



## **APPENDIX E. ACTION WORKSHEET TEMPLATE AND INSTRUCTIONS**

This appendix includes the instructions and template provided for the development of Mitigation Strategy Action Worksheets. These worksheets are included in each jurisdictional annex of the plan in compliance with NYSDHSES Mitigation Guidance.



| Action Worksheet  |           |  |                             |
|---|-----------|--|-----------------------------|
| Project Name:   |           |  |                             |
| Project Number:   |           |  |                             |
| Risk / Vulnerability  |           |  |                             |
| Hazard(s) of Concern:   |           |  |                             |
| Description of the Problem:   |           |  |                             |
| Action or Project Intended for Implementation   |           |  |                             |
| Description of the Solution:  |           |  |                             |
| Is this project related to a Critical Facility or Lifeline?   |           | Yes <input type="checkbox"/>                                   | No <input type="checkbox"/> |
| Is this project related to a Critical Facility located within the 100-year floodplain?  |           | Yes <input type="checkbox"/>                                   | No <input type="checkbox"/> |
| (If yes, this project must intend to protect the 500-year flood event or the actual worse case damage scenario, whichever is greater) |           |  |                             |
| Level of Protection:  |           | Estimated Benefits (losses avoided):                           |                             |
| Useful Life:  |           | Goals Met:   |                             |
| Estimated Cost:   |           | Mitigation Action Type:  |                             |
| Plan for Implementation   |           |  |                             |
| Prioritization:   |           | Desired Timeframe for Implementation:                          |                             |
| Estimated Time Required for Project Implementation:   |           | Potential Funding Sources:                                     |                             |
| Responsible Organization:   |           | Local Planning Mechanisms to be Used in Implementation if any: |                             |
| Three Alternatives Considered (including No Action)   |           |  |                             |
| Alternatives:   | Action    | Estimated Cost   | Evaluation                  |
|   | No Action | \$0  | Current problem continues   |
|   |           |  |                             |
| Progress Report (for plan maintenance)  |           |  |                             |
| Date of Status Report:  |           |  |                             |
| Report of Progress:   |           |  |                             |
| Update Evaluation of the Problem and/or Solution:   |           |  |                             |



| Action Worksheet           |                            |   |
|----------------------------|----------------------------|---|
| <b>Project Name:</b>       |                            |   |
| <b>Project Number:</b>     |                            |   |
| Criteria                   | Numeric Rank<br>(-1, 0, 1) | Provide brief rationale for numeric rank when appropriate |
| Life Safety                |                            |   |
| Property Protection        |                            |   |
| Cost-Effectiveness         |                            |   |
| Technical                  |                            |   |
| Political                  |                            |   |
| Legal                      |                            |   |
| Fiscal                     |                            |   |
| Environmental              |                            |   |
| Social                     |                            |   |
| Administrative             |                            |   |
| Multi-Hazard               |                            |   |
| Timeline                   |                            |   |
| Agency Champion            |                            |   |
| Other Community Objectives |                            |   |
| Total                      |                            |   |
| Priority (High/Med/Low)    |                            |   |



## Guidance to Complete the Mitigation Action Worksheet

The following provides additional guidance on how to complete the Mitigation Action Worksheet. Please note that NYS DHSES requires a minimum of TWO proposed mitigation activities.

### Action Worksheet

**Project Name:** Each action must have a unique project number referenced here and in the Action Tables.

**Project Number:** Each action must have a unique project name referenced here and in the Action Tables.

### Assessing the Risk and Vulnerability

**Hazard(s) of Concern:** Please identify the hazard(s) being addressed with this action. The Hazards of Concern included in the Monroe County Hazard Mitigation Plan include:

- ✓ Disease Outbreak
- ✓ Drought
- ✓ Earthquake
- ✓ Extreme Temperature
- ✓ Flood
- ✓ Hazardous Materials
- ✓ Infestation and Invasive Species
- ✓ Landslide
- ✓ Severe Storm
- ✓ Severe Winter Storm
- ✓ Wildfire

**Description of the Problem:** Provide a detailed narrative of the problem. Describe the natural hazard you wish to mitigate, its impacts to the jurisdiction, past damages and loss of service, etc. Include the street address of the property/project location (if applicable), adjacent streets, and easily identified landmarks such as water bodies and well-known structures, and end with a brief description of existing conditions (topography, terrain, hydrology) of the site.

### Action/Project Intended for Implementation

**Description of the Solution:** Provide a detailed narrative of the solution. Describe the physical area (project limits) to be affected, both by direct work and by the project's effects; how the action would address the existing conditions previously identified; proposed construction methods, including any excavation and earth-moving activities; where you are in the development process (e.g., are studies and/or drawings complete), etc., the extent of any analyses or studies performed (attach any reports or studies).

**Critical Facility:** Please indicate whether or not the identified project is related to a critical facility in your community. If a critical facility, indicate whether or not it is located in the 1% annual chance flood area.

**Level of Protection:** Please identify the level of protection the proposed project will provide. For example, 100-year (1%) flood.

**Useful Life:** Identify the number of years the project will provide protection against the hazard.



**Estimated Cost:** Provide an estimated cost for implementation; rough dollar figures are preferred, but if unknown, a specified range is acceptable. Consider all costs associated with implementation. (Low <\$10,000, Medium \$10,000-\$100,000, High >\$100,000).

**Estimated Benefits:** Identify the benefits that implementation of this project will provide. If dollar amounts are known, include them. If dollar amounts are unknown or are unquantifiable, describe the losses that will be avoided.

**Mitigation Action Type:**

Local Plans and Regulations (LPR) – These actions include government authorities, policies or codes that influence the way land and buildings are being developed and built.

Structure and Infrastructure Project (SIP) - These actions involve modifying existing structures and infrastructure to protect them from a hazard or remove them from a hazard area. This could apply to public or private structures as well as critical facilities and infrastructure. This type of action also involves projects to construct manmade structures to reduce the impact of hazards.

Natural Systems Protection (NSP) – These are actions that minimize damage and losses, and also preserve or restore the functions of natural systems.

Education and Awareness Programs (EAP) – These are actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. These actions may also include participation in national programs, such as StormReady and Firewise Communities.

**Goals Met:**

- **Goal 1: Coordinate hazard mitigation programs and other planning efforts that affect the County.**
- **Goal 2: Prevent hazards from negatively impacting new development.**
- **Goal 3: Protect life, property, and the environment from current and future hazard impacts.**
- **Goal 4: Increase public awareness of current and future hazards, their impacts, and ways to reduce vulnerability through education and outreach.**
- **Goal 5: Protect, preserve, and restore the functions of natural systems.**

**Plan for Implementation**

**Prioritization:** Please enter High/Medium/Low. Refer to the prioritization exercise and table.

**Estimated Time Required for Project Implementation:** Provide the estimated time required to complete the project from start to end. (Short-term, Long-term, or On-going/Continuous)

**Responsible Organization:** Identify the name of a department or agency responsible for implementation, not the jurisdiction.

**Desired Timeline for Implementation:** Identify the desired start time for this project. For example, within six months.

**Potential Funding Source(s):** Multiple sources of potential funding should be listed when appropriate.

**Local Planning Mechanism to be Used in Implementation (if any):** Consider the use of local planning mechanisms that will be used to implement the project.





## Evaluation of Potential Actions/Projects

**Actions/Projects Considered:** Please consider three different options to mitigate the problem identified. One alternative is always to accept the current level or risk (tolerate the vulnerability/problem) by deciding to take no action at this time. If you choose to take no action, please complete the worksheet up to and including this section and this will be noted in the Plan.

Please include the name of the action considered and a brief reason as to why the action was not selected. The reasoning documents the consideration of these alternatives.

## Reporting on Progress (for plan maintenance)

**Date of Status Report:** This section should be completed during yearly plan maintenance/evaluation.

**Report of Progress:** Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.

**Update Evaluation of the Problem and/or Solution:** Provide an updated description of the problem and solution, and what has happened since initial consideration/development.

Actions which are not complete may be dropped with a rationale provided (e.g., project deemed unfeasible...). Other incomplete actions should clearly be indicated as continuing; indicate percent complete, and identify any hurdles/obstacles/reasons for change in schedule. Even actions that have had no progress to date can be identified as continuing. For any action that is not yet complete and will continue, always consider modifying the action to promote implementation.

*Please note this report on progress should be done, at minimum, each year prior to the annual Planning Committee update outlined in the plan maintenance procedures in Section 7 (Plan Maintenance).*



## Guidance to Complete the Prioritization Table

Complete this table to help evaluate and prioritize each mitigation action being considered by your municipality. Please use these 14 criteria to assist in evaluating and prioritizing new mitigation actions identified. Specifically, for each new mitigation action, assign a numeric rank (-1, 0, or 1) for each of the 14 evaluation criteria in the provided table, defined as follows:

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

Use the numerical results of this exercise to help prioritize your actions as “Low”, “Medium” or “High” priority. Your municipality may recognize other factors or considerations that affect your overall prioritization; these should be identified in narrative in the Priority field of the worksheet. The 14 evaluation/prioritization criteria are:

1. **Life Safety** – How effective will the action be at protecting lives and preventing injuries?
2. **Property Protection** – How significant will the action be at eliminating or reducing damage to structures and infrastructure?
3. **Cost-Effectiveness** – Are the costs to implement the project or initiative commensurate with the benefits achieved?
4. **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.
5. **Political** – Is there overall public support for the mitigation action? Is there the political will to support it?
6. **Legal** – Does the jurisdiction have the authority to implement the action?
7. **Fiscal** - Can the project be funded under existing program budgets (i.e., is this initiative currently budgeted for)? Or would it require a new budget authorization or funding from another source such as grants?
8. **Environmental** – What are the potential environmental impacts of the action? Will it comply with environmental regulations?
9. **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?
10. **Administrative** – Does the jurisdiction have the personnel and administrative capabilities to implement the action and maintain it or will outside help be necessary?
11. **Multi-hazard** – Does the action reduce the risk to multiple hazards?
12. **Timeline** – Can the action be completed in less than 5 years (within our planning horizon)?
13. **Local Champion** – Is there a strong advocate for the action or project among the jurisdiction’s staff, governing body, or committees that will support the action’s implementation?



**Other Local Objectives** – Does the action advance other local objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of other plans and programs?