

Strategy Development and Implementation Handout

Purpose

This handout provides two tools to help to fill out a Strategy Development and Implementation Worksheet: a description of what to include in each field, and an example from a real life strategy. Review this handout with the project team prior to developing a worksheet for each strategy to ensure that worksheets are filled out consistently and that everyone understands the key pieces of information that are needed to effectively develop an appropriate and responsive strategy and plan for its implementation.

STRATEGY DEVELOPMENT INFORMATION							
Problem statement	<i>This is the problem statement that the strategy is responding to. This should come out of the vulnerability assessment and should include community goals.</i>						
Strategy name	<i>This is the name of the strategy – try to keep it to a few words.</i>						
Strategy summary	<i>This is a short description of what the strategy does.</i>						
Hazard(s) addressed	<i>Identify which hazard this strategy responds to.</i>						
Strategy type	<p>Operational <i>(Strategies to enact operational and governance related improvements)</i></p>	<p>Programmatic <i>(Strategies to expand or create new programs, activities, and initiatives)</i></p>	<p>Plans, Regulations, and Policy Development <i>(Strategies to develop or revise policies, plans, regulations, and guidelines)</i></p>		<p>Capital Improvement/ Infrastructure Projects <i>(Strategies designed to address physical and functional deficiencies and needs in the built environment)</i></p>	<p>Education/ Outreach/ Coordination <i>(Strategies related to initiating or expanding partnerships and relationships, communicating and sharing information, and building awareness)</i></p>	<p>Evaluation <i>(Strategies to improve feedback, input, data and information or conduct further or new analysis)</i></p>
Process/ implementation mechanism	<p>Long Range Planning <i>(e.g., master plans, climate action plans)</i></p>	<p>Land Use Planning <i>(e.g., general plan, specific plan)</i></p>	<p>Capital Planning <i>(e.g., capital improvement plan)</i></p>	<p>Operations <i>(e.g., annual budgeting)</i></p>	<p>Emergency & Hazards Planning <i>(e.g., hazard mitigation plans)</i></p>	<p>Project Planning and Design <i>(e.g., private and public development projects)</i></p>	<p>New Initiatives <i>(e.g., legislation, ballot measure)</i></p>
Responsible agency	<i>Which department has the proper authority, capacity, and knowledge to implement the strategy.</i>						
Partners	<i>Internal or external stakeholders who have some decision making authority, political influence, policy or regulation authority, or who can assist with implementation.</i>						

Building Blocks for Regional Resilience Workshop: Workshop 2

STRATEGY IMPLEMENTATION INFORMATION	
Priority (Evaluation score)	<i>Evaluation score and priority level. Priority levels may vary by jurisdiction for different scores.</i>
Actions/ activities	<i>Steps that need to be taken to implement the strategy.</i>
Staff lead	<i>Who has responsibility for overseeing the project and ensuring that the actions are taken.</i>
Cost estimate	<i>General estimate of the cost of implementation. This can be quantitative or qualitative (no cost, low, medium, high).</i>
Benefits (losses avoided)	<i>General estimate of the impact of the strategy. Can be quantitative (lives, homes, or dollars saved), or qualitative (low, medium, high benefit).</i>
Potential funding sources	<i>How the implementation of the strategy might be funded. This may include general operation funds, grants, fees, or other financing tools.</i>
Timeline	<i>How long it will take to implement the strategy? Choose a date by which the action should be implemented, or use a qualitative timeline estimate (near term, long term).</i>
Related policies	<i>Goals or policies already in place that support or assist the strategy. This may be in the general plan, climate action plan, housing element, climate adaptation plan, or sustainability plan.</i>

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Example Strategy: Stronger Housing, Safer Communities example from Bay Area, CA							
STRATEGY DEVELOPMENT INFORMATION							
Problem statement	The City of East Palo Alto experiences coastal flooding during extreme storms. One-quarter of the city and many single family homes are within the coastal watershed that experiences flooding now. These storms are anticipated to increase in the future causing more frequent and extensive flooding.						
Strategy name	Reduce flood risk through integrated watershed management						
Strategy summary	Identify appropriate projects that sustain or enhance watershed functions while protecting development from shoreline flooding and riverine flooding.						
Hazard(s) addressed	Current Flooding Future Flooding						
Strategy type	Operational	Programmatic	Plans, Regulations, and Policy Development	Capital Improvement/ Infrastructure Project	Education/ Outreach/ Coordination	Evaluation	
Process/ implementation mechanism	Long Range Planning	Land Use Planning	Capital Planning	Operations	Emergency and Hazards Planning	Project Planning and Design	New Initiatives
Responsible agency	Planning and Building Department						
Partners	FEMA, developers						
STRATEGY IMPLEMENTATION INFORMATION							
Priority (evaluation score)	13						
Actions/ activities	Conduct additional analysis of appropriate watershed projects, partner with FEMA for guidance and assistance, incorporate projects into long term city plans, and pursue implementation of identified projects						
Staff lead	Jane Doe						
Cost estimate	\$50,000 planning, \$300,000 - \$1 million implementation						
Benefits (losses avoided)	Improves habitats and biodiversity, improves water quality, protects vulnerable residents and recreational uses, protects built environment						
Potential funding sources	FEMA						
Timeline	18 months planning, 3-5 additional years for implementation						
Related policies	Existing policies for management of estuaries along shoreline to enhance bay shoreline flooding protection capacity						

Strategy Development and Implementation

Purpose

This blank worksheet is a template for recording key information about a strategy that can assist in fleshing out the ideas put forth in the strategy as well as key information needed to move into implementation of the strategy.

Approach

The project team should fill out this worksheet for every strategy the team is considering including in the project. First, as the team selects possible strategies, work through the top half of the worksheet. Use this information to evaluate each strategy. After going through the evaluation step, move to the bottom half of the worksheet only for those strategies that will be implemented.

Outcome

After completing the top half of the worksheet, there will be adequate information on the strategy to evaluate and prioritize strategies. After completing the bottom half of the worksheet for the strategies, the team will have a basic roadmap for how to implement the strategy. Together, the table provides a succinct summary of each strategy adequate for the Hazard Mitigation Plan or the other plan under development, as well as a document that creates ownership and accountability for implementation.

Strategy Development and Implementation: Southern Minnesota

STRATEGY DEVELOPMENT INFORMATION							
Problem statement							
Strategy name							
Strategy summary							
Hazard(s) addressed							
Strategy type	Operational	Programmatic	Plans, Regulations, and Policy Development	Capital Improvement/ Infrastructure Project	Education/ Outreach/ Coordination	Evaluation	
Process/ implementation mechanism	Long Range Planning	Land Use Planning	Capital Planning	Operations	Emergency and Hazards Planning	Project Planning and Design	New Initiatives
Responsible agency							
Partners							
STRATEGY IMPLEMENTATION INFORMATION							
Priority (1-5 scale)							
Actions/ activities							
Staff lead							
Cost estimate							
Benefits (losses avoided)							
Potential funding sources							
Timeline							
Related policies							