

Village of Brookville Annex

This document presents the Village of Brookville’s annex to the *Nassau County Multi-Jurisdictional Hazard Mitigation Plan*.

Hazard Mitigation Plan Points of Contact

The individuals below have been identified as this jurisdiction’s points of contact for the hazard mitigation plan. These individuals are members of the Planning Committee that met regularly for the update of this plan and will continue to meet in the years ahead to implement it.

Primary Point of Contact	Alternate Point of Contact
Robert Spina, Trustee & Director Office of Emergency Management for Village of Brookville 18 Horse Hill Road Brookville, NY 11545 vbrookville@aol.com 516 671-4664	Daniel H. Serota, Mayor Village of Brookville 18 Horse Hill Road Brookville, NY 11545 mayor@villageofbrookville.com 516 671-4664

Profile

The Village of Brookville covers approximately 4.01 square miles¹ and has a total population of 3,576 according to the American Community Survey 5-year 2018 Estimates. Some of the demographics of the Village of Brookville are summarized in Table 1. This information supported the development of mitigation actions that account for the needs of the most vulnerable individuals in the community.

Table 1: Village of Brookville Demographic Information

Demographic	Demographic
Below 5 Years Old	2.4%
Above 65 Years Old	11.6%
Individuals with Disabilities	Information not provided
Persons in Poverty	3.1%
Renters	6.4%
Without a High School Diploma	1.4%
Black or African American alone	10.7%
American Indian and Alaska Native alone	0.2%
Asian alone	10.1%
Native Hawaiian and other Pacific Islander alone	0.0%
Two or More Races	0.6%
White alone, not Hispanic or Latino, percent	71.7%

¹ This is inclusive of land area only.

Demographic		Demographic	
Without Access to Broadband Internet	0.0%	Hispanic or Latino	6.3%

The Village of Brookville consists of many housing and educational buildings. Upgrades are routinely made to the educational and community buildings. In the past five years, Brookville has seen the development of 26 new dwellings and 42 addition/alterations. The jurisdiction actively maintains its zoning map. By understanding these development trends and how they intersect with hazard-prone areas, this allows for current and future vulnerabilities to be planned for and avoided.

Refer to the **County Profile** section of this plan for additional information related to current and future conditions of the County’s vulnerable population and the natural environment. This information provides important context for understanding hazard mitigation planning.

Hazard Vulnerability

This section summarizes how the natural hazards profiled in Section 4 of this plan impact the Village of Brookville. The jurisdiction identified lightning, severe winter weather, and wind as the natural hazards that most impact the community. Table 2 shows the sectors of the community that are most likely to be impacted by each hazard. The categories that were considered included the community, economy, health and social services, housing, infrastructure, natural and cultural resources, or no impact. No impact indicates that the jurisdiction did not identify a noticeable impact from the hazard over the past five years, even if the hazard occurs. This information was used to develop a relevant and effective mitigation strategy for the jurisdiction. Detailed hazard event histories, critical facility exposure, and additional vulnerability information can be found in each hazard profile in Section 4 of this plan.

The hazards that most impact the Village of Brookville include:
Lightning, Severe Winter Weather, and Wind.

Table 2: Village of Brookville Hazard Impacts

Hazard	Impact Categories
Coastal Hazards	No Impact
Drought	No Impact
Extreme Temperatures	No Impact
Flooding	No Impact
Ground Failure	No Impact
Hurricane and Tropical Storms	Community, Housing, Infrastructure
Hail	Infrastructure
Lightning	Housing, Infrastructure
Severe Winter Weather	Community, Housing, Infrastructure
Tornados	No Impact
Wind	Community, Housing, Infrastructure

Capability Assessment

This section summarizes the capabilities that the Village of Brookville has in place that can support hazard mitigation. These capabilities include plans, ordinances, staff, financial resources, and program participation. This Capability Assessment was used to help drive the identification and development of the projects presented in the Mitigation Strategy to make sure that they are appropriate in scope and achievable to implement.

Legal and Regulatory Capability Assessment

Table 3 lists the assessment of existing legal and regulatory tools for the Village of Brookville. The Village of Brookville maintains several key administrative and technical capabilities to support mitigation, including access and functional needs plans, building codes, capital improvement plans, comprehensive plans/master plans, emergency response plans, open space plans, post disaster recovery ordinances, post disaster recovery plans, site plan review requirements, special purpose ordinances, stormwater management plans, subdivision ordinances, and zoning ordinances. These capabilities are critical to consider as tools in developing and implementing mitigation strategies. To further enhance their mitigation capabilities, the Village can consider the capabilities in the table below that the Village currently does not have. These additional capabilities would either support creating a legal framework or strategy for implementing a diversity of mitigation actions.

Table 3: Village of Brookville Existing Legal and Regulatory Capabilities

Regulatory Tool	Yes / No	Citation (if applicable)
Access and Functional Needs Plan	Yes	2010 Nassau County Master Plan
Building Code	Yes	2015 ICC Codes
Capital Improvement Plan	Yes	Yearly Road Improvement Programs
Climate Action Plan	No	
Community Development Plan	No	
Comprehensive Plan / Master Plan	Yes	1990 master plan of Village of Brookville
Economic Development Plan(s)	No	
Emergency Response Plan(s)	Yes	2010 Nassau County Master Plan
Floodplain Management Plan(s)	No	
Growth Management Plan(s)	No	
NFIP Flood Damage Prevention Ordinance(s)	No	
Open Space Plan(s)	Yes	Open space preservation 1990 master plan of Village of Brookville
Post Disaster Recovery Ordinance(s)	Yes	2010 Nassau County Master Plan
Post Disaster Recovery Plan(s)	Yes	2010 Nassau County Master Plan
Real Estate Disclosure Requirements	No	
Resilience Plan(s)	No	

Regulatory Tool	Yes / No	Citation (if applicable)
Site Plan Review Requirement(s)	Yes	local law 5 -2016
Small Area Development Plan(s)	No	
Special Purpose Ordinance(s)	Yes	Special use per application
Stormwater Management Plan(s)	Yes	Stormwater management plan year 16
Subdivision Ordinance(s)	Yes	new ordinance 2020
Transportation Plan(s)	No	
Zoning Ordinance(s)	Yes	25-Feb-91

Administrative and Technical Capability Assessment

Table 4 lists the assessment of existing administrative and technical tools for the Village of Brookville. The Village of Bayville's primary administrative and technical capabilities include an emergency manager, building and infrastructure engineers, land development engineers, GIS personnel, construction practices personnel, and surveyors. These capabilities provide the Village with a wide range of technical capabilities specifically related to engineering. The Village can bolster their capabilities in this category by identifying individuals with expertise in land use and natural hazards planning.

Table 4: Village of Brookville Existing Staff / Personnel Resource

Staff / Personnel Resource	Yes / No	Details
Emergency Manager(s)	Yes	Robert Spina
Engineer(s) trained in construction practices related to buildings/infrastructure	Yes	Tim Dougherty / Paul Stevens
Engineer(s) with an understanding of natural and/or human caused hazards	No	None
Engineer(s) with knowledge of land development and land management practices	Yes	Paul Stevens Liro Group
Grant Writers	No	
Personnel skilled or trained in Geographic Information Systems	Yes	Paul Stevens Liro Group
Personnel trained in construction practices related to buildings/infrastructure	Yes	Tim Dougherty / Paul Stevens
Planner(s) with an understanding of natural hazards	No	
Planner(s) with knowledge of land development and land management practices	No	
Scientist(s) familiar with natural hazards	No	

Staff / Personnel Resource	Yes / No	Details
Surveyors	Yes	private

Fiscal Capability Assessment

Table 5 lists the assessment of existing fiscal tools for the Village of Brookville. Funding is often the biggest barrier when implementing mitigation programs. The Village is primarily able to fund mitigation programs by incurring debt through general obligation bonds, private activity bonds, and special tax bonds and levying taxes for specific purposes, withholding public expenditures in hazard prone areas, capital improvements project funding, and state mitigation grant programs. Village of Brookville should consider exploring additional fiscal capabilities in order to gain access to additional funding for mitigation.

