

Municipality: _____

Project ID: _____

Worksheet #1

Progress Report

step 2

Progress Report Period: _____ to _____
(date) (date)

Project Title: _____ Project ID#: _____

Responsible Agency: _____

Address: _____

City/County: _____

Contact Person: _____ Title: _____

Phone #(s): _____ email address: _____

List Supporting Agencies and Contacts:

Total Project Cost: _____

Anticipated Cost Overrun/Underrun: _____

Date of Project Approval: _____ Start date of the project: _____

Anticipated completion date: _____

Description of the Project (include a description of each phase, if applicable, and the time frame for completing each phase): _____

Milestones	Complete	Projected Date of Completion

Municipality:

Project ID:

Plan Goal(s)/Objective(s) Addressed:

Goal: _____

Objective: _____

Indicator of Success (e.g., losses avoided as a result of the acquisition program):

In most cases, you will list losses avoided as the indicator. In cases where it is difficult to quantify the benefits in dollar amounts, you will use other indicators, such as the number of people who now know about mitigation or who are taking mitigation actions to reduce their vulnerability to hazards.

Status (Please check pertinent information and provide explanations for items with an asterisk. For completed or canceled projects, see Worksheet #2 — to complete a project evaluation):

Project Status

Project on schedule

Project completed

Project delayed*

*explain: _____

Project canceled

Project Cost Status

Cost unchanged

Cost overrun*

*explain: _____

Cost underrun*

*explain: _____

Summary of progress on project for this report:

A. What was accomplished during this reporting period?

B. What obstacles, problems, or delays did you encounter, if any?

C. How was each problem resolved?

Municipality:

Project ID:

Next Steps: What is/are the next step(s) to be accomplished over the next reporting period?

Other comments:

Adapted from the North Carolina HMGP Progress Report Form at http://www.dem.dcc.state.nc.us/mitigation/document_index.htm.



Worksheet #1

Progress Report

step 2

Page 1 of 3

Progress Report Period: October 1, 2003 to December 31, 2003
(date) (date)Project Title: Ragley River Views Park Flood Acquisition Project Project ID#: HVMP-2003-01Responsible Agency: Hazardville Department of PlanningAddress: 1909 Burnham WayCity/County: Hazardville, EmergencyContact Person: Euseba Eucld Title: Grants AdministratorPhone #(s): (555) 555-8473 email address: eeucld@town.hazardville.m

List Supporting Agencies and Contacts:

Hazardville Department of Housing: Noah Hudson (555) 555-8465Hazardville Habitat for Humanity: Carter Goodman (555) 555-9432Total Project Cost: \$360,000Anticipated Cost Overrun/Underrun: \$N/ADate of Project Approval: July 21, 2003 Start date of the project: November 15, 2003Anticipated completion date: Summer 2005

Description of the Project (include a description of each phase, if applicable, and the time frame for completing each phase):

Acquire and demolish 14 structures located at the Ragley River Views Park. Work with Habitat for Humanity and the Department of Housing to construct new housing or rehabilitate existing housing for displaced low-income residents. The Department of Housing will also provide funds for temporary housing to displaced residents.

Milestones	Complete	Projected Date of Completion
Conduct surveys of ground and first-floor elevations	✓	
Obtain Notices of Intent by owners	✓	
Conduct structure appraisals	✓	
Send letters of offer to homeowners		1/31/04
Perform title work		3/30/04
Acquire structures		6/30/04
Begin construction of new housing or reconstruction of existing housing for relocated residents		6/30/04
Send payment for relocation to renters		9/30/04
Finalize contract for demolition		1/12/05
Demolish structures		4/26/05
Landscape open parcels		6/30/05

Plan Goal(s)/Objective(s) Addressed:

Goal: Minimize losses to existing and future structures within hazard areas.

Objective: Reduce potential damages to the manufactured home park in the floodplain.

Indicator of Success (e.g., losses avoided as a result of the acquisition program):

In most cases, you will list losses avoided as the indicator. In cases where it is difficult to quantify the benefits in dollar amounts, you will use other indicators, such as the number of people who now know about mitigation or who are taking mitigation actions to reduce their vulnerability to hazards.

Losses Avoided. After a major flood (100-year), the Department of Economic Development will assist the Planning Department in calculating the losses avoided.

Status (Please check pertinent information and provide explanations for items with an asterisk. For completed or canceled projects, see Worksheet #2 — to complete a project evaluation):

Project Status

Project on schedule

Project completed

Project delayed*

*explain: _____

Project canceled

Project Cost Status

Cost unchanged

Cost overrun*

*explain: _____

Cost underrun*

*explain: _____

Summary of progress on project for this report:

A. What was accomplished during this reporting period?

The Department of Planning contacted the owners of the properties vulnerable to floods to determine their willingness to sell their properties. Of the 14 property owners contacted, 10 agreed to have their homes acquired. An appraiser contracted by the Department of Planning estimated the value of the 10 properties.

B. What obstacles, problems, or delays did you encounter, if any?

The owners of four properties refused to sell. There has been some limited neighborhood opposition to various suggestions for the community open space created by the acquisitions.

C. How was each problem resolved?

The Department of Planning has proposed to the residents a design charrette to develop alternatives for the open space that would be created, with the understanding that no permanent structures can be constructed on the open parcels after acquisition and demolition has been completed. Recreational activities will be limited to passive uses such as trails and bike paths.

Next Steps: What is/are the next step(s) to be accomplished over the next reporting period?

1. Send offer letters to homeowners.

2. Do title work.

3. Work with the Department of Housing and Habitat for Humanity to identify existing housing for rehabilitation and viable vacant parcels to construct new housing for the displaced residents.

Other comments:

None