

# CHECKLIST FOR PLACED-BASED ORG'S

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1

Utilize district-level risk assessments and inventories to help small businesses and property owners in your community stay ahead of risks and hazards.

- ☐ If one doesn't exist already, work with local government actors to create an inventory spreadsheet that documents all of the assets within your community.
- ☐ Document these assets further through photos and videos in case of future damage from extreme weather hazards.
- ☐ Coordinate with your local officials to understand the main climate threats to your community, such as flooding, wildfire or extreme heat.

2

Grant programs and financial incentives can be used to encourage small businesses and nonprofits to make investments to become more resilient.

- ☐ Work with the city to develop a resilience improvement grant program for small businesses to take on infrastructure upgrades.
- ☐ Identify funding sources and determine which businesses/organizations and what types of improvements are eligible for the program.
- ☐ If an existing facade improvement grant program exists, advocate to include resilience projects as eligible expenses, such as adding a storefront canopy, upgrading cooling equipment or adding misters to an outdoor seating area.
- ☐ Explore a supplementary emergency grant program to help small businesses in your area bounce back faster after a disaster.

3

Develop educational content about flooding and extreme heat that can be shared through community newsletters, social media, local radio and word-of-mouth networks.

- ☐ Coordinate with public health, emergency management, and public works agencies to align with official guidance and create materials that outline the risks as well as simple, everyday actions that residents can take.
- ☐ Advocate to have materials translated into the languages spoken in your community.
- ☐ Schedule regular distribution, especially before high-risk seasons (summer heat, rainy season).
- ☐ Collect community feedback and update materials to improve clarity and usefulness.

## 4

**Organize outreach events** that promote awareness of local heat and flooding risks in clear, culturally relevant ways.

- ☐ Develop an engagement plan that identifies critical communities in your communities and how best to reach them.
- ☐ Partner with city departments and relevant private sector actors to host workshops on specific topics that may be difficult for community members to navigate on their own.
- ☐ Create marketing materials to advertise your events, and partner with local organizations, businesses and government departments to further spread the word.
- ☐ Provide translation services at all events, if possible.
- ☐ Share take-home resources, such as a resilience checklist or emergency contacts list.

## 5

**Support the development of a community resilience plan** for a safer and greener neighborhood.

- ☐ Ensure a diverse planning team that includes residents, businesses, community organizations and local officials as well as representation from groups that are most vulnerable to extreme weather such as seniors.
- ☐ Provide input on community risks and resources by identifying local hazards, mapping critical and non-traditional assets and gathering community input that reflects resident's lived experience
- ☐ Help community members develop shared goals and an overall vision that define what a resilient future looks like for your community.
- ☐ Host events for community feedback on the strategies and projects developed and help identify appropriate local partners for actions where possible.

## 6

**Create a community resilience committee** to help keep these issues top of mind and central to the planning of your community.

- ☐ Identify important stakeholders who are already doing work related to community resilience and invite them to join the committee. Also include a path for interested community members to get involved in the committee and its work.
- ☐ Explore participation from local elected officials or multiple city departments working on resilience to ensure collaboration and break down silos.
- ☐ Determine the roles, responsibilities and initial priorities of the committee.
- ☐ Host regular meetings to advance initiatives and provide a platform for outside community members to express concerns and issues they're experiencing related to resilience.
- ☐ Review progress annually regularly to analyze which projects and initiatives are doing well and which need more support.

# 7

Tap into existing grants to implement **physical improvements as part of an overall placemaking strategy** for the public realm that contributes to climate resilience, while also reinforcing a sense of community and place.

- ☐ Explore the range of options available for resilience improvements, such as short-term tactical urbanism projects, quick, low-cost solutions during peak summer months and permanent interventions that are maintained year-round. Focus on interventions that both improve community resilience and create a better public realm.
- ☐ Identify appropriate locations in your community where these resilience improvements can be implemented, either as a new stand-alone space or adding on to an existing community space to become a more complete resilience hub during extreme weather events.
- ☐ Secure necessary permissions from property owners and local government to use the spaces.
- ☐ Coordinate programming and events that can activate these spaces and bring the community together.
- ☐ Gather feedback from community members and accessibility, comfort and services offered through these projects.
- ☐ Review and adapt the placemaking strategy annually before peak summer heat and flooding season(s).

# 8

**Create a dedicated team responsible for ongoing maintenance** and cleaning of the corridor/neighborhood.

- ☐ Identify the duties and responsibilities of this maintenance team (collecting trash, clearing storm drains and rain gardens, trimming trees, etc.)
- ☐ Determine the boundaries of the service area.
- ☐ Establish a small budget (grants, fundraising, business sponsorships) for ongoing needs.
- ☐ Hire staff and/or recruit volunteers.
- ☐ Designate a team coordinator or captain to manage schedules and communication.
- ☐ Decide on frequency (weekly, monthly, seasonally).
- ☐ Post schedules publicly (community bulletin boards, group chat or email list).
- ☐ Coordinate with city sanitation or public works for bulk trash pick-up or support.
- ☐ Report bigger infrastructure issues (broken sidewalks, downed trees, blocked drains) to the city.