ERB Project Plan – EXAMPLE

**List at least 3-5 goals of your equitable resilience project: (If you completed the goals worksheet, fill in the goals from that activity here.)**

1. Identify vulnerabilities in my community
2. Identify areas where we can address equity in our existing hazard mitigation plan
3. Learn from the community about their resilience concerns
4. Prioritize areas where we can build resilience
5. Plan next steps to build resilience in our community

**List the milestones you will complete while working through the ERB process: (Some milestones are already filled in based on the ERB process, but you can add or subtract based on your goals, priorities, and resources.)**

1. Community Engagement

* Create a community engagement plan
* Conduct a stakeholder analysis
* Plan workshops to gather data that will inform ERB process
* Create a relationship tracker for the ERB

2. Learn About Your Community’s Hazards and Vulnerabilities

* Gather data about hazards, disasters and threats in your community
* Gather data about equity concerns in your community
* Hold workshop to learn about community experiences with hazards and vulnerabilities
* Identify populations that may be experiencing vulnerabilities
* Discuss root causes of inequities

3. Assess Your Community’s Resilience

* Review and select resilience indicators to work with
* Input scoring for each resilience indicator
* Identify priority areas for action

4. Plan Next Steps

* Host a community workshop to generate a list of equitable resilience actions
* Create a plan for implementing actions
* Reflect on the ERB process

**List the resources needed to carry out the above milestones:**

* Workshop notetakers and facilitators
* Meeting space to accommodate 3 community workshops for approximately 50 participants each
* Virtual meeting software (Zoom or Microsoft Teams)
* GIS

**Communication Plan**

How will the team communicate with each other?

The team will communicate with each other through email and regular meetings.

How will project materials/files be stored and shared with the team?

Project files will be stored on OneDrive and managed by the data manager.

How often will the team meet?

The team will meet every two weeks.

How will the team share progress updates with the community?

The team will share project updates with the community through fact sheets, city council meetings, and through the city’s webpage.

How will the team evaluate communication success?

Communication success will be evaluated through feedback surveys after every public meeting.

**Team Member Roles and Responsibilities**:

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Affiliation | Role | Responsibilities/Tasks |
| Sarah | City | Project Leader | Guides the project, facilitates planning meetings, makes sure goals are met |
| Mo | City | Project Manager | Administrative duties, meeting note taker, budget |
| John | NGO | Community Organizer | Engages with community, builds trust with community |
| Jane | County | Communication Lead | Plans and creates communication materials/events |
| David | County Dept. Of solid waste | Subject Matter Expert - Waste | Provides relevant sector data |
| Curtis | City water utility | Subject Matter Expert - Water | Provides relevant sector data |
| Wanda | City planner | Subject Matter Expert - Infrastructure | Provides relevant sector data |
| Chloe | Local college | Subject Matter Expert –  Natural Environment | Provides relevant sector data |
| Jim | Historical society | Subject Matter Expert –  Local culture | Provides relevant sector data |
| Paul | County department of health | Subject Matter Expert – Trauma and disaster recovery | Provides relevant sector data |
| Ann | Community volunteer | Data Manager | Manages technology and data |

**Project Timeline**

Think about what you can accomplish in the short term (immediate – 1 month), mid-term (2-6 months), and long-term (6 months -2 years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Suggested Timeframe | Milestone | Deadline | Person Responsible | Status |
| Month 1 | Create a community engagement plan | May 31 | Everyone | Complete |
| Conduct stakeholder analysis | May 31 | Jim, Ann, John | Complete |
| Plan workshops | May 31 | John and Jane | In progress |
| Create a relationship tracker | May 31 | John and Jane | In progress |
| Month 2 | Gather data | June 30 | David, Wanda, Curtis, Chloe, Jim | In progress |
| Month 3 | Hold hazard and vulnerability workshop | July 25 | Everyone | In progress |
| Identify vulnerable populations and root causes of inequities | July 31 | Jim, Paul, Ann | In progress |
| Review and select indicators | July 31 | Everyone | In progress |
| Score indicators | July 31 | Everyone | In progress |
| Month 4 | Identify priority areas for action | Aug. 31 | Everyone | In progress |
| Hold workshop on generating action and next steps | Aug. 15 | Everyone | In progress |
| Create implementation plan | Aug. 31 | Everyone | In progress |
| Reflect on process | Aug. 31 | Everyone | In progress |