

Appendix H  
Plan Maintenance Documents



Planning Team Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department or Agency: \_\_\_\_\_

**CCSF HAZARD MITIGATION PLANNING TEAM ANNUAL REVIEW QUESTIONNAIRE**

Plan Section	Questions	Yes	No	Comments
<b>Planning Process</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 related to the HMP?			
	Do you know of any changes in public support or decision-maker priorities for the hazard mitigation plan or a part of the plan?			
<b>Hazard Analysis</b>	Has a natural or human-caused disaster occurred during the past year?			
	Should the list of hazards profiled in the current HMP 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?			



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Plan Section	Questions	Yes	No	Comments
<b>Capability Assessment</b>	Has CCSF adopted new policies, plans, reports, ordinances, or other regulatory provisions that should be incorporated into the HMP?			
	Does your department or agency have different or additional administrative, personnel, technical, or financial resources available for mitigation planning (i.e., any changes in mitigation resources since the HMP was drafted)?			
	Has CCSF's National Flood Insurance Program (NFIP) participation changed in any material way since the current HMP was adopted?			
<b>Vulnerability Analysis</b>	Does your department or agency have new facilities or infrastructure that needs to be added to the HMP 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>	Should new mitigation strategies be added to the mitigation action plan in the current HMP?			
	Do the mitigation strategies in the current HMP need to be modified given changes in resources or other issues?			



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Plan Section	Questions	Yes	No	Comments
<b>Mitigation Strategy</b> (cont.)	Since adoption of the current HMP, have new obstacles arisen to mitigation action plan strategies that need to be considered?			
<b>Plan Maintenance</b>	Is implementation of the current HMP being monitored and evaluated as planned?			
	Do you have any suggestions for improving HMP implementation, monitoring, or maintenance?			
	Is the Planning Team continuing to involve the public in plan maintenance process? Please comment.			
<b>Other Feedback</b>	If you have additional feedback on the current HMP or on the plan update process, please comment.			



### CCSF HAZARD MITIGATION ACTION PROGRESS REPORT

<b>Report Period</b>	<b>From Date:</b>	<b>To Date:</b>
<b>Mitigation Action Project Name</b>		
<b>Mitigation Action ID Number</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 the action during this 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. Other comments:		