

D. PROGRESS REPORT TEMPLATE

Reporting Period: *(Insert reporting period)*

Background: Contra Costa County and participating local cities and special districts developed a hazard mitigation plan to reduce risk from all hazards by identifying resources, information, and strategies for risk reduction. The federal Disaster Mitigation Act of 2000 requires state and local governments to develop hazard mitigation plans as a condition for federal disaster grant assistance. To prepare the plan, the participating planning partners organized resources, assessed risks from natural hazards, developed planning goals and objectives, reviewed mitigation alternatives, and developed an action plan to address probable impacts from natural hazards. By completing this process, these jurisdictions maintained compliance with the Disaster Mitigation Act, achieving eligibility for mitigation grant funding opportunities afforded under the Robert T. Stafford Act. The plan can be viewed on-line at:

INSERT LINK

Summary Overview of the Plan's Progress: The performance period for the Hazard Mitigation Plan became effective on ____, 2017, with the final approval of the plan by FEMA. The initial performance period for this plan will be 5 years, with an anticipated update to the plan to occur before ____, 2022. As of this reporting period, the performance period for this plan is considered to be __% complete. The Hazard Mitigation Plan has targeted __ hazard mitigation actions to be pursued during the 5-year performance period. As of the reporting period, the following overall progress can be reported:

- __ out of __ actions (__%) reported ongoing action toward completion.
- __ out of __ actions (__%) were reported as being complete.
- __ out of __ actions (__%) reported no action taken.

Purpose: The purpose of this report is to provide an annual update on the implementation of the action plan identified in the Hazard Mitigation Plan. The objective is to ensure that there is a continuing and responsive planning process that will keep the Hazard Mitigation Plan dynamic and responsive to the needs and capabilities of the planning partners. This report discusses the following:

- Natural hazard events that have occurred within the last year
- Changes in risk exposure within the planning area
- Mitigation success stories
- Review of the action plan
- Changes in capabilities that could impact plan implementation
- Recommendations for changes/enhancement.

The Hazard Mitigation Plan Steering Committee: The Hazard Mitigation Plan Steering Committee, made up of planning partners and other stakeholders within the planning area, reviewed and approved this progress report at its annual meeting held on ____, 2018. It was determined through the plan's development process that a steering committee would remain in service to oversee maintenance of the plan. At a minimum, the Steering Committee will provide technical review and oversight on the development of the annual progress report.

It is anticipated that there will be turnover in the membership annually, which will be documented in the progress reports. For this reporting period, the Steering Committee membership is as indicated in Table 1.

Table 1. Steering Committee Members

Name	Title	Jurisdiction/Agency

Natural Hazard Events within the Planning Area: During the reporting period, there were __ natural hazard events in the planning area that had a measurable impact on people or property. A summary of these events is as follows:

- _____
- _____

Changes in Risk Exposure in the Planning Area: *(Insert brief overview of any natural hazard event in the planning area that changed the probability of occurrence or ranking of risk for the hazards addressed in the hazard mitigation plan)*

Mitigation Success Stories: *(Insert brief overview of mitigation accomplishments during the reporting period)*

Review of the Action Plan: Table 2 reviews the action plan, reporting the status of each action. Reviewers of this report should refer to the Hazard Mitigation Plan for more detailed descriptions of each action and the prioritization process.

Address the following in the “status” column of the following table:

- Was any element of the action carried out during the reporting period?
- If no action was completed, why?
- Is the timeline for implementation for the action still appropriate?
- If the action was completed, does it need to be changed or removed from the action plan?

Changes That May Impact Implementation of the Plan: *(Insert brief overview of any significant changes in the planning area that would have a profound impact on the implementation of the plan. Specify any changes in technical, regulatory and financial capabilities identified during the plan’s development)*

Recommendations for Changes or Enhancements: Based on the review of this report by the Hazard Mitigation Plan Steering Committee, the following recommendations will be noted for future updates or revisions to the plan:

- _____
- _____
- _____
- _____
- _____
- _____

Public review notice: *The contents of this report are considered to be public knowledge and have been prepared for total public disclosure. Copies of the report have been provided to the governing boards of all planning partners and to local media outlets. The report is posted on the Contra Costa County Hazard Mitigation Plan website. Any questions or comments regarding the contents of this report should be directed to:*

Insert Contact Info Here