

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019		HOUSING		Staff	RTO
Own and operate 888 units of community housing throughout Grey County. Support 10 non-profits in providing community and market housing (provide oversight and direction). Manage provincial Investment in Affordable Housing Program and similar provincial programs. Provide a system of homelessness prevention programs for Grey County. Provide capital services for Housing and other departments in County. Provide maintenance and capital services for administration building.				37	<div></div> 2-4 weeks
					<div></div> 7-days
					<div></div> 3-days
					<div></div> 24-hours
Critical Functions and Recovery Time Objectives					<div></div> 0-4 hours
Service/Process	RTO	Impact	Manual Processes/Alternatives		
ADMINISTRATION BUILDING	<div></div>	<ul style="list-style-type: none">Inability to provide maintenance services	<ul style="list-style-type: none">		
COMMUNITY HOUSING	<div></div>	<ul style="list-style-type: none">No support afterhours for emergenciesCould be life safety issues	<ul style="list-style-type: none">Staff visit each building to provide alternative contact information		
NON-PROFIT HOUSING	<div></div>	<ul style="list-style-type: none">Unable to provide housing and oversight	<ul style="list-style-type: none">Cell phones		
PROVINCIAL PROGRAMS	<div></div>	<ul style="list-style-type: none">No funding for programs	<ul style="list-style-type: none">		
HOMELESSNESS PROGRAMS	<div></div>	<ul style="list-style-type: none">Clients would not have ability to access programs	<ul style="list-style-type: none">		

Departmental Business Continuity Plan – Housing

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES

Application	Function	Location	Description	Support Contact
Great Plains	All funding flows through Great Plains	Primary Datacenter	Financial software	Information Technology
Microsoft Exchange	Email	Primary Datacenter	Program communication	Information Technology
MSSQL Server	AR/AP/Financial Reporting/Budget	Primary Datacenter	Database	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS

Vital Record	Description	Storage Location	Format	Updated
Financial records	Great Plains	Primary Datacenter	Digital	Daily
Emails	Email	Primary Datacenter	Digital	Daily
Homelessness Program	SAMs	External	Digital	Daily

TECNOLOGY REQUIREMENTS

Type	Normal	Minimal (MSL)	Comments
Telephones	TBD	2	
Network Laptop w/ Great Plains client	TBD	1	
Network Laptop w/ Yardi client	TBD	1	