



## **APPENDIX F FEMA WORKSHEETS**

This appendix includes FEMA Local Mitigation Planning Handbook (March 2013) guidance worksheets to facilitate plan maintenance and review by the Morris County planning partnership.

## Mitigation Planning Team Worksheet

Use this worksheet to identify partner organizations to invite to participate on the planning team. Some organizations do not need to be involved in every decision of the planning process but are stakeholders that require outreach and involvement during the planning process. Revise the list of general partners below to reflect the organizations in your community. Mark which organizations will be invited to participate on the planning team and which will be involved through stakeholder outreach activities.

**Planning Team** – The core group responsible for making decisions, guiding the planning process, and agreeing upon the final contents of the plan

**Stakeholders** – Individuals or groups that affect or can be affected by a mitigation action or policy

Partner Organization	Planning Team	Stakeholder	Notes
<b>Local Agencies</b>			
Building Code Enforcement			
City Management/County Administration			
Emergency Management			
Fire Department/District			
Floodplain Administration			
Geographic Information Systems			
Parks and Recreation			
Planning/Community Development			
Public Works			
Stormwater Management			
Transportation (Roads and Bridges)			
City Council/Board of Commissioners			
Planning Commission			
Planning/Community Development			
Regional/Metropolitan Planning Organization(s)			
City/County Attorney's Office			
Economic Development Agency			
Local Emergency Planning Committee			
Police/Sheriff's Department			
Sanitation Department			
Tax Assessor's Office			
<b>Special Districts and Authorities</b>			
Airport, Seaport Authorities			
Fire Control District			
Flood Control District			
School District(s)			
Transit Authority			
Utility Districts			

# Worksheet 2.1

## Mitigation Planning Team Worksheet

Partner Organization	Planning Team	Stakeholder	Notes
<b>Non-Governmental Organizations</b>			
American Red Cross			
Chamber of Commerce			
Community/Faith-Based Organizations			
Environmental Organizations			
Homeowners Associations			
Neighborhood/Community Organizations			
Utility Companies			
<b>State Agencies</b>			
State Emergency Management Agency			
State Dam Safety			
State Department of Transportation			
State Fire and Forestry Agency			
State Geological Survey			
State Water Resources Agency			
State National Flood Insurance Program Coordinator			
State Planning Office			
<b>Federal Agencies</b>			
Federal Emergency Management Agency			
Land Management Agencies (USFS/NPS/BLM)			
National Weather Service			
US Army Corps of Engineers			
US Department of Housing and Urban Development			
US Department of Transportation			
US Environmental Protection Agency			
US Geological Survey			
<b>Other</b>			
Tribal Officials			
Colleges/Universities			
Land Developers and Real Estate Agencies			
Major Employers and Businesses			
Professional Associations			
Neighboring Jurisdictions			

Note: Multi-jurisdictional planning teams require at least one representative for each participating jurisdiction. This worksheet can be used by each jurisdiction to identify their local sub-team.

## Mitigation Action Evaluation Worksheet

Use this worksheet to help evaluate and prioritize each mitigation action being considered by the planning team. For each action, evaluate the potential benefits and/or likelihood of successful implementation for the criteria defined below.

Rank each of the criteria with a -1, 0 or 1 using the following scale:

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

### Example Evaluation Criteria

**Life Safety** – How effective will the action be at protecting lives and preventing injuries?

**Property Protection** – How significant will the action be at eliminating or reducing damage to structures and infrastructure?

**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.

**Political** – Is there overall public support for the mitigation action? Is there the political will to support it?

**Legal** – Does the community have the authority to implement the action?

**Environmental** – What are the potential environmental impacts of the action? Will it comply with environmental regulations?

**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?

**Administrative** – Does the community have the personnel and administrative capabilities to implement the action and maintain it or will outside help be necessary?

**Local Champion** – Is there a strong advocate for the action or project among local departments and agencies that will support the action's implementation?

**Other Community Objectives** – Does the action advance other community objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of the comprehensive plan?

# Worksheet 6.1

## Mitigation Action Evaluation Worksheet

Mitigation Action	Life Safety	Property Protection	Technical	Political	Legal	Environmental	Social	Administrative	Local Champion	Other Community Objectives	Total Score
Local Plans and Regulations											
Structure and Infrastructure Projects											
Natural Systems Protection											
Education and Awareness Programs											

## Mitigation Action Implementation Worksheet

Complete a mitigation action implementation worksheet for each identified mitigation action.

Jurisdiction:	
Mitigation Action/Project Title:	
Background/Issue:	
Ideas for Integration:	
Responsible Agency:	
Partners:	
Potential Funding:	
Cost Estimate:	
Benefits: (Losses Avoided)	
Timeline:	
Priority:	
Worksheet Completed by:	(Name/Department)

# Worksheet 6.2

Mitigation Action Implementation Worksheet

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## Mitigation Action Progress Report Form

Progress Report Period	From Date:	To Date:
Action/Project Title		
Responsible Agency		
Contact Name		
Contact Phone/Email		
Project Status	<input type="checkbox"/> Project completed <input type="checkbox"/> Project canceled <input type="checkbox"/> Project on schedule <input type="checkbox"/> Anticipated completion date: _____ <input type="checkbox"/> Project delayed Explain _____	

### Summary of Project Progress for this Report Period

1. What was accomplished for this project during this reporting period?

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2. What obstacles, problems, or delays did the project encounter?

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3. If uncompleted, is the project still relevant? Should the project be changed or revised?

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4. Other comments

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# Worksheet 7.1

Mitigation Action Progress Report Form

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## Plan Update Evaluation Worksheet

Plan Section	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?	
Capability Assessment	Have jurisdictions adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	
	Are there different or additional administrative, human, technical, and financial resources available for mitigation planning?	
	Are there different or new education and outreach programs and resources available for mitigation activities?	
	Has NFIP participation changed in the participating jurisdictions?	
Risk Assessment	Has a natural and/or technical or human-caused 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?	
	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?	
	Are there repetitive losses and/or severe repetitive losses to document?	

# Worksheet 7.2

## Plan Update Evaluation Worksheet

Plan Section	Considerations	Explanation
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 Action Plan? Should existing mitigation actions be revised or 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?	
	Have elements of the plan been incorporated into other planning mechanisms?	
Plan Maintenance Procedures	Was the plan monitored and evaluated as anticipated?	
	What are needed improvements to the procedures?	