# West Virginia Floodplain Management Program
# 5-Year Work Plan
## For
# Community Assistance Program/ State Support Services Element (CAP/SSSE)

**Submitted**
**September 2004**

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## The State of West Virginia

The West Virginia NFIP Coordinating Office is in the process of developing a flood hazard reduction delivery system to accomplish the goals of giving communities the appropriate tools needed to practice effective floodplain management. While the state's population is small compared to the rest of the country, its land area is large and the amount of streams and floodplains are extensive.

Snapshot of the West Virginia physical environment:

- 24,282 square miles
- 55 Counties
  - Counties range from explosive growth in Jefferson County which is part of the Eastern Panhandle close to Washington D.C. to Wirt County in the North Central portion of the state (pop. 5,873)
- 233 Municipalities
  - Municipalities range in size from the City of Charleston (State Capitol - pop. 53,421) to Town of Thurmond (pop. 6)
- 1,810,354 Population statewide in 2000
  - 74.5 Persons per Square Mile
- 12 million acres of forests
- 32,278 miles of streams

A snapshot of some of West Virginia's floodplain management baselines:

- 110,000 structures located in identified flood hazard areas
- 20,302 Flood Insurance Policies in force as of December 2003
- $1,618,419,900 in Flood Insurance coverage
- 3,410 Claims against the program since 1978
- 100% of West Virginia's Counties participate in the National Flood Insurance Program.
  - 99.5% of municipalities with identified flood hazards participate in the NFIP
- 1 community participates in the Community Rating System
- 1,722 flood map panels in effect
- 17 years - average age of a Flood Insurance Rate Map in West Virginia.

Flooding in West Virginia is largely the result of River and small stream flooding. The West Virginia Floodplain Management Program is developing the tools and training for easy, effective, enforceable floodplain management. It provides technical information, i.e., floodplain maps and is working to perfect model ordinances for communities participating or those that are interested in joining the National Flood Insurance Program. The Program's customer base includes not only community officials but also: architects, appraisers, attorneys, insurance agents, lenders, professional engineers, professional land surveyors, property owners, realtors, state and federal agencies, and citizens. The Program desires to be more active in assisting communities in lowering their flood insurance premiums through the Community Rating System.

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West Virginia will continue to provide technical assistance including workshops, and general technical assistance.

## Our Authority and Enabling Legislation

The Office of Emergency Services, pursuant to West Virginia Code Section 15-5-1 et seq. and other lawful authority, is charged by the legislature and governor to view the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness, resulting from enemy attack, sabotage or other hostile action, or from fire, **flood**, earthquakes or other natural or man-made causes and to insure that preparations of this state, and all political subdivisions thereof, will be adequate to deal with such disasters, provide for the common defense, and to protect the public peace, health and safety and to preserve the lives and property of the people of this state. Further, in addition to disaster prevention measures as included in the state, local, regional and interjurisdictional disaster plans, the Office of Emergency Services shall make studies of disaster prevention-related matters, to include, but not be limited to, a continuing study of land use and construction of structures and other facilities and identify areas which are particularly susceptible to severe land shifting, subsidence, **flooding** or other catastrophic occurrences with an emphasis on reducing or avoiding the dangers caused by such occurrence and the consequences thereof.

**POWERS AND DUTIES OF LOCAL GOVERNMENT**

### *A. General Police Powers*

The county commission is possessed only of such powers as are expressly conferred by the constitution and legislature, **together with such as are reasonable and necessarily implied** in the full and proper exercise of the powers so expressly given.[1]

A municipal corporation possesses only such regulatory authority as has been expressly or impliedly delegated to it by the legislature. The grant of the police power to a local government or political subdivision **necessarily includes the right to carry it into effect and empowers the governing body to use proper means to enforce its ordinances**; consequently, the power to punish by pecuniary fine or penalty is implied from the delegation by the legislature of the right to enforce a particular police power through ordinances or regulations.[2]

### *B. Express Authority - Legislative*

[1] See Mitchie's Jurisprudence of Virginia and West Virginia, Counties Section 24

[2] See Michie's Jurisprudence of Virginia and West Virginia, Municipal Corporations, Section 41 and *State ex rel. State Line Sparkler of W. Va., Ltd. V Teach, 187 W. Va. 271, 418 S.E.2d 585 (1992) Attachment A*

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Counties and municipalities have plenary powers and authority delegated by the legislature to eliminate hazards to public health and safety and to abate or cause to be abated anything that is determined to be a public nuisance.[3] These powers provide additional and alternative methods for the protection of the public and are regarded as supplementary and additional to powers conferred by other laws.[4]

West Virginia Code, Chapter 8A, provides an additional method for the protection of the public, when an active planning commission and a comprehensive plan are in effect for that locality -- land use and zoning regulations. The locality may establish and enforce land use and/or zoning regulations pursuant to Chapter 8A and include therewith flood hazard control ordinances.

## Working with Communities

The West Virginia Floodplain Management Program defines its interaction with local units of government as working with 'communities'. Counties are unincorporated and retain land use authority over all land are outside of municipal boundaries. Municipalities, by West Virginia law, are incorporated and generally include towns, cities, and villages Participation in the NFIP requires communities to adopt a current floodplain management ordinance laying out standards and requirements that will help reduce flood loss.

A measure of improved floodplain management is the number of applicable communities that have up-to-date floodplain ordinances.

The following table provides a view of our goal to improve this index of attainment.

***The West Virginia Floodplain Management Program Performance Measure****: An index of attainment of communities that have a current floodplain ordinance…*

| | 2003 | 2004 Est. | 2005 Est. | 2006 Est. | 2007 Est. | 2008 Est. | 2009 Est. |
|---|---|---|---|---|---|---|---|
| % of communities with current flood ordinance | 69.5 | 71 | 72.5 | 74 | 76 | 78 | 80 |

Table 1. Index of attainment

***Our Methodology****:* WV NFIP Coordinators track community attainment then enter the data into the West Virginia Floodplain Management Program's Access database.

***How we will accomplish this****: the West Virginia Floodplain Management Program* provides tools, training, and technical assistance in flood hazard mitigation (i.e., floodplain maps and

[3] See West Virginia State Code Sections 7-1-3kk, 8-12-2(9), 8-12- 5(13) & (23)
[4] See West Virginia State Code Sections 7-3-11 & 8-12-5

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model ordinances) to communities participating in or to those that are interested in joining the National Flood Insurance Program. The Program's customer base includes appraisers, architects, community officials, insurance agents, lenders, professional land surveyors, professional engineers, realtors, state and federal agencies, attorneys, property owners and citizens.

**West Virginia Floodplain Management Program will do the following metrics to effect the implementation of its Goals, Objectives and Strategies as shared with the Federal Emergency Management Agency:**

## Community Assistance Visits

CAVs are in depth assessments of a community's performance in administering its floodplain management program. CAVs are required for communities entering the Community Rating System and as follow-ups to Community Assistance Contacts that find issues that warrant a visit. It typically involves

- one day of preparation: reviewing files, maps, databases and contacting other agencies;
- a day in the community conducting interviews and touring the floodplain; and
- a week of report writing as well as follow-up correspondence and reporting.

| | |
|---|---|
| Benchmarks | Conduct 1 CAV in each quarter. Total 4 CAVs/yr. |
| Outputs | Visit within the community. |
| Deliverables | Report to FEMA via CIS with a 6-12 page report with supporting documentation + follow-up letter to the community. |
| Outcomes | FEMA views CAVs as a primary compliance tool. CAVs lead to better floodplain management throughout the community. They also allow the state:<br>• A better understanding of where to focus its training and resources<br>• Fewer Submit for Rate reviews<br>• Brings the Program into focus as to how it affects existing and potential development. |

Budget request

| | Federal Share $ | State$ | Total $ |
|---|---|---|---|
| Personnel | 3,890 | 0 | 3,890 |
| Fringe Benefits | 2,349 | 0 | 2,349 |
| Travel | 0 | 350 | 350 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone & WAN) | 0 | 260 | 260 |
| Indirect | 1,533 | 0 | 1,533 |
| Total | 7,772 | 650 | **8,422** |

FFY '05 budget request includes 170 (3.47%) of federally-funded hours and 0 State match hours.
CAVs are done primarily by the Coordinator. Each Community Assistance Visit accounts for approximately one week of a FTE.

The five year plan calls for the same level of CAVs due to the demands of other activities associated with the Map Modernization Program. CAV will continue to be prioritized by those communities that have know problems or are seeking entry into the Community Rating System.

The measureable objective shall be: To reduce the number of Submit for Rate issues found to be violations due to lack of community regulation and enforcement.

| 5-Year | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|

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| Plan | | | | | |
|---|---|---|---|---|---|
| Number of CAV | 4 | 4 | 4 | 4 | 4 |
| Total Cost | $8,422 | $8,843 | $9,285 | $9,750 | $10,237 |

Partners:

Municipalities being visited
Regional Planning Commissions
State Planning Office - CPIP and CAT teams
FEMA Region I

The CAV activity will not increase because of the increased responsibilities the Program has incurred, i.e., expected increases in mapping assistance, ordinance reviews, training, outreach and database management.

## Community Assistance Contacts

A Community Assistance Contact (CAC) is a tool employed by the West Virginia Floodplain Management Program and the National Flood Insurance Program to periodically contact a community to see if they are having any difficulties in administering the local floodplain management ordinance or program. It is also an additional way of determining if a Community Assistance Visit (CAV) should be scheduled. CACs are also a means of encouraging Code Enforcement Officers to attend annual Floodplain Management Work Shops and encourage local officials to call for assistance when they need it.

| | |
|---|---|
| Benchmarks | Conduct 10 Community Contacts in third quarter and 10 in the fourth quarter. Total of 20 CACs/yr. |
| Outputs | Phone call and interview with the individual responsible for administering the community's Floodplain Management Ordinance. |
| Deliverables | Report to FEMA via CIS and detailed follow-up letter with supporting materials to the community. |
| Outcomes | Better Floodplain Management through development of a greater understanding of the community's role in the NFIP. This contact also tells the state where it needs to focus attention in workshops and future CAVs. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 3,116 | 3,081 | 6,197 |
| Fringe Benefits | 1,626 | 1034 | 2,660 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone, WAN) | 0 | 253 | 253 |
| Indirect | 1,165 | 0 | 1,165 |
| Total | 5,907 | 4,408 | **10,315** |

FFY '05 budget request is 165 (3.37%) federally funded hours and 156 (12.28%) State match hours for a total of 321 Program hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Number of CAC | 20 | 20 | 20 | 20 | 20 |
| Total Cost | $10,315 | $10,831 | $11,372 | $11,941 | $12,538 |

The CACs are split with the Research Associate doing two-thirds and the Planner doing one third. Each Community Assistance Contact accounts for 3 hours preparation, one and a half hours to two hours for the phone

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interview with a local official, and 10 hours of report writing and follow-up - a total of 16.04 hours. There is usually no travel involved.

Partners:

| | |
|---|---|
| Municipalities being contacted | SPO/Community Assistance Team |
| Regional Planning Commissions | FEMA Region I |

## Ordinance Assistance

Ordinance Assistance is provided when:

- A community must adopt a new ordinance by virtue of joining the NFIP
- Anew map being issued for the community
- A result of a change in the Federal Regulations that mandates the code be changed
- Outdated ordinances because of updated model ordinances by the West Virginia Floodplain Management Program

The West Virginia Floodplain Management Program provides customized ordinances to fit that community's needs. The MFMP also invests considerable effort in updating the model ordinances to ensure they continue to meet the minimum NFIP Regulations, state minimums and to recognize feedback from communities that have found better ways to achieve flood hazard mitigation via the regulatory scheme. An ordinance customized for a community is tailored to remove references to flood hazard zones that are not on the community' flood map and in some cased include cumulative substantial improvement language. The West Virginia Floodplain Management Program has adopted a measurable objective of increasing the number of communities with current ordinances from 59% in FY 01 to 69.5% for FY 03, the last full calendar year for which we have data. The MFMP defines a current ordinance as an ordinance that reflects the MFMP model FPMO from 1991 or a newer version. The year 1991 was chosen because that was the year that the West Virginia Model Ordinance was changed to include the majority of changes made in the federal regulations such as development standards addressing recreational vehicles, a change in the variance standards, additional definitions for recreational vehicle, historic structure, substantial damage and minor development, and revised definitions for development, elevated building and substantial Improvement. While other changes have been made to the model ordinance almost annually none of the changes are as critical as the 1991 changes. It is interesting to note that many of the more active communities adopt a new floodplain management ordinance every 2 to 3 years in order to remain current with changes the West Virginia Floodplain Management Program has recommended for better administration and higher regulatory standards.

The implementation of the Map Modernization will increase the demands for ordinance assistance as the digital mapping becomes a reality.

| | |
|---|---|
| Benchmarks | Assist 30 communities in each of the first and third quarters with new customized ordinances and assist 10 communities in each of the second and fourth quarters. Total of 50 communities assisted/yr. |
| Outputs | Customized local floodplain management ordinances |
| Deliverables | Increased number of communities with customized current floodplain management ordinances. |
| Outcomes | The model ordinance will also keep the community compliant with the state and federal minimum criteria. The community will adopt a complaint ordinance much quicker and be able to defend it easier if a model ordinance is customized to fit the town's local needs. Workshop training in ordinance enforcement is focused on the state's model ordinance. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 8,498 | 4,444 | 12,942 |

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| | | | |
|---|---|---|---|
| Fringe Benefits | 4,434 | 1,491 | 5,925 |
| Travel | 0 | 250 | 250 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone) | 0 | 689 | 689 |
| Indirect | 3,177 | 0 | 3,177 |
| Total | 16,109 | 6,914 | **23,023** |

FFY '05 budget request includes 450 (9.18%) federally-funded hours and 225 (17.72%) State match hours for a total of 675 Program hours devoted to Ordinance Assistance. The average time per task is estimated to be 7 hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Number of Ordinance Assists | 50 | 111 | 183 | 189 | 103 |
| Total Cost | $23,023 | $53,667 | $92,901 | $100,744 | $57,648 |

Ordinance Assistance is provided primarily by the Planner and Research Associate.

Partners:

Community receiving assistance
Regional Planning Commissions
FEMA Region I
FEMA's National Service Provider

## Ordinance Reviews

An Ordinance Review occurs when a community:

- Submits a draft ordinance before adopting to determine if the document meets minimum state and federal standards, or
- Has adopted a new Floodplain Management Ordinance and submits the ordinance for review and a determination for compliance with the National Flood Insurance Program regulations and State requirements.

These reviews are sometimes complicated by hybrid local ordinances that do not fit the state model format. It takes a much greater amount of time to review those types of ordinances. The review includes a checklist, a determination of compliance, notification to FEMA and to the community.

Ordinance review activity will increase dramatically as a result of Map Modernization implementation will require communities to amend or adopt new floodplain management ordinances. The West Virginia Floodplain Management Business Plan for implementing the Map Modernization Plan identifies which groups of counties will be mapped over the next 6 years. Because there is a lag time of approximately 2 years for many of the mapping projects it is planned that the number of ordinance reviews will be controlled by the number of communities in each of the county groups selected two years earlier. For example in 2004 we expect to initiate three counties – York, Cumberland, and Oxford. The number of communities in these three combined counties is 111. We would project that we will have at least 111 ordinances to review following town meetings in spring of 2006.

| | |
|---|---|
| Benchmarks | Review 4 ordinances in the first quarter; 8 reviews in the second and 9 reviews in each of the third and fourth quarters: Total of 30 ordinance reviews/yr. |
| Outputs | Determination if adopted Floodplain Management Ordinance is compliant with the National Flood Insurance Program Regulations and state laws. |
| Deliverables | Ordinance Review check list and letter to the FEMA Regional Office with copies sent to the community and regional planning commission indicating that ordinance is compliant. If the ordinance is deemed non-compliant the checklist and letter is sent to the community with a copy to the regional planning commission. |

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| | |
|---|---|
| Outcomes | A community ordinance that is on file with the federal, state and regional agencies that meets all the minimum requirements and enables the community to enforce standards that ensures minimum damages to development in the event of a 100-year flood. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 3,966 | 0 | 3,966 |
| Fringe Benefits | 2,069 | 0 | 2,069 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone) | 0 | 322 | 322 |
| Indirect | 1,483 | 0 | 1,483 |
| Total | 7,518 | 362 | **7,880** |

FFY '05 budget request includes 210 (4.29%) federally-funded hours and 0 State match hours for a total of 210 hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Number of Ordinance Reviews | 30 | 111 | 183 | 189 | 103 |
| Total Cost | $7,880 | $13,986 | $24,211 | $26,255 | $15,023 |

The Planner and Research Associate do Ordinance Reviews.

Partners:

Community receiving assistance
Regional Planning Commissions
FEMA Region I

## Entry Assistance

Entry Assistance occurs when a community expresses a desire to join the National Flood Insurance Program. The West Virginia Floodplain Management Program provides several products to the community that includes a customized Floodplain Management Ordinance, entry resolution, an entry application and model forms for administering the Program. Of the 68 communities that do not participate 51 have been mapped and 18 have been suspended for failure to adopt new ordinance language when new FIRMs were produced. The most recent suspension occurred in 1993 and 17 of the suspensions occurred in 1990 or earlier. The populations of the non participating communities range form 0 to 2,777. Lender compliance issues requiring flood insurance to close a loan have been the most compelling force driving communities to join in recent years. The total population of the non participating communities is 42,777.

With improved mapping via digital FIRMs on aerial photography, it is anticipated that some of the reluctant communities my change their mind about joining the program. While a rapid increase is not expected because the remaining communities not in the program have generally strong feelings about the Program, many of those feelings may change with the better ability to identify which structures are in and out of the floodplain.

| | |
|---|---|
| Benchmarks | Assist 5 communities per year with entrance into the NFIP Total assisted in five years =25 new or previously suspended communities joining the Program. |
| Outputs | Additional municipal participation in the NFIP. |
| Deliverables | Broadened base of Program support. |
| Outcomes | Increased flood insurance policy base and better local floodplain management resulting in reduced risk to future development. More at risk loans protected with flood insurance |

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Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 937 | 0 | 937 |
| Fringe Benefits | 680 | 0 | 680 |
| Travel | 0 | 25 | 25 |
| Supplies | 0 | 30 | 30 |
| Contractual (phone) | 0 | 80 | 80 |
| Indirect | 397 | | 397 |
| Total | 2014 | 135 | **2149** |

FFY '05 budget request includes 52 (1.06%) federally-funded hours and 0 State match hours for a total of 52 Program hours. Entry Assistance remains a high priority with the West Virginia Floodplain Management Program.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Entry Assists | 5 | 5 | 5 | 5 | 5 |
| Total Cost | $2,149 | $2,256 | $2,369 | $2,488 | $2,612 |

**.006 FTE**. The Planner and Research Associate do Entry Assistance.

## General Technical Assistance

General Technical Assistance is the largest of the activities provided by the Floodplain Management's Program. The Program staff answers many calls every day from architects, community officials, lenders, insurance agents, professional land surveyors, professional engineers, realtors, state and federal agencies, appraisers, attorneys, and property owners about floodplain development regulations, insurance issues, design issues, lending matters as well as requests for map interpretations and copies of the maps. As the educational base of our local officials and Professional Land Surveyors has increased over the past few years, the technical assistance requests have become more complex and the amount of time on the average call has increased. We have seen a decline in the actual numbers of GTA from 1999 to 2003. We attributed this decline in part to a couple of significant mile stones: the fact that FEMA has made the FIRMs available on line and therefore the number of calls for mapping assistance has dropped since a portion of our clientele has become knowledgeable in web based information; and, the West Virginia Floodplain Management Program has implemented its own web site including posting of base flood elevations for selected unnumbered A Zones and URL addresses for many floodplain management forms, both state and federal.

