

**POLICY COMMITTEE WORK PLAN
COASTAL ISSUES COMMITTEE | 2020-2021**

1.0 Overview

The primary mission of the Coastal Issues Committee is to support the ASFPM membership by promoting education, policies and activities aimed at reducing the costs and impacts of coastal flooding, and protecting and preserving the natural and beneficial functions of coastal floodplains associated with coastal ecosystems and the services they provide.

To help fulfill this mission, the committee focuses its work in four areas:

- Fostering communication and dialogue and strengthen working relationships among the various professionals (e.g., floodplain managers, coastal zone managers, other government officials, interest groups) engaged in managing and/or protecting coastal floodplains and resources.
- Linking coastal floodplain managers with information and resources that will enable them to enhance their knowledge, develop skills and meet their professional responsibilities vis a vis floodplain management;
- Identifying and, where possible, aiding in the resolution of technical and policy related issues concerning coastal flood-risk identification and floodplain management; and
- Promoting progressive coastal floodplain policy at the national and state levels.

Committee co-chairs:

Lori Cary-Kothera

Tom McDonald, CFM

2.0 Task Outline

2.1 On-going work items (see Table):

1. Participate in ASFPM Policy Committee conference calls and retreats.
2. Attend ASFPM Policy Committee chair meeting at the annual conference and hold an annual meeting.
3. Organize, facilitate and complete action items associated with monthly committee chair conference calls.
4. Organize, facilitate and complete action items associated with quarterly Coastal Issues group conference calls.
5. Develop and maintain committee websites (public and internal)

2.2 Work items for the 2019/2020 Year (see separate Task Summary Sheets):

1. Survey members to better understand the needs and issues of ASFPM coastal committee members specifically around climate change and social and environmental justice issues.
2. Participate and/or designate a committee member to participate in the climate change and social/environmental justice task forces.
3. Continue Digital Coast support including helping to promote relevant tools and leverage aspects for the partnership to ASFPM members.
4. Work with the ASFPM NAI Committee to review the Coastal NAI Handbook, evaluate the need for updated content, and develop a strategy for updating this resource (if warranted).
5. Work with the mapping committee to share technical information about the new datum changes coming in 2022.
6. Maintain the quarterly lunch and learn speaker series.
7. Work with Flood Science Center to promote resources and supporting the Project Advisory Committee (PAC) for the Mitigating Multiple Loss Properties project.
8. Develop 4 highlight stories for ASFPM's News and Views

2.1 Ongoing Work Items

Task Name	Task Leader	Approx Hrs to complete	Detailed Task Description
Conference Calls & Committee Retreat	Co-Chairs	44 hours	A co-chair or the liaison should attend all conference calls and at least one of co-chairs should attend the conference retreat.
Annual Conference	Co-Chairs	48 hours	Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution. Assumes both co-chairs attend conference, and time includes Sunday and Monday policy committee-related activities.
Committee Conference Calls	Co-Chairs	48 hours	Organize and facilitate regular quarterly conference calls with active committee members (hours assume both co-chairs participating, 4 calls per year, and prep/post meeting tasks)
Support ASFPM Members Concerning Coastal Floodplain Issues	Co-Chairs; Liaison; committee members	120 Hours	Serve as consultant to committee members (as well as other ASFPM members, as needed) on coastal issues, facilitating access to full committee, other policy committees, and/or ASFPM E.O. for issue discussion and advice.

2.2 2019-2020 Work Items

Task Title: Coastal Issues Member Survey		Task Leader: Lori Cary-Kothera, Tom McDonald	
Approximate Start/End Date: Fall 2019		Approximate # Hrs to Complete: 20 hours	
Detailed Task Description: <ul style="list-style-type: none"> • Develop and administer a survey to understand member’s interests and needs specifically around climate and social/environmental justice issues. • Evaluate the results and new work plan tasks if necessary/relevant 			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A			
Completion Schedule: March 2020			
Deliverables: <ul style="list-style-type: none"> • Summary of results of the survey posted on the ASFPM Coastal Issues page 			
Other Necessary Support or Resources <ul style="list-style-type: none"> • Coordination with the climate change and social justice task force 			
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor			
Approval Process: (Does The Task Require Board Approval?) N/A			
Assumptions: N/A			
Prepared by/ Date: LCary-Kothera, T McDonald 10/9/20		Approved By/ Date:	

Task Title: Task Force Support		Task Leader: Lori Cary-Kothera, Tom McDonald	
Approximate Start/End Date: 2020		Approximate # Hrs to Complete: 40	
Detailed Task Description: <ul style="list-style-type: none"> • Participate and/or designate a committee member to participate in the climate change and social/environmental justice task forces. • Help the task force share technical information with members and understand other/additional needs that they may have • Develop recommendations for next steps to be shared with the Board 			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A			
Other Policy Committees/entities to Engage for this Task: <ul style="list-style-type: none"> • Climate Change Task Force • Social Justice Task Force 			
Completion Schedule: Ongoing			

Deliverables:	
<ul style="list-style-type: none"> TBD 	
Other Necessary Support or Resources	
<ul style="list-style-type: none"> 	
Approximate Direct Cost to Complete: (Labor and Non-Labor)	
Volunteer labor	
Approval Process: (Does The Task Require Board Approval?)	
Assumptions:	
N/A	
Prepared by/ Date: LCary-Kothera, T McDonald 10/9/20	Approved By/ Date:

Task Title: Digital Coast Support	Task Leader: Lori Cary-Kothera, Tom McDonald
Approximate Start/End Date: continuing	Approximate # Hrs to Complete: 120
Detailed Task Description:	
<ul style="list-style-type: none"> Advance the Digital Coast Connects opportunities around Nature Based Flood Mitigation, Hazard Mitigation Planning and Community Rating System Attend Digital Coast Partnership meetings Develop increased awareness of ASFPM membership needs within the Digital Coast Partnership Share Digital Coast resources as appropriate to meet ASFPM members needs 	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
N/A	
Other Policy Committees/entities to Engage for this Task:	
<ul style="list-style-type: none"> ASFPM EO staff (Chad Berginis, Jeff Stone, ASFPM/CSO Digital Coast Fellow) NOAA Office for Coastal Management Allison Harmon 	
Completion Schedule: Ongoing	
Deliverables:	
<ul style="list-style-type: none"> Meeting updates 	
Other Necessary Support or Resources	
<ul style="list-style-type: none"> Coordination with the ASFPM EO 	
Approximate Direct Cost to Complete: (Labor and Non-Labor)	
Volunteer labor	
Approval Process: (Does The Task Require Board Approval?)	
Assumptions:	
N/A	
Prepared by/ Date: LCary-Kothera, T McDonald	Approved By/ Date:

10/9/20	
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Title: Coastal NAI Handbook /Coastal NAI How-to Guide		Task Leader: Turner/Thigpen
Approximate Start/End Date: Ongoing	Approximate # Hrs to Complete: 40	
Detailed Task Description: Work with the ASFPM Coastal Issues Committee to review the Coastal NAI Handbook, evaluate the need for updated content, and develop a strategy for updating this resource (if warranted). An alternative concept may be to develop one or more How-to Guides, in a similar fashion to the existing How-to Guides focused on Coastal related issues.		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin): Project team with representatives from NAI and Coastal Issues Committees		
Completion Schedule: Idea completion would be Dec 2022 (this project should follow closely behind the NAI Legal How-to Guide)		
Deliverables: For 2020-2021, recommendation for (or against) future work to update the Coastal NAI Handbook and a decision on a path forward – update of Coastal NAI Handbook, a (or multiple) How-to-Guide(s), something else?		
Other Necessary Support or Resources: None at this time, however FSC would need to be involved to help formulate proposed costs to do the selected project		
Approximate Direct Cost to Complete: (Labor and Non-Labor): Unknown at this time – costs would be developed during the 2020-2021 time period		
Approval Process: (Does The Task Require Board Approval?) Once a proposed path forward project is selected; the ASFPM Board may also be a source of funding		
Assumptions: The membership wants updated Coastal NAI materials		
ask Title: Coastal NAI Handbook /Coastal NAI How-to Guide		Task Leader: Turner/Thigpen
Prepared by/ Date: L Cary-Kothera and T McDonald 10/9/20		Approved By/ Date:

Task Title: New Datum Outreach		Task Leader: Lori Cary-Kothera
Approximate Start/End Date: continuing	Approximate # Hrs to Complete: 200 hours 20	
Detailed Task Description: <ul style="list-style-type: none"> • Establish contacts at NGS to provide technical information about the datum changes • Explore setting up webinars for NGS staff to share information with ASFPM members. 		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A		
Other Policy Committees/entities to Engage for this Task: <ul style="list-style-type: none"> • Mapping and Technical Committee 		
Completion Schedule: Ongoing		
Deliverables: <ul style="list-style-type: none"> • Meeting updates 		
Other Necessary Support or Resources <ul style="list-style-type: none"> • May need webinar support from EO 		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor		
Approval Process: (Does The Task Require Board Approval?)		
Assumptions: N/A		
Prepared by/ Date: LCary-Kothera, T McDonald 10/9/20		Approved By/ Date:

Task Title: Maintain a lunch and learn speaker series		Task Leader: Co Chairs
Approximate Start/End Date: On going	Approximate # Hrs to Complete: 30	
Detailed Task Description: Hold one-hour calls/webinar to provide relevant information on coastal issues.		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A		
Other Policy Committees/entities to Engage for this Task: Climate Change Task force Social Justice Task force		
Completion Schedule: On going		
Deliverables: Recording will be added to the ASFPM Coastal Issues web page.		

Other Necessary Support or Resources: Access to webinar software	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) N/A	
Assumptions: N/A	
Prepared by/ Date: L Cary-Kothera, T McDonald 10/9/20	Approved By/ Date:

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Task Title: Work with Flood Science Center		Task Leader: Co-Chairs
Approximate Start/End Date: January 2020	Approximate # Hrs to Complete: 25	
Detailed Task Description: Work with Flood Science Center to promote resources and support the Project Advisory Committee (PAC) for the Mitigating Multiple Loss Properties project.		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)		
Other Policy Committees/entities to Engage for this Task: Staff from the Flood Science Center		
Completion Schedule: On going		
Deliverables: TBD - likely share relevant information via committee calls		
Other Necessary Support or Resources: NA		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor		
Approval Process: (Does The Task Require Board Approval?) No		
Assumptions:		
Prepared by/ Date: L Cary-Kothera, T McDonald 10/9/20		Approved By/ Date:

Task Title: Develop 4 highlight stories for ASFPM's News and Views		Task Leader: Member
Approximate Start/End Date: Jan 2020	Approximate # Hrs to Complete: 20	
Detailed Task Description: Work with Mary Bart to develop short summaries on coastal committee activities. The goal is to increase awareness, build membership within the committee and help advance sound floodplain management techniques		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)		
Other Policy Committees/entities to Engage for this Task:		
Completion Schedule: on going.		
Deliverables: 4 Stories in the News and Views.		
Other Necessary Support or Resources: NA		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor		

Approval Process: (Does The Task Require Board Approval?) No	
Assumptions:	
Prepared by/ Date: L Cary-Kothera, T McDonald 10/9/20	Approved By/ Date:

Task Title: GAFM Elevation Certificate Guide (on going project)		Task Leader: Lori Cary-Kothera, Tom McDonald	
Approximate Start/End Date: Fall 2021		Approximate # Hrs to Complete: 20 hours	
Detailed Task Description: <ul style="list-style-type: none"> Develop a web based, interactive Elevation Certificate Diagram Guide. Through a series of questions and response the proper Building Diagram and some information on different sections. Have it ready for 2021 ASFPM Conference for testing 			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A			
Completion Schedule: October 2021			
Deliverables: <ul style="list-style-type: none"> Interactive Web based page for floodplain Managers, Insurance agents, and surveyors can use 			
Other Necessary Support or Resources <ul style="list-style-type: none"> ASFPM Foundation, Consultants Del Schwalls and Wes Shaw, and Michael Blakely 			
Approximate Direct Cost to Complete: (Labor and Non-Labor) ASFPM Foundation grant & Volunteer labor. ASFPM Members to test the product			
Approval Process: (Does The Task Require Board Approval?) N/A			
Assumptions: N/A			
Prepared by/ Date: LCary-Kothera, T McDonald 10/9/20		Approved By/ Date:	