



Appendix D: Action Worksheet Template and Instructions

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





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:

- Coastal Erosion
- Drought
- Earthquake
- Flooding (riverine, flash, coastal, and urban flooding)
- Groundwater Contamination (natural)
- Hurricane (tropical cyclones, including tropical storms and tropical depressions)
- Infestation (Asian Longhorn Beetle, Lyme Disease and West Nile Virus)
- Nor'Easters (extra-tropical cyclones, including severe winter low-pressure systems)
- Severe Storms (windstorms, thunderstorms, hail, lightning and tornados)
- Severe Winter Storm (heavy snow, blizzards, ice storms)
- Shallow Groundwater
- Wildfire
- Expansive Soils

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. Enhance the public’s understanding of natural hazards, the risk they pose and ways to mitigate those impacts.
2. Retrofit, acquire, or relocate structures in high hazard areas, including but not limited to those known to be or subject to repetitive damages.
3. Continually improve understanding of the location and potential impacts of natural hazards, the vulnerability of building types, and community development patterns and the measures needed to protect life safety at the local government level.
4. 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.
5. Seek projects that minimize or mitigate their impact on the environment including but not limited to: beach nourishment, stream channel restoration, and wetlands creation/preservation.
6. Consider providing incentives to promote wise land uses in known or identified high risk areas.
7. Establish a partnership among all levels of government and the business community to improve and implement methods to protect property.
8. Develop and implement wildfire mitigation and watershed protection strategies that reduce losses to wildlife habitat and protect water while also reducing damage to development.
9. Lower cost of flood insurance premiums through CRS program.
10. Protect against invasive species (noxious weeds) and exclude and eradicate invasive insects, disease, and weeds.
11. Implement water conservation measures, use reclaimed water, and increase groundwater usage, create surface water storage where appropriate.
12. Develop or improve early warning emergency response systems and evacuation procedures.





13. Work to lower emergency service response times, including improvement to transportation facilities.
14. Seek to integrate/coordinate all phases of Emergency Management within the planning area.
15. Seek mitigation projects that provide the highest degree of natural hazards protection at the least cost by considering projects that will mitigate the impacts of multiple hazards and/or leverage multiple funding sources.
16. Increase resilience of critical facilities and infrastructure.
17. Implement best stormwater management practices and seek to implement identified stormwater management activities and projects, including securing needed funding.

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?

