

**FEMA  
HMGP Grant  
Project Timeline  
June 14, 2023 - June 1, 2026**

Grantee: Mono County

Project Title: Mono County and Town of Mammoth Lakes Multi-Jurisdictional Hazard Mitigation Plan Update

Task Number	Tasks	Description	Responsible Party	Cost Type	Item Name	Unit Quantity	Unit of Measure	Unit Cost	Estimated Cost Total	Grant Management Costs	BUDGET												Deliverable						
											2023			2024			2025			2026									
											M	A	M	J	J	A	S	O	N	D	J	F		M	A	M	J	J	A
<b>1</b>	<b>The Planning Process</b>																												
Task 1.1	Task 1.1 Pre-Award Grant Application	Prepare HMGP grant application submittal to the State and FEMA, respond to questions, and revise as needed.	Mono County	Other Direct Costs: Mono County Staff	Task 1.1 Pre-Award Grant Application	30	Hour	\$99	\$0	\$2,970																			Application
Task 1.2	Task 1.2 Assemble Project Management Team	The County will designate a staff member for project oversight and operations. Mono County has an on-call list of pre-qualified consultants that may be appropriate, or a separate RFP/RFQ process will be conducted, if required. All vendors involved in the project shall be procured in line with 2 CFR 200 along with State and Local regulations. The most stringent applies.	Mono County	Other Direct Costs: Mono County Staff	Task 1.2 Assemble Project Management Team	10	Hour	\$99	\$990																				Copy of signed agreement
Task 1.3	Task 1.3 Conduct Procurement for Consultation	The County will conduct a competitive bid RFP process for the consultant, if deemed necessary to facilitate the community engagement process, conduct the tasks associated with updating the Hazard Mitigation Plan. All vendors involved in the project shall be procured in line with 2 CFR 200 along with State and Local regulations. The most stringent applies.	Mono County	Other Direct Costs: Mono County Staff	Task 1.3 Conduct Procurement for Consultation	30	Hour	\$99	\$2,970																				Copy of signed agreement or RFP, Distribution list, executed consultant contract
<b>Subtotal</b>						<b>70</b>			<b>\$3,960</b>	<b>\$2,970</b>																			
<b>2</b>	<b>Hazard Identification</b>																												
Task 2.1	Task 2.1 Community Profiles	Update community profiles for the MJHMP. This task will include descriptions of the Town of Mammoth Lakes, Mono County, and the different RPACs in the county. These profiles provide an overview of the geographic setting, a description of the land uses and planning characteristics, demographic information, and development trends and activities. The profiles will rely on existing information and mapping recently prepared as part of the General Plan update and REP, as well as new information compiled as part of data gathering for the project. A key component that will be included in these profiles is the current roadway network that is used for both emergency response activities and potential evacuation purposes.	Mono County /Consultant Team	Contractor/Consultant	Task 2.1 Community Profiles	100	Hour	\$99	\$9,900																				Updated community profiles section, maps, and GIS data.
Task 2.2	Task 2.2 Hazard Profiles Development	Review and update the section that describes the type, location, and extent of hazards. Include previous occurrences (e.g., severe repetitive loss and repetitive loss), the probability of future events, update the County's Resource Efficiency Plan (REP; AKA Climate Action Plan) to assess potential impacts of climate change for each hazard type. Climate change will be addressed in the MJHMP in compliance with the requirements of SB 379 and SB 1000. Disaster declarations that have occurred in the region since the last plan was developed will be named/listed and specifically considered during the Hazard Identification phase. The Hazard Identification process will include GIS mapping, Emergency Route Access evaluation and planning, wildfire assessment (via the Community Wildfire Protection Plan [CWPPP]), and threats of potential loss of agriculture land. An understanding of the National Flood Insurance Program (NFIP) program, how to access data, sensitivity of certain information, and how to use that information to fully understand the area's flood risk is critical, along with an understanding of the Community Rating System and how to gain points from a hazard mitigation plan or other outreach efforts that align with a plan update.	Mono County /Consultant Team	Contractor/Consultant	Task 2.2 Hazard Profiles Development	150	Hour	\$99	\$14,850																				Updated hazard profile section, maps, and GIS data
<b>Subtotal</b>						<b>250</b>			<b>\$24,750</b>																				
<b>3</b>	<b>Risk Assessment</b>																												
Task 3.1	Task 3.1 Wildfire Hazards Assessment	Review and update the current wildfire setting and mapping throughout the County and Town. As part of this discussion and analysis, it is anticipated that a review of the current CWPP will be conducted, and referenced within the LHMP.	Mono County /Consultant Team	Contractor/Consultant	Task 3.1 Wildfire Hazards Assessment	55	Hour	\$99	\$5,445																				Updated wildfire hazard section, maps, data, and updated CWPPP.
Task 3.2	Task 3.2 Emergency Access Routes	Identification of communities challenged by emergency access issues and the development of criteria that can be used to identify future alternative access routes. At this scale of analysis, it is difficult to identify specific alignments, however the development of criteria that can help with alignment selection is a fairly straight forward process and can help to minimize future challenges. Key aspects that will be considered include property ownership and agency coordination for areas where state and federal agencies have jurisdiction over future activities.	Mono County /Consultant Team	Contractor/Consultant	Task 3.2 Emergency Access Routes	100	Hour	\$99	\$9,900																				Updated emergency access analysis, maps, and data.
Task 3.3	Task 3.3 Vulnerability Assessment	Review and update the section that describes the vulnerability to identified hazards to provide an in-depth, technical risk assessment. Include an overall summary of each hazard and its effect on the community, including a general description of types of structures and land uses affected by each hazard. Evaluate specific hazard rating systems and utilize tools such as Hazus Advanced (Level 2 or Level 3, as needed). Local data should be incorporated into the program through comprehensive data management techniques.	Consultant Team	Contractor/Consultant	Task 3.3 Vulnerability Assessment	150	Hour	\$99	\$14,850																				Updated vulnerability assessment section, maps, calculations, and potential climate vulnerability/action plan, if needed.
Task 3.4	Task 3.4 Critical Facilities Loss Estimate	Utilizing the County and Town GIS, update the section that describes the types and numbers of existing and future structures and facilities and an estimate of potential dollar losses. This may entail research of Assessor records, building data, consultation with fire districts/other special districts, and Sheriff's office.	Mono County /Consultant Team	Contractor/Consultant	Task 3.4 Critical Facilities Loss Estimate	150	Hour	\$99	\$14,850																				Updated section, maps, and calculations.
Task 3.5	Task 3.5 Land Use Development Trends	Review/update the section that describes the general description of land uses, potential buildout and development trends. Based on updated general plan and associated support studies, adjust section to reflect latest directives. Review and update analysis on community efforts to reduce its risk to natural hazards, evaluated capabilities, or developed risk reduction projects through other plans and processes. Update the narrative to document the connection between the planning grant and these other planning efforts (ineligible plan elements will not be funded by the project).	Mono County /Consultant Team	Contractor/Consultant	Task 3.5 Land Use Development Trends	100	Hour	\$99	\$9,900																				Updated section, maps, and calculations.
<b>Subtotal</b>						<b>555</b>			<b>\$54,945</b>																				
<b>4</b>	<b>Mitigation Strategy</b>																												
Task 4.1	Task 4.1 Mitigation Goals and Objectives	Review and update the section that describes the mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards. Review latest mitigation policy and strategies including loss reduction strategies (as identified in FEMA 44 CFE 201.6 (C)(3)), including those of federal and state agencies, Town and County, local special districts and fire safe councils. This will include Emergency Route Access evaluation and planning, CRS evaluation, wildfire assessment, and threats of potential loss of agriculture land.	Mono County /Consultant Team	Contractor/Consultant	Task 4.1 Mitigation Goals and Objectives	100	Hour	\$99	\$9,900																				Updated section, maps, outreach materials and agenda packets for community/agency meetings
Task 4.2	Task 4.2 Mitigation Strategies and Actions Development	Review and update the section that identifies and analyzes a comprehensive range of specific mitigation actions. This section will include an analysis of progress made on previously identified actions and identify remaining tasks and implementation measures.	Mono County /Consultant Team	Contractor/Consultant	Task 4.2 Mitigation Strategies and Actions Development	100	Hour	\$99	\$9,900																				Updated section.
Task 4.3	Task 4.3 Mitigation Action Matrix Development	Review and update the section that describes the prioritization, implementation, and administration process including the responsible agency of mitigation activities. Include significant outreach to the agencies/entities responsible for implementation to assure resource commitment and timeline accuracy.	Mono County /Consultant Team	Contractor/Consultant	Task 4.3 Mitigation Action Matrix Development	100	Hour	\$99	\$9,900																				Updated section, maps, outreach materials and agenda packets for community/agency meetings
<b>Subtotal</b>						<b>300</b>			<b>\$29,700</b>																				

5 Plan Preparation												
Task 5.1	Capabilities Assessment	Review and update the section that describes the incorporation of existing plans, studies, and reports (including the latest California State Hazard Mitigation Plan). Conduct research of agency plans and resource studies and update section. Participate in ongoing fire and hazard planning processes by other agencies, such as the CPUC, CalFire, Caltrans, USFS, BLM, etc.	Mono County /Consultant Team	Contractor/Consultant	Capabilities Assessment	100	Hour	\$99	\$9,900			Updated sections, maps, and data.
Task 5.2	HMP Team Meetings	HMP Team meetings shall occur via telephone or Zoom to ensure regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Participation in the meetings is anticipated to include the Project Managers from the Mono County and the consultant team. Other staff or agencies will be invited to participate as needed. The status meetings shall occur to ensure the project remains on time and within budget, and that expectations are being met. The consultant shall develop the agenda and prepare a summary of monthly meeting notes with a list of decisions, actions, and responsible party.	Mono County /Consultant Team	Contractor/Consultant	HMP Team Meetings	50	Hour	\$99	\$4,950			Meeting agenda packets
Task 5.3	Plan Maintenance	Review and update the section that describes the methods and schedule of monitoring, evaluating, and updating the plan. Review and update the section that describes the process of incorporating the mitigation plan elements into other planning mechanisms. Review and update the section that describes how the public will continue to participate in the planning process.	Mono County /Consultant Team	Contractor/Consultant	Plan Maintenance	50	Hour	\$99	\$4,950			Updated sections.
<b>Subtotal</b>						<b>400</b>			<b>\$19,800</b>			
6 Plan Drafting												
Task 6.1	Draft MJHMP	Compile information in previous tasks, write draft LHMP, and publish for public review.	Mono County /Consultant Team	Contractor/Consultant	Draft MJHMP	100	Hour	\$99	\$9,900			MJHMP draft #1, web content, and outreach materials
Task 6.2	Review Draft MJHMP & Receive Input	Conduct outreach to agencies, communities, Town of Mammoth Lakes, County, and other applicable stakeholders. Consider and incorporate input.	Mono County /Consultant Team	Contractor/Consultant	Review Draft MJHMP & Receive Input	100	Hour	\$99	\$9,900			Outreach materials, web content, and meeting agenda packets/minutes.
Task 6.3	Draft Final MJHMP	Draft final LHMP and publish.	Mono County /Consultant Team	Contractor/Consultant	Draft Final MJHMP	100	Hour	\$99	\$9,900			Final DRAFT MJHMP, web content, and outreach materials.
<b>Subtotal</b>						<b>300</b>			<b>\$29,700</b>			
7 Public Outreach/Meetings/Public Hearings												
Task 7.1	Task 7.1 Develop a Public Engagement Plan and Create Web Content/Outreach Materials	The project team will develop a Public Engagement Plan that identify mechanisms for collecting public comment including, development of web content and outreach materials (postcards/flyers) accordingly. To support the MJHMP update process, web content will be developed that can be used on a dedicated County webpage for this update (similar to the process conducted in 2017-2019). This content will include a description of the update process, ways to provide feedback (schedule of the 4-6 public workshop meetings, two stakeholder meetings, and five RPAC meets (plus the potential for three special community meetings, if deemed necessary), and an online survey that allows respondents to participate in the process and offer input during plan development. This is an important strategy for inclusion of residents that are isolated geographically but interested in County issues and able to participate virtually. Outreach materials for distribution to the County and Town, CPT, RPACs and other relevant groups. The materials are intended for wide distribution to allow input from the greatest number of participants. Attendance at the quarterly CPT meetings, monthly RPAC meetings (five regularly scheduled meetings and a potential of up to three additional special community meetings, if deemed necessary), and other community meetings as scheduled. Up to one meeting with each RPAC and two meetings with stakeholders (state and federal agencies/ organizations) and at least four and up to six public workshop meetings during the plan preparation process. The purpose of these meetings will be to discuss the hazard mitigation planning process, share preliminary information with the attendees, and request feedback/input during the planning preparation process. The stakeholder meetings are intended to be the same meeting, held in two different parts of the county for ease of attendance.	