

# Appendix D

## Plan Maintenance Documents

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Appendix D contains the documents used in the plan maintenance process in order to update and track strategies through the implementation process. Departments that submitted strategies through the collaborative process and participated in the planning team will continue to play a role in the plan maintenance process as strategies are implemented. These documents will facilitate that process by assessing progress by departments in their efforts, identifying challenges/barriers to strategy implementation, and ensure that equity is being considered in strategy implementation. Additionally, this serves to assist ORCP with communicating the progress of strategy implementation to FEMA as a part of the HCR Plan update cycle.

# Hazard and Climate Resilience Plan: Planning Team Annual Review Questionnaire

<b>Name</b>		<b>Department</b>	
<b>Contact Email</b>		<b>Contact Phone Number</b>	

<b>PLANNING PROCESS</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Do you have suggestions on how to improve the plan update process (e.g., meeting announcements, meetings, reviewing plan content, etc.)?			
Have any internal or external departments, agencies, or organizations been invaluable to the planning process or to a mitigation action item?			
Have you or your department or agency undertaken any public outreach activities relate to the HCR Plan?			
Do you know of any changes in public support or decision-maker priorities for HCR Plan or a part of the plan?			

<b>HAZARD ANALYSIS</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has a natural disaster occurred during the past year?			
Should the list of hazards profiled in the current HCR Plan be modified?			
Do you know of new data sources, reports, studies, maps or other hazard-related information that should be considered in the next plan update?			

<b>CAPABILITY ASSESSMENT</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has the City adopted new policies, plans, reports, ordinances, or other regulatory provisions that should be incorporated into the HCR Plan?			
Does your department or agency have different or additional administrative, personnel, technical, or financial resources available for mitigation planning (e.g., any changes in mitigation resources since the HCR Plan was drafted)?			
Has the City's National Flood Insurance Program (NFIP) participation changed in any material way since the current HCR Plan was adopted?			

<b>CAPABILITY ASSESSMENT</b>			
<b>VULNERABILITY ANALYSIS</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does your department or agency have new facilities or infrastructure that needs to be added to the HCR Plan asset lists?			
Do you know of any changes that have occurred in development trends or land use that could create additional risks to people, facilities, or infrastructure?			

<b>MITIGATION STRATEGY</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Should new mitigation strategies be added to the mitigation action plan in the current HCR Plan?			
Do the mitigation strategies in the current HCR Plan need to be modified given changes in resources or other issues?			
Since adoption of the current HCR Plan have new obstacles arisen to mitigation action plan strategies that need to be considered?			

<b>PLAN MAINTENANCE</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is implementation of the current HCR Plan being monitored and evaluated as planned?			
Do you have any suggestions for improving HCR Plan implementation, monitoring, or maintenance?			
Is the Planning Team continuing to involve the public in plan maintenance process? Please comment.			

<b>OTHER FEEDBACK</b>			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
If you have additional feedback on the current HCR Plan or on the plan update process, please comment.			

# Hazard and Climate Resilience Plan: Action Progress Reporting

<b>Report Period</b>	<b>From Date:</b>		<b>To Date:</b>	
<b>Mitigation Action Project Name</b>				
<b>Mitigation Action Code</b>				
<b>Administering Department or Agency</b>				
<b>Point of Contact Name</b>				
<b>Contact Phone Number</b>				
<b>Contact Email</b>				
<b>Project Status</b>	<input type="checkbox"/> Project Completed <input type="checkbox"/> Project Cancelled Reason for cancelation:  <input type="checkbox"/> Project on Schedule <input type="checkbox"/> Project delayed Reason for Delay:  <input type="checkbox"/> Anticipated Completion Date:			

<b>Summary of Progress on Mitigation Action for This Reporting Period</b>	
1. What was accomplished on this action during the reporting period?	
2. What obstacles, problems, or delays, if any, did the project encounter during this period?	
3. If these issues have been resolved, how? If not resolved, how might they be resolved?	
4. In what ways has equity been considered in the structure or implementation of this action? (Can include description of type of equity, i.e, procedural vs. distributional, etc.)	
5. Other comments?	