

STAFF REPORT PROCESS AND COMMUNITY INTERVIEW FORM

Staff of the mitigation branch can be asked to assist with the preparation and presentation of pre-applications to the SHMT for project evaluation and ranking. The purpose of doing a staff report is to present factors that may not be included on the pre-application in a consistent manner so that SHMT members can evaluate the pre-application or applications in a consistent manner.

The staff report process begins with the assignment of a pre-application or application followed by completing a checklist and concluded with a presentation of a summary of the information at the SHMT meeting where the pre-application or application is to be evaluated. The reason for this is two fold: 1) to provide SHMT members a complete and accurate picture of the project which they are being asked to review (this is especially important when reviewing pre-applications which inherently do not have a lot of detail) and 2) to ensure fairness in the project review process.

Step 1: Assignment of pre-application or application

The Branch Chief or supervisor will assign one or more pre-applications or applications to state mitigation staff who will be responsible for completing the checklist/interview and presenting at the SHMT meeting. Also, the assigned staff will be responsible for preparation of the appropriate PowerPoint slide(s) for each project.

Step 2: Completing the checklist/interview

The assigned mitigation staffer will complete the attached checklist, which is reflective of the questions that the SHMT will be evaluating projects against. Remember, it is the role of the mitigation staffer to seek the facts, information, and know as much as possible about the project idea!

Step 3: Preparing for and presenting at the SHMT meeting

Prior to the SHMT meeting, there will be a few PowerPoint slides prepared for each project. As the project comes up for review at the SHMT meeting, the assigned mitigation staffer will give a presentation of the project. The presentation should consist of the following:

- Brief project description
- Review of answers to checklist/interview questions
- Answering questions from the SHMT

Checklist / Community Interview Form

Instructions: Complete this form using submitted pre-application and application materials. If the question cannot be answered from the submitted materials (in the pre- application or application) or through research, then it will be necessary to follow-up with the listed point of contact for the project. It is imperative that each of the items be completed fully!

- Please describe the project? If possible obtain a map of the project site (topographic or other map), one or more pictures of the project area, and create a FIRMETTE for the site.

- Is the project idea an eligible mitigation activity? Please explain.

- Does the community where the project is proposed have a FEMA approved hazard mitigation plan? Y / N. Is the mitigation project consistent with this plan (does it meet a goal, objective, action item)?

- Is the proposed project cost-effective? If this cannot be determined, are there factors to indicate that it might or might not be cost-effective?

- Does there seem to be sufficient staff and resources to implement the proposed project?
 - a. Is the community aware of the local matching requirement and does it seem like they have the potential of obtaining it?
 - b. Does the community have any idea how it would manage the project – either in-house or contracting for administration?
 - c. Are there any projects we have had with the community in the past and, if so, what was that experience?

- Is there a repetitive history of hazard occurrence for which the project is mitigating against? Does the historical occurrence specifically impact the project area?

- Is there any proposed inclusion of outreach activities appropriate to the proposed mitigation project (e.g., signs, press releases, success stories, and/or losses avoided analysis) that advance mitigation and/or serves as a model for other communities?

- Does community participate in other day-to-day mitigation programs that help lessen the impacts of natural hazards (Community Rating System (CRS), FEMA Cooperating Technical Partner (CTP), Firewise community, adopted building codes, have a stormwater management utility)?