Mono County /Consultant Team	Contractor/Consultant	Task 7.1 Develop a Public Engagement Plan and Create Web Content/Outreach Materials	80	Hour	\$99	\$7,920			Outreach materials, web content, and meeting schedule, stakeholders list.
Task 7.2	Task 7.2 Community Meetings	Attendance at the quarterly CPT meetings, monthly RPAC meetings, and other community meetings as scheduled. Up to one meeting with each RPAC and two meetings with stakeholders (state and federal agencies/organizations) during the plan preparation process. The purpose of these meetings will be to discuss the hazard mitigation planning process, share preliminary information with the attendees, and request feedback/input during the planning preparation process. The stakeholder meetings are intended to be the same meeting, held in two different parts of the county for ease of attendance.	Mono County /Consultant Team	Contractor/Consultant	Task 7.2 Community Meetings	80	Hour	\$99	\$7,920			Meeting agenda packets/minutes.
<b>Subtotal</b>						<b>160</b>			<b>\$15,840</b>			
8 Plan Adoption												
Task 8.1	Task 8.1 Submit Final Plan for State Review	Submit final plan for review by the State at least nine months prior to the end of the performance period.	Mono County /Consultant Team	Contractor/Consultant	Task 8.1 Submit Final Plan for State Review	80	Hour	\$99	\$7,920			Final DRAFT MJHMP & Correspondence with State on Review of Document
Task 8.2	Task 8.2 Adoption Presentations	Present to Town and County for approval, including development of PowerPoints or other materials needed to present the plan, scheduling public hearings, commission reviews, certification of CEQA documents, and other steps needed for approval. Adoption of the final LHMP into the Safety Element of the County's General Plan for compliance with AB 2140.	Mono County /Consultant Team	Contractor/Consultant	Task 8.2 Adoption Presentations	80	Hour	\$99	\$7,920			PowerPoint presentations, Agenda packets, minutes, and resolutions.
Task 8.3	Task 8.3 Facilitate Special District Participation/Adoption	Obtain letters of Intent to Participate in MJHMP: Coordinate/communicate with special districts to secure seven letters of intent or confirm in writing that the District does not wish to participate in the MJHMP. County records show seven Special Districts need to submit letters of intent. Facilitate plan adoption/annexation of MJHMP by local special districts.	Mono County /Consultant Team	Contractor/Consultant	Task 8.3 Facilitate Special District Participation/Adoption	55	Hour	\$99	\$5,445			Outreach materials/correspondence, letters of intent/correspondence, PowerPoint presentations, Agenda packets, minutes, and resolutions.
<b>Subtotal</b>						<b>215</b>			<b>\$21,285</b>			
9 Closeout												
Task 9.1	Quarterly, Annual, & Closeout Reporting/ Deliverables	Quarterly/annual financial/progress reports. Final progress and financial reports (costs, including Federal share, non-Federal share, administrative allowance, (if applicable), and cost underrun and overruns). Submit a final copy of the FEMA-approved and community-adopted plan.	Mono County	Other Direct Costs: Mono County Staff	Quarterly, Annual, & Closeout Reporting/ Deliverables	55	Hour	\$99	\$0	\$5,445		Quarterly/annual financial/progress reports. Final progress and financial reports, final copy of the FEMA-approved and community-adopted plan.
<b>Subtotal</b>						<b>55</b>			<b>\$0</b>	<b>\$5,445</b>		

MATCH - STAFF TIME MONO COUNTY  
SMRC COSTS - MONO COUNTY

Total Estimated	\$199,980	\$2,970
Grant Management Costs (Pre-Award/Reporting)	\$8,415	
FEDERAL SHARE (75%)	\$149,985	
MATCH (25%)	\$49,995	
<b>GRAND TOTAL</b>	<b>\$199,980</b>	