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

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Worksheet # 1: Progress Report

Progress Report Period: ____________ to ____________

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 project: ____________

Anticipated completion date: ____________

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

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Complete</th>
<th>Projected Date of Completion</th>
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<tbody>
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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.

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):

- Project Status
  - (1) □ Project on schedule
  - (2) □ Project completed
  - (3) □ Project delayed*
    *explain: ___________________________
  - (4) □ Project canceled

- Project Cost Status
  - (1) □ Cost unchanged
  - (2) □ Cost overrun*
    *explain: ___________________________
  - (3) □ Cost under run*
    *explain: ___________________________

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:*

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have there been local staffing changes that would warrant inviting different members to the planning team?</td>
<td></td>
<td></td>
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<tr>
<td>Comments/Proposed Action:</td>
<td></td>
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<tr>
<td>Are there organizations that have been invaluable to the planning process or to project implementation that should be represented on the planning team?</td>
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<td>Comments/Proposed Action:</td>
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<tr>
<td>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?</td>
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<tr>
<td>Comments/Proposed Action:</td>
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<td>Are there procedures (e.g., signing of MOAs, commenting on submitted progress reports, distributing meeting minutes, etc.) that can be done more efficiently?</td>
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<tr>
<td>Comments/Proposed Action:</td>
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<td></td>
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<tr>
<td>Are there ways to gain more diverse and widespread cooperation?</td>
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<td></td>
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<tr>
<td>Comments/Proposed Action:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments/Proposed Action:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Project Name and Number:</th>
<th>Insert location map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget:</td>
<td>Include before and after photos if appropriate</td>
</tr>
<tr>
<td>Project Description:</td>
<td></td>
</tr>
<tr>
<td>Associated Goal and Objective (s):</td>
<td></td>
</tr>
<tr>
<td>Indicator of Success (e.g., losses avoided):</td>
<td></td>
</tr>
</tbody>
</table>

**Was the action implemented?**

- **IF YES**
  - 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**

- **IF NO**
  - Additional comments or other outcomes:

**Were the outcomes as expected?** **YES** **NO**

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:

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What were the losses avoided after having completed the project?

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

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Date: __________________________

Prepared by: ____________________
## Revisit Your Risk Assessment

### Worksheet #4: Revisit Your Risk Assessment

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

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

**Prepare to update the plan.**

When preparing to update the plan:

1. Gather information, including project evaluation worksheets, progress reports, studies, related plans, etc.
   - Comments:
   - Check the box when addressed ✓

2. Reconvene the planning team, making changes to the team composition as necessary (see results from Worksheet #2).
   - Comments:
   - Check the box when addressed ✓

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

When examining the community consider:

1. The results of the planning and outreach efforts.
   - Comments:
   - Check the box when addressed ✓

2. The results of the mitigation efforts.
   - Comments:
   - Check the box when addressed ✓

   - Comments:
   - Check the box when addressed ✓

4. Areas affected by recent disasters.
   - Comments:
   - Check the box when addressed ✓

5. The recent magnitude, location, and type of the most recent hazard or disaster.
   - Comments:
   - Check the box when addressed ✓

6. New studies or technologies.
   - Comments:
   - Check the box when addressed ✓

7. Changes in local, state, or federal laws, policies, plans, priorities, or funding.
   - Comments:
   - Check the box when addressed ✓
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   Comments:

9. Other changing conditions.
   Comments:

   Incorporate your findings into the plan.

   When examining the plan: Check the box when addressed ✓
   1. Revise 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
   Are the goals still applicable? YES NO Solution
   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: