APPENDIX G. PLAN REVIEW TOOLS

This appendix includes worksheets to facilitate plan maintenance and review by the Chenango County Planning Committee.

DRAFT

Worksheet #1 Progress Report step 2

Progress Report Period: _____ (date) to _____ (date)

Project Title: _____ Project ID#: _____

Responsible Agency: _____

Address: _____

City/County: _____

Contact Person: _____ Title: _____

Phone #(s): _____ email address: _____

List Supporting Agencies and Contacts:

_____

_____

_____

Total Project Cost: _____

Anticipated Cost Overrun/Underrun: _____

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 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

☐ Project on schedule

☐ Project completed

☐ Project delayed*

*explain: _____

_____

☐ Project canceled

Project Cost Status

☐ Cost unchanged

☐ Cost overrun*

*explain: _____

_____

☐ Cost underrun*

*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:

Adapted from the North Carolina HMGP Progress Report Form at http://www.dem.dcc.state.nc.us/mitigation/document_index.htm.

Worksheet #2 Evaluate Your Planning Team step 3

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 step 3

Project Name and Number: _____

Project Budget: _____

Project Description: _____

Associated Goal and Objective(s): _____

Indicator of Success (e.g., losses avoided): _____

Insert location map.

Include before and after photos if appropriate.

Was the action implemented? ☐ YES ☐ NO

IF NO

Why not?	YES	NO
Was there political support for the action?	☐	☐
Were enough funds available?	☐	☐
Were workloads equitably or realistically distributed?	☐	☐
Was new information discovered about the risks or community that made implementation difficult or no longer sensible?	☐	☐
Was the estimated time of implementation reasonable?	☐	☐
Were sufficient resources (for example staff and technical assistance) available?	☐	☐

IF YES

What were the results of the implemented action? _____

	YES	NO
Were the outcomes as expected? If No, please explain:		
Did the results achieve the goal and objective(s)? Explain how:		
Was the action cost-effective? 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?		
Additional comments or other outcomes:		

Date: _____

Prepared by: _____

Worksheet #4 Revisit Your Risk Assessment step 4

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?			
	Is future land development 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.

Worksheet #5 Revise the Plan step 4

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:	

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 consider:	*Check the box when addressed:*
1. Revisit the risk assessment. *(See Worksheet #4)*	
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: