| **COMMUNITY** |
| **PROJECT OR PROGRAM NAME** |
| **SECTOR** |
| **PROJECT CHAMPION** |
| **CONTACT INFORMATION** |
| **DATE** |
| **COMMUNITY VISION** |

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**A. PROJECT OR PROGRAM DESCRIPTION**
- **A1. Background** (include disaster impacts associated with the project or program).
- **A2. Project or program description.**
- **A3. Project or program type** (e.g., program, policy, capital project, technical assistance).
- **A4. Scope of work.**
- **A5. Project or program benefits. How does the project or program:**
  - Stimulate the community’s economy or create economic opportunities?
  - Illustrate recovery activity?
  - Provide connections to other activities, sectors or resources?
  - Benefit the community as a whole?
  - Contribute to the community’s quality of life?
- **A6. What are options/alternatives for this project or program? Why is this option/alternative chosen?**
- **A7. Identify development and implementation timeframe(s). If implementation has begun, identify start date and provide a brief description of work to date.**

**B. PROJECT OR PROGRAM IMPACT**
- **B1. Describe demographics of populations impacted by the project or program.**
- **B2. What other persons or organizations might impact this project or program?**
- **B3. Describe geographic area of impact.**
- **B4. Is this project or program a precondition for any other activities?**
### C. IMPORTANCE FOR RECOVERY
- **C1.** Is this a Long-Term Community Recovery (LTCR) project or program or general recovery project or program?
- **C2.** How would the project or program help achieve the post-disaster community vision?
- **C3.** How does the project or program incorporate best practices for reducing future loss?
- **C4.** How does the project or program support sustainable development or practices through efficient use of energy, land and natural resources?
- **C5.** How does the project or program increase recovery benefits, such as through connections to other activities?
- **C6.** How does the project or program build community capacity (the community’s ability to manage recovery activities efficiently and effectively)?

### D. COMMUNITY SUPPORT AND COORDINATION
- **D1.** Is there an agency or organization whose approval of the project or program is required? Include contact information if known.
- **D2.** Is this project or program part of a multi-agency effort? Are there Memoranda of Agreement/Understanding (MOA/MOU) between multiple organizations?
- **D3.** Does this project or program require multiple resource partners (e.g., technical assistance and funding resources)? Include contact information if known.
- **D4.** What support by the community has been documented?
- **D5.** Does the community have the workforce and resources to sustain the project or program?

### E. PHASING
- **E1.** Does this project or program have any prerequisites?
- **E2.** Identify any opportunities to implement the project or program in phases.
- **E3.** Is the project or program achievable within a three- (3) to five- (5) year timeframe?

### F. COST ESTIMATES/FINANCIAL CONSIDERATIONS
- **F1.** Anticipated project or program costs (attach a separate page if necessary).
- **F2.** What funding and/or other resources are available to develop and implement the project or program?
- **F3.** What other funding is committed?
- **F4.** What other funding has been expended?
- **F5.** Identify a detailed operational budget (attach a separate page if necessary).
- **F6.** Identify any funding gaps.
- **F7.** If funding gaps exist, what are likely sources of funding?

### G. FEASIBILITY
- **G1.** Is this project or program feasible (high, moderate, low likelihood of becoming a reality)? For example, does the project or program have any significant obstacles or challenges?

### H. NEXT STEPS
- **H1.** What are the next steps in connecting the project or program to other initiatives in the community? To the community as a whole?