Appendix C
Worksheets to Assist Communities Review and Update

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Worksheet #1: 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* *explain: _____ _____
(3) ☐ Project delayed* *explain: _____ _____	(3) ☐ Cost under run* *explain: _____ _____
(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:

Worksheet #2: Evaluating Your 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? 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? 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? 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? Comments/Proposed Action:		
Are there ways to gain more diverse and widespread cooperation? Comments/Proposed Action:		
Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning? Comments/Proposed Action:		

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

Worksheet #3: 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: _____

Worksheet #4: 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

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Worksheet #5: 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. Comments:	☐
2. Reconvene the planning team, making changes to the team composition as necessary (see results from _Worksheet #2_). 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. Comments:	☐
2. The results of the mitigation efforts. Comments:	☐
3. Shifts in development trends. Comments:	☐
4. Areas affected by recent disasters. Comments:	☐
5. The recent magnitude, location, and type of the most recent hazard or disaster. Comments:	☐
6. New studies or technologies. Comments:	☐
7. Changes in local, state, or federal laws, policies, plans, priorities, or funding. Comments:	☐

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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: