

Prioritize and Plan | Resilience Plan Outline and Guiding Questions

WHO

This document is for the Practitioner and Government Champion.

WHAT

This resource provides descriptions and guiding questions for writing a Resilience Plan for implementation. The Resilience Plan should include background information, process description, fundable projects and policy initiatives. This plan should be started during the planning phase of Prioritize and Plan and utilized as an important communication document during Take Action. The following guiding questions should be considered when developing an implementation plan.

Important note: Not all items need to be included in the written plan, but they should be considered and documented as tasks to complete. For example, preparing a full funding and finance plan for a specific project will take time. This shouldn't delay the Plan's approval and implementation, but listing the project is an important first step.

- **Discuss how objectives, strategies, and actions/projects are connected.** Clearly show how actions and projects support your community's strategies and overall resilience goals. This helps your audience understand why these actions or projects are needed.
- **Be clear about future risks.** Explain the future risk scenarios the plan will address. This will provide a strong reason for the chosen actions and projects.
- **Define the requirements for each action or project.** As details become available, outline the scope, design, budget, community engagement, and long-term monitoring and maintenance for each project in the plan.
- **Show your ability to obtain necessary permits or consent.** Consider the legal requirements for each action, including permits, regulations, and land rights.
- **Prepare a full funding and finance plan.** Identify funding or financing for specific projects to keep the resilience team moving forward. Start early, as this will take time. Focus on projects that can be completed quickly to achieve early resilience goals while working on longer-term projects.
- **Keep your audience in mind.** Draft the implementation plan with government officials and community stakeholders in mind. Avoid jargon when possible, and explain any jargon used. Writing with your audience in mind will boost community engagement and support.

SUPPORTING RESOURCES

- [1.1 Planning Team Contacts - Worksheet](#)
- [1.2 Plans, Initiatives, and Context Inventory - Worksheet](#)
- [Community Disaster Resilience Zones and National Risk Indices Resource](#)

- [1.3 Vision, Values, and Goals - Worksheet](#)
- [2.4 Identifying Hazards, Climate Stressors, Social Vulnerability, and Non-Climate Stressors - Guidance](#)
- [4.2 Develop Resilience Objectives - Worksheet](#)
- [5.1 Criteria for Evaluating Options - Worksheet](#)
- [5.2 Community Options Prioritization Table - Worksheet](#)
- [5.6 Comparing Financing Tools - Guidance](#)
- [Grant Proposal Development Resources](#)
- [6.1 Communications Plan - Guidance](#)
- [6.2 Measuring Success - Guidance](#)

INSTRUCTIONS

This resource provides an outline for drafting your Resilience Plan with suggested headers. Below each framework header you'll find a reference back to a step (see the Steps to Resilience Framework), or a resource you've already completed.

You have already done a considerable amount of work! We recommend compiling as much information as necessary from your previous work to complete your Resilience Plan.

Below each framework header you'll also find writing suggestions, examples, and special considerations. These suggestions will help with

- drafting the Resilience Plan
- achieving community buy-in, and
- explaining the larger effort to stakeholders, funders, and government officials.

The Resilience Plan also provides a point of reference for you, the Government Champion, and the Planning Team as you work through Take Action.

Draft Resilience Plan

Background Information - The why?

- [1.2 Plans, Initiatives, and Context Inventory - Worksheet](#)
- [Community Disaster Resilience Zones and National Risk Indices Resource](#)

It is important for the community to understand why this effort was undertaken. Was it a recent large event or a series of repeatable events attributable to changes in climate? What existing efforts and initiatives were considered and then integrated into the planning process? Are there important historical contexts to be considered and if so why? Is the community mentioned in any of the National Risk indices and if so for what hazards and stressors? Is the community listed as a Community Disaster Resilience Zones community, and if so what are the implications for future funding opportunities?

Who was involved

- [1.1 Planning Team Contacts - Worksheet](#)

List the Planning Team members, their organizations, and their expertise. This helps build community trust and shows that many voices and perspectives were included in the Plan's development. You can learn a great deal from both science and government experts, as well as from community members who experience the effects of hazards and climate stressors firsthand. A Planning Team with diverse backgrounds and voices will create a Plan that offers a wider range of options and is more likely to be embraced by the community.

Visions, Values, and Goals

- [1.3 Vision, Values, and Goals - Worksheet](#)

What factors (Vision, Values, and Goals) did the Planning Team identify as important to the community at the start of the planning process? When writing the Resilience Plan, refer back to these factors. Ensure the Plan's Objectives, Strategies, and Actions align with the Vision, Values, and Goals.

- For example, if the community values a strong connection to the natural environment, how is this reflected in the Plan? Are there natural and nature-based actions instead of traditional gray infrastructure?

Science

- [2.4 Identifying Hazards, Climate Stressors, Social Vulnerability, and Non-Climate Stressors - Guidance](#)

- What hazards were chosen for the Risk Assessment, and why? What sources were used to measure these hazards, like their location and current and future risks? What climate and non-climate stressors were considered?
- Are the sources reliable and updated regularly for comparison and updating of the plan? The National Climate Risk Assessment and State Climate Summaries are trusted and regularly updated. Resource 2.4 offers guidance with multiple resources and questions.
- Avoid scientific jargon and use words familiar to the community and their experiences.
- What time increments were used for future planning? For example, 30 years for residential properties and 50 years for critical facilities. What benchmarks show how the climate is changing

and its impacts? Examples include the number of high tide days above a threshold and how they affect the community and its economy.

Prioritized Actions

- [4.2 Develop Resilience Objectives - Worksheet](#)
- [5.1 Criteria for Evaluating Options - Worksheet](#)
- [5.2 Community Options Prioritization Table - Worksheet](#)
- List the Resilience Objectives and how they connect to the Vision, Values, and Goals identified in Resource 1.3.
- Show how the Resilience Objectives are supported by various Strategies, which are carried out through approved Actions. Resource 4.2 is a helpful reference.
- List the prioritized and approved Options from Resource 5.2 so the community can see the actions considered and approved by the Planning Team to meet the Resilience Objectives. Including the Prioritization criteria from Resource 5.1 builds trust through transparency.

Funding and Finance Options

- [Grant Proposal Development Resources](#)
- [5.6 Comparing Financing Tools - Guidance](#)
- Consider adding a section on available funding and finance opportunities to research and explore during the Take Action step. Resource 5.6 on Comparing Financing Tools and NOAA's Grant Proposal Development Resources are great starting points to find finance options suited to the community's needs.
- Informing the community about these opportunities can help address concerns about the costs of completing actions. You might also discuss any local cost-sharing or grant matching requirements here. Being clear about annual timelines that affect funding and projects will build trust with the community. Listing post-disaster funding opportunities can encourage community support for costly projects. Always disclose the benefits and costs of obtaining funding assistance.
- Funding and finance plans for specific projects, including implementation timelines, will be created as projects are approved. These details should not be included in the larger plan, as they require considerable time and effort.
 - Example: funding for a major infrastructure project, like a new stormwater pump station, might be eligible for a FEMA BRIC grant. However, it could take many years to apply, get approval, and move to construction.

Accountability and Transparency

- [6.1 Communications Plan - Guidance](#)
- [6.2 Measuring Success - Guidance](#)
- A well-planned Communications Plan is essential. Resource 6.1 can help you create a basic Communications Plan. Don't repeat the Communications Plan in the Resilience Plan. Instead, use it to tell citizens how they can access the Resilience Plan, get updates, and track progress.

- Consider creating a website for the Resilience Plan. The website should include the Plan, related resources, and a tracker for progress. Broadcasting the Plan helps build trust, provide transparency, and gain support.
- Once you have identified success metrics for various actions, include them in the Plan. Resource 6.2 can help you select the right metrics to measure these actions.