

# Appendix C: Worksheets to Assist Review and Updates

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1. Progress Report
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4. Revisit Your Risk Assessment
5. Revise the Plan

## 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

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**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.*

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

<u>Project Status</u>	<u>Project Cost Status</u>
(1) <input type="checkbox"/> Project on schedule	(1) <input type="checkbox"/> Cost unchanged
(2) <input type="checkbox"/> Project completed	(2) <input type="checkbox"/> Cost overrun* *explain: _____
(3) <input type="checkbox"/> Project delayed* *explain: _____	(3) <input type="checkbox"/> Cost under run* *explain: _____
(4) <input type="checkbox"/> 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?



## 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? Comments/Proposed Action:	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>
Are there ways to gain more diverse and widespread cooperation? Comments/Proposed Action:	<input type="checkbox"/>	<input type="checkbox"/>
Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning? Comments/Proposed Action:	<input type="checkbox"/>	<input type="checkbox"/>

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

<p>Project Name and Number:</p> <p>Project Budget:</p> <p>Project Description:</p> <p>Associated Goal and Objective (s):</p> <p>Indicator of Success (e.g., losses avoided):</p>	<p><i>Insert location map</i></p> <p><i>include before and after photos if appropriate</i></p>
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**Was the action implemented?**

<p><b>IF YES</b></p> <p>↓</p> <p>What were the results of the implemented action?</p>	<p><b>IF NO</b></p> <p>↓</p> <p>Why not?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Was there political support for the action?</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 20%; text-align: center;">NO</td> </tr> <tr> <td>Were enough funds available?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Were workloads equitably or realistically distributed?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Was new information discovered about the risks or community that made implementation difficult or no longer sensible?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Was the estimated time of implementation reasonable?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Were sufficient resources (for example staff and technical assistance) available?</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	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
Was there political support for the action?	YES	NO																	
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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:

↓

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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
<b>Identify hazards</b>	Are there new hazards that can affect your community?			
<b>Profile hazard events</b>	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?			
<b>Inventory assets</b>	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?			
<b>Estimate losses</b>	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**

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**Worksheet #5: Revise the Plan**

**Prepare to update the plan.**

<b>When preparing to update the plan:</b>	<b>Check the box when addressed ✓</b>
<p>1. Gather information, including project evaluation worksheets, progress reports, studies, related plans, etc. Comments:</p>	<input type="checkbox"/>
<p>2. Reconvene the planning team, making changes to the team composition as necessary (see results from Worksheet #2). Comments:</p>	<input type="checkbox"/>

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

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

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8. Changes in the socioeconomic fabric of the community.

Comments:

9. Other changing conditions.

Comments:

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**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?

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Have any changes in the state or community made the goals obsolete or irrelevant?

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Do existing actions need to be reprioritized for implementation?

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Do the plan's priorities correspond with state priorities?

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Can actions be implemented with available resources?

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Comments: