10 TIPS FOR ORGANIZING EFFECTIVELY TO SECURE COVID-19 RESOURCES

1. **ORGANIZE** a task force to coordinate local needs, resources, and messaging.

2. **TRACK** expenses and expenditures dedicated to COVID-19 response such as gloves, masks, etc. to clean your municipal buildings.

3. **TRACE** lost revenues and declines in taxes, service charges, and fees.

4. **IDENTIFY** short-term virus response and long-term rebuilding and continuity of operations and other municipal functions.

5. **ALIGN** priority projects and funding needs with available resources.

6. **GENERATE** briefing sheets and talking points for priority projects and funding needs.

7. **COORDINATE** with your Governor’s office, state and county health departments, and other key agencies; create contact lists of federal-state-local chain of command.

8. **COMMUNICATE** your challenges to congressional delegation.

9. **DISTRIBUTE** handouts to local businesses, non-profit groups, and other local interests to outline available federal and state resources.

10. **STAY TUNED** for opportunities to shape aid and infrastructure packages by tracking alerts from ICMA, NLC, USCM, NAACHO, NACo, and Sustainable Strategies DC.

For more information, visit icma.org/coronavirus.