



ASFPM FOUNDATION

ASSOCIATION OF STATE FLOODPLAIN MANAGERS, INC.

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2020 APPLICATION PACKET **State Flood Risk Symposium - Chapter-Hosted**

The ASFPM Foundation is looking for chapters who can demonstrate they are in a sound financial and operational support position to co-host a one-day State Flood Risk Symposium (stand alone event– separate from conference) in February or March 2020. The event will invite between 60-100 attendees (depending on size of facility and available breakout rooms). The foundation will provide the format (modeled after the national symposium) and program for the event as well as financial and organizational resources.

The selection process will be based upon the chapter applications received. Potential host chapters are asked to provide relevant details to help demonstrate they have secured buy-in from key supporters and their board of directors and have the resources to perform the duties as host. The following seven questions and supplementary documents will be used as evaluation criteria by the foundation to select a chapter partner to co-host a State Flood Risk Symposium.

To Apply

Completed application and supplementary documentation (red text) are due no later than **Friday, August 2, 2019**, to Gigi Trebatoski, Chapters & Foundation Coordinator in the ASFPM Executive Office. Applications may be submitted electronically to gigi@floods.org.

Selection Process & Notice

The ASFPM Foundation will review applications received and choose a host chapter(s) by September 20, 2019. Once notified of selection as a host chapter, the host chapter will be required to submit a check for \$5,000 to the ASFPM Executive Office no later than October 4, 2019. Should a chapter fail to meet the deadline, the foundation will go to the next chapter on the list of potential co-host applicants.

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**Flood Risk Symposium – Chapter-Hosted
Background to Apply for Symposium to be held February or March 2020**

Background

In 2009-2010, ASFPM Foundation conducted a three-part series on Managing Flood Risks and Floodplain Resources. The 100 experts invited to participate were national and international leaders in flood policy and floodplain management, convened to consider how the risk management concept and its attendant techniques could be applied to minimize flood risk to humans, the built environment, infrastructure, society, and the natural functions and resources of floodplains. The goal of the flood risk forum and symposia was to facilitate discussion on the topic of flood risk to establish priorities for improving policy and program implementation and to formulate recommendations and directions for the future. Initially, the foundation partnered with various chapters to deploy a one-day flood risk symposium at the state level as an effective way to distribute the Gilbert F. White Forum findings and develop meaningful indicators to measure progress in flood risk management at the local level. In recent years, the Gilbert White Forum model has been used to shape these one-day flood risk symposia at the state level to be focused on topics which are relevant to the state and local level.

Following the success of these state symposia, the foundation would like to offer the opportunity to remaining ASFPM Chapters to apply for consideration as a state co-host for up to two state symposia to be offered in February or March of 2019.

Past symposia chapter co-hosts include:

- 2011: Indiana and Colorado chapters
- 2013: Georgia and Texas chapters
- 2014: Florida chapter
- 2015: Illinois and Arizona chapters
- 2016: New York, Texas, and North Carolina chapters
- 2017: Oklahoma
- 2018: Connecticut
- 2019: Floodplain Managers Association (California, Nevada and Hawaii)

Outcomes

A diverse representation of floodplain management professionals from the state hosting the symposium will discuss local and regional issues and techniques in order to identify what methods will reduce flood risk to humans and property, and to better inform their decision-makers at all levels and among all entities how to measure and identify risk and resources.

Approach

To attain these outcomes, the ASFPM Foundation seeks 1 or 2 ASFPM Chapters to co-host a one-day Flood Risk Symposium in their state. The symposium will generally be scheduled to occur in February or March of 2020. This state symposia will be held separate from the state chapter conferences and will be by invitation only- not all chapter members or chapter board members will be invited to participate.

Each chapter selected will be heavily relied upon to help identify key stakeholders within their state to constitute the invite list. To eliminate financial barriers to participation from attendees, there will be no charge for their attendance at the symposia. Chapters are urged to identify a facility at minimal or no cost in order to stretch the cost-share budget further for other hosting expenses.

Symposium Tasks

1. **Chapter Application:** Each state chapter wishing to host a State Flood Risk Symposium shall submit a completed application to ASFPM Foundation, in accordance with the following criteria. The application shall be approved by the chapter's board of directors, indicating that they stand ready to provide the following:
 - a. meeting location and logistics,
 - b. volunteer support,
 - c. reasonable expectation of invited participants,
 - d. promotion plan,
 - e. matching funds of \$5,000 for symposium expenses,
 - f. registration services, state tax exemption (preferred),
 - g. liability insurance (required), and
 - h. a designated chapter point of contact (POC) for the State Flood Risk Symposium.
2. **Memorandum of Agreement:** Upon application selection, ASFPM shall enter into a formal Memorandum of Agreement with each Chapter to ensure that all obligations are honored. This Memorandum of Agreement (MOA) must be submitted to ASFPM by October 4, 2019, along with the chapter's check for \$5,000 in matching funds, and proof of liability insurance.
3. **Project Team:** The ASFPM Foundation's designated POC and the host chapter POC will work closely throughout the planning and conduct of the symposium.
4. **Program:** The 1-day program will include 2-3 plenary speakers on local issues, breakout sessions, and wrap up.
5. **Budget:** The \$10,000 budget shall break down as follows:
 - \$5,000 - Travel for speakers, team
 - \$3,000 - Food & Bev (morning coffee, lunch, afternoon break - \$30 x 100)
 - \$2,000 – Facility / logistics (space rent, AV, print, etc.)
6. **Report:** Upon completion of the 2020 State Flood Risk Symposium, the chapter and ASFPM Foundation shall evaluate the project to document its success, process, and lessons learned to help inform future state symposia and to assist other chapters who wish to undertake this effort.

Selection Process

The selection process will be based upon chapter applications received. Potential host chapters are asked to provide relevant details to help demonstrate they have secured buy-in from key supporters and their Board of Directors and have the resources to perform the duties as host. Chapter applications will be evaluated based on completeness of information, relevant supporting documentation, and readiness to hit the ground running. The ASFPM Foundation events committee will review applications and choose host chapter(s) by September 20, 2019. Once notified of selection as a host chapter, the host chapter will be required to submit a check for \$5,000 to the ASFPM Executive Office no later than October 4, 2019. Should a chapter fail to meet the deadline; the foundation will approach the next chapter on the list of potential co-host applicants.

Interested chapters are encouraged to start initial planning and preparations:

- 1) obtain chapter board and chair support for their application and commitment to provide financial resources,

- 2) identify potential facilities (low or no cost) with capacity for 60-100 attendees with auditorium, breakout rooms (30-35 people each), and catering options with availability in February or March 2020,
- 3) obtain letters and garner support from potential stakeholders at state level (State NFIP coordinating office, Hazard Mitigation Officers, Emergency Management Agency, Department of Natural Resources / Environment),
- 4) identify potential volunteers to assist with planning, preparation, registration, and administrative support

To Apply

Completed application and supplementary documentation are due no later than **August 2, 2019**, to Gigi Trebatoski, Chapters & Foundation Coordinator in the ASFPM Executive Office. Applications may be submitted electronically to gigi@floods.org.

**State Flood Risk Symposium - Chapter-Hosted
Draft Agenda**

7:00AM Registration and Coffee

8:15AM Welcome and Self Introductions – Host Chapter Leadership

8:45AM Orientation to the Day, Forum Topic and Process Overview

9:30AM Spotlight Topic #1 (Plenary): Setting the Stage for Local Strategizing

9:45AM Break

10:15AM Spotlight Topic #2 (Plenary): Setting the Stage for Local Strategizing

11:15AM Spotlight Topic #3 (Penary): Setting the Stage for Local Strategizing

12:00PM Issue Charge for Breakout Discussion

12:00PM Convene into Breakouts with Box lunch

12:30PM Commence Breakout Discussions

2:30PM Break

2:45PM Report outs in General Assembly

4:30PM Conclusions & Action Plan

5:00PM Adjourn

State Flood Risk Symposium Chapter Application

Chapter Name	
Person Completing Application:	
Name	
Email	Phone

The ASFPM Foundation is providing \$5,000 in matching funds toward this project. State Symposium Chapter co-hosts are expected to also contribute \$5,000 toward the project. Selected host Chapter(s) are required to provide a check for \$5,000 to ASFPM by October 4, 2019.

- 1) **If your chapter is selected, are you able to provide a check to the foundation by October 4, 2019?**
 Yes No **If No, please explain.**

- 2) Selected host chapter(s) must carry Liability Insurance Coverage. **Does your chapter currently have Liability Insurance?**
 Yes No **If No, please explain your plan to obtain coverage and provide proof by October 4, 2019 (if selected).**
If yes, please attach a copy of your current policy coverage to this application.

- 3) State Tax-Exempt status reduces unnecessary sales/use tax for symposium-related expenses. **Does your chapter have state tax-exempt status? Does this include sales/use tax exemption (varies by state)?** *If you are state tax-exempt, please submit a copy of your state tax-exempt certificate with this application. (State tax-exempt status is not required to be considered as potential host chapter.)*
 Yes No

- 4) A great deal of administrative and volunteer support will be required from the Host Chapter. **Describe support provided for this project by your chapter board, committees, members, and key stakeholders.** *Please attach a letter from your chapter Chair stating that the board has agreed to host a state symposium and has approved the \$5,000 cost-share with the foundation.*

Please provide the name and contact information of the person who will act as a Point of Contact (POC) for your chapter on this project:

Name:
 Phone:
 Email:

- 5) Attendance will be **invitation-only** and will be selected based on their contribution as key stakeholders influencing floodplain and risk management practices in their host state. Selected host chapter(s) are expected to help provide a source list of invitees for the symposium. Attendees are not required to be chapter members, and host chapters should not plan to invite their entire membership or board to participate. *Suggested attendee demographic: 60% state / local level representatives, 40% state/regional/federal partners, private sector, academia, insurance, real estate agents and lenders.* **Please describe how your chapter would reach out to these stakeholders and determine who to add to the invite list. How would your chapter, as co-host, promote the event to secure their participation?**
- 6) Securing participation from both local and state stakeholders is critical to the success and representation of attendees at the symposium. **Describe the support you expect to receive from state offices and agencies.** (State NFIP Coordinating Office, Hazard Mitigation Office, Emergency Management Agency, Dept. of Natural Resources, Environmental Quality, Insurance Commissioner, Economic Development, Academia, Stormwater, Conservation, Water Quality, and State/Regional offices for NRCS, FEMA, USACE, NOAA, etc.).

List which state offices you plan to collaborate with on this project. Attach any letters of support from these offices that you may have received for this project.

Name	Role	Agency	Email	Phone

- 7) Selected host Chapter(s) are responsible for registration & packets, facility reservations and logistics, volunteers, print materials, etc. **Please provide information about what resources you can offer to meet these logistical responsibilities.** These resources do not have to be in place at the time the application is submitted, but will serve as a starting place if selected as a host.

Deliverable	Chapter can offer
Facility - Meeting space: 100 in general session, 3 additional breakout rooms for 35 each in U-shape. Catering needs: box lunches, morning and afternoon breaks (onsite or brought in) <i>No fee/minimal fee, Feb./Mar. 2018 Availability</i>	
Registration	
Print Materials (forum report, registration packets, dashboard materials, etc.)	
Volunteers (4 chapter volunteers on day of event)	
Provide invitation list to ASFPM for invites	