



**SANTA ROSA COUNTY LOCAL MITIGATION STRATEGY (LMS)
APPLICANT INSTRUCTIONS
FOR SUBMISSION OF AN LMS INITIATIVE**

Version 3 – 7/11/2017

The purpose of this document is to provide additional information that may be helpful in completing the LMS Initiatives Proposal/Assessment Form and the STAPLEE Questionnaire which considers the following impacts of a proposal: social, technical, administrative, political, legal, economic and environmental. Recommendations on ways to improve it can be directed to the County Grants Department at (850) 981-2017 or nancym@santarosa.fl.gov.

Overall:

1. It is not necessary to use Microsoft Word to complete the documents. Other word processing programs are available at no cost (Open Office or Libre) that we have been advised can read Word and save to it.
2. It is highly encouraged for applicants to contact the County Grants Office early to determine if the project meets the criteria established for mitigation. The project must be consistent with state and local hazard mitigation goals. In addition, staff may be able to provide more information for consideration. Contact info for the LMS Planning Support Staff is on the proposal/assessment form.
3. Another reason to contact LMS staff is that a project may involve property owned by someone else. If that is the case, LMS staff can make the contacts to the affected property owners or advise regarding the extent of the project and its feasibility.
4. LMS Staff can also advise the applicant of deadlines for submittal. Initiatives must be approved by the LMS Steering Committee which meets quarterly. Meetings are posted on the calendar on the county website or staff can advise when the next meeting will be held.
5. Complete the forms to the best of your ability, keeping in mind the LMS support staff and working group will review them and can supplement information, as available, during the scoring process. You as the applicant, however, may be able to provide key information unknown to others that may help increase the score.

Process:

1. Contact the LMS Planning Support Staff (Sheila Fitzgerald, 981-2016 or Nancy Model, 981-2017)
2. Complete the LMS Initiatives Proposal/Assessment Form and the LMS STAPLEE Questionnaire Form. Completion of the All-In-One Evaluation Form is encouraged but not required.
3. Submit to LMS Planning Support Staff
4. LMS Planning Support Staff convenes a working group to review scores or score and rank the proposed initiatives
5. LMS Planning Support Staff notifies applicant when the proposed initiative will be on the agenda of the LMS Task Force quarterly meeting and invites applicant to attend
6. LMS Planning Support Staff presents proposed initiative to LMS Task Force with a recommendation – input from applicant is welcome
7. LMS Steering Committee votes to add it to the approved list of initiatives

PROPOSAL/ASSESSMENT FORM HELPFUL HINTS

Section I.C. Type of Facility or Infrastructure to be Mitigated (if applicable). Santa Rosa County Emergency Management maintains a list of critical facilities. Critical facilities include fire departments, EMS, hospitals, selected local government buildings, schools serving as shelters, water towers and wells, WWTP's and lift stations, cell phone towers, etc.

Section I.D. Goals and Objectives from the County's 2016-2020 LMS Plan. Goals are listed below. For a complete list of goals and objectives, refer to Table 4-1 of the plan on the county's website.

1. Become a more disaster resilient community.
2. Minimize coastal, riverine, and inland flooding losses throughout the county.
3. Minimize storm wind losses throughout the county.
4. Minimize wildfire losses in the forest/urban interface areas.

Section I.H. Identification of Hazard and Vulnerability Assessment. The LMS Plan Section 3 gives primary attention to natural hazards listed below.

1. Flooding (hurricanes, tropical storms, and thunderstorms)
2. Severe storms and lightning (including hurricane winds)
3. Tornados and waterspouts
4. Wildfire
5. Heat waves and drought
6. Winter storms and freezes
7. Erosion

Vulnerability is discussed in the plan under each of the hazards listed above.

Section I. I. 1 – 3. Project Cost and Matching Funding.

Try to estimate the cost.

“Are there project benefits that have no obvious monetary value?” means are there project benefits that are not quantifiable? For example, landscaping may be added to a project, and its benefits are aesthetic, not necessarily quantifiable.

Sources of matching funds could be local government revenue, grants, and private contributions or donations. For example, right-of-way can be a contribution.

STAPLEE QUESTIONNAIRE HELPFUL HINTS

SOCIAL

1. Consider the extent of “community”: Critical to entire county or entire municipality, critical to north, central or south ends of the county, critical to one neighborhood or area, not very critical or minimal.

2. Consider effect on local waters where people swim or fish; reduced risk of flooding, fire, etc.; removal of debris which attracts rodents and can become airborne in high winds; reduced risk of traffic accidents.
3. Consider impacts from previous disasters such as how many people were affected and other economic considerations.
4. Examples of critical facilities are fire stations, EMS, hospitals, communications towers, water wells and towers, waste water treatment plants, lift stations, buildings that serve as shelters, nursing homes, and selected government offices. Is it on the list of critical facilities or planned to be listed? Check with County Emergency Management Plans Chief.
5. Consider comments from residents and community organizations, newspaper articles, electronic media, and community plans. An example is public response to berms on the beach. For community values, check community plans, local newspapers, homeowner association (HOA) websites, etc. Examples of community values are safety, aesthetics, historical preservation, recreation, environment, pro-commercial or industrial, etc.
6. Consider using demographic maps (race, age, income, voting district). Visit the U.S. Census website. Look for disproportionate adverse effects.
7. Consider using demographic maps (voting districts and neighborhoods, if available). Look for disproportionate adverse effects.
8. Consult with the University of West Florida, Santa Rosa Historical Society and local Santa Rosa Creek Indians.

TECHNICAL

1. When determining feasibility, rely upon the best available engineering and public works expertise. Acquisition of land or easements is considered extraordinary action.
2. Include any information regarding historic or repetitive losses and how the project will mitigate against future losses.
3. The impact could be positive. A positive effect would occur, for instance, if utilities needed to be replaced or upgrades anyway and could be done as a “goes with” project, saving resources. Similarly, a positive effect would be if sidewalks would be added as a “goes with” project or the project prevents flooding of a road.
4. For example, if a property is purchased, will a vacant lot in a neighborhood give rise to other problems such as dumping and vagrancy. In this case, the problem is solved for one homeowner but another problem is created for the neighborhood.
5. Rely upon best available engineering, public works and planning expertise. For example, a neighborhood may want pumps or improved drainage to reduce flooding, but the ultimate solution is to remove homes from areas of repetitive flooding and prevent or modify future construction through zoning or overlay districts. Replacing sheet rock on a house with a leaking roof is another example of

solving the symptom. A pumping station malfunction may be the result of an electric power failure rather than the pump itself.

6. Consider the length of time: less than two years, less than four years, or more than four years, and whether the time frame is reasonable.

7. Can the project be accomplished in-house without consultants; will consultants be needed but the cost is reasonable; or will consultants be needed and the cost is extremely high?

ADMINISTRATIVE

1. Does the applicant/entity have a proven track record of working with project management? Does the entity have balance sheets, profit/loss statements/IRS Form 990's to show financial solvency?

2. Has the applicant/entity maintained other similar projects successfully?

3. Is the applicant/entity capable of expanding, if needed to complete the project?

POLITICAL

1. Self explanatory.

2. Stakeholders could be residents, HOA's, community organizations, the military in Santa Rosa County, representatives of different local governments, businesses, schools, law enforcement, etc.

3. Consider if the project would be out of compliance with any known plan.

4. Consider alternatives, if any, based on past experience or research.

LEGAL

1. Self explanatory.

2. Self explanatory.

3. Self explanatory.

4. Consider if the project can move forward with amendments to the applicable laws, ordinances, etc.

5. Consider the potential for lack of compliance with existing laws and the potential for opposition.

ECONOMIC

1. Consider if the project is in a capital improvement program (CIP) or budget in the first year, years 2 – 5, or will be added. Fund sources might be local government revenue, grants, donations from private sources or a combination.

2. Consider if a cost estimate has been done.

3. FEMA offers various benefit-cost analysis methodologies in *Using Benefit-Cost Analysis in Mitigation Planning* (FEMA 386-5). Federally funded projects must be shown to be cost effective.

4. Consider if funds must come from local government revenues.

5. An example is the proposed waste water treatment plan (WWTP) in East Milton. It will allow for increased development in Milton and East Milton that otherwise would be curtailed for lack of waste water treatment capacity. Consider job creation from construction, demolition, and operation of the new plant.

ENVIRONMENTAL

1. Answer using the best environmental expertise available.

2. Answer using the best environmental expertise available.

3. Check maps and rely upon the best floodplain and environmental expertise available.

4. Development on coastal barrier islands can be complex. Rely upon the best expertise available in planning, engineering and environmental.

5. An example is moving the treated effluent from the Navarre Beach WWTP from Santa Rosa County to the rapid infiltration basins on Eglin Air Force Base.

6. Consider the comprehensive plan and community plans or the value the community places on clean water for drinking and recreation, clean air, heritage trees, proper siting and management of landfills, and lands for hunting and other types of recreation.