

POLICY COMMITTEE WORKPLAN MAPPING & ENGINEERING STANDARDS

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1.0 Overview

The primary mission of the Mapping and Engineering Standards Committee is to provide policy guidance and support for floodplain mapping and engineering issues to foster reduction of future losses, costs, and human suffering caused by flooding. Historically, this committee has had major impacts on FEMA's Flood Mapping Program, requirements for map modernization, and addressing technical issues related to flood hazards such as levees and dams.

Co-chairs for the committee are:

Dave Knipe, Indiana Department of Natural Resources

Tim Trautman, Charlotte-Mecklenburg Storm Water Services

Liaison: Maria Honeycutt, National Oceanic and Atmospheric Administration

An active member committee list will be maintained by one of the Committee Chairs. In developing and completing the activities outlined in this work plan, the committee leadership will rely on the assistance of a core group of members who will serve as Capability Leads. These members should have expertise or strong interest in a particular area of mapping and engineering standards. The committee chairs can delegate action items to the appropriate Capability Lead(s), who in turn can coordinate with other committee members to complete the action and/or provide the deliverable. As the Capability Leads are identified and developed, they will be shown in the table below:

Last Name	First Name	Email	Affiliation	Lead Area
				Hydraulics & Hydrology
				Coastal Mapping
				Levees & Damns
				Digital Data Management & Maintenance

Section 2 of this work plan presents the specific items for 2009-2010 that are to be accomplished by this committee and the work tasks required to complete these items. These items directly support Goals and Objectives for ASFPM for 2009-2010 that are mapping and/or engineering related.

2.0 Task Outline

2.1 ONGOING WORK ITEMS:

1. Use quarterly Operating Partners Focus Group meetings to further committee goals and resolve technical and policy issues raised within the ASFPM membership.
2. Participate in ASFPM Policy Committee conference calls and retreats.
3. Attend Annual National Conference Policy Committee Chair Meeting and hold annual committee meeting.
4. Review ongoing Federal agency policy and rule-making activities and respond on issues that are relevant to Mapping and Engineering Standards Committee Mission.
5. Represent ASFPM on various government agency work groups engaged in mapping activities (e.g. NSF or FEMA Mapping Work Group).
6. Prepare annual report and develop work plan.
7. Review and maintain committee web page.
8. Review Annual National Conference abstracts and assist with session assignments.

2.2 2010 GOALS & OBJECTIVES:

1. Promote a national levee safety program that is focused on states, promotes alternatives to levees, and supports the completion of a national levee inventory. (ASFPM 1.2.3 and 1.2.4)
 - a. Promote mapping of residual risk areas associated with levees and dams.
 - b. Promote the use of different design standards based on risk (100 year/500 year—urban/rural, critical facilities, etc).
2. Promote ongoing identification, updating and maintenance of flood hazard and flood risk data, and integration with hazard mitigation (ASFPM 1.3.1, 1.3.2, 1.3.4, 1.3.5)
 - a. Work with FEMA to develop and implement a long term flood map production and maintenance plan that is developed at the state and local level based on current and ongoing state and local priorities.
 - b. Support FEMA in the development and communication of other flood-related risk data in addition to the FIRMs.
 - c. Promote re-establishment of the Technical Mapping Advisory Committee (TMAC).
 - d. Promote development of data layers such as the 500-year flood hazard areas, coastal and riverine erosion zones, other storm surge inundation areas, and residual risk zones behind levees and below dams, all based on future conditions.
 - e. Provide input to FEMA on technical methodologies to reduce program costs such as changes to mapping cartographic standards and digital delivery.
 - f. Promote the need for the continuation of ongoing study and map updates.
 - g. Work with FEMA to be paperless by October 2009

2.3 2010 WHITE PAPER DELIVERABLES:

The Committee will strive to develop White Papers on critical policy issues that can't be adequately addressed through ongoing coordination with FEMA or its operating partners. Any White Papers produced will be consistent with the ASFPM Goals and Objectives and follow the association's development policies and procedures. Potential topics include:

1. Vision of flood hazard and risk data layer management and maintenance (ASFPM 2.2.4.1 - (M&E)
2. Floodway regulations to avoid increases and impacts (ASFPM 2.2.4.3 - E.O., Tech & Mit)

2.1 Ongoing Work Items

2.1.1 Participate in Operating Partners Focus Group meetings (quarterly).

Task Title: Operating Partners Focus Group meetings.		Task Leader: D. Knipe and T. Trautman
Approximate Start/End Date: Ongoing	Approximate # Hrs to Complete: Preparation, Action Items – 24x4/yr = 92 hours Meetings – 12x4/yr = 48 hours	
Detailed Task Description: Participate in quarterly Operating Partners Focus Group meetings with National Stormwater and Floodplain Manager Association (NASFMA), FEMA, and its contractors. The meetings will be used to further committee goals and resolve technical and policy issues raised from within the ASFPM membership.		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None		
Completion Schedule: Ongoing (January, April, July, October)		
Deliverables: As Action Items are created and assigned to ASFPM		
Other Necessary Support or Resources: Input from Liaison and Co-Chairs; specifically technical concerns from the Arid Regions and Coastal Committees, and assistance from the Mitigation and Insurance Committees regarding specific features of RiskMAP.		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None – donated time Expenses – Travel cost for one co-chair to attend each meetings (about \$500 per meeting) paid by ASFPM, total \$2000		
Approval Process: (Does The Task Require Board Approval?) No		
Assumptions: None		
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:

2.1.2 Participate in ASFPM Policy Committee Conference Calls and Retreats.

Task Title: ASFPM Policy Committee Conference Calls and Retreats.		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: Ongoing		Approximate # Hrs to Complete: Conf. Calls – 10 hours Comm. Retreat – 24 hours	
Detailed Task Description: Prepare and report on committee activities during policy committee conference calls. Report critical information from calls to committee members via email. Prepare draft work plan and provide input to ASFPM goals during committee retreat. Participate in quarterly POD calls for coordination of activities.			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None			
Completion Schedule: Ongoing Aug 2009 Committee Retreat			
Deliverables: None			
Other Necessary Support or Resources: Input from Liaison and Co-Chairs			
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None – donated time Expenses – Travel cost for Committee Retreat (\$1000) paid by ASFPM each member, total \$2000			
Approval Process: (Does The Task Require Board Approval?) none			
Assumptions: none			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.1.3 Attend National Conference Policy Committee Chair Meeting and hold annual committee meeting.

Task Title: Attend Nation Conference Policy Committee Chair Meeting and hold annual committee meeting		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: May 2010		Approximate # Hrs to Complete: 6 hours meetings, 16 hours preparation and reporting	
Detailed Task Description: Attend Annual conference. Prepare committee meeting agenda and run committee meeting. Report on annual work, recruit new members, and send out meeting minutes.			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) Plan meeting format and identify topics for discussion. Invite special guest (e.g. Doug Bellomo, Roy Wright) Request projector, screen, pc, poster tablets, etc. Obtain interested member list from Becky. Send out meeting invite and agenda to list.			
Completion Schedule: July 31, 2010 for report out on meeting			
Deliverables: Meeting minutes. Prepare Active Committee list. Post minutes on web site and notify committee members.			
Other Necessary Support or Resources: none			
Approximate Direct Cost to Complete: (Labor and Non-Labor) none			
Approval Process: (Does The Task Require Board Approval?) none			
Assumptions:			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.1.4 Review ongoing Federal Agency Policy and Rule Making activities and respond on issues that are relevant to Mapping and Engineering Standards Committee Mission.

Task Title: Review ongoing Federal Agency policy and rule-making activities and respond on issues that are relevant to Mapping and Engineering Standards Committee Mission		Task Leader: D. Knipe and T. Trautman, Maria Honeycutt
Approximate Start/End Date: Ongoing	Approximate # Hrs to Complete: 80 hours	
Detailed Task Description: Participate in conference calls and report significant information from calls to ASFPM policy committees via email or conference calls. Promote reform of the NFIP consistent with the ASFPM Board approved list. Provide technical input reviews, testimony and comments on draft legislation, budgets and policy affecting floodplain management and mitigation at the local, state, and federal levels, and urge Chapters to weight in. Respond to request for comments on new standards or procedures. Could involve the following steps: a) initial document review b) send document to full committee for comment c) review comments and add comments d) send draft to full committee for review e) send draft to policy committee chairs' POD leaders , and Exec office for review f) post comments on web site g) possibly send letter to FEMA		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) none		
Completion Schedule: Ongoing.		
Deliverables: Letters as needed; on line comments as needed		
Other Necessary Support or Resources: none		
Approximate Direct Cost to Complete: (Labor and Non-Labor) none		
Approval Process: (Does The Task Require Board Approval?) Comments reviewed by Policy Committee and Executive Office		
Assumptions: none		
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:

2.1.5 Represent ASFPM on various government agency work groups engaged in mapping activities.

Task Title: Represent ASFPM on various government agency work groups engaged in mapping activities		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: Ongoing		Approximate # Hrs to Complete: 10 hours	
Detailed Task Description: Participate in conference calls and report significant information from calls to ASFPM policy committees via email or conference calls.			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None			
Completion Schedule: Ongoing			
Deliverables: Verbal reports Tasks assigned as part of workgroups			
Other Necessary Support or Resources: Maria Honeycutt			
Approximate Direct Cost to Complete: (Labor and Non-Labor) None			
Approval Process: (Does The Task Require Board Approval?) None			
Assumptions: None			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.1.6 Prepare Annual Reports and Develop Work Plan.

Task Title: Prepare Annual Reports and Develop Work Plan		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: Ongoing		Approximate # Hrs to Complete: 10 hours	
Detailed Task Description: Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None			
Completion Schedule: Update work plan each year by Annual Committee retreat.			
Deliverables: Formatted committee report and work plan			
Other Necessary Support or Resources: Maria Honeycutt			
Approximate Direct Cost to Complete: (Labor and Non-Labor) None			
Approval Process: (Does The Task Require Board Approval?) POD coordinator			
Assumptions: None			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.1.7 Review and maintain committee Web Page.

Task Title: Review and maintain committee Web Page		Task Leader: Maria Honeycutt	
Approximate Start/End Date: Ongoing		Approximate # Hrs to Complete: 10 hours	
Detailed Task Description: Provide input for web page as requested. Ensure web page contains updated committee information			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None			
Completion Schedule: Ongoing			
Deliverables: Email & written correspondence as needed			
Other Necessary Support or Resources: Executive Office Staff			
Approximate Direct Cost to Complete: (Labor and Non-Labor) None			
Approval Process: (Does The Task Require Board Approval?) TBD			
Assumptions: None			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.1.8 Review Annual Conference Abstracts and assist with Session assignments.

Task Title: Review Annual Conference Abstracts and assist with Session assignments		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: Ongoing		Approximate # Hrs to Complete: 40 hours	
Detailed Task Description: Assist conference program committee by reviewing submitted abstracts, ranking, and proposing tentative session groupings.			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None			
Completion Schedule: Before conference deadline established by ASFPM			
Deliverables: Tentative session groups and prioritization of papers			
Other Necessary Support or Resources: Maria Honeycutt			
Approximate Direct Cost to Complete: (Labor and Non-Labor) None			
Approval Process: (Does The Task Require Board Approval?) None			
Assumptions: None			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.2 2009 Goals & Objectives

2.2.1 Promote a national levee safety program

Task Title: Promote a national levee safety program focused on states and that promotes alternatives to levees and supports the completion of a national levee inventory.		Task Leader: D. Knipe and T. Trautman
Approximate Start/End Date: 7/09 – 6/10	Approximate # Hrs to Complete: 40	
Detailed Task Description: Promote a national levee safety program focused on states and that promotes alternatives to levees and supports the completion of a national levee inventory. <ul style="list-style-type: none"> a. Promote mapping of residual risk areas associated with levees and dams. b. Promote the use of different design standards based on risk (100 year/500 year—urban/rural---critical facilities, etc). 		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) none		
Completion Schedule:		
Deliverables: Input as needed.		
Other Necessary Support or Resources: None.		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None Other expenses – none		
Approval Process: (Does The Task Require Board Approval?) Executive Office approval of comments		
Assumptions: None		
Prepared by/ Date: Trautman 07/22/09	Approved By/ Date:	

2.2.2 Promote ongoing identification, updating, and maintenance of Flood Hazard and Flood Risk Data.

Task Title: Transition Map Mod to Risk MAP		Task Leader: D. Knipe and T. Trautman
Approximate Start/End Date: 7/09 – 6/10	Approximate # Hrs to Complete: 200	
Detailed Task Description: Promote ongoing identification, updating and maintenance of flood hazard and flood risk data, and integration with hazard mitigation a. Work with FEMA to develop and implement a long term flood map production and maintenance plan that is developed at the state and local level based on current and ongoing state and local priorities. b. Support FEMA in the development and communication of other flood-related risk data in addition to the FIRMs. c. Promote re-establishment of the Technical Mapping Advisory Committee (TMAC). d. Promote development of data layers such as the 500-year flood hazard areas, coastal and riverine erosion zones, storm surge areas, and residual risk zones behind levees and below dams, all based on future conditions. Additionally, e. Provide input to FEMA on technical methodologies to reduce program costs such as changes to mapping cartographic standards and digital delivery. f. Promote the need for the continuation of ongoing study and map updates. g. Work with FEMA to be paperless by October 2009		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) none		
Completion Schedule: Second Conference Call Sep. 2008 Draft Digital Vision / White Paper October 2008 Final Digital Vision / Data Stewardship White Paper February 2009		
Deliverables: <i>WHITE PAPER</i> Vision of flood hazard and risk data layer management and maintenance Letters and comments to FEMA as needed		
Other Necessary Support or Resources: Liaison, Capability Leads, POD Facilitator Support, ASFPM Executive Office reviews and guidance on positions and setting up conference calls. Guidance from Arid & Coastal		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None Other expenses –		
Approval Process: (Does The Task Require Board Approval?) Board approval of white paper. Executive Office approval of comments on FEMA Policy and Vision		
Assumptions: None		
Prepared by/ Date: Trautman 07/22/09	Approved By/ Date:	

2.3 2010 White Paper Deliverables

2.3.1 Assist in the development of white paper on Floodway regulations to avoid increases and impacts.

Task Title: Floodway Regulations White Paper		Task Leader: D. Knipe and T. Trautman
Approximate Start/End Date: 7/09 – 6/10	Approximate # Hrs to Complete: 50	
Detailed Task Description: Assist in the development of white paper on Floodway regulations to avoid increases and impacts. <ol style="list-style-type: none"> 1. Develop synopsis of White Paper (in conjunction with EO) 2. Develop list of potential reviewers (start with Orlando list) 3. Review drafts and assist in editing and approval process 		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) none		
Completion Schedule:		
Deliverables: <i>WHITE PAPER</i> Floodway regulations to avoid increases and impacts		
Other Necessary Support or Resources: POD Facilitator Support, ASFPM Executive Office reviews and guidance on positions and setting up conference calls.		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None Other expenses – none		
Approval Process: (Does The Task Require Board Approval?) Board approval of white paper. Executive Office approval of comments on FEMA Policy .		
Assumptions: None		
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:

2.3.2 Develop a white paper regarding Vision of flood hazard and risk data layer management and maintenance.

Task Title: Digital Vision White Paper		Task Leader: D. Knipe and T. Trautman	
Approximate Start/End Date: 7/09 – 6/10		Approximate # Hrs to Complete: 50	
Detailed Task Description: Assist in the development of white paper on digital vision. <ol style="list-style-type: none"> 1. Develop synopsis of White Paper (in conjunction with Siavash) 2. Determine list of potential authors; recruit authors 3. Review drafts and assist in editing and approval process 			
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) none			
Completion Schedule:			
Deliverables: <i>WHITE PAPER</i> Floodway regulations to avoid increases and impacts			
Other Necessary Support or Resources: POD Facilitator Support, ASFPM Executive Office reviews and guidance on positions and setting up conference calls.			
Approximate Direct Cost to Complete: (Labor and Non-Labor) Labor – None Other expenses – none			
Approval Process: (Does The Task Require Board Approval?) Board approval of white paper. Executive Office approval of comments on FEMA Policy			
Assumptions: None			
Prepared by/ Date: Trautman 07/22/09		Approved By/ Date:	

2.4 Items for future consideration

These are items that have been brought to our attention by members and may warrant further discussion and action in the future, but are not currently in progress.

- Developing a White Paper concerning “Levee-Like” Structures