**Template**

**Annual Evaluation Report on a   
Substantial Damage Management Plan for SDP Credit**

*CRS communities that receive credit in element SDP for having a plan to manage substantial damage within their jurisdictions are required to either update the plan or submit an evaluation of that plan every year with their recertifications. The purpose of such an evaluation is to focus on specific portions of the plan and initiate changes as needed. The components listed below are the minimum required for such an evaluation report. Communities are encouraged to submit more comprehensive explanations as needed.*

Name of community:

Date the current substantial damage management plan  
was submitted to the community’s governing body:

Date this evaluation report was prepared:

Date this evaluation report was submitted to the local governing body:

Name, title, contact information for person preparing this report:

1. What process was used to evaluate the substantial damage management plan and to prepare the annual evaluation report for this past year?

2. Over the past year, were any changes made to local ordinances, regulations, definitions, or other standards that pertain to the substantial damage or substantial improvement of buildings?

If so, please describe those changes.

3. For each of the six steps of the credited planning process, indicate whether it has been implemented, whether it has been changed, and explain.

Step 1 (Assess vulnerability):

Step 2 (Identify a substantial damage management team):

Step 3 (Identify post-event efforts):

Step 4 (Build a property database):

Step 5 (Identify pre-flood actions):

Step 6 (Implementation steps and updates):

4. For each pre-event action item listed in the substantial damage management plan (Step 5), indicate whether the item was implemented during the past year, describe that implementation, and explain what change is recommended for that item, if any.

Action item:

Action item:

Action item:

(Add items as needed.)

5. Over the past year, has the community experienced any flood damage?

If so, describe:

6. Over the past year, was the substantial damage management plan used after a flood or other event?

If so, describe how it was implemented, how its use was evaluated, and what recommendations were made for improvements.

7. Have any community officials participated in training on substantial damage on in training on the substantial damage management plan over the past year?

8. Has the plan for managing substantial damage been revised or updated in the past year?

If so, describe the circumstances of the update, the specific changes, and attach a copy of the revised plan.

9. As a result of the review of the substantial damage management plan, are there any recommendations or changes to the plan?

If so, describe and explain.

10. [For communities receiving SDP2 credit]

a. Has a review of the property database been done?

b. Has any outdated information been corrected in the database (structures removed from the list, changes in property ownership or in market value, etc.).

c. Has the updated database been imported into FEMA’s Substantial Damage Estimator?

11. [For communities receiving SDP3 credit]

a. Has the list of properties or potential substantial damage areas changed during the past year?

b. Have any properties listed in the substantial damage management plan been mitigated during the past year?

c. Has the community’s mitigation strategy for these properties or areas changed during the past year?

d. Have any new mitigation programs or funding alternatives been incorporated into the planning process during the past year?

12. Other comments: