



TENNESSEE ASSOCIATION OF FLOODPLAIN MANAGEMENT

FROM THE CHAIR: TN AFPM and YOU

TN AFPM is seeking YOUR involvement!!! That's right we NEED YOU.

I know that many of you have some great ideas and have opinions as to ways we can improve our association. NOW is the time to become involved. We are again in need of Regional Representatives for both the East and West Tennessee Regions. Chris Butler recently had to resign his seat as the East Tennessee Representative leaving that position vacant. Our West Tennessee Region has remained vacant for over a year now so I hope that one of you reading this will heed the call and volunteer your services.

We also need more involvement from our membership on our various committees, i.e. Newsletter, Membership, Training, etc... As I stated last quarter, "Many hands make light work." Unfortunately, right now our association is not over run with volunteers.

In our last newsletter I asked you to tell me what YOU want from YOUR association. I strongly believe that we continue to provide great classes and presentations at our Regional Training Days and our Annual Conference, but to continue to improve and provide the support and training that YOU need; I need your input, so please just drop me an e-mail at razor-back1@plansandmorellp.com.

Recently we conducted our West Tennessee Regional Training. Thanks to all who attended. All the feedback I have received has been very positive and I believe that all who attended received some valuable information. I would especially like to thank William Veazey (our treasurer) and Sharon Armstrong (Middle Tennessee Regional Representative) for taking on the challenge of making this training day possible. Again, we are looking for someone to step up and volunteer to become our West Tennessee Regional Representative.

One last time.....If you are interested in volunteering your talents and efforts to our association, please contact me at the e-mail above. I hope you all have a happy and blessed new year.

Alan M. (Mike) Armstrong
Chairman, TN AFPM

Sincerely, Alan M. Armstrong, TNAFPM Chairman


NOTES: We are in the process of pursuing Chapter Status with ASFPM and Non- Profit Incorporation with the TN Secretary of State and IRS. See page 12 of this edition of the Newsletter. The TN AFPM East TN Regional Training and Membership Meeting are scheduled for January 13, 2012, see page 3 for details, Agenda, Registration Forms, and other information.

Inside this issue:

TN AFPM West TN Regional Training; News, Events,	2
TN AFPM East TN Regional Training	3
The Elevation Certificate—Translated	4-8
The State of Hazard Mitigation in Tennessee	9
TN State NFIP Corner...Dan Hawk	10
TN AFPM Treasurer's Report; Chapter-Non Profit Status	11
Upcoming Middle TN Regional Training	12
FEMA CAV - Community Assistance Visit or audit of NFIP?	13
TN AFPM Board of Directors Contact Information	14

TN AFPM NEWS, EVENTS, UPDATES

TN AFPM West Tennessee Regional Training, December 2, 2011

 TN AFPM West Tennessee Regional Training University of Tennessee Institute of Agriculture West Tennessee Research & Education Center in Jackson, TN December 2, 2011, 9:00 am – 4:00 pm		
TIME	TOPIC	SPEAKER
9:30 AM – 11:30 AM Room B	OVERVIEW OF THE NATIONAL FLOOD INSURANCE PROGRAM	W. David Pechin State of Tennessee, Department of E&CD
11:30 AM – 12:30 PM	LUNCH – TN AFPM BUSINESS MEETING	
12:30 PM – 1:15 PM	FLOODPLAIN ADMINSTRATOR DAILY GRIND Roles, Process, Review	Mike Armstrong Plans & More, LLP
1:30 PM – 2:15 PM	SPECIAL FLOOD HAZARD AREA VARIANCES What you need to know	Sharon Caton Plans & More, LLP
2:30 PM – 3:15 PM	FLOODPLAIN MANAGEMENT For Planning Commissions and Planners	Sharon Caton Plans & More, LLP
LOCATION INFORMATION	605 Airways Blvd., Jackson, TN 38301 UT AG Center map/directions: http://westtennessee.tennessee.edu/location/	

TN AFPM **Treasurer William Veazey** worked tirelessly to prepare the Agenda, secure the training venue and the ever important lunch, handled the registration duties and hosted the training at the UT Institute of Agriculture in Jackson, TN. Nineteen attendees joined presenters W. David Pechin, TN ECD, TN AFPM Chairman Mike Armstrong and Middle TN Regional Representative Sharon Caton for the one day training session. Our thanks to the attendees and presenters, to TAPA for providing the meeting space, and a warm welcome to our two newest TN AFPM members.

TN AFPM Members Out and About

TN AFPM Chairman Mike Armstrong completed the two day **TNGIC Middle Tennessee Forum on GIS** held on Wednesday & Thursday, **Nov. 2-3, 2011** at the **Rutherford County Lane Agriculture Park in Murfreesboro, TN.**


TN AFPM **Chairman Mike Armstrong** and **Middle TN Regional Representative Sharon Caton** presented at the West Regional Training session on December 2, 2011 held at the UT Institute of Agriculture in Jackson, TN. Mike and Sharon recently completed the Hazard Mitigation Plan update for Augusta, GA and the Pre-Disaster Mitigation Plan update for Heard County, GA...whew....busy folks.

TN AFPM **Treasurer William Veazey** is wearing one of his many hats as Vice-Chairman of the West Section of the Tennessee American Planning Association ([TAPA](#)). William is working on the TAPA Fall Conference in Memphis on October 17-19, 2012 at the Doubletree downtown. Go William!

Please share the projects and initiatives your are involved in to promote sound floodplain management practices in TN and the nation as a whole. Email Sharon Armstrong with your news at razorback@plansandmorellp.com.

TN AFPM EAST TN REGIONAL TRAINING—JANUARY 13, 2012

The TN AFPM East TN Regional Training session scheduled on Jan. 13, 2012 at the Clinton Community Center, 101 Hicks St., Clinton, TN 37716. Lunch provided by TN AFPM.

 TN AFPM East Tennessee Regional Meeting Clinton Community Center, 101 Hicks St., Clinton, TN 37716 January 13, 2012, 9:00 am – 3:00 pm		
TIME	TOPIC	SPEAKER
9:00 AM – 10:30 AM	OVERVIEW OF THE NFIP COMMUNITY ASSISTANCE VISIT (CAV)	<u>Sharon Armstrong Plans & More, LLP</u>
10:30 AM – 12:00 PM	THE NEW FEMA ELEVATION CERTIFICATE	<u>Mike Armstrong Plans & More, LLP</u>
12:00 PM – 1:15 PM	LUNCH AND EAST TN REGIONAL BUSINESS MEETING	<u>Mike Armstrong Chairman, TN AFPM</u>
1:15 PM – 2:00 PM	TN RISK MAP/GIS	<u>Stan Harrison TN ECD, Director Special Projects</u>
2:15 PM – 3:00 PM	NFIP VARIANCES...What you need to Know For Planning Commissions, Planners, and BOZAs	<u>Sharon Armstrong Plans & More, LLP</u>
LOCATION INFORMATION	101 Hicks St., Clinton, TN 37716 Clinton Community Center map/directions: <u>http://mapq.st/uw5PBT</u>	

Please join TN ECD Special Projects Director—TN NFIP Contact Stan Harrison, TN AFPM Chairman Mike Armstrong, and TN AFPM Middle TN Regional Rep Sharon Armstrong for the 1-day training session and Regional Meeting.

Visit <http://www.tnafpm.com/index.php/training-info> for more information and to download the registration packet.

Presenter Bios

Stan Harrison, ECD Community Development Program Director, Special Projects, TN NFIP Primary Contact

With 33 years of Local Planning Assistance experience, Stan's early career began in West TN where he was Chief Planner/Community Principal Planner. He moved to Chattanooga in 1986 to serve as the Community Planning Regional Director. In 1998, he returned to West TN as the Regional Director of the Johnson City Local Planning Assistance Office until 2007. Today, Stanley is the ECD Special Projects Community Development Program Director and manages the NFIP Community Assistance Program and the FEMA Flood Map Modernization Program for all 95 TN counties. Stanley is working on the integration of Flood Plain Management best practices and programs with ECD initiatives, including planning, community development, main street, energy policies, small business development, and job recruitment.

Alan M. (Mike) Armstrong, CFM, FPA

[Mike Armstrong](#) is a retired Marine Corps Chief Warrant Officer with thirty years of Administrative experience. Following his service with the Corp, Mike is a General Partner in the Plans & More, LLP Consulting Firm. He completed multiple training courses with FEMA and the ASFPM during his tenure with county government. Mike provides consulting and training services for several jurisdictions in Tennessee and for the TN Association of Floodplain Management ([TN AFPM](#)) where he holds the position of Chairman. Mike is a Certified Floodplain Manager, Floodplain Administrator, and Hazard Mitigation Specialist.

Sharon Armstrong, B.S., M.S. AICP, CPI, FPA, CMSWS

Sharon Armstrong is a General Partner in the Plans & More, LLP Consulting Firm. Sharon is a Certified Community Planner, Municipal Stormwater Manager, EPA Watershed Specialist, Hazard Mitigation Specialist, NADO Housing Specialist, CDBG Grant Specialist, TMDL and Watershed Specialist, Economic Development Specialist, Floodplain Administrator, and Regional Planning Commissioner. Sharon is a state and federal certified Local Government and private entity trainer for elected and appointed officials, boards, committees, and personnel. She serves on numerous boards, commissions, advisory panels, and community organizations. Sharon's [resume](#) details past and present projects, experience, presentations, and articles.

Elevation Certificate Guidelines

*** The FEMA Elevation Certificate has changed as of March 2009. These Guidelines have been updated to reflect the new Elevation Certificate.*

This handout was developed to assist in filling out the required elevation certification for structures built in a floodplain. This certification form is not only necessary for documenting compliance with floodplain regulations but also for property owners to obtain accurate flood insurance premiums. Please feel free to call FEMA Region IV or Local Floodplain Administrator if you have questions or would like to discuss specific projects.

Submittal Requirements

- There will be a hold placed on Certificates of Occupancy (CO) until the elevation certificate is completed and approved by the Floodplain Administrator. Structures cannot be occupied until the form has been approved.
- This form is to be used for all FEMA SFHA projects proposed within the regulated floodplains. Details of how this form is to be filled out when the property is in a SFHA floodplain are included below.
- Submit a form that has an original signature and stamp on it. The person who surveys the structure must be the one who stamps the form.
- Submit the form at least well in advance of attempting to obtain a CO. The form will likely be returned at least once for corrections. Please plan accordingly.

Tips for Completing the Certificate

- Please follow all of the instructions provided with the elevation certificate. The form is very detailed and must be filled out in a very specific way or it will not be accepted.
- Please use the appropriate "Tip Sheet" (attached) to help in filling out the form.
- FEMA has prepared a guidance document to help surveyors and engineers learn more about the elevation certificate. This 2004 guidance document does not include all updates related to the 2009 Elevation Certificate, however it may still provide helpful information. The 2004 guidance document can be found at the following link:
<http://www.fema.gov/library/viewRecord.do?id=1727>
- The Elevation Certificate is available on-line. Download the latest version at:
<http://www.fema.gov/library/viewRecord.do?id=1383>.
- Please call the Local Government Building Department if you have any questions as you work through the form. They would be happy to help you.

Step 1. Determine if the structure is in a:

- A. FEMA SFHA floodplain
SFHA as noted on your community FIRM or DFIRM.
- B. Locally regulated floodplain (Identified on a community map or in a legal description contained in the Floodplain Ordinances)

Step 2. Based on your answer above, use the appropriate Tip Sheet (A or B). See attached.

Tip Sheet A
*******For Structures in a FEMA Floodplain**

For regulatory purposes there may be two flood elevations that are being used – one from FEMA the other locally required. All information on the Elevation Certificate completed by the engineer or surveyor must be filled using only the FEMA information. This is because the FEMA information is what is used for insurance purposes. However, local reviewers will compare the certified survey elevations for the structure to verify compliance with the floodplain requirements.

Section A

- 1-4. Fill in all information.
5. **Lat/Long:** now required by FEMA
6. **Photos:** may not be required by the Community, but will be needed if purchasing insurance
7. **Building Diagram Number:** Choose the appropriate diagram number from the diagrams shown in the instructions. Read the descriptions of the building diagrams carefully. A building with a crawl space that is sub-grade on all sides is the same as a building with a basement.
8. **Crawl Space or Enclosure:** If this does not apply fill in “0” in all blanks.
9. **Attached Garage:** If this does not apply fill in “0” in all blanks.

Section B

1. **NFIP Community Name and Number :** From the FIRM Map
2. **County Name:** From the FIRM Map
3. **State:** Tennessee
4. **NFIP Map and Panel Number.** This is the 10-digit number on the FIRM.
5. **Suffix:** F or G
6. **FIRM Index Date:** From the FIRM Map. See FIRM Index map to confirm.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM.
This is not the date of a LOMR.
8. **Flood Zones:** List the FEMA flood zone(s) the structure is in.
9. **Base Flood Elevation:** List the base flood elevation from the FIRM. The Base flood elevation should be determined at the upstream end of the structure. This information can be found on the approved floodplain use permit. The BFE should be on the FIRM Panel.
10. **Source of Base Flood Elevation Info:** This should generally be either the “FIRM” or “FIS Profile”.
11. **Elevation Datum for BFE:** Answer from the FIRM.
12. **In Coastal Barriers Resource System:** Check NO.

Section C

1. **Elevations based on:** Must be based on finished construction.
2. **Elevations:**
Benchmark used: Fill in the benchmark number. This benchmark must be one that is listed on the FIRM Panel. Fill in the elevation of the benchmark in Section D’s comment section on the back of the certificate. _____

Datum Used: Should be NGVD 1929, which is the same as the FIRM Panel System datum.

Conversion/Comments: Use the appropriate conversion for your locality between NGVD 1929 and the NAVD 88 that is used on the FIRMs. (NGVD 29 + 3.0 ft. = NAVD 88)

Blanks a-h (excluding c): Fill in the elevation for parts a to h. For blanks a-h, if something does not apply, fill in “NA”. All blanks must be completed. Fill in blanks in NAVD 88.

Certificate must be stamped with your stamp in the designated box.

Section D

- Complete all information.
- In Comments Section - Must include elevation of benchmark used for surveying.
- Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes, equipment that was surveyed for Section C3e, LOMR’s that were issued for the site, additional description of the building, etc.

Section E

- Required only for areas in FEMA Zone AO or Zone A (without BFE).

Section F

Will not be used in Tennessee.

Section G

Do not fill this section out. This is optional for Floodplain Administrator to fill out. This is where local Floodplain information will be listed.

Tip Sheet B
For Structures Only in a National Floodplain

Section A

- 1-4. Fill in all information.
5. **Lat/Long:** Per Local Requirements.
6. **Photos:** Per Local Requirements.
7. **Building Diagram Number:** Choose the appropriate diagram number from the diagrams shown in the instructions. Read the descriptions of the building diagrams carefully. A building with a crawl space that is sub-grade on all sides is the same as a building with a basement.
8. **Crawl Space or Enclosure:** If this does not apply fill in “0” in all blanks.
9. **Attached Garage:** If this does not apply fill in “0” in all blanks.

Section B – Many of the items in this section will need to have both FEMA and Local Information. The required Local information is listed in *italics*.

1. **NFIP Community Name and Number :** From the FIRM Panel
2. **County Name:** From the FIRM Panel
3. **State:** Tennessee
4. **NFIP Map and Panel Number.** This is the 10-digit number on the FIRM. *In addition, list the map number where the structure is located.*
5. **Suffix:** F or G
6. **FIRM Index Date:** See FIRM Index map to confirm.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM. Should be 2008 or later.
8. **Flood Zones:** List the FEMA flood zone the structure is in. *In addition, list the flood designation (e.g. 100-year).*
9. **Base Flood Elevation:** *List the base flood elevation from the H&O to the F&O.* The Base flood elevation should be determined at the upstream end of the structure. This information can be found on the approved floodplain use permit. The BFE should be on the NGVD 29 datum.
10. **Source of Base Flood Elevation Info:** *Use the following information to fill in the blank. (Ex. WCEG's elevation of the benchmark in Section D's comment section on the back of the certificate)*
11. **Elevation Datum for BFE:** Answer is NGVD 1929.
12. **In Coastal Barriers Resource System:** Check NO.

Section C

3. **Elevations based on:** Must be based on finished construction.
4. **Elevations:**
Benchmark used: Fill in the benchmark number. This benchmark must be one that is listed in the FIRM, DFIRM, LOMR, FIS, or other FEMA accepted benchmark. Check with the Local Floodplain Administrator. Fill in (BFE) elevation of the benchmark in Section D's comment section on the back of the certificate.

Datum Used: Should be NGVD 1929, which is the same as the Tennessee Benchmark System datum.

Conversion/Comments: There should not be a conversion because NGVD 1929 is the same datum as used in the Local Government maps and data.

Blanks a-h (excluding c): Fill in the elevation for parts a to h. For blanks a-h, if something does not apply, fill in “NA”. All blanks must be completed. Fill in blanks in NGVD 1929.

Certificate must be stamped with your stamp in the designated box.

Section D

- Complete all information
- In Comments Section - Must include elevation of benchmark used for surveying
- Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes, equipment that was surveyed for Section C3e, additional description of the building, etc.

Section E

Required only for areas in FEMA Zone AO or Zone A (without BFE).

Section F

Will not be used in Tennessee

Section G

Do not fill this section out. This is optional for the Floodplain Administrator to fill out.

Example of Section B for Locally Regulated Floodplains

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number City of Fort Collins 080102		B2. County Name Larimer		B3. State Colorado	
B4. Map/Panel Number 08069C0979 / Sheet 1	B5. Suffix G	B6. FIRM Index Date 6-17-2008	B7. FIRM Panel Effective/Revised Date 6-17-2008 / 7-15-03	B8. Flood Zone(s) X / 100-year	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) 4990.5
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input checked="" type="checkbox"/> Other (Describe) <u>Old Town Master Plan</u>					
B11. Indicate elevation datum used for BFE in Item B9: <input checked="" type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other (Describe) _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Designation Date _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

Please contact your Local Floodplain Administrator, FEMA Region IV, a Licensed Surveyor or Engineer for further information.

THE STATE OF HAZARD MITIGATION PLAN IN TENNESSEE

Mitigation Planning

The Disaster Mitigation Act of 2000 (DMA2k) amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act (commonly referred to as the "Stafford Act") incorporating mitigation planning as a pre-requisite for receiving mitigation grant dollars. As stated in 44 Code of Federal Regulations Section 201.1(b), "The purpose of mitigation planning is ... to identify the natural hazards that impact them, to identify actions and activities to reduce any losses from those hazards, and to establish a coordinated process to implement the plan, taking advantage of a wide range of resources."

State Mitigation Plan

The State of Tennessee's Mitigation Plan complies with the Federal requirements set forth in 44 CFR Section 201.4, Standard State Mitigation Plans. Maintaining FEMA approval ensures state and local governments, as well as certain private non-profit organizations, remain eligible to apply for non-emergency Stafford Act assistance (Public Assistance, Categories C-G) and FEMA Mitigation Grants.

The plan is housed at the Tennessee Emergency Management Agency. It is a public document, and therefore available for review. To obtain an electronic copy, call 615.741.9367. All comments are welcome.

Local Mitigation Plans

Over fifty percent of all jurisdictions in the State of Tennessee have FEMA-approved local hazard mitigation plans. Regulations governing content of local mitigation plans is found in 44 CFR Section 201.6, Local Mitigation Plans. A FEMA approved plan ensures the local jurisdiction is eligible to apply for all mitigation grant programs:

- Flood Mitigation Assistance Program
- Hazard Mitigation Grant Program

SHARON ARMSTRONG, TN AFPM MIDDLE TN REGIONAL REPRESENTATIVE COMMENTS:

First, congratulations to TEMA for their efforts in encouraging our Tennessee Communities to prepare Hazard Mitigation Plans (HMP) or Pre-Disaster Mitigation Plans (PDMP) and the assistance provided by the [TEMA Mitigation Planning Office](#) to achieve those goals. It is imperative for all jurisdictions in Tennessee to update existing HMPs or PDMPs. Grants provided by FEMA through [TEMA's Mitigation Grant Programs](#) defrays the cost to Local Governments in preparing the Plans.

Second, the fifty percent (50%) of Tennessee communities that do not have HMPs or PDMPs face exposure from natural and technological (manmade) hazards and the very real risk of ineligibility to receive disaster assistance or funds following a hazard event occurring in their community. Given the costly May 2010 flood and the continuing impact to the economic sustainability and quality of life of those affected, the preparation and implantation of HMPs or PDMPs is a no-brainer.

There are Hazard Mitigation Planning Specialists working in Tennessee with TEMA and with private firms to assist Local Governments with the preparation, TEMA and FEMA review, adoption, and implementation of HMPs and PDMPs. Preparation of the plans identifies community hazard vulnerability and risks, identifies and assesses mitigation strategies to reduce exposure to life and property, and formulates a plan of action to fund and implement those actions on a cost to benefit basis for each community. HMP and PDMP strategies are integrated into existing community regulations, plans, processes, and policies once the plans are approved by the state and FEMA and adopted by the local community. The HMP and PDMP planning process is completed with extensive community and local stakeholder input in an interactive and inclusive planning model.

Please contact TEMA, TN State NFIP Primary Contact [Stanley Harrison](#), or TN AFPM Chairman [Mike Armstrong](#) for more information regarding HMP or PDMP planning for your community. When disaster strikes your plan will lessen the impact to the community and hasten the recovery period.

TN State NFIP Corner—Dan Hawk

As the end of 2011 comes to a close this has again been an eventful year for floodplain management efforts in Tennessee. Most are aware that the state has offered communities and FEMA state NFIP support through the FEMA Community Assistance Program-State Services Support Element (CAP-SSSE) administered through the Local Planning Offices six regional planning offices. Those that attended the annual conference learned that in July the agency was terminated. Questions have arisen regarding the status of local community NFIP assistance in Tennessee. State assistance is still being provided to Tennessee communities through the Department of Economic and Community Development. Dan Hawk remains the designated NFIP Coordinator for Tennessee and Stanley Harrison remains the primary Point of Contact for any and all NFIP related issues.

The transition that has occurred over the past several months resulted in relocations of offices and contact information has changed, which many of you have probably discovered. With the transition now complete all communication has been restored with new contact information which you as local floodplain administrators need to be aware of. That information is provided for your use below.

Dan Hawk
TN Department of Economic & Community Development
312 Rosa L. Parks Avenue
11th Floor
Nashville, TN 37243
615-253-1865
865-777-3959
dan.hawk@tn.gov

Stanley Harrison
3211 North Roan Street
Johnson City, TN 37601
423-434-0158
Stanley.harrison@tn.gov

Rather than providing direct NFIP assistance through six regional locations that technical assistance will be provided through a more centralized location as the other seven FEMA Region IV state governments do. Please continue to direct any NFIP questions, needs, issues or concerns first to Stanley Harrison.

Note: Stanley Harrison serves as a TN AFPM Ex-Officio Board of Directors Member and provides invaluable information and resources to our association members and all communities in Tennessee. His unflagging devotion to the citizens and Local Governments of our