



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** December 19, 2019

Staff Contact: Tom Raw, Battalion Chief

Agenda Title: For Possible Action: Discussion and possible action regarding approval to submit a grant application to the Federal Emergency Management Agency (FEMA) through the State of Nevada, Department of Public Safety - Division of Emergency Management for funding to update the Carson City Hazard Mitigation Plan 2021 through 2026. (Tom Raw, traw@carson.org)

Staff Summary: This grant funding, if received, will be used to update the Carson City Hazard Mitigation Plan from 2021 to 2026. This plan is required by FEMA based on the Federal Disaster Mitigation Act of 2000. FEMA's hazard mitigation plan requirement is a condition for receiving certain types of non-emergency disaster assistance, including funding for disaster relief mitigation projects. The total cost to update the Carson City Hazard Mitigation Plan is estimated at \$115,000. This grant will cover 75% of the cost at \$86,250 and Carson City would need to cover a 25% match of \$28,750.

Agenda Action: Formal Action / Motion **Time Requested:** 20 minutes

Proposed Motion

I move to approve submission of the grant application.

Board's Strategic Goal

Safety

Previous Action

The Board approved the previous grant from FEMA through the State of Nevada, Department of Public Safety - Division of Emergency Management, which provided \$106,015 of the \$141,353 total cost (\$35,338 in matching funds, or 25% of the total cost, provided by the City) to the Carson City Fire Department to update the Carson City Hazard Mitigation Plan in 2016.

Background/Issues & Analysis

The Hazard Mitigation Plan development and update is done in an attempt to reduce loss of life and property by lessening the impact of disasters. It is most effective when implemented under a comprehensive, long-term mitigation plan that is continuously updated. This plan, in essence, is to help Carson City engage in hazard mitigation planning by identifying risk and vulnerabilities associated with natural disasters, and developing long-term strategies for protecting people and property from future hazard events. This mitigation plan is key to breaking the cycle of disaster damage, reconstruction, and repeated damage. The development and subsequent 5 year updates to this Hazard Mitigation Plan enables Carson City to:

- Increase education and awareness around threats, hazards, and vulnerabilities;
- Build partnerships for risk reduction involving government, organizations, businesses, and the public;
- Identify long-term, broadly-supported strategies for risk reduction;
- Align risk reduction with other state, tribal, and community objectives;

- Identify implementation approaches that focus resources on the greatest risks and vulnerabilities; and
- Communicate priorities to potential sources of funding.

The Carson City Hazard Mitigation Plan was first adopted in 2005 and updated in 2011 and 2016. This current grant will allow Carson City Fire to update the Hazard Mitigation Plan from 2021 to 2026.

Applicable Statute, Code, Policy, Rule or Regulation

Federal Disaster Mitigation Act of 2000

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Transfer from General Fund 1010279-507291.

Is it currently budgeted? No

Explanation of Fiscal Impact: Of the \$115,000 Grant, \$28,750 (25% match) will be match due from the City, and the vast majority of the match will be "in-kind," meaning salaries and benefits of City staff working on the Hazard Mitigation Plan. The City will not need to pay any remaining match until the end of the Grant, so staff will look at this again during the preparation of the FY21 budget and build a small transfer amount from the general fund to the grant fund in the event that in-kind is not enough to cover the match. If it is not needed, this amount will not be transferred and will stay in the General Fund.

Alternatives

1. Choose not to update the plan, which would restrict any future FEMA disaster funding relief available to Carson City.
2. Pay the full price of \$115,000 to update the Hazard Mitigation Plan without grant funding.
3. Provide alternative direction to staff.

Attachments:

[Subgrant Application Carson City HMP FY20.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Subgrant Planning Application

Application Title: Carson City HMP Update

Subgrant Applicant: Carson City Fire Department

Application Number:

Application Year: 2020

Grant Type: Planning Application

Address: 777 S. Stewart St., Carson City, NV 89701-0000

Subapplicant Information

Name of Subapplicant

Carson City

State

NV

Type of Subapplicant

Local Government

Legal status, function, and facilities owned:

State Tax Number:

Federal Tax Number:

Other type name:

Federal Employer Identification (EIN)

88-6000189

What is your DUNS Number?

782889851 -

Is Subapplication subject to review by Executive Order 12372 Process?

No. Program is not covered by E.O. 12372

Is the Subapplicant delinquent on any Federal debt?

No

Explanation:

Contact

Authorized Subgrant Agent

Title	Mr.
First Name	Sean
Middle Initial	
Last Name	Slamon
Title	Fire Chief/ Emergency Management Director
Agency/Organization	Carson City Fire Department
Address 1	777 S. Stewart St.
Address 2	
City	Carson City
State	NV
ZIP	89701
Phone	775-283-7722 Ext.
Fax	775-887-2209
Email	sslamon@carson.org

Point of Contact

Title	Mr.
First Name	Tom
Middle Initial	
Last Name	Raw
Title	Deputy Emergency Management Director
Agency/Organization	Carson City Fire Department
Address 1	777 S. Stewart St.
Address 2	
City	Carson City
State	NV
ZIP	89701
Phone	775-283-7722 Ext.
Fax	775-887-2209
Email	sslamon@carson.org

Community Information

Please provide the name of each community that will benefit from this mitigation activity by clicking on the Find Community button. You shall modify Congressional District for each community by directly editing the textbox(es) provided. You should also notify your state NFIP coordinator so that it can be updated in the Community Information System database. When you are finished, click the *Save and Continue* button below.

State	County Code	Community Name	CID Number	CRS Community	CRS Rating	State Legislative District	US Congressional District
NV	320001_QBM0Z0HWQ	CARSON CITY, CITY OF	320001	Y	6	320001	1

Comments

The Washoe Tribe has two colonies within the political jurisdiction of Carson City. The tribal government maintains their own hazard mitigation plan, but we will involve the tribal government with the development of our plan update and ensure that they receive any information necessary to utilize when updating their plan.

Attachments

Name	File Size (KB)
Carson City Map.pdf	369

State	NV	
Community Name	CARSON CITY, CITY OF	
County Name	NEVADA	
County Code	CARSON CITY	
City Code	320001	
FIPS Code	510	Help
CID Number	320001	Help
CRS Community	Y	
CRS Rating	6	
State Legislative District	320001	
US Congressional District	1	
FIRM or FHBM available?	Yes	
Community Status	PARTICIPATING	Help
Community participates in NFIP ?	Yes	
Date entered in NFIP	08-06-1975	
Date of most recent Community Assistance Visit (CAV) ?	04-10-2019	Help

Mitigation Plan

Is the entity that will benefit from the proposed activity covered by a current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? Yes

If Yes, please answer the following:

What is the name of the plan? Carson City Hazard Mitigation Plan

What is the type of plan? Local Multihazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA? 08-10-2016

Describe how the proposed activity relates to or is consistent with the FEMA-approved mitigation plan. The planning activity is fully in concert with the current FEMA approved mitigation plan in that it is the required 5-year update. Our sustainment plan calls for a complete revisit of the entire plan every 5 years. The plan will allow the jurisdiction to remain in compliance with FEMA directives while sustaining and improving local mitigation actions. This process will validate on-going activities, examine and confirm successful mitigation projects, determine what actions will encourage the completion of the remaining projects, and focus our community on newly identified mitigation planning gaps.

If No or Not Known, please answer the following:

Does the entity have any other mitigation plans adopted? No

If Yes, please provide the following information.

Plan Name	Plan Type	Date Adopted	Attachment (File Size)
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Please identify all previous FEMA planning grants received:

Type of Grant	Performance Period		Deliverable Activity	Amount
	Beginning Date	Ending Date		
			Total	\$0.00

Does the State/Tribe in which the entity is located have a current FEMA-approved mitigation plan in compliance with 44 CFR Part 201? Yes

If Yes, please answer the following:

What is the name of the plan? NV Enhanced 2018 Multi-Haz Mitigation Plan

What is the type of plan? Enhanced State Multi-hazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA? 10-20-2018

Describe how the proposed activity relates to or is consistent with the State/Tribe's FEMA-approved mitigation plan. The proposed activity supports both State and Tribal FEMA approved plans by ensuring compliance with FEMA directives and updating the local government plan. This plan is designed to include our tribal partners and encourage a region-wide approach to mitigating hazards. The local plan complements and supports the tribal plan and the State's mitigation planning efforts as well.

If you would like to make any comments, please enter them below.

Carson City's plan will consider elements of the Washoe Tribe's plan, as well as continuing our involvement in the State's mitigation planning efforts, so that the plans work in harmony to achieve mitigation results and education. The current plan (08-04-2016) is being reviewed annually by the Hazard Mitigation Planning team. This review process includes a line

by line review of each item in the Action Plan Matrix. By reviewing each action item with subject matter experts the planning team is laying the foundation for continual improvement of the overall hazard mitigation plan while evaluating our effectiveness at completing key action items. The update that would be funded by this grant application will incorporate the information developed during the previous year's annual meetings. Attached is the FEMA approved current Hazard Mitigation Plan.

To attach documents, click the *Attachments* button below.

[Carson City HMP FINAL \(with Resolution Aug 4. 2016\).docx](#) (51129 KB)

Scope of Work (Page 1 of 2)

Title of your proposed activity (should include the type of activity and location):

Carson City HMP Update

Proposed types of Mitigation Activity(ies):

Activity Code	Activity Name
91.1	Local Multihazard Mitigation Plan

If Other or Miscellaneous selected above, please specify:

Describe the geographic area(s) to be covered by the planning activity:

The mitigation plan will cover the Carson City/Carson County political jurisdiction. Carson City is a consolidated city/county and is the Capital for the State of Nevada.

Source(s) of hazards specific to the geographic area to be addressed by the planning activity:

Biological, Chemical, Civil Unrest, Dam/Levee Break, Drought, Earthquake, Fire, Flood, Freezing, Human Cause, Land Subsidence, Mud/Landslide, Nuclear, Severe Ice Storm, Severe Storm(s), Snow, Special Events, Terrorist, Toxic Substances, Volcano, Windstorms

Scope of Work (Page 2 of 2)

Option that describes the intent of this planning application:

Update

If a plan update, describe the evaluation process of the existing plan for its strengths, weaknesses and utility:

The evaluation process for our current plan was built into the plan itself. Carson City holds an annual meeting of the Hazard Mitigation Planning Team. This is a public meeting, properly noticed and held in accordance with the State's Open Meeting Law. The planning team reviews each of the components of the existing Mitigation Plan to determine if the component has been effective and to document what activities have occurred relative to that individual component. Challenges and successes are noted so that those may be incorporated into the plan update.

Describe the process for implementing this planning activity, including the following plan development requirements: 1) participation of agencies, stakeholders and the public; 2) hazard identification and risk/vulnerability assessment; 3) mitigation strategy; 4) plan adoption; and 5) plan maintenance:

The Carson City Hazard Mitigation Planning Team holds annual meetings to measure the success of the existing plan. The planning team is made up of members from multiple disciplines within Carson City and includes representatives from Federal, State, and Tribal government entities who have been participating with Carson City on monitoring of the existing plan. These same groups will continue the planning process during the plan update phase. The update will include a risk analysis and assessment using newer data and including more GIS data and mapping. For all hazards, local mitigation strategies will be updated and more detailed information will be included in the new plan based upon the input received during the annual meetings help to evaluate the existing plan. The planning team will create hazard subcommittees for each of the identified hazards. These groups will perform a detailed review of the pertinent information and will provide updated information and suggest changes to the planning team as a whole. The sub-committees will be made up of subject matter experts who will provide hazard information, as well as mitigation strategies for their given hazard. During the contract period, the vendor will document and address all comments made from the planning team and the subcommittees. The vendor will assemble each section after it is reviewed by the entire planning team and assemble the whole document for final draft review. Public input is critical to this process. Carson City plans to continue our past practice of distributing and collecting a hazard mitigation questionnaire through our month utility bill. This process has yielded a 25-30% return in the past. The survey will be in addition to a community education meeting. The adoption of the plan will take place after final draft review and a presentation to our governing body. The governing body will review the document in a public meeting and provide comments and input before submitted to FEMA for approval. Once FEMA approves the plan, the governing body will formally adopt the plan. The plan will be maintained in the same manner as our current plan. The planning team will remain in place and will conduct an annual review of the mitigation actions, strategies, and gaps and will documents successes and challenges encountered.

What are the primary sources of information and data and how it will be incorporated into existing

planning mechanisms?

Data sources are varied and will include information from the NOAA, the Nevada Bureau of Mines and Geology, the University of Nevada Reno, and the Desert Research Institute. Fire history will be obtained from Federal, State, and Local firefighting agencies. Hazardous materials information will come from our own records and the Nevada State Fire Marshal's hazardous materials database. Flood information will come from the Carson City Flood Plain Manager and his staff along with data gathered from NOAA and the federal/state Water Master. Data on health related hazards will be compiled from the State of Nevada Health and Human Services, Carson City Health and Human Services, and the Centers for Disease Control. Local law enforcement, as well as the State of Nevada Fusion Centers will be relied upon to provide current assessment of threats related to terrorism, civil unrest and related hazards. Other sources include; national, regional, and local subject matter experts. Local news sources, historical society, and the library and archives. The data will be integrated through stakeholder planning meetings, vetted, and then incorporated into the plan. The existing plan will also be referenced as a way to obtain additional information.

What staff and resources will be used to implement this planning activity?

The funds allocated will be used to hire a vendor/contractor to work under the direction of the Carson City Office of Emergency Management (OEM). The OEM will provide direction to the vendor, who will coordinate meetings and provide deadlines for planning team members and sub-committee members to work on their assigned projects. Carson City will continue to coordinate with GIS resources.

If you would like to make any comments, please enter them below:

Attachments (File Size):

Schedule

Enter Work Schedule

Description Of Task	Starting Point	Unit Of Time	Duration	Unit Of Time	Work Complete By
Receive award, governing body approval of award, execute contract with vendor	1	MONTHS	8	MONTHS	Carson City Office of Emergency Management (OEM)
Appoint work groupd; vendor to lead group/project	8	MONTHS	1	MONTHS	Vendor, OEM, Planning Team
Risk Assessment, asset identification and loss estimate	9	MONTHS	2	MONTHS	Vendor, OEM, Planning Team, sub-committees
Complete Draft Plan Update	11	MONTHS	2	MONTHS	Vendor, OEM, Planning Team, sub-committees
Review/Revise draft plan update	13	MONTHS	2	MONTHS	Vendor, OEM, Planning Team
Citizen Input and information	15	MONTHS	2	MONTHS	Vendor, OEM
Plan to FEMA for approval	17	MONTHS	2	MONTHS	OEM, Nevada Division of Emergency Management
Plan Adoption by Governing Body	19	MONTHS	2	MONTHS	OEM
Estimate the total duration of the proposed activity:			21	MONTHS	

91.1 - Local Multihazard Mitigation Plan

Federal Share: \$ 86,250.00

Item Name	Subgrant Budget Class	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
Planning Team	Contractual	108.00	Hour	\$ 120.00	\$ 12,960.00
Stakeholder engagement and outreach	Contractual	100.00	Hour	\$ 90.00	\$ 9,000.00
Project Management	Contractual	200.00	Hour	\$ 200.00	\$ 40,000.00
Plan Development	Contractual	279.00	Hour	\$ 80.00	\$ 22,320.00
Materials Cost	Supplies	1.00	Unknown	\$ 2,000.00	\$ 2,000.00
Planning Team	Other (Admin/In-Kind Services)	92.00	Hour	\$ 120.00	\$ 11,040.00
Plan Development	Other (Admin/In-Kind Services)	221.00	Hour	\$ 80.00	\$ 17,680.00
				Total Cost	\$ 115,000.00

Total Plan Cost Estimate: \$ 115,000.00

Cost Share

Activity Cost Estimate	\$ 115,000.00	
Federal Share Percentage	75%	
Non-Federal Share Percentage	25%	
	Dollars	Percentage
Proposed Federal Share	\$ 86,250.00	75%
Proposed Non-Federal Share	\$ 28,750.00	25%

Non-Federal Funds

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	Carson City General Fund	Administration	\$ 28,750.00	View Details
		Grand Total	\$ 28,750.00	

If you would like to make any comments, please enter them below.

Carson City is committed to matching the federal share of this grant by allocating \$28,750.00 toward the grant.

Attachments

	Name	File Size (KB)
	4380_001.pdf	53

Funding Source	Local Agency Funding
Name of Funding Source	Carson City General Fund
Funding Type	Administration
Amount	\$ 28,750.00
Date of availability	08-30-2020
Funds commitment letter date	07-01-2020
Attachment (File Size) (funds commitment letter)	

Evaluation (Page 1 of 2)

Is the recipient participating in the Community Rating System (CRS) ?	Yes
If yes, what is their CRS rating ?	7
Is the recipient a Cooperating Technical Partner (CTP) ?	Yes
Is the recipient a Firewise Community ?	No
If yes, please provide their Firewise Community number.	
Has the recipient adopted building codes consistent with the International Codes ?	Yes
Has the recipient adopted the National Fire Protection Association (NFPA) 5000 Code ?	No
Have the recipient's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS) ?	Yes
If yes, what is their BCEGS rating?	2

Evaluation (Page 2 of 2)

How will this mitigation activity leverage involvement of partners to enhance its outcome?

This project enhances regional collaboration between counties and the Carson River watershed. The process of forming the mitigation Task Force and conducting regular meetings increases interaction and the generation of fresh ideas. Conduction public meetings will solicit citizen input and strengthen the bonds between the public and government on behalf of public safety. This process will result in a stronger, better informed and more prepared region.

Describe how this planning activity will benefit your community and how the plan/data will be used to promote resiliency?

Development of the FEMA Hazard Mitigation plan has improved the region incrementally since 2000. This will be our third iteration. The first round of plans brought awareness to the region that something could be done to prevent or lesson the effects of disaster. The second round of planning resulting in better designed plans that addressed long-standing issues with maintenance occurring every year to make the community aware of the plan and community priorities. This effort will build on past successes and address identified weaknesses.

Comments:

We appreciate the opportunity to apply for this grant.

Attachments:

Name

File Size (KB)

Date Attached

Assurances and Certifications

Please click the link in the status column to view forms.

Forms

Status

Part I: Assurances **Non-Construction** Programs.

[Complete](#)

Part II: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.

[Complete](#)

Part III: SF-LLL, Disclosure of Lobbying Activities (**Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements form for lobbying activities definition.**)

[Complete](#)

Attachments

Name	File Size (KB)
<u>4309_001.pdf</u>	172

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.

Attachments

Name	File Size (KB)
4308_001.pdf	73

Section 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 Statewide certification.

Attachments

Name	File Size (KB)
<u>4307_001.pdf</u>	86

Comments and Attachments

Name of Section	Comment	Attachment	File Size (KB)	Date Attached
Community	<p>The Washoe Tribe has two colonies within the political jurisdiction of Carson City. The tribal government maintains their own hazard mitigation plan, but we will involve the tribal government with the development of our plan update and ensure that they receive any information necessary to utilize when updating their plan.</p>	Carson City Map.pdf	369	11-19-2019
Mitigation Plan	<p>Carson City's plan will consider elements of the Washoe Tribe's plan, as well as continuing our involvement in the State's mitigation planning efforts, so that the plans work in harmony to achieve mitigation results and education. The current plan (08-04-2016) is being reviewed annually by the Hazard Mitigation</p>	Carson City HMP FINAL (with Resolution Aug 4, 2016).docx	51129	11-19-2019

Planning team. This review process includes a line by line review of each item in the Action Plan Matrix. By reviewing each action item with subject matter experts the planning team is laying the foundation for continual improvement of the overall hazard mitigation plan while evaluating our effectiveness at completing key action items. The update that would be funded by this grant application will incorporate the information developed during the previous year's annual meetings. Attached is the FEMA approved current Hazard Mitigation Plan.

Cost Share

Carson City [4380_001.pdf](#) is committed to matching the federal share of this grant by allocating \$28,750.00 toward the grant.

53

11-25-2019

Evaluation

We appreciate the opportunity to apply for this grant.

FEMA Grants Application

Attachments

Name

File Size (KB)

[4399_001.pdf](#)

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