

Polk County Multi-Jurisdictional Hazard Mitigation Plan Update

Instructions to Complete Spreadsheet for Previous Actions and New Actions

Prior to this meeting AMEC e-mailed a spreadsheet of all of the actions that were submitted as part of the previous plan. AMEC has entered all actions as well as the available details from the previous plan into the spreadsheet. FEMA requires that the plan update include the status of all actions that were included in the previous plan. There is a drop-down list in the spreadsheet to select the status for each action. The status choices are:

- Delete
- Completed
- Non Started/Continue in Plan Update
- In Progress/Continue in Plan Update

For each status choice selected, there are additional columns that need to be checked and/or completed as detailed below.

- **Delete**

For actions that you would like to remove from the mitigation plan's mitigation strategy, please complete column L with the blue heading titled "2013 Action Status Comment", to indicate why the action is no longer applicable.

- **Completed**

For actions that your jurisdiction has completed, please enter information as available in the columns with purple headings (columns M-S). If the information is not available, please enter N/A. You can also enter comments in column L if necessary.

- **Not Started/Continue in Plan Update AND In Progress/Continue in Plan Update**

For these actions, please complete ALL columns with the green headings (Columns T-AD). FEMA will not approve plans that are missing information in any of these categories for actions that will be continued in the plan. You can also enter comments in column L if necessary.

The details that already appear in the spreadsheet came from the previous Hazard Mitigation Plan. So, this information may need to be updated.

You will also need to complete a STAPLEE form that will provide the STAPLEE score to insert in column U.

Adding New Actions

Add new actions to the spreadsheet. The Action ID will be the name of your jurisdiction and the next sequential number. Choose "NEW" in the "2013 Action Status Column". Details in columns A-J and T-AD will need to be completed for all new actions.

The due date for completion and return of the completed spreadsheet with updated status and details for all actions is February 6, 2014.

Column Headings in Action Spreadsheet

