**Community Recovery Workbook**

**Steps to Developing a Community Epidemic Recovery**

The purpose of this document is intended to be a starting tool for communities to use as they begin to work together in recovery. Please remember:

* Each community is different, and in an effort to consider all of these nuances, this document allows for discussion locally to take those differences into account.
* “Community” may be defined as a city, county, or region. There is no right or wrong answer.
* These steps can be done in one session or broken into different sessions. Again, consider what makes the most sense for your community. You may need time in between to analyze and think through the various steps.
* This document is intended to be used as a workbook that you can tailor to your own communities’ needs and challenges.

**Step 1** Identify key partners to have in this discussion. Plan a meeting to convene all of the players.

**Step 2** Work with partners to determine the critical conditions in your community that are the result of the coronavirus pandemic.

**Step 3** Identify strategies to address each of the top 4-5 challenges identified in step two. Consider the resources and assets of your organizations and community at large.

**Step 4** Develop a plan for your community to help your community recover from the epidemic.

**Step 5** Plan and coordinate weekly update meetings to share data points, identify new challenges or problems, to share experiences and update critical elements of the plan.

**STEP 1**

**Identify key partners to have in this discussion. Plan a meeting to convene all of the players**.

**CONSIDER:**

* It may prove helpful to assign individuals to own parts of this plan (IE: communication, maintaining the notes, etc.).
* Think of your existing online meetings. Can this meeting be combined with an existing meeting and include more representatives?
* Who are you planning for? County, community, region? If you are planning for a community or county, consider reaching out to the others in the region for communication and coordination. This might include your regional plan commission, regional OCRA (Office of Community and Rural Affairs) representative or state legislator. To find your regional OCRA representative, click [here](https://www.in.gov/ocra/2330.htm).

Identify 2-3 people to serve as the core team- setting meeting dates, taking notes, and keeping the process moving forward. As the pandemic affects all pockets of our community, it is imperative to build a diverse team. Below are some sectors of the community you should consider including on your team. Think about people who can represent the overarching sector or our emerging as leaders in the community pandemic response. The large team should consist of 15-20 people.

* Businesses
	+ Local chamber of commerce
	+ Main street organization
	+ Local business owners
	+ Large and small employers
* Economic Development
	+ Local economic development organization
	+ Community development corporations
	+ Small business development center
	+ Workforce development
	+ WorkOne
	+ Regional planning councils, Metropolitan planning organizations
* Education
	+ K-12
	+ Higher education
	+ Early childhood education and childcare
	+ Purdue Extension
	+ Libraries
* Emergency Management
	+ Voluntary Organizations Active in Disasters (VOAD)/Community Organizations Active in Disasters (COAD) <http://invoad.communityos.org/cms/node/109>
	+ Emergency Management Agency
	+ Community emergency response team
* Faith-Based Community
* Health Services
	+ County health department
	+ Local hospital or health providers
	+ Mental health providers
	+ Drug and rehabilitation services, prevention providers
* Local Governments
	+ County, cities and towns
	+ Townships
	+ Planning department
	+ County health department
	+ Emergency Management Agency
	+ Parks department
	+ Libraries
* Non-Profit Organizations
	+ Foodbanks and pantries
	+ Minority coalitions
	+ American Red Cross, Salvation Army, rapid responders, emergency assistance
	+ Recreational organizations (YMCA/YWCA, community center)
	+ Youth organizations (Big Brothers Big Sisters, Boys & Girls Club)
	+ Affordable Housing, Homelessness support
* Philanthropy
	+ United Way
	+ Foundations
	+ Corporations
	+ Social Impact Investors
* Social and Community Services
	+ WIC
	+ FSSA
	+ Public housing agencies
	+ Legal aid organizations
	+ Area agencies on aging
	+ Special population services (veterans, youth, HIV/AIDS, disability)
* Tourism
	+ Local convention and visitor bureau
	+ Businesses that rely primarily on visitors from outside the community

WORKSHEET 1: This table may be used to keep track of who is identified and what organization or sector(s) they represent. Some organizations or people may represent more than one sector. Also, consider the ethnic and racial diversity of your community when assembling your team.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Organization | Businesses | Economic Development | Education | Emergency Mgnt | Faith-based Community | Health Services | Local Government | Non-Profit Organizations | Philanthropy | Social & Community Services | Tourism |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**STEP 2**

**Work with partners to determine the critical conditions in your community that are the result of the coronavirus pandemic.**

**Questions to start thinking through:**

1. Identify the current conditions in the community. What do we know? What information is missing?
2. What are these organizations currently doing to address the challenges?
3. What resources or assets do each organization bring to the table? Are their specific skills, financial resources or physical resources that can be tapped into?
4. What are the concerns for people, businesses, and institutions if the coronavirus (or another crisis) resurfaces?
5. How do we want to work together and how often will we communicate?

**Once you have generated a thorough list of critical issues or challenges, work together to prioritize them:**

* Who is currently working on these issues? How can others help?
* What do we need to prioritize working on together?
* What are the priorities in the next 14, 30, 90, 120 days? Change this timeline to fit your needs.
* Which priorities are regional? Are there additional regional partners you need to bring into the process?

**Select 4-5 top priorities that your team needs to address first. These are likely priorities that are complex challenges that will take your team’s collective brainpower.**

**CONSIDER:**

It may be helpful to categorize the critical conditions into the following categories:

(Multiple meetings may be needed)

1. People: health issues, family challenges, lack of broadband, etc.
2. Economy: vital but vulnerable companies, unemployment, open jobs, closed businesses, loss of tax revenue repercussions.
3. Institutions: not for profit/human service organizations challenges, government, reopening guideline obstacles (PPE)

WORKSHEET 2: This chart can be used to categorize and prioritize challenges. The timeframe on the columns can be changed to fit your community. Highlight or bold the 4-5 top priorities your team needs to address first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14 days | 30 days | 90 days | 120 days | 180 days |
| High Priority |  |  |  |  |
| Medium Priority |  |  |  |  |
| Low Priority |  |  |  |  |

**STEP 3**

**Identify strategies to address each of the top 4-5 challenges identified in step two. Consider the resources and assets of your organizations and community at large.**

**Consider:**

* How can your organization help your community recover from an epidemic?
* Appoint one person to record the ideas that come from this session. If meeting online, have the scribe share their screen.
* Give people plenty of time on their own to generate ideas. You may need to set a time limit to keep you on task.
* No idea is a bad idea while brainstorming.

**STEP 4**

**Develop a plan for your community to help your community recover from the epidemic.**

Use your brainstorming ideas to develop a plan to address each top priority. Use the timeline chart on the next page to breakdown and assign steps.

Consider:

* Assign a person to each plan and identify action steps.
* Who is keeping us on track – providing the backbone to keep our progress moving forward?
* How will the group communicate?
* What are your goals with each plan? Do we have a common and well-defined outcome?
* What resources will be necessary and are we all willing to align our resources to a common end state?
* If the resources aren’t available for the plan, how will the plan pivot?
* Find ways to continually ask who else needs to be in this process?
* What will success look like and do we have consistent and reliable measurement tools in place?

WORKSHEET 3

Priority Issue:

Goal:

Outcomes:

Person in Charge:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steps | Person or Org Responsible | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Adjust timeline/add dates.

Information or Data still needed:

Community and organizational resources engaged:

Potential Barriers:

**STEP 5**

**Plan and coordinate weekly update meetings to share data points, identify new challenges or problems, to share experiences and update critical elements of the plan.**

Develop a plan for identifying or collecting data to determine whether conditions are mitigating, increasing, or if new issues are emerging. Continue to share updates from organizations and key institutions.

CONSIDER:

* Regular meetings can help set natural deadlines.
* How can you communicate your efforts with the larger community?
* Capture what you learn from this process for future community crisis responses.

**ADDITIONAL RESOURCES AND WORKSHEETS**

* 2-1-1 – 24/7 confidential information and referral health and human resources <https://in211.communityos.org/>
* Indiana United Ways Asset Limited Income Constraint Employed (ALICE) report: <https://www.iuw.org/alice-toolkit>
* [Impact Indiana](https://indianaimpact.org/) – A community report card (county view) with key community indicators and predictive views
* [Human Centered Design](http://www.IDEO.org) tools – Consider using these facilitation tools as you develop the plan:
	+ Stakeholder Mapping – way to diagram the network of people who have a stake in the given system
	+ Affinity Clustering – graphic technique for sorting items according to similarity
	+ Rose, Thorn, Bud exercise – technique identifies thinking as positive, negative or having potential
	+ Statement Starters – approach phrasing problems statements that invites broad exploration such as “How Might We…” phrases
	+ Problem Tree Analysis – exploring the causes and effects of a particular issue
* [Extension Disaster Education and Network](https://extensiondisaster.net/) – Resources and trainings for communities to respond to disasters including the pandemic.
* [Indiana Business Research Center](https://ibrc.kelley.iu.edu/) – Provides analysis and publication and links to useful data sites.
* Organizations to resource potential funding:
	+ [Small Business Administration](https://www.sba.gov/)
	+ [Office of Community and Rural Affairs](https://www.in.gov/ocra/)
	+ [USDA Rural Development](https://www.rd.usda.gov/in)

**Workbook Collaborators:**

* [Accelerate Indiana Municipalities](https://aimindiana.org/)

[Association of Indiana Counties](https://www.indianacounties.org/) - The Association of Indiana Counties (AIC) purposes and goals are to seek the betterment of county government through: representation of counties at the Indiana General Assembly; research and dissemination of information; communications through publications and seminars; professional training and educational programs; liaison between counties, state and federal agencies; and technical and managerial assistance.

