

Recommended Local Hazard Mitigation Planning Steps

Watershed Planning Steps	Step 1. Determine the Planning Area and Resources	Step 2. Build the Planning Team	Step 3. Create an Outreach Strategy	Step 4. Review Community Capabilities	Step 5. Conduct an Assessment	Step 6. Develop a Mitigation Strategy	Step 7. Keep the Plan Current	Step 8. Review and Adopt the Plan	Step 9. Create a Safe and Resilient Community
Watershed Planning Steps									
1. Build Partnerships									
Identify key stakeholders	■	■	■	■					
Identify issues of concern to include in the watershed plan	■	■	■		■				
Set preliminary goals		■	■			■			
Conduct public outreach		■	■	■					
2. Characterize the Watershed									
Collect existing data and create a watershed inventory			■	■					
Analyze data					■				
Identify causes and sources of pollution that need to be controlled*					■				
Identify data gaps and collect additional data if needed					■				
Quantify pollutant loads					■				
3. Finalize Goals and Identify Solutions									
Set overall goals and management objectives						■	■		
Develop indicators/targets						■	■		
Determine load reductions needed*						■	■		
Identify critical areas						■	■		
Develop management measures to achieve goals*						■	■		
4. Design an Implementation Program									
Develop implementation schedule*		■				■	■		
Develop interim milestones to track implementation of management measures*						■	■		
Develop criteria to measure progress towards meeting watershed goals*						■	■		
Develop monitoring component*						■	■		
Develop information/education component*						■	■		
Develop evaluation process						■	■		
Identify technical and financial assistance needed to implement plan*						■	■		■
Assign responsibility for revising the plan		■				■	■		
5. Implement Watershed Plan									
Implement management strategies							■	■	
Conduct monitoring							■	■	
Conduct information/education activities		■					■	■	
6. Measure Progress and Make Adjustments									
Review, evaluate information							■	■	
Prepare annual workplans							■	■	
Report back to stakeholders and others							■	■	
Make adjustments to program							■	■	

*Nine minimum elements EPA believes are the most critical to preparing effective watershed plans and are generally required for watershed projects funded under section 319. Three of the nine elements are considered during the characterization and goal-setting phases to address the primary sources of pollution in the watershed and to determine the management strategies needed in specific areas to reduce the pollution to meet water quality goals. The other six elements are used to develop a specific plan of action with measurable targets and milestones, and the necessary financial and technical resources needed to restore the waterbody.