Whole Community Resilience Planning Program (WCRP)

PLANNING FRAMEWORK AND MILESTONE IMPLEMENTATION GUIDE

CDBG-DR FUNDS | PLANNING

Puerto Rico CDBG-DR Program | PO Box 21365, San Juan, Puerto Rico 00928-1365 | infoCDBG@vivienda.pr.gov | www.cdbg-dr.pr.gov | 787-274-2527

1. What will you find in this document?

The following document contains information on the Planning Framework (hereafter, the **Framework**) and the Milestones of the planning process. Included are four tables related to the four planning (4) phases, as outlined in the WCRP Program Guidelines. The tables contain the following information:

- **Phase** – Section of the Planning Framework that establishes a planning phase, according to the WCRP Program Guidelines.
- **Recommended time** – Suggests a *time frame* in which a certain Phase can be completed.
- **Milestones** – Sets the goals to be accomplished in each Phase.
- **Objective** - Describes the overall goals to be achieved in each of the Milestones.
- **Expected Task** – Breaks down the tasks to be performed within each Milestone.
- **Expected Deliverable** – Establishes the minimum compliance metric that will demonstrate the implementation of the tasks for each Milestone.

2. What is the Planning Framework?

The Framework contains a participatory community resilience planning methodology developed by the Puerto Rico Department of Housing (PRDOH)[1] that incorporates the analysis of climate change impacts. This methodology seeks to facilitate a robust analysis, led by high-risk communities in Puerto Rico, resulting in the description of needs and actions to strengthen their resilience. The Framework contains steps, worksheets, guidelines, and concepts that can be used during the planning process. The goal is for the sub-recipients to facilitate a collaborative process with the community, where residents can dream, devise, and chart a path to the future while addressing their needs and strengthening their resilience.

Figure 1: Image showing the four (4) planning phases of the Framework.

---

[1] Program Guidelines of CDBG-DR Whole Community Resilience Planning Program, June 9, 2021 (V.2) Page 9/31: https://cdbg-dr.pr.gov/en/whole-community-resilience-planning-program/

The Framework outlines four phases that describe in detail the Planning Milestones (hereafter, **Milestones**), the tasks to be performed, and the estimated time to complete each phase.

3. What are the Planning Process Milestones?

The Milestones are a series of eight (8) goals that PRDOH will use to measure the progress and completion of the Community Resilience Plans (hereafter, **CRP**)[2].

- **Milestone #1: Participation Strategy** - Development and presentation of community participation mechanisms and introduction to the planning process.

- **Milestone #2: Needs assessment** - Development, evaluation and presentation of data and existing conditions related to the community.

- **Milestone #3: Analysis**. Analysis and presentation of impacts and stressors, as well as susceptibility and sensitivity of community assets.

- **Milestone #4: Identification of resiliency actions** - Development and presentation of resilience actions.

- **Milestone #5**: **Implementation strategy** - Development of tools for implementation and evaluation of CRP.

- **Milestone #6: First draft** - Presentation of the first draft of the CRP for public comments.

- **Milestone #7: Final draft** - Presentation of the final draft of the CRP for public comments.

- **Milestone #8: Submission of the Plan** – Presentation of final CRP to PRDOH.
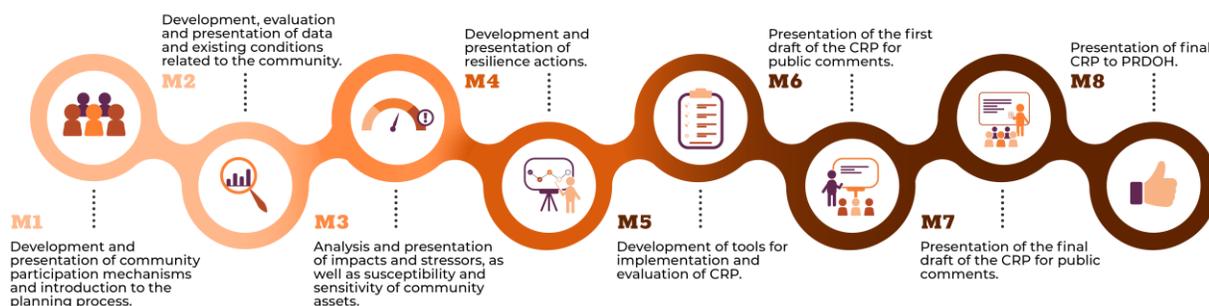

Figure 2: Image showing the eight (8) Milestones of the planning process.

---

[2] Program Guidelines of CDBG-DR Whole Community Resilience Planning Program, June 9, 2021 (V.2) Page 9/31: https://cdbg-dr.pr.gov/en/whole-community-resilience-planning-program/

4. Tables for the implementation of the Framework and Planning Milestones

Phase1: Where are we? Establishing the Outlook	Recommended time: 3 – 4 months

Milestone #1: Development and presentation of community participation mechanisms and introduction to the planning process.

Objective: Lay the foundation for a participatory and equitable planning process by developing mechanisms that encourage and strengthen collaboration. The Participation Strategy will reflect these mechanisms and outline methods for meetings, information gathering, and feedback, among others.

Expected tasks:

1. Introduction to the WCRP Program, tools, and planning process.

2. Creation of a Working Committee.

3. Discussion on the creation of a committee for the implementation, monitoring, and follow-up of the CRP.

4. Development of a Participation Strategy.

Milestone #2: Development, evaluation and presentation of data and existing conditions related to the community.

Objectives: Identify, collect, and analyze quantitative and qualitative data associated with the existing conditions of the community, and the impacts and stressors experienced, among others. This Milestone presents a unique opportunity to implement participatory exercises to collect community assets, experiences, and stories.

Expected tasks:

1. Community data collection (existing conditions, recovery and resilience initiatives, community assets, threats (impacts and stressors), identification of laws, plans and regulations.

2. Data analysis.

3. Presentation and validation of findings.

Expected deliverables:

- ✓ Participation Strategy validated by the community.
- ✓ Copy of the presentation to the community.
- ✓ Documentation of participatory processes:
  - o Community feedback
  - o Meeting notes
  - o Images of meetings and participatory dynamics
  - o Other supporting documents related to the tasks

Phase 2: How do we evaluate existing conditions? Vulnerability and Risk Analysis	**Recommended time:** 1 - 2 months

Milestone #3: Analysis and presentation of impacts and stressors, as well as susceptibility and sensitivity of community assets.

Objective: Identify the resilience needs that the community wants to address through a vulnerability and risk analysis that takes into consideration exposure and sensitivity to threats, the adaptive capacity of the community, and the potential effects of climate change.

Expected tasks:
1. Threat exposure analysis.
2. Threat sensitivity analysis.
3. Adaptive capacity analysis.
4. Risk analysis.
5. Development, presentation, and validation of resilience needs.

Expected deliverables:

- ✓ List of resilience needs
- ✓ Tables and analysis
- ✓ Copy of presentation to the community
- ✓ Documentation of participatory processes:
  - o Community feedback
  - o Meeting notes
  - o Images of meetings and participatory dynamics
  - o Other supporting documents related to the tasks

Phase 3: Where are we going? Definition and prioritization of Resilience Actions	Recommended time: 1.5 - 2 months

Milestone #4: Development and presentation of resilience actions.

Objective: Identify, develop, and prioritize the resilience actions that the community wants to implement to address the resilience needs identified at the end of Phase 2.

Expected tasks:

1. Establish the resilience vision and goals.

2. Development of resilience objectives.

3. Identification and analysis of resilience actions.

4. Prioritization of resilience actions.

5. Presentation and validation of resilience actions.

Expected deliverables:

- ✓ Tables and analysis
- ✓ List of prioritized resilience actions
- ✓ Copy of the presentation to the community
- ✓ Documentation of participatory processes:
    - o Community feedback
    - o Meeting notes
    - o Images of meetings and participatory dynamics
    - o Other supporting documents related to the tasks

Phase 4: How do we do it? Implementation, monitoring, evaluation, and adjustment of the Plan	Recommended time: 3.5 - 4 months

Milestone #5: Development of tools for implementation and evaluation of CRP.

Objective: Facilitate the development of community strategies for CRP implementation taking into consideration estimated costs, capacity, and available and projected resources.

Expected tasks:

1. Development of implementation strategy for the CRP.

2. Development of monitoring mechanisms and implementation evaluation.

3. Agreement on revisions to the CRP.

Milestone #6: Presentation of the first draft of the CRP for public comments.

Objective: Develop and present the first draft of the CRP for community feedback.

Expected tasks:

✓ Presentation of the first draft of the CRP to the community for public comment.

Milestone #7: Presentation of the final draft of the CRP for public comments.

Objective: Incorporate community feedback, develop, publish, and have the community approve the final draft of the CRP.

Expected tasks:

1. Incorporation of comments to the CRP.

2. Community approval of the final draft of the CRP.

Milestone #8: Presentation of final CRP to PRDOH.

Objective: Submit CRP to the PRDOH for evaluation.

Expected tasks:

1. Delivery of the final CRP to the PRDOH.

2. Incorporate comments from PRDOH and submit final CRP.

Expected deliverables:

✓ Implementation strategy for each resilience action
✓ Copy of community presentations
✓ Copy of draft CRP and community feedback
✓ Copy of final CRP
✓ Evidence of transfer and receipt of database to the community
✓ Documentation of participatory processes:
  - Community feedback
  - Meeting notes
  - Images of meetings and participatory dynamics
  - Other supporting documents related to the tasks