



# FEMA Requirement C1: Existing Authorities, Policies, Programs, and Resources

## Does the Plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs?

Local Mitigation Plan Review Guide, FEMA, 2011, page 23

This "Good Practice" document is intended to help plan developers understand the FEMA requirement to document a community's existing and future capabilities for reducing losses and vulnerability. This particular requirement is frequently misunderstood. Fortunately, a good understanding greatly assists in developing a meaningful plan.

### Common Reasons Why FEMA Returns Plans for C1 Revisions

1. All local mechanisms are not examined which could be relevant to a community's particular vulnerabilities. Many plans omit staffing, funding, and local authorities, such as special community districts.
  - Tip:** Be inclusive; consider planning, regulatory, administrative, technical, financial, educational, outreach mechanisms, authorities, policies, programs, practices, staffing and other resources.
  - Tip:** Provide current information about local mechanisms, such as whether changes occurring within the last planning cycle could potentially affect local capabilities.
  - Tip:** Don't just list and describe the mechanisms: explain how each can contribute to the mitigation strategy of the community.
2. The capabilities of each community in a multi-jurisdiction plan are not documented. Instead, only general information is provided about types of mechanisms often used in municipalities.
  - Tip:** Discuss and evaluate both the similar and unique capabilities specifically for each community.

3. No analyses and recommendations are made regarding capability to expand, improve, or enact new mitigation through each jurisdiction's mechanisms.

**Tip:** Identify gaps in local capacity.

**Tip:** Explain any positive or negative factors that could influence whether existing local mechanisms can be changed to more effectively implement the community's mitigation strategy. For instance, do political or funding constraints make increased staffing for a particular mechanism unlikely?

4. Preparedness is solely assessed and emphasized, instead of mitigation capabilities.

**Tip:** If preparedness mechanisms are included, explain how these relate to the community's mitigation strategy. Clearly distinguish them from mitigation activities by labeling or putting them in a separate category.

## Plan Demonstrating Good Practice for Requirement C1

This section provides an example of how a jurisdiction assessed its capabilities in a way demonstrating good practices. The abstract is preceded by a brief explanation why this meets the requirement. Practices going "Beyond Minimum Requirements" are also noted. Many other approaches are possible, so don't be limited by this example; the approach taken should fit the particular circumstances of the community.

### **Example: *Jeffersonville, VT, Hazard Mitigation Plan (2015)***

#### **Why This Plan Demonstrates Good Practice**

1. The Village governance and range of responsibilities is well described, including its limited authority, policies, programs, and resources related to mitigation.  
**Beyond Minimum Requirements:** Mitigation capabilities are differentiated from preparedness.
2. A table lists the responsible authorities for existing activities, which facilitate governance and hazard mitigation within the community.
3. The analysis recognizes levels of authority and responsibilities: local, state, and the private sector in the case of electric power supply.
4. Programmatic matters related to mitigation are described, along with the village's limited capacity to expand. The division of administration, management, and funding between the Town and Village are detailed – including the funding limitations faced by the Village. Grants, contributions, or collaboration with the Town are explained as filling monetary gaps.  
**Note:** Authority for floodplain regulation varies among boards and commissions by state.

See Abstract on following pages.

Abstract from pages 4-6

***Jeffersonville, VT, Hazard Mitigation Plan (2015)***

**C1. Governance and Existing Authorities, Policies, Programs, and Resources**

Jeffersonville is an incorporated village within the Town of Cambridge. It was incorporated in 1905 to facilitate development of a community water system. Accordingly, its authorities, programs, and resources are limited. Jeffersonville Village is governed by a five person Board of Trustees who serve in a volunteer capacity. The Trustees oversee the community water and wastewater systems. The Village maintains an office and employs a Village Clerk.

Cambridge's planning documents recognize the importance of Jeffersonville as one of the Town's major centers, but documents largely defer to village plans in regards to future land uses within the Village. Cambridge Town has its own local hazard mitigation plan; where Cambridge's responsibilities and Jeffersonville's responsibilities overlap will be highlighted in this plan, but specific information regarding Cambridge's disaster threats, mitigation goals, and mitigation strategies are found in the Town and Village of Cambridge, VT Local Hazard Mitigation Plan. This plan covers only the Village of Jeffersonville.

Jeffersonville is bordered on all sides by the Town of Cambridge. The Town includes another incorporated village, the Village of Cambridge. The Village of Cambridge has a three person Board of Trustees. The Town has a three person Board of Selectman (the Selectboard). Each Board has its own roles and responsibilities, which are illustrated [on the next page].

The Jeffersonville Village Trustees are responsible for management of most of the public infrastructure in Jeffersonville Village (excluding roads and Town-owned buildings). In addition, Jeffersonville maintains an independent, all-volunteer Planning Commission and an independent Municipal Plan. As a result, Jeffersonville has the authority to adopt its own set of Flood Hazard Regulations (to require housing in the flood hazard area to be safe for occupants), subdivision regulations, zoning regulations, and fire codes (to enforce additional fire code requirements on rental units) and may adopt land use regulations or ordinances independently from the Town of Cambridge; Jeffersonville is not subject to land use regulations adopted by Cambridge. In 2011, Jeffersonville adopted a Flood Hazard Bylaw that prohibits future development from being constructed in the 100-year floodplain, as defined on the most recent FEMA maps (Special Flood Hazard Area). The purpose of the bylaw is to reduce repetitive loss of property and public expenditures during flooding events. The Town currently administers subdivision regulations that include Jeffersonville's boundaries. In general, village residents are supportive of responsible regulations and changes that are more effective in protecting the community's economic, social, and fiscal well-being.

The Town of Cambridge has the authority to tax buildings, even those located in the two villages. Like many other incorporated villages in the state, Cambridge Village and Jeffersonville share many public services and administrative functions with the Town. This plan will refer only to Jeffersonville, except where noted. Because the village is limited in its taxing authority, Jeffersonville has limited funding capacity to expand services beyond what sewer and water fees are regulated to cover. Accordingly, the Village relies on grants, contributions, and/or collaboration with Cambridge Town to fund mitigation and other improvement projects.

*Continued on next page...*

Abstract from pages 4-6  
**Jeffersonville, VT, Hazard Mitigation Plan (2015)**

*Continued:*

<b>Activity</b>	<b>Responsible Authority</b>	<b>Notes</b>	<b>Who</b>
Village laws	Jeffersonville Board of		Village voters
Road maintenance	Town of Cambridge Selectboard, Road	Town capital budget	Town, Village
Property Taxes	Town of Cambridge Assessors	Town of Cambridge Town Clerk	
Sewer Department	Jeffersonville Board of		Village
Water System	Jeffersonville Board of		Village
Planning	Jeffersonville Planning Commission	Jeffersonville Municipal Plan is separate from Cambridge Municipal Development Plan	Village Trustees
State health codes	Town of Cambridge		
Flood hazard bylaw	Jeffersonville Planning	Enforced by Village	Village Trustees
National Flood Insurance Program	Jeffersonville Board of		
Subdivision Regulations	Town of Cambridge		Cambridge Selectboard
Conservation Commission	Cambridge Conservation		
Fire Department	Town of Cambridge	Located in Jeffersonville	
Cambridge Rescue Squad	Town of Cambridge	Located in Jeffersonville	
Emergency Management Director	Town of Cambridge		
Cambridge Elementary School	Town of Cambridge	Located in Jeffersonville	
Jeffersonville Village Office	Village Clerk	Located in Jeffersonville	
Cambridge Town Office	Town Clerk	Located in Jeffersonville	
Vermont Designated Village Center	Jeffersonville Planning		Village Trustees

*Continued on next page...*

## Abstract from pages 4-6

***Jeffersonville, VT, Hazard Mitigation Plan (2015)****Continued:*

There are approximately 107 miles of road in Cambridge, of which 32 are under the jurisdiction of the Vermont Agency of Transportation District 8, with a maintenance garage located on Route 15 approximately 4 miles east of Jeffersonville. The Town Highway Department is led by a Road Foreman. Staffing for the road crew is minimal. The Town highway maintenance garage is located on Route 108 (Mill Street) in Jeffersonville. Cambridge has numerous bridges and culverts it must maintain on local roads. Because of the high cost of bridge repairs, the Town relies heavily on state aid for such work. Cambridge provides road maintenance for Jeffersonville.

The two significant state highways that bisect Jeffersonville are Route 15 (the region's major east-west travel corridor) and Route 108, which runs north-south (seasonally closed through Smugglers' Notch to Stowe during the winter). Vermont Route 109 runs from Jeffersonville north to Waterville. The Highway Department relies on state authority, resources, and commitment to mitigating any state road problems.

Jeffersonville currently receives electrical services from Green Mountain Power (providing service to the majority of town) and Vermont Electric Cooperative, Inc. While the village is completely dependent on outside power production as its sole source of electric power, solar arrays are becoming more common on residential structures.

## C1 Regulatory Guidance

### Abstracts from *Code of Federal Regulations and Local Mitigation Plan Review Guide, October 1, 2011*

#### **Element C1 Regulation [§201.6(c) (3)] (page 22)**

The plan shall include the following: A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs, and resources, and its ability to expand on and improve these existing tools.

#### **Element Intent (page 23)**

To ensure that each jurisdiction evaluates its capabilities to accomplish hazard mitigation actions, through existing mechanisms. This is especially useful for multi - jurisdictional plans where local capability varies widely.

#### **Element Requirements (page 23)**

- a. The plan **must** describe each jurisdiction's existing authorities, policies, programs and resources available to accomplish hazard mitigation.

Examples include, but are not limited to: staff involved in local planning activities, public works, and emergency management; funding through taxing authority, and annual budgets; or regulatory authorities for comprehensive planning, building codes, and ordinances.

### ***Check Out These Additional Aids***

Local Mitigation Plan Review Guide, October 2011

<http://www.fema.gov/media-library/assets/documents/23194>

Local Mitigation Planning Handbook, March 2013 (pages 4-1 through 4-3)

<http://www.fema.gov/media-library/assets/documents/31598>