

<div style="text-align: center;"> <b>Action Worksheet</b>   <b>Instructions</b> </div>	
<b>Name of Jurisdiction:</b>	<i>Give the name of your municipality</i>
<b>Name of Haz. Mit. Plan:</b>	<i>Name of the Hazard Mitigation Plan when it is a Multi-Jurisdictional Plan</i>
<b>Risk / Vulnerability</b>	
<b>Problem being Mitigated:</b>	<i>Describe the specific problem or area of concern. Each Action Worksheet should describe a unique problem. A well written problem statement is key to a successful mitigation action.</i>
<b>Potential Actions/Projects (not being Implemented at this time)</b>	
<b>Actions/Projects Considered with Summary Evaluation of Each:</b>	<i>For each problem, consider different types of mitigation actions/projects. Document this consideration by naming the potential actions/projects considered and by explaining why each is not being implemented. The documentation of alternatives encourages comprehensive thinking and facilitates the preparation of grant applications.</i>
<b>Action or Project Intended for Implementation</b>	
<b>Action/Project Number:</b>  <b>Name of Action or Project:</b>	<i>Give each action a unique number and name (title) for easy reference. It is recommended that the municipality's initials be part of the action number to avoid confusion in multi-jurisdiction plans. For example, the City of Long Beach might use the number LB-1 for their first action.</i>
<b>Action or Project Description:</b>	<i>Describe the work to be done. It should be a unique statement of work, not a generic statement. Sources, such as FEMA's Mitigation Ideas publication, include generic actions to trigger the brainstorming of specific actions that could be taken. These generic actions must be refined into specific actions that address the specific problem at hand.</i>
<b>Summary of Evaluation</b>  <div style="text-align: center;"> <b>Benefits (losses avoided)</b>   <b>Estimated Cost</b>   <b>Other Factors Considered</b> </div>	<i>Summarize the evaluation of the action/project. Part of this evaluation must be a consideration of the benefits (losses avoided) and costs for the project. Describe any other factors and how they affected the decision. Factors such as technical, legal, environmental, social, and political considerations. The capacity of the jurisdiction to undertake this work should also be considered.</i>
<b>Plan for Implementation</b>	
<b>Responsible Organization:</b>	<i>This should be the name of a department or agency, not the name of the municipality.</i>

<b>Action/Project Priority:</b>	<i>Actions may be numbered in priority order or could be assigned a general priority, such as high, medium, or low.</i>
<b>Timeline for Completion:</b>	<i>State the target time when the action/project will be completed. Other timeline information might also be provided, such as the estimated start date. All actions must have a point in time when they will be completed in order to be considered a mitigation action as defined by FEMA. Actions which are “ongoing” (e.g. maintenance) reduce risk for the short-term and may be very worthy activities, but they do not meet the definition of mitigation action for this plan. Mitigation action for this plan must reduce risk for the long-term.</i>
<b>Potential Fund Sources:</b>	<i>Multiple sources of potential funding should be listed when appropriate.</i>
<b>Local Planning Mechanisms to be Used in Implementation, if any:</b>	<i>Other plans (e.g. land use plans) and processes (e.g. capital budgeting process) are often means through which mitigation actions can be more easily implemented. Consider the use of local planning mechanisms and identify any existing planning mechanisms that will be used to implement this action/project.</i>
<b>Progress Report</b>	
<b>Date of Status Report:</b>  <b>Report of Progress:</b>  <b>Evaluation of Effectiveness:</b>	<i>In the future this space may be used to report on progress. Leave this space blank until it is time to complete a status report.</i>