Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA's evaluation of whether the plan has addressed all requirements.

For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.

Plan Information	
Jurisdiction(s)	County of Lake, City of Clearlake, City of Lakeport (CA)
Title of Plan	Lake County Multi-Jurisdictional Hazard Mitigation Plan
New Plan or Update	New Plan
Single- or Multi-Jurisdiction	Multi-jurisdiction
Date of Plan	2/2/2025
Local Point of Contact	
Title	Emergency Services Manager
Agency	Lake County Sheriff's Office of Emergency Services
Address	P.O. Box 489 Lakeport, CA 95453
Phone Number	707-263-3450
Email	Leah.Sautelet@lakecountyca.gov

Additional Point of Contact	
Title	**Chief Client Engagement Officer**
Agency	**The Resiliency Initiative**
Address	**2504 Colorado Ave. Sana Monica, CA**
Phone Number	**870.688.5369**
Email	**Faith@theresiliencyinitiative.com**

Review Information	
State Review	
State Reviewer(s) and Title	Tina Phan SR ESC Tina.Phan@CalOES.ca.gov Jody Newton Plan Reviewer ContractorJody.Newton@CalOES.ca.gov
State Review Date	3/6/2025, 4/23/2025
FEMA Review	
FEMA Reviewer(s) and Title	Avery M Frank, Community Planner Kiana Wong, Community Planner
Date Received in FEMA Region	6/20/2025
Plan Not Approved	7/22/2025
Plan Approvable Pending Adoption	8/12/2025
Plan Approved	Click or tap to enter a date.

Multi-Jurisdictional Summary Sheet

In the boxes for each element, mark if the element is met (Y) or not met (N).

#	Jurisdiction Name	A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. HHPD Requirements	H. State Requirements
1	Lake County	Y	Y	Y	Y	Y	N		
2	City of Clearlake	Y	Y	Y	Y	Y	N		
3	City of Lakeport	Y	Y	Y	Y	Y	N		
4									
5									
6									
7									
8									
9									
10									

Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been "met" or "not met." FEMA completes the "required revisions" summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is "not met." Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan's development, as well as who was involved?	Activities & Schedule: - Table 2: Hazard Mitigation Planning Committee Meetings - Table 3: Public Information Sessions Who: - Pg. 2 - Table 1: List of Planning Committee Members and Agency/Group Represented - Table 4: Participation	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	Who: - Table 1: List of Planning Committee Members and Agency/Group Represented How: - Pg 13 - Table 4: Participation	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity? - Local and regional agencies - Agencies that regulate development - Neighboring communities - Business, academia, and private orgs - Nonprofits and community based orgs	Stakeholders: - Table 5: Operational Area Contacts (Excluding County Departments) How: - Figure 2: Example Stakeholder Invitation to Participate in the Hazard Mitigation Planning Process from October 1, 2024 - Figure 3: Invitation to Tribal Leaders	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	Public & How: - 1.5 Assess Community Support - 1.6 Engage the Public - Figure 4: Hazard Mitigation Planning Joint Press Release	Met
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	Footnotes used throughout the plan (various page numbers)	Met
ELEMENT A REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the	Natural Hazards:	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	- Table 8: Hazard Identification Table Rationale for Omission: - Pg 33-36	
B1-b. Does the plan include information on the location of each identified hazard?	Wildfire: - 5.2 Location and Extent Earthquake: - 6.2 Location and Extent Drought: - 8.2 Location and Extent Flood: - 9.2 Location and Extent Dam failure: - 11.2 Location and Extent Extreme Heat: - 12.2 Location and Extent Severe storms: - 13.2 Location and Extent Volcano: - 13.2 Location and Extent	Met
B1-c. Does the plan describe the extent for each identified hazard?	Wildfire: - 5.2 Location and Extent Earthquake: - 6.2 Location and Extent	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
	- Table 14: Modified Mercalli Intensity (MMI) Scale Drought: - 8.2 Location and Extent Flood: - 9.2 Location and Extent Dam failure: - 11.2 Location and Extent Extreme Heat: - 12.2 Location and Extent Severe storms: - 13.2 Location and Extent Volcano: - 13.2 Location and Extent	
B1-d. Does the plan include the history of previous hazard events for each identified hazard?	2.1 Disaster Declarations Wildfire: - 5.3 Previous Occurrences Earthquake: - 6.3 Previous occurrences Drought: - 8.3 Previous occurrences Flood: - 9.3 Previous occurrences Dam failure:	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
	- 11.3 Previous occurrences Extreme Heat: - 12.3 Previous occurrences Severe storms: - 13.3 Previous occurrences Volcano: - 15.3 Previous occurrences	
B1-e. Does the plan include the probability of future events for each identified hazard, including the type, location and range of anticipated intensities?	2.2.1 Priority Wildfire: - 5.4 Probability of Future Events Earthquake: - 6.4 Probability of Future Events Drought: - 8.4 Probability of Future Events Flood: - 9.4 Probability of Future Events Dam failure: - 11.4 Probability of Future Events Extreme Heat: - 12.4 Probability of Future Events	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
	Severe storms: - 13.4 Probability of Future Events Volcano: - 15.4 Probability of Future Events	
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?	See annex review tool	Met
B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))		
B2-a. Does the plan provide an overall summary of each jurisdiction's vulnerability to the identified hazards? - People - Structures - Systems - Resources - Activities	4.1 What's at Risk Wildfire: - 5.7 Exposure & Vulnerability Earthquake: - 6.7 Earthquake: Exposure & Vulnerability Drought: - 8.7 Drought: Exposure & Vulnerability Flood: - 9.7 Flood: Exposure & Vulnerability Dam failure: - 11.7 Dam Failure: Exposure & Vulnerability	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
	Extreme Heat: - 12.7 Severe Weather | Extreme Heat: Exposure & Vulnerability Severe storms: - 13.7 Severe Weather | Heavy Rains, Snow & Storms: Exposure & Vulnerability Volcano: - 15.7 Exposure & Vulnerability	
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	Wildfire: - 5.7 Exposure & Vulnerability Earthquake: - 6.7 Earthquake: Exposure & Vulnerability Drought: - 8.7 Drought: Exposure & Vulnerability Flood: - 9.7 Flood: Exposure & Vulnerability Dam failure: - 11.7 Dam Failure: Exposure & Vulnerability	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
	Extreme Heat: - 12.7 Severe Weather | Extreme Heat: Exposure & Vulnerability Severe storms: - 13.7 Severe Weather | Heavy Rains, Snow & Storms: Exposure & Vulnerability Volcano: - 15.7 Exposure & Vulnerability	
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	Repetitive and severe repetitive loss: - Table 32: Lake County NFIP Status	Met

ELEMENT B REQUIRED REVISIONS
Required Revision: Click or tap here to enter text.

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1. Does the plan document each participant's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	Capabilities: - 16.1 Capabilities	Met
C1-b. Does the plan describe each participant's ability to expand and improve the identified capabilities to achieve mitigation?	Improvement: 16.1 Capabilities	Met
C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	NFIP: - Table 32: Lake County NFIP Status - 17.1.1 Lake County's Flood Management Program	Met
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	Goals: - 16.2 Goals and Objectives	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	Comprehensive Range of Actions: - 16.4 Mitigation Actions	Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?	Comprehensive Range of Actions: - 16.4 Mitigation Actions	Met
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?	Prioritization: - 16.3.1 Prioritization Process	Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	Comprehensive Range of Actions: - 16.4 Mitigation Actions	Met

ELEMENT C REQUIRED REVISIONS
Required Revision**:** Click or tap here to enter text.

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	Continued Public Involvement: - 18.2.1 Continued Public Involvement	Met
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	Implementation: - 18.3 Maintenance	Met
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	Effectiveness: - 18.3 Maintenance	Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	Update: - 18.3.2 Five-year Update	Met
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	Integration: - 18.2.2 Integration with Other Planning Mechanisms	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	Mechanisms: - 18.2.2 Integration with Other Planning Mechanisms	Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	See annex review tool	Met
ELEMENT D REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	Changes in Development: - 4.3.4 Future development	Met
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	Changes in Priorities: - 1.2 What's New or Updated	Met

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	Status of Previous Actions: - 1.2.1 Mitigation Action Review - Pg. 201 - 16.4 Mitigation Actions - Attachment 1	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	Integration: - 1.7 Integration and Coordination with Other Planning Efforts	Met
ELEMENT E REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?	N/A	Choose an item.
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	Click or tap here to enter text.	Not Met

ELEMENT F REQUIRED REVISIONS		
Required Revision: After receiving official approvable pending adoption correspondence from the FEMA Region 9 Office please send a signed adoption resolution to FEMA-R9-MITIGATION-PLANNING fema-r9-mitigation-planning@fema.dhs.gov for final plan approval.		

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	Click or tap here to enter text.	Choose an item.
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	Click or tap here to enter text.	Choose an item.
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	Click or tap here to enter text.	Choose an item.
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	Click or tap here to enter text.	Choose an item.
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	Click or tap here to enter text.	Choose an item.
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	Click or tap here to enter text.	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD Required Revisions		
Required Revision**:** Click or tap here to enter text.		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
This space is for the State to include additional requirements.		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

- The plan effectively utilizes tables to organize the information into an easily accessible format. This helps to strengthen the plan by clearly documenting the planning process, participants, and timeframe which will serve as a guide for the next plan update.
- The plan summarizes the findings from the public outreach survey which helps to strengthen the plan by providing key information that reflects the community's perspective on natural hazards and mitigation priorities. This helps to create a positive feedback loop between the planning team and the public where the community can see their feedback incorporated into the plan.

Opportunities for Improvement

- The planning team should consider in future plan updates building upon the stakeholder table by organizing the stakeholders into the 5 stakeholder categories found in the FEMA Planning Policy Guide. This will help to strengthen the plan by clearly documenting each of the 5 categories of stakeholders has been covered thereby streamlining the review of the planning process elements.

Element B. Risk Assessment

Strengths

- The plan effectively prioritized hazards to profile based on several criteria. This helps to strengthen the plan by ensuring only those hazards that are high priority for the County will be profiled including a full risk assessment and mitigation actions.
- The plan goes above and beyond the federal requirement for documenting historical occurrences by including not only the history of state and federal declarations but also a narrative account of historical occurrences for each hazard event.

Opportunities for Improvement

- In future plan updates consider building upon the successful practice of documenting extent for each natural hazard by tying scientific scales back to the planning area. For example, Table 24 National Weather Service Heat Risk Categories depicts the range of anticipated intensities for a heat event but does not clearly document if the county is at risk for experiencing the full range or only a portion of the anticipated intensities. This will help to strengthen the plan by documenting the specific extent of a natural hazard reasonably expected for the planning area.
- In future plan updates consider separating the vulnerabilities and impacts sections. This will strengthen the plan by ensuring assets are captured and impacts are clearly stated as they relate to the identified assets.

Element C. Mitigation Strategy

Strengths

- The plan includes a comprehensive range of actions that include clearing brush and other potential wildfire fuels, data collection, research, and analysis, education and outreach, ecosystem restoration, infrastructure repair, etc. This demonstrates a commitment to mitigation planning and implementation as well as prioritization of actions and resources.
- The plan uses the STAPLEE method for mitigation action prioritization which is an established methodology supported by FEMA. This demonstrates alignment with FEMA best practices for prioritizing investment with federal grant funding.

Opportunities for Improvement

- [insert comments]

Element D. Plan Maintenance

Strengths

- The plan includes an update cycle that involves a process starting approximately 2 years before the plan expiration. This timeline ensures the planning team will have enough time to successfully complete the plan update while avoiding any potential lapse in plan coverage.

Opportunities for Improvement

- The planning team may consider building upon the successful practice of continued public involvement by socializing the plan throughout its 5-year planning cycle at established community events. This will help to strengthen the plan by keeping the community involved and informed throughout the life cycle of the plan. You may also consider gathering public feedback through surveys or other outreach techniques as this information can help inform the next update as well as identify any changes in community priorities.
- In future plan updates consider building upon the successful practice of documenting plan integration with established mechanisms by clearly defining the process that will be followed. Currently the plan indicates coordination will occur between established mechanisms, but it doesn't detail the specific process to be followed. Including the specific process for plan integration such as incorporating data into other established plans, adding a mitigation consideration to new development applications, including mitigation goals in comprehensive plans, etc. will strengthen the plan and provide valuable information for future plan updates.

Element E. Plan Update

Strengths

- The planning team used public feedback regarding the length and content of the plan and updated it accordingly to make it more concise and easier to read. This shows a dedication to incorporating public feedback and being responsive to community needs.

Opportunities for Improvement

- [insert comments]

Element G. HHPD Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element H. Additional State Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]