

APPENDIX 4

LMS PROJECT CHARACTERIZATION FOR AND INSTRUCTIONS FOR USE

Appendix 4 - - LMS Project Characterization Form and Instructions For Use

**Bay County
Local Hazard Mitigation Plan**

Characterization of Proposed Mitigation Initiatives

Characterization Form

Jurisdiction Name: _____ Date form completed: _____

Organization/agency submitting initiative: _____

Contact Individual Name: _____

Address: _____ Phone: _____

Is this initiative new or a revision of an earlier initiative? (one) New Revision
If it is a revision, give the title of the initiative previously used and date submitted: _____

If this is a request to remove a previously entered initiative from the Bay County Local Hazard Mitigation Plan, check this box:
(Note that the Steering Committee must concur with a request prior to remove or terminate previously authorized mitigation initiatives from the plan.)

If this initiative was developed pursuant to inter-agency agreements, list applicable agreement name(s) here:

I. INITIATIVE DESCRIPTION

Initiative Name: _____

Briefly describe the initiative: _____

the category of the initiative: Structural Non-structural Mixed/both

If the initiative is structural or involves a specific location, attach a map showing the location.
if map is attached:

Write the "planning objective" established by the Task Force that is most applicable to this initiative: _____

If there are facilities, neighborhoods, or repetitive loss properties that would be affected by this initiative, list them here:

Facilities	Neighborhoods	Repetitive Loss Properties

If there are existing plans or programs that will be modified by this initiative, list them here:

Plan/Program Name	Anticipated Next Update (date)

Identify the hazards intended to be addressed by this initiative:

✓	Natural Hazard	✓	Technological Hazards	✓	Societal Hazards
	High winds		Hazardous materials		Crime
	Flooding		Loss of electric service		Civil disturbance
	Storm surge, tsunami		Loss of water service		Terrorism
	Earthquake		Loss of sewer service		Economic crisis
	Landslide, erosion		Loss of gas services		Key employer crisis
	Sever winter storm		Telecommunications failure		Other societal hazard
	Major fire		Radiological accident		
	Lightning		Other technological hazard		
	Drought				
	Hail				
	Infestation, disease				
	Other natural hazard				

Describe the "worst case" disaster scenario and its direct and indirect impact on the facility, system or neighborhood to be protected by the proposed initiative: _____

What is the dollar value of the total direct losses for damages or destruction to the facility, system or neighborhood likely in this scenario: \$ _____

What is the dollar value of the total indirect losses (e.g., lost job income, lost revenue, extra operating costs, etc.) likely in this scenario: \$ _____

Total of direct and indirect losses under this scenario: \$ _____

Will the initiative avoid or prevent all of these direct and indirect losses? yes no
If no, what percent decrease in losses can be estimated? _____%

What is the adjusted direct and indirect losses under this scenario (The total of direct and indirect losses multiplied by the percentage of decrease in losses): \$ _____

How many people would be injured, sickened or killed in the "worst case" scenario without the initiative? _____ injured, _____ sickened, _____ killed

Are there valuable or irreplaceable cultural, historic or environmental resources that would be protected by the initiative? yes no

If yes, list or describe these resources: _____

II. INITIATIVE BENEFITS

Is a designated "critical facility" to be benefited by the proposal? yes no
If yes, give the following information for each facility benefited:

Facility Name/Description	Type of Critical Facility

Describe the consequences of the total or partial loss of the critical facility(ies) listed in the "worst case" scenario: _____

For all types of proposed initiatives, including those for protection of critical facilities, give the following:

1. Number of people directly and indirectly benefited: _____
2. Percentage of the jurisdiction's population or organization's client based benefited: _____%
3. Number of structures to be benefited: _____
4. Total estimated value of the structures and contents: \$ _____
5. Number of businesses to be benefited: _____
6. Total estimated number of employees benefited: _____
7. Valuable environmental resources to be protected? yes no
8. Valuable cultural or historic resources to be protected? yes no

If #7 or #8 are "yes," provide the following for each:

Name of resource	Location/address	Size (acres, # of structures, etc.)	Current Status (Registered, protected, etc.)

IV. COST OF THE PROPOSED INITIATIVE

Estimate the total cost to implement to proposal (for design and construction, purchase and installation, etc.) \$ _____

What is the projected life of the project? _____ years

Calculate the annual cost to implement the proposal? (Divide the cost to implement the proposal by its useful life): _____ \$ per year

Provide an estimate for any annual maintenance costs: _____ \$ per year

Determine the total annual cost to implement and maintain the proposal (Add the annual cost to implement the proposal to the annual cost to maintain the proposal):
_____ \$ per year

Briefly explain the justification used to estimate the cost to implement:

V. THE COST IMPACT OF THE PROPOSAL

Some mitigation initiatives could result in costs to others for their implementation, in addition to costs to the proposal's sponsor or the organization that implements the proposal. This section allows the "cost impact," if any, to be estimated.

