

# **Association of State FloodPlain Managers**

**2809 Fish Hatchery Road, Madison, WI 53713**

**Phone: 608-274-0123 Fax: 274-0696**

**Website: *www.floods.org* Email: *asfpm@floods.org***

Conference Call: State Business Plan Work Group

Subject: State, local and regional government involvement in Flood Map Modernization

Date: October 15, 2003

Participants: Rich Zingarelli-MA, Bill Nechamen-NY, Lisa Jones-SC, Alan Lulloff-WI, Mark Ogden-OH, Jim Williams-NE, Bill DeGroot-Denver UD&FCD, Mark Riebau-ASFPM

## I. Project Description

ASFPM has been asked to work with our state, local and regional government members to develop their "business plans" for implementing Map Modernization. The business plans will define the level of interest, capabilities and funding required to complete the flood hazard mapping modernization. Business plans should also address subsequent long-term map maintenance. State business plans will be combined with FEMA Regional business plans to form the National business plan for Flood Hazard Map Modernization.

ASFPM has also been asked to help develop evaluation criteria and participate in the peer review of State business plans.

## II. Background

The concept of devolving flood mapping responsibilities to State, Regional and local government grew out of the recommendations of the Technical Mapping Advisory Council to FEMA that flood map development and maintenance should be a joint federal/state/local responsibility. Since local and regional governments receive their authorities from the state, it is critical for each state to have a plan for implementation of flood map modernization and maintenance that addresses state/local/regional authorities, responsibilities, and capabilities.

After funding for map modernization appeared to be a reality, ASFPM was asked to participate in a "Map Modernization Task Force" that met in Emmitsburg, MD in November 2002 to initiate discussions about how to involve state and local governments in flood map modernization. A subsequent meeting was held in Atlanta in February 2003

to identify and establish priorities for mapping updates. The outgrowth of the Atlanta meeting was what has become known as the "Atlanta Factors" that were used, in part, by FEMA to establish priorities for FY03 Flood Insurance Studies (FIS).

Meanwhile, OMB required FEMA to submit a comprehensive plan – Exhibit 300b (FEMA's Business Case) - describing how they intended to spend the funds before releasing them. FEMA's Business Case included their anticipation that States would, in varying degrees, begin to take an active role in flood map development and long term maintenance. The State Business Plans will be the document that describes what activities each state, and the local and regional governments within the state, will undertake. The State Business Plans must also identify the level of funding needed and the anticipated source.

Documents of note for this effort that are posted on the M&ES committee web page are:

- FEMA's April, 2003 draft map modernization implementation plan
- ASFPM's comments on that plan
- Summary of the map modernization discussions in St. Louis
- ASFPM resolution passed in St. Louis re: Map Mod Implementation
- letter transmitting resolution to Anthony Lowe
- the M&ES committee objectives for this year

The ASFPM board has approved 4 Mapping & Engineering Standards subcommittees. These standing subcommittees with their associated leads are: Building State Capacity- Brian Hyde, Federal/State/Regional/Local Roles- Bill Brown, Funding Allocation Among States - Hope Croskey, and Less Than Detailed Studies - Jim Williams. Brian Hyde compiled sample documents relating to state CTP agreements and state processes for contractor selection for the St. Louis conference.

FEMA headquarters solicited comments on their draft guidance on state business plan develop this past August. ASFPM's August 18, 2003 comments on the draft guidance are available at [http://www.floods.org/committees/ASFPM\\_comments.pdf](http://www.floods.org/committees/ASFPM_comments.pdf).

### III. Project Goals

ASFPM has received a cooperative agreement from FEMA to work with our members to:

- Make sure all States have the information they need to develop a Business Plan;
- Recommend improvements to the "State Business Plan Template" for use in FY05 and beyond;
- Identify needed guidance materials for developing a State Business Plan;
- Recommend ways to help States prepare a business plan; and
- Assist in developing evaluation criteria for State Business Plans.

The "agreement" will also enable ASFPM to pay the travel expenses for a small contingency of the Work Group to meet with FEMA to develop final recommendations. That meeting is tentatively set for early December. The exact date and location have yet

to be decided.

#### IV. Project Schedule

Conference calls are scheduled for October 29th, November 12th and November 26<sup>th</sup> and a face-to-face meeting is scheduled for early December. It was noted that the last conference call is scheduled to occur the day before Thanksgiving and at least one member of the Work Group will be unavailable to participate. It was agreed that if it is necessary to hold that conference call the Work Group would consider holding it earlier in the week.

A proposed schedule for completion of this project was discussed. FEMA headquarters has requested the Regions to submit their Regional Business Plans to FEMA Headquarters by December 19, 2003. States have six months from when funding was received to submit their business plans and few States will have completed their business plans by December. Some plans are due the end of January while others are as late as the end of March 2004.

#### V. Project Approach

The approach to accomplishing the goals of the project are to have periodic teleconference calls, followed by posting summaries of the calls on ASFPM website for all interested parties to access and read. In addition, draft business plans submitted to ASFPM by any State will be posted on the website for viewing. By these means ASFPM will facilitate the sharing of ideas and develop a synergy between all States in the development of the Business Plans.

#### VI. General Comments and Questions

- State (or local, or regional) involvement in mapping does not mean assumption of the cost, although it could result in sharing of the costs. It must also include, however, sharing of the authority.
- A question was raised about priorities for FY04 FIS and whether FEMA has already divided all of the potential candidates into categories from which States will be expected to select only from the highest range. The Work Group concluded that each State Business Plan should layout the priorities, by year, for studies within the State. In some instances State laws dictate how priorities for studies are to be established.
- The States need to be provided FEMAs overall Business Case and vision for Map Modernization. This would help states draft Business Plans that are compatible with FEMA's overall goals. But, as of early September FEMA's revised Business Case (Exhibit 300b) had not been approved by OMB and FEMA can not release it until it has been approved.
- It was also suggested that each State should identify their vision of what needs to be accomplished in the Map Modernization effort as part of their Business Plan. The compilation of all State business plans should then become FEMA mission. Further, FEMA's mission should not be constrained by budget, but rather the budget should be

driven by the needs as identified by the States.

- A "fill-in-the-blank" template would be very useful. Alternatively, a series of questions would be a preferable alternative to the current business plan template.
- Each business plan should include an organizational chart, position descriptions, and identification of functional alignment (particularly if multiple agencies within a state will be involved).
- A business plan needs to be able to address "who, where, when, how and why."
- A comprehensive list of "fundable activities" would be very helpful in developing a business plan. A copy of a list of "fundable activities" developed at the Map Modernization Task Force meeting in November 2002 is available at [http://www.floods.org/committees/activities\\_roles.pdf](http://www.floods.org/committees/activities_roles.pdf). The Work Group should review this list and suggest additions or changes as part of this project.

## VII. Action Items

- 1.) Review list of "fundable activities" and recommend additions, corrections, modifications
- 2.) Define what ASFPM should "deliver" as an outcome of this project
- 3.) Provide copy of FEMA Regional Business Plan Template to Work Group
- 4.) Review and provide comments on this "summary" by October 22<sup>nd</sup>
- 5.) Revise and post "summary" on ASFPM Website by October 24th