
Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021

Appendix B. Procedures for Linking to Hazard Mitigation Plan

B. PROCEDURES FOR LINKING TO HAZARD MITIGATION PLAN

Not all eligible local governments are included in the Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021. Some or all of these non-participating local governments may choose to “link” to the Plan at some point to gain eligibility for programs under the federal Disaster Mitigation Act (DMA). The following “linkage” procedures define the requirements established by the planning team for dealing with an increase in the number of planning partners linked to this plan. No currently non-participating jurisdiction within the defined planning area is obligated to link to this plan. These jurisdictions can choose to do their own “complete” plan that addresses all required elements of Section 201.6 or Section 201.7 of Chapter 44 of the Code of Federal Regulations (44 CFR).

INCREASING THE PARTNERSHIP THROUGH LINKAGE

Eligibility

Eligible jurisdictions located in the planning area may link to this plan at any point during the plan’s performance period (5 years after final approval). Eligibility will be determined by the following factors:

- The linking jurisdiction is a local or tribal government as defined by the Disaster Mitigation Act.
- The boundaries or service area of the linking jurisdiction is completely contained within the boundaries of the planning area established during the 2020-2021 hazard mitigation planning process.
- The linking jurisdiction’s critical facilities were included in the critical facility and infrastructure risk assessment completed during the 2020 – 2021 plan development process..

Requirements

It is expected that linking jurisdictions will complete the requirements outlined below and submit their completed template to the lead agency Permit Sonoma | Sonoma County for review within six months of beginning the linkage process:

- The eligible jurisdiction requests a “Linkage Package” by contacting the Point of Contact (POC) for the plan:
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- The POC will provide a linkage procedure package that includes linkage information and a linkage tool-kit:

- Linkage Information
 - Procedures for linking to the multi-jurisdictional hazard mitigation plan
 - Planning partner's expectations for linking jurisdictions
 - A sample "letter of intent" to link to the multi-jurisdictional hazard mitigation plan
 - A copy of Section 201.6 and Section 201.7 of 44 CFR, which defines the federal requirements for a local and tribal hazard mitigation plans.
- Linkage Tool-Kit
 - Copy of Volume 1 and 2 of the plan
 - A special purpose district or tribe template and instructions
 - A catalog of hazard mitigation alternatives
 - A sample resolution for plan adoption
- The new jurisdiction will be required to review both volumes of the Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021, which include the following key components for the planning area:
 - Goals and objectives
 - The planning area risk assessment
 - Comprehensive review of alternatives
 - Countywide actions
 - Plan implementation and maintenance procedures.

Once this review is complete, the jurisdiction will complete its specific annex using the template and instructions provided by the POC.

- The development of the new jurisdiction's annex must not be completed by one individual in isolation. The jurisdiction must develop, implement and describe a public involvement strategy and a methodology to identify and vet jurisdiction-specific actions. The original partnership was covered under a uniform public involvement strategy and a process to identify actions that covered the planning area described in Volume 1 and Volume 2 of this plan. Since new partners were not addressed by these strategies, they will have to initiate new strategies and describe them in their annex. For consistency, new partners are encouraged to develop and implement strategies similar to those described in this plan.
- The public involvement strategy must ensure the public's ability to participate in the plan development process. At a minimum, the new jurisdiction must solicit public opinion on hazard mitigation at the onset of the linkage process and hold one or more public meetings to present the draft jurisdiction-specific annex for comment at least two weeks prior to adoption by the governing body. The POC will have resources available to aid in the public involvement strategy, including:
 - The questionnaire utilized in the plan development
 - Presentations from public meeting workshops and the public comment period
 - Press releases used throughout the planning process
 - The plan website.
- The methodology to identify actions should include a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard and a description of the process by which chosen actions were identified. As part of this process, linking jurisdictions should coordinate the selection of actions amongst the jurisdiction's various departments.
- Once their public involvement strategy and template are completed, the new jurisdiction will submit the completed package to the POC for a pre-adoption review to ensure conformance with the multi-jurisdictional plan format and linkage procedure requirements.
- The POC will review for the following:

- Documentation of public involvement and action plan development strategies
 - Conformance of template entries with guidelines outlined in instructions
 - Chosen actions are consistent with goals, objectives, and mitigation catalog of the Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021
 - A designated point of contact
 - A completed FEMA plan review crosswalk.
- Plans will be reviewed by the POC and submitted to California Governor’s Office of Emergency Services (Cal OES) for review and approval.
 - Cal OES will review plans for state compliance. Non-compliant plans are returned to the lead agency for correction. Compliant plans are forwarded to FEMA for review with annotation as to the adoption status.
 - FEMA reviews the linking jurisdiction’s plan in association with the approved plan to ensure DMA compliance. FEMA notifies the new jurisdiction of the results of review with copies to Cal OES and the approved plan lead agency.
 - Linking jurisdiction corrects plan shortfalls (if necessary) and resubmits to Cal OES through the approved plan lead agency.
 - For plans with no shortfalls from the FEMA review that have not been adopted, the new jurisdiction governing authority adopts the plan and forwards adoption resolution to FEMA with copies to lead agency and Cal OES.
 - FEMA regional director notifies the new jurisdiction’s governing authority of the plan’s approval.

The new jurisdiction plan is then included with the multi-jurisdiction hazard mitigation plan and the linking jurisdiction is committed to participate in the ongoing plan maintenance strategy identified in Chapter 21, Volume 1 of the hazard mitigation plan.

DECREASING THE PARTNERSHIP

The eligibility afforded under this process to the planning partnership can be rescinded in two ways. First, a participating planning partner can ask to be removed from the partnership. This may be done because the partner has decided to develop its own plan or has identified a different planning process for which it can gain eligibility. A partner that wishes to voluntarily leave the partnership shall inform the POC of this desire in writing. This notification can occur any time during the calendar year. A jurisdiction wishing to pursue this avenue is advised to make sure that it is eligible under the new planning effort, to avoid any period of being out of compliance with the Disaster Mitigation Act.

After receiving this notification, the POC shall immediately notify both Cal OES and FEMA in writing that the partner in question is no longer covered by the Sonoma County Multijurisdictional Hazard Mitigation Plan Update 2021, and that the eligibility afforded that partner under this plan should be rescinded based on this notification.

The second way a partner can be removed from the partnership is by failure to meet the participation requirements specified in the “Planning Partner Expectations” package provided to each partner at the beginning of the process, or the plan maintenance and implementation procedures specified in Volume 1 of the plan. Each partner agreed to these terms by adopting the plan.

Eligibility status of the planning partnership will be monitored by the POC. The determination of whether a partner is meeting its participation requirements will be based on the following parameters:

- Are partners notifying the POC of changes in designated points of contact?
- Are the partners supporting the Steering Committee by attending designated meetings or responding to needs identified by the body?
- Are the partners continuing to be supportive as specified in the planning partners expectations package provided to them at the beginning of the process?

Participation in the plan does not end with plan approval. This partnership was formed on the premise that a group of planning partners would pool resources and work together to strive to reduce risk within the planning area. Failure to support this premise lessens the effectiveness of this effort. The following procedures will be followed to remove a partner due to the lack of participation:

- The POC will advise the Steering Committee of this pending action and provide evidence or justification for the action. Justification may include: failure to attend meetings determined to be mandatory by the Steering Committee, failure to act on the partner's action plan, or inability to reach designated point of contact after a minimum of five attempts.
- The Steering Committee will review information provided by POC, and determine action by a vote. The Steering Committee will invoke the voting process established in the ground rules established during the formation of this body.
- Once the Steering Committee has approved an action, the POC will notify the planning partner of the pending action in writing via certified mail. This notification will outline the grounds for the action, and ask the partner if it is their desire to remain as a partner. This notification shall also clearly identify the ramifications of removal from the partnership. The partner will be given 30 days to respond to the notification.
- Confirmation by the partner that they no longer wish to participate or failure to respond to the notification shall trigger the procedures for voluntary removal discussed above.
- Should the partner respond that they would like to continue participation in the partnership, they must clearly articulate an action plan to address the deficiencies identified by the POC. This action plan shall be reviewed by the Steering Committee to determine whether the actions are appropriate to rescind the action. Those partners that satisfy the Steering Committee's review will remain in the partnership, and no further action is required.
- Automatic removal from the partnership will be implemented for partners where these actions have to be initiated more than once in a 5-year planning cycle.