

# 2019-2020 POLICY COMMITTEE WORK PLAN

## NO ADVERSE IMPACT COMMITTEE

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## 1.0 Overview

The [No Adverse Impact Committee](#)'s mission is to coordinate the development and integration of a new foundational concept for floodplain management. The NAI approach to floodplain management is a strategy to shape development in such a way that mitigates adverse impacts. The [No Adverse Impact Toolkit](#) defines seven areas where the NAI approach can be incorporated, including Hazard Identification, Education and Outreach, Planning, Regulations and Standards, Mitigation Actions, Infrastructure and Emergency Services. A series of [How-to Guides](#) present tools for incorporating NAI floodplain management into each of these areas. By incorporating NAI principles into these existing activities, flood risk can be drastically reduced. Activities undertaken to implement the committee mission include an expanding array of education and implementation tools for decision makers and the development community at large.

### **Committee Co-chairs:**

Terri Turner, AICP, CFM, Augusta Planning & Development, GA

Janet Thigpen, CFM, Southern Tier Central Regional Planning & Development Board, NY

### **Committee Liaisons and Leaders:**

Veronica Villalobos-Pogue, Administrative

Tara Coggins, Newsletter

John Velimesis, Watershed Pod Liaison

Janet Thigpen, Chapter Liaison

Sean Roche, Education and Outreach

Ed Thomas, NAI Legal Liaison

Christy Miller, NAI Historian

Responsibilities for administrative, newsletter, liaison and historian volunteer positions is listed in past Work Plans and Status Reports and can be furnished upon request.

## 2.0 Task Outline

### 2.1 Ongoing Work Items

The NAI Committee has the following standard work items that are ongoing in nature:

<b>Task Name</b>	<b>Task Leader</b>	<b>Approx. Hrs. to Complete</b>	<b>Detailed Task Description</b>
NAI Committee Meetings and Calls	Turner/Thigpen	40	Organize and lead at least three NAI Committee calls and the Annual NAI Committee Meeting at the ASFPM Annual National Conference. Email committee members prior to calls.
Coordinate with other ASFPM Committees	Turner/Thigpen	80	Participate in other ASFPM Committees, National Floodplain Functions Alliance, ASFPM Policy Committee Conference calls and retreat, Watershed Pod calls, and the annual Policy Committee Co-chair meeting. Provide support for other committees, and the ASFPM Board.
Support NAI Training and Outreach Efforts	Turner/Thigpen	As needed	Co-chairs are key presenters of NAI training materials. Co-chairs also support NAI training and outreach efforts by ASFPM HQ, individual committee members, the committee at large, and ASFPM chapters wishing to do specific NAI training.
Prepare Status Reports and Work Plans	Turner/Thigpen	40	Write Yearly Status Report in April and update Work Plans in September after Committee Co-chair Retreat.
NAI Support on National Policy Issues	Turner/Thigpen	As needed, est. 20	Collect input/mark-ups from NAI Committee members, compile information and provide report of the NAI Committee recommendations to the EO or other policy committees, as needed
Collaboration with Flood Science Center	Turner/Thigpen	As needed	Work collaboratively with Flood Science Center staff to provide content, feedback, or assistance on current and proposed projects to enhance integration of NAI.

## **2.2 2019-2020 Work Items**

The NAI Committee has identified priority work items for 2019-2020:

1. Improve and update the NAI content on the ASFPM website, including updated resources on NAI legal issues and updating the NAI Committee webpage.
2. Develop a Legal NAI Guide as part of the series of NAI How-to Guides.
3. Continue the bi-monthly NAI Lunch and Learn Webinar series.
4. Support Flood Science Center integration of NAI into four CHARM workshops to be conducted in 2019 and 2020. Participate in and present about NAI at the workshops.
5. Write NAI newsletter articles for publication in ASFPM and chapter newsletters.
6. Develop NAI handout materials for distribution at ASFPM and chapter conferences.
7. Review existing ASFPM NAI presentations to understand what exists and assess what is needed.

<b>Task Title: NAI Content on ASFPM Webpage</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> Ongoing	<b>Approximate # Hrs to Complete:</b> 100	
<b>Detailed Task Description:</b> Improve and update the NAI content on the ASFPM website, including updated resources on NAI legal issues and updating the NAI Committee webpage: a) Work with the ASFPM Flood Science Center and the ASFPM Foundation to secure funding and engage a consultant to update the ASFPM legal resources on the ASFPM website. b) Work with ASFPM staff to enhance and update NAI Committee page in conjunction with the transition to ASFPM's updated website. c) Work with ASFPM staff to enhance and update the NAI resource information in conjunction with the transition to ASFPM's updated website. d) Review and update content at least three times a year.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Guidance and assistance from staff regarding the new website.		
<b>Completion Schedule:</b> Ongoing		
<b>Deliverables:</b> Updated content provided to ASFPM HQ to review and incorporate into website.		
<b>Other Necessary Support or Resources:</b> Staff support. Funding for consultant to update legal content.		
<b>Approximate Direct Cost to Complete: (Labor and Non-labor):</b> Unknown		
<b>Approval Process: (Does The Task Require Board Approval?)</b> Yes for \$ for NAI Legal since work has to be performed outside of committee members		
<b>Assumptions:</b> Timely rollout of new ASFPM website and contractor is engaged for legal expertise		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

<b>Task Title: Legal NAI Guide</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> When resources permit	<b>Approximate # Hrs to Complete:</b> Unknown	
<b>Detailed Task Description:</b> Coordinate with the ASFPM Flood Science Center to complete the series of NAI How-to Guides by developing a Legal NAI Guide. Committee members will provide support, guidance and technical review.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Funding		
<b>Completion Schedule:</b> Unknown		
<b>Deliverables:</b> NAI Legal Guide with up-to-date content that is accessible to local communities.		
<b>Other Necessary Support or Resources:</b> Staff support.		
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor):</b> Unknown		
<b>Approval Process: (Does The Task Require Board Approval?)</b> Yes, Board has previously approved doing NAI Legal Guide; \$ for Guide must be approved		
<b>Assumptions:</b> Funding is secures		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

<b>Task Title: NAI Lunch and Learn Series</b>		<b>Task Leader:</b> Roche / Turner
<b>Approximate Start/End Date:</b> Ongoing	<b>Approximate # Hrs to Complete:</b> 60	
<b>Detailed Task Description:</b> Continue the bi-monthly NAI Lunch and Learn Webinar series presented in coordination with the Georgia Association of Floodplain Management NAI Committee. Seann Roche has done an outstanding job in coordinating and executing these events and Michael Baker International generously provides the technical platform. Continue to maintain the high quality and diversity of presentations. Although attendance has been consistently high, additional promotion of this successful series could further increase participation.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Speakers / topics identified and speakers contacted.		
<b>Completion Schedule:</b> Ongoing		
<b>Deliverables:</b> Bi-monthly webinars on NAI related subjects from subject matter experts (even months)		
<b>Other Necessary Support or Resources:</b> Michael Baker International Inc. is hosting the NAI Lunch and Learn Series; including call in line		
<b>Approximate Direct Cost to Complete: (Labor and Non-Labor):</b> N/A – Resources are being donated by Michael Baker International, Inc.		
<b>Approval Process: (Does The Task Require Board Approval?)</b> No		
<b>Assumptions:</b> N/A		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

<b>Task Title: CHARM Workshops</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> Ongoing	<b>Approximate # Hrs to Complete:</b> 200	
<b>Detailed Task Description:</b> Work with the ASFPM Flood Science Center staff to integrate NAI into the four CHARM workshops currently in the planning stages. Assist with program development. Participate in and present about NAI at all four workshops if possible.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> N/A		
<b>Completion Schedule:</b> 2020		
<b>Deliverables:</b> Support for program development, participation in, and NAI presentations at four day-long workshops.		
<b>Other Necessary Support or Resources:</b> N/A		
<b>Approximate Direct Cost to Complete: (Labor and Non-labor):</b> Unknown		
<b>Approval Process: (Does The Task Require Board Approval?)</b> Approval, if necessary, is being handled by the ASFPM Flood Science Center		
<b>Assumptions:</b> N/A		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

<b>Task Title: NAI Newsletter Articles</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> Beginning October 2019	<b>Approximate # Hrs to Complete:</b> 24	
<b>Detailed Task Description:</b> Write or solicit articles related to NAI and submit to staff for inclusion in ASFPM newsletters. NAI success stories should be published in N"ews&Views." Articles about committee activities are more appropriate for "The Insider." Chapter liaison will provide articles to chapter directors to share with chapters for possible publication in chapter newsletters also.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Writers/topics identified and articles solicited.		
<b>Completion Schedule:</b> Ongoing		
<b>Deliverables:</b> Four (or more) newsletter articles per year		
<b>Other Necessary Support or Resources:</b> N/A		
<b>Approximate Direct Cost to Complete: (Labor and Non-labor):</b> N/A		
<b>Approval Process: (Does The Task Require Board Approval?)</b> No		
<b>Assumptions:</b> N/A		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019



<b>Task Title: NAI Handouts</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> Ongoing	<b>Approximate # Hrs to Complete:</b> 20	
<b>Detailed Task Description:</b> Develop NAI handout materials for distribution at ASFPM and chapter conferences. These can be 1-page handouts about each NAI How-to Guide, reprints of newsletter articles or other information promoting NAI.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Speakers/topics identified and speakers contacted.		
<b>Completion Schedule:</b> Ongoing		
<b>Deliverables:</b> Two (or more) handouts developed prior to 2020 conference		
<b>Other Necessary Support or Resources:</b> N/A		
<b>Approximate Direct Cost to Complete: (Labor and Non-labor):</b> None		
<b>Approval Process: (Does The Task Require Board Approval?)</b> No		
<b>Assumptions:</b> N/A		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

<b>Task Title: Review NAI Presentations</b>		<b>Task Leader:</b> Turner/Thigpen
<b>Approximate Start/End Date:</b> Ongoing	<b>Approximate # Hrs to Complete:</b> 60	
<b>Detailed Task Description:</b> Review existing ASFPM NAI presentations to understand what exists and assess what is needed. This is the initial step of fulfilling the long-term objective of having a library of up-to-date NAI presentation materials, such as: NAI 101 – The Basics, NAI 201 – Use of the Toolkit, NAI How-To (for each guide), NAI - Legal, NAI - Negotiations for Floodplain Managers, NAI – Patchwork Quilt, NAI – Total Water Resources Management, NAI – Coastal, etc. This should include content applicable to everyone in the development community including attorneys, engineers, design professionals, elected officials, community decision makers, floodplain managers, stormwater managers, water quality managers, planners, zoning administrators, developers, real estate and insurance agents, community development staff, building officials, emergency management personnel and architects. We hope that NAI presentations will routinely be conducted at chapter conferences and other venues by qualified and trained presenters.		
<b>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin):</b> Assemble existing resources from staff and committee members		
<b>Completion Schedule:</b> Ongoing		
<b>Deliverables:</b> Needs assessment off NAI training resources		
<b>Other Necessary Support or Resources:</b> N/A		
<b>Approximate Direct Cost to Complete: (Labor and Non-labor):</b> Unknown		
<b>Approval Process: (Does The Task Require Board Approval?)</b> No		
<b>Assumptions:</b> N/A		
<b>Prepared by/ Date:</b> Turner/Thigpen		<b>Approved By/ Date:</b> 9/2019

## 2.3 Parking Lot of 2020 Work Items

The following is a list of items that the NAI Committee would like to see accomplished in the future, but are not actively being pursued at this time (Parking Lot Items). The NAI Committee co-chairs will use committee calls, annual committee meeting and email to solicit volunteers to work on these items (or suggest additional tasks).

1. Train-the-trainer workshops with up-to-date NAI presentations
2. Transition the NAI How-to Guides into interactive web-based resources (similar to the CRS Green Guide) to facilitate ease of use, updates and additions
3. Evaluate the feasibility of updating the No Adverse Impact Toolkit; consider converting it to a web-based online resource (even if the guide itself is not updated)
4. Develop a paper or workshop about "NAI for Small Communities"
5. Work with the [Floodplain Regulations Committee](#) to integrate NAI into their higher floodplain regulatory standards document