

APPENDIX C: PLANNING PROCESS WORKSHEETS



1. PLANNING TEAM WORKSHEET

Use this worksheet to build your planning team. You do not need to identify someone from each group; this sheet is intended to help you think about who to ask to join the planning team. Consider including people that are knowledgeable of the Tribe's natural hazard risks and mitigation capabilities. If a category doesn't apply, leave the line blank.

TRIBAL GROUP OR PARTNER	PLANNING TEAM MEMBER NAME AND AFFILIATION	CONTACT INFORMATION	NOTES
TRIBAL GROUPS INVOLVED IN HAZARD MITIGATION ACTIVITIES			
Code Enforcement			
Planning or Community Development			
Emergency Management			
Fire Department or District			
Floodplain Administration			
Geographic Information Systems			
Housing			
Parks and Recreation			
Public Information Office			
Public Works			
Stormwater Management			
Transportation			
Other			

1. Planning Team (continued)

TRIBAL GROUP OR PARTNER	PLANNING TEAM MEMBER NAME AND AFFILIATION	CONTACT INFORMATION	NOTES
AGENCIES WITH AUTHORITY TO REGULATE DEVELOPMENT			
Tribal Council or Tribal Leaders			
Planning Commission			
Special Districts			
Development Corporation			
Other			
OTHER AGENCIES			
Economic Development Agency			
Police or Sheriff's Department			
Other			
NON-GOVERNMENTAL ORGANIZATIONS			
Cultural Institutions (museums, libraries, theatres)			
Faith-based Organizations			
Environmental Organizations			
Tribal Organizations			
Schools			
Other			

1. Planning Team (continued)

TRIBAL GROUP OR PARTNER	PLANNING TEAM MEMBER NAME AND AFFILIATION	CONTACT INFORMATION	NOTES
FEDERAL AND STATE AGENCIES			
FEMA			
Bureau of Indian Affairs			
Federal Land Management Agencies			
National Weather Service			
U.S. Army Corps of Engineers			
U.S. Department of Housing and Urban Development			
U.S. Department of Transportation			
U.S. Environmental Protection Agency			
U.S. Geological Survey			
State Emergency Management Agency			
State Climatologist			
Other			
OTHER			
Major Employers and Businesses			
Regional Planning Councils			
Neighboring Tribal/Non-Tribal Jurisdictions			
Other Private and Non-Profit Groups			
Other			

2. ASSET INVENTORY WORKSHEET

Use this worksheet to help identify who and what you want to protect in your mitigation plan. The first column includes types of assets. This worksheet is not exhaustive but provides examples of assets to consider when completing your asset inventory. In the second column, provide details about each asset, like its location relative to natural hazard zones, why it is important to protect, and where data/information about this asset may be available.

WHO DO YOU WANT TO PROTECT?

PEOPLE

- Total population
 - Including population density or location of population centers
- Population with access or functional needs, such as:
 - Senior population
 - Transit dependent (people who do not have their own car/transportation)
 - Medically fragile and or mobility impaired
- Visiting or tourist population(s)

WHAT DO YOU WANT TO PROTECT?

HOUSING

- Residential building stock
 - Including residential density or location of housing centers

INFRASTRUCTURE

- Transportation infrastructure (such as bridges and transportation stations)
- Public utility infrastructure (such as wells, dams, flood control channels, river gages including pump stations, and communications towers)
- Other

ESSENTIAL FACILITIES

- Government administration buildings
- Emergency response facilities (such as police and fire stations)
- Hospital and medical clinics
- Community facilities (such as libraries, community centers, and parks)
- Jails and detention centers
- Tourism facilities (such as hotels and casinos)
- Education facilities (such as school buildings and offices)
- Public works facilities (such as wastewater facilities, potable water facilities and sanitation facilities)

2. Asset Inventory (continued)

WHAT DO YOU WANT TO PROTECT?

ECONOMIC ASSETS

- Major employers
- Agricultural areas
- Other

WHAT DO YOU WANT TO PROTECT?

CULTURAL AND SACRED RESOURCES

- Sacred sites
- Burial grounds
- Ceremonial sites
- Plant gathering sites
- Other

Note: Your plan does not need to include or disclose details about sacred and cultural sites.

3. HAZARD IDENTIFICATION AND RISK ASSESSMENT WORKSHEET

Use this worksheet to describe the characteristics of hazards and capture information about which hazards are most significant to the planning area. Modify this list as necessary and exclude hazards that are not relevant to your Tribe. For plan updates, it can be helpful to describe if and how each characteristic has changed in the last 5 years.

HAZARD	WHERE DOES THIS HAZARD OCCUR?	HOW FREQUENTLY DOES IT OCCUR?	WHAT IS THE MAGNITUDE OR STRENGTH?	HOW FREQUENTLY WILL THIS EVENT HAPPEN IN THE FUTURE?	WHAT ARE THE POTENTIAL IMPACTS?	NOTES AND AGENCY WITH EXPERTISE/ DATA
AVALANCHE						
DAM FAILURE						
DROUGHT						
EARTHQUAKE						
EROSION						
EXPANSIVE SOILS						
EXTREME COLD						
EXTREME HEAT						
FLOOD						
HAIL						
HURRICANE WIND						
LANDSLIDE						
LIGHTNING						
SEA LEVEL RISE						
SEVERE WINTER WEATHER						

3. Hazard Identification and Risk Assessment (continued)

HAZARD	WHERE DOES THIS HAZARD OCCUR?	HOW FREQUENTLY DOES IT OCCUR?	WHAT IS THE MAGNITUDE OR STRENGTH?	HOW FREQUENTLY WILL THIS EVENT HAPPEN IN THE FUTURE?	WHAT ARE THE POTENTIAL IMPACTS?	NOTES AND AGENCY WITH EXPERTISE/ DATA
STORM SURGE						
SUBSIDENCE						
TORNADO						
TSUNAMI						
WILDFIRE						
OTHER:						

Other comments or information to share:

4. PROBLEM STATEMENT WORKSHEET

This worksheet is designed to walk you through the process of getting to a problem statement once you have identified and analyzed your hazards. Because problem statements are most often developed by hazard, this worksheet prompts you to consider one hazard at a time. However, problem statements can identify problems that apply to all hazards. Several problem statements can lead to a single goal or mitigation action.

Here is an example response for the “Hazard Location” prompt:

HAZARD		FLOOD					
HAZARD LOCATION	Does this hazard have a defined location?	▷	If yes, describe	▷	Top location(s) of concern	▷	Problem Statement (what is the concern?)
	Yes, there are defined floodplains	▷	<ul style="list-style-type: none"> · Along the river · Down main street · Through the agriculture fields 	▷	· Housing along the river	▷	Housing along the river is continually flooded; in the past damaged housing has been built back to the same standards.

Use this table to develop your problem statements.

HAZARD							
HAZARD LOCATION	Does this hazard have a defined location?	▷	If yes, describe	▷	Top location(s) of concern	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	

4. Problem Statement (continued)

HAZARD							
CRITICAL FACILITIES IN HAZARD ZONE?	Number of facilities	▷	Do any of these stand out as hazard prone?	▷	Top facility(ies) of concern	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	
POPULATION IN HAZARD ZONE?	Population	▷	Is there a specific population that is impacted more?	▷	Top concern(s)	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	
RESIDENTIAL BUILDINGS IN HAZARD ZONE?	Number of buildings, percentage of total building infrastructure	▷	Are there specific areas that are impacted more?	▷	Top concern(s)	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	

4. Problem Statement (continued)

HAZARD							
NATURAL, CULTURAL OR SACRED SITES AFFECTED?	Identify specific sites (if desired)	▷			Top concerns	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	
HAS THIS HAZARD PREVIOUSLY OCCURRED?	If yes, what was the biggest impact?	▷			Why did this occur?	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	
	If no, potential concerns?	▷			What could prevent the community from experiencing impacts?	▷	Problem Statement (what is the concern?)
		▷		▷		▷	
		▷		▷		▷	
		▷		▷		▷	

5. CAPABILITY ASSESSMENT WORKSHEET

Use this worksheet to assess your Tribe's planning and regulatory, administrative and technical, financial, and education and outreach capabilities. Your Tribe may not have each kind of capability, but you should complete the tables and questions in the worksheet as completely as possible.

PLANNING AND REGULATORY

Planning and regulatory capabilities are the plans, policies, codes, and ordinances that prevent and reduce the impacts of hazards. Indicate which of the following items your Tribe has in place and provide a brief description.

PLANS	YES/NO YEAR	QUESTION	EXPLAIN:
COMPREHENSIVE/MASTER PLAN		Is safety explicitly included in the plan's growth and development policies?	
CAPITAL IMPROVEMENTS PLAN		Are mitigation related structure and infrastructure projects included in the plan?	
ECONOMIC DEVELOPMENT PLAN		Are there plans for economic development in high hazard areas and are there mitigation strategies to implement it?	
EMERGENCY OPERATIONS PLAN		Are evacuation routes in high hazard areas?	
TRANSPORTATION PLAN		Are major transportation routes in high hazard areas?	
HOUSING PLAN		Is any housing in high hazard areas? Are any units planned for high hazard areas?	
OTHER PLANS		Are there any particular cultural practices or beliefs that relate or translate into actions for development or non-development in high hazard areas?	

5. Capability Assessment (continued)

LAND USE PLANNING AND ORDINANCES OR PRACTICES	YES/ NO	QUESTION	YES/ NO	EXPLAIN:
ZONING ORDINANCE OR PRACTICES		Are there any laws (e.g., not building in the floodplain, crop rotation, etc.) that preclude building in areas that are hazardous, and do you have the staff to enforce them?		
SUBDIVISION ORDINANCE OR PRACTICES		Does the ordinance include considerations for reducing hazard impacts?		
BUILDING CODES		Does the building code include considerations for reducing hazard impacts?		
NATURAL HAZARD SPECIFIC ORDINANCE OR PRACTICES (STORMWATER, STEEP SLOPES, WILDFIRE)		Are there laws to discourage development in high hazard and environmentally sensitive areas?		
ACQUISITION OF LAND FOR OPEN SPACE AND PUBLIC RECREATION USES		Is there a funding source and policy in place for preservation of open spaces in high hazard areas?		
MAINTENANCE PROGRAMS TO REDUCE RISK, E.G., TREE TRIMMING, CLEARING DRAINAGE SYSTEMS		Do these programs receive consistent funding?		
OTHER				

5. Capability Assessment (continued)

ADMINISTRATIVE AND TECHNICAL

Identify whether your Tribe has the following administrative and technical positions. These include staff and their skills and tools that can be used for mitigation planning and to implement specific mitigation actions.

ADMINISTRATIVE RESOURCE	YES/NO	DESCRIBE CAPABILITY	DOES COORDINATION NEED TO BE IMPROVED? YES/NO	NOTES
TRIBAL COUNCIL/ GOVERNING BODY				
TRIBAL CHIEF EXECUTIVE (EX: CHIEF, CHAIRPERSON, GOVERNOR, PRESIDENT)				
MITIGATION PLANNING COMMITTEE				
BUSINESS COMMITTEES				
MUTUAL AID AGREEMENTS				

STAFF RESOURCE	IS THIS A PERMANENT POSITION? YES/NO	IS STAFFING ADEQUATE TO ENFORCE REGULATIONS? YES/NO	IS THIS STAFF TRAINED ON HAZARDS AND MITIGATION? YES/NO	IS ADDITIONAL STAFF (OUTSIDE RESOURCES) TO IMPLEMENT ACTIONS? YES/NO
CODE INSPECTOR				
ENVIRONMENTAL/NATURAL RESOURCES SPECIALIST				
EMERGENCY MANAGER				
COMMUNITY PLANNER				
HOUSING SPECIALIST				
ENGINEER				

5. Capability Assessment (continued)

ADMINISTRATIVE AND TECHNICAL (CONTINUED)

STAFF RESOURCE	IS THIS A PERMANENT POSITION? YES/NO	IS STAFFING ADEQUATE TO ENFORCE REGULATIONS? YES/NO	IS THIS STAFF TRAINED ON HAZARDS AND MITIGATION? YES/NO	IS ADDITIONAL STAFF (OUTSIDE RESOURCES) TO IMPLEMENT ACTIONS? YES/NO
HISTORIAN/CULTURAL ADVISOR				
FINANCIAL OR GRANTS SPECIALIST				
ADMINISTRATIVE STAFF PERSON				
OTHER (BIOLOGIST, PUBLIC HEALTH SPECIALIST)				

TECHNICAL RESOURCE	YES/NO	QUESTION	YES/NO	NOTES
WARNING SYSTEMS/ SERVICES (REVERSE 911, OUTDOOR WARNING SIGNALS)		Is the level of technical capability and training of your staff adequate?		
HAZARD DATA AND INFORMATION		Is your staff trained to do hazard mitigation or do they need more training?		
GRANT WRITING		Is the level of technical writing capability of your staff adequate?		
GEOGRAPHIC INFORMATION SYSTEMS ANALYSIS		Is your staff trained in Geographic Information Systems mapping?		
OTHER		What technical assistance is needed for your Tribe to implement actions?		

5. Capability Assessment (continued)

FINANCIAL

Identify whether your Tribe has access to or is eligible to use the following funding resources for hazard mitigation.

FUNDING RESOURCE	ACCESS OR ELIGIBILITY?	NOTES
CAPITAL IMPROVEMENTS PROJECT FUNDING		
GAMING REVENUE, ENTERPRISE REVENUES		
FEES FOR WATER, SEWER, GAS, OR ELECTRIC SERVICES		
FEES FROM FESTIVALS, CAMPSITES, AND RECREATIONAL AREAS		
PERMITS AND OTHER FEES		
FEDERAL FUNDING (BIA, HOUSING AND URBAN DEVELOPMENT)		
CONTRACT SERVICES		
OTHER – What sources of revenue does the Tribe have? How does the Tribe envision making its matches or cost-share in its Federal grant funding (e.g. in-kind or cash match or a combination)?		

EDUCATION AND OUTREACH

Identify education and outreach programs and methods already in place that could be used to implement mitigation activities and communicate hazard-related information.

PROGRAM/ORGANIZATION	YES/NO	QUESTION	NOTES
GATHERINGS, FESTIVALS, CELEBRATIONS AND/OR MEETINGS		What have been some shortcomings or issues with outreach efforts? How do you plan to resolve them?	
NATURAL DISASTER OR SAFETY-RELATED SCHOOL PROGRAMS		Is there a gap in your outreach efforts? If yes, what steps do you intend taking to address this?	
FIRE SAFETY PROGRAMS		Is there a gap in your outreach efforts? If yes, what steps do you intend taking to address this?	
OTHER PROGRAMS		Are there any new or additional outreach efforts that may be considered by your Tribe?	

6. NFIP COMPLIANCE WORKSHEET

Use this worksheet to evaluate your Tribe's compliance with the National Flood Insurance Program (NFIP), if your Tribe participates. Sources of information are identified to point you in the right direction, and your FEMA Regional Floodplain Management and Insurance point of contact also is available to assist.

NFIP TOPIC	POTENTIAL SOURCE OF INFORMATION	RESPONSE
INSURANCE SUMMARY		
How many NFIP policies are in your Tribal planning area? What is the total premium and coverage?	FEMA NFIP Specialist	
How many claims have been paid out within the Tribe? What is the total amount of paid claims? How many of the claims were for substantial damage?	FEMA NFIP or Insurance Specialist	
How many structures are exposed to flood risk within the Tribal planning area?	Floodplain Administrator	
How many structures are exposed to flood risk within the Tribal planning area?	Floodplain Administrator	
Describe any areas of flood risk with limited NFIP policy coverage.	Floodplain Administrator and FEMA Insurance Specialist	
STAFF RESOURCES		
Is the Tribal Floodplain Administrator or NFIP Coordinator certified?		
Is floodplain management an auxiliary function?		
Provide an explanation of NFIP administration services (e.g., permit review, mapping, education or outreach, inspections, engineering capability)	Floodplain Administrator	
What are the barriers to running an effective NFIP program in the Tribe, if any?		
COMPLIANCE HISTORY		
Is the Tribe in good standing with the NFIP?		
Are there any outstanding compliance issues (i.e., current violations)?		
When was the most recent Community Assistance Visit or Community Assistance Contact?	FEMA NFIP Specialist, Floodplain Administrator, Community Records	
Is a Community Assistance Visit or Community Assistance Contact scheduled or needed?		

6. NFIP Compliance (continued)

NFIP TOPIC	POTENTIAL SOURCE OF INFORMATION	RESPONSE
REGULATION		
When did the Tribe enter the NFIP?	Community Status Book	
Are the Flood Insurance Rate Maps digital or paper?	Floodplain Administrator, Map Service Center	
Do your floodplain development regulations meet or exceed FEMA or State minimum requirements? If so, in what ways?	Floodplain Administrator, Code Enforcement	
Provide an explanation of the permitting process.	Floodplain Administrator, NFIP Flood Insurance Manual	
COMMUNITY RATING SYSTEM		
Does the Tribe participate in the Community Rating System?	Floodplain Administrator, FEMA NFIP Specialist	
What is the Tribe's Community Rating System Class?	Floodplain Administrator, NFIP website	
What categories and activities provide Community Rating System points and how can the class be improved?	Floodplain Administrator	
Does the plan include Community Rating System planning requirements?	Mitigation Planning Team, Mitigation Planning and the Community Rating System Key Topics Bulletin Manual	

Other comments:

7. MITIGATION ACTION EVALUATION AND PRIORITIZATION WORKSHEET

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

1. Social Considerations – Life/Safety Impact

- Will the project have minimal, direct, or significant impact on the safety of businesses, residents, and properties within the Tribe?
- Will the proposed action have an adverse impact on any one segment of the population within the Tribe?
- Will the project be a proactive measure to reducing natural hazard risk?

2. Administrative Considerations – Administrative/Technical Assistance

- Is there sufficient staff currently to implement the project?
- Is training required for the staff to implement this project?

3. Economic Considerations – Project Cost

- What is the approximate cost of the project?
- How will the project be funded?

4. Other Considerations – Tribal Objectives

- Does the action advance other Tribal objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of the Tribal reservation master plan (or another comprehensive-type plan)?

7. Mitigation Action Evaluation and Prioritization (continued)

Rank each of the criteria with using the following scale:

CRITERIA	POINTS	HIGH	POINTS	MEDIUM	POINTS	LOW
LIFE/ SAFETY IMPACT	10	Significant impact on public safety for businesses, residents, properties	6	Direct impact on businesses, residents, properties	2	Minimal/negligible impact on businesses, residents, properties
ADMINISTRATIVE/ TECH ASSISTANCE	5	No additional staff or technical support needed to implement	3	Some administrative and technical support needed to implement	1	Significant administrative and technical support needed to implement
PROJECT COST	5	Low cost (<\$25,000)	3	Moderate cost (\$25,000-\$100,000)	1	High cost to implement (>\$100,000)
OTHER CONSIDERATIONS	5	Strongly supports/ advances other Tribal objectives	3	Supports other Tribal objectives to an extent	1	Does not support other Tribal objectives or policies

For all evaluation criteria, list the mitigation project and assign points based on the above criteria, or the criteria decided upon by the planning team.

MITIGATION PROJECT	LIFE SAFETY	ADMINISTRATIVE/ TECHNICAL ASSISTANCE	PROJECT COST	OTHER CONSIDERATIONS	TOTAL SCORE
LOCAL PLANS AND REGULATIONS					
STRUCTURE AND INFRASTRUCTURE PROJECTS					
NATURAL SYSTEMS PROTECTION					
EDUCATION AND AWARENESS PROGRAMS					

8. MITIGATION ACTION IMPLEMENTATION WORKSHEET

Use this worksheet to document the details for each mitigation action selected for implementation. These details will then become part of your mitigation action plan.

TRIBAL JURISDICTION:	
MITIGATION ACTION OR PROJECT TITLE:	
WHICH PROBLEM STATEMENT OR CONCERN DOES THIS ADDRESS?	
HOW CAN THIS ACTION BE INTEGRATED INTO OTHER TRIBAL PROGRAMS OR ACTIVITIES?	
RESPONSIBLE AGENCY:	
IDENTIFIED PARTNERS:	
POTENTIAL FUNDING SOURCES:	
COST ESTIMATE:	
BENEFITS:	
TIMELINE:	
PRIORITY:	
NAME/DEPARTMENT AND CONTACT INFORMATION OF THE PERSON COMPLETING THIS FORM:	

9. MITIGATION ACTION PROGRESS REPORT

PROGRESS REPORT PERIOD	FROM DATE:	TO DATE:
PROJECT TITLE		
RESPONSIBLE AGENCY		
CONTACT NAME		
CONTACT PHONE/EMAIL		
PROJECT STATUS (CHECK ONE)	<input type="checkbox"/> Project completed <input type="checkbox"/> Project canceled <input type="checkbox"/> Project on schedule 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?

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

3. If not completed, is the project still relevant? Should the project be changed or revised?

4. Other comments

10. PLAN MONITORING AND EVALUATION WORKSHEET

This worksheet may help your planning team monitor and evaluate the plan. It uses a series of questions to identify areas where the plan may need to be updated to stay current. It is helpful to use this worksheet as a discussion guide when the plan is being monitored and evaluated annually, or according to your plan maintenance procedures.

MITIGATION PLAN ANNUAL REVIEW QUESTIONNAIRE		
Plan Chapter	Considerations	Explanation
PLANNING PROCESS	Are new Tribal jurisdictions invited to participate in future plan updates?	
	Have any internal or external Tribal agencies been invaluable to the mitigation strategy?	
	Can any procedures (e.g., meeting announcements, plan up-dates) 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?	
RISK ASSESSMENT	Has a natural and/or manmade disaster occurred since the plan was last adopted?	
	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?	
VULNERABILITY ANALYSIS	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?	
CAPABILITY ASSESSMENT	Are there different or additional technical, financial, and human resources available for mitigation planning?	
	Has any Tribal jurisdiction adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	

10. Plan Monitoring and Evaluation (continued)

MITIGATION PLAN ANNUAL REVIEW QUESTIONNAIRE		
Plan Chapter	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 Implementation Strategy? Should existing mitigation actions be 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?	
PLAN MAINTENANCE PROCESS	Was the plan monitored and evaluated as anticipated?	
	Have elements of the plan been incorporated into other planning mechanisms?	

11. SAMPLE TRIBAL ADOPTION RESOLUTION

Note: This is a sample. Your Tribe can use the language below or its preferred format for adopting the plan. If using the sample resolution, be sure to insert your information where requested.

[Insert name of Tribal Government]

Resolution # _____

[Insert Title and Date of Mitigation Plan]

WHEREAS the [insert Tribal governing body name] recognizes the threat that natural hazards pose to people and property within the [insert Tribe name];

WHEREAS the [insert Tribe name] has prepared a multi-hazard mitigation plan in accordance with the Disaster Mitigation Act of 2000 and the requirements in Title 44 Code of Federal Regulations Section 201.7;

WHEREAS the Plan specifically addresses hazard mitigation strategies and plan maintenance procedures for [insert Tribe name];

WHEREAS the Plan recommends several hazard mitigation actions and projects that will provide mitigation for specific natural hazards that impact [insert Tribe name], with the effect of protecting people and property from loss associated with those hazards;

WHEREAS, adoption of this plan will make the [insert Tribe name] eligible for funding to alleviate the impacts of future hazards on the Reservation,

NOW THEREFORE BE IT RESOLVED by the [insert appropriate official titles] of the [insert Tribe name] that:

1. The Plan is hereby adopted as an official plan of [insert Tribe name].
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them.
3. Future revisions and plan maintenance required by 44 CFR 201.7 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the [insert appropriate official titles such as Mayor, Governor, Tribal Council, etc.] by [insert date] of each calendar year.
5. The [insert Tribe name] will comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, including 2 CFR Parts 200 and 3002; and will amend our plan whenever necessary to reflect applicable changes in Tribal or federal laws and statutes.

PASSED by the [insert appropriate title], this ____ day of _____ (month), _____(year).

[Provide various signature blocks as required]