

APPENDIX E: ACTION WORKSHEET TEMPLATE



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 NJOEM Mitigation Guidance.

Action Name:											
Lead Agency:											
Supporting Agencies:											
Hazard(s) of Concern:	<input type="checkbox"/> Dam Failure <input type="checkbox"/> Disease Outbreak <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Geological Hazards <input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Hurricane <input type="checkbox"/> Infestation <input type="checkbox"/> Nor'easter <input type="checkbox"/> Severe Weather <input type="checkbox"/> Severe Winter Weather <input type="checkbox"/> Wildfire									
Description of the Problem:											
Description of the Solution:											
Estimated Cost:											
Potential Funding Sources:											
Implementation Timeline:											
Goals Met:											
Benefits:											
Impact on Socially Vulnerable Populations:											
Impact on Future Development:											
Impact on Critical Facilities/Lifelines:											
Impact on Capabilities:											
Climate Change Considerations:											
Mitigation Category	<input type="checkbox"/> Local Plans and Regulations (LPR) <input type="checkbox"/> Structure and Infrastructure Project (SIP)	<input type="checkbox"/> Natural Systems Protection (NSP) <input type="checkbox"/> Education and Awareness Programs (EAP)									
CRS Category	<input type="checkbox"/> Preventative Measures (PR) <input type="checkbox"/> Property Protection (PP) <input type="checkbox"/> Public Information (PI)	<input type="checkbox"/> Natural Resource Protection (NR) <input type="checkbox"/> Structural Flood Control Projects (SP) <input type="checkbox"/> Emergency Services (ES)									
Priority	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low								
Alternatives:	<table><tr><th>Action</th><th>Evaluation</th></tr><tr><td>No Action</td><td>Current problem continues</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Action	Evaluation	No Action	Current problem continues						
Action	Evaluation										
No Action	Current problem continues										

GUIDANCE TO COMPLETE THE MITIGATION ACTION WORKSHEET

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



ACTION WORKSHEET

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

Lead Agency: Identify the name of a department or agency responsible for implementation, not the jurisdiction.

Supporting Agencies: Identify the name of any departments or agencies which will support the efforts of the lead agency.

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

- Dam Failure
- Disease Outbreak
- Drought
- Earthquake
- Flood
- Geological Hazards
- Hazardous Materials
- Hurricane
- Infestation
- Nor'easter
- Severe Weather
- Severe Winter Weather
- 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.

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).

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).

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



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)

Goals Met:

- Goal 1: Protect life
- Goal 2: Protect property
- Goal 3: Increase public preparedness and awareness
- Goal 4: Develop and maintain an understanding of increased risk from climate change impacts on natural hazards
- Goal 5: Enhance mitigation capabilities to reduce hazard vulnerabilities
- Goal 6: Support continuity of operations before, during, and after hazard events
- Goal 7: Reduce the risk of natural hazards for socially vulnerable populations
- Goal 8: Address long-term vulnerabilities from high hazard dams

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.

Impact on Socially Vulnerable Populations: Provide a narrative on how this action will impact socially vulnerable populations within the jurisdiction and other impacted areas. These impacts can be positive or negative.

Impact on Future Development: Provide a narrative on how this action will impact future development within the jurisdiction and other impacted areas. These impacts can be positive or negative.

Impact on Critical Facilities/Lifelines: Provide a narrative on how this action will impact critical facilities and community lifelines within the jurisdiction and other impacted areas. These impacts can be positive or negative.

Impact on Capabilities: Provide a narrative on how this action will impact capabilities within the jurisdiction and other impacted areas. These impacts can be positive or negative.

Climate Change Considerations: Provide a brief narrative on how climate change may exacerbate conditions which could impact this action.

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.



CRS Category:

- Property Protection (PP) - These actions include public activities to reduce hazard losses or actions that involve (1) modification of existing buildings or structures to protect them from a hazard or (2) removal of the structures from the hazard area. Examples include acquisition, elevation, relocation, structural retrofits, storm shutters, and shatter-resistant glass.
- Public Information (PI) - Actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. Such actions include outreach projects, real estate disclosure, hazard information centers, and educational programs for school-age children and adults.
- Natural Resource Protection (NR) - Actions that minimize hazard loss and preserve or restore the functions of natural systems. These actions include sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- Structural Flood Control Projects (SP) - Actions that involve the construction of structures to reduce the impact of a hazard. Such structures include dams, setback levees, floodwalls, retaining walls, and safe rooms.
- Emergency Services (ES) - Actions that protect people and property during and immediately following a disaster or hazard event. Services include warning systems, emergency response services, and the protection of essential facilities

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

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.

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? Will the proposed action adversely affect one segment of the population?



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 action commensurate with the benefits achieved?
4. Political—Is there overall public support for the action? Is there the political will to support it? Is the action at odds with development pressures?
5. Legal—Does the jurisdiction have the authority to implement the action?
6. Fiscal—Is funding for the action available under existing program budgets or would it require a new budget authorization or funding from another source, such as grants?
7. Environmental—What are the potential environmental impacts of the action? Will it comply with environmental regulations? Are there co-benefits of this action?
8. Social Vulnerability—Does the action benefit socially vulnerable populations and underserved communities?
9. Administrative—Does the jurisdiction have the staff and administrative capabilities to implement the action and maintain it or will outside help be necessary? Does the scale and scope of the action align with the jurisdiction's capabilities?
10. Hazards of Concern—Does the action address one or more of the jurisdiction's high-ranked hazards?
11. Climate Change—Does the action incorporate climate change projections? Is the action designed to withstand or address long-term conditions?
12. Timeline—Can the action be completed in less than five years?
13. Community Lifelines—Does the action benefit community lifelines?
14. 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?