



February 5th, 2024

State Hazard Mitigation Officer (SHMO)
Colorado Division of Homeland Security & Emergency Management (DHSEM)
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112

Re: Scope of Work for the Arapahoe County Multi-jurisdictional Hazard Mitigation Plan (HMP)

1. **Scope of Work (SoW)** The proposed project will develop a Hazard Mitigation Plan (HMP) Update for Arapahoe County that meets the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) “how-to” planning guidance. The plan will meet the most current FEMA and DHSEM Local Mitigation Plan Review Tool requirements. In addition, the plan will be aligned with the current State of Colorado Hazard Mitigation Plan.
2. This will be a multi-jurisdictional plan. At a minimum, the following cities, towns, and special districts are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:
 - a. Arapahoe County
 - b. Town of Bennett
 - c. Town of Bow Mar
 - d. Town of Columbine Valley
 - e. City of Centennial
 - f. City of Cherry Hills Village
 - g. Town of Deer Trail
 - h. City of Englewood
 - i. Town of Foxfield
 - j. City of Glendale
 - k. City of Greenwood Village
 - l. City of Littleton
 - m. City of Sheridan
 - n. Denver Water
3. Arapahoe County will procure a contractor with FEMA grant funds to facilitate the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, document the planning process, produce the draft and final plan document, and facilitate the plan adoption process. The contractor will be responsible to the Arapahoe County Project Manager for the following four stages: Organizing Resources; Hazard Identification and Risk Assessment (HIRA); Developing a Mitigation Strategy; and Plan Adoption, Monitoring & Evaluation. The contractor will maintain its project management role until FEMA approves the plan update. The contractor will assist the Arapahoe County Project Manager, as necessary, with documentation for grant management, to include quarterly progress reports, reimbursements for contractual fees, and time spent towards eligible in-kind activities with participating jurisdiction representatives.
4. Plan Development Tasks. The proposed planning project has five tasks:



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- a. Task 1. Organize Resources. The plan will document the planning process used to develop the plan update and how the plan will be maintained within a five-year cycle, including the following information:
 - i. ARAPAHOE County will establish a planning team to oversee the development of the plan. The planning team will include representatives from: participating jurisdictions; local elected officials; local, regional, and state agencies involved in hazard mitigation activities; agencies that have the authority to regulate development; neighboring communities; and other public, private, and non-profit interests.
 - ii. Each jurisdiction's participation in the planning process and how they met FEMA's participation requirements.
 - iii. An action plan, involving a variety of methods, for public involvement and comment during the plan development tasks and a public review/comment period. The plan will document both the process and results.
 - iv. Which plans, studies, reports, and technical information were reviewed and incorporated. This could include local comprehensive plans, local ordinances, Capital Improvement Plans (CIPs), warning systems, Community Wildfire Protection Plans (CWPPs), public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, mitigation planning-type activities such as Risk MAP, and others.
 - v. A description of building codes, hazard overlay districts, zoning and subdivision codes, or other hazard mitigation measures currently in effect for each participating jurisdiction that has land use authority. Building code information shall include the version of the code and any local changes that may affect hazard mitigation.
 - vi. A description of how the plan update incorporates Plan Assessment comments from the previous plan's Review Tool.
 - vii. The participating jurisdictions' implementation and maintenance of the current plan since FEMA's approval.
 - viii. How each jurisdiction will continue public participation and monitor, evaluate, and update the plan within a five-year cycle.
- b. Task 2. Hazard Identification and Risk Assessment (HIRA). The updated plan will include an assessment of the changes in development in hazard prone areas and how the vulnerability of each jurisdiction has been affected. The updated plan will also include hazard events that have occurred and any other appropriate changes in data and analysis since the last plan was developed. The HIRA will include the following information, at a minimum:
 - i. A review of and comments about all natural, human-caused, and technological hazards listed in the Colorado State Hazard Mitigation Plan (SHMP), with updated or new descriptions of those specific hazards that most affect or impact the participating jurisdictions.
 - ii. Updated information on the location, extent, and previous occurrences of each hazard affecting each jurisdiction.
 - iii. Updates on any hazard events that have occurred since the last plan date.
 - iv. Updated information on the probability of future hazard events.
 - v. An overall summary for each jurisdiction's vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
 - vi. For each jurisdiction, describe in general each hazard's impact on buildings, infrastructure, critical facilities, the vulnerable population, and Lifelines, based upon FEMA's Lifeline Assessment Toolkit. Lifeline analysis should include ingress/egress challenges during hazard events.



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- vii. Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) insured properties, to include repetitive loss (RL) and severe repetitive loss (SRL) properties, located in the identified hazard areas. Include information regarding insured values and previous claims.
 - viii. Include the most current FEMA Flood Insurance Rate Map (FIRM) in plan, if available.
 - ix. Based on best available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, critical facilities, and Lifelines for each jurisdiction. Specify the types and numbers of buildings, infrastructure, critical facilities, and Lifelines.
 - x. Based on best available data, provide estimated potential dollar losses to vulnerable structures and infrastructure, describing the methodology used to prepare the estimate.
 - xi. Based on best available data, describe vulnerability in terms of land use and development trends.
 - xii. Based on best available data, analyze the economic impacts from potential hazards.
 - xiii. Based on best available data, describe how potential climate adaptation may impact each jurisdiction's current and future vulnerability to specific hazards.
 - xiv. Based on the Future Avoided Cost Explorer (<https://cwcb.colorado.gov/FACE>), an assessment or evaluation of potential losses from climate change associated with flood, drought, and wildfire.
- c. Task 3. Develop a Mitigation Strategy. Each jurisdiction will participate in the development of a mitigation strategy that reflects the results of the risk assessment and includes the following:
- i. Document each jurisdiction's existing capabilities (authorities, policies, programs, and resources) related to hazard mitigation, and its ability to expand on and improve these existing tools.
 - ii. Overall goals for reducing risk in the planning area. The participating jurisdictions may also create objectives as part of the mitigation strategy. The plan will describe how the planning team reviewed, and if applicable, updated the goals and objectives.
 - iii. The plan update will describe mitigation actions in the current plan, identifying which are complete, incomplete (and why), deleted, or continued for each jurisdiction.
 - iv. Specific mitigation actions and projects to reduce the impacts identified in the risk assessment, with an emphasis on new and existing buildings, community lifeline assessments, and infrastructure for each jurisdiction. There must be new identifiable action items for each jurisdiction seeking adoption of the plan.
 - v. A description of each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate.
 - vi. A description of each jurisdiction's compliance with the Colorado Rules and Regulations for Regulatory Floodplains (2 CCR 408-1).
 - vii. A description of how the jurisdictions will prioritize and implement the mitigation actions identified for each jurisdiction.
- d. Task 4. Plan Adoption, Monitoring, and Evaluation. The plan will describe a process for adopting, monitoring, and evaluating this plan update, to include:
- i. The method and schedule for monitoring and evaluating the plan, including progress on action items, updates to the HIRA or mitigation goals and objectives, and adding new mitigation actions before the next plan update.
 - ii. The process to incorporate the mitigation plan into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.
 - iii. A strategy for continued public participation.



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- iv. ARAPAHOE County will submit the draft plan and completed FEMA Local Mitigation Plan Review Tool to the DHSEM Mitigation Planning Team for review of compliance with FEMA HMP requirements. DHSEM will forward the plan to FEMA Region VIII for review and Approvable Pending Adoption (APA) status. The contractor will make revisions to the plan as required by DHSEM and FEMA (Note- *These changes may be required after final payment is made to the contractor in order to maximize the grant award, but final payment does not relieve the contractor of delivery of a FEMA approved plan*). Upon receiving APA status, all participating jurisdictions will formally adopt the plan and provide their resolutions of adoption to DHSEM within three months. DHSEM will provide local resolutions to FEMA for final plan approval.
- v. Posting the FEMA-approved plan, FEMA approval packet, and all local adoptions to the ARAPAHOE County website within three months of FEMA's approval date.
- e. Task 5. Project Management. ARAPAHOE County and participating jurisdictions' staff will assist the County Project Manager, as necessary with the following tasks:
 - i. Project Implementation
 - ii. Attend required meetings and gather data for the plan.
 - iii. Consultant procurement and compliance with local, state, tribal, and federal procurement rules.
 - iv. Track project progress and ensure project remains on schedule
 - v. Track invoiced expenses from contractors.

Project Work Schedule

I. ARAPAHOE County will complete this HMP update within the following timeline.

II. All time periods in this schedule **begin from the date FEMA awards this grant.**

1. Award Date + 3 Months: State-Local Grant Agreement Process; Local Procurement Complete
2. Award Date + 4-16 Months: HMP development; DRAFT plan complete
3. Award Date + 17-18 Months: State HMP Review and potential revisions
4. Award Date + 19-21 Months: FEMA HMP Review and potential revisions; FEMA APA Status
5. Award Date + 21-23 Months: HMP local adoptions
6. Award Date + 24 Months: Official FEMA HMP approval; End State Period of Performance
7. Award Date + 25.5 Months: Complete Local-State Grant Closeout
8. Award Date + 27 Months: Complete FEMA Grant Closeout

X

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