

## MAINTENANCE WORKSHEETS

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**MAINTENANCE WORKSHEETS**

**Worksheet # 1: Progress Report**

Progress Report Period: \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

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/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 Cost Status

- (1) Project on schedule
- (2) Project completed
- (3) Project delayed\*  
\*explain: \_\_\_\_\_  
\_\_\_\_\_
- (4) Project canceled

- (1) Cost unchanged
- (2) Cost overrun\*  
\*explain: \_\_\_\_\_  
\_\_\_\_\_
- (3) 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://dem.dcc.state.nc.us/mitigation/document\\_index.htm](http://dem.dcc.state.nc.us/mitigation/document_index.htm).  
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## 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:*

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

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**

**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?**

**IF YES**

**IF NO**



**What were the results of the implemented action?**



Was there political support for the action?	<b>YES</b>	<b>NO</b>
Were enough funds available?	<b>YES</b>	<b>NO</b>
Were workloads equitably or realistically distributed?	<b>YES</b>	<b>NO</b>
Was new information discovered about the risks or community that made implementation difficult or no longer sensible?	<b>YES</b>	<b>NO</b>
Was the estimated time of implementation reasonable?	<b>YES</b>	<b>NO</b>
Were sufficient resources (for example staff and technical assistance) available?	<b>YES</b>	<b>NO</b>

**Were the outcomes as expected?    YES   NO   Additional comments or other outcomes:..**  
**If No, please explain:**

**Did the results achieve the goal and   YES   NO**  
**objective (s)?**  
**Explain how:**

**Was the action cost-effective?    YES   NO**  
**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?**

Date \_\_\_\_\_

Prepared by: \_\_\_\_\_

### Worksheet #4: Revisit Your Risk Assessment

Risk Assessment Steps	Questions	YES	NO	COMMENTS
<b>Identify hazards</b>	Are there new hazards that can affect your community?			
<b>Profile hazard events</b>	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?			
<b>Inventory assets</b>	Have inventories of existing structures in hazard areas been updated?			
	Are future developments foreseen and accounted for in the inventories?			
	Are there any new special high-risk populations?			
<b>Estimate losses</b>	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**

**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:**

**Check the box when addressed ✓**

1. Revisit 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**

**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 re-prioritized for implementation?

--	--	--

Do the plan's priorities correspond with state priorities?

--	--	--

Can actions be implemented with available resources?

--	--	--

**Comments:**