* [Indiana Association of Regional Councils](http://www.iarc.cc/) - The Indiana Association of Regional Councils (IARC) is a statewide, 501(c)(3) association of 15 organizations that provide comprehensive planning and development services that are coordinated with the local governments in Indiana.  IARC and its member organizations support regional development efforts that prioritize and promote local community and economic development needs and projects based on urgency, feasibility and regional priorities.  The individual services provided by IARC member organizations vary by local jurisdictional authority and local project planning needs.  Additional information regarding IARC and its members is available on the IARC website, iarc.cc.
* [Indiana Chamber Executives Association](https://www.iceaonline.com/) - Local chamber of commerce staff professionals are well connected to leaders representing all types of businesses within the community. The Chamber represents a voluntary partnership of businesses and professionals working together to build a healthy economy and improve the overall quality of life in a community.
* [Indiana Economic Development Association](http://www.ieda.org/) - The Indiana Economic Development Association defines economic development as the facilitation of investment that leads to long-term community prosperity. IEDA represents economic development professionals across the state of Indiana and additional information is available on our web site at [www.ieda.org](http://www.ieda.org).

[Indiana Library Federation](https://www.ilfonline.org/) - (ILF) is the statewide nonprofit association of all types of libraries (public, school, academic, special) and the people who work and volunteer in them. In terms of COVID response and recovery, IN public libraries amped Wi-Fi to parking lots of over 375 branches ([www.ilfonline.org/page/wi-fi-map](http://www.ilfonline.org/page/wi-fi-map)) and are training staff to help with application assistance and document services to help with Unemployment, SNAP, Health Coverage, eGovernment, job search and more. Libraries increased digital resources, online instruction, and virtual programming. Libraries are phasing in services cautiously to help prevent community spread of the virus.

* [Indiana Philanthropy Alliance](https://www.inphilanthropy.org/)
* [Indiana Tourism Association](https://www.indianatourismassociation.com/) – Advocating the value of tourism in Indiana’s economy and providing professional development for its members.
* Indiana Workforce Investment Board Association/Employ Indy
* [Prosperity Indiana](https://prosperityindiana.org/)
* [Purdue Extension](https://www.extension.purdue.edu/)-The Purdue Extension provides research-based education and resources in the areas of 4-H & Youth Development, Agriculture & Natural Resources, Health & Human Sciences, and Community Development across all 92 Indiana counties. Through the community development program local and regional educators can facilitate community processes and connect them with resources and data to aid in decision-making.
* [United Way](https://uwci.org/) - local organizations part of a global enterprise that convenes a community to solve complex community issues through leveraging people’s resources such as time, money and voice. United Ways business is creating lasting positive outcomes for individuals and families who are struggling to make ends meet and are generally employed. They can play a collective impact backbone role, convener, grant manager and/or funder.

Adapted from [Epidemic Preparedness for Community Organizations Curriculum](https://extensiondisaster.net/resource-dashboard/epidemic-preparedness-for-community-organizations/) from North Dakota University.

WORKSHEET 1: This table may be used to keep track of who is identified and what organization or sector(s) they represent. Some organizations or people may represent more than one sector. Also, consider the ethnic and racial diversity of your community when assembling your team.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Organization | Businesses | Economic Development | Education | Emergency Mgnt | Faith-based Community | Health Services | Local Government | Non-Profit Organizations | Philanthropy | Social & Community Services | Tourism |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

WORKSHEET 2: This chart can be used to categorize and prioritize challenges. The timeframe on the columns can be changed to fit your community. Highlight or bold the 4-5 top priorities your team needs to address first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14 days | 30 days | 90 days | 120 days | 180 days |
| High Priority |  |  |  |  |
| Medium Priority |  |  |  |  |
| Low Priority |  |  |  |  |

WORKSHEET 3

Priority Issue:

Goal:

Outcomes:

Person in Charge:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steps | Person or Org Responsible | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Adjust timeline/add dates.

Information or Data still needed:

Community and organizational resources engaged:

Potential Barriers: