

This appendix provides an example progress report with the purpose to provide an annual update on the implementation of the Town of Shandaken Flood Mitigation Plan.



# EXAMPLE PROGRESS REPORT

## Town of Shandaken, NY Flood Hazard Mitigation Plan Annual Progress Report

**Reporting Period:** *(Insert reporting period)*

**Background:** The Town of Shandaken developed a flood hazard mitigation plan to reduce risk from flooding by identifying resources, information, and strategies for risk reduction. To prepare the plan, the Town of Shandaken organized resources, assessed risks from flooding, developed planning goals and objectives, reviewed mitigation alternatives, and developed an action plan to address probable impacts from floods. The plan can be viewed on-line at:

<http://www.shandaken.us/flood-mitigation-plan/flood-mitigation-plan-post/>

**Summary Overview of the Plan's Progress:** The performance period for the Hazard Mitigation Plan became effective on [REDACTED], 2013, 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 [REDACTED], 2018. As of this reporting period, the performance period for this plan is considered to be [REDACTED]% complete. The Flood Hazard Mitigation Plan has targeted 32 flood hazard mitigation initiatives to be pursued during the 5-year performance period. As of the reporting period, the following overall progress can be reported:

- [REDACTED] out of [REDACTED] initiatives ([REDACTED]%) reported ongoing action toward completion.
- [REDACTED] out of [REDACTED] initiatives ([REDACTED]%) were reported as being complete.
- [REDACTED] out of [REDACTED] initiatives ([REDACTED]%) 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 Town of Shandaken Flood 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 Town of Shandaken and stakeholders. This report discusses the following:

- Flood 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.





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

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

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

<b>TABLE 2. ACTION PLAN MATRIX</b>				
Action Taken? (Yes or No)	Time Line	Priority	Status	Status (X, O, □)
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	
Initiative # __—			[description]	



**Recommendations for Changes or Enhancements:** Based on the review of this report by SAFARI, 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 Town of Shandaken governing board and to local media outlets and the report is posted on the Town of Shandaken Flood Hazard Mitigation Plan website. Any questions or comments regarding the contents of this report should be directed to:*

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