# Appendix C: Worksheets to Assist Communities Review and Update the HMP

## Table of Contents

## Progress Report

_____
_____

**Worksheet # 1: Progress Report**

Progress Report Period:_____ to _____
                                        (Date)                              (Date)

Project Title: _____ Project ID#: _____

Responsible Agency: _____

Address: _____

City/County: _____

Contact Person: _____ Title: _____

Phone #(s): _____ e-mail address: _____

List Supporting Agencies and Contacts: _____

_____

Total Project Cost: $_____ Anticipated Cost Overrun/Under run: _____

Date of Project Approval: _____ Start date of the project: _____

Anticipated completion date: _____

Description of the Project (include a description of each phase, if applicable, and the time frame for completing each phase).

_____
_____
_____
_____
_____

| Milestones | Complete | Projected Date of Completion |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

_____
_____

**Plan Goal(s)/Objective(s) Addressed:**

Goal: _____

Objective: _____

**Indicator of Success** (e.g., losses avoided as a result of the acquisition program):
*In most cases, you will list losses avoided as the indicator. In cases where it is difficult to quantify the benefits in dollar amounts, you will use other indicators, such as the number of people who now know about mitigation or who are taking mitigation actions to reduce their vulnerability to hazards.*

_____
_____
_____

**Status** *(Please checks pertinent information and provide explanations for items with an asterisk. For completed or canceled projects, see Worksheet #2 — to complete a project evaluation):*

| Project Status | Project Cost Status |
|---|---|
| (1) ☐ Project on schedule | (1) ☐ Cost unchanged |
| (2) ☐ Project completed | (2) ☐ Cost overrun* <br> *explain: _____ <br> _____ |
| (3) ☐ Project delayed* <br> *explain: _____ <br> _____ | (3) ☐ Cost under run* <br> *explain: _____ <br> _____ |
| (4) ☐ Project canceled | |

**Summary of progress on project for this report:**

A. What was accomplished during this reporting period?

B. What obstacles, problems, or delays did you encounter, if any?

C. How was each problem resolved?

_____
_____

**Next Steps:** What is/are the next step(s) to be accomplished over the next reporting period?

**Other comments:**

## Evaluating Your Local Planning Team

### Worksheet #2: Evaluating Your Planning Team

*When gearing up for the plan evaluation, the planning team should reassess its composition and ask the following questions:*

| | YES | NO |
|---|---|---|
| Have there been local staffing changes that would warrant inviting different members to the planning team?<br>Comments/Proposed Action: | | |
| Are there organizations that have been invaluable to the planning process or to project implementation that should be represented on the planning team?<br>Comments/Proposed Action: | | |
| Are there any representatives of essential organizations who have not fully participated in the planning and implementation of actions? If so, can someone else from this organization commit to the planning team?<br>Comments/Proposed Action: | | |
| Are there procedures (e.g., signing of MOAs, commenting on submitted progress reports, distributing meeting minutes, etc.) that can be done more efficiently?<br>Comments/Proposed Action: | | |
| Are there ways to gain more diverse and widespread cooperation?<br>Comments/Proposed Action: | | |
| Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?<br>Comments/Proposed Action: | | |

If the planning team determines the answer to any of these questions is "yes," some changes may be necessary.

## Evaluate Your Project Results

_____

_____

### Worksheet #3: Evaluate Your Project Results

| | |
|---|---|
| Project Name and Number: | *Insert location map* |
| Project Budget: | |
| Project Description: | *include before and after photos if appropriate* |
| Associated Goal and Objective (s): | |
| Indicator of Success (e.g., losses avoided): | |

### Was the action implemented?

**IF YES** ↓                                          **IF NO** ↓

What were the results of the implemented action?

Why not?

| | | |
|---|---|---|
| Was there political support for the action? | YES | NO |
| Were enough funds available? | YES | NO |
| Were workloads equitably or realistically distributed? | YES | NO |
| Was new information discovered about the risks or community that made implementation difficult or no longer sensible? | YES | NO |
| Was the estimated time of implementation reasonable? | YES | NO |
| Were sufficient resources (for example staff and technical assistance) available? | YES | NO |

Were the outcomes as expected?          YES    NO    Additional comments or other outcomes:
If No, please explain:

Did the results achieve the goal and objective (s)?          YES    NO
Explain how:

↓

_____

_____

Was the action cost-effective?          YES     NO
Explain how or how not:



What were the losses avoided after having completed
the project?



If it was a structural project, how did it change the hazard
profile?


Date _____

Prepared by:  _____

## Revisit Your Risk Assessment

### Worksheet #4: Revisit Your Risk Assessment

| Risk Assessment Steps | Questions | YES | NO | COMMENTS |
|---|---|---|---|---|
| Identify hazards | Are there new hazards that can affect your community? | | | |
| Profile hazard events | Are new historical records available? | | | |
| | Are additional maps or new hazard studies available? | | | |
| | Have chances of future events (along with their magnitude, extent, etc.) changed? | | | |
| | Have recent and future development in the community been checked for their effect on hazard areas? | | | |
| Inventory assets | Have inventories of existing structures in hazard areas been updated? | | | |
| | Are future developments foreseen and accounted for in the inventories? | | | |
| | Are there any new special high-risk populations? | | | |
| Estimate losses | Have loss estimates been updated to account for recent changes? | | | |

If you answered "Yes" to any of the above questions, review your data and update your risk assessment information accordingly

## Revise the Plan

**Worksheet #5: Revise the Plan**

**Prepare to update the plan.**

| When preparing to update the plan: | Check the box when addressed ✓ |
|---|---|
| 1. Gather information, including project evaluation worksheets, progress reports, studies, related plans, etc.<br>Comments: | ☐ |
| 2. Reconvene the planning team, making changes to the team composition as necessary (see results from *Worksheet #2*).<br>Comments: | ☐ |

**Consider the results of the evaluation and new strategies for the future.**

| When examining the community consider: | Check the box when addressed ✓ |
|---|---|
| 1. The results of the planning and outreach efforts.<br>Comments: | ☐ |
| 2. The results of the mitigation efforts.<br>Comments: | ☐ |
| 3. Shifts in development trends.<br>Comments: | ☐ |
| 4. Areas affected by recent disasters.<br>Comments: | ☐ |
| 5. The recent magnitude, location, and type of the most recent hazard or disaster.<br>Comments: | ☐ |
| 6. New studies or technologies.<br>Comments: | ☐ |
| 7. Changes in local, state, or federal laws, policies, plans, priorities, or funding.<br>Comments: | ☐ |

_____

_____

8. Changes in the socioeconomic fabric of the community.
Comments:

☐

9. Other changing conditions.
Comments:

☐

_____
_____
_____
_____

**Incorporate your findings into the plan.**

| When examining the plan: | Check the box when addressed ✓ |
|---|---|

1. Revisit the risk assessment.

Comments:

☐

2. Update your goals and strategies.

Comments:

☐

3. Recalculate benefit-cost analyses of projects to prioritize action items.
Comments:

☐

**Use the following criteria to evaluate the plan:**

| Criteria | YES | NO | Solution |
|---|---|---|---|
| Are the goals still applicable? | | | |
| Have any changes in the state or community made the goals obsolete or irrelevant? | | | |
| Do existing actions need to be reprioritized for implementation? | | | |
| Do the plan's priorities correspond with state priorities? | | | |
| Can actions be implemented with available resources? | | | |

Comments: