

CITIES ARE ESSENTIAL

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BRIEF YOUR MEMBERS OF CONGRESS ON THE LOCAL IMPACT OF COVID-19

DIRECTIONS: Use this template to put together a local economic conditions briefing for your Representatives and Senators and share it with them in a meeting or a phone conversation **by July 18, 2020**.

GOAL: Help your Members of Congress or their staff understand how your community and local economy will be harmed if Congress does not immediately pass legislation for direct, flexible emergency stabilization funding to all local governments, regardless of population size.

WHO SHOULD PARTICIPATE? Bring your city budget officer, city manager, or other senior city staff who can discuss city budgets and financial projections in detail to the meeting, along with the mayor, council president, or other senior elected officials. Also, consider incorporating local businesses and major employers. When requesting this meeting, ask to brief your member of Congress, his or her chief of staff or legislative director, or a state director or similar senior liaison in the office.

WHAT INFORMATION SHOULD YOU SHARE? Senators and Representatives need more information about the specifics on how the coronavirus crisis has impacted local budgets and local economies. You can [download our Cities Are Essential talking points here](#) to assist in your meeting. Consider including information answering the following questions in your materials and presentation:

- What are actual or projected revenues for January-June 2020? How much lower is that than the same time period in 2019?
- How many people does your city, town or village employ? Are you planning any layoffs, furloughs, or hiring freezes?
- Do you expect lower levels of support from your state over the next year? What are those anticipated reductions in state contributions that your community may need to account for?

- What other budget adjustments are you making because of coronavirus-related revenue losses? Are there programs being cut, or projects that will not happen? What critical municipal services will be impacted?
- What companies or contractors will lose business from these projects not occurring? Can you quantify the dollar value or job loss from those projects not moving forward?
- What additional actions did you take to deal with the pandemic? Did you have to make unanticipated expenditures to clean facilities, distance essential employees, provide personal protective equipment, or support public health operations?
- What is the current and projected unemployment picture in your community? What degree of unemployment has persisted, even after state or local reopenings? How many local businesses have permanently closed?
- What actions are you taking or do you anticipate having to take to help residents and businesses respond to the economic crisis? Has your community invested in food aid, housing assistance, small business loans, or other programs to protect unemployed residents?
- Did you receive any money from the Coronavirus Relief Fund, either directly from the U.S. Treasury or through your state? How much additional shortfall does your city still need to cover?

WHAT INFORMATION SHOULD LOCAL BUSINESSES SHARE?

- What is the financial impact to your business based on the municipality's lost revenue? -
- What operating changes are you projecting later this and next year (staffing, revenue, etc.) if your municipality does not receive fiscal relief?

NEXT STEPS AFTER THE BRIEFING? Please [complete this meeting feedback form](#) and send copies of any materials you shared to advocacy@nlc.org by July 19, 2020.