Provide an estimate of the initial cost impact of implementation: \$ _____

Estimate the annualized immediate cost impact of implementation (Divide the initial cost impact by the useful life of the proposal): _____ \$ per year

Include any anticipated annual impact costs: _____ \$ per year

Calculate the annualized cost impact of the proposal (Add the annualized immediate cost impact to the annual ongoing cost impacts): _____ \$ per year

Identify the group most likely to bear this cost impact (Check all that apply):

✓	Group	✓	Group	✓	Group
	The general public		Educational institutions		Health care facilities
	Buyers of property		Retail businesses		Local government
	Developers/builders		Service businesses		Public safety organizations
	Property owners		Manufacturers		Local Utilities
	Transients/tourists		Tourism businesses		Other:

VI. COMPARISON OF BENEFITS TO COSTS

A. List the total annualized cost of "not taking action" or not implementing the proposal. (This is the adjusted direct and indirect losses divided by the useful life of the proposal):
 _____ \$ per year

B. Give the total annualized cost to implement (From above):
 _____ \$ per year

C. Give the total annualized cost impact of implementation (From above):
 _____ \$ per year

Calculate the preliminary benefit to cost ratio (Divide "A" by the sum of "B" + "C"): _____

The preliminary benefit to cost ratio only considers values that can be measured in dollars. The Mitigation 20/20™ approach considers "intangible" benefits of the proposed initiative as well, such as lives saved and injuries prevented, as well as valuable environmental or cultural resources protected. This is done by applying "multipliers" to the preliminary benefit to cost ratio to increase it to a level commensurate with the intangible benefits it would derive. These multipliers are the following:

Multiplier Value	Public Health and Safety Factor	Multiplier Value	Valuable Resource Factor
1.0	No benefit	1.0	No benefit
1.5	Benefits up to 1,000 people	1.1	Benefits less than 10 acres or one structure/site
2.0	Benefits 1, to 50,000 people	1.3	Benefits 10-50 acres or two structures sites
2.5	Benefits 50,000 to 250,000 people	1.5	Benefits more than 50 acres or more than 2 structures
3.0	Benefits more than 250,000 people		

Calculate the adjusted benefit to cost ratio for the proposal (multiply the preliminary ratio by the applicable multiplier(s) listed in the table): _____

VII. FEASIBILITY OF IMPLEMENTATION

Check the statement that most applies to this proposal regarding its consistency with other applicable plans, programs or policies of the jurisdiction or proposing agency:

- The proposal is listed in at least 3 other documents or is highly consistent with other plans
- The proposal is listed in at least 2 other documents and is consistent with other plans
- The proposal is listed in at least 1 other document and is not inconsistent
- The proposal is not listed in any documents or is in conflict with other documents
- The proposal may have inconsistencies and needs more analysis

If applicable, list any documents that support this proposal or type of proposal, giving the following:

Document Title	Issued by	Date issued / edition number	Section or page number for proposal reference

List the permits and approvals likely to be needed for implementation:

- No permits or approvals required
- Local permits/approvals: _____

- State permits/approvals: _____

- Federal permits/approvals: _____

Estimate how long it will take to complete implementation of the proposal in years or fractions of years: _____ years

Check the statement that most accurately describes implementation effort needed for this proposal:

- The proposal would be relatively easy to accomplish in a year
- The proposal is not anticipated to be difficult to accomplish
- The proposal is somewhat difficult to accomplish
- The proposal is difficult to accomplish
- The proposal is very difficult to accomplish

Check the statement that most accurately describes how the community would react to the implementation of the proposal:

- The proposal is likely to be endorsed by the entire community
- The proposal would benefit those affected, with no adverse reaction from others
- The proposal would be somewhat controversial
- The proposal would be strongly opposed by most
- The proposal would be strongly opposed by nearly all

If the proposal would be expected to be generally acceptable to the community, are there special interest groups or stakeholders that would oppose it? : yes no

If yes, identify these groups: _____

VII. FUNDING SOURCES

Check the single most appropriate category of funding for the proposal from the list below:

<input checked="" type="checkbox"/>	Funding Category	<input checked="" type="checkbox"/>	Funding Category	<input checked="" type="checkbox"/>	Funding Category
<input type="checkbox"/>	Agricultural assistance	<input type="checkbox"/>	General funding sources	<input type="checkbox"/>	Retrofit public/historic structures
<input type="checkbox"/>	Alternative power	<input type="checkbox"/>	Infrastructure systems	<input type="checkbox"/>	Rivers/streams – restoration/preservation
<input type="checkbox"/>	Codes/ordinances	<input type="checkbox"/>	New public buildings	<input type="checkbox"/>	Stafford Act (HMGP)
<input type="checkbox"/>	Communications	<input type="checkbox"/>	Parks/natural area development/preservation	<input type="checkbox"/>	Stormwater/flood control structures
<input type="checkbox"/>	Dune restoration – erosion control	<input type="checkbox"/>	Plans and procedures	<input type="checkbox"/>	Training – emergency services
<input type="checkbox"/>	Emergency response equipment	<input type="checkbox"/>	Public education	<input type="checkbox"/>	Wetlands development and restoration

If existing funding sources for the proposal have been identified or are very likely to be used, identify them here: _____

Check the statement below that most accurately defines the funding situation for the proposal:

- No potential funding sources can be readily identified
- The only potential funding source is a federal or state mitigation grant
- Funding could be accomplished with local matching funds
- Funding could be obtained through local budget or grants
- Local funding with high probability for grant funds

Has this plan been accepted by the Planning Committee? : yes no

If yes, date accepted: _____

The initiative is then considered to be a "Pending" Initiative

Has this plan been approved by the Steering Committee? : yes no

If yes, enter date approved: _____

The initiative is then considered to be a "Approved" Initiative