

POLICY COMMITTEE WORK PLAN

Coastal Issues Committee

2019 – 2020

1.0 Overview

The primary mission of the [ASFPM Coastal Issues Committee](#) is to support the 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 coastal ecosystems and the services they provide.

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

Foster communication and dialogue and strengthen working relationships among various professionals (e.g., floodplain managers, coastal zone managers, other government officials, interest groups, etc.) engaged in managing and/or protecting coastal floodplains and resources.

Link coastal floodplain managers with information and resources that will enable them to enhance their knowledge, develop skills and meet their professional responsibilities vis-à-vis floodplain management.

Identify and, where possible, aid in the resolution of technical and policy-related issues concerning coastal flood-risk identification and floodplain management.

And promote progressive coastal floodplain policy at national and state levels.

Committee co-chairs:

Lori Cary-Kothera

Tom McDonald, CFM

Liaisons:

Allison Hardin, CFM

Tim Hillier, P.E., CFM

Mark Mauriello

Wes Shaw

2.0 Task Outline

2.1 Ongoing 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).
6. Assist with ASFPM participation on FEMA Operating Partners meetings.
7. Assist with ASFPM's website redesign as requested.

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

1. Develop a survey to better understand the needs and issues of ASFPM Coastal Issues Committee members.
2. Digital Coast support, including helping to promote relevant tools and leverage aspects for the partnership to ASFPM members.
3. Share green infrastructure information/techniques for members and explore connections for working with the [ASFPM NBF Committee](#).
4. Maintain the quarterly lunch and learn speaker series.
5. Explore opportunities with the new CRS Coastal Committee, which ramped up last year.
6. Support ASFPM Foundation with its Elevation Certificate Diagram guidance project.
7. Develop four highlight stories for ASFPM's "News&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, four 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 HQ for issue discussion and advice.

2.2 2019-2020 Work Items

2.2.1

Task Title: Coastal Issues Member Survey		Task Leader: Lori Cary-Kothera, Tom McDonald
ASFPM Goal # Cross Reference/Other Reason for Including Task (HQ Request, Committee Priority, etc.): Supports a number of aspects of Goal 2.		
Approximate Start/End Date: Fall 2019	Approximate # Hrs to Complete: 40 hours	
Detailed Task Description: <ul style="list-style-type: none"> • Develop and administer survey to understand key interest of members, technical assistance needs, policy topics committee desire to pursue. • 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		
Other Policy Committees/entities to engage for this task: <ul style="list-style-type: none"> • ASFPM policy staff (Merrie Inderfurth, Dave Conrad) • Tom McDonald • Wes Shaw 		
Completion Schedule: March 2020		
Deliverables: <ul style="list-style-type: none"> • Summary of results of the survey posted on the ASFPM Coastal Issues Committee webpage 		
Other Necessary Support or Resources <ul style="list-style-type: none"> • N/A 		
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: Lori Cary-Kothera, Tom McDonald 9/27/19		Approved By/ Date:

2.2.2

Task Title: Digital Coast Support	Task Leader: Lori Cary-Kothera, Tom McDonald
<p>ASFPM Goal # Cross Reference/Other Reason for Including Task (ASFPM HQ Request, Committee Priority, etc.): Supports Goal 1: Identify and address critical issues facing flood-loss reduction in the nation and specifically 1.1.4 and 2.1.2.</p> <p>Digital Coast is a NOAA led partnership of eight national partners. ASFPM is a founding member and a significant contributor to the effort. Participation in Digital Coast has afforded new partnerships for ASFPM, and allows a forum to work across a diverse spectrum of coastal leaders to raise awareness of flood issues and collaboratively develop resources to address crucial flooding issues in coastal watersheds.</p>	
Approximate Start/End Date: 2019-2020	Approximate # Hrs to Complete: 200 hours
<p>Detailed Task Description:</p> <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 	
<p>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A</p>	
<p>Other Policy Committees/entities to Engage for this Task:</p> <ul style="list-style-type: none"> • ASFPM EO staff (Chad Berginnis, Jeff Stone, CSO/ASFPM Digital Coast Fellow) • NOAA Office for Coastal Management • Tim Hillier, Tom McDonald, Allison Hardin 	
<p>Completion Schedule: Ongoing</p>	
<p>Deliverables:</p> <ul style="list-style-type: none"> • Meeting updates 	
<p>Other Necessary Support or Resources</p> <ul style="list-style-type: none"> • Coordination with the ASFPM EO • Travel funds to participate in the Partnership meetings (Hardin/McDonald) 	
<p>Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor</p>	
<p>Approval Process: (Does The Task Require Board Approval?)</p>	
<p>Assumptions: N/A</p>	
<p>Prepared by/ Date: Lori Cary-Kothera, Tom McDonald 9/27/19</p>	<p>Approved By/ Date:</p>

