

# Economic Committee Checklist

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## Overview

This checklist was developed as part of the North Central Texas Council of Governments Recovery Planning project in 2020. The project included development of a recovery framework guidance document, jurisdiction recovery plan template, and recovery toolkit of resources to help local jurisdictions plan for recovery. This checklist is one item included in the recovery toolkit.

## Purpose

This checklist tool is intended to be used post-disaster. It can serve as a job aid to guide emergency managers and committee staff through recovery. The checklist is not exhaustive, but it outlines many of the critical activities to address recovery challenges in the area of economic recovery and provides a means for tracking ongoing progress. Not all activities listed may be applicable to every disaster, but the checklist serves as a general guide to identify and prioritize recovery activities.

## Use

This checklist can be edited as users see fit. The committee lead agency is responsible for compiling the status of activities and maintaining the checklist document. Updated versions should be provided to the Local Disaster Recovery Manager (LDRM) and Recovery Coordination Task Force periodically or as requested. Previous versions should be archived for future reference.

## Contents

This document contains the following components:

- **Committee Roster:** This form documents when the committee and/or subcommittees were activated and maintains relevant contact information.
- **Checklists.** The checklist is divided into the following sections:
  - **Startup Activities.** These tasks should be completed by committee staff once activated and reviewed at the beginning of each planning period.
  - **Transition from Response to Recovery.** These tasks should be completed to help ensure a smooth transition from response operations to recovery. Many of these tasks focus on addressing issues that may carry over from the response phase.
  - **Short-term Recovery.** These tasks should be initiated within the first 8 weeks post-disaster. Some items will carry over into the long-term recovery phase, depending on the situation.
  - **Long-term Recovery.** These tasks will be important to consider throughout the months and possibly years following a major disaster. Because each disaster situation is different, committees should review these tasks periodically during the short-term recovery phase to determine whether they should be addressed earlier in the recovery process.

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## Economic Recovery Committee Roster

The Economic Committee coordinates the efforts of government, nonprofit, and private sector partners to support the restoration and revitalization of the local economy following a disaster. The Committee supports the repair efforts of local businesses and encourages the reinvestment and private sector lending necessary to restart the local economy. The Committee also supports local workforce development, including job placement services and training opportunities.

### Economic Recovery Committee

- Activation Date: \_\_\_\_\_
- Committee Lead Name, Title, and Agency: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_
- Position Reports to: Recovery Coordination Task Force

### Business Restoration, Retention, and Recruitment Subcommittee

- Activation Date: \_\_\_\_\_
- Subcommittee Lead Name, Title, and Agency: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_
- Position Reports to: Economic Recovery Committee Lead

### Employment and Workforce Support Subcommittee

- Activation Date: \_\_\_\_\_
- Subcommittee Lead Name, Title, and Agency: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_
- Position Reports to: Economic Recovery Committee Lead

### Business Recovery Center Subcommittee

- Activation Date: \_\_\_\_\_
- Subcommittee Lead Name, Title, and Agency: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_
- Position Reports to: Economic Recovery Committee Lead

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# Economic Recovery Committee Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Planning Timeframe: \_\_\_\_\_ to \_\_\_\_\_

## Startup Activities

Tasks	Comments/Notes	Status
1. Assign a Committee representative(s) to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
2. Review and update this Checklist.		<input type="checkbox"/> Complete
3. Obtain a situation briefing and/or special instructions from the Recovery Coordination Task Force and the LDRM: a. Summary of the Recovery Organization and active Committees/Subcommittees b. Involvement of outside agencies, stakeholders, and organizations c. Review current Incident Action Plan or Recovery Action Plan d. Clarify any issues regarding your assignment		<input type="checkbox"/> Complete
4. Review overall Committee objectives: a. Provide support to local businesses to repair, reconstruct, and resume operations so that they can remain in the area. b. Develop public-private partnerships to encourage reinvestment in the local economy and recruit new businesses to the area. c. Help local residents return to work by providing referrals and resources. d. Collaborate with the private sector to develop economic recovery strategies that leverage existing economic development plans and increase economic resiliency to future disasters.		<input type="checkbox"/> Complete
5. Brief staff on objectives and issues, including the following: a. Size and complexity of the incident b. Situation c. Expectations d. Recovery activities e. Special concerns		<input type="checkbox"/> Complete

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Name: \_\_\_\_\_

Date: \_\_\_\_\_ Planning Timeframe: \_\_\_\_\_ to \_\_\_\_\_

Tasks	Comments/Notes	Status
6. Determine incident objectives for the next planning timeframe and determine tactics.		<input type="checkbox"/> Complete
7. Activate appropriate Subcommittees, make assignments, and distribute relevant information.		<input type="checkbox"/> Complete
8. Prepare and submit a preliminary Committee status report to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
9. Conduct a meeting with staff to receive status reports to determine appropriate recovery levels, then set the time for the next briefing.		<input type="checkbox"/> Complete

# Economic Recovery Committee Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Planning Timeframe: \_\_\_\_\_ to \_\_\_\_\_

## *Transition from Response to Recovery*

Task	Subcommittee	Comments/Notes	Status
10. Review damage assessments to understand the operational status of current businesses to determine which are still operating, which had to close, and which can reopen with available resources and support.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Prioritize support to reestablish essential commercial services (e.g., food, fuel, pharmaceuticals, and banks) in locations near population concentrations.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Assess the impact to the local workforce, including staffing levels for key sectors.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Assess the need to establish a local Business Recovery Center(s) (BRC) and identify possible locations.	Business Recovery Centers		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Name: \_\_\_\_\_

Date: \_\_\_\_\_ Planning Timeframe: \_\_\_\_\_ to \_\_\_\_\_

## Short-term Recovery

Task	Subcommittee	Comments/Notes	Status
14. Work with commercial property management companies to identify available facilities that could be used for the temporary relocation of essential businesses.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
15. Support local businesses to leverage nontraditional resources that may provide recovery capabilities (i.e., flower-delivery trucks used to distribute small amounts of commodities over short distances).	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Establish, staff, and provide resources to service centers and information centers to distribute information on available Small Business Administration (SBA) programs and financial assistance.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
17. Establish, staff, and provide resources to service centers and information centers to distribute employment resources and referrals.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Assess the need to establish local BRCs and identify possible locations. Coordinate logistical needs for establishment and operation, and coordinate with state and federal partners to staff them.	Business Recovery Centers		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
19. Coordinate with major employers in the area to provide workforce transportation services if normal transportation and public transit options are limited.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing



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Task	Subcommittee	Comments/Notes	Status
20. Coordinate with major employers in the area to provide temporary workforce housing to locate employees closer to employer facilities.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
21. Identify opportunities for the displaced workforce to participate in recovery efforts.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Work with the Land Use Planning and Development Committee to facilitate amendment of regulations, codes, and permitting requirements to remove or lessen challenges of reopening disaster affected businesses.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
23. Coordinate with insurance providers to disseminate information about insurance benefits, limitations, proper documentation for insurance claims.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
24. Coordinate with social service providers to promote public awareness of available resources and services for employee health and wellness, childcare, and dependent care.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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## *Long-term Recovery*

Task	Subcommittee	Comments/Notes	Status
25. Continue to operate BRCs until they are no longer needed.	Business Recovery Centers		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
26. Work with private insurers to monitor insurance premiums and coverage to facilitate timely repair and restoration of damaged businesses.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
27. Identify public-private partnerships and sources of funding to support local economic recovery.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
28. Work with the SBA and lenders to monitor commercial credit availability and identify and address credit and lending gaps that may delay business repair and resumption efforts.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
29. Work with commercial real estate brokers to match displaced businesses with available commercial space.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
30. Coordinate with businesses to determine what services and sectors are at risk of leaving and what resources are needed to ensure they remain in the area.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
31. Develop public outreach campaigns encouraging residents to shop at local businesses when possible.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
32. Identify opportunities to provide incentives to businesses for remaining in the area.	Business Restoration, Retention, and Recruitment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Coordinate with major employers, placement companies, and job-training companies to provide training, resources, information, and placement services for area residents.	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
34. Promote hiring of area workers and local contractors for recovery activities (e.g., construction and related fields).	Employment and Workforce Support		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing