

## *Appendix E: Action Worksheet Template and Instructions*

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This appendix provides the Action Worksheet template, including instructions for its completion, used by the participating jurisdictions to document applicable projects identified in their mitigation strategy, including a summary of the action evaluation and prioritization process.



## Mitigation Action Worksheet

Please complete one sheet per action/project with as much detail as possible, using the guidance beginning on page 3 and examples provided by FEMA.

**Name of Jurisdiction:** \_\_\_\_\_  
**Number:** \_\_\_\_\_  
**Mitigation Action/Initiative:** \_\_\_\_\_

Assessing the Risk	
<b>Hazard(s) addressed:</b>	
<b>Specific problem being mitigated:</b>	
Evaluation of Potential Actions/Projects	
<b>Actions/Projects Considered (name of project and reason for not selecting):</b>	1.
	2.
	3.
Action/Project Intended for Implementation	
<b>Description of Selected Action/Project</b>	
<b>Mitigation Action/Project Type</b>	
<b>Objectives Met</b>	
<b>Applies to existing structures/infrastructure, future, or not applicable</b>	
<b>Benefits (losses avoided)</b>	
<b>Estimated Cost</b>	
<b>Priority*</b>	
Plan for Implementation	
<b>Responsible Organization</b>	
<b>Local Planning Mechanism</b>	
<b>Potential Funding Sources</b>	
<b>Timeline for Completion</b>	
Reporting on Progress	
<b>Date of Status Report/ Report of Progress</b>	Date: Progress on Action/Project:

\* Refer to results of Prioritization (page 2)





## Prioritization

Number: \_\_\_\_\_  
 Mitigation Action/Initiative: \_\_\_\_\_

Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate
Life Safety		
Property Protection		
Cost-Effectiveness		
Technical		
Political		
Legal		
Fiscal		
Environmental		
Social		
Administrative		
Multi-Hazard		
Timeline		
Agency Champion		
Other Community Objectives		
<b>Total</b>		
<b>Priority (High/Med/Low)</b>		





## Guidance to Complete the Mitigation Action Worksheet

The following provides additional guidance on how to complete the Mitigation Project Capture Sheet. If you have any questions, please contact:

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### Assessing the Risk

**Hazard(s) addressed:** Please enter the hazard(s) of concern you are mitigating. For this plan, the hazards of concern identified for the planning area are:

- Drought
- Flooding (riverine, flash, dam-break, ice jam)
- Severe Storms (windstorms, thunderstorms, hail, lightning, tornados, and tropical cyclones)
- Severe Winter Storm (heavy snow, blizzards, ice storms, and nor'easters)
- Extreme Temperatures
- Landslide
- Land Subsidence
- Wildfire
- Natural Gas Development

**Specific problem being mitigated:** Please describe the specific problem being mitigated.

### Evaluation of Potential Actions/Projects

**Actions/Projects Considered:** Please consider different options to mitigate the problem identified. One alternative is always to accept the current level or risk (tolerate the vulnerability/problem) by deciding to take no action at this time. If you choose to take no action, please complete the worksheet up to and including this section and this will be noted in the Plan.

Please include the name of the action considered and a brief reason as to why the action was not selected. The reasoning documents the consideration of these alternatives.

### Action/Project Intended for Implementation

**Description of the Selected Project:** Please provide a brief description of the selected project.

**Mitigation Action Type:**

- Local Plans and Regulations (LPR) – These actions include government authorities, policies or codes that influence the way land and buildings are being developed and built.
- Structure and Infrastructure Project (SIP)- These actions involve modifying existing structures and infrastructure to protect them from a hazard or remove them from a hazard area. This could apply to public or private structures as well as critical facilities and infrastructure. This type of action also involves projects to construct manmade structures to reduce the impact of hazards.
- Natural Systems Protection (NRP) – These are actions that minimize damage and losses, and also preserve or restore the functions of natural systems.





- Education and Awareness Programs (EAP) – These are actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. These actions may also include participation in national programs, such as StormReady and Firewise Communities.

**Objectives:** Please insert the plan objectives (by number) that would be met if the action/project is implemented.

Plan Objectives:

1. Encourage hazard mitigation measures that result in the least adverse effect on the natural environment and that use natural processes.
2. Strengthen codes so that new construction can withstand the impacts of natural hazards and lessen the impact of that development on the environment's ability to absorb the impact of natural hazards.
3. Prevent (or discourage) new development in hazardous areas or ensure that if building occurs in high-risk areas that it is done in such a way as to minimize risk.
4. Integrate the recommendations of this plan into existing County and local plans/programs.
5. Incorporate hazard considerations into land-use planning and natural resource management.
6. Seek partnership opportunities with stakeholders in hazard mitigation that will leverage resources and enhance opportunities to implement mitigation activities within the planning area.
7. Seek mitigation actions that will assist in protecting lives and property by making homes, businesses, infrastructure, and critical facilities more resistant to hazards.
8. Better characterize flood/stormwater hazard events by conducting additional hazard studies and identify inadequate stormwater facilities and poorly drained areas.
9. Develop or improve early warning emergency response systems and evacuation procedures.
10. Develop and implement additional education and outreach programs to increase public awareness of the risks associated with hazards and to educate the public on specific, individual mitigation, preparedness, response and recovery activities.
11. Ensure continuity of government operations, emergency services, and essential facilities at the local level during and immediately after disaster and hazard events.
12. Strengthen inter-jurisdiction and inter-agency communication, coordination, and partnerships in all phases of emergency management.
13. Retrofit, purchase, or relocate structures in high hazard areas including those known to be repetitively damaged.





**Benefits:** Please describe the losses avoided when the project is implemented. This includes physical property damage; loss of function; road closing/detours; etc.

**Estimated Cost:**

Please provide the estimated cost or use the following ranges:

Low = < \$10,000      Medium = \$10,000 to \$100,000      High = > \$100,000

**Priority:** Please enter High/Medium/Low. Refer to the prioritization exercise and table, and instructions below.

### Plan for Implementation

**Potential Funding Source:** Please identify the anticipated funding source, which could be “Grant funding with local cost share”. Sources may include federal, state and local sources.

**Timeline for Completion:** Short = 1 to 5 years. Long Term= 5 years or greater. OG = On-going program.

### Reporting on Progress

Note: This is for long term project progress review and need not be completed at this time.

Please provide a status update on the selected action/project. Along with this description, please indicate if the action/project is completed or not completed.

Actions which are not complete may be dropped with a rationale provided (e.g., project deemed unfeasible...). Other incomplete actions should clearly be indicated as continuing; indicate percent complete, and identify any hurdles/obstacles/reasons for change in schedule. Even actions that have had no progress to date can be identified as continuing. For any action that is not yet complete and will continue, always consider modifying the action to promote implementation.

*Please note this report on progress should be done, at minimum, each year prior to the annual Planning Committee update outlined in the plan maintenance procedures in Section 7 (Plan Maintenance).*





## Guidance to Complete the Evaluation/Prioritization Table

Complete this table to help evaluate and prioritize each mitigation action being considered by your municipality. Please use these 14 criteria to assist in evaluating and prioritizing new mitigation actions identified. Specifically, for each new mitigation action, assign a numeric rank (-1, 0, or 1) for each of the 14 evaluation criteria in the provided table, defined as follows:

- 1 = Highly effective or feasible
- 0 = Neutral
- -1 = Ineffective or not feasible

Use the numerical results of this exercise to help prioritize your actions as “Low”, “Medium” or “High” priority. Your municipality may recognize other factors or considerations that affect your overall prioritization; these should be identified in narrative in the Priority field of the worksheet.

The 14 evaluation/prioritization criteria are:

1. Life Safety – How effective will the action be at protecting lives and preventing injuries?
2. Property Protection – How significant will the action be at eliminating or reducing damage to structures and infrastructure?
3. Cost-Effectiveness – Are the costs to implement the project or initiative commensurate with the benefits achieved?
4. Technical – Is the mitigation action technically feasible? Is it a long-term solution? Eliminate actions that, from a technical standpoint, will not meet the goals.
5. Political – Is there overall public support for the mitigation action? Is there the political will to support it?
6. Legal – Does the jurisdiction have the authority to implement the action?
7. Fiscal - Can the project be funded under existing program budgets (i.e., is this initiative currently budgeted for)? Or would it require a new budget authorization or funding from another source such as grants?
8. Environmental – What are the potential environmental impacts of the action? Will it comply with environmental regulations?
9. Social – Will the proposed action adversely affect one segment of the population? Will the action disrupt established neighborhoods, break up voting districts, or cause the relocation of lower income people?
10. Administrative – Does the jurisdiction have the personnel and administrative capabilities to implement the action and maintain it or will outside help be necessary?
11. Multi-hazard – Does the action reduce the risk to multiple hazards?
12. Timeline - Can the action be completed in less than 5 years (within our planning horizon)?





13. Local Champion – Is there a strong advocate for the action or project among the jurisdiction’s staff, governing body, or committees that will support the action’s implementation?
14. Other Local Objectives – Does the action advance other local objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of other plans and programs?

