

Please help us keep our records up to date. If the name that appears on this newsletter is no longer with your organization, please call (785) 296-5440, or send an e-mail to [tmorey@kda.state.ks.us](mailto:tmorey@kda.state.ks.us) to inform us of the change.



# KANSAS



## FLOODPLAIN MANAGEMENT NEWSLETTER

April 2008



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Americans live in the most severe weather-prone country on Earth and the state of Kansas is no exception. Each year a startling 10,000 thunderstorms, 2,500 floods, 1,000 tornadoes, and 10 hurricanes impact the United States. Potentially deadly severe weather impacts every American. Communities can participate in the National Weather Service's StormReady program to help them guard against the ravages of Mother Nature.

### What is StormReady?

Ninety percent of all presidentially declared disasters are weather related. Through the StormReady program, NOAA's National Weather Service gives communities the skills and education needed to survive severe weather – before and during the event. StormReady helps community leaders and emergency managers strengthen their local hazardous weather operations.

### StormReady Does Not Mean Storm Proof

StormReady communities are better prepared to save lives from the onslaught of severe weather through better planning, education and awareness. Communities have fewer fatalities and property damage if they plan before dangerous weather arrives. No community is storm proof, but StormReady can help communities plan and prepare for severe weather.

### How Can My Community Become StormReady?

The entire community – from the mayor and emergency managers, to business leaders and civic groups – can take the lead on becoming StormReady. Local National Weather Service forecast offices work with communities to complete an application and review process. To be recognized as StormReady, a community must:

- Establish a 24-hour warning point and emergency operations center.
- Have more than one way to receive severe weather warnings and forecasts and to alert the public.
- Have a system that monitors local weather conditions.
- Promote the importance of public readiness through community seminars.
- Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

Go to <http://www.stormready.noaa.gov> for more information. Or contact the Warning Coordination Meteorologist, Jennifer Stark, at [Jennifer.Stark@noaa.gov](mailto:Jennifer.Stark@noaa.gov). Being StormReady will help your community prepare for floods and qualifies for points in the FEMA Community Rating System.

046-08  
 Kansas Department of Agriculture  
 Division of Water Resources  
 Floodplain Management  
 109 SW 9th Street 2nd Floor  
 Topeka KS 66612-1283

### Funds still available to attend the ASFPM May 18-23 11-16, 2008 National Conference in Reno, Nevada

The 2008 ASFPM National Conference "A Living River Approach to Floodplain Management" will be May 18-23, 2008 in Reno, Nevada. This conference is an excellent opportunity for Kansas floodplain managers to receive premier training on mapping technologies, on adopting new flood hazard maps, and to discuss topics directly related to mapping and Map Modernization. The conference will be attended by nearly 1,000 floodplain management professionals and officials.

To help you attend this important event, Kansas is making funds available to defray your costs. Funds will be available through FEMA's Map Modernization Management Support grant and will provide up to \$1,200 each for 10 community officials.

If you are interested in attending the conference and would benefit from financial assistance, please contact Tom Morey at [tmorey@kda.state.ks.us](mailto:tmorey@kda.state.ks.us), or (785) 296-5440. Tom has application forms available and will distribute those forms as requested by community officials. Assistance awards will be granted on a first-come, first-served basis.

### Staff of the KDA/DWR Water Structures Floodplain Program

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Mailing Address:  
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[www.ksda.gov](http://www.ksda.gov)

Kansas Department of Agriculture  
Division of Water Resources  
Floodplain Program  
Training Registration Form

**WRITTEN ADMINISTRATIVE PROCEDURES**

Every community that joins the National Flood Insurance Program (NFIP) adopts an ordinance that meets the minimum set of guidelines. Once a local ordinance has been adopted the community has a set of regulations that define *what* should be done but there is nothing that defines *how* it will be done. This is the reason why it is to the advantage of every jurisdiction to have a set of written administrative procedures for implementation of their local floodplain management regulations.

Some additional advantages of written administrative procedures are that they allow for continuity of service. When a new Floodplain Manager steps into a job it is helpful for him or her to have a set of written procedures explaining what he or she should be doing in the new position. It allows for continuity and consistent administration of floodplain regulations. If there is a CAV audit FEMA will request to see the administrative procedures.

These written procedures spell things out in very simple terms. If the Floodplain Administrator is on vacation where can a citizen go for floodplain development permits or assistance? What office are the blank permits distributed from? Which office are the completed permits and flood maps kept in?

Every current Floodplain Manager should know the answers to those questions. What if the current Floodplain Manager for a community goes to work in a new position or retires? Taking a few minutes now to put these things in a written format for the next Floodplain Manager is a great service to your community.

The Division of Water Resources recognizes that time is a precious commodity. Many Floodplain Managers across Kansas perform multiple job responsibilities. In order to help save time we have created a set of written administrative procedures that are formatted as a fill in the blanks form. This fill in the blanks procedure is available as a word document from <http://www.ksda.gov/structures/?cid=705>.

This simple format for written procedures is the barest minimum. By using the sample provided by DWR your community will have something it can use. It is encouraged that when writing your own written administrative procedures you expand upon the fill in the blanks sample format.

At the end of the fill in the blanks sample set of administrative procedures there are also samples of forms. These forms are provided as word documents that can be altered for your own use. You can type information into the word documents and save them on your computer. There is a complaint form, variance request, and a floodplain development permit.

The floodplain development permit is similar to one you have probably seen in the past. In this new form some sections have been deleted. A set of instructions has also been included. The instructions have good information. The instructions spell out the fact that a finished construction elevation certificate is required and that the floor of the basement is the lowest floor. There is a signature line on the permit form just above the instructions. Every applicant for a floodplain permit should read those instructions.

Please contact Steve Samuelson at 785-296-4622 or send an email to [ssamuelson@kda.state.ks.us](mailto:ssamuelson@kda.state.ks.us) to request a copy of the sample written administrative procedures.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name, date and location of training you will attend \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*Please share this invitation with any others that may benefit from the training.

Please mail or fax your registration to:

Kansas Department of Agriculture  
Floodplain Management Program  
109 SW 9<sup>th</sup> Street, 2<sup>nd</sup> Floor  
TOPEKA, KS 66612-1283

Fax to: (785) 296-4835

If you have questions about training, please contact Steve Samuelson at [ssamuelson@kda.state.ks.us](mailto:ssamuelson@kda.state.ks.us) or (785) 296-4622, or Tom Morey at [tmorey@kda.state.ks.us](mailto:tmorey@kda.state.ks.us) or (785) 296-5440.

## Training Opportunities

The Floodplain Management Program will host the following training sessions throughout Kansas. There is no charge for training. If you are interested in any of the training opportunities, please contact Tom Morey at (785) 296-5440 or Steve Samuelson at (785) 296-4622.

### Basics of the National Flood Insurance Program

This training opportunity is for officials responsible for administering their local floodplain management ordinance. The focus is on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Chanute—May 7, 2008, 9 a.m. to 1 p.m.

Manhattan—May 8, 2008, 9 a.m. to 1 p.m.

Pratt—May 13, 2008, 9 a.m. to 1 p.m.

The Kansas Association of Floodplain Managers (KAFM) is sponsoring a class, "How to Read a Flood Map". This class will be held from 8:00am until 12:00pm on May 14, 2008 in Wichita. To register and find out the classroom location contact Kelly Dixon. Kelly can be reached at kdixon@sedgwick.gov or by phone at 316-660-1840.

## Getting Things Done

We would like to recognize the good work done by Kelly Dixon in arranging training seminars for KAFM Region V. Kelly has hosted one training program for KAFM members in Wichita already and has another training program scheduled for May 14, 2008.

Peggy Sneegas of Overland Park has successfully completed a Community Assistance Visit as one of the final steps in a Community Rating System application for her city.

Kerry Adams of Olathe has successfully completed Community Rating System cycle inspections and may upgrade the status of his community to the next class.

Gary Shogren, the new floodplain manager for Lindsborg, has also had a successful Community Rating System cycle inspection.

Gina Bell went outside of her own jurisdiction to approach the City of Manchester and arrange for DWR personnel to visit with Manchester about joining the National Flood Insurance Program.

If you know of someone who you feel deserves a little extra recognition please send an email to Tom Morey at tmorey@kda.state.ks.us or to Steve Samuelson at ssamuelson@kda.state.ks.us. Or contact us by phone at (785) 296-4622.

## Making the CRS Application Process Easier

*-Scott Cofoid, ISO/CRS Specialist for Kansas*

Every community official who has not yet joined DHS-FEMA's Community Rating System (CRS) has always wondered how time consuming it would be to figure out what floodplain management activities they currently do and if those activities get credit under the CRS Program. If they can establish what creditable programs they have, they then get confused on how to accurately calculate their credit points and determine what documentation is needed.

Well, if you are a conscientious floodplain management official and you believe you know the National Flood Insurance Program (NFIP) and you believe your community's efforts should be recognized nationally, it's time to stop all that worrying and understand how easy the application process really is. There are basically 3 steps to the new, streamlined CRS Application process:

1. **Call your local ISO/CRS Specialist and review your activities.** In the past, the CRS Application form required you to fill out the various activities you get credit for and calculate your points. You needed to show at least 500 points in order to join. We have recently eased this requirement and all you need to do now is call me and we will discuss your programs over the phone. Once I determine that you have over 500 points and are a viable community, we will then:

2. **Request a Community Assistance Visit (CAV)** from Roger Benson, FEMA Region VII (816) 283-7031 (or [Roger.Benson@dhs.gov](mailto:Roger.Benson@dhs.gov)). This visit is done to verify your community's compliance with the NFIP and to help you understand what you should be doing. Once you have shown compliance with all NFIP standards, you then need to:

3. **Schedule a date with your ISO/CRS Specialist for verification of your credits.** I will come to your offices and look through all the appropriate documentation, review your ordinances, check your maps, conduct some field verifications and generally verify as many credits as we can. After this visit by me, I will give you some time to pull together everything we talked about for final submittal. Once all documentation is received a point total will be calculated and you will be accepted into the CRS and given your official classification.

The time and preparation it takes to join the CRS is a one-time event. Yes, you will need to devote some time explaining your programs and showing documentation, however, once you are in, the record-keeping and program maintenance normally take care of themselves now that you have it created. Most communities will tell you that the time you need to devote to CRS-specific record maintenance from this point on is minimal. Also, this is a voluntary program; so you can choose which activities may be too time-consuming for you and choose not to do them until you are ready to.

To reach me for further information, please contact me at: Scott Cofoid, CFM, 1126 Schuyler St., Peru, IL 61354, (815) 220-1002 or email [scofoid@iso.com](mailto:scofoid@iso.com).