Table 5: Village of Brookville Existing Fiscal Capabilities

Resources	Yes / No	Additional Details
Ability to incur debt through general obligation bonds	Yes	
Ability to incur debt through private activity bonds	Yes	
Ability to incur dept through special tax bonds	Yes	
Authority to levy taxes for specific purposes	Yes	
Authority to utilize user fees for utility services	No	
Authority to withhold public expenditures in hazard prone areas	Yes	
Capital improvements project funding	Yes	Yearly Road Improvement Programs
Community Development Block Grants (CDBG)	No	
Impact fees for home buyers and/or developers	No	Private
State mitigation grant programs	Yes	

Community Classification Assessment

Table 6 lists the assessment of existing community classifications for the Village of Brookville. Participation in the BCEGS and Code Red program demonstrates increased capabilities of the Village related to mitigation. Exploring gaining additional community classifications will guide the Village's mitigation programs and support capacity building.

Table 6: Village of Brookville Community Classifications

Classification	Yes/No (or Status)
Building Code Effectiveness Grading Schedule (BCEGS)	Yes

Classification	Yes/No (or Status)
Public Protection Classification Program	No
Community Rating System (CRS)	No
Other Classifications	Code Red

National Flood Insurance Program Summary

The Village is in an area of minimal flood hazard, according to FEMA flood insurance rate maps. This section provides a summary of the floodplain management capabilities for Village of Brookville and how the jurisdiction is meeting the requirements of the National Flood Insurance Program (NFIP).

The Village does not currently have a designated floodplain manager. The Village did not note any current barriers to running a successful NFIP program. The flood maps for this jurisdiction do not accurately portray the current flood risk. There are currently no RiskMAP projects ongoing in this jurisdiction.

No properties in the jurisdiction have been substantially damaged as a result of recent flood events. The Village of Brookville is in good standing with the NFIP. Based on documentation received from NYSDEC, a compliance audit (e.g., Community Assistance Visit or Community Assistance Contacts) has not been conducted for the municipality but the Village will determine if one is needed in the future and schedule it. There are no NFIP compliance violations that need to be addressed in this jurisdiction.

Mitigation Strategy

The following section provides an overview of the mitigation strategy for Village of Brookville. It provides an overview of the jurisdiction's previous mitigation actions, proposed actions, and the NYS mitigation worksheets.

Previous Mitigation Actions

This jurisdiction did not participate in the 2014 hazard mitigation plan.

Proposed Mitigation Actions

Project Number	VBR_1	VBR_2	VBR_3
Project Name	Sign revitalization and GIS mapping	Tree Maintenance Program	Emergency Generator Installation at Village Department of Public Works Garage Building
Goal being met	1	5	1, 2
Hazards to be mitigated	High wind, hurricanes and severe winter storms	High winds	Multiple Hazards (Wind, Hurricanes, Severe Storms, etc.)
Description of the Problem	During severe storms, signs are inadequate and cannot withstand high winds.	During severe storms, tree damage is a major concern as downed trees result in blockages of traffic and downed utilities and obstruct the movement of emergency vehicles.	The public works facility for the Village is located in a remote area in the Nature Park. Access to and from the DPW garage building and salt/sand pit is along a 1/4 mile access. The facility is imperative to properly maintain the Village operations and safety. The DPW garage building houses all the trucks, equipment and tools required to service our residents.
Priority Ranking	High	High	High
Description of the Solution	Permanently install better signage that can withstand high winds.	Establish a tree removal and maintenance program to continually oversee hazardous and diseased trees removal, dead limb cutting, and weight-relieving pruning through the Village, with a focus on areas near Village easements.	The project for a fixed emergency generator to supply the public works facility is very necessary to ensure continued service during a storm or emergency event. Due to the location of the DPW garage building which is in a heavy wooded area the power lines are constantly compromised during storms of any kind. When there is a severe storm, we have seen downed lines take up to two weeks to be repaired due to the fact that the Village is considered low density which makes us low on the priority list.
Critical Facility	No	No	Yes

EHP Issues	N/A	N/A	No
Estimated Timeline	One Year	One Year	One Year
Lead Agency	Village of Brookville	Village of Brookville	Village of Brookville
Estimated Costs	\$50,000	\$100,000	TBD
Estimated Benefits	15 Years	10 Years	Continued service at each critical facility during a storm or emergency event and the installation of underground power lines.
Potential Funding Sources	SAM Grant	SAM Grant / Village Surplus	FEMA HMGP

Mitigation Action Worksheets

The following pages contain mitigation action worksheets that provide additional detail some of the jurisdiction's proposed mitigation actions.

Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Brookville

NYS DHSES Action Worksheet			
Project Name:	Implement ongoing sign revitalization and GIS mapping project		
Project Number:	VRB_1		
Risk / Vulnerability			
Hazard of Concern:	High wind, hurricanes, and severe winter storms.		
Description of the Problem:	During severe storms, signs are inadequate and cannot withstand high winds. Existing signs are rotted, faded and not legible. Traffic signs, street signs, catch basins, fire hydrants, and street lighting have never been located on a map.		
Action or Project Intended for Implementation			
Description of the Solution:	Permanently install better signage that can withstand high winds. Install new signs that are legible and visible during evening hours. Add signs that will increase safety. Annually update GIS Mapping System to add new features.		
Is this project related to a Critical Facility?		Yes	No <input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	40 MPH plus	Estimated Benefits (losses avoided):	Accidents and confusion among residents and visitors.
Useful Life:	15 Years		
Estimated Cost:	\$100,000		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	August 1, 2020
Estimated Time Required for Project Implementation:	One Year	Potential Funding Sources:	SAM Grant/Village Surplus
Responsible Organization:	Village of Brookville	Local Planning Mechanisms to be Used in Implementation, if any:	
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Install wooden signs	\$50,000.00	Deterioration of signs is frequent
	Update official Village map manually	\$50,000.00	Time consuming and expensive
Progress Report (for plan maintenance)			
Date of Status Report:	Application pending for SAM Grant		
Report of Progress:	Obtained estimates for GIS Mapping. Street name signs currently being installed. Traffic sign installation will be sent out for bid.		
Update Evaluation of the Problem and/or Solution:			

Instructions

(Name of Jurisdiction) _____

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
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.		
Action or Project Intended for Implementation			
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).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	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.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provided the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		

Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Brookville

NYS DHSES Action Worksheet			
Project Name:	Tree Maintenance Program		
Project Number:	VBR_2		
Risk / Vulnerability			
Hazard of Concern:	High winds		
Description of the Problem:	During severe storms, tree damage is a major concern as downed trees result in blockages of traffic and downed utilities and obstruct the movement of emergency vehicles.		
Action or Project Intended for Implementation			
Description of the Solution:	Establish a tree removal and maintenance program to continually oversee hazardous and diseased trees removal, dead limb cutting, and weight-relieving pruning through the Village, with a focus on areas near Village easements.		
Is this project related to a Critical Facility?		Yes	No <input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	40 MPH plus	Estimated Benefits (losses avoided):	\$500,000
Useful Life:	10 Years		
Estimated Cost:	\$100,000		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	January 1, 2021
Estimated Time Required for Project Implementation:	Two Years	Potential Funding Sources:	SAM Grant/Village Surplus
Responsible Organization:	Village of Brookville	Local Planning Mechanisms to be Used in Implementation, if any:	Village of Brookville
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Bury electric lines	\$10,000,000.00	PSE&G has indicated that due to low density in the Village, the cost is prohibited.
	Cut down all trees	\$100,000.00	Protect and maintain Village easements.
Progress Report (for plan maintenance)			
Date of Status Report:	Application pending for SAM Grant		
Report of Progress:	Preliminary Planning		
Update Evaluation of the Problem and/or Solution:			

Instructions

(Name of Jurisdiction) _____

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
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.		
Action or Project Intended for Implementation			
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).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	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.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provided the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		

Nassau County Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Village of Brookville

NYS DHSES Action Worksheet			
Project Name:	Emergency Generator Installation at Village Department of Public Works Garage Building		
Project Number:	VBR_3		
Risk / Vulnerability			
Hazard of Concern:	Multiple Hazards (Wind, Hurricanes, Severe Storms, etc.) leading to power outages.		
Description of the Problem:	The public works facility for the Village is located in a remote area in the Nature Park. Access to and from the DPW garage building and salt/sand pit is along a 1/4 mile access. The facility is imperative to properly maintain the Village operations and safety. The DPW garage building houses all the trucks, equipment and tools required to service our residents.		
Action or Project Intended for Implementation			
Description of the Solution:	The project for a fixed emergency generator to supply the public works facility is very necessary to ensure continued service during a storm or emergency event. Due to the location of the DPW garage building which is in a heavy wooded area the power lines are constantly compromised during storms of any kind. When there is a severe storm we have seen downed lines take up to two weeks to be repaired due to the fact that the Village is considered low density which makes us low on the priority list.		
Is this project related to a Critical Facility?		Yes	<input checked="" type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)		No	<input type="checkbox"/>
Level of Protection:	Full protection	Estimated Benefits (losses avoided):	Continued service at each critical facility during a storm or emergency event and the installation of underground power lines.
Useful Life:	30 years		
Estimated Cost:	TBD		
Plan for Implementation			
Prioritization:	High	Desired Timeframe for Implementation:	ASAP
Estimated Time Required for Project Implementation:	One Year	Potential Funding Sources:	FEMA HMGP
Responsible Organization:	Village of Brookville	Local Planning Mechanisms to be Used in Implementation, if any:	
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Purchase portable generator for deployment at different facilities as needed.	Significantly greater cost for portable generator with same output as fixed-location generator.	Additional costs and the particular need for a generator at the DPW Garage make this alternative less desirable.
	Rent a portable generator as needed.	<\$5,000	Portable generator availability / the ability to bring in a portable generator cannot be guaranteed.
Progress Report (for plan maintenance)			
Date of Status Report:			
Report of Progress:			
Update Evaluation of the Problem and/or Solution:			

Instructions

NYS DHSES Action Worksheet			
Project Name:	Each action must have a unique project number referenced here and in the Action Tables.		
Project Number:	Each action must have a unique project name referenced here and in the Action Tables.		
Risk / Vulnerability			
Hazard of Concern:	Identify the hazard being addressed with this action.		
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.		
Action or Project Intended for Implementation			
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).		
Is this project related to a Critical Facility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes, this project must intend to protect to the 500-year flood event or the actual worst damage scenario, whichever is greater.)			
Level of Protection:	Identify the level of protection the proposed project will provide. Ex. 100-year (1%) flood.	Estimated Benefits (losses avoided):	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.
Useful Life:	Identify the number of years the project will provide protection against the hazard.		
Estimated Cost:	Identify all estimated costs associated with implementation.		
Plan for Implementation			
Prioritization:	Identify the priority based on the prioritization method agreed upon.	Desired Timeframe for Implementation:	Identify the desired start time for this project. Ex. Within 6 months.
Estimated Time Required for Project Implementation:	Provide the estimated time required to complete the project from start to end.	Potential Funding Sources:	Multiple sources of potential funding should be listed when appropriate.
Responsible Organization:	Identify the name of a department or agency responsible for implementation, not the jurisdiction.	Local Planning Mechanisms to be Used in Implementation, if any:	Consider the use of local planning mechanisms that will be used to implement this project.
Three Alternatives Considered (including No Action)			
Alternatives:	<i>Action</i>	<i>Estimated Cost</i>	<i>Evaluation</i>
	No Action	\$0	
	Alternative 1 Brief Description		Include a description of pros/cons of Alternative 1.
	Alternative 2 Brief Description		Include a description of pros/cons of Alternative 2.
Progress Report (for plan maintenance)			
Date of Status Report:	This section should be completed during plan maintenance/evaluation.		
Report of Progress:	Describe what progress, if any, has been made on this project. If it has been determined the jurisdiction no longer wishes to pursue implementation, state that here and indicate why.		
Update Evaluation of the Problem and/or Solution:	Provide an updated description of the problem and solution, and what has happened since initial consideration/development.		