# HRPP MilEstones, Objectives, and Example Tasks

Applicants may structure their projects in numerous ways, so long as they meet all eligibility requirements. DED is providing this appendix as an example timeline and set of milestones that Applicants may use, modify, or adapt as they see fit based on the unique conditions of their project environment and/or community needs.

Applicants are recommended to consider review of the State of NE and local hazard mitigation plans approved by the State of Nebraska and FEMA as part of the data collection effort. A lot of information can be pulled from these documents, including the data required for the example provided below under Phase 2: Vulnerability and Risk Analysis.

Applicants are also strongly recommended to include steps to directly engage LMI populations to ensure that their perspectives and priorities are captured in the planning process. This can include engagement with local community organizations and direct outreach to host public meetings in areas that are accessible by LMI communities.

| 1. Phase | 1. Activities |
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| Phase 1: Establishing the Outlook | Milestone 1: Participation Strategy. Develop and present community participation mechanisms and introduce the planning process to residents. |
| Objective: Lay the foundation for a participatory and equitable planning process by developing mechanisms that encourage and strengthen collaboration. The Participation Strategy should reflect these mechanisms and outline methods for meetings, information gathering, and feedback. |
| Example tasks: |
| Introduce the program, tools, and planning process. |
| Create a Working Committee. |
| Discuss the creation of a committee for implementation, monitoring, and follow-up of the Plan. |
| Develop a Participation Strategy. |
| Milestone 2: Needs Assessment. Develop, evaluate, and present data and existing conditions related to the community. |
| Objectives: Identify, collect, and analyze quantitative and qualitative data associated with the existing housing in the community and the impacts and stressors on housing during the associated allocation(s). This is a unique opportunity to implement participatory exercises to collect community housing assets, experiences, and stories. |
| Example tasks: |
| Community data collection (existing conditions, recovery and resilience initiatives, community assets, threats, laws, plans, and regulations); |
| Data analysis; and |
| Presentation and validation of findings. |
| Example deliverables: |
| Participation Strategy validated by community; |
| Copy of the presentation to the community; and |
| Documentation of participatory process, including: |
| * + Community feedback; |
| * + Meeting notes; |
| * + Images of meetings and participatory dynamics; |
| * + Other supporting documents related to the tasks. |
| Phase 2: Vulnerability and Risk Analysis | Milestone 3: Analysis. Analyze and present impacts, stressors, and susceptibility and sensitivity of community assets. |
| Objective: Identify the housing resilience needs the community wants to address through a vulnerability and risk analysis that takes into consideration exposure and sensitivity to threats and the adaptive capacity of the housing stock and community. |
| Example tasks: |
| Threat exposure analysis; |
| Threat sensitivity analysis; |
| Adaptive capacity analysis; |
| Risk analysis; and |
| Development, presentation, and validation of resilience needs. |
| Example deliverables: |
| List of resilience needs; |
| Tables and analysis; |
| Copy of presentation to the community; and |
| Documentation of participatory processes, including: |
| * + Community feedback; |
| * + Meeting notes; |
| * + Images of meetings and participatory dynamics; and |
| * + Other supporting documents related to the tasks. |
| Phase 3: Definition and Prioritization of Resilience Actions | Milestone 4: Identification of Resiliency Actions. Develop and present resilience actions. |
| Objective: Identify, develop, and prioritize the resilience actions that the community wants to implement to address the resilience needs identified in Phase 2. |
| Example tasks: |
| Establish the resilience vision and goals; |
| Develop resilience objectives; |
| Identify and analyze resilience actions; |
| Prioritize resilience actions; and |
| Present and validate resilience actions. |
| Example deliverables: |
| Tables and analysis; |
| List of prioritized resilience actions; |
| Copy of the presentation to the community; and |
| Documentation of participatory processes, including: |
| * + Community feedback; |
| * + Meeting notes; |
| * + Images of meetings and participatory dynamics; and |
| * + Other supporting documents related to the tasks. |
| Phase 4: Implementing, Monitoring, Evaluating, and Adjusting the Plan | Milestone 5: Implementation Strategy. Develop tools for implementation and evaluation of Plan. |
| Objective: Facilitate the development of community strategies for implementing the Plan, taking into consideration estimated costs, capacity, and available and projected resources. |
| Example tasks: |
| Develop an implementation strategy for the Plan; |
| Develop monitoring mechanisms and implementation evaluation; and |
| Agree on revisions to the Plan. |
| Milestone 6: First Draft. Present the first draft of the Plan for public comments. |
| Objectives: Develop and present the first draft of the Plan for community feedback. |
| Example tasks: |
| Present the first draft of the Plan to the community for public comment. |
| Milestone 7: Final Draft. Present the final draft of the Plan for public comments. |
| Objective: Incorporate community feedback, then develop, publish, and request approval from the community for the final draft of the Plan. |
| Example tasks: |
| Incorporate comments into the Plan; and |
| Receive community approval for the final draft of the Plan. |
| Milestone 8: Submission of the Plan. Present the final Plan to the community. |
| Objective: Familiarize the community with the Plan. |
| Example tasks: |
| Present the Plan to the community; |
| Incorporate community feedback; and |
| Post the final Plan where community members can view it. |
| Example deliverables: |
| Implementation strategy for each resilience action; |
| Community outreach presentation; |
| Final Plan; |
| Documentation of participatory processes, including: |
| * + Community feedback; |
| * + Meeting notes; |
| * + Images of meetings and participatory dynamics; and |
| * + Other supporting documents related to the tasks. |