

CHRONOLOGICAL CHECKLIST

Disaster Impact and Unmet Needs Assessment Kit: Appendix A

Description: As part of the *Disaster Impact and Unmet Needs Assessment Kit*, the Chronological Checklist provides a list of critical actions that the grantee must take immediately upon receipt of the award to meet CDBG-DR deadlines and move their recovery efforts forward.

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Caveat: This is an informational tool and/or template that should be adapted to each grantee's specific program design.

For More Information

This resource is part of the [Disaster Impact and Unmet Needs Assessment Kit](#). View all of the Disaster Recovery Toolkits here:
<https://www.onecpd.info/resource/2853/cdbg-dr-toolkits>.

For additional information about disaster recovery programs, please see your HUD representative.

This is not an official HUD document and has not been reviewed by HUD counsel. It is provided for informational purposes only. Any binding agreement should be reviewed by attorneys for the parties to the agreement and must conform to state and local laws.

Appendix A: Chronological Checklist for CDBG-DR Grantees

ACTION STEP	PRIORITY LEVEL	COMPLETION TIMEFRAME	ASSIGNED TO & DATE	DATE DUE & TO WHOM	DATE COMPLETED
CREATE A DECISION MAKING FRAMEWORK					
<i>Determine process for making recovery related decisions and who has authority and responsibility to make policy decisions</i>					
<i>Determine process for adopting and implementing recovery plan</i>					
COORDINATION AND OUTREACH					
<i>Create list of local public officials most relevant to long-term recovery coordination/implementation and begin outreach.</i>					
<i>Create list of relevant stakeholders including local community advocates and nonprofits and establish mechanism for stakeholders to provide input on recovery efforts</i>					
<i>Organize periodic meetings of relevant local public officials and other stakeholders. Determine frequency and format (Daily? Weekly? Monthly?) (Conference call? In person? Open to public?)</i>					
<i>Create outreach strategy to ensure local communities and stakeholders have regular information covering important recovery topics such as status of disaster recovery, available funding, importance of hazard mitigation, insurance, permitting process, and program eligibility rules and application.</i>					

ACTION STEP	PRIORITY LEVEL	COMPLETION TIMEFRAME	ASSIGNED TO & DATE	DATE DUE & TO WHOM	DATE COMPLETED
STAFFING NEEDS AND INPUT					
<i>Assess staffing needs and determining what roles and responsibilities need to be filled to implement a successful long term recovery program</i>					
<i>Hire or designate a Disaster Coordinator to coordinate the recovery efforts and serve as point person for local communities and other state and federal agencies</i>					
<i>Hire or designate Public Information Officer</i>					
<i>Hire or designate Outreach Coordinator</i>					
<i>Hire or designate any other necessary staff for disaster recovery</i>					
DATA NEEDS AND ANALYSIS					
<i>Compile Consolidated Plans and Actions Plans of impacted communities and state(s)</i>					
<i>Review Consolidated Plans and Action Plans to understand long-term community development goals</i>					
<i>Map current status of damage in impacted areas</i>					
<i>Conduct market assessment of impacted area</i>					
<i>Review data on market conditions of impacted area prior to disaster</i>					
<i>Identify senior level contacts at FEMA, SBA, insurance companies, and other disaster recovery organizations for long-term coordination</i>					

ACTION STEP	PRIORITY LEVEL	COMPLETION TIMEFRAME	ASSIGNED TO & DATE	DATE DUE & TO WHOM	DATE COMPLETED
<i>Execute Memorandum of Understanding with agencies and insurance companies to establish terms of data exchange</i>					
<i>Negotiate automated data exchange and regular data updates from FEMA, SBA, insurance companies and other organizations that provided disaster assistance</i>					
FUNDING AVAILABILITY					
<i>Determine total funding available for long term disaster recovery</i>					
<i>Research potential untapped available sources of disaster recovery funding at local, state and federal levels</i>					
<i>Determine ways to leverage available funding</i>					
<i>Conduct gap analysis comparing cost of needs and total funding</i>					
<i>Develop a strategy to determine kinds of donated goods that are needed and recruit volunteers and private sector to obtain donated goods</i>					
POLICIES AND PROCEDURES					
<i>Develop application rules and eligibility policies and procedures</i>					
<i>Develop recordkeeping policies and procedures</i>					
<i>Develop financial management policies and procedures</i>					