

PHA/MF Economic Resilience Planning Checklist

Research and Knowledge Building	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
<p>Includes property-wide SWOT (strengths, weaknesses, opportunities, threats) analysis or other evaluation of the property portfolio - specific vulnerabilities, pathways to recovery or opportunities for growth.</p> <ul style="list-style-type: none"> • Identify the most critical processes and functions for the PHA's/MF owner's mission and the tangible and intangible impacts of a disruption, including potential cost of downtime. • Conduct impact analysis to create a foundation for planning a portfolio-wide continuity strategy and identify the best solutions to support it. 			
Demonstrates understanding of best practices in preparedness and recovery for key PHA/MF business processes			
Planning	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
References or identifies points of integration with other planning efforts in the community (i.e., land use plans, hazard mitigation plans, etc.)			
Demonstrates participation by the PHA/MF owner in regional or state planning processes for economic resilience as part of a separate economic planning initiative or as part of mitigation or preparedness planning efforts			
Exhibits evidence of broad or significant stakeholder engagement (service or emergency organizations, industry organizations, workforce groups, resident organizations, etc.)			

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Planning (continued)	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Provides evidence that vulnerable populations within the PHA/MF portfolio have been adequately engaged and represented in plans			
Tracks the extent to which PHA/MF owner plans have been implemented or active projects have been initiated/completed			
Governance	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Identifies an office or team tasked with managing economic property incident response and/or recovery			
Demonstrates integration with other relevant regional, state, and federal economic response and recovery entities			
Includes or acknowledges the role of non-profit organizations, volunteer organizations, community foundations, and non-traditional lenders to support resiliency building and recovery efforts			
Includes an assessment of community organizations and their ability to manage and contribute to post-disaster recovery programming			
Cultivates public-private partnerships to foster mutual support for economic development goals			
Identifies an PHA/MF owner office or team tasked with managing economic incident response and/or recovery			

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Finance	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Identifies resources to incentivize portfolio-wide economic disaster mitigation planning and preparedness			
Identifies resources for economic disaster response and recovery for the portfolio			
Identifies local funding or grant-making mechanisms for post-disaster financing and financial program management			
Maintains a program to promote adequate private insurance coverage for the portfolio			
Identifies strategies for financing resilience initiatives			

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Infrastructure	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Includes a portfolio-wide plan for maintaining/upgrading critical infrastructure and the resulting impact on the adjacent communities			
Identifies interface between critical owner infrastructure organizations (e.g., maintenance, operations) and economic development organizations			
Contains a strategy or plan for rapid return of utilities following a disaster			
Evaluates current disaster recovery and business continuity processes and discover how they stack up against the PHA/MF owner’s recovery objectives. Identify vulnerabilities preventing the PHA/MF owner from meeting its mission continuity goals. Identify specific requirements needed to recover from virtually any business disruption and define steps for resuming operations safely, quickly, and accurately.			
Analyzes the PHA/MF owner’s current strategy, organization, processes, applications, data, technology, and facilities to identify gaps in the PHA/MF owner’s business continuity plans. Analyze the root causes of outages, the robustness of a PHA/MF owner’s IT availability architecture, and the strength of the supporting availability management processes. Provide prioritized recommendations based on industry-leading practices.			
Recognizes and evaluates natural, physical, and social risks to business operations. Pinpoint where the business is most vulnerable, identifying potential impacts and evaluating safeguards. Develop, document, customize recommendations to help prioritize assets and build a strong business case for investing in mitigation technologies and techniques.			

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Procurement Strategies	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Includes a PHA/MF strategy for working with emergency management and recovery organizations to identify local procurement opportunities following disasters			
Has a strategy for encouraging procurement training for local businesses and encouraging local businesses to register as approved vendors for local, state and federal procurement processes			
Has PHA/MF strategy for maintaining supply chain access following disasters			
MF Business Continuity and Risk Management	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Has a PHA/MF program in place working with local businesses in preparing business continuity plans			
Has a PHA/MF program in place promoting good record keeping to access business recovery resources			
Has a PHA/MF program in place promoting distributed generation and other private forms of energy and water access.			
Has a PHA/MF plan for off-site, short-term space available to ensure continuous business operations			

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Workforce and Residents	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Identifies programs for workforce education and skills training for a more flexible and adaptable workforce			
Identifies labor agencies and similar firms that may have to fill labor gaps and reduce unemployment due to workforce displacement after a disaster or other economic disruption			
Promotes personal financial literacy, Individual Development Accounts, or other programs to encourage savings and other practices for precarious workforce members			
Promotes disaster preparedness and planning for resident households			
Identifies the workforce sectors that are most vulnerable to displacement from various types of economic disruption			
Discusses commuting patterns and identifies the extent to which the local economy depends on bringing in employees from other communities, or residents commuting to other communities for employment			
Accounts for the vulnerabilities posed to the workforce and residents by transportation, schools, and other critical infrastructure outages			
Has a program in place to educate employees and residents on preparedness and available post-disaster assistance?			

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Economic Diversity	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Recognizes extent to which the PHA/MF owner depends on a single or few industries			
Identifies required PHA/MF owner activities or community business partnerships if disasters occurs			
Considers the hazards posed by targeted growth industries or existing economic drivers of the community			
Considers the vulnerabilities or methods of risk avoidance for surrounding key industry sectors			
Considers the natural hazard vulnerabilities of surrounding commercial development sites			
Demonstrates the ability to understand trends and identify activities for innovation and developing competitive advantages in the local affordable housing industry			
Recognizes housing industry interdependencies and potential opportunities for enhancing supply chain resilience			
Promotes the development of enterprises and technologies that support housing disaster preparedness and recovery			

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Counseling and Technical Advice	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Identifies presence of adequate personal counseling professionals			
Communication Systems	Status/ Est. Completion Time	Responsibility Assigned To:	Estimated Implementation Cost
Identifies processes/mechanisms (e.g., emergency operations center) for communicating with employees and critical support businesses in the aftermath of a disaster.			
Has produced or distributed a resource guide for disaster-mitigation/post-disaster recovery for employees and residents.			