With the implementation of several recent innovations from FEMA such as Map Modernization, repetitive loss reductions, new elevation certificates and ordinance updates we expect the number of assistance calls to steadily increase and then decrease as we find additional web tools for ready access for those needing information.

| | |
|---|---|
| Benchmarks | Handle up to 525 units of technical assistance per quarter. Total 2100/yr. |
| Outputs | Process all requests for assistance within one working day. |
| Deliverables | Technical support to Communities, Professional Land Surveyors, Lenders, Insurance Agents, Realtors, and Public in the form of phone responses, letters, e-mail, and publications. |
| Outcomes | A better informed partnership in which floodplain management decisions are made with a better understanding of the regulations and how and where to get needed information to make the correct decisions.<br>Greater efficiency of program functions, i.e., determinations, LOMCs, regulatory interpretation and |

Budget request

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| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 20,217 | 6,221 | 26,438 |
| Fringe Benefits | 11,174 | 2,088 | 13,262 |
| Travel | 0 | 75 | 75 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone) | 0 | 1,533 | 1,533 |
| Indirect | 7,713 | 0 | 7,713 |
| Total | 39,104 | 9,957 | **49,061** |

FFY '05 budget request includes 1,000 (20.41%) federally-funded hours and 315 (24.80%) state match, non-federal hours for a total of 1,315 Program hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| GTA | 2,100 | 2,700 | 2,800 | 2,500 | 2,500 |
| Total Cost | $49,061 | $66,232 | $72,119 | $67,612 | $70,993 |

All three Floodplain Management Staff handle General Technical Assistance.

Partners:

- FEMA Region I
- Communities receiving assistance
- Professional Land Surveyors
- Professional Engineers
- Architects
- Attorneys
- Lenders
- Insurance Agents
- Realtors
- Appraisers
- Property owners
- State and federal agencies

## Interagency Reviews & Coordination

Coordination occurs primarily on two fronts: one with other state agencies during permit reviews; and, when municipalities apply for federal funds, i.e., US Department of Housing and Urban Development's Community Development Block Grant Funding (CDBG). An Increasing number of reviews are being done due to funding through the US Department of Agriculture's Rural Development Grants. This past year has also seen an improved relationship with the Army Corps of Engineers and 404 permit related issues.

The West Virginia Floodplain Management Program has a working agreement with the Department of Environmental Protection (DEP) to review and comment on projects that come under their purview when the project is in the Special Flood Hazard Area. These reviews are done under the Natural Resource Protection Act and the Site Location Law. The MFMP is also coordinating with the Department of Conservation/Land Use Regulation Commission (LURC) and the West Virginia Department of Transportation (MDOT) in reviewing projects in the floodplain.

The West Virginia Floodplain Management Program also reviews projects under the 11988 criteria to determine if the grant applicant has complied with the Executive Order 11988. These are done in coordination with the community making the grant request, often a regional council and the Department of Economic and Community Development (DECD). A letter is sent to the community explaining that there are steps that need to be taken to be in compliance with the Executive Order and the local floodplain management ordinance. The letter is copied to the DECD who oversees the CDBG Program.

Reviews were initiated in FFY 2000 involving a Governor's Executive Order signed in 1968. The Governor's EO requires state agencies to consider impacts on the floodplain when locating or funding projects. The primary state agencies involved are the Department of Administrative & Financial Services/Bureau of General Services and the Department of Transportation.

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While we hope to be building capacity within the various agencies which should reduce the number of requests for review, we also expect there will be addition requests for assistance in review agency programs and projects due to new digital mapping products and concerns related to working with the new products.

| | |
|---|---|
| Benchmarks | Review 8 projects in the first quarter and 7 reviews in each of the remaining three quarters. Total 31 reviews/yr. |
| Outputs | Determination if project is compliant with Executive Order 11988, West Virginia Governor's Executive Orders and the NFIP regulations. |
| Deliverables | Letter to the state or federal agency involved and community outlining concerns under Federal and State Executive Orders or a statement of compliance. |
| Outcomes | Community projects and projects permitted by other agencies that are in compliance with applicable Federal and State Executive Orders, the West Virginia Floodplain Management requirements and the NFIP. Projects that have minimal exposure to flood damage and minimal disaster expenditure. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 3,061 | 4,740 | 7,801 |
| Fringe Benefits | 1,027 | 1,591 | 2,618 |
| Travel | 0 | 25 | 25 |
| Supplies | 0 | 5 | 5 |
| Contractual (phone) | 0 | 238 | 238 |
| Indirect | 1,005 | 0 | 1,005 |
| Total | 5,093 | 6,599 | **11,692** |

FFY '05 budget request includes 155 (3.16%) federally-funded hours and 240 (19.9%) state match non-federal hours for a total of 395 hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Interagency Reviews | 50 | 50 | 50 | 50 | 50 |
| Total Cost | $11,692 | $12,277 | $12,891 | $13,353 | $14,212 |

The Planner handles most of the interagency Reviews & Coordination with some done by the Coordinator and the Research Associate.

Partners:

DECD/Office of Community Development
DEP
US DOA/Rural Development Program
USA CoE
MDOT
DAFS/BGS
IF&W
DOC/LURC
Community receiving assistance
Regional Planning Commissions
FEMA Region I

## Community Rating System

The Community Rating System (CRS) has been in existence for a little over thirteen years. CRS is a system of recognizing communities that go beyond the minimum NFIP standards and effectively reduce the risk of flooding within their jurisdictions. Although West Virginia is ranked 41st the nation in flood insurance policy base, which is also an indicator of flooding risk ranking, West Virginia has 20 communities participating in the CRS which is more than any other New England State. Nine of the 20 or 45% have achieved a Class 8. Over 33% of West Virginia's flood insurance policy base is represented by a CRS participating community. We expect to pick up at least one more in Federal Fiscal Year 2004. The West Virginia Floodplain Management Program encourages its

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communities that are in good standing to participate in the CRS and provides technical assistance along with the Insurance Services Office (ISO) to the communities in developing an application that reflects the town's efforts in floodplain management.

| | |
|---|---|
| Benchmarks | Assist 1 community in each quarter. Assist the communities with maintaining their classification and assist at least one community with an initial application to the CRS. Total of four communities assisted/yr. |
| Outputs | Community CRS visit |
| Deliverables | One new community entering the CRS and three communities with upgrading their classification. |
| Outcomes | Lower insurance rates due to better local floodplain management that reduces the flood hazard risk in the community. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 2,402 | 0 | 2,402 |
| Fringe Benefits | 1,451 | 0 | 1,451 |
| Travel | 0 | 75 | 75 |
| Supplies | 0 | 5 | 5 |
| Contractual (phone) | 0 | 161 | 161 |
| Indirect | 947 | 0 | 947 |
| Total | 4,800 | 241 | **5,041** |

FFY '05 budget request includes 105 (2.14%) federally-funded hours and 0 state match hours for a total of 105 hours.

CRS is a high priority with the West Virginia Floodplain Management Program. However the numbers above do not reflect the truly tremendous efforts of ISO. Much of our success depends on our partnership with ISO and the communities.

The Coordinator handles CRS with principal support from the Research Associate.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Number of communities assisted w/CRS | 4 | 4 | 4 | 4 | 4 |
| Total Cost | $5,041 | $5,293 | $5,558 | $5,836 | $6,127 |

Partners:

Insurance Services Office
Community receiving assistance
Regional Planning Commissions
West Virginia Emergency Management Agency
West Virginia Coastal Zone Management Program
FEMA Region I

## Code Enforcement Officer Workshops

The West Virginia Floodplain Management Program conducts workshops throughout the year in concert with the West Virginia Code Enforcement Officer Training and Certification Program. In odd years the Program offers a series of workshops on the Basics of Floodplain Management and in the even years, advanced workshops are conducted on such topics as Substantial Damage and Improvements, FEMA's Technical Bulletins, or Retrofitting.

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This fiscal year we will be doing a basic training session and also offer a 2-3 hour session on an advanced FPM issue. We also offer on demand training for local Planning Boards and Boards of Appeals through out the year.

| | |
|---|---|
| Benchmarks | Conduct 4 Floodplain Management workshop during the third quarter in conjunction with the CEO Certification and Training Program. |
| Outputs | 150 Code Officers receive training in Floodplain Management |
| Deliverables | Six-hour floodplain management workshops with accompanying handbook, instructional handouts with accompanying PowerPoint presentations. |
| Outcomes | Improved floodplain management at the community level as a result of better understanding of the regulations and how to apply them. This is evidenced by the Community Assistance Visit and Contact reports in addition to the types of questions that are coming from the General Technical Assistance calls. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 11,119 | 1,422 | 12,541 |
| Fringe Benefits | 6,146 | 477 | 6,623 |
| Travel | 0 | 300 | 300 |
| Supplies | 0 | 300 | 300 |
| Contractual (phone) | 0 | 843 | 843 |
| Indirect | 4,242 | 0 | 4,242 |
| Total | 21,507 | 3,342 | **24,849** |

FFY '05 budget request includes 550 (11.22%) federally-funded hours and 72 (5.67%) State match non-federal hours for a total of 622 Program hours.

All three of the Program staff plays significant roles in preparation and presentations.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Number of CEO Workshops | 4 | 4 | 4 | 4 | 4 |
| Total Cost | $24,849 | $26,091 | $27,396 | $28,766 | $30,204 |

Partners:

SPO/CEO Program
Municipal Code Enforcement Officers
West Virginia Coastal Zone Management Program
Regional Planning Commissions
Other State Agencies
FEMA Region I

## Model Ordinance and Handbook Update

In Federal Fiscal Year 1999, the West Virginia Floodplain Management Program created two additional model floodplain Management Ordinances bringing the number of model ordinances up to five. Each year the staff collects ordinance and handbook comments from its constituents. As a result the Handbook is updated and a review and update is done on each of the five West Virginia Model Floodplain Management Ordinances: 60.3(b) [coastal and riverine], 60.3(c&d) [coastal and riverine] and 60.3(e). An annotated and updated West Virginia Floodplain Management Ordinance with new permit forms is featured in the annual update of the West Virginia Floodplain Management Handbook. The products are also posted on the Program's web site.

| | |
|---|---|
| Benchmarks | Review and correct 5 model Floodplain Management Ordinances during the second quarter and incorporate new forms to reflect ordinance changes. Package entire product into a revised |

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| | |
|---|---|
| | handbook during the second quarter. Total 5 updated model ordinances and a revised West Virginia Floodplain Management Handbook/yr. |
| Outputs | 5 Updated floodplain management Ordinances that meet current NFIP and state standards and a new Floodplain Management Handbook. |
| Deliverables | Print copies for use in CEO Workshops and for distribution throughout the year. |
| Outcomes | Better floodplain management and mitigation through municipal adoption of current standards. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 4,347 | 1,244 | 5,591 |
| Fringe Benefits | 2,625 | 418 | 3,043 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 1,000 | 1,000 |
| Contractual (phone) | 0 | 291 | 291 |
| Indirect | 1,713 | 0 | 1,713 |
| Total | 8,685 | 2,953 | **11,638** |

FFY '05 budget request includes 190 (3.88%) federally-funded hours and 63 (4.96%) State match, non-federal hours for a total of 253 Program hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Handbook update | 1 | 1 | 1 | 1 | 1 |
| Ordinance Updates | 5 | 5 | 5 | 5 | 5 |
| Total Cost | $11,638 | $12,220 | $12,831 | $13,472 | $14,146 |

The Revised Ordinances and Handbook are a joint effort of the staff with the Research Associate taking the lead on the handbook and the Planner taking the lead on the model ordinance revisions and annotations.

Partners:

CEO Training and Certification Program FEMA
Communities providing input

## Specialized Workshops

The West Virginia Floodplain Management Program offers several specialized workshops. This task started with workshops for Professional Land Surveyors to instruct them on the elevation certificate and to inform them of their role in the permitting process and insurance rating aspects of the NFIP. It has grown into a second series of workshops, which not only involve an audience of Surveyors, but also, lenders, local officials, insurance agents, other state and federal agencies, realtors and real estate appraisers. This overview of the NFIP is a short session in which each player is shown how their role affects the other stakeholders.

| | |
|---|---|
| Benchmarks | One workshop in the second, third and fourth quarter. Total 3 workshops/yr. |
| Outputs | 60 trained Professional Land Surveyors Realtors, Insurance Agents, Lenders, and others. |
| Deliverables | Workshop folder with instructional handouts for Land Surveyors and other |

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| | |
|---|---|
| | professionals, with accompanying PowerPoint presentation and basic NFIP and West Virginia Floodplain Management Program materials. |
| Outcomes | Improved service from Surveyors, Lenders, Insurance Agent and Realtors and other professionals in the form of elevation certificates with fewer errors, Letters of Map Amendments with fewer calls for assistance and better compliance with federal EO 11988. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 6,406 | 948 | 7,354 |
| Fringe Benefits | 3,868 | 318 | 4,186 |
| Travel | 0 | 200 | 200 |
| Supplies | 0 | 160 | 160 |
| Contractual (phone) | 0 | 429 | 429 |
| Indirect | 2,524 | 0 | 2,524 |
| Total | 12,798 | 2055 | **14,853** |

FFY '04 budget request includes 280 (5.71%) federally-funded hours and 48 (3.78%) State match, non-federal hours for a total of 328 Program hours.

The Coordinator and Planner conduct the Innovative Workshops with support from the Planner and Research Associate.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Special | 1 | 1 | 1 | 1 | 1 |
| Workshops | 5 | 5 | 5 | 5 | 5 |
| Total Cost | $11,638 | $12,220 | $12,431 | $13,052 | $13,705 |

Partners:

Regional Planning Commissions
West Virginia Society of Professional Land Surveyors and its regional chapters
Computer Sciences Corporation (NFIP Bureau and Statistical Agent)
FEMA Region I
Other professional organizations involved in FPM

## Disaster Assistance

When a flooding disaster impacts a West Virginia community, the West Virginia Floodplain Management staff offers assistance to the affected community, other state agencies and individuals as it relates to flood hazard mitigation and to the NFIP. The State Coordinator also serves on the State Hazard Mitigation Grant Program team.

| | |
|---|---|
| Benchmarks | Participation in meeting following a West Virginia flooding event. |
| Outputs | FPM staff attendance at briefings and meetings. |
| Deliverables | Assistance to those impacted by analyzing information, answering questions and providing guidance. |
| Outcomes | Staff attendance and input assists in helping communities and individuals work toward mitigation solutions to flooding problems. |

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Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 0 | 0 | 0 |
| Fringe Benefits | 0 | 0 | 0 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 0 | 0 |
| Contractual (phone) | 0 | 0 | 0 |
| Indirect | 0 | 0 | 0 |
| Total | 0 | 0 | **0** |

FFY '05 budget request includes 0 federally funded hours and 0 State match non-federal hours for a total of 0 Program hours.

All three of the Floodplain Management staff attends briefings and meetings related to disaster assistance.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Disaster Assistance | 0 | 0 | 0 | 0 | 0 |
| | | | | | |

Partners:

Affected community
Affected County
FEMA Region I
West Virginia Emergency Management Agency
Other state and federal agencies

## Regional Coordination Meetings

The FEMA Region I office holds two regional coordination meetings a year. One in the winter, the other in the spring or fall to discuss program updates and to report on any new directives of which the states should be aware.

| | |
|---|---|
| Benchmarks | One in the second quarter and one in the fourth quarter. |
| Outputs | FPM staff attendance at the Coordination meetings. |
| Deliverables | Input and participation in discussion by West Virginia FPM staff at the Regional meetings. |
| Outcomes | Staff attendance and input not only assists in a better understanding of the current Federal guidelines, directives, and future policy but also helps in defining federal policy. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 1,820 | 0 | 1,820 |
| Fringe Benefits | 1,006 | 0 | 1,006 |
| Travel | 600 | 0 | 600 |
| Supplies | 0 | 0 | 0 |
| Contractual (phone) | 0 | 138 | 138 |
| Indirect | 842 | 0 | 842 |
| Total | 4,268 | 138 | **4,406** |

FFY '04 budget request includes 90 (1.84%) federally-funded hours and 0 State match hours for a total of 90 Program hours.

All three of the Floodplain Management staff attends the Regional Coordination meetings.

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| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Regional Coordination Meetings | 2 | 2 | 2 | 2 | 2 |
| Total Cost | $4406 | $4,626 | $4,857 | $5,100 | $5,355 |

Partners:

FEMA Region I
New England State's NFIP Coordinators and staff
New England State's Hazard Mitigation Officers
FEMA Bureau & Statistical Agent (CSC)
ISO/CRS
West Virginia Emergency Management Agency

## Association of State Floodplain Managers Annual Conference

The Association of State Floodplain Managers (ASFPM) is the only professional organization in the U.S. that addresses floodplain management issues and provides invaluable insight into the concepts of effective floodplain management.

| | |
|---|---|
| Benchmarks | Attend ASFPM Annual Conference in June of 2005.Madison, Wisconsin. |
| Outputs | Participation at ASFPM Meetings and serve as Co-chair of the Flood Insurance Committee. |
| Deliverables | Report on meetings and changes occurring in the NFIP and FPM. |
| Outcomes | Increased awareness of changes and ability to affect needed changes to the state Program to remain current with the NFIP and FPM concepts as brought about by federal legislation. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 1,716 | 0 | 1,716 |
| Fringe Benefits | 1,036 | 0 | 1,036 |
| Travel | 1,200 | 0 | 1,200 |
| Supplies | 0 | 5 | 5 |
| Contractual (phone) | 0 | 115 | 115 |
| Indirect | 971 | 0 | 971 |
| Total | 4,923 | 120 | **5,043** |

FFY '04 budget request includes 75 (1.53) federally funded hours and 0 State match hours for a total of 75 Program hours.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Participation in ASFPM affairs | 1 | 1 | 1 | 1 | 1 |
| Total Cost | $5,043 | $5,295 | $5,560 | $5,838 | $6,130 |

The State Coordinator attends the ASFPM Conference.

Partners:

FEMA Region I
Association of State Floodplain Managers
New England Floodplain & Stormwater Managers Association

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## Legislative Issues

When legislation is proposed that may impact the floodplain program, review and comments are offered to the policy makers explaining the impact the changes may have on the Program. Work on legislation in regard to Flood Hazard Disclosure.

| | |
|---|---|
| Benchmarks | As legislation is proposed that may impact the West Virginia Floodplain Management Program, provide input to the West Virginia Legislature via legislative committee hearings and work sessions. |
| Outputs | Review and comment on legislative documents. |
| Deliverables | Written comments to appropriate legislative committees. |
| Outcomes | Better state laws that reflect the goals of flood mitigation. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 2,402 | 0 | 2,402 |
| Fringe Benefits | 1,451 | 0 | 1,451 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 90 | 90 |
| Contractual (phone) | 0 | 161 | 161 |
| Indirect | 947 | 0 | 947 |
| Total | 4,800 | 251 | **5,051** |

FFY '04 budget request includes 105 (2.14%) federally funded hours and 0 state match hours for 105 Program hours.

The Coordinator is primarily responsible for reviewing legislative issues with support from the FMP staff.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Legislative issues | 1 | 1 | 1 | 1 | 1 |
| Total Cost | $5,051 | $5,304 | $5,569 | $5,847 | $6,140 |

Partners:

SPO Management Team
FEMA Region I
West Virginia State Legislature

## Floodplain Management Community Information System, State Database and Web Page

In FFY 2001, the states were given on-line access to the NFIP CIS database. We have discovered that it is outdated as to information loaded and needs to be reviewed and updated. A state floodplain management database was developed for tracking the following items for West Virginia communities: i.e., map effective dates, which communities have what kind of maps (Flat Maps, Detailed Studies, Coastal Zones), Letters of Map Amendment (LOMA), Letters of Map Revisions (LOMR), which communities have Coastal Barrier Resource Areas (COBRAs), which communities have requested map revisions, type of ordinance in effect/needed, last date of adoption, higher regulatory standards, CAV/CAC dates. The MFMP staff will be continually entering data to keep the database current. Reliance on data from the MFMP and CIS are becoming increasingly important in managing the work program and developing a program strategic plan.

In 1998 a Web page was also developed for the West Virginia Floodplain Management Program. This web site is designed to allow West Virginia communities access to the model ordinances and various West Virginia Floodplain

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Management Forms. It is also a useful tool for Professional Land Surveyors and other professionals in seeking best available data for unnumbered A Zones for select waterbodies in West Virginia. The web site also has links to several related sites, i.e., FEMA forms and FEMA's on line FIRMettes.

| | |
|---|---|
| Benchmarks | Database and Web site of floodplain information for West Virginia communities and Professionals. |
| Outputs | Data entered into a database and web page allow electronic retrieval by category. |
| Deliverables | Ability to query database in regard to the number of communities participating in the NFIP; Coastal communities/non coastal; to ordinance adoption date and to determine if ordinance matches floodplain maps; track letters of map corrections; and best available data. |
| Outcomes | Better service to communities and FEMA with ability to target communities that need assistance. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 10,225 | 494 | 10,719 |
| Fringe Benefits | 6,908 | 166 | 7,074 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 15 | 15 |
| Contractual (phone) | 300 | 767 | 1067 |
| Indirect | 4,283 | 0 | 4,283 |
| Total | 21,716 | 1,442 | **23,158** |

FFY '05 budget request includes 500 (10.20%) federally funded hours and 25 (1.97%) state match non federal hours for a total of 525 Program hours.

The Research Associate performs most of the maintenance on the database and website with support from the Planner and Coordinator.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Web and database management | ongoing | ongoing | ongoing | ongoing | ongoing |
| Total Cost | $23,158 | $24,316 | $25,532 | $26,808 | $28,149 |

Partners:

West Virginia Community Officials
Professional Land Surveyors
FEMA Region I
Property owners
MEMA
Regional Planning Commissions

## Mitigation Planning/Flood Mitigation Assistance Program

The State Planning Office is responsible for assisting municipalities in the Comprehensive Planning Process. One of the reasons the Floodplain Management Program was placed in the Comprehensive Planning division in 1988, was for the FPMP to have an involvement in the planning process for municipalities. It was nearly a decade before significant inroads were made to begin establishing a true connection between the community comprehensive plans and flood hazard mitigation. Recent Congressional changes to the Stafford Act have also strengthened this activity.

The West Virginia Floodplain Management Program provides floodplain management data packages for communities beginning comprehensive plan updates as part of the Program's efforts to coordinate with the Community Planning and Investment Program of the State Planning Office. The packages include a copy of the FIRM/FIS, 13 year historical review of flood insurance in the community, an analysis of the policies in force and a

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comparison with the county and state data, community file review, 6 year GTA review, CRS review, and repetitive loss review. The Community Information System screens are also used as a resource in preparing the data packages.

| | |
|---|---|
| Benchmarks | 20 data packages in 1st quarter and 20 in the 3rd quarter of each year. |
| Outputs | Inventory data and guidance for developing a floodplain management section of the community's comprehensive plan. |
| Deliverables | Community comprehensive plans that include sound flood mitigation. |
| Outcomes | Increase in communities that qualify for mitigation grants and higher CRS classification leading to lowered flood risk and lower claims. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 1,329 | 0 | 1,329 |
| Fringe Benefits | 898 | 0 | 898 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 0 | 0 |
| Contractual (phone) | 0 | 0 | 0 |
| Indirect | 547 | 100 | 647 |
| Total | 2,774 | 100 | **2,874** |

FY'97 budget request is 65 (1.33%) federally funded hours and 0 state match hours. Total program activity is 65 hours.

The Planning and Research Associate and Planner are the leads in this activity.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| Mitigation Assistance | 40 | 40 | 40 | 40 | 40 |
| Total Cost | $2,874 | $3,018 | $3,169 | $3,327 | $3,493 |

Partners:

| | |
|---|---|
| SPO/Community Assistance Team<br>Regional Planning Commissions | FEMA Region I |

## Floodplain Management Strategic Plan

The West Virginia Floodplain Management Program will continue to update and improve upon its floodplain management strategic plan. While the West Virginia Floodplain Management Program has worked within the confines of a state agency strategic plan it will be necessary for the MFMP to fine tune and create more finite metrics to back its workplan. This process will require the Program to more definitively identify its base line and future projections as well as establish the outcomes of its actions.

| | |
|---|---|
| Benchmarks | Develop draft strategic plan by end of second quarter and final plan by end of third quarter. |
| Outputs | Base line for work tasks and goals for Program improvements |
| Deliverables | Strategic plan for the West Virginia Floodplain Management Program |
| Outcomes | A budgeting process and work agreement that is guided by set goals and objectives |

Budget request

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| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 4,187 | 0 | 4,187 |
| Fringe Benefits | 2,528 | 0 | 2,528 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 5 | 5 |
| Contractual (phone) | 0 | 281 | 281 |
| Indirect | 1,650 | 0 | 1,650 |
| Total | 8,365 | 286 | **8,651** |

FFY '05 budget request includes 183 (3.73%) federally funded hours and 0 state non federal match hours for a total of 183 Program hours.

The MFMP staff will work on the plan with the Coordinator taking the lead.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|
| FPM Strategic Plan Update | ongoing | ongoing | ongoing | ongoing | ongoing |
| Total Cost | $8,651 | $9,084 | $9,538 | $10,015 | $10,515 |

Partners:

SPO/Community Division Team
SPO/CPIP
FEMA Region I

## Administrative Functions

Paper work, documentation, filing and numerous meetings challenge the program hours to produce the necessary work activities that are the backbone of the Program. Budgeting, supervision of staff and keeping abreast of the latest technologies and methodologies all take a significant bite out of the daily schedules.

| | |
|---|---|
| Benchmarks | Bi-monthly Coordination meetings and participation in strategic planning updates. |
| Outputs | Attendance at staff meetings, leadership and technological training, completed time sheets, annual budget. |
| Deliverables | Time sheets, annual budget and participation in Strategic Planning process for SPO. |
| Outcomes | Teamwork and better coordination with other programs at SPO and other state agencies as well as accountability. |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 12,355 | 2,489 | 14,844 |
| Fringe Benefits | 7,460 | 835 | 8,295 |
| Travel | 0 | 0 | 0 |
| Supplies | 0 | 40 | 40 |
| Contractual (phone) | 0 | 828 | 828 |
| Indirect | 4,869 | 0 | 4,869 |
| Total | 24,684 | 4,192 | **28,876** |

FFY '02 budget request includes 540 (11.02%) federally funded hours and 126 (9.92%) state non federal match hours for a total of 519.86 Program hours.
The activity requires participation by all staff.

| 5-Year Plan | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|

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| | | | | | |
|---|---|---|---|---|---|
| Administrative functions | ongoing | ongoing | ongoing | Ongoing | ongoing |
| Total Cost | $28,876 | $30,320 | $31,836 | $33,428 | $35,099 |

Partners:

SPO/Management Team
SPO/Community Division Team
FEMA Region 1

## Additional Match

The West Virginia Floodplain Management Program is a part of the Community Division Team at the West Virginia State Planning Office. George MacDonald, Community Division Team Leader, provides personnel evaluations, assistance with strategic planning objectives and general program assistance as needed.

The spreadsheet attached to the submittal includes the standard task hours and associated cost plus an additional column for "additional match". The "additional match" is recognition of the supervisory oversight as well as our tie to the Code Enforcement Officer Training and Certification Program.

Included in the additional match column is a portion of the salary and fringe for George MacDonald, Program Manager for the West Virginia Waste Management & Recycling Program and Lana Clough, Program Manager for the Code Enforcement Officer Training and Certification Program.

| | | | |
|---|---|---|---|
| Community Division Team Leader | | | |
| Salary | $7,467 | | |
| Benefit | $3,733 | Subtotal | $11,200 |
| Code Enforcement Officer Training and Certification Workshops | | | |
| Salary | $ 847 | | |
| Benefit | $ 424 | Subtotal | $ 1,271 |
| Community Planning and Investment Program | | | |
| Salary | $4,136 | | |
| Benefit | $2,068 | | $ 6,204 |
| Support Staff | | | |
| Salary | $3,333 | | |
| Benefit | $1,667 | Subtotal | $ 5,000 |
| TOTAL | | | $23,675 |

Budget request

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | | 15,783 | 15,783 |
| Fringe Benefits | | 7892 | 7892 |
| Travel | | | |
| Supplies | | | |
| Contractual (phone) | | | |
| Indirect | | | |
| Total | | 23,675 | **23,675** |

## Summary

Budget totals

| | Federal Share | State | Total |
|---|---|---|---|
| Personnel | 102,337 | 40,866 | 143,203 |
| Fringe Benefits | 58,942 | 16,307 | 75,249 |

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| | | | |
|---|---|---|---|
| Travel | 1,800 | 1,300 | 3,100 |
| Supplies | 0 | 1,855 | 1,855 |
| Contractual (phone) | 300 | 7,513 | 7,813 |
| Indirect | 40,142 | 0 | 40,142 |
| Total | 203,521 | 67,841 | **271,362** |

Total FY ’05 budget request is 6,170 hours 100% of the Program hours or **3 FTE**.
The funding ratio is 75% federal and 25% non federal match or State match.

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## Summary of Partners:

State Planning Office (SPO)
- Management Team
- Community Assistance Team
- Code Enforcement Officer Training and Certification Program
- Coastal Zone Management Program

Regional Planning Commissions
Federal Emergency Management Agency (FEMA)
- Region I

West Virginia Emergency Management Agency (MEMA)
West Virginia's NFIP Participating Communities
West Virginia Department of Economic and Community Development (DECD)
West Virginia Department of Environmental Protection (DEP)
West Virginia Department of Conservation/Land Use Regulation Commission (LURC)
West Virginia Department of Transportation (MDOT)
West Virginia Society for Professional Land Surveyors
Realtors
West Virginia's River Basin Managers
Computer Sciences Corporation (CSC)
- [FEMA's Bureau and Statistical Agent]

Insurance Agents
Lenders
Appraisers
Insurance Services Office (ISO)
US Geological Survey (USGS)
US Army Corps of Engineers (US ACoE)
- New England Division

Natural Resource Conservation Service (NRCS)
Association of State Floodplain Managers (ASFPM)
New England State NFIP Coordinators
New England Hazard Mitigation Officers
New England Floodplain & Stormwater Managers Association

## Gap Analysis

We are making some basic assumptions in this analysis. FEMA will continue with the Map Modernization Management Services (MMMS) Program after FFY 2005. We intend to implement most of our Map Modernization Business Plan with MMMS funding.

We are also assuming a 5% annual increase in the Community Assistance Program/State Support Services Element (CAP/SSSE). The current funding made available to the State of West Virginia's Floodplain Management Program does not cover staffing costs. Because of the several years of flat funding and the continuing staff merit and step increases the Program lost a considerable percentage support to maintain the level of service that is needed to keep the program 'afloat'.

In FFY 05 if we see no increase in the CAP allotment we see the following short coming in funding needs in West Virginia.

FFY 2004 initial CAP grant funding was $145,014. We needed was $205,393. This gave us a shortfall of $60,379. We have cobbled some additional funds from other sources but eventually had to cut a staff position from 40 back to 32 hours per week.
Initial funding 04

For FFY 2005 the MFMP needs $203,522 to maintain the current level of delivery for all of the task items listed above. If we are again limited to 2004 CAP funding we will have another $58,508 gap.

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If there is a 5% increase in funding for CAP thereby providing $152,265, we will reduce the gap to $51,257. The MFMP is already on the "critical list" and further reduction in hours or staff fte's are likely. State budgets are in a severe crises and the options of seeking more from the General Fund or seeking other grants that require higher matches are near impossible.

For FFY 2006

| 5-Year Plan | FFY/2005 | FFY/2006 | FFY/2007 | FFY/2008 | 2009 |
|---|---|---|---|---|---|
| CAV Cost | $8,422 | $8,843 | $9,285 | $9,750 | $10,237 |
| CAC Cost | $10,315 | $10,831 | $11,372 | $11,941 | $12,538 |
| Ordin Asst | $23,023 | $53,667 | $92,901 | $100,744 | $57,648 |
| Ordin Rev | $7,880 | $13,986 | $24,211 | $26,255 | $15,023 |
| Entry Asst | $2,149 | $2,256 | $2,369 | $2,488 | $2,612 |
| GTA | $49,061 | $66,232 | $72,119 | $67,612 | $70,993 |
| Inter agncy | $11,692 | $12,277 | $12,891 | $13,353 | $14,212 |
| CRS | $5,041 | $5,293 | $5,558 | $5,836 | $6,127 |
| CEO Wrks | $24,849 | $26,091 | $27,396 | $28,766 | $30,204 |
| Handbook | $11,638 | $12,220 | $12,831 | $13,472 | $14,146 |
| Spcl Wrks | $11,638 | $12,220 | $12,431 | $13,052 | $13,705 |
| Dsstr Asst | $0 | $0 | $0 | $0 | $0 |
| Rgnl Crdn | $4406 | $4,626 | $4,857 | $5,100 | $5,355 |
| Rvr Advsr | $708 | $743 | $781 | $820 | $861 |
| ASFPM | $5,043 | $5,295 | $5,560 | $5,838 | $6,130 |
| Legislative | $5,051 | $5,304 | $5,569 | $5,847 | $6,140 |
| Database | $23,158 | $24,316 | $25,532 | $26,808 | $28,149 |
| Mitigation | $2,874 | $3,018 | $3,169 | $3,327 | $3,493 |
| Strategic P | $8,651 | $9,084 | $9,538 | $10,015 | $10,515 |
| Administ | $28,876 | $30,320 | $31,836 | $33,428 | $35,099 |
| Total | $244,475.00 | $306,622.00 | $370,206.00 | $384,452.00 | $345,196.00 |

Program demands will peek in FFY 2008 due to the number of communities impacted by the Map Modernization plan and the resulting number of communities needing ordinance assistance and ordinance reviews.

Further review and more information is needed before we can say which activites will be impacted by lack of funding. Decisions will be made in the out years as to which program activities will be cut without adequate funding. This is and will continue to be a work in progress.

Signature _____ ,

Robert Perry, CFM
State Floodplain Management
Coordinator

Date: October 2004