

B Annual Interim Plan Evaluation and Implementation Worksheets

To get the permanent Hazard Mitigation Committee started on its activities during the Interim Update Meetings, **APPENDIX B Evaluation and Implementation Worksheets** are provided. These example working documents include administrative and organizational Word and Excel format files, draft Agendas, a Mitigation Action Progress Report, a file to track the progress of Actions to completion, and a file to evaluate the effectiveness of the Plan (a way to make notes for future improvement). These documents are only a starting point for communities to help guide implementation during the interim years of Plan approval (**2024**) through Plan lapse (**2029**). Contact [CNHRPC](https://www.cnhrpc.org) at 603-226-6020 or at salexander@cnhrpc.org for information about implementation assistance.

COMMITTEE ORGANIZATION AND PUBLICITY DOCUMENTS

- 📄 Motion & Suggested Hazard Mitigation Committee Membership
- 📄 Interim Meeting Publicity- Template Press Release and Public Notice Meeting Poster

MEETING & WORKING WITH THE MITIGATION ACTIONS

- 📄 Example Agendas for Interim Meeting 1 and Meeting 2
- 📄 Hazard Mitigation Action Status Tracking Sheet (Excel)
- 📄 Mitigation Action Progress Report for Departments & Boards (optional)
- 📄 Annual Hazard Mitigation Plan Evaluation Worksheet

Suggested Hazard Mitigation Committee (HMC) Members and Community Stakeholders

PURPOSE OF THE HAZARD MITIGATION COMMITTEE FOR ESTABLISHMENT (for Board motion)

The purpose of the Hazard Mitigation Committee (HMC) is to oversee the development, update, and implementation of the Town’s Hazard Mitigation Plan (HMP) which is approved by the NH Homeland Security and Emergency Management through the authority provided by Federal Emergency Management Agency (FEMA) Region 1. Because the current 2024 Plan lapses within five years of its approval date and must be maintained by the HMC to ensure the Town remains eligible for federal mitigation grant funding opportunities, the Town of Warner intends to update its HMP with current information to ensure conformity with the latest standards and to receive the updated Plan’s new five-year approval.

The Town’s Hazard Mitigation Plan update and development are required by FEMA to be transparent, open public processes where multiple perspectives are valued and encouraged. The following **Municipal Appointee** positions should be considered for HMC membership during the active Plan interim. Additional guest/invitee positions on the HMC should be set aside for **Stakeholders** to serve if they choose. Local, regional, state and federal **Stakeholders** welcomed by the **Staff Coordinator** and HMC Appointees will provide the more rounded representation of the community required by FEMA and will add more expertise to the HMC. (Meetings are typically held during the daytime.)

SUGGESTED MUNICIPAL APPOINTEES AND STAKEHOLDER INVITEES TO HMC SHOULD INCLUDE:

SUGGESTED HMC Municipal Appointee <i>(revise titles as applicable to your Community)</i>	SUGGESTED HMC Community Stakeholders Invitees- Personal Invitations from Staff Coordinator, EMD <i>(revise titles as applicable to your Community)</i>
Emergency Management Director	Simonds School/Kearsarge Regional School District member
Deputy Emergency Management Director	Senior Center representative
Staff Coordinator of Haz Mit Committee	Neighborhood representative
Town Manager or designee	Populations at Risk/Underrepresented representatives (many)
Fire Chief or Officer	Engaged Citizens
Police Chief or Officer	Business Community representatives
Public Work Director of designee	Local & Regional Non-Profit Group representatives
Building Inspector/Code Enforcement	Abutting Community Emergency Management Directors
Health Officer	NH Homeland Security & Emergency Management Field Rep
Town Planning Office staff	NH State Agency representative
Parks and Recreation Committee volunteer	Capital Area Public Health Network representative
Select Board volunteer	Merrimack County, State or Federal Agency representative
Planning Board volunteer	Utility representatives (Eversource, TDS)
Conservation Commission volunteer	NH State representatives
Pillsbury Free Library designee	Trails Group representatives
Energy Committee volunteer	US Army Corps of Engineers representative
Economic Development Committee volunteer	Other Stakeholder:
Warner Village Water District Superintendent	Other Stakeholder:
Other Appointee:	



**Warner Emergency Management
Town of Warner, New Hampshire
Warner Safety Center and Emergency Operations Center (EOC)
148 West Main Street | Warner NH 03278 | (603) 748-0560**



**Day, [Press Release Date]
FOR IMMEDIATE RELEASE**

For more information contact:

Ed Mical, Warner Emergency Management Director, at
(603) 748-0560 or emd@warnernh.gov.

PRESS RELEASE

Warner Hazard Mitigation Plan 2024 Implementation Meetings

WARNER: [Press Release Date] – With the Hazard Mitigation Plan’s recent 2024 update, the Town’s Hazard Mitigation Committee will begin holding working meetings to discuss implementing some of the priority mitigation actions for the coming year. Community leaders, residents, local and regional agencies, and those who are interested in protecting the Town from severe weather events and natural disasters are cordially invited to attend and participate in discussions. The Hazard Mitigation Plan identifies the Town’s vulnerability to natural hazards such as flooding, storms, severe winds, winter weather, drought and more, and lists mitigation actions for the Town to complete over the next five years to help reduce hazard impacts to Warner. This approved Plan enables Warner to remain eligible for federal mitigation funding and disaster recovery monies.

Please join us at the Hazard Mitigation Committee’s PUBLIC MEETING at the Warner EOC, 148 West Main Street, Warner. All are invited to participate. The **Warner Hazard Mitigation Plan Update 2024** documents and maps are available for viewing on the Town website at www.warnernh.gov.

For more information, contact Ed Mical, Warner Emergency Management Director, at (603) 748-0560 or emd@warnernh.gov.

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PUBLIC NOTICE OF MEETINGS

Town of Warner



[posting date xx-xx-xx]

Hazard Mitigation Committee Meetings to implement Warner's newly approved

Hazard Mitigation Plan

Are you interested in protecting the Town from severe weather events and natural disasters? Join us for discussions about implementing the Hazard Mitigation Plan's priority actions for the coming year! All are invited to participate.

Warner Hazard Mitigation Plan 2024 Implementation

Hazard Mitigation Committee Meeting

[Day], [Date] at [time :00 AM/PM]

Warner Emergency Operations Center, 148 West Main Street, Warner

View the recently approved Hazard Mitigation Plan and related documents on the Town website at www.warnernh.gov.

For more information, contact Ed Mical, Warner Emergency Management Director, at (603) 748-0560 or emd@warnernh.gov.

Central New Hampshire Regional
Planning Commission (CNHRPC)
28 Commercial Street, Suite 3
Concord, NH 03301 | 603.226.6021
www.cnhrpc.org



NH HOMELAND SECURITY and
EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEMA REGION 1 Boston
www.fema.gov



Town of Warner

Hazard Mitigation Committee (HMC) 2025-2029

HMC Interim Meeting 1

Day, Date, Year | 9:00 – 11:00 AM

Building | Address, Town

Zoom Link:

Year= 2025

Year+1= 2026

Year+2 = 2027

AGENDA FOR HAZARD MITIGATION PLAN IMPLEMENTATION

- 1. Introduction: Attendance Sheet and Roll Call Attendance for All Participants**
- 2. Storm Check (record in Chap 4 Table 4.5):**
 - What new severe weather events or natural hazards occurred in Town?
 - Where did they occur? What happened? Submit photos!
- 3. Review Status of the Chapter 8. Mitigation Actions**
 - What Mitigation Action projects have been **Completed** (When)?
 - **Active** projects (Year or Year+1)? **Pending** projects (Year+2)? Any **New** projects (When)?
- 4. Review HMC Year Action Priorities and Identify Actions for Year+1 Completion**
 - Identify Actions to Complete in Year
 - Identify Actions to Complete in Year+1
- 5. HMC Review Process for Distribution of Progress Reports for Year and Year+1 Actions**
 - Organize provision of a Mitigation Action Progress Report for each Year & Year+1 Action to Responsible Departments.
 - Provide information from Haz Mit Plan about the Actions to Depts, such as the Potential Action Evaluation and Mitigation Action Plan sections.
 - Reports due to Staff Coordinator
- 6. Thoughts about a Town Online Hazard Mitigation & Severe Weather Event Community Survey**
- 7. Schedule Next Meeting (Next Quarter)**

As time permits:

 - Update the Hazard Identification and Risk Assessment

Agenda 1 HMC Member HOMEWORK:

Fill out Progress Reports

Talk to Depts/Bds about their Actions

Work on Your Actions

Send in Severe Weather Photos to Staff Coord

Identify Recent Past Severe Weather /Hazard Events

Town Contact Name: Staff Coordinator/EMD/Town Admin

Email address:

Phone:

Central New Hampshire Regional
Planning Commission (CNHRPC)

Concord, NH 03301 | 603.226.6021

www.cnhrpc.org | salexander@cnhrpc.org



Town of Warner Hazard Mitigation Committee (HMC) 2025-2029

HMC Interim Meeting 2

Day, Date, Year | 9:00 – 11:00 AM

Building | Address, Town

Zoom Link:

Year= 2025

Year+1= 2026

Year+2 = 2027

AGENDA FOR HAZARD MITIGATION PLAN IMPLEMENTATION

- 1. Introduction: Attendance Sheet and Roll Call Attendance for All Participants**
- 2. Storm Check (record in Chap 4 Table 4.5):**
 - What new severe weather events or natural hazards occurred in Town? Where did they occur? What happened? Submit photos!
- 3. Review Status of the Identified Chapter 8. Mitigation Action Priorities Year-Year+1 or Year+2**
 - Action Updates Since Last Meeting?
 - Who has responsibility to lead each? Funding?
 - Other Actions to add to Implementation List?
 - **YES or NO? Request Official Action Progress Reports from Depts/Boards? (If Yes, due Nov 30 to Staff Coord)**
- 4. Group Consensus Activity: Update Hazard Identification and Risk Assessment**
 - Slightly different natural hazards. Rated by Probability of Occurring in Town within Next 10 Years and estimated Severity of Impact to People, Infrastructure & Property
- 5. Roundtable Review: Recent Past Hazard Events Year-Today**
 - Describe the recent WHERE/WHAT/WHEN of notable severe weather events, natural hazards, or other hazards occurring in Town by Hazard Category.
 - Email Photos of these events to Staff Coordinator. Photos will be placed into the HMP's Photographic History Appendix.
 - Discuss a permanent system to upkeep hazard/severe weather data by hazard type. File type? Who maintains file? How to ask each Dept for monthly updates?
- 6. Reminder to Advertise Haz Mit Severe Weather Online Survey**
 - Advertise & post Online Survey anywhere you can – note link
- 7. Schedule Next Meeting (Next Quarter)**

Agenda 2 HMC Member HOMEWORK:

- 🕒 Fill out Progress Reports!!
- 🕒 Advertise the Survey!
- 🕒 Engage other people about Mitigation Actions:
 - a) Find out what mitigation or weather-related projects they are working on.
 - b) Get descriptions about their Recent Past Severe Weather /Hazard Event experiences and ask them to submit their Photos.
 - c) Email info Staff Coord.
- 🕒 Describe YOUR experiences with recent past Severe Weather or Hazard Events - WHAT happened? WHERE in Town? WHEN was it?
- 🕒 Email YOUR recent Severe Weather/Hazard Event Photos (add date & location of where it was taken)!

Town Contact Name: Staff Coordinator/EMD/Town Admin

Email address:

Phone:

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Warner Hazard Mitigation Plan Update 2024

Lapses ➤ **xx-xx-xx**

Mitigation Action Project Progress Report

Submit 1 Report Per Action/Project

Committee to include Ch 8. Action Plan pages that describe Action

Report Date ➤ **12-31-24** *MM-DD-YY*
*at least annually,
 semi-annually ideal*

Progress Report Period From ➤ **01-01-24** *MM-DD-YY*

Period To ➤ **12-31-24** *MM-YY*

Action/Project Title
 from Mitigation Action Plan ➤

Anticipated Cost \$ ➤

Staff / Department / Board
 Responsible for
 Implementation ➤

Contact Name ➤
 and Title ➤

Direct Phone Number ➤

Email Address ➤

Mitigation Action Plan
 Completion Date ➤ *MM-YY*

Realistic Start
 Date Goal ➤ *MM-DD-YY*

Action/Project Implementation Status

Please check one Status box below and fill in the accompanying Action status information.

- Action is **Completed**
 Indicate When ➤ *MM-DD-YY* *Committee to **move** Completed Action from Ch 8 Mitigation
 Action Plan to Ch 7 Completed Action Table.*
- Action is **Delayed**
 Indicate Why ➤ Delayed **START** 10/01/23
 Until ➤ *MM-YY*
- Action is **On Schedule**
 Indicate Start Date ➤ *MM-DD-YY* **Dept's Anticipated
 Completion Date** ➤ 12/31/23 *MM-YY*
- Action should be **Deleted**
 Indicate Why ➤ *Committee to **move** Deleted Action from Ch 8 Mitigation
 Action Plan to Ch 7 Deleted Action Table*
- Action is **Ongoing** ➤

Summary of the Action/Project's Progress for this Period

1. What was accomplished for this Action during this reporting period? ➤
2. What **obstacles, problems, or delays** did the project encounter? *could include...* ➤
 - **Has funding (\$) been secured** from Town Appropriation or do grant applications need to be written? ➤
 - **Do you need assistance** from another Department / Board /Staff member? ➤
3. If not **Completed**, is the Action still **relevant** to the Town? Yes or No ➤
 - **What steps should be taken**, such as securing funding, permits, RFPs, etc.? ➤
 - **Should the project be changed** or revised as described in the Haz Mit Plan? ➤
4. **Other comments?** ➤

Report Completed by ➤

Title ➤

Annual Hazard Mitigation Plan Evaluation Worksheet

<p>Hazard Mitigation Committee (HMC) Meeting Date of Evaluation: _____</p> <p>For Calendar Year: _____</p>	<p>On behalf of the HMC,</p> <p>Completed By: _____</p> <p>Department: _____</p>
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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<p>CHAPTER 1 APPENDIX</p> <p>Planning Process</p>	<p>Because hazard events can affect everyone in the community and surrounding area, should representatives from abutting communities, local organizations, businesses, and/or governmental agencies be invited to participate in the Plan’s future updates? If not, why not? If so, who? How will the Committee contact these people?</p>	
	<p>Have any Town Depts/Boards, local, regional, or state agencies been invaluable to implementing the mitigation strategy? Identify who if yes.</p>	
	<p>Should any Plan process procedures (e.g., Plan dissemination, public notification of meetings, meeting assignments, Plan updates, funding) be done differently or more efficiently? How?</p>	
	<p>Has the Hazard Mitigation Committee undertaken any public outreach activities? If not, why not? If so, how?</p>	
	<p>How can public participation in the Plan updates be improved?</p>	
<p>CHAPTER 5</p> <p>CHAPTER 6</p> <p>CHAPTER 8</p> <p>Capability Assessment</p>	<p>Has the Town, regional organizations, NH Departments, state or local organizations, or local businesses, etc. adopted new policies, plans, regulations, or reports that could be incorporated into this Plan (Chapter 6 Table of Mitigation Support Resource Documents)? List any here.</p>	<ul style="list-style-type: none"> • List new referenced Documents and Date •
	<p>Are there new, revised or additional administrative, human, technical, and financial resources (capabilities) available for mitigation planning and implementing the Plan (Chapter 6)? What are they? Add to the Capability Assessment tables.</p>	

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Send to Staff Coordinator via email to _____
Town Building | Address, Town

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<p>CONTINUED</p> <p>CHAPTER 5</p> <p>CHAPTER 6</p> <p>CHAPTER 8</p> <p>Capability Assessment</p>	<p>Are there different or new education and outreach programs and resources available for Department mitigation activities (Chapter 6)? What are they?</p>	
	<p>Has NFIP (National Flood Insurance Program) participation changed in the Town (Chapter 5)? What are the changes?</p>	
	<p>Are there new or changed critical or community facilities in the community since the last Plan (Chapter 5)? List here (see also Critical and Community Facility Vulnerability Assessment Excel file). Has valuation changed significantly? Have Primary Vulnerabilities (hazards) changed?</p>	<ul style="list-style-type: none"> • List new or changed facilities • • • List Primary Vulnerability changes
<p>CHAPTER 2</p> <p>CHAPTER 3</p> <p>CHAPTER 4</p> <p>CHAPTER 5</p> <p>Maps</p> <p>Hazard Risk Assessment</p>	<p>Has a new natural disaster or hazard event occurred to add to Chapter 4? List them with dates, what issues they caused for the Town and residents. Were any photos taken by Depts or residents? Did you add the locations affected to the Maps 1-4?</p> <p style="text-align: center;"><i>Collect digital photos for the Plan Appendix and/or the cover of your next 5-year Plan!</i></p>	<ul style="list-style-type: none"> • List new hazard events or disasters with dates, problems in Town • Email Photos of severe weather events or disasters to Staff Coordinator to add to Appendix E. • Add locations to the Maps
	<p>Should the list of hazards addressed in the Plan be modified (Chapter 4)? How so? If hazards are modified, be sure to revise the Hazard Vulnerability Assessment accordingly</p>	
	<p>Are there new data sources and/or additional maps and studies available to review and reference? If so, what are they and what have they revealed? Should the information be incorporated into the next five-year Plan update?</p>	<p>List new data sources and information</p>

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
<p>CHAPTER 2</p> <p>CHAPTER 3</p> <p>CHAPTER 4</p> <p>CHAPTER 5</p> <p>Maps</p> <p>Hazard Risk Assessment</p>	Do any new critical facilities, infrastructure, or vulnerable sites need to be added or updated to the Chapter 5 asset tables (Critical and Community Vulnerability Assessment file)? What are they? Did you add them to the 24x36 maps?	
	Have any changes in development trends (population changes, new housing developments, new business or vulnerable areas, etc for Chapters 2, 4) occurred that could create additional risks?	
	Have mitigation objectives changed since the last Plan? What changes should be made? (Chapter 3)	
	Are there any new repetitive losses (flooding damage \$ claimed on NFIP policy) on a single property and/or severe repetitive losses to add to the document (Chapter 5)?	
<p>CHAPTER 7</p> <p>CHAPTER 8</p> <p>CHAPTER 9</p> <p>Mitigation Strategy</p>	Are the mitigation strategies identified for this year in the Chapter 8 Action Plan being implemented as anticipated by the Committee? Were the cost and timeline estimates accurate? If no, why not and what are the changes to make to Chapter 8? <i>Add Completed or Deleted Actions to the respective Chapter 7 Completed / Deleted table and Chapter 7 (for Completed projects only), then remove the Action from the Chapter 8 Action Plan.</i>	<ul style="list-style-type: none"> • List Action changes for this year •
	Should new mitigation Actions be added to the Action Plan? Should existing mitigation Actions be revised or deleted from the Plan (Chapter 8)? Which ones?	<ul style="list-style-type: none"> • List new Actions • List revised Actions • List deleted Actions
	Are there obstacles that were not anticipated in the Plan that will need to be considered in the next five-	<ul style="list-style-type: none"> • List obstacles and solutions

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Annual Hazard Mitigation Plan Evaluation Worksheet

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	year Plan update? What are they and how might they be addressed?	
	Are there new local, regional, non-profit, state, or federal funding sources to consider for funding any Chapter 8 Action projects? Who has been researching funding and developing/administering grant applications?	<ul style="list-style-type: none"> List new funding sources for specific Actions List staff grant writer resources
<p>CHAPTER 6</p> <p>CHAPTER 9</p> <p>Plan Maintenance</p>	Have elements of the Plan been incorporated into other local planning mechanisms (Subdivision & Site Plan Regulations, Zoning Ordinances, Town Ordinances, Emergency Plans, School Plans, etc) or into regional plans (Chapter 6)? Which ones were successful?	<ul style="list-style-type: none"> List planning mechanisms which incorporated the Haz Mit Plan
	Was the Plan monitored and evaluated as discussed in Chapter 9? What positive changes should be made?	
	What are needed improvements to the written procedures or activities for the annual Plan maintenance in between the five-year Plan updates?	<ul style="list-style-type: none"> List improvements
	How many Hazard Mitigation Committee meetings have been held (or anticipated to hold) for this annual Plan update? Have the meetings been successful? How can the meetings be improved?	
<p>APPENDIX</p> <p>CHAPTER 1</p> <p>CHAPTER 9</p>	Is the Town keeping records of the Agendas, Public Notices and all meeting announcements and postings, meeting summaries (or minutes) available for use in the five-year Plan update? Are they digital or paper? Where are they located? Who is tracking them?	

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Annual Hazard Mitigation Plan Evaluation Worksheet

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Plan Section: May Differ Per Town	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
Other Plan Evaluation Considerations	Did any members of the public (not Committee, Town volunteers or Town Staff) attend any of the Haz Mit Committee meetings? About how many? How can the Committee increase public awareness and attendance at meetings?	<ul style="list-style-type: none"> List new public awareness techniques
	How is the Town publicizing the Haz Mit Plan, if at all? Has the Committee considered posting the Plan, its Appendix, and its Maps to the Town’s website? Where are the Meeting Calendar, Agendas and Meeting Summaries publicized? Should Plan publicizing get better to gain more public support for budget increases? What solicitation efforts did the Town take?	<ul style="list-style-type: none"> List publicizing methods, locations, and success measures List solicitation methods
	If local funding is needed for priority projects, who should “champion” the Action projects at Town Meeting, Special Meeting, or Town Budget meetings for Operating Budgets? Which projects, if any, need Town funding this year? How can the need for the Action projects be promoted?	<ul style="list-style-type: none"> List Champions and their specific projects for local funding Use the Department Progress Reports for status updates
	Have there been any changes in public support and/or decision- maker priorities related to hazard mitigation? What are they? Positive or negative?	
Other Plan Evaluation Considerations Important to the Hazard Mitigation Committee		
Hazard Mitigation Plan Document and Appendix	Has the Haz Mit Plan itself been updated with all of the discussed changes and the Department Progress Reports? Who is in charge of doing this work? When will it be completed? Are the annual administrative digital documents (Agenda, PubliTown, Meeting Summary, etc) being kept together for the updated Appendix? Where are they located?	
	Was CNHRPC added to the Committee email list to receive all materials? Have you provided CNHRPC	

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Annual Hazard Mitigation Plan Evaluation Worksheet

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Plan Section: <small>May Differ Per Town</small>	Questions for Consideration	Hazard Mitigation Committee Response During an Annual Interim Plan Update Meeting
	with all of the final administrative digital Word & PDF documents and the annually updated Plan in Word to keep on hand for the 5-year update?	
	Have all the digital files been kept in an organized and easily retrievable location to use for the next year's update? Has any FEMA reimbursement paperwork for declared disasters been kept in the same location? Are the new photographs of disasters in the same location?	
	Other	
	Other	
Based on all responses, score the Overall Success of Plan Maintenance, Public Opportunity, Implementation of Actions, and Plan Update 2024:		① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ (least successful) (most successful)

Be sure to keep this annual evaluation to include with the next 5-year update of your Hazard Mitigation Plan. Please send this completed Word file to **CNHRPC Hazard Mitigation Project Manager*: Stephanie Alexander (CNHRPC) email: salexander@cnhrpc.org** for archival.

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