

## APPENDIX F. PLAN MAINTENANCE

This appendix includes tools and worksheets to facilitate plan maintenance and review by the Rockland County Steering Committee and Planning Partnership.

In the first year of the performance period, an online performance progress reporting system, the BATool<sup>SM</sup> will provide representatives direct access to their mitigation initiatives to easily update the status of each project, document successes or obstacles to implementation, add or delete projects to maintain mitigation project implementation. This online program will capture information and roll all input into a report to summarize mitigation strategy progress.

The guidance worksheets are also available to assist with progress reporting. These worksheets are provided below for ease of access to the HMP Coordinator and Planning Partnership to maintain the 2024 HMP throughout its period of performance.

Describing the Action	
<p><b>Integration status</b></p> <p>Has this action been worked into any other local plans or planning mechanisms?</p> <p>Refer to the <a href="#">Hazard Information Integration Worksheet</a> to fill out this section.</p>	
<p><b>Aligning with the state plan</b></p> <p>Does the action align with any goals or objectives outlined in the state hazard mitigation plan?</p>	

## Keeping the Plan Current

### Worksheet 9: Action Monitoring Form

Use this form to help identify the status of each action in the plan. This can help you find out if you need other resources to complete it. Completed actions also give you a chance to celebrate the plan’s success.

**Table 1. Example of Action or Project Evaluation Matrix**

Progress Report Period	
Describe the action or project.	
Who is responsible for the action?	
Project status:	<input type="checkbox"/> Complete <input type="checkbox"/> In progress, anticipated completion date: _____ <input type="checkbox"/> Not started <input type="checkbox"/> Canceled

<b>Progress Report Period</b>	
Has there been any progress with this project so far?	
Are there any obstacles or challenges with this action so far?	
What steps do you need to take to complete this project?	
Other comments:	

## Worksheet 10: Plan Update Evaluation Form

For this form, think about the plan as a whole. Think about what has gone well for each part and where it can improve. The plan evaluation process offers a chance to look at the planning process as a whole.

### PLANNING PROCESS

#### Participants

Should new jurisdictions be invited to participate in future plan updates?

How have communities and agencies helped to carry out mitigation actions?

Could anything from the initial planning process be done more efficiently?

Have there been any changes in public support or priorities about hazard mitigation?

Is there anything else you would like to consider?

#### Public Involvement

Has the public been actively involved in the plan's implementation? How can public participation improve?

Have there been any ongoing public outreach activities for the plan?

Is there anything else you would like to consider?

## RISK ASSESSMENT

### Hazard History

Have there been any recent disaster events? If so, how did they affect your community?

Should the list of hazards addressed in the plan be updated? If so, which hazards should be added or removed?

Have there been any new issues with hazards in a certain area of your community?

Is there anything else you would like to consider?

### New Data

Are any new data sources available (e.g., studies, reports, maps, etc.)?

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?

Does any new development *reduce* risk?

Is there anything else you would like to consider?

## MITIGATION STRATEGY

### Capabilities

Have jurisdictions adopted new policies, plans, regulations, or reports that could support the plan?

Are there different or new education and outreach programs and resources available for mitigation activities?

Has NFIP participation changed in the participating jurisdictions?

Is there anything else you would like to consider?

### Actions

Is the mitigation strategy being carried out as expected? Were the cost and timeline estimates accurate?

Are there new projects to consider?

Should existing mitigation actions be revised or removed from the plan?

Are there new funding sources to consider?

Have parts of the plan been worked into other planning mechanisms?

What challenges were there, and how can those be overcome over time?

Is there anything else you would like to consider?