

**Association of State Floodplain Managers  
Training and Outreach Committee Work Plan**

2016 Update

Updated September 2016 by  
2016-2017 Co-Chairs  
Jen Marcy  
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## 1.0 Overview

The Training and Outreach Committee is focused on providing opportunities for members to raise awareness about flood risk and mitigation of flood risk. We continue to promote and work toward these five general goals:

1. Support and promote appropriate training for Floodplain Managers.
2. Support effective flood risk communication.
3. Increase the effectiveness of training opportunities delivered by ASFPM.
4. Support opportunities to raise flood risk awareness.

The 2016-2017 tasks to support these goals are:

1. Support ASFPM Sciences group in their projects under their CTP agreement and work with the Advocate's office regarding flood risk communication and training for which we can provide review of plans, drafts, reports, surveys, or other associated work products (Goal 2, Goal 4).
2. Assist in the updating and teaching of the NFIP 101 Course used at the ASFPM Conference (Goal 1, Goal 3).
3. Review the Track 6 submissions for the 2017 conference (Goals 1, 2, 3, and 4).
4. Assist the Professional Development Committee with non-technical training for CFMs (Goal 1).
5. Support trainers of Floodplain Managers by promoting "tips and tricks" for floodplain management training (Goal 1).
6. Support the Insurance Committee with a one-pager to detail the insurance cost-savings for mitigation activities (Goal 2, Goal 4).
7. Assist ASFPM with their online training program/webinar series (Goal 1, Goal 3).

## 2016-2017 Tasks

**Task 1: Support ASFPM Sciences group in their projects under their CTP agreement and work with the Advocate's office regarding flood risk communication and training for which we can provide review of plans, drafts, reports, surveys, or other associated work products.**

**Task Leader (Support):**

Co-Chairs (will include other T&O Committee Members as appropriate)

<b>Approximate Start/End Date:</b> Aug 2016– June 2017	<b>Approximate # Hrs to Complete:</b> Unknown; up to 40
<p><b>Detailed Task Description:</b> The ASFPM Sciences group has several projects this year that the Training and Outreach Committee could assist with. Specifically, the ASFPM Executive Office will be involved in:</p> <ul style="list-style-type: none"> <li>• Conducting surveys at Flood Map Open House Meetings to assure proper flood risk and insurance messaging is occurring.</li> <li>• Assisting with communication about the HUD 203K loan program, which can be used to fund flood mitigation activities.</li> <li>• Participating in a collaborative effort with the Coastal State Organization to improve coastal resiliency through community engagement.</li> <li>• Other activities that have a flood risk communication or training component.</li> </ul> <p>The committee can <i>review ASFPM-developed work plans, work products, participate in brainstorming sessions, or other support activities</i> for these projects.</p>	
<p><b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> Committee would like to obtain a list of T&amp;O related presentations that were not accepted for ASFPM conference.</p>	
<p><b>Completion Schedule:</b> 2016-2017</p>	
<p><b>Deliverables:</b> TBD</p>	
<p><b>Other Necessary Support or Resources:</b> Will pull in expertise and support a needed or work with other committees if required.</p>	
<p><b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None.</p>	
<p><b>Approval Process: (Does The Task Require Board Approval?)</b> None.</p>	
<p><b>Assumptions:</b> None.</p>	
<p><b>Updated by/ Date:</b> Co-chairs 9/16</p>	<p><b>Approved By/ Date:</b></p>

<b>Task 2: Assist in the updating and teaching of the NFIP 101 Course used at the ASFPM Conference.</b>	
<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> 20, plus teaching time
<b>Detailed Task Description:</b> This course was updated for the 2016 conference and revisions are still needed before the 2017 session. T&O Committee will also provide one trainer for the conference, and coordinate with 2 outside trainers to fill the conference workshop slot.	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Training ppt, delivery of training module at conference	
<b>Other Necessary Support or Resources:</b> Assistance of Kait L., other trainers	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>

<b>Task 3: Review the Track 6 submissions for the 2017 conference.</b>	
<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> 16
<b>Detailed Task Description:</b> Receive scanned-in abstracts from Steve McMaster in the November-December timeframe, review each abstracts submittal and rank separately, then meet as a team to finalize rankings, groupings, and assign themes for each set of 3 Track 6 abstracts and submit back to Steve McMaster by the deadline (TBD).	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Spreadsheet with rankings, groupings, and group themes/titles.	
<b>Other Necessary Support or Resources:</b> Steve McMaster provides overall guidance for this process	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>

<b>Task 4: Assist the Professional Development Committee with non-technical training for CFMs.</b>	
<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> Unknown
<b>Detailed Task Description:</b> The PDC is putting together training modules to support non-technical training for CFMs to be deployed at State-level floodplain management conferences. The Training and Outreach Committee can assist by reviewing training modules developed by PDC or others, and may help in brainstorming what kinds of training might be appropriate.	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Reviews of training modules (unknown number will be received).	
<b>Other Necessary Support or Resources:</b> PDC leading this effort	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>

<b>Task 6: Support the success of the Committee members by promoting details of the tasks for floodplains for mitigation activities</b>	
<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> 8
<b>Detailed Task Description:</b> <ul style="list-style-type: none"> <li>• The Committee will review and submit an already-developed newsletter article (by Steve Samuelson) for publication in an appropriate ASFPM newsletter.</li> <li>• The Committee will support the submission of a workshop abstract for a workshop at the 2017 conference by Steve Samuelson to support trainers of floodplain managers.</li> </ul>	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Newsletter article, support/promotion for a workshop at ASFPM	
<b>Other Necessary Support or Resources:</b> This task is mainly being completed by Steve Samuelson, the Committee is only supporting or promoting work for this task.	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>



<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> 8
<b>Detailed Task Description:</b> The Committee will review and submit comments to the Insurance Committee on one-pager.	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Comments on one-pager delivered to Insurance Committee leads	
<b>Other Necessary Support or Resources:</b> Led by Insurance Committee	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>

<b>Task 7: Assist ASFPM with their online training program/webinar series.</b>	
<b>Task Leader (Support):</b> Co-Chairs	
<b>Approximate Start/End Date:</b> July 2016 – June 2017	<b>Approximate # Hrs to Complete:</b> 20
<b>Detailed Task Description:</b> The Committee will review ASFPM’s training list to identify gaps, brainstorm additional training ideas, or identify training contacts/SMEs.	
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</b> None	
<b>Completion Schedule:</b> 2016-2017	
<b>Deliverables:</b> Comments to ASFPM on training program, including gaps, additional training ideas, and/or SMEs/contacts.	
<b>Other Necessary Support or Resources:</b> ASFPM to provide a list of webinars in their current program	
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor)</b> None	
<b>Approval Process: (Does The Task Require Board Approval?)</b> None	
<b>Assumptions:</b> None	
<b>Updated by/ Date:</b> Co-chairs 9/16	<b>Approved By/ Date:</b>