

Housing Committee Checklist

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 disaster housing 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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Housing Committee Roster

The Housing Committee coordinates the efforts of government, nonprofit, and private-sector partners to provide displaced residents with housing information and assistance. The Committee implements programs and policies to support temporary and permanent housing solutions.

Housing Committee

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

Housing Availability and Needs Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Housing Committee Lead

Short-term Housing Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Housing Committee Lead

Long-term Housing Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Housing Committee Lead

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Housing 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. Identify impacts to housing stock, short-term and long-term housing needs, and displacement and relocation data b. If the disaster receives a federal declaration, coordinate with FEMA to implement sensible short- and long-term housing solutions c. Collaborate with private sector entities to identify solutions for short-term and long-term housing d. Collaborate with the nonprofit community to identify housing solutions and address the needs of those displaced		<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
6. Determine incident objectives for the next planning timeframe and determine tactics.		<input type="checkbox"/> Complete

Housing Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Tasks	Comments/Notes	Status
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

Housing Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Transition from Response to Recovery

Task	Subcommittee	Comments/Notes	Status
10. Use damage assessment data to identify the degree of impacts to residential areas.	Housing Availability and Needs		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Compare damage assessment data with pre-disaster housing inventories to estimate the needs for rental units, single family homes, and multi-family homes.	Housing Availability and Needs		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Coordinate with the Land Use Planning and Development Committee to evaluate the need for construction moratoria, reconstruction phasing, and other policies to pace construction.	Housing Availability and Needs		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Evaluate impacts to hotel and motel properties and identify vacancies and room rates.	Housing Availability and Needs		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
14. Coordinate with emergency shelters to facilitate the transition of shelter clients into transitional housing by sharing information on available temporary and short-term options, such as available hotel/motel rooms.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

Housing Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Short-term Recovery

Task	Subcommittee	Comments/Notes	Status
15. Coordinate outreach to provide displaced residents with information about available transitional and short-term housing options.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Work with the Texas Department of Insurance to monitor the pace of claims.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
17. Work with the Land Use Planning and Development Committee to monitor the progress and pace of home repairs, permitting, and occupancy.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Work with federal partners to monitor the pace of Individual Assistance applications and disbursements.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
19. Identify temporary housing options and sites, which may include conventional solutions (e.g., manufactured and/or modular homes, conversion of commercial, retail, or light industrial sites) and/or more unconventional solutions (e.g., collaboration with hotel chains, Airbnb hosts, and neighbor home-shares).	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
20. Work with the Land Use Planning and Development Committee to identify opportunities for placement of temporary structures, such as tents and mobile homes, on public property.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
21. Coordinate information sharing with VOAD partners and the Health and Social Services Committee to ensure displaced residents are connected to available resources.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Work with the Health and Social Services Committee to develop public outreach materials to educate the community on FEMA housing assistance programs (if an Individual Assistance declaration is received).	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
23. Work with the Land Use Planning and Development Committee to develop a public education campaign to raise homeowners' awareness of reconstruction scams and unscrupulous practices by contractors who may prey on people desperate to repair their homes.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
24. Coordinate with nonprofits and VOAD partners that provide housing assistance programs (e.g., cleanup, repairs, or financial assistance) to support outreach and ensure the maximization of resources.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
25. Coordinate with the Land Use Planning and Development Committee to ensure rebuilding activities are in accordance with codes (including codes that may have been amended post-disaster). Collaborate on public outreach if conflicts arise.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
26. Provide staffing and subject-matter expertise at community resource and information centers to provide housing resources, information, and referrals.	Short-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
27. Coordinate with the Land Use Planning and Development Committee to develop recommendations related to housing reconstruction and relocation, such as phasing.	Short-term Housing / Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
28. Identify long-term housing needs, including affordable housing needs, and potential recovery programs and strategies.	Short-term Housing / Long-term Housing		<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
29. Continue to provide staffing and subject-matter expertise at community resource and information centers to provide housing resources, information, and referrals.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
30. Coordinate with the Land Use Planning and Development Committee to ensure rebuilding activities are in accordance with codes (including codes that may have been amended post-disaster). Collaborate on public outreach if conflicts arise.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
31. Coordinate with the Land Use Planning and Development Committee and Economic Committee to consider existing comprehensive plans, economic development plans, special district plans, and neighborhood plans to identify potential focus areas for residential redevelopment.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
32. Work with the Land Use Planning and Development Committee to estimate costs associated with the implementation of long-term housing programs, including buy-outs.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Monitor the processing of insurance claims, permits, and individual assistance disbursements.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
34. Develop reports and analysis on housing availability and needs to share with potential investors, local real estate developers, and apartment and home builder associations.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
35. Develop data-driven recommendations for allocating public funding to address long-term housing needs.	Housing Availability and Needs Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
36. Identify and/or establish programs to provide technical assistance and financial tools that assist homeowners in rebuilding or relocating.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
37. Coordinate with the local Housing Authority and advocacy organizations to monitor the supply of affordable housing and Section 8 vouchers.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
38. Work with the Land Use Planning and Development Committee to explore incentive programs and/or enhanced zoning or building-code regulations to promote the reconstruction of housing developments that incorporate stronger building design.	Long-term Housing		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing