



appendix c
worksheets

Worksheet #1	Identify Alternative Mitigation Actions
Worksheet #2	State Mitigation Capability Assessment
Worksheet #3	Local Mitigation Capability Assessment
Worksheet #4	Evaluate Alternative Mitigation Actions
Worksheet #5	Prioritized Alternative Mitigation Actions



Fill in the goal and its corresponding objective developed in Step One. Use a separate worksheet for each objective. Make sure you note the sources of information. Use Worksheet Job Aid #1 in Appendix D as a starting point for identifying potential mitigation actions.

Goal: _____

Objective: _____

Alternative Actions	Sources of Information (Include sources you consulted for future reference and documentation.)	Comments (Note any initial issues you may want to discuss or research further.)

Have you considered alternative mitigation actions from other mitigation action categories?

Check off ones that apply to this objective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Prevention | <input type="checkbox"/> Public Education and Awareness | <input type="checkbox"/> Emergency Services |
| <input type="checkbox"/> Property Protection | <input type="checkbox"/> Natural Resource Protection | <input type="checkbox"/> Structural Projects |

List the name of the agency and its mission and function in the first column. By identifying the missions and functions, as well as programs, plans, policies, regulations, funding, and other practices administered by agencies, states create an inventory of resources that can be brought to bear on mitigation efforts within the state.

List any programs, plans, policies, etc., this agency has in the second column. It is important to include within this column any legal authorities (which will be found within state regulations) that govern how land would be developed within hazard areas. Typically, these types of regulations are found in state codes under emergency management or public safety codes, building and construction codes, or planning codes. You should also take the opportunity to include any resources that this organization has developed for either state or local use as part of each respective program. Include any appropriate legal citations or source references for programs, regulations, policies, etc.

If you know a point of contact, list it in the third column.

Check off what type of effect the programs, plans, policies, etc., have on loss reduction. States should now evaluate the effects or implications of these activities on efforts to reduce losses within the state (fourth column). This evaluation should address the implications for both the state and local levels. The essential questions to be answered are: Does/would this program/plan/policy etc., support or facilitate mitigation efforts, or does/would it hinder these efforts? How or why? Put these reasons in the Comments column. At this point, you will not yet try to resolve any issues (such as if a particular program or policy could negatively affect proposed mitigation efforts). However, the planning team will carry forward this information as input into the evaluation of specific actions in Task C.

Finally, add any other comments you may have about the agency or its activities in the last column.

Agency Name (Mission/Function)	Programs, Plans, Policies, Regulations, Funding, or Practices	Point of Contact Name, Address, Phone, Email	Effect on Loss Reduction* (✓)			Comments
			Support	Facilitate	Hinder	

***Definitions:**

Support: Programs, plans, policies, regulations, funding, or practices that help the implementation of mitigation actions.

Facilitate: Programs, plans, policies, etc., that make implementing mitigation actions easier.

Hinder: Programs, plans, policies, etc., that pose obstacles to implementation of mitigation actions.

List the name of the agency and its mission in the first column. By identifying the missions and functions, as well as programs, plans, policies, regulations, funding, and other practices administered by that agency, local and tribal jurisdictions create an inventory of resources that can be brought to bear on mitigation efforts within the community or tribe. Use Worksheet #2: State Mitigation Capability Assessment and Worksheet Job Aid #2 in Appendix D to complete this worksheet.

List any programs, plans, policies, etc., this agency has in the second column. It is important to include within this column any legal authorities (which can be found by reviewing the state capability assessment) that govern how land would be developed within hazard areas. Typically, these types of regulations are found in local zoning, building, subdivision, and other special land development codes (such as floodplain management ordinances, hillside ordinances, etc.). You should also take the opportunity to include any resources that this organization has developed for local use as part of each respective program. Include any appropriate legal citations or source references for programs, regulations, policies, etc.

If you know a point of contact, list it in the third column.

Check off whether the programs, plans, policies, etc., have an effect on loss reduction. Communities and tribes should now evaluate the effects or implications of these activities on efforts to reduce losses within the jurisdiction (fourth column). The essential questions to be answered are: Does/would this program/plan/policy etc., support or facilitate mitigation efforts, or does/would it hinder these efforts? How or why? Put these reasons in the Comments column. At this point, you will not try to resolve any issues (such as if a particular program or policy could negatively affect proposed mitigation efforts), but the planning team will carry this information forward as input into the evaluation of specific actions in Task C.

Finally, add any other comments you may have about the agency or its activities in the last column.

Agency Name (Mission/Function)	Programs, Plans, Policies, Regulations, Funding, or Practices	Point of Contact Name, Address, Phone, Email	Effect on Loss Reduction* (✓)			Comments
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Alternative Actions	Comments

List the Alternative Mitigation Actions, in order of priority. Identify the goal(s) and corresponding objective(s) each action addresses, and note the sources of information for easy reference and any comments or issues to keep in mind when implementing the action.

Alternative Actions (In Order of Priority)	Goal(s) and Objective(s) (From Worksheet #1)	Source(s) of Information (From Worksheet #1)	Comments (From Worksheets #1 and #4)