



Pre-Disaster Housing Planning Checklist

March 2024 (Draft 3.0)



FEMA

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6 **Table of Contents**

7	Table of Contents	1
8	1. Introduction	2
9	1.1 Purpose	2
10	1.2 Organization.....	2
11	2. Planning and Strategy Checklist	4
12	2.1 Approach to Plan and Strategy Development	4
13	2.2 Next Steps.....	6
14		
15		

1. INTRODUCTION

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17 Pre-disaster housing recovery strategies help ensure an efficient, deliberate, and
18 coordinated approach to disaster housing resilience and recovery before, during, and after a
19 disaster. To improve housing recovery outcomes, state, local, territorial, and tribal (SLTT)
20 governments should prepare a pre-disaster housing recovery strategy that identifies
21 priorities and outlines critical jurisdiction-specific processes and procedures. For these
22 strategies to be the most successful, they should be developed through collaboration and
23 outreach with stakeholders from community development, emergency management,
24 housing, and non-profit organizations.

1.1 Purpose

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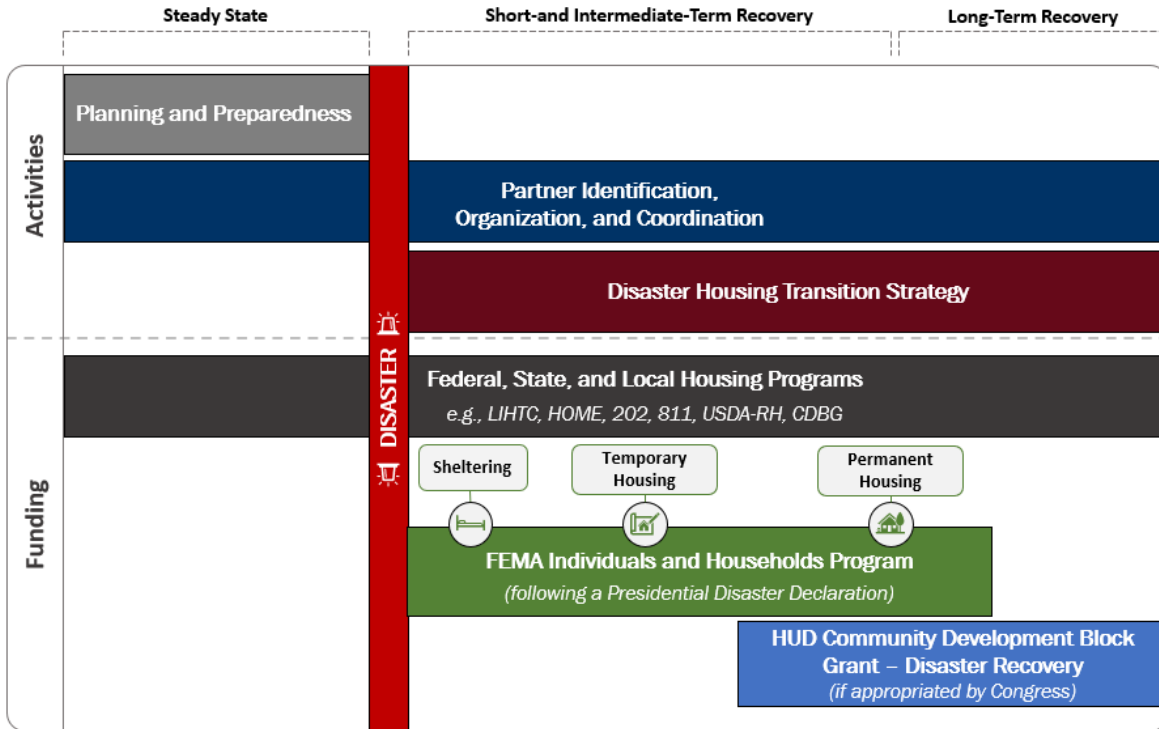
26 This document provides an introductory checklist and overview of considerations for SLTT
27 governments when planning for, coordinating, and executing a post-disaster housing
28 recovery training strategy. This short-form checklist should be used alongside the full Pre-
29 Disaster Housing Guide. This checklist is a starting point for SLTT strategy development, the
30 full guide provides additional details and specific recommendations for content and
31 programs to include in the strategy.

1.2 Organization

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33 The full Guide contains three focus areas - planning and preparedness, partner
34 identification, organization and coordination, and disaster housing transition strategy. Each
35 of these focus areas includes subtopics and discussions of common themes in the context
36 of the section. The focus areas align with a continuum from steady-state preparedness
37 through long-term recovery.

38 Figure 1 below depicts how these topic areas are connected along a continuum from steady-
39 state preparedness through long-term recovery.



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Figure 1: Timeline of Activity and Funding Considerations

2. PLANNING AND STRATEGY CHECKLIST

2.1 Approach to Plan and Strategy Development

The approach that SLTT governments use to develop post-disaster housing recovery strategies and related planning products has a significant impact on the effectiveness, equity, and comprehensiveness of the resulting product. When creating a plan for post-disaster housing recovery, SLTTs should:

- Ensure broad-based participation by local leadership, government officials, and community stakeholders in the development of post-disaster housing recovery strategies.
 - While different offices might lead the development of the strategy, the process requires active participation by diverse participants, including:
 - Planners,
 - Housing and community development agencies,
 - Emergency managers,
 - Key SLTT departmental staff,
 - Town/city managers,
 - Community leaders,
 - Community Development Financial Institutions (CDFI),
 - Voluntary Organizations Active in Disasters (VOAD),
 - Long-term Recovery Groups (LTRGs),
 - Tribal Nations,
 - Community-based nonprofit organizations, and
 - Housing developers, owners, and property managers.
- Apply the foundational six-step planning model presented [in *Comprehensive Preparedness Guide \(CPG\) 101*](#).
 - By following the CPG 101 process (and the activities outlined throughout this checklist), SLTT governments can create a strategy that enables effective leadership, management, and coordination of post-disaster housing recovery efforts.

- 70 ○ SLTT governments can easily adapt the CPG 101 process to meet their unique needs most
71 effectively.
- 72 ○ FEMA provides supplemental guidance to CPG 101 in [Planning Considerations: Disaster](#)
73 [Housing – Guidance for State, Local, Tribal and Territorial Partners](#).
- 74 □ Align post-disaster housing recovery strategies with their other plans, including broader disaster
75 recovery plans/frameworks, hazard mitigation plans, land use plans, building codes and
76 standards, climate change adaptation plans, state and local housing plans, and HUD
77 Consolidated Plans.
- 78 ○ Think of post-disaster housing plans in the context of existing housing plans and
79 Consolidated Plans. Building on and integrating with other community plans helps to avoid
80 “re-inventing the wheel” or creating unnecessary planning conflicts during recovery.
- 81 ○ Aligning post-disaster housing strategies with codes and standards can help ensure
82 resilience and energy-efficiency/net-zero codes are fully integrated into post-disaster housing
83 recovery planning.
- 84 ○ Identify existing barriers or incentives to housing production and redevelopment. Make
85 adjustments to existing or new plans to encourage additional housing development and
86 resources.
- 87 ○ Existing SLTT mitigation plans may be a useful starting point for developing a post-disaster
88 housing recovery strategy. By considering the priorities and needs identified in the mitigation
89 plans in the post-disaster housing recovery process, SLTT governments can build future
90 resiliency into their recovery projects.
- 91 ○ For SLTTs that do not have climate change adaptation plans, the Environmental Protection
92 Agency’s [Climate Change Adaptation Resource Center \(ARC-X\)](#) provides an interactive
93 resource to help local governments effectively deliver services to their communities even as
94 the climate changes.
- 95 ○ Through the Community Development Block Grant - Disaster Recovery (CDBG-DR) program,
96 the Department of Housing and Urban Development (HUD) provides funding and promotes
97 equity in disaster recovery programs through an [enhanced citizen participation process](#) and
98 greater [equity and inclusion for the communities in the impacted areas](#). See CDBG-DR
99 Citizen Participation and Equitable Engagement (CPEE) Toolkit for more information.
- 100 □ Include all population segments as contributors to the recovery process, including seniors;
101 individuals with disabilities and others with access and functional needs; those from religious,
102 racial, and ethnically diverse backgrounds; and people with limited English proficiency.
- 103 ○ SLTT governments should take steps to identify vulnerable populations and continuously
104 improve relationships with them during steady state. Working closely with vulnerable
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105 populations to understand their functional needs and where they are located in communities
106 prior to disasters allows SLTTs to create more inclusive and accurate recovery plans.
107 Outreach to vulnerable populations should always follow legal regulations and [best practices](#)
108 [for community outreach](#) as laid out by FEMA and state agencies. **Vulnerable communities**
109 **should not be made to feel more vulnerable as a result of the outreach.**

110 ○ Evaluate the risk to these groups and their likelihood of displacement to establish a strategy
111 for basic communication and a plan for ensuring equal participation in strategy development
112 and decision-making.

113 ○ Consider existing and additional resources that can be used to address the needs of these
114 groups.

115 □ Develop a post-disaster housing recovery strategy that includes a range of resources for all sizes
116 and types of disasters so that SLTT governments will be better prepared to address housing
117 needs regardless of the level of federal support available.

118 ○ In the case of non-Presidentially declared disasters, developing a flexible, scalable strategy
119 enables impacted SLTT governments to leverage existing capacity and resources to
120 effectively address post-disaster housing needs.

121 ○ SLTT governments can take steps to prepare for non-federally reimbursable disasters by:

122 – Developing Individual Assistance Programs at the state level.

123 – Pre-identifying funding sources within the state to prepare for disasters that do not
124 receive federal funds or where federal funds will take several months or years to become
125 available.

126 ○ In the case of Presidentially declared disasters, more Federal resources may be deployed to
127 SLTT governments to support their housing needs.

128 – For events that are likely to receive a CDBG-DR allocation, states can set up their
129 programs in the early planning stages to be prepared to accept the CDBG-DR funds when
130 they are eventually allocated. **CDBG-DR allocations are never guaranteed.**

131 **2.2 Next Steps**

132 The planning and strategy checklist provides an overview of the approach to developing housing
133 recovery strategies for communities. It is most useful when used in tandem with the Pre-Disaster
134 Housing Checklist. The checklist expands on this content across the three focus areas and a series
135 of subtopics related to each.

136 ■ Planning and preparedness

- 137 ○ Details on investing in affordable and resilient housing during steady state,
- 138 ○ Funding mechanisms for disaster housing preparedness,
- 139 ○ Mitigation and recovery,
- 140 ○ Risk assessment,
- 141 ○ Integration of federal and state, tribal and territorial recovery programs, and
- 142 ○ Training, exercises and continuous improvement.
- 143 ■ Partner Identification, Organization, and Coordination
 - 144 ○ Organizational approach,
 - 145 ○ SLTT-led Disaster Housing Task Force,
 - 146 ○ Identifying lead agencies and supporting agencies,
 - 147 ○ Private sector integration, and
 - 148 ○ Intergovernmental support and mutual aid agreements.
- 149 ■ Disaster Housing Transition Strategy
 - 150 ○ Strategy considerations across each phase of disaster housing.