2.2.3

<p>Task Title: Share green infrastructure information/techniques with members and explore connections for working with the NBF Committee</p>	<p>Task Leader: Co-chairs and NBF</p>
<p>ASFPM Goal # Cross Reference/Other Reason for Including Task (HQ Request, Committee Priority, etc.): 2.2.4 Low-lying coastal areas are particularly vulnerable to flooding. Coastal storms are bigger and dumping more precipitation on coastal communities than in the past. Green infrastructure is a proven way to help absorb floodwaters and help communities increase their resilience to these storms. We are including this task because it is important to share how to employ these techniques, what is working and lessons learned through planning and implementation.</p>	
<p>Approximate Start/End Date: Ongoing</p>	<p>Approximate # Hrs to Complete: 150</p>
<p>Detailed Task Description: Explore opportunities to share best practices with ASFPM members. Information from federal and state partners will be gathered and shared with interested coastal members. Resources will be provided on the ASFPM Coastal Issues Committee webpage. Webinars could be provided through the lunch and learn series and may be held jointly with other committees.</p>	
<p>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) N/A</p>	
<p>Other Policy Committees/entities to Engage for this Task: Natural and Beneficial Function Committee and Urban Stormwater Management Committee</p>	
<p>Completion Schedule: Annual National Conference in 2020</p>	
<p>Deliverables: Compiled resources provided on ASFPM website</p>	
<p>Other Necessary Support or Resources: N/A</p>	
<p>Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor</p>	
<p>Approval Process: (Does The Task Require Board Approval?) Will share the resources for review and comment from the board</p>	
<p>Assumptions: N/A</p>	
<p>Prepared by/ Date: Lori Cary-Kothera and Tom McDonald 9/27/19</p>	<p>Approved By/ Date:</p>

2.2.4

Task Title: Maintain a lunch and learn speaker series	Task Leader: Co-chairs
ASFPM Goal # Cross Reference/Other Reason for Including Task (ASFPM HQ Request, Committee Priority, etc.): 2.3.2 During Coastal Issues Committee meeting at the ASFPM conference in 2018 meeting, it was raised that there is a critical need to convene and connect with peers on a range of topics. This forum can be an opportunity to do ad hoc sharing or hear from subject matter experts on specific issues/topics. The co-chairs will continue these forums, initially quarterly, and add more if interest/opportunities arises.	
Approximate Start/End Date: October 2019 and Ongoing	Approximate # Hrs to Complete: 40
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: Possibly NBF	
Completion Schedule: Ongoing	
Deliverables: Call notes to be put on ASFPM website	
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: Lori Cary-Kothera, Tom McDonald 9/27/19	Approved By/Date:

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2.2.5

Task Title: Explore opportunities with the new CRS Coastal Committee	Task Leader: Co-chairs
ASFPM Goal # Cross Reference/Other Reason for Including Task (ASFPM HQ Request, Committee Priority, etc.): 2.1:	
Approximate Start/End Date: October 2018 – ongoing	Approximate # Hrs to Complete: 45
Detailed Task Description: CRS task force is launching its new Coastal Issues Committee. The ASFPM Coastal co-chairs will work with the CRS Coastal Committee chairs to explore needs and opportunities that could benefit ASFPM membership.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
Other Policy Committees/entities to Engage for this Task: Also overlaps with interest from the Digital Coast Partnership, which has an increased interest in CRS.	
Completion Schedule: Ongoing	
Deliverables: Memo of opportunities for consideration.	
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: Lori Cary-Kothera, Tom McDonald 9/27/19	Approved By/ Date:

2.2.6

<p>Task Title: Support ASFPM Foundation with its Elevation Certificate Diagram guidance project</p>	<p>Task Leader: Co-chairs</p>
<p>ASFPM Goal # Cross Reference/Other Reason for Including Task (ASFPM HQ Request, Committee Priority, etc.): Provide guidance for floodplain managers with information and resources to accurately review E.C. to ensure structures are properly rated.</p>	
<p>Approximate Start/End Date: October 2018 – ongoing</p>	<p>Approximate # Hrs to Complete: 45</p>
<p>Detailed Task Description: Coastal Issues Committee chairs and supporting members review the document’s details and provide input for additional helpful hints.</p>	
<p>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</p>	
<p>Other Policy Committees/entities to Engage for this Task: This project could include input from Flood Insurance, CRS and Risk Communication & Outreach Committees.</p>	
<p>Completion Schedule: 2020 Annual National Conference.</p>	
<p>Deliverables: Memo of opportunities for consideration, .pdf and paper manual</p>	
<p>Other Necessary Support or Resources: NA</p>	
<p>Approximate Direct Cost to Complete: (Labor and Non-labor) Volunteer labor/ASFPM Foundation/GAFM</p>	
<p>Approval Process: (Does The Task Require Board Approval?) No</p>	
<p>Assumptions:</p>	
<p>Prepared by/ Date: Lori Cary-Kothera, Tom McDonald 9/27/19</p>	<p>Approved By/ Date:</p>

2.2.7

Task Title: Develop four highlight stories for ASFPM's "News&Views"	Task Leader: Co-chairs
ASFPM Goal # Cross Reference/Other Reason for Including Task (ASFPM HQ Request, Committee Priority, etc.): 2.3.2	
Approximate Start/End Date: October 2018 – ongoing	Approximate # Hrs to Complete: 45
Detailed Task Description: Work with ASFPM's communications manager (PIO) 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: This project could include input from Flood Insurance, CRS and Risk Communication & Outreach Committees	
Completion Schedule: on going.	
Deliverables: Four Stories in the "News&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: Lori Cary-Kothera, Tom McDonald 9/27/19	Approved By/ Date: