

Appendix D – Plan Maintenance Forms

CONTENTS:

1. Mitigation action progress worksheet
2. Mitigation plan annual review questionnaire



Mitigation Action/Project Progress Report

Progress Report Period From (date):		To (date):	
Project Title:			
Project Plan ID:			
Responsible Agency:			
Contact Name:			
Contact Number/E-mail:			
Project Status: Completed, Uncompleted, Ongoing?			
Anticipated Completion Date:			

Summary of Project Progress for this Reporting Period

1. What was accomplished for this project during this reporting period?
2. What obstacles, problems, or delays did the project encounter, if any?
3. If uncompleted, is the project still relevant? Should the project be changed or revised?
4. Other comments



This page intentionally left blank.



Mitigation Plan Annual Review Questionnaire

Plan Chapter	Considerations	Explanation
PLANNING PROCESS	Should new jurisdictions and/or districts be invited to participate in future plan updates?	
	Have any internal or external agencies been invaluable to the mitigation strategy?	
	Can any procedures (e.g., meeting announcements, plan updates) be done differently or more efficiently?	
	Has the Planning Team undertaken any public outreach activities?	
	How can public participation be improved?	
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation?	
RISK ASSESSMENT	Has a natural and/or man-made disaster occurred?	
	Should the list of hazards addressed in the plan be modified?	
	Are there new data sources and/or additional maps and studies available? If so, what are they and what have they revealed? Should the information be incorporated into future plan updates?	
VULNERABILITY ANALYSIS	Do any new critical facilities or infrastructure need to be added to the asset lists?	
	Have any changes in development trends occurred that could create additional risks?	



Mitigation Plan Annual Review Questionnaire

Plan Chapter	Considerations	Explanation
	Are there repetitive losses and/or severe repetitive losses to document? Has NFIP participation changed in the participating jurisdictions?	
CAPABILITY ASSESSMENT	Are there different or additional technical, financial, and human resources available for mitigation planning?	
	Have jurisdictions adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	
MITIGATION STRATEGY	Is the mitigation strategy being implemented as anticipated? Were the cost and timeline estimates accurate?	
	Should new mitigation actions be added to the Implementation Strategy? Should existing mitigation actions be eliminated from the plan?	
	Are there new obstacles that were not anticipated in the plan that will need to be considered in the next plan update?	
	Are there new funding sources to consider?	
PLAN MAINTENANCE PROCESS	Was the plan monitored and evaluated as anticipated?	
	Have elements of the plan been incorporated into other planning mechanisms?	