

# **Humboldt County, CA**

## **Proposal for the Local Multi-Jurisdictional Hazard Mitigation Plan**

Due Date: September 30, 2024



# COVER LETTER

September 23, 2024

## RE: Response to RFP for the Local Multi-Jurisdictional Hazard Mitigation Plan

Dear Selection Committee:

We are pleased to submit our proposal to Humboldt County in response to its *Request for a Local Multi-Jurisdictional Hazard Mitigation Plan*. The development of a Local Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) presents an essential opportunity for the county and community partners to continue increasing resilience to hazards. This MJHMP will enable your community to guide future budgetary and planning efforts to allow for the implementation of hazard mitigation actions, reducing long-term costs and risk to hazards.

**Synergy Disaster Recovery** brings a highly qualified and experienced team to assist the county with this important MJHMP update. As unprecedented amounts of federal and state mitigation grant monies continually become available, it is vital that communities have a well-defined strategy and identified mitigation actions and projects to leverage these funds. Our team is here to make the planning process as effortless as possible while delivering a custom MJHMP tailored to Humboldt County's specific needs and values.

Let our team of experts leverage our experience working across California and the Western United States on FEMA-approved MJHMPs. Our familiarity working with rural, mountainous jurisdictions has taught us that while every community is unique, there are many shared challenges and opportunities common to many. We will successfully build upon the 2020 Humboldt County HMP to develop a plan that meets and exceeds all FEMA, state, and, most importantly, local requirements and expectations. Our experience getting HMPs approved under the new FEMA Planning Policy will significantly benefit the local planning team, leading to a more efficient and streamlined planning process.

The MJHMP will empower the county, city, and special districts to reduce local hazard risks while continuing eligibility to pursue FEMA mitigation grant funding opportunities. We welcome the opportunity to support Humboldt County in this dynamic planning process and trust our team's collective experiences will prove beneficial and valuable.

Sincerely,

**SYNERGY DISASTER RECOVERY, LLC**



Andre Duarte – President / COO | ADuarte@Synergy-DR.com | (954) 465-8084  
2730 Bristlecone Court | Lafayette, CO 80026

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# SIGNATURE AFFIDAVIT

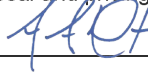
**Attachment A  
Submit With RFP**

RFP COVER PAGE SIGNATURE AFFIDAVIT	
NAME OF FIRM:	Synergy Disaster Recovery, LLC
STREET ADDRESS:	2730 Bristlecone Court
CITY, STATE, ZIP	Lafayette, CO 80026
CONTACT PERSON:	Andre Duarte
PHONE #:	954.465.8084
FAX #:	-
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Government Code Section 6250 *et seq.*, the "Public Records Act", define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Invitation to Bid and declares that the attached proposal and pricing are in conformity therewith.

  
\_\_\_\_\_  
Signature  
Andre Duarte  
\_\_\_\_\_  
Name (type or print)

President / COO  
\_\_\_\_\_  
Title  
9/24/24  
\_\_\_\_\_  
Date

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)  
Addendum #1      Addendum #      Addendum #      Addendum #

## PROJECT UNDERSTANDING



**Synergy Disaster Recovery** LLC is a **certified woman-owned business (WBE)** specializing in innovative disaster planning and recovery solutions, providing essential resources to state and local governments. Founded in 2019, our firm is headquartered in Lafayette, CO. Our team members have worked alongside one another for over 10 years and include former public agency and private sector emergency management professionals who have overseen nearly **200 hazard mitigation plans and billions of dollars in recovery and mitigation projects nationwide.**

As an emergency management consulting firm, we specialize in supporting disaster preparedness, recovery, and hazard mitigation planning. We help our clients to plan for, manage, and maximize the benefits of several federal grant programs including FEMA Hazard Mitigation Grant Program (HMGP); FEMA Building Resilient Infrastructure and Communities (BRIC); FEMA Flood Mitigation Assistance (FMA); FEMA Public Assistance (PA); Federal Highway Administration Emergency Relief (FHWA-ER); Community Development Block Grant Disaster Recovery and Mitigation (CDBG-DR and CDBG-MIT); Natural Resources Conservation Service Emergency Watershed Protection (NRCS EWP); and other disaster planning and recovery related grants.

As a disaster recovery firm, our ongoing experience assisting communities in implementing hazard mitigation enables us to bring a **different perspective to mitigation planning.** Unlike our competitors, we bring first-hand expertise in helping communities prepare for and pursue the complex web of available federal and state grant funding. We understand the big picture and know the importance of identifying mitigation actions that are implementable and eligible for these grant monies.

Our staff have been leading the development of local and state hazard mitigation plans (HMPs) for over 20 years, with successful clients across numerous states and FEMA Regions. Most of our company's experiences stem from work in Western States and rural communities. Our Synergy staff has led the development of **14 state HMPs (5 'Enhanced')** and **over 180 local and tribal HMPs** across our nation.

Synergy's ethos is **"Setting the Standard in Disaster Recovery."** Our team members, including senior leadership, do not just speak to disaster preparedness and recovery in theory, we live it every day with hands-on experience. Working on projects and applying lessons learned and best practices from around the country is the best way to establish a new standard in disaster mitigation planning.

# SCOPE OF WORK

## Project Management

Effective communication and coordination are essential for the success of this project. Our style is to create a “partnering” process that includes all project stakeholders and freely disseminates project information. Our communication will occur through all available tools: calls/webinars, emails, monthly progress reports, regular meetings, and workshops - both in-person and virtual. We will schedule monthly coordination meetings with the county project lead upon project initiation.

Synergy's project manager, **Michael Garner**, will be the principal point of contact between the county project lead, the Hazard Mitigation Planning Committee (HMPC), the public, and Synergy (**MGarner@Synergy-DR.com** | 303.710.9498).

## Task 1: Planning Process/Organize Resources

One of the first steps in the planning process is to schedule a virtual pre-kickoff meeting. This meeting allows the county's project manager, leadership team, and our team to familiarize themselves with each other and the task at hand. Our team will facilitate this and all future meetings, workshops, and other activities. As part of these facilitation efforts throughout the project, we will develop all needed materials and handle any technological, software, and coordination needs.

Upon award of the contract, we will schedule the virtual **pre-kickoff meeting** with the county to:

- Review and further refine, if necessary, the project scope and schedule;
- Discuss coordination with participating organizations, individuals, and other stakeholders (local, regional, and tribal) who should be invited to serve on the HMPC;
- Establish clear participation standards for the HMPC;
- Gather initial data, studies, and documents;
- Clearly define the roles and responsibilities of our team, the HMPC, and all affected stakeholders in the county;
- Identify other in-process or recently completed local planning efforts;
- Review FEMA comments and recommendations on the current HMP;
- Discuss an initial public involvement strategy; and
- Set a date for the kick-off meeting with the HMPC.

### Virtual / Hybrid Meetings

*If preferred, our team can provide a flexible planning effort where some meetings can be held virtually, while others can be in-person or hybrid.*

*Our team utilizes the latest online technologies and tools to ensure that virtual meeting participants are actively involved in discussions. We feel confident that we can facilitate a dynamic virtual dialogue, and genuinely engage stakeholders.*

*We look forward to further discussing the county project lead's and the HMPC's preferences on meeting formats.*

Additional helpful topics to consider, based on our team's past MJHMP project work, could also include:

- Initial conversations about hazards to profile;
- Identification of any potential project delay causes and resulting solutions to mitigating them;
- Project communication and messaging preferences; and
- Lessons learned from our other HMP clients and recent local planning processes.

Following the pre-kickoff meeting, in coordination with the county, we will compile the **HMPC roster** for review based on the current and prospective participants discussed. This roster will be expanded throughout the planning process as additional stakeholders are identified. During the planning process, we will encourage all local governments to seek FEMA approval, so they are eligible for future mitigation funding. It is currently assumed that local governments seeking FEMA approval of this MJHMP include the following, with the understanding the list may be expanded.

- City of Arcata
- City of Blue Lake
- City of Eureka
- City of Ferndale
- City of Fortuna
- City of Rio Dell
- City of Trinidad
- Arcata Fire District
- Big Lagoon Community Services District
- Fieldbrook Glendale Community Services District
- Fortuna Fire Protection District
- Humboldt Bay Fire
- Humboldt Bay Harbor Recreation and Conservation District
- Humboldt Bay Municipal Water District
- Humboldt Community Services District
- Manila Community Services District
- McKinleyville Community Services District
- Peninsula CSD, Samoa Peninsula Fire District
- Redway Community Services District
- Rio Dell Fire Protection District
- Shelter Cove Resort Improvement District No. 1
- Southern Humboldt Community Healthcare District
- Westhaven Community Services District
- Willow Creek Community Services District
- Willow Creek Volunteer Fire Department

Throughout the project, our team will monitor and update our **HMPC Participation Tracker**. This will enable us to track individual organizational participation, using a custom tool that we have developed. Having this information readily accessible will allow our team to proactively track participation to ensure the county's updated MJHMP meets FEMA planning requirements.

If the county desires, the tracker can also assist in documenting in-kind contributions from the HMPC, to help cover the grant's local match amount, reducing or eliminating the need for a "cash match".

The first obstacle to any planning effort is involvement and the need to bring the appropriate people to the process. However, this should not simply ensure that participation requirements are met, but that information is shared, ideas evolve, and people leave with a new understanding of how to keep their community safe and resilient. Every five years, the HMP update creates an opportunity to include community members, agencies, departments, and other stakeholders who may not have previously been aware of their value in the process. For this planning process, we recommend involving the 11 federally recognized and unrecognized tribes, rancherias, and sovereign tribal governments within Humboldt County as stakeholders to build on and strengthen existing partnerships.

As part of the recently updated FEMA HMP requirements, emphasis is placed on expanding outreach to elected officials, neighboring jurisdictions, underserved populations, landowners, dam owners, regional stakeholders, state agencies, numerous community sectors, and those with regulatory authority for development, in addition to participating local governments. Synergy is committed to supporting Humboldt County's efforts in gaining diverse participation to build an informed, relevant, practical, and successful plan.

PLANNING TEAM COMPOSITION



*"...the planning process is very well documented, organized, and structured which makes it transparent and easy for the reader to understand how the plan was developed."*

- FEMA HMP Review

Following the pre-kickoff meeting, we will schedule the in-person **kickoff workshop** with the HMPC. During this meeting, we will learn how the HMPC views the MJHMP update processes and present information on planning regulations, participation requirements, and the project scope and schedule. We will review past MJHMP maintenance and implementation, plan integration activities, and discuss the public involvement plan. The HMPC will be asked for input

on recent hazard events since the last plan and resources for the best available data to

use in the risk assessment. These resources may include studies, plans, reports, and information on building codes. Most of the topics addressed during the pre-kickoff meeting will also be shared with the HMPC during this workshop.

As a follow-up to the kickoff workshop, we will provide each local government lead with a copy of our **Local Government MJHMP Workbook**. This workbook contains all requests for input and data that will be solicited during the entire course of the planning process. This will allow MJHMP adoptees to see all requests and will help to facilitate the centralized collection of this information across the HMPC.

### **Task 1 Deliverables:**

- Pre-Kickoff Meeting (virtual)
  - HMPC Roster
- HMPC Kickoff Workshop (in person/hybrid)
  - Local Government HMP Workbook
  - HMPC Participation Tracker
- Pre-kickoff and Kickoff Meeting Agenda (provided at least 3 days prior)
- Meeting Attendance Records, Meeting Minutes including Discussion and Outcomes (provided within 5 working days of the meeting)
  - Monthly Progress Reports (throughout project)

## **Task 2 and Task 3: Hazard Identification and Risk Assessment**

Our team will coordinate with the HMPC as we conduct a multi-hazard risk assessment that evaluates and updates all potential hazards that may affect the plan participants. The **hazard identification and risk assessment** (HIRA) is the fundamental building block of mitigation planning. The assessment results will be analyzed specifically for each participating local government and will consider the county's vast geography and many natural hazard types.

Following the pre-kickoff meeting, our team will initiate **data collection** activities. At the kickoff meeting, our team will discuss the planning data needed to successfully update this plan. This will include the best available data related to hazards, risks, vulnerabilities, community lifelines/assets, mitigation capabilities (e.g., plans, policies, and programs), future climate conditions, development in hazard-prone areas, building codes, National Flood Insurance Program (NFIP) property data, past hazard mitigation efforts, and hazard events since the last update. We will always attempt to utilize the best available geospatial (GIS) data when possible, which will result in a more accurate risk assessment.

*The HIRA in this plan is very streamlined and makes it a very useful and effective assessment. It contains enough information to make it relevant but not so much information that it become prohibitive to read."*

- State HMP Review

We will review all relevant community plans, such as the county's and municipalities' General Plans, including the Safety Element, Housing Element, Environmental Justice Element, capital improvement plans, Humboldt County Community Wildfire Protection Plan (CWPP), Humboldt County Operational Area Emergency Operations Plan (EOP) including the Dam Failure and Flood Contingency Plans to the EOP, for inclusion or reference into the MJHMP. In addition, our team understands that new plans, projects, and studies, such as any new sea level rise vulnerability assessments for Humboldt Bay, FEMA RiskMap floodplain studies, or updated mapping, may coincide with the MJHMP planning process.

We see value in leveraging the existing research, partnerships, and motivation that went into these plans, studies, and projects to enhance the MJHMP update. Processes for plans, studies, and projects can vary greatly, but the common goals of risk mitigation and supporting community resilience are foundational for a culture of communicating information and insight. We believe in mutually beneficial sharing of data and knowledge, and we are committed to transparently communicating the MJHMP update to the community, fostering trust and understanding.

During the kickoff workshop, we will coordinate with the HMPC to identify the hazards to profile for this MJHMP update. We will use the previous HMP and the 2023 State Hazard Mitigation Plan as a starting list of possible hazards to profile. Our team will profile all potential hazards utilizing the information gathered through the thorough review of all existing plans involving the county and other adopting entities, as well as the most recent hazard studies and data available from local, state, and federal sources. During this task, the **Local Government MJHMP Workbook** will be used to gather information from each participating jurisdiction to inform each of the jurisdictional annexes and specific vulnerability assessments. We will coordinate with the HMPC to identify data gaps and develop mitigation actions to address any deficiencies in the future.

Each **hazard profile** will describe the hazard, location, past events, severity, potential impacts, previous occurrences, probability of future events, and the anticipated impacts of climate change and future development. Each profile will specifically discuss the vulnerability to each hazard, explaining and rating the impact of the various factors assessed.

In addition to hazard profiles for each identified hazard in the MJHMP, a **community profile** will be created for each participating local government. The profiles will provide an overview of each community, including geographic settings, descriptions of land uses and planning characteristics, demographic information, and development trends.

The community profiles will inform the hazard profiles to understand how risks and vulnerabilities vary by hazard and by the community.

Following identifying hazards to profile, we will perform a **risk and vulnerability assessment** for each hazard. Our team has significant experience using **Geographic Information Systems (GIS)** for risk assessments and graphic presentations. Our GIS specialists utilize mapping, whenever possible, to provide an illustrative profile of each hazard and how it may uniquely affect certain areas across the county.

GIS analyses and mapping can include:

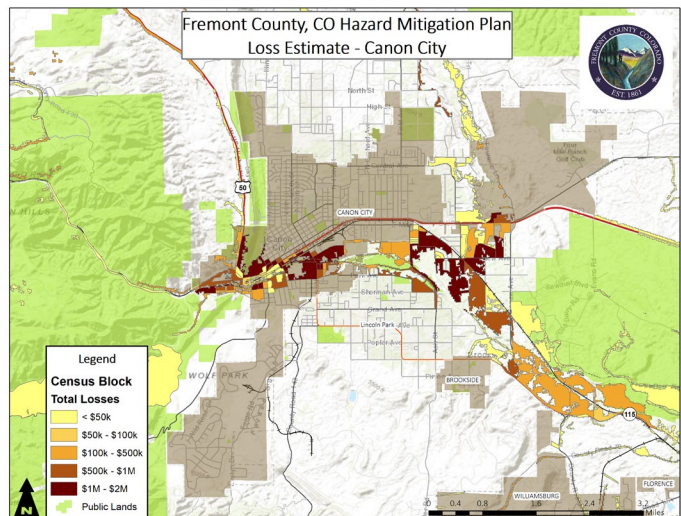
- A base/overview map(s)
- The location and extent of hazards to identify hazardous areas
- Social vulnerability of community populations
- Location of critical facilities and infrastructure (lifelines) to hazardous areas
- Lifeline analysis specific to ingress/egress challenges
- Evacuation routes
- Land uses in hazard areas and development trends to estimate future building and infrastructure in hazardous areas
- Historic places in relation to hazardous areas
- Repetitive loss areas
- The location of previous occurrences of hazard events
- The type and number of existing buildings and infrastructure in hazardous areas

We will work with the HMPC to acquire or develop a comprehensive inventory of buildings, infrastructure, and critical facilities (lifelines) in identified hazard areas. We will display this information in GIS maps and tabular summaries, as data permits. Information related to critical facilities and infrastructure will be redacted from the plan before being shared with the public.

The risk assessment chapter will also address the following elements (as data allows):

- Impact on people, property, the environment, and government operations

#### HAZARD RISK



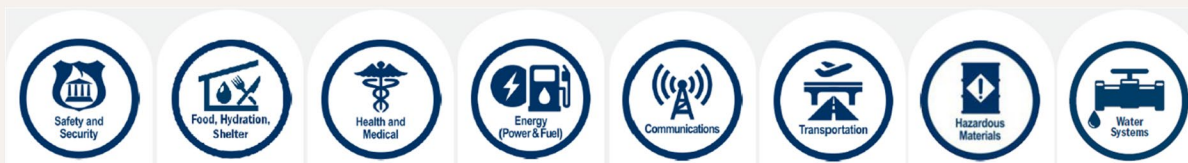
- Number, types, occupancy, and assessed values of buildings in hazard areas
- National Flood Insurance Program (NFIP) participation
- All past repetitive flood loss, severe repetitive flood loss, and substantially damaged structures as required by FEMA
- The economic impact of potential losses
- Assessment of access and functional needs (AFN) populations
- Natural, cultural, and historic resources at risk
- Land use and development trends/constraints in hazard areas
- The impact of climate change on future hazard events

***"The analysis that went into the Lifeline assessment...may create a best practice in the evolving integration of Lifelines into HMPs."***

*- State HMP Review*

Once the hazards and assets have been profiled and located, our team will estimate **potential losses** for those hazards with available data and established loss modeling techniques. For assets or hazards with insufficient information for evaluating dollar losses, an appropriate methodology will be used to assess potential losses. We will develop maps and databases to illustrate the most at-risk locations for the planning area by hazard, with the intent to show how some hazard risks vary across the county and participating jurisdictions.

**FEMA Lifelines:** *To align this updated plan with the latest FEMA programs and guidance, we propose utilizing FEMA's lifeline construct. Lifelines can be described as: those critical interdependent systems that enable continuous operation of government functions and critical business and are essential to human health and safety or economic security.*



*This lifeline integration will occur throughout the MJHMP document and planning process. Tasks most applicable to the lifeline discussion include the risk assessment and mitigation strategy.*

We will document all assumptions and methodologies used by our team to generate the risk assessment and will include details in the plan. Our experienced GIS staff will develop high-quality maps, graphics, and tables to incorporate into **Volume 1** of the plan and each of the jurisdictional annexes in **Volume 2**. Working with the HMPC to analyze current land use and development trends is important to assess potential changes in **future development** for hazard-prone areas. We will utilize demographic and social vulnerability data sets to evaluate the potential needs of the community. We will also incorporate future climatic conditions assessments, to support the county and

participating jurisdictions in preparing for how future conditions could influence and alter existing (and new) hazards.

***"The qualitative analysis of climate change impact is a salient addition to the plan."***

- State HMP Review

Our GIS specialists have a vast knowledge of **FEMA's Hazus software** and the complimentary Comprehensive Data Management System (CDMS) to estimate risk and losses for dam failure, earthquake, flood, and tsunami hazards. We currently use the recently released Hazus 6.1 and CDMS. Per the RFP, our team will coordinate with the county on the best available data to allow us to conduct a "Level 2" (i.e., "Enhanced") analysis to further support

and inform the risk assessment.

Upon completion of the risk assessment, we will develop the **draft hazard identification and risk assessment (HIRA) chapter** for HMPC review and comment. As with the rest of the plan sections, we will focus on developing a streamlined and efficient MJHMP document, while ensuring it thoroughly reflects the county and its residents.

Our team will then prepare for and facilitate a **HIRA workshop**, presenting the results of the risk assessment. Over the course of many previous hazard mitigation planning efforts, our team has found the best methods to engage communities and encourage dynamic interactive participation. This allows us to gain a real-time perspective of the risk assessment results that are most important to residents and stakeholders.

As part of this workshop, our team will lead exercises and conversations to allow for an overall **risk ranking** of each hazard. This workshop will also be utilized to begin discussions relating to developing and updating the MJHMP's mitigation strategy. The HMPC will be presented with all the various inputs into the strategy and educated on the next steps.

The resulting risk assessment can also serve as an additional opportunity to invite the public to participate in the plan development process. Our team has found that this phase presents a valuable opportunity to solicit input from the public on how hazards, and their perception of hazards, influence their lives, homes, and businesses.

***"The planning process was very good, with great participation by each of the jurisdictions and relevant partner agencies. Particular emphasis is placed on the participation of elected officials, who may serve as a nexus of the committee's expertise and the communities' political and fiscal realities."***

- State HMP Review

### **Task 2 and Task 3 Deliverables:**

- Hazard Identification
- Risk and Vulnerability Assessment & Analysis
  - Updated HIRA Chapter and Annexes
  - HIRA Workshop (in person/hybrid)
- HIRA Workshop Agenda (provided at least 3 days prior)
- Meeting Attendance Records, Meeting Minutes including Discussion and Outcomes (provided within 5 working days of the meeting)

### **Task 4: Hazard Mitigation Strategy**

All previous inputs from the planning process will inform the updated **mitigation strategy**. HMPC members will be asked to consider all this information as it impacts the county and each participating jurisdiction. The culminating output will be informed by the following: risk and vulnerability assessment results, existing community plans, community needs, public input, and mitigation capabilities.

Our team will coordinate a **mitigation capability assessment** for all adopting entities. Using the Local Government MJHMP Workbook, we will collect information about existing mitigation programs, policies, regulations, funding, and plans. This will include a review of current building codes, hazard overlay districts, zoning and subdivision codes, and other mitigation measures currently in effect for those local governments with land use authority. Participation in the NFIP, including the designated Floodplain Administrator, will be captured in the capabilities assessment. The HMPC will then assess those activities and measures that are already in place and identify potential gaps that could lead to new mitigation actions to expand and enhance existing policies and programs. Each jurisdictional annex will include a capability assessment specific to that jurisdiction.

The **mitigation strategy workshop** will be held in person and will focus on drafting the updated mitigation goals and objectives. At this workshop, the previous HMP's mitigation goals and objectives will be re-evaluated, and edits will be proposed based

HMP COMPONENTS



on goals and objectives from other plans at the local, state, and federal levels. Aligning goals and objectives with those of federal and state programs may allow for improved strategic positioning to obtain future funding.

Also, during the mitigation strategy workshop, we will assist the HMPC in identifying a comprehensive range of potential mitigation actions to reduce the effects of all hazards. Per FEMA requirements, each hazard must have an action from each entity seeking FEMA approval. These actions will address the impact of hazards on new and existing buildings and infrastructure.

*"[The Mitigation Action Ideas Guide] does a great job demonstrating how public comment was incorporated into the Plan."*

- FEMA HMP Review

Our team will collect action ideas throughout the planning process and organize them into a detailed list by hazard. This **Mitigation Action Ideas Guide** will combine input from the public survey, HMPC, other planning documents, and industry best practices.

Our team will guide HMPC members in understanding FEMA's four defined categories of mitigation measures (local plans and regulations, structure and

infrastructure projects, natural systems protection, and education and awareness programs). We will also coordinate the development of **project ranking criteria** - a "scoring" system - to prioritize potential projects, ensure they are achievable, and reflect the priorities of the local governments and their stakeholders.

We often utilize a modified **STAPLEE** approach, promoted by FEMA, as a framework for developing prioritization criteria. The STAPLEE approach analyzes the social, technical, administrative, political, legal, economic, and environmental feasibility of proposed mitigation actions. Of course, many other potential inputs can be utilized to help prioritize mitigation actions (i.e. – loss reduction, funding availability, lifeline mitigation, etc.). Our team will present other options to the HMPC to determine the preferred ranking methodology for this updated MJHMP.

We will work with the HMPC to report on **past mitigation actions** leading up to, during, and following the workshop. The status of these past actions will be reflected in the update.

Once a draft list of actions and projects is developed, it will be shared with the HMPC for review before the final mitigation strategy workshop. This may help to identify some common projects that can benefit from multi-governmental / organizational collaboration and additional planning.

*"The goal of a mitigation plan is to come up with a strategy that presents actionable, near 'shovel-ready' projects, and this Plan Update does a great job doing so."*

- FEMA HMP Review

Once mitigation actions are finalized, we will synthesize this information into our **Action Tracker Tool**. This custom database can be used by the HMPC following the project for

action tracking, prioritization, community reporting, and future losses avoided analysis across the county.

A critical component of the Public Involvement Strategy focuses on disseminating the results of the mitigation strategy workshop. Our team has found that this task presents a valuable opportunity to solicit input from the public on their preferred mitigation strategy for the HMPC to consider and for specific ideas for mitigation actions to increase the community's resiliency to hazards.

*"The Mitigation Strategy identifies a number of thoughtful and powerful land use and regulatory actions."*

- FEMA HMP Review

Following the mitigation strategy workshop we will hold two work sessions, a **Municipal Annex Work Session** and a **Special District Annex Work Session**. The focus of these virtual meetings will be to discuss any remaining gaps needed to complete the jurisdictional annexes and meet all FEMA requirements.

#### **Task 4 Deliverables:**

- Updated Capability Assessment
  - Mitigation Action Ideas Guide
    - Action Tracker Tool
- Mitigation Strategy Workshop (in person/hybrid)
  - Municipal Annex work session (virtual)
  - Special District Annex work session (virtual)
- Mitigation Strategy Workshop Agenda (provided at least 3 days prior)
- Meeting Attendance Records, Meeting Minutes including Discussion and Outcomes (provided within 5 working days of the meeting)

### **Task 5 and Task 6: Plan Preparation and Drafting**

Finding and defining a method for sustainable **plan maintenance** is essential to ensure monitoring and evaluation of the plan occurs consistently. It will also help to ensure the MJHMP remains relevant over the next five years and becomes a truly "living" document. This maintenance process will allow for the addition of new mitigation actions before the next plan update and the opportunity for potential updates to the mitigation strategy and risk assessment. We will coordinate with the HMPC to identify an improved plan maintenance process to retain mitigation momentum and simplify the next five-year plan update cycle.

For the public to support mitigation, they need to feel ownership of the plan, understand the benefits of mitigation, and see progress made on implementing mitigation actions. Defining **continued public involvement activities** over the next five

years is important for a successful MJHMP. Providing the public with the continued opportunity to comment on the MJHMP can bring new ideas and solutions to the community. We will coordinate with the HMPC and the general public to identify the preferred engagement methods.

Identifying **future plan integration activities** will also be discussed with the HMPC during the mitigation strategy workshop including reviewing the procedures for linking the MJHMP to other planning mechanisms. During the workshop, we will identify these existing planning mechanisms, such as the Safety Element of the General Plan, and discuss opportunities to integrate information from the MJHMP into those documents. The hope is this updated MJHMP will contribute to yearly planning activities and continued collaboration throughout the county. Incorporating the updated mitigation strategy into existing and future planning practices, policies, work plans, and programs is the best way to institutionalize hazard mitigation and guide the county toward increased resiliency.

***“[The continued public involvement section] provides a transparent and detailed methodology for how the public will continue to be engaged. Great job including this information.”***

- FEMA HMP Review

Following all state and federal guidelines to ensure the MJHMP meets all requirements, we will compile information collected and drafted in previous tasks to prepare a complete first draft of the plan, including a description and documentation of the **planning process**.

Our team will devote effort toward streamlining this updated MJHMP. Often, over the course of multiple plan updates, these HMP documents grow large and become unusable. Our team is a proponent of ensuring that MJHMPs are succinct and to the point, to encourage their use, review, and reference. With the current HMP containing 410 pages in Volume 1 and an additional 526 pages in Volume 2, there is a lot of opportunity for improvement!

***“This plan takes a unique approach by leading with the mitigation strategy, which is the most important part of the plan. It allows readers to quickly get to the heart of the matter - what mitigation actions have been done and what would the community like to do in the next five years?”***

- State HMP Review

Once complete, our team will review the draft MJHMP internally for quality and adherence to the FEMA local plan review tool. As a standard practice, all of our plans go through a peer review process to ensure quality deliverables for our clients. After our internal review, the **draft MJHMP** will be submitted to the HMPC for review and comment. This will be accompanied by a **HMPC Draft Plan Review Meeting** (virtual), focusing on

reviewing the draft plan as a group and capturing input on where changes are still needed.

We will then incorporate all HMPC comments into a **public draft MJHMP** to distribute to stakeholders and the public for review and comment. The public draft will also be posted on the project website with a comment form.

Based on feedback from the public comments, our team will develop a **final draft MJHMP** for the county to submit to Cal OES for their review. This will include a completed FEMA local plan review tool showing how the updated MJHMP meets the requirements of the Disaster Mitigation Act of 2000, 44 CFR §201.6 and all FEMA guidance documents and state requirements. Following Cal OES review, we will coordinate with the HMPC to make any needed changes before resubmitting for the initiation of FEMA's review.

*"It's great to [see] polling responses incorporated into the narrative to demonstrate how the meetings went and the priorities of the Steering committee."*

- FEMA HMP Review

While FEMA is reviewing the MJHMP, our GIS Specialists and Planners will work at distilling the MJHMP into an **ArcGIS StoryMap**. This StoryMap can be seen as an interactive summary of the MJHMP. The StoryMap will be finalized following FEMA's review and approval to integrate any changes. Our team will coordinate with the county to determine the preferred hosting environment for the final StoryMap

#### **Task 5 and 6 Deliverables:**

- HMPC Draft MJHMP
- Public Draft MJHMP
- HMPC Draft Review Meeting (virtual)
- Completed Cal OES/FEMA Plan Review Tool
- Documentation of each Review Phase and Summary of how Comments and Feedback were Received and Incorporated into the Plan
- ArcGIS StoryMap

### **Task 7: Public Engagement/Meetings/Public Hearings**

Following discussions leading up to and during the kickoff meeting, our team will draft the project's **Public Involvement Strategy Plan**.

This plan will document the various public touchpoints throughout the MJHMP's development, specifying the preferred tools, events, and resources for outreach and engagement. It will also provide an opportunity to define project messaging preferences (multi-lingual, print, online, etc.).

*"The Public Involvement Plan obviously proved to be useful and effective as the plan includes insightful narrative surrounding public engagement efforts and key survey results."*

- FEMA HMP Review

We will coordinate with the HMPC to further refine this document, identifying opportunities to inform and engage the public regarding this planning process. Obtaining input from the leads of other recent local planning processes is also a potential opportunity to build upon past community planning successes.

We will work with the HMPC to understand the different audiences for plan outreach, which is crucial to the effectiveness of the messaging and which methods/tools are used. Some example audiences that this strategy can address include elected leaders and local government leadership, project stakeholders, and the public living and working across the county, as well as tourists and the student populations at higher education institutions in the county. Attention should especially be focused on those underserved populations within Humboldt County. The insight of these groups will prove crucial to establishing a well-rounded mitigation strategy and assist in supporting these populations.

The Public Involvement Strategy Plan will include, at minimum, **three public outreach workshops** to gather information that will inform the updated plan. Our team plans to maximize our time in the county when we are in-person facilitating the HMPC meetings. During those days our team will be available to facilitate multiple other **public pop-up meetings**. We have found success through past pop-up meetings, where our team can engage the public by bringing the meeting to where people already are, rather than asking them to go out of their way to come to a meeting at a specific location.



We will organize and facilitate each of the three outreach workshops to inform the public about the MJHMP planning process and provide them with a platform to express their concerns and share experiences of previous hazard events. We will also create promotional materials in English and Spanish for each public workshop. These meetings will be held at various times of the day and across different locations in the county, with a focus on serving the county's underserved populations. We will collaborate with the HMPC and County Project Lead to select meeting venues accessible by public transportation and which are ADA accessible. Public meetings will be held in person/hybrid and virtually, depending on the event's goals and purpose. Initial public meeting ideas include holding public meetings at public libraries and community centers in the municipalities and engaging with the Fire Safe Councils that are throughout the county.

### Public engagement tools:

- Planning team workshops
- Social media
- Website
- Surveys
- Newspaper / Radio / TV
- Utility bill insert
- Public postings
- Schools
- Community groups
- Other public events
- Project specific events

A **project webpage** linked to the County Office of Emergency Services' existing webpage on the county website will be developed early in the planning process and shared with the HMPC at the kickoff workshop. The webpage will be a one-stop shop for the public to understand the planning process. It will share the project scope and schedule and be updated throughout the process to show where the HMPC is in the planning process. The webpage will also be used to share the public surveys and the public draft version of the MJHMP. It will include comment functionality so members of the public can leave their input before finalizing the document. The final approved and adopted plan will also be shared through the project webpage.

We will develop and provide **content** for the HMPC to advertise the public involvement activities on the county's website and social/print media platforms. All the materials developed for public engagement will comply with Federal accessibility standards established by 36 C.F.R. Section 1194, according to Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)).

**Two public surveys** will be created for online posting, and hard copy versions will be provided at each public outreach meeting. The surveys aim to gather information about the public's concerns and challenges related to hazards and to collect input regarding mitigation actions that the HMPC can consider. During each HMPC workshop, participants will be encouraged to share these surveys with the public through their regular communication channels. Initial ideas on locations to advertise the public survey include the public libraries in each municipality, the Times-Standard, the Lost Coast Outpost, North Coast Journal, local TV news, and radio advertisements on KIEM, KRFH-Radio Free Humboldt, and KMUD Redwood Community Radio.

Our experience has taught us that no single engagement tool will reach all populations across a community. We will coordinate with the HMPC to identify, early on and throughout the planning process, the combination of tools that will help this MJHMP become a plan that truly reflects the county as a whole. Our team has learned that the most successful tools are oftentimes those already existing and being utilized. To

maximize public contribution and community buy-in, we propose to initiate public engagement activities concerning this project as soon as possible.

### **Task 7 Deliverables:**

- Public Involvement Strategy Plan
- Facilitation of Public Workshops (3)
- Public Engagement at Additional Public Locations/Events (“Pop-up” Meetings)
  - Public Surveys (2)
- Print and Digital copies of all Engagement Materials
  - Public-facing website
- Public Involvement Strategy Plan Implementation (on-going throughout the project)

### **Task 8: Plan Adoption**

The final MJHMP and the completed Plan Review Tool will be submitted to Cal OES and FEMA for approval according to federal regulations. Upon federal approval (and resolution of any necessary comments), we will coordinate with all participating local governments to ensure that each adopts the MJHMP.

At the final virtual **HMPC Adoption Review Meeting**, an adoption package will be provided to the HMPC, and any final questions from the HMPC about the planning process and next steps will be answered. The adoption package will include a sample resolution, a staff report with an executive summary of the plan, and a standardized PowerPoint presentation that can be used to present to the local governing bodies. Our team will be available should the county, cities, or special districts require any support for related Board of Supervisors, City Council, or Board of Directors meetings.

Upon adoption by all entities, we will submit the complete and final MJHMP to Cal OES (including adoption documentation) and deliver any additional required content that Cal OES requests.

Electronic, bookmarked versions of the final plan will be provided in both Word (.docx) and PDF. Our team will also deliver all supporting materials as part of the final deliverables, including meeting materials (and sign-in sheets), public engagement materials, survey results, spreadsheets, maps, GIS data, and related project files.

### **Task 8 Deliverables:**

- HMPC Adoption Review Meeting (virtual)
  - Adoption Package
- Final MJHMP, with adoption letters

## QUALIFICATIONS

Our Synergy staff have been **leading the development of HMPs since 2010**. Over that time, we have seen how FEMA requirements and preferences relating to HMPs have evolved. The current bar for California HMPs is high, and rightfully so. Synergy is committed to aligning the County's MJHMP to the 2023 State Hazard Mitigation Plan. Humboldt County can trust that our team understands everything necessary to develop a comprehensive, inclusive plan that can obtain both **state and FEMA approval**. Let us share our combined experiences to benefit the county's residents, businesses, and visitors.

Our team brings detailed experience developing HMPs for rural and urban communities, including for the following in California: Fresno County, Merced County, Mono County, San Luis Obispo County, and the Cities of Petaluma, Sebastopol, and Tracy. Additionally, our team has supported the development of a Community Wildfire Protection Plan (CWPP) for Mono County.

We respect that every county has diverse characteristics, and its residents bring different values and goals to the table, so we ensure everyone has a seat. Working with our clients, we have gained an understanding of the unique struggles and challenges rural communities face.

***Our ultimate goal working with Humboldt County is to develop a broad, thorough mitigation strategy that can be implemented over this new plan's next five-year lifecycle.***

Developing and maintaining an HMP is essential to increasing resiliency across the county. It can reduce disaster losses and ensure the county remains eligible for

grant funding. Unfortunately, for many communities, funding the implementation of their identified mitigation strategy is often the main obstacle.

Fortunately, pre-disaster mitigation grant funding has seen exponential growth recently, with FY22 funding exceeding \$2.3B (double that of the previous year) and FY23 funding amounting to \$1B. This presents an

## WHY IS SYNERGY THE BEST CHOICE FOR HUMBOLDT COUNTY?

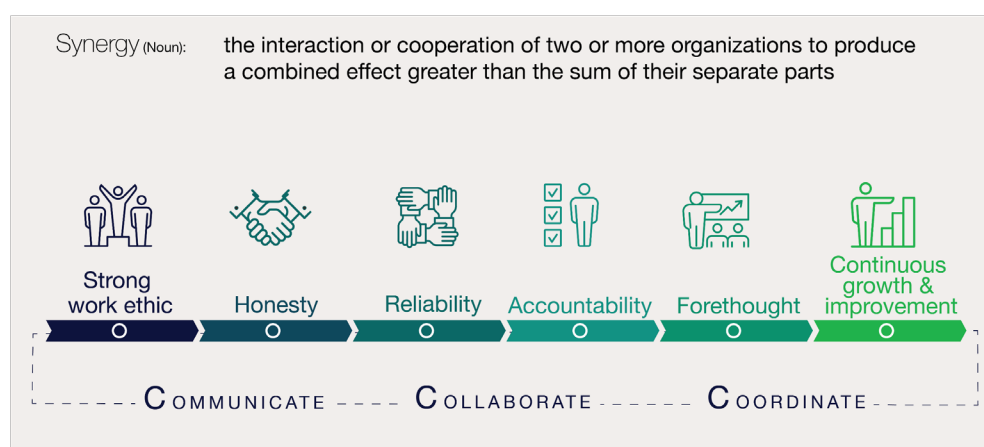
- **Flexibility.** We have successfully supported many communities through diverse HMP updates. We create a unique plan for each client while building off these experiences, which allows us to hit the ground running from day one.
- **Expertise.** We provide leading experts in hazard mitigation planning. Our daily experiences with communities, states, and FEMA Regions across our nation allow us to leverage the industry's best practices.
- **Capacity.** We are selective on the number of projects we pursue so that clients can be assured of our capacity and commitment.
- **Understanding.** We have worked alongside and supported communities of all sizes. We recognize that each has its own unique capabilities and needs.

incredible opportunity for communities to bridge the gap between planning and implementation.

## The “Synergy Way”

One of the core values of Synergy is the belief that **“The Client Comes First.”** To create true synergy with our clients, we go beyond simply doing our job and aim to create a lasting relationship. We treat our clients like family, with respect, care, and our full attention. We consider Humboldt County an integral part of our Synergy Team. Your participation, input, and feedback are critical to achieving your goals. After all, this encapsulates the definition of synergy – combining to produce a more significant effect than the sum of its parts.

WHAT IS THE “SYNERGY WAY”?



The foundation of a successful relationship is implementing the Three (3) C's: **Communication, Collaboration, and Coordination**. It starts from the very beginning of a relationship and cannot be overlooked. Efforts are duplicated or disregarded when things are not “communicated” clearly. When “collaboration” is neglected, ideas are not shared, and available resources become inaccessible. When groups do not “coordinate,” operating in silos instead, projects and resources overlap, and work suffers. Clear communication, cooperative collaboration, and close coordination are priorities for every Synergy project.

A strong work ethic, honesty, reliability, accountability, and forethought are core traits of our project team. These are foundational parts of our philosophy, exemplified in our work, character, and all areas of our operations. We foster continuous growth and improvement, not just for Synergy Team members but also for our extended family: our clients. We do what we do because of you and experience satisfaction from seeing you and your communities thrive.

**Synergy is dedicated to shattering the status quo by continuously seeking innovative opportunities.** We never approach a project with a “cookie-cutter” mentality. Our experience and results demonstrate our commitment to learning and growing alongside our clients by sharing industry best practices and advances as the hazard mitigation and disaster recovery landscapes evolve.

## Project Summaries

The following project summaries are examples of similar, relevant projects that our team has previously been involved with.

### Region 2 (Converse, Natrona, Niobrara Counties), Wyoming: Regional Hazard Mitigation Plan Update (2024)

Client: Wyoming Office of Homeland Security / Role: Michael Garner, Project Manager - Amy Carr, Lead Planner

Project Overview: Region 2 kicked off its hazard mitigation planning process in January 2023 to update its 2019 Regional HMP. The project followed FEMA's suggested 4-phased planning process. The MJHMP included 15 participating jurisdictions (including two special districts). Region 2 counties encompass over 12,000 square miles and contain several smaller cities and towns spread across this vast rural region.

This was one of the Synergy Team's first local HMPs developed to meet FEMA's updated requirements. Over the course of the project, many lessons were learned. These experiences led Synergy to adapt our methodology to ensure a smooth planning process where all FEMA requirements are collected from participating jurisdictions in a streamlined, transparent manner. Highlights of those topics that our team now focuses additional efforts towards include: FEMA's High Hazard Potential Dam Program, engagement of all underserved communities (i.e. – under-resourced), identifying at least one mitigation action/project for each profiled hazard, increasing public participation, and involving a robust collection of planning partners and stakeholders in the planning process. This plan received FEMA approval in 2024.



### San Luis Obispo County, California: Multi-Jurisdictional Hazard Mitigation Plan Update (2020)

Client: San Luis Obispo County Department of Planning and Building / Role: Amy Carr, Lead Planner

Project Overview: San Luis Obispo County kicked off its hazard mitigation planning process in January 2019 to update its 2014 MJHMP. The project followed FEMA's suggested 4-phased planning process. The MJHMP included 20 participating jurisdictions (seven municipalities and 13 special districts). As Lead Planner, Amy Carr

was responsible for tracking each jurisdiction's participation, drafting updates to the base plan, and leading the process of updating and developing individual jurisdictional annexes. San Luis Obispo County encompasses over 3,000 square miles stretching from coastal lowlands to mountain areas in the north and northeast, and high desert areas in the east and southeastern portions of the county. Given its size and diverse climates, many of the San Luis Obispo County communities maintain a rural, small-town character. The agricultural industry is also a crucial part of the local economy in San Luis Obispo County.



The following hazards relevant to Humboldt County were profiled: coastal storm/coastal erosion/sea level rise, climate change, dam incidents, drought, earthquake, extreme heat, flood (riverine and localized), landslide/debris flow, tsunami and seiche, severe summer and winter weather, tornado/severe wind, and wildfire.

### Merced County, California: Multi-Jurisdictional Hazard Mitigation Plan Update (2021)

Client: Merced County Office of Emergency Services / Role: Amy Carr, Lead Planner

Project Overview: Merced County kicked off its hazard mitigation planning process in December 2020 to update its 2014 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). The project followed FEMA's suggested 4-phased planning process. The MJHMP update included seven participating jurisdictions, including the six incorporated communities in



the county. As Lead Planner, Amy Carr was responsible for tracking each jurisdiction's participation, updating the hazard identification and risk assessment, and leading the process of developing individual jurisdictional annexes. Merced County encompasses 2,000 square miles in the heart of the San Joaquin Valley and extends from the coastal ranges to the foothills of Yosemite National Park.

The following hazards relevant to Humboldt County were profiled: climate change, dam/levee incidents,

drought, earthquake, extreme temperatures (heat/cold), flood (riverine and localized),

landslide, pandemic, severe summer and winter weather, tornado/severe wind, and wildfire.

### State of Colorado: Enhanced Statewide Hazard Mitigation Plan Update (2023)

Client: Division of Homeland Security and Emergency Management / Role: Michael Garner, Project Manager-Lead Planner

Project Overview: The State of Colorado began updating its Enhanced State HMP in June 2022. This project was one of the Nation's first state plans seeking FEMA approval under the new FEMA requirements, which became effective in April 2023. While local MJHMPs have some requirements that are different from state-level plans, there is a lot of overlap. This was our team's first HMP developed under the updated FEMA policy.

Having experience leading this state-level planning effort enabled our team to understand better how the information contained within local plans can benefit a state plan. We also learned what type of specific information FEMA expects (and hopes) to be included in local plans. Additionally, Colorado's climate and topography are quite varied, with a number of counties sharing similarities to Humboldt. This, coupled with the fact that many of the hazards affecting Colorado also impact Humboldt County, demonstrates that our team has the experience to conduct a thorough risk and vulnerability assessment.





**NATIONWIDE STATE &  
LOCAL HAZARD  
MITIGATION PLANS**  
2010-Ongoing

**SERVICES PROVIDED:**

Risk & Vulnerability Assessment  
Mitigation Strategy Development  
Public Engagement  
Workshop Facilitation  
Plan Development  
Lifeline Integration  
Data Analytics  
CWPP Integration

**REFERENCE:**

Available Upon Request

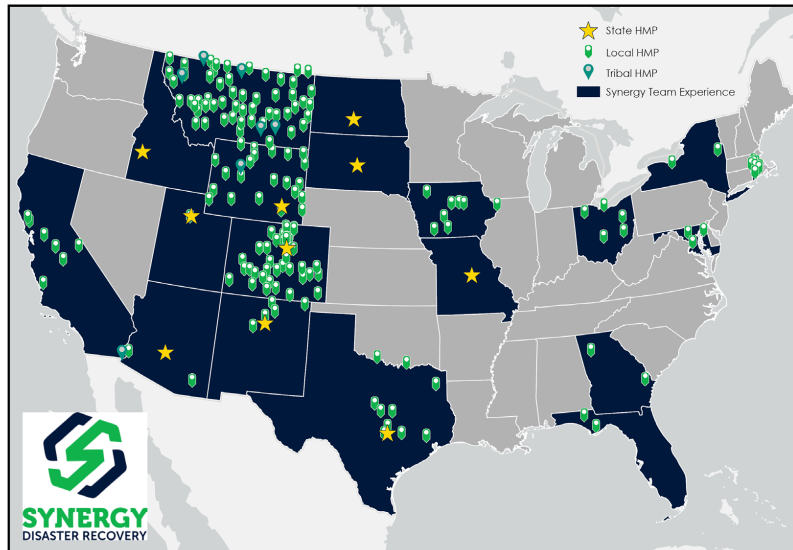


**HAZARD MITIGATION PLANS**

For over twenty years, Synergy Disaster Recovery's experts have been supporting local and state clients in developing FEMA-approved hazard mitigation plans.

Our intimate knowledge of state and local community planning, hazard assessments, and GIS analysis gives us the insight to deliver a community-supported, implementable hazard mitigation plan. We perform localized risk and vulnerability assessments, facilitate true community engagement, and help to develop robust hazard mitigation strategies to serve as a roadmap for increased local resiliency.

The following graphic depicts state and local HMPs that our Planning Program staff have developed across the nation since 2010.



**PLANNING**



STATE OF COLORADO  
2022-2023

#### SERVICES PROVIDED:

‘Enhanced’ Plan Requirements  
Risk & Vulnerability Assessment  
Mitigation Strategy Development  
Local Coordination  
Workshop Facilitation  
Plan Development  
Lifeline Integration  
EMAP Integration

#### REFERENCE:

**Mark Thompson,**  
State Hazard Mitigation Officer  
9195 East Mineral Ave.  
Centennial, CO 80112  
Phone: 720.630.0770  
Email:  
markw.thompson@state.co.us

## PLANNING

# COLORADO ENHANCED STATE HAZARD MITIGATION PLAN

2023 - 2028

## ENHANCED HAZARD MITIGATION PLAN

Our team lead the update to Colorado’s Enhanced State Hazard Mitigation Plan (E-SHMP). Approved in late 2023, the E-SHMP ensures the state again qualifies for an additional 5% in Hazard Mitigation Grant Program (HMGP) funding. Through the Division of Homeland Security and Emergency Management, Synergy coordinated with 17 state agencies and numerous stakeholders throughout the planning process. Over 40 individual one-on-one meetings were held, ultimately resulting in the identification of over 60 new mitigation actions. The plan’s development involved contributions from over 160 planning team members.

The updated E-SHMP was one of the first state plans to meet FEMA’s new planning policy requirements. Focus was directed at ensuring the impacts of climate change on the state’s hazard risk reflected the best available information. Both the risk and vulnerability assessment and mitigation strategy were updated to ensure the state’s underserved communities and socially vulnerable populations were a point of focus.

To broaden the planning process, for the first time the state included local emergency managers as part of the planning team. In addition, multiple surveys were solicited from the state’s 64 counties to inform the plan.

The E-SHMP met all planning requirement for FEMA’s High Hazard Potential Dam (HHPD) and Fire Management Assistance Grants (FMAG) programs. Additionally, the E-SHMP included elements to ensure the state can remain compliant with the Emergency Management Accreditation Program (EMAP).

### HIGHLIGHTS



PLANNING  
TEAM  
MEMBERS



INDIVIDUAL  
STATE AGENCY  
MEETINGS



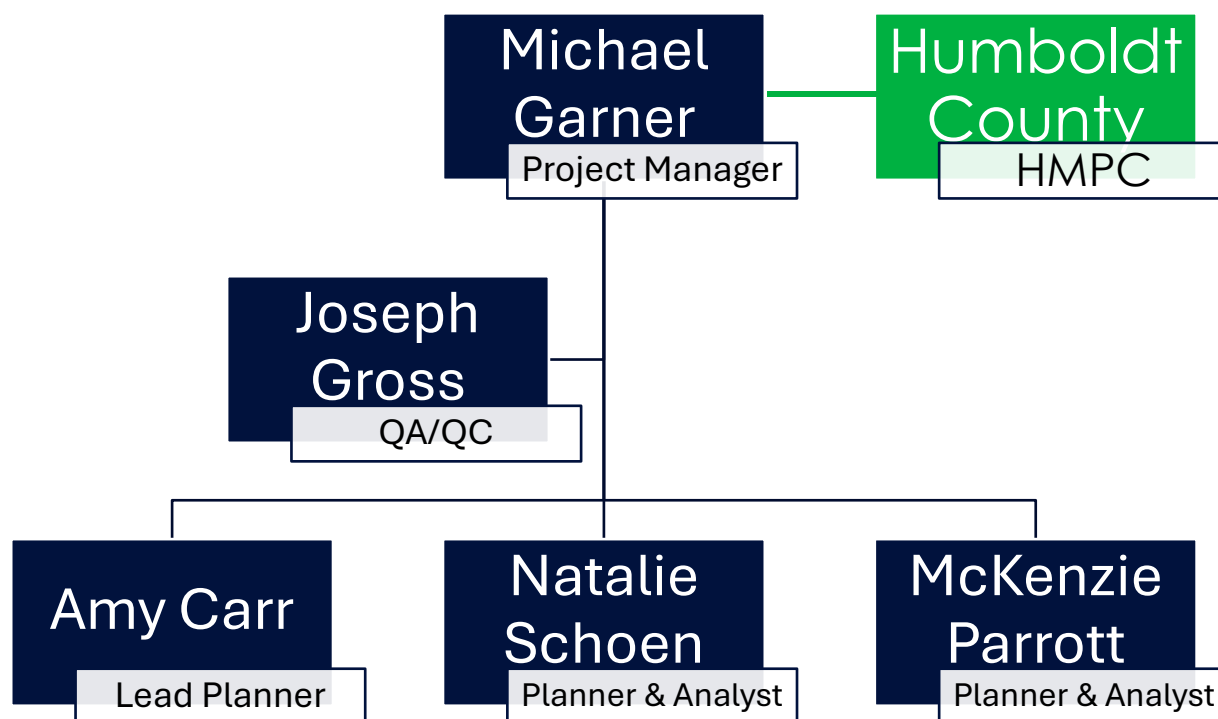
MITIGATION  
ACTIONS  
IDENTIFIED

- 🔗 FEMA Lifeline integration across risk assessment and mitigation strategy development
- 🔗 Broad stakeholder participation
- 🔗 Ensured the document met all mandated state accessibility requirements
- 🔗 Included an annex for the Colorado Rural Electric Association

## Staffing and Resumes

We have assembled our project team from Synergy's roster of qualified emergency management and planning professionals. **Our proposed project work will occur in-house, and no work will be subcontracted.**

Our team provides the technical resources, coupled with hazard mitigation and disaster recovery experience, vital to developing a quality MJHMP. The Synergy Team is committed to consistency and reliability during the planning process. We understand the importance of working with the same staff throughout the project, and maintaining the county's confidence starts with a team you can depend on.



The following table outlines our proposed staff's project responsibilities to commit to ensuring a FEMA-approved MJHMP is developed within the proposed schedule.

Proposed Team Member	Project Responsibilities
Michael Garner	Project manager, meeting facilitator, risk assessment subject matter expert, Hazus analysis, mitigation strategy development, client point of contact
Joseph Gross	Quality Assistance / Quality Control, EM Subject Matter Expert
Amy Carr	Lead planner, plan writing, meeting facilitator, capability assessment, mitigation strategy development
Natalie Schoen	Assistant planner, GIS exposure analysis, Hazus analysis, plan mapping, plan writing, meeting support
McKenzie Parrot	Assistant planner, plan writing, data analytics

Effective communication and coordination are essential for the success of this project. Our style is to create a “partnering” process that includes all project stakeholders and freely disseminates project information. Our communication will occur through all available tools: calls/webinars, emails, monthly reports, and meetings/workshops - both in-person and virtual. We will schedule monthly coordination meetings with the county project lead upon project initiation.

Synergy's project manager, **Michael Garner**, will be the principal point of contact between the county project lead, HMPC, the public, and Synergy (**MGarner@Synergy-DR.com** | 303.710.9498).

## Michael Garner, CFM – Project Manager, Technical Specialist

Mr. Garner is a nationally recognized hazard mitigation and emergency management planning expert who serves as the Director of Planning for Synergy Disaster Recovery.

He brings over 20 years of local, state, and federal experience leading and supporting hazard mitigation, long-term recovery, emergency management, and community resiliency planning. Throughout his career, he has provided pre- and post-disaster technical support to communities across the country. **Mr. Garner specializes in state and local hazard mitigation plans**, having served as project manager for plans impacting nearly 400 communities nationwide. His experience working across many rural & urban communities of California, Colorado, Wyoming, Utah, New Mexico, and Arizona provides a valuable perspective to his clients.

An advocate of collaborative public outreach and transparent planning processes, he has facilitated and coordinated meetings hosting the public, focus groups, local stakeholders, and local, state, and federal officials. He also serves as a technical specialist for supporting community long-term recovery efforts nationwide. Through these efforts, he is well versed in **mitigation grant applications and management**. Mr. Garner spent much of his early career assisting FEMA in implementing several public programs focused on the National Flood Insurance Program.



## Joseph Gross, PMP – EM Subject Matter Expert, Quality Assurance

Mr. Gross brings vision, innovation, and technical assistance to establish Synergy Disaster Recovery as an industry leader in Emergency Management on FEMA Public Assistance, planning, debris, and long-term recovery projects nationwide. He recently served as the project manager for the Northern Central UASI Disaster Recovery Base Plans and functionally specific annexes. Mr. Gross's efforts in developing and implementing innovative techniques have facilitated efficient and expedited disaster recovery while saving his clients millions of dollars. **Mr. Gross has a depth of experience successfully advocating for the best interests of his clients.**

## Amy Carr, AICP – Lead Planner

Ms. Carr is an emergency management planner and is currently supporting HMP updates across the States of Colorado, Utah, and Wyoming. She holds a master's degree in Urban and Regional Planning and has been developing hazard mitigation plans since 2018. To date, she has supported the development of six HMPs across the State of California. Her past local government experience working for Arapahoe County, Colorado, gives her a unique perspective to contribute to the planning process. **Ms. Carr is familiar with coordinating with diverse populations and conducting hazard risk assessments across the Western U.S., including communities in California.**

## Natalie Schoen – Assistant Planner / GIS Analyst

Ms. Schoen holds a bachelor's degree in Environmental Planning and Geographic Information Systems (GIS), **which brings a unique perspective to the dynamic of the Synergy Disaster Recovery team.** Her career experience includes the development of hazard mitigation plans and conducting related risk assessments for local and state clients across CO, IA, MT, NM, UT, and WY.

## McKenzie Parrot – Assistant Planner / Data Analyst

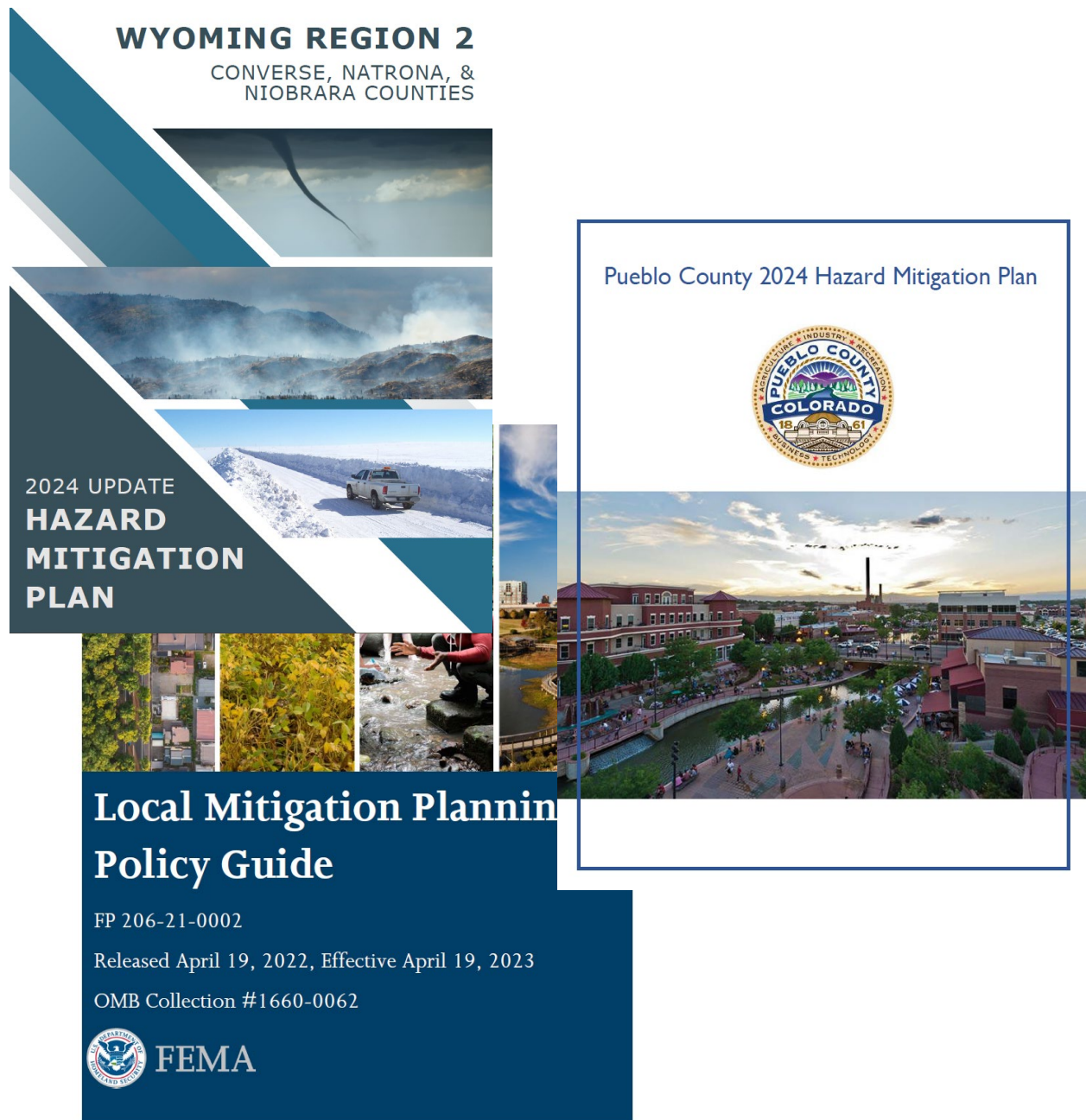
Ms. Parrott currently serves as a Senior Recovery Specialist with experience in hazard mitigation planning, FEMA's Grants Portal, PAPPG, applicant engagement, GIS, data entry, research, procurement reviews, and survey design. **She has supported HMP development for multiple counties across the Western U.S.**



## WORK SAMPLES

The following are some recently completed, FEMA-approved hazard mitigation plans that Synergy developed. All of these plans met the new FEMA Planning Policy that took effect on April 19, 2023.

- [Synergy's Local Government MJHMP Workbook](#) (sample from a recent project)
- [Pueblo County, Colorado Local Multi-Jurisdictional Hazard Mitigation Plan \(2024\)](#)
- [Wyoming Region 2 Regional Local Hazard Mitigation Plan \(2024\)](#)
- [State of Colorado Enhanced Hazard Mitigation Plan \(2023\)](#)



## Client References

### Fremont County, CO

Mykel Kroll – Director of Emergency Management

Phone: (719) 276-7422

Email: [mykel.kroll@fremontco.com](mailto:mykel.kroll@fremontco.com)

Services: Countywide Multi-Governmental HMP Update (2020 – 2021)

Project Manager: Michael Garner

### Carbon County, WY

Kristy Rowan – Planning & Development Coordinator and Zoning Administrator

Phone: (307) 328-2651

Email: [kristyrowan@carboncountwy.gov](mailto:kristyrowan@carboncountwy.gov)

Services: Regional Multi-Governmental HMP Update (2023 – present)

Project Manager: Michael Garner

### Pueblo County, CO

Joshua Johnson – Director of Emergency Management

Phone: (719) 250-6176

Email: [johnsonj@pueblounty.us](mailto:johnsonj@pueblounty.us)

Services: Countywide Multi-Governmental HMP Update (2022 – present)

Project Manager: Michael Garner

### Colorado Division of Homeland Security & Emergency Management (DHSEM)

Mark Thompson – State Hazard Mitigation Officer

Phone: (720) 630-0770

Email: [markw.thompson@state.co.us](mailto:markw.thompson@state.co.us)

Services: Statewide HMP Update (2022 – 2023)

Project Manager: Michael Garner



## ITEMIZED COST PROPOSAL

The following table presents our proposed fixed price, not-to-exceed project budget, totaling three hundred twenty-one thousand, one hundred and forty-six dollars (\$321,146.00). The cost is valid for one hundred and twenty days (120) from the proposal submission deadline.

	Project Manager \$164.00 / Hour	EM SME \$157.00 / Hour	Senior Planner \$131.00 / Hour	Planner \$91.00 / Hour	Analyst \$70.00 / Hour	Sum Hours	Total Labor	Travel / Other Direct Costs	Total Cost
Overhead Component	\$ 65.79	\$ 62.98	\$ 52.55	\$ 36.51	\$ 28.08				
Profit Component	\$ 41.00	\$ 39.25	\$ 32.75	\$ 22.75	\$ 17.50				
Task 1	285	23	120	120	40	588	\$ 79,791.00	\$ 3,822.00	\$ 83,613.00
Task 2	20	4	40	80	40	184	\$ 19,228.00		\$ 19,228.00
Task 3	60	7	80	120	80	347	\$ 37,939.00	\$ 3,822.00	\$ 41,761.00
Task 4	160	10	120	120	120	530	\$ 62,850.00	\$ 3,822.00	\$ 66,672.00
Task 5	40	4	60	60	60	224	\$ 24,708.00		\$ 24,708.00
Task 6	40	4	60	60	60	224	\$ 24,708.00	\$ 1,000.00	\$ 25,708.00
Task 7	72	8	112	112	120	424	\$ 46,328.00	\$ 1,500.00	\$ 47,828.00
Task 8	40	4	20	20	0	84	\$ 11,628.00		\$ 11,628.00
<b>Totals</b>	<b>717</b>	<b>64</b>	<b>612</b>	<b>692</b>	<b>520</b>	<b>2,605</b>	<b>\$ 307,180.00</b>	<b>\$ 13,966.00</b>	<b>\$ 321,146.00</b>

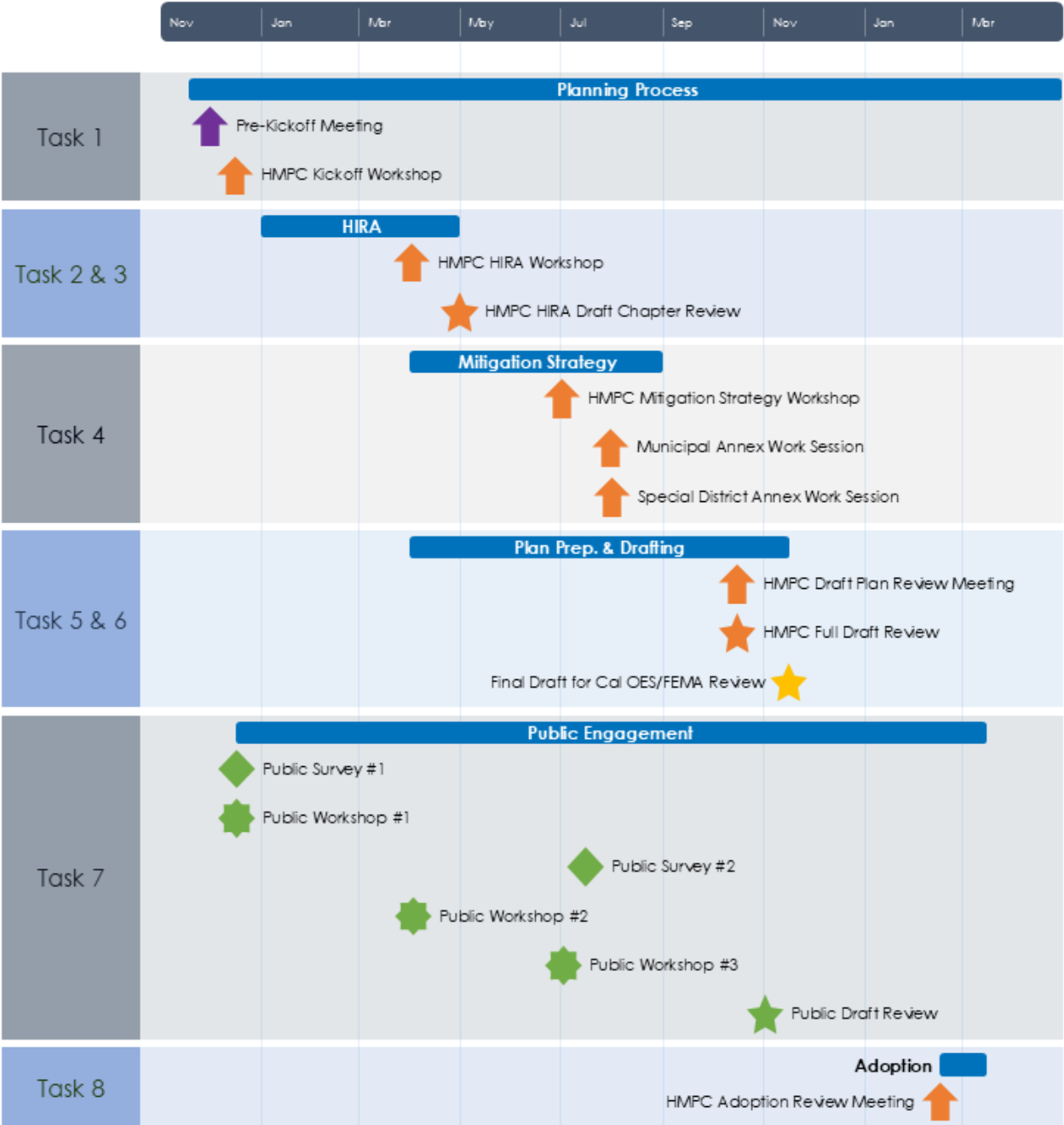
The following are estimates for planned indirect and miscellaneous expenses relating to the project.

Other Direct Costs (ODC)	Cost
Combined HMPC Workshop / Public Workshop Travel (3 staff x 3 nights x 3 trips [\$3,822.00 per])	\$11,466.00
Public Outreach Materials	\$1,500.00
Final Document Publication	\$1,000.00
<b>Total</b>	<b>\$13,966.00</b>

# SCHEDULE

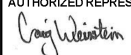
Once under contract, our team will be ready to hit the ground running, understanding that the current MJHMP expires in March 2025. The following proposed schedule ensures that this project is completed on an expedited timeline, as detailed in the RFP.

Our proposed timeline presented on the following page is flexible, and we look forward to further refining this schedule with the county. Note that our team will maintain our support role until FEMA approves the MJHMP and all local governments complete adoption activities.



# INSURABILITY & LICENSE

Synergy certifies that our firm possesses all licenses and certifications required for the provision of services.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 1/29/2024		
<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b>						
<b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b>						
<b>PRODUCER</b> Hub International Florida 777 SW 37th Avenue, Suite 500 Miami FL 33135			<b>CONTACT</b> NAME: Carrie Worley PHONE (A/C, No, Ext): 305-444-2324 FAX (A/C, No): 305-444-1974 E-MAIL: carrie.worley@hubinternational.com ADDRESS: Carrie Worley@hubinternational.com			
<b>INSURED</b> Synergy Disaster Recovery, LLC 2730 Bristlecone Ct, Lafayette CO 80026			<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Starstone Specialty Insurance Company NAIC# 44776 INSURER B: Swiss Re Corporate Solutions America Insurance Cor 29874 INSURER C: INSURER D: INSURER E: INSURER F:			
<b>COVERAGES</b> <b>CERTIFICATE NUMBER: 1561407447</b> <b>REVISION NUMBER:</b>						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		K80810231EM	1/25/2024	1/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NOT-OWNED AUTOS ONLY		K80810231EM	1/25/2024	1/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		K80812231AEM	1/25/2024	1/25/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A B	Contractor Pollution Liability Professional Liability Cyber Liability		K80810231EM C-4MQ8-413979-CYBER-2024	1/25/2024 4/19/2024	1/25/2025 4/19/2025	Aggregate 2,000,000 Aggregate 2,000,000 Aggregate 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER			CANCELLATION			
PROOF OF INSURANCE ONLY			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
			AUTHORIZED REPRESENTATIVE 			

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## CURRENT WORKLOAD

We are selective on the number of projects we pursue so that clients can be assured of our capacity and commitment.

Current HMPs that our team is developing include: Mesa County, CO; City of Saratoga Springs, UT; and Wyoming Region 3. We have two additional final draft plans in the FEMA review queue: Lake County, CO and Montrose County, CO.

Our team and staff are currently available to take on another two to three hazard mitigation plans, ensuring that all of our proposed and contracted projects remain on schedule.

