusion in the State Hazard Mitigation Plan which expires in October of 2018.

- **Table 1: Tasks associated with compiling building inventory and completing Flood Risk Analysis Report.**
- **Table 2: Matrix of inputs and outputs intended to relate them to their respective tasks and processes.**
- **Table 3: Flood Risk Analysis Deliverables, by County/Community**
- **Table 4: Structure of Flood Risk Analysis Report**

Table 1. Major tasks associated with building inventory and Flood Risk Analysis Report

		Per- County Hours	
Task 1.	DATA ACQUISITION: Outreach to region, counties, and communities to acquire needed data for Flood Risk Analysis Report.	16	
1.1	Review previous plans, determine needed data sets, and sources with MHMP plan team		
1.2	Acquire <i>building inventory</i> data sets from state, region, county and local entities		
		Data Set	Federal / State Source
1.2.1	Surface Parcels		Assessor
1.2.2	CAMA / Assessment tables	WV Tax Dept.	Assessor
1.2.3	E-911 Address Points	WV DHSEM	County OEM
1.2.4	Building Footprints		County GIS
1.2.5	Critical Facilities ¹	WV DHSEM	County GIS
1.2.6	Essential Facilities ² (Hospitals, police stations, fire stations, schools, EOCs) ³	WV DHSEM	County GIS
1.2.7	State government facilities	WV Admin.	County GIS
1.3	Acquire <i>other</i> data sets of interest from available sources		
1.3.1	Elevation / Lidar	State web service	County sources
1.3.2	Aerial Imagery	State web service	County flights
1.3.3	Dams	USACE, NRCS, state agencies	County GIS
1.3.4	Bridges (public and private; local and state)	Multiple sources	County GIS
1.3.5	Buy-out properties	WV DHSEM	Flood Mgrs.

¹ Critical facilities or assets are buildings deemed economically or socially vital to the community. Regional and county GIS coordinators will provide community asset data (in kind cost share). Spatial locations will be validated (centroid on buildings) by local GIS coordinators. Attribute information (building names; etc.) verification is the responsibility of the local GIS Coordinators.

² Essential Facilities are a Hazus priority subset of critical facilities and considered vital to the community during and following hazard events. Region and counties will provide technical staff to collect essential facilities and potentially eligible as part of the in kind match.

³ Schools consist of public and private K-12 schools and colleges. Hospitals consist of public and private hospitals. Care facilities defined by WV DHSEM criteria.

Task 2. DATA ASSESSMENT AND FEEDBACK: Stakeholders meetings to review data development plan to include building inventory, data quality assessment, data recommendations, etc. Review timeline and deliverables to complete Flood Risk Analysis Report. 4

- 2.1 Present critical maps and essential facilities
- 2.2 Present county building inventories if data available and processed
- 2.3 Provide data quality assessment and feedback
- 2.4 Review Flood Risk Analysis report timeline and deliverables
- 2.5 Community feedback and data changes submitted within two weeks by local data stewards

Task 3. FLOOD RISK ANALYSIS REPORT. Assess risks; GIS data collection and analysis 80

- 3.1 Pre-process data, parcels, CAMA, etc., for FME Building Inventory Tool
- 3.2 Run FME Tool to create updated Building Inventory (BI)
- 3.3 Compile dam locations, buyout properties, bridges affected by 1% flood and related overlay data in consultation with the SHMO
- 3.4 Analyze flood vulnerability - GIS overlay analysis
 - 3.4.1 Number of buildings damaged by 1% flood
 - 3.4.2 Cost of buildings damaged by 1% flood
 - 3.4.3 Critical facilities in floodplain
 - 3.4.4 Essential facilities in floodplain
- 3.5 Update Hazus-MH databases with BI, UDF
- 3.6 Run Hazus-MH for flood hazard, level 2, with updated BI, to generate loss estimates
- 3.7 Knowledge and data transfer
 - 3.7.1 Prepare final Risk Analysis Report
 - 3.7.2 Submit Risk Analysis Report to PDC Region, counties and OEM directors, as appropriate along with technical guide to aid in interpretation of results
 - 3.7.3 Package GIS overlay data for transfer to county/region
 - 3.7.4 Prepare formal metadata for submission with GIS data
- 3.8 Publish Loss Estimates on WV Flood Tool

Total Time Billable Per County: 100

Table 2. Flood Risk Analysis Input-Output Matrix

	Inputs	Outputs
Updated Building Inventory	CAMA/IAS Parcels Footprints Address points	Building Inventory (BI) - countywide General Building Stock (GBS - Hazus-MH update) User Defined Facilities (UDF - Hazus-MH update)
Enhanced Building Inventory	Critical facilities Essential facilities Govt. facilities	Maps Tables Hazus-MH database updates
Hazus / GIS Flood Risk Analysis	GBS UDF DEM DFIRM	Buildings in floodplain Critical/Essential facilities in floodplain Exposure maps, tables Depth grids Debris estimate grid Shelter estimate grid

Table 3. Flood Risk Analysis Deliverables, by County/Community

County Deliverable Item	
Task 1.	1.1 Plan for data set acquisition
	1.2 Data sets acquired
Task 2.	2.1 Maps of critical, essential facilities for review
	2.2 Flood risk analysis process overview
	2.3 Community feedback
Task 3.	3.1 FME Tool-ready data
	3.2 Updated building inventory
	3.3 Flood vulnerability analysis
	3.3.1 Table: Number of buildings in 1% floodplain
	3.3.2 Table: Cost of buildings damaged by 1% flood
	3.3.3 Map: Critical facilities in 1% floodplain
	3.3.4 Map: Essential facilities in 1% floodplain
	3.4 Updated BI, UDF in Hazus-MH
	3.5 Updated Hazus-MH Loss Estimates
	3.6 Dam vulnerability analysis
	3.7 Knowledge and data transfer
	3.7.1 Risk analysis report
	3.7.2 Technical guide for interpreting report, data
	3.7.3 GIS overlay data
	3.7.4 Metadata
	3.8 WV Flood Tool updated with new loss estimates

Table 4. County Risk Analysis Report Structure

- Overview
- Flood hazard definition & vulnerability analysis
- Table: critical facilities
- Table: essential facilities
- facility replacement costs
- Table: buildings affected by 1% flood
- Table: building exposure
- Map: 1% riverine flood
- Table: 1% riverine flood building losses
- Map: loss ratio percentage (optional)
- Map: buildings in 1% floodplain
- Map: unincorporated buildings in 1% floodplain
- Map(s): Community buildings in 1% floodplain
- Essential facility 1% riverine flood losses
- Map: essential facilities in 1% floodplain
- Critical facilities analysis
- Map: Critical facilities in 1% floodplain
- Map(s): Community critical facilities in 1% flood
- Mitigated Buyout Properties
- Map: County mitigated buyout properties
- Riverine 1% flood shelter requirements
- Map: riverine 1% flood shelter requirements
- Riverine 1% flood debris
- Map: riverine 1% flood debris
- Table: County Dam Location Inventory
- Map: County Dams

Section 9: Sample Flood Risk Analysis Report – Berkeley County

Sample report is in progress and made available upon completion.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

O.M.B NO. 1660-0025
Expires September 30, 2017

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to submit to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472-3100, and Paperwork Reduction Project (1660-0025). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities"

attached



(This form must be attached to certification if non-appropriated funds are to be used to influence activities)

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default, and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN
INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

--

☐ There are workplaces on file that are not identified

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ASSURANCES-CONSTRUCTION PROGRAM

O.M.B NO. 1660-0025
Expires September 30, 2017

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472 Paperwork Reduction Project (1660-0025). **NOTE: Do not send your completed form to this address.**

NOTE

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant: Jefferson County Commission

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (*including funds sufficient to pay the non-Federal Share of project cost*) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a paper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict to interest, or personal gain.
8. Will comply with Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's standards for a Merit System of Personnel Administration (5 C.F.R. 900-subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801-et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sections 794) which prohibits discrimination on the basis of; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-61-7) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the bases of abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the bases of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) and other non-discrimination provisions in the specific statutes(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statutes(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interest in real property
12. Will comply with the provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 27a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for Federally assisted construction subagreements.

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in the total cost of insurable construction and acquisition is \$ 10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management programs developed under the Coastal Zone Management Act of 1973 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementations Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); (H) Protection of Endangered species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 468-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117-1961, as modified (41CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organization" including but not limited to, the "Lobbying Revision" published in vol 49, Federal Register, pages 18260 through 18277 (April 27, 1984).