

ENGAGE, INCLUDE, AND VALUE

THROUGHOUT THE CDBG-DR LIFECYCLE

This tool will guide grantees through conversations that include the elements of *engage*, *include*, and *value* at different stages in the grant lifecycle.

Each stage presents opportunities to:

- bring residents and stakeholders into the conversation (*engage*);
- invite them to contribute to the analysis and program decisions at that stage (*include*); and
- make changes to program plans and implementation to reflect the input received (*value*).

Each row describes a stage in the lifecycle. Each column provides guidance for each stage in the form of information to share (engage), questions to pose (include), and actions to take (value). (*Grantees are encouraged to develop their own prompts.*)

Stage of CDBG-DR	Engage	Include	Value
	Bring people into conversation about community needs, assets, and vulnerabilities to identify priorities for CDBG-DR funding.	Prompt people to question the data that have been gathered, asking them to confirm or suggest alternative priorities to better meet community needs. Respond to residents' questions or suggestions.	Ensure community contributions are incorporated into final decisions and any constraints on these decisions are communicated clearly back to the community.
Unmet Needs Analysis Gather data on recovery gaps, identify community profiles and mobilize partnerships.	Show data on recovery gaps, community characteristics, and disaster impacts.	<ul style="list-style-type: none"> • Does the information presented accurately and clearly convey the disaster impact? • Have the unmet needs of the community been accurately and completely identified and clearly communicated? • Based on the data presented and local knowledge, is the right population being targeted for assistance? • As an individual, what do you need to recover from the disaster? Your neighbors and others in the community? Is this different from what the data say? • What are some other comments, questions, or suggestions you have at this point? 	<ul style="list-style-type: none"> • What data and information were identified that can better inform the unmet needs analysis? • Based on what we have heard, how do we reinterpret the unmet needs analysis to alter funding decisions? • Looking at the unmet needs and populations most impacted by the disaster, what will be the challenges to outreach and program participation? • What community partnerships will we need to build in order to effectively deliver resources to those most in need and most challenged to recover?

Stage of CDBG-DR	Engage	Include	Value
<p>Action Plan</p> <p>Determine program priorities with community members and key stakeholders and gather input throughout comment period.</p>	<ul style="list-style-type: none"> Share how CDBG-DR funding can benefit the community, the specific ways it can be used, and what its constraints and requirements are. 	<ul style="list-style-type: none"> Which of the eligible uses of CDBG-DR funding might be most beneficial to the community? Which might most benefit you on an individual level? Do the Action Plan's uses of funds reflect the unmet needs and priorities of the community? Is the Action Plan missing any activities that were raised in the unmet needs discussion? Who and what locations will most benefit from the planned activities? Are these the right priorities? 	<ul style="list-style-type: none"> How might the uses of funds better reflect priorities and unmet needs? Should allocations to activities, activity types, forms of assistance, and geographic targeting be changed? Identify funding source limitations and federal priorities that have limited the range of planned activities and how certain identified unmet needs may not be adequately addressed through the CDBG-DR program. Be candid that available resources may not be adequate to meet all unmet needs, and that funding will need to be allocated based on need and funding source priorities. Communicate the process for ongoing analysis and Action Plan revisions to meet needs as they evolve over time.
<p>Grant Agreement</p> <p>Design program guidelines with impacted residents and stakeholders.</p>	<ul style="list-style-type: none"> Discuss potential elements of the program design to community members. Describe the approach to ensure program participation by the most impacted and vulnerable populations – and specifically to assure participation of racial and ethnic minorities and LEP persons. 	<ul style="list-style-type: none"> Will these elements of the program meet the identified needs effectively? What does program success look like? What challenges will the program face? Will the activities see participation by the most impacted and vulnerable populations? Why or why not? 	<ul style="list-style-type: none"> Revise the program design to reflect community input, focusing on how to enhance program participation by the most vulnerable populations. Discuss with HUD representatives program changes that may have significant impacts on compliance with grant source requirements.
<p>Program Launch</p> <p>Pilot application process with stakeholders and community members to ensure it is accessible and easy to complete.</p>	<ul style="list-style-type: none"> Before launch, share the application process and test whether the methods being used have unanticipated flaws or whether there are process improvements that could be implemented. 	<ul style="list-style-type: none"> How has our outreach been? What more do we need to do to encourage people to apply for assistance so we are reaching the targeted populations? Who do we need to partner with to do more effective outreach? Are the application methods accessible for all members of the community? Where can we improve regarding accessibility? How complex is the application process? Is the application easy or overly burdensome to complete? Where can we improve? 	<ul style="list-style-type: none"> What changes can we make to the application process based on community stakeholder input? What outreach/marketing methods do we need to engage in based on community input? What community partners can we work with to improve program participation? Communicate the changes to program implementation and, if applicable, the constraints on program change.



Stage of CDBG-DR	Engage	Include	Value
<p>Re-Assess Programming</p> <p>Measure programming efficacy by engaging with community members and stakeholders and evaluating outcome data.</p>	<ul style="list-style-type: none"> • Provide program application and award data back to the community and review application outcomes to determine if there is a need to reassess funding, program offerings, or eligible applicants. 	<ul style="list-style-type: none"> • Have the needs/priorities of the community changed as the recovery program has been implemented? • Are activities meeting the program goals and reaching the targeted populations? Has the program spent its funds on pace with the Action Plan budget? • Is what we are doing enough for the community and individuals to not merely recover but thrive? • What else can we be doing to ensure that the community properly recovers from the disaster? 	<ul style="list-style-type: none"> • What changes will we make to the disaster recovery program based on community input? • How can activities have additional impact on the community based on the disaster recovery program implementation so far? • Do we need to recalibrate existing programs to reflect the shifting priorities of the community? • What new activities or projects will we need to develop based on the still-unmet needs of the community?
<p>Substantial Amendments</p> <p>Complete substantial amendments to reflect program and funding changes. Gather feedback throughout comment periods.</p>	<ul style="list-style-type: none"> • Present potential program amendments, identifying changes made in response to stakeholder feedback including allocations to activities, geographic targeting, forms of assistance, or applicant eligibility. 	<ul style="list-style-type: none"> • Is the funding enough to meet the needs of the community? • Do we need additional funding? • Do we need to expand the beneficiaries of the program for the greater good of the community? • Do we need to expand CDBG-DR program benefits based on the differing needs of the community? • How much additional funding do you believe is necessary to ensure that the CDBG-DR program has a substantial impact on the community? 	<ul style="list-style-type: none"> • What other funding sources are available to supplement the CDBG- DR award to address community concerns? • Do we need to make changes to program benefits or eligibility criteria to better meet the unmet needs of the community? • What changes or deletions to activities in our Action Plan are needed based on community input? • What changes are we unwilling or unable to make and how do we inform the community of that?
<p>Closeout</p> <p>Evaluate outcomes to prepare for future disaster events.</p>	<ul style="list-style-type: none"> • The CDBG-DR program has ended. This is a follow-up with the community to discuss how the process went and what process improvements can be made moving forward to prepare for another disaster. 	<ul style="list-style-type: none"> • How do you believe the CDBG-DR program and funding process went overall? The application process? The receipt of funding? • How has the CDBG-DR program impacted you directly? • How has the CDBG- DR program impacted the community directly? • Are you in a better place because of the CD-BG-DR program that was offered? • Do you believe that the community has recovered and can move forward? If so or if not, how much did the CDBG-DR program and funding contribute to recovery? • Where do you believe we can make improvements in the process if a similar disaster strikes in the future? 	<ul style="list-style-type: none"> • What methods will we incorporate into the CD-BG-DR process based on community input? • Is there anything we can do post-program to create additional impact? • How do we demonstrate gratitude to community stakeholders, partners, and leaders for their assistance in the CDBG- DR process?

