



COMMUNITY DEVELOPMENT AND REVITALIZATION

RECOVERY CHECKLIST

Communities can take the following steps to help improve their potential to receive infrastructure assistance, should government funding become available.

1. **Keep Receipts:** Document all purchases and repairs related to storm damage, including those made with insurance or government funding. Federal law prohibits receiving reimbursement from multiple sources for the same loss.
2. **Gather Important Documentation:** Track and document all electrical outages, direct damage to infrastructure (streets, water, sewer, etc.) and displacement of your citizens (usage of shelters, etc.). Maintain copies of news reports and articles. Such documentation will help when seeking aid now and in the future.
3. **Take Photos:** These can serve as evidence of the damage that resulted from the event. Use of a GPS enabled camera will give precise locations and will help keep track of the overall flow of damages.
4. **Beware of Contractor Fraud:** Require a contract for any repairs made and do not pay up front for repairs.
5. **Follow Procurement Standards:** Follow new federal procurement procedures found in [2 CFR §200.318-326](#) when procuring for services related to disaster recovery.