**Identifying Stakeholders Worksheet**

The Resilience and Adaptation Strategy planning process is built upon the values of equity, diversity, and inclusion. It is designed to engage all stakeholders, including the most vulnerable members of the community. A proactive effort is likely needed to seek out involvement from people outside the list of the same partners and individuals typically engaged in hazard mitigation planning efforts. This planning process is a unique and important time to engage new organizations and individuals, those that have lived through previous natural hazard events or who may have taken part in other types of planning processes.

Identified stakeholders will serve the overall planning effort in a variety of formal and informal ways. Some will sit on an **Advisory Committee**, some will serve on the **Planning Team**, and some will participate in focus groups.

**How to Identify a Wide Variety of Stakeholders**

Consider these bullet points when identifying stakeholders to ensure a representative planning process.

* **Where to Start**
* How have you factored in more time in the beginning of the project to devote to stakeholder identification? Engaging stakeholders, particularly new and underrepresented, takes more time and requires more careful facilitation and respect throughout the process.
* **Groups to Engage**
* Stakeholders reflect a diverse representation of all kinds of community members, organizations, and decision-makers. Have you considered recruiting from the following groups? If yes, why? If no, why not? *Please note this list is just a starting point and is not exhaustive.*

| **Stakeholder**  | **Invited? Y/N** |
| --- | --- |
| Socially vulnerable populations (may include low-income, elderly or limited mobility, socially marginalized, people with disabilities, and people with Limited English Proficiency) |  |
| Local, county, and state elected officials |  |
| Businesses or large employers |  |
| Faculty and staff from colleges and universities |  |
| Environmental organizations  |  |
| Utility companies and authorities or other infrastructure managers |  |
| Residential groups and associations |  |
| Other staff from municipal and county departments, including: planners, emergency managers, floodplain administrator, construction officials, stormwater manager, engineers, public works, and business administrators  |  |
| Youth and institutions that serve youth |  |
| Social service organizations such as food banks, YMCA, Red Cross, community development corporations/organizations |  |
| Community leaders (at any level - neighborhood, block, town, etc.) |  |
| Community advisory boards or similar community committees (Environmental commission, historical preservation commission, etc.) |  |
| Faith-based communities  |  |
| Resident and tenant advocacy groups |  |

* **Engaging Socially Vulnerable Populations**
* It’s one thing to invite participation from members of socially vulnerable populations to engage in planning processes. It’s a very different effort to ensure that measures are put into place to ensure that those participants feel welcome and have the full capacity they need to participate meaningfully in the work. Consider the following questions at the beginning of the planning process:
	+ - Is the time, location, and logistics of team meetings convenient for all participants?
		- Are language translation services needed and available?
		- Are childcare services needed and available?
		- Is transportation support needed?
		- Is financial support needed?
		- Are technical capabilities sufficient to all participants to attend virtual meetings?
		- Is training and technical assistance needed to sure that socially vulnerable participants have adequate background on topics under deliberation?
	+ How have you used available tools to understand the profile of social vulnerability in your community to ensure that members of that community are sufficiently represented on the **Planning Team**? For example, some available tools are the [CDC’s Social Vulnerability Index (CDC SVI)](https://www.atsdr.cdc.gov/placeandhealth/svi/index.html), [NJ Adapt](https://njclimateresourcecenter.rutgers.edu/nj-adapt/), [NJ Register Ready](https://www13.state.nj.us/SpecialNeeds/Signin?ReturnUrl=/SpecialNeeds/), [EJSCREEN](https://www.epa.gov/ejscreen), and the [CDC’s National Environmental Public Health Tracking](https://ephtracking.cdc.gov/DataExplorer/index.html?c=15&i=106&m=-1%23/)
* You may need to proactively reach out to trusted organizations in the local community to identify participants from socially vulnerable populations and communities. Can you think of several organizations that might be good to start with?
* Some socially vulnerable populations may not have adequate time to devote to participation in a resilience planning team. In this case, consider which organizations in your community may be able to participate in order to represent socially vulnerable populations who don’t have time or are not willing to participate in official public meetings (for example: immigrant communities).
* Including a single stakeholder representative of one socially vulnerable population does not adequately represent the entire group. How will you reflect this statement in your planning process and stakeholder outreach?
* Inviting representatives of socially vulnerable populations and/or the organizations that serve, represent, and/or engage them to offer “expert” consultation as part of a resilience planning process may necessitate compensation (as would any other type of expert consultation). How is budgeting for such services factored into the overall project budget?