

Action Worksheet

Action Worksheet	
Name of Jurisdiction:	
Risk / Vulnerability	
Problem being Mitigated:	
Hazard(s) Addressed:	
Action or Project	
Action/Project Number:	
Name of Action or Project:	
Action or Project Description:	
Applicable Goal Statement:	
Estimated Cost:	
Benefits:	
Plan for Implementation	
Responsible Organization/Department:	
Action/Project Priority:	
Timeline for Completion:	
Potential Fund Sources:	
Local Planning Mechanisms to be Used in Implementation, if any:	
Progress Report	
Action Status	
Report of Progress	
Completed by:	

Action Worksheet

Name of Jurisdiction:	
Risk / Vulnerability	
Problem being Mitigated:	Provide a brief description of the problem that the action will address
Hazard(s) Addressed:	List the hazard or hazards that will be addressed by this action
Action or Project	
Action/Project Number:	Will be completed by PTRPC Staff. (Leave blank when completing)
Name of Action or Project:	
Action or Project Description:	Describe the action or project. Provide as much detail as possible.
Applicable Goal Statement:	Choose the goal statement that applies to this action.
Estimated Cost:	Provide an estimate of the cost to implement this action. This can be accomplished with a range of estimated costs.
Benefits:	Provide a narrative describing the losses that will be avoided by implementing this action. If dollar amounts of avoided losses are known, include them as well.
Plan for Implementation	
Responsible Organization/Department:	Which organization will be responsible for tracking this action? Be specific to include the specific department or position within a department.
Action/Project Priority:	Leave Blank. Will be completed by HMP Committee
Timeline for Completion:	How many months/years to complete.
Potential Fund Sources:	List specific funding sources that may be used to pay for the implementation of the action. (Grant, General Funds, Bonds, Etc.)
Local Planning Mechanisms to be Used in Implementation, if any:	(Comprehensive Plan, Improvement Plan, Safety Action Plan, EOP, Etc.)
Progress Report	
Action Status	Indicate status as New, Continuing Not Started, or Continuing in Progress)
Report of Progress	For Continuing actions only, indicate the report on progress. If the action is not started, indicate any barriers encountered to initiate the action. If the action is in progress, indicate the activity that has occurred to date.
Completed by:	Name and phone number of person that completed the action form.