

## Appendix H: FEMA 386-4 Guidance Worksheets

This appendix includes FEMA 386-4 Guidance Worksheets to facilitate continuous plan maintenance and review by the Nassau County Planning Group.

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### **NASSAU COUNTY ANNUAL REVIEW PROCESS**

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In addition to the actions outlined by the FEMA 386-4 Guidance Worksheets, the Nassau County Planning Group will undertake the following tasks during its regular plan maintenance and review:

#### Step 1 – Contact the State

The State has access to the latest information about changes in state and federal laws, various grant programs, and data about hazards that can improve the quality of the Hazard Mitigation Plan (HMP) and grant applications for hazard mitigation projects. Discussions with the State may reveal the need to speak with specific state or federal agency representatives who possess the latest information about disasters and projects.

#### Step 2 - Coordinate with Stakeholders

The outreach conducted by the Nassau County Planning Group resulted in participation by 75 distinct stakeholders. These individual stakeholders have the greatest understanding of the ever-changing impact of hazards on their ability to meet the needs of their communities or organizations.

#### Step 3 – Inform the Public

Before the annual maintenance of the hazard mitigation plan begins, the public will be invited to participate.

#### Step 3 – Record Keeping

Provide a sign-in sheet at all meetings to record who has participated in the review, and maintain a summary of any changes needing to be made to the plan.

#### Step 5 – Ongoing Dialogue and Outreach to Address the Following Issues

The Planning Group must address the following questions and considerations in order to conduct an effective annual maintenance and review of the Hazard Mitigation Plan:

- How have the FEMA hazard mitigation planning requirements changed since the hazard mitigation plan was adopted?
- Have any laws changed that would affect the hazard mitigation plan, goals or mitigation projects?
- Are there new mitigation grant requirements that need to be discussed during the annual review?
- Have new issues or hazard-related problems been identified that aren't already addressed in the hazard mitigation plan?
- Has the County experienced any new disasters since the plan was updated?
- Has the damage from new disasters been properly documented?
- Have new areas not previously identified in the hazard mitigation plan been damaged?
- Are there any new impacts from recent hazardous events that should now be identified in the plan?
- Did the hazard mitigation plan accurately anticipate the impacts from events that have occurred?
- Have changes (e.g., structures elevated, new road, etc.) occurred that might reduce impacts.
- Have changes (e.g., new development in the floodplain, etc.) in the County increased the chance that damage might occur from a hazardous event?
- Are new studies or data available that require immediate consideration?
- Are the goals of the plan being achieved through implementation of successful mitigation measures?

- Have any mitigation measures been implemented since the plan was last updated?
- Have implemented mitigation measures achieved the desired results?
- Have any of the mitigation measures in the plan been implemented through other programs?
- Have mitigation measures been successful at preventing or reducing disaster-related damage?
- Can the estimated dollars saved be determined?
- Have any programs limited the effectiveness of the jurisdiction's hazard mitigation efforts?
- Are the existing mitigation measures still appropriate to the risk assessment?
- Do any of the remaining proposed mitigation measures need to be reprioritized?
- Assess any mitigation success stories.
- How many projects have been implemented since the plan was last updated?
- Were grant dollars used and was the grant closeout process successfully completed?
- Which mitigation projects are underway?
- Are they being funded by federal grants or by other grant sources?

# Worksheet #1

## Progress Report

## Step 1

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

Project Title: \_\_\_\_\_ Project ID#: \_\_\_\_\_

Responsible Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #(s): \_\_\_\_\_ email address: \_\_\_\_\_

List Supporting Agencies and Contacts:

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Total Project Cost: \_\_\_\_\_

Anticipated Cost Overrun/Under-run: \_\_\_\_\_

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): \_\_\_\_\_

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[illegible]

**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 of hazard mitigation actions 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?

\_\_\_\_\_

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**Next Steps:** What is/are the next step(s) to be accomplished over the next reporting period?

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**Other comments:**

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## Worksheet #2

## Evaluate Your Planning Group

## Step 2

When gearing up for the plan evaluation, the Nassau County Planning Group should reassess its composition and ask the following questions:

	YES	NO
Have there been local staffing changes that would warrant inviting different members onto the Planning Group?		
<b>Comments/Proposed Action:</b>		
Are there organizations that have been invaluable to the planning process or to project implementation that should be represented on the Planning Group?		
<b>Comments/Proposed Action:</b>		
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 Group?		
<b>Comments/Proposed Action:</b>		
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>		
Are there ways to gain more diverse and widespread cooperation?		
<b>Comments/Proposed Action:</b>		
Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning?		
<b>Comments/Proposed Action:</b>		

If the Planning Group determines the answer to any of these questions is "yes," some changes may be necessary.



## Worksheet #3 Evaluate Your Project Results

## Step 3

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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?**

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?

**YES NO**

☐ ☐☐ ☐☐ ☐☐ ☐☐ ☐☐ ☐

IF **YES**

What were the results of the implemented action? \_\_\_\_\_

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	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 communities?			
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 communities 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.