

ANNEX P



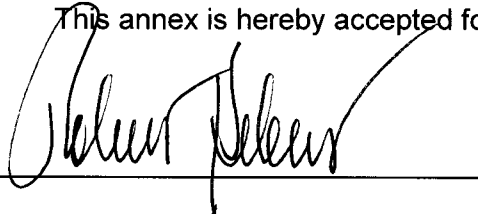
HAZARD MITIGATION FORT BEND COUNTY

**FORT BEND COUNTY
EMERGENCY MANAGEMENT PLAN**

**Annex P
Hazard Mitigation**

APPROVAL & IMPLEMENTATION

This annex is hereby accepted for implementation and supersedes all previous editions.

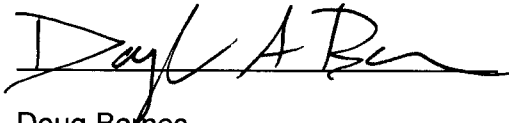


Robert E. Hebert
Fort Bend County Judge

Date

July 12, 2016

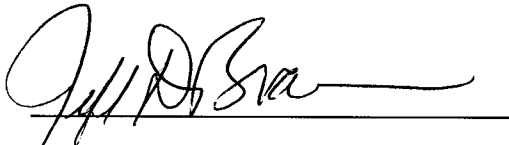
Reviewed by:



Doug Barnes
Hazard Mitigation Coordinator

Date

7/5/16



Jeff D. Braun
Emergency Management Coordinator

Date

7/5/16

**ANNEX P
HAZARD MITIGATION**

I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. Division of Emergency Management (DEM), State of Texas Emergency Management Plan.
- C. DEM, State of Texas Hazard Analysis
- D. DEM, State of Texas Hazard Mitigation Plan.
- E. DEM-21, Mitigation Handbook.
- F. Local Hazard Analysis, (06/2011).
- G. Local Hazard Mitigation Plan, (2011 Update).

II. PURPOSE

- A. The purpose of this annex is to identify emergency support function tasks for hazard mitigation and to define the organizations, responsibilities and procedures for taking action to eliminate or reduce long-term risk to life and property from natural disasters.
- B. This annex describes the organization of the local Hazard Mitigation Planning Committee, and assigns tasks and responsibilities for coordinated hazard mitigation planning and implementation activities and actions.
- C. This annex identifies actions applicable to both pre-incident and post-incident situations, and explains the active partnership and participation in countywide mitigation planning and implementation activities.

III. EXPLANATION OF TERMS

A. Acronyms

AOR	Area of Responsibility
B/C	Benefit/Cost
FMA	Flood Mitigation Assistance Program
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
HMP	Hazard Mitigation Plan
MAP	Mitigation Action Plan
MPC	Mitigation Planning Committee
NFIP	National Flood Insurance Program
NOI	Notice of Interest
PA	Public Assistance (Program)

PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures
TDEM	Texas Division of Emergency Management

B. Definitions

Appropriate Mitigation Measures: Mitigation actions that balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility: The entire area covered by Fort Bend County’s comprehensive Emergency Management Plan; that is Fort Bend County including all cities, towns, and villages except the City of Houston, the City of Pearland, the City of Sugar Land, and the City of Katy.

Benefit/Cost: The ratio between the costs of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under HMGP or PDM must have a B/C of 1 to 1 or greater.

Disaster: A hazard caused incident that results in widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

Disaster Resistant Community: A community-based initiative that seeks to reduce vulnerability to natural hazards for the entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.

Hazard Analysis: A document that provides a risk based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within each sector of the community and is a living document that is reviewed and updated regularly.

Hazard Incident: Any occurrence in which people and/or property are adversely affected by the consequences of a natural, technological, or security-related hazard.

Hazard Mitigation: Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently to minimize the costs of future disaster response and recovery activities.

Hazard Mitigation Grants: There are three federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions:

1. Flood Mitigation Assistance Program (FMA) – Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Each State is awarded a minimum level of funding that may be increased depending upon the number of National Flood Insurance Program (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.
2. Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Stafford Act; provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
3. Pre-Disaster Mitigation Program (PDM) - Authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390). The PDM Program provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is: (1) to prevent future loss of life and property due to hazards and (2) to implement State or local hazard mitigation plans.

Hazard Mitigation Plan (HMP): A document that outlines the nature and extent of vulnerability and risk from natural hazards present in a jurisdiction and describes the actions required to minimize the effects of those hazards. A hazard mitigation plan also describes how prioritized mitigation measures will be funded and when they will be implemented. The area of coverage for a HMP is based on commonly shared hazards, needs, and capabilities; plans may be prepared for a single city, as a countywide plan, or on a regional basis (prepared by a Council of Governments, a River Authority, or a coalition of several counties). HMPs must be formally adopted by city ordinance, Commissioners Court order, and/or joint resolution. DMA 2000 (Public Law 106-390) requires jurisdictions to have a FEMA-approved HMP or be signatory to a regional plan or they will not be eligible for mitigation grant funds for mitigation projects. *(Also known as Mitigation Action Plan (MAP))*

Mitigation Planning Committee (MPC): A multi-disciplined organization composed of representatives of mutually supporting organizations and agencies from local governments and the private, public and civic sectors. Members of the MPC meet regularly to evaluate hazards, identify strategies, coordinate resources and implement measures that will reduce the vulnerability of people and property to damage from hazards. The MPC is a partnership through which all governmental, public, civic and private sector entities come together to support and participate in activities to determine and implement methods, and commit resources to reduce the community's level of risk. Membership is listed in Appendix 1 to this annex. Roles and responsibilities are described in Section VI.B.3.b.

Public Assistance Program: For the purposes of this annex, this refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair damage to public facilities following a major disaster declaration. PL 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

Risk Factors: A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

1. Number of previous incidents involving this hazard.
2. Probability of future incidents occurring that involve this hazard.
3. Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard.
4. Damages to homes, businesses, public facilities, unique historic or cultural resources, crops, and livestock that have been caused by previous incidents or are potentially at risk from future incidents involving this hazard.
5. Capabilities and shortfalls of the emergency management organization to effectively respond to emergency situations involving this hazard.
6. Recovery activities needed to return the jurisdiction to pre-incident status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the incident.

Sectoring: Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

Sustainable Development: Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. The current Hazard Analysis indicates that Fort Bend County is vulnerable and at risk from hazards that have caused, or have the potential to cause loss of life, personal injuries, and/or extensive property damage. The County has suffered incidents, emergencies, and disasters in the past and is still vulnerable and at risk from future similar occurrences.
2. Fort Bend County's Mitigation Planning Committee (MPC) has been appointed and is operational under the leadership of the Hazard Mitigation Coordinator (HMC).
3. The Hazard Mitigation Plan (HMP) will be a county-wide plan. It will meet State planning standards for mitigation and will be formally adopted by court order and joint resolutions and will be approved by FEMA.

B. Assumptions

1. Exposure to risk from hazards exists whether or not an incident actually occurs.
2. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to occurrence of an emergency situation. Effective post-incident mitigation actions can also reduce the risk of repeat disasters.

3. Hazard mitigation planning and implementation activities are an on-going program / process and are an integral and complimentary part of the comprehensive emergency management program.
4. Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
5. The effective, long-term reduction of risks is a goal and responsibility shared by all residents.

V. CONCEPT OF OPERATIONS

A. General

1. This annex is not intended to describe in detail all aspects of the mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
2. The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities within the County. To achieve mitigation objectives, the HMC will be assisted by the MPC composed of public and private sector partners that represent the local population.
3. The data collection process described in this annex provides a systematic means to identify hazards and assess their impact and will facilitate the development and maintenance of a local Hazard Analysis by the MPC.
4. The “Notice of Interest and Hazard Mitigation Report” (Appendix 2) provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process and aids the development and maintenance of the Hazard Mitigation Plan. It also assists with the development and expedited submission of applications for mitigation grants to implement mitigation projects.
5. Consistent with capabilities, the Texas Division of Emergency Management (TDEM) and the State will provide coordination, technical assistance, and guidance to help Fort Bend County and its Joint Resolution Jurisdictions achieve effective risk reduction objectives.
6. The mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, promotes the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
7. Consistent with capabilities, the HMC and members of the MPC will participate in appropriate training and exercises related to their hazard mitigation responsibilities.

B. Overview of Mitigation Process

Establish a local-based planning group referred to as the Mitigation Planning Committee (MPC), which will identify areas of vulnerability and problems intrinsic to different types of hazards. The MPC will first develop the local Hazard Analysis that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk. The next step in the process is the development of the Hazard Mitigation Plan that defines specific mitigation measures designed to address the needs identified in the hazard analysis. This is to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded. The next step is to implement the measures noted in the Hazard Mitigation Plan using a variety of funding sources identified through an on-going and active search for funding opportunities. The final step is to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat the process: review and update the Hazard Analysis and the Hazard Mitigation Plan, continue to actively search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

C. Pre-Incident and Post-Incident Relationships

1. General

Hazard mitigation activities are not only a response to an incident and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. Mitigation activities can be initiated at any time but are classified as either pre-incident or post-incident actions. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.

2. Pre-Incident Mitigation

Activities that take place prior to the occurrence of an emergency situation. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

3. Post-Incident Mitigation

Activities that take place after an emergency situation has occurred and has adversely affected Fort Bend County and/or its Joint Resolution Jurisdictions. These activities are in response to and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery provide an emphasis for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damages from future incidents.

D. Activities by Phases of Emergency Management

Hazard mitigation actions are an on-going process and are more appropriately classified and associated with the time frames before, during, and after the occurrence of an emergency situation caused by a threat or hazard. The following is a sequenced set of actions that should be taken by the MPC during each time frame:

1. Pre-Incident Period
 - a. Develop and maintain local Hazard Analysis.
 - b. Develop and maintain Hazard Mitigation Plan.
 - c. Apply for grants and loans to conduct studies and implement mitigation projects.
 - d. Conduct studies and implement mitigation projects.
 - e. Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management.
2. Incident Response Period
 - a. Assist decision makers and emergency responders in better understanding the potential impact, consequences, and emergency response needs by providing detailed vulnerability and risk data for all sectors impacted or likely to be impacted by the incident.
 - b. Help decision makers and emergency responders answer “What if” questions through the use of appropriate real-time and model based damage assessment tools such as Damage Estimates, Ranges & Casualties (DERC), HAZUS, and other programs.
3. Post-Incident Period
 - a. Conduct site surveys to record the damage “Footprint” and record and map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate the effectiveness of previously implemented mitigation measures. Evaluate the accuracy of floodplain maps and studies and identify any mapping needs.
 - b. Complete Hazard Mitigation Reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
 - c. Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration by providing detailed incident impact data.
 - d. Provide assistance to state and federal mitigation team activities once a disaster is declared.
 - e. Assist designated Local Project Officer(s), prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interest(s) (NOIs) and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
 - f. Review Hazard Mitigation Reports and update the Hazard Analysis and Hazard Mitigation Plan as required.
 - g. Assist designated Local Project Officer(s) in implementing projects and administering HMGP and other mitigation grant programs.

E. Mitigation Planning Committee

1. Members of the county-wide MPC provide a multi-disciplined approach to identify mitigation opportunities and implement mitigation measures in both a pre-incident and post-incident situation.
2. The MPC is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the needs of the situation while insuring the involvement of appropriate individuals from the community.
3. Hazard Mitigation Representatives are charged with understanding the hazard mitigation program objectives, resources, deployment, and accountability requirements for committing assets or services that are at each agency's disposal.
4. In the event of a Presidential or State Major Disaster Declaration for Fort Bend County or its Joint Resolution Jurisdictions, the HMC and MPC will provide assistance to the federal and state representatives and will assist in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures.
5. The HMC and the MPC will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

F. Local Hazard Analysis

The Hazard Analysis is developed through a joint effort of the Fort Bend County MPC. It is a standalone product consisting of maps, databases, charts, and other supporting documentation that is reviewed and updated at least every 12-18 months by the HMC with assistance from the MPC. The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs. The analysis supplements the State of Texas Hazard Analysis and focuses on hazards and their impact to Fort Bend County and its Joint Resolution Jurisdictions. The analysis has been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.

G. Hazard Mitigation Plan

The Hazard Mitigation Plan has been developed through the joint efforts of the Fort Bend County MPC. It will be reviewed every 12-18 months and updated at least every five years by the HMC with assistance from members of the MPC. The Hazard Mitigation Plan outlines mitigation goals, details risk reduction strategies for each of the significant hazards that threaten Fort Bend County, and discusses on-going risk reduction activities. The plan also details what is to be done, how much it will cost, who will be responsible for the action, how it will be funded, and provides an implementation schedule. The plan supplements and is in concert with the *State of Texas Hazard Mitigation Plan*. The plan meets state planning standards for mitigation and Section 201 CFR 44 requirements and will be approved by FEMA and adopted by court order and joint resolutions. Copies are distributed to all appropriate agencies/organizations, and additional copies are made available from the HMC.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The Fort Bend County Judge, as the Emergency Management Director, is responsible for the overall Emergency Management program, and the Joint Resolution Jurisdiction Mayors, as Emergency Management Directors for the jurisdictions, have designated the Fort Bend County Office of Emergency Management as the agency with primary responsibility for Hazard Mitigation. The Fort Bend County Emergency Management Coordinator, or his/her designee, has been designated as the HMC and serves as the coordinator for this function for both the county and the Joint Resolution Jurisdictions.
2. The MPC consists primarily of representatives of local government, but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1. The MPC provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives.
3. The MPC organization provides the flexibility to involve all members in the problem solving process, or to involve only those members who possess the specific skills needed to mitigate a specific hazard condition.
4. The County Judge or Joint Resolution Jurisdiction Mayor will designate individuals to serve as local applicant's project officer to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local project officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

B. Task Assignments

1. The County Judge will:
 - a. Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
 - b. Appoint support agencies and organizations to provide representation to the MPC.
 - c. Appoint local Project Officer(s) to administer HMGP and other mitigation applications and projects.
2. The Hazard Mitigation Coordinator will:
 - a. Coordinate all hazard mitigation related activities of Fort Bend County to include development, distribution, and maintenance of the local Hazard Analysis, Hazard Mitigation Plan, and this annex.
 - b. Assist in selecting supporting agencies and individual members of the MPC, assign tasks, and manage the various activities of the committee so as to accomplish mitigation functional responsibilities.

- c. Ensure development, distribution and retention of mitigation reports, records and associated correspondence, and manage the implementation of appropriate mitigation measures.
 - d. Serve as point of contact and provide local assistance for federal, state, and county-wide level mitigation program and planning activities.
 - e. Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
 - f. Maintain this annex and ensure that all component parts are updated and contain current data.
 - g. Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM and for reviewing PA projects for inclusion of appropriate mitigation measures.
 - h. Conduct or assist in regular reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
3. Mitigation Planning Committee members will:
- a. General
 - 1) Assist in the accomplishment of objectives as assigned by the HMC.
 - 2) Provide technical assistance and functional expertise in disciplines as assigned.
 - 3) Assist the HMC develop, distribute, and maintain the local Hazard Analysis.
 - 4) Conduct or assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - 5) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM.
 - b. Fort Bend County Office of Emergency Management
 - 1) Provide needed resources to aid in research gathering.
 - 2) Conduct public awareness and educational programs.
 - 3) Conduct and manage mitigation program grants such as HMGP and PDM.
 - 4) Conduct and assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - c. Fort Bend County ArgiLife Extension Service
 - 1) Provide information on drought contingency plans to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - d. Fort Bend County Attorney's Office
 - 1) Act as legal counsel to the MPC.
 - 2) Develop and approve mutual aid agreements and memorandums of understanding and agreement needed by the MPC.

- 3) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
- e. Fort Bend County Auditor's Office
 - 1) Provide auditing and monetary tracking assistance to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - f. Fort Bend County Drainage District
 - 1) Provide flood control technical assistance to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - g. Fort Bend County Engineering Department
 - 1) Provide flood plain management assistance to the MPC.
 - 2) Provide engineering assistance to the MPC.
 - 3) Ensure that new subdivisions follow appropriate regulations.
 - 4) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - h. Fort Bend County Fire Marshal's Office
 - 1) Provide technical assistance to the MPC for fire protection, building codes, inspections and investigations.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - i. Fort Bend County Department of Health and Human Services
 - 1) Provide technical assistance to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - j. Fort Bend County Risk Management Office
 - 1) Provide technical assistance on safety and insurance to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - k. Fort Bend County Road and Bridge Department
 - 1) Provide information on drought contingency plans to the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.
 - l. Fort Bend County Local Emergency Planning Committee.
 - 1) Provide liaison between the community partners and the MPC.
 - 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.

m. Joint Resolution Jurisdictions

- 1) Provide information to the MPC on jurisdictional mitigation needs.
- 2) Assist in periodic reviews and scheduled updates of the county-wide Hazard Mitigation Plan.

4. Local Project Officer(s) will:

- a. Serve as the single point of contact and administer HMGP, PDM, and other mitigation program applications and projects.
- b. Coordinate with designated state mitigation project officer(s).

VII. DIRECTION & CONTROL

A. The HMC will manage the activities of the MPC and coordinate all hazard mitigation related activities of Fort Bend County.

B. Lines of Succession

1. Lines of succession for the HMC will be as follows:
 - a. Emergency Management Coordinator
 - b. Senior Planning Coordinator
 - c. Deputy Emergency Management Coordinator
2. Lines of succession for MPC members will be in accordance with their parent organization's established SOP.
3. The Fort Bend County Judge will appoint successors for unaffiliated individual committee members when appropriate.

VIII. ADMINISTRATION & SUPPORT

A. Records and Reports

1. The Emergency Management Coordinator maintains records of previous hazard incidents and disaster declarations. These records contain data pertinent to risk factor analysis and can aid in the determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard incidents that require initiation of a Hazard Mitigation Report.
2. The "Notice of Interest and Hazard Mitigation Report" provides a means to identify, record, and coordinate mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. The report is used to document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations, and also to document and facilitate the

implementation of findings and recommendations identified in the Hazard Analysis or land use, development, flood control, or other special comprehensive studies.

3. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance and guidance. These reports may be used to notify the State of interest in applying for a mitigation program grant. See Appendix 2.
4. The instructions for completing the “Notice of Interest and Hazard Mitigation Report” are located in Appendix 3.
5. Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.

B. Release and Distribution of Information

1. Completed Hazard Mitigation Reports, the Hazard Analysis, and the Hazard Mitigation Plan are presented to the Fort Bend County Judge and Commissioners Court and the Joint Resolution Jurisdiction Mayors and City Councils for review, approval, adoption, and implementation.
2. Completed reports, historical records, and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy.

IX. ANNEX DEVELOPMENT & MAINTENANCE
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- A. The HMC has overall responsibility for the development and maintenance of all components of this annex, including reports, records, SOPs, and associated correspondence files.
- B. The HMC, with assistance from the MPC, will ensure that copies of this annex are distributed to all jurisdictions within Fort Bend County, the Texas Division of Emergency Management, and other agencies/organizations as appropriate.

X. REFERENCES

- A. Division of Emergency Management (DEM), State of Texas Emergency Management Plan.
- B. DEM, State of Texas Hazard Analysis
- C. DEM, State of Texas Hazard Mitigation Plan.
- D. DEM-21, Mitigation Handbook.
- E. Local Hazard Analysis, (06/2011).
- F. Local Hazard Mitigation Plan, (2011 Update).

APPENDICES:

1 Mitigation Planning Committee
2 Notice of Interest and Hazard Mitigation Report
3 Instructions for Completing the NOI/Hazard Mitigation Report

Fort Bend County Mitigation Planning Committee

City of Arcola	Mayor's Office	Mary Etta Anderson
City of Beasley	Mayor's Office	Kenneth Reid
City of Fulshear	Mayor's Office	Stephen Gill
City of Katy	Emergency Management	Maria Galvez
City of Kendleton	Mayor's Office	Etta Patterson
City of Kendleton	Mayor's Office	Alfred Smallwood
City of Meadows Place	Utilities Department	Danny Segundo
City of Meadows Place	Police Department	Gary Stewart
City of Missouri City	Emergency Management	Jaime Ponce de Leon
City of Missouri City	Streets Department	Rigo Calzoncin
City of Missouri City	Public Works	Jessica Kelley
City of Needville	Police Department	Michael Dickerson
City of Orchard	Mayor's Office	Rod Pavlock
City of Orchard	Fire Department	Al Petry
City of Richmond	Emergency Management	Raymond Burciaga
City of Rosenberg	Fire Chief	Wade Goates
City of Rosenberg	Assistant City Manager	John Maresh
City of Rosenberg	Police Department	Dallis Warren
City of Rosenberg	Assistant Fire Chief	Darrell Himly
City of Rosenberg	Facilities	Jeff Trinker
City of Rosenberg	Police Department	Kevin Vick
City of Simonton	Emergency Management	Brandin Bignall
City of Stafford	Emergency Management	Jennifer Taylor
City of Sugar Land	Emergency Management	Frank Garza
City of Sugar Land	Emergency Management	Pat Hughes
City of Weston Lakes	Emergency Management	Clifton Aldrich
City of Weston Lakes	Emergency Management	Barrett Shepherd
Fort Bend County	Emergency Management	Jeff Braun
Fort Bend County	Engineering	Rick Staigle
Fort Bend County	Engineering	Richard Stolleis
Fort Bend County	Drainage District	Dwayne Grigar
Fort Bend County	Drainage District	Jeff Janecek
Fort Bend County	Drainage District	Juling Bao
Fort Bend County	Drainage District	Mark Vogler
Fort Bend County	Emergency Management	Doug Barnes
Fort Bend County	Emergency Management	Caroline Egan
Fort Bend County	Emergency Management	Alan Spears
Fort Bend County	Emergency Management	Jeff Braun
Fort Bend County	Fire Marshal's Office	Mark Flathouse
Fort Bend County	Health and Human Services	David Olinger
Fort Bend County	Road and Bridge Department	Scott Wieghat
Fort Bend County	Road and Bridge Department	Marc Grant
Fort Bend ISD	Emergency Management	Judy Lefevers
Town of Thompsons	Office of the City Marshall	James Pirie
Village of Fairchilds	Mayor's Office	Richard Vacek
Village of Pleak	Mayor's Office	Larry Bittner
Village of Pleak	Mayor's Office	Jordan Blegen



Notice of Interest (NOI)
Texas Hazard Mitigation Grant Program (HMGP)

Applicant: _____
 FEMA Disaster #: _____ Date: _____
 Applicant: _____
 City: _____ County: _____ State: TX

NOI Point of Contact (POC)

Name: _____ Title: _____
 Phone: _____ Mobile: _____ Fax: _____
 Email: _____

Mailing Address

Street Address: _____
 City: _____ State: Texas Zip: _____

Assessment

Mitigation Action Plan (MAP) approval date:	
<i>If not approved - Date submitted to State:</i>	

Preparedness Level of Emergency Management Plan:	<input type="checkbox"/> Substandard <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
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Is this specific project identified in the MAP?	Choose an item.
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Page location of measure in MAP?	
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<i>If NO - is this type of project identified in the MAP?</i>	Choose an item.
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Is Community in good standing with NFIP?	Choose an item.
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Project Proposal		
1. Projected Estimated Total Cost:		
2. Proposed Mitigation Action:		
3. Impact Area:		
4. Repetitive loss history:		
5. Number of Residents or Structures at Risk:		
6. Funding Method for 25% Match:		
7. Background and Discussion:		
8. Will this project be requested as a Phased Project?		If yes, indicate activities:
<input type="checkbox"/> Hydrologic & Hydraulic	<input type="checkbox"/> Benefit Cost Analysis	
<input type="checkbox"/> Final Engineering Design	<input type="checkbox"/> Environmental History & Environmental Preservation Review Assessment	
<input type="checkbox"/> EO 11988	<input type="checkbox"/> Other	
9. Estimated Period of Performance (POP) – (if Phased, identify both POPs):		
10. List any technical studies in progress or completed?		

If you need more space – please continue here...

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to continue their text if they need more space.



DR-1931 INSTRUCTIONS FOR COMPLETING THE TEXAS NOTICE OF INTEREST (NOI) FORM

A. General:

The “Texas HMGP Notice of Interest Form” is a two page report to assist the local jurisdictions and other eligible applicants, in the identification and implementation of mitigation actions that will reduce, or eliminate, loss of lives and future damages or losses to property.

A separate NOI report must be completed for **each** project to be submitted.

The NOI form is primarily used to document necessary mitigation actions following a disaster or significant event. However, in an ever-changing environment, this tool may also be used to document mitigation opportunities identified in other ways (e.g. findings or recommendations of special comprehensive studies), to update the community’s Hazard Analysis and Hazard Mitigation Plan (HMP) strategies. NOI’s may be prepared in advance to await funding opportunities.

B. Explanation of Report Components:

The first line is for the date and the grant incident. This is a specific event such as “Hurricane Alex” or a specific disaster declaration number such as DR-1931. The event determines the Stafford Act funding stream for which the NOI is being submitted. If it is for review only – write review in this space.

Next is the name of the applicant (ex: Incorporated City Name, County Name, or other eligible organization name) and the City and County in which the applicant and project are located.

The second section is a series of questions concerning the applicant. If the applicant is a jurisdiction (City or County) all of the questions apply and must be answered. In the case of any other type of applicant some of the questions apply to the County or City in which the proposed project is located, but it is important that all questions are addressed – **these are screening criteria questions**.

Hazard Mitigation Plan (HMP) approval date – this is the date FEMA approved the plan you belong to. If you do not have an approved plan – what was the date your plan was submitted to the State?

Preparedness level of your local emergency management plan which will be basic, intermediate, or advanced.

Is this project located in your HMP specifically or generally and where in the HMP is it located. Indicate location of the measure in the HMP.

NFIP standing – applicants on probation or sanctioned by the NFIP are not eligible until the issue is resolved.

1. NOI point of contact:

Identify the person (designated by the local elected official or organization CEO) responsible for completing the NOI report and serving as the single point of contact concerning the development of the project.

2. Project Estimated Cost:

The best estimate of the total cost for this project – when estimating remember “cost plus” type items and contingency amounts are not acceptable. Indicate if the cost is based on a contractor proposal.

3. Proposed Mitigation Action

This is a clear explanation of the project proposed on this NOI. If the State Hazard Mitigation Team does not understand your project it is likely to score very few points or be eliminated all together.

4. Impact Area:

This will be the area impacted for the project on this NOI. Identify the area(s) impacted by this hazard such as a specific sub division, a section of property along a creek or drainage ditch, or a specific structure such as a building or bridge or culvert etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.

5. Repetitive Loss History:

Example: If this project is for a flood hazard – how many times has it flooded, when did it happen, how deep did it get, what were the damages?

6. Number of Residents or Structures at Risk:

This is a description of what you are trying to protect. It could be citizens, buildings, homes, etc. **NOTE:** Be sure to update this information if the NOI form was created before the application period - populations can change quickly in both quantity and make-up (example: a new nursing home or apartment complex is built in the project target area).

7. Funding Method for the 25% Match:

IMPORTANT - will the community provide the grant match, will the homeowner provide the 25% for the buyout, is it a public/private project with the private partner

providing the match, or is the match coming from another grant such as Texas Department of Rural Affairs (TDRA)?

8. Background and Discussion:

How did you arrive at this project? What happened? Why did it happen? How many solutions did you consider? Be aware that the application will require the discussion of at least two alternative solutions (one can be the no action alternative) and why this one was selected. Briefly explain the problem and what benefits will be derived once the problem is corrected.

9. Project Completion Timeframe:

Do not propose projects requiring more than 2 years to complete.

10. List any technical studies in progress or completed?

Studies and consultations such as hydraulics, hydrology and environmental assessments must be less than two years old. If updates are required list them in item 9. If you have questions concerning the depth of information that will be required for your project, consult the State Mitigation Section of the Texas Division of Emergency Management. For Benefit Cost Analysis (BCA) documentation, you may also request a copy of the Mitigation BCA Toolkit CD or contact the toll-free URS BC helpline at 866-222-3580.

11. Will this project be requested as a Phased Project? List any additional Technical Studies required for this Project?

Indicate if any additional studies, study updates, or other assistance will be needed to provide the necessary documentation to support the benefit cost analysis, engineering or environmental issues. Identify any additional studies needed and estimate their costs. Have they been considered in the total project cost (the BCA must support the total project cost including Phase 1 activities).

NOTE: This form was designed as a mitigation planning tool as well as a NOI. The work project sheets may be created as desired and necessary projects are identified. They may then be used in creating or updating your community hazard analysis, Hazard Mitigation Plan, community projects, and various grant applications.