

Appendix J:

Action Monitoring Form

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Use this form to help identify the status of each action in the plan. This can help you find out if you need other resources to complete it. The original version of this worksheet can be found at https://www.fema.gov/sites/default/files/documents/fema_local-mitigation-planning-handbook_052023.pdf

Action Evaluation Matrix

Progress Report Period: _____	
Describe the action or project	
Who is responsible for the action?	
Project status:	<input type="checkbox"/> Complete <input type="checkbox"/> In progress, anticipated completion date: _____ <input type="checkbox"/> Not started <input type="checkbox"/> Canceled
Has there been any progress with this project so far?	
Are there any obstacles or challenges with this action so far?	
What steps do you need to take to complete this project?	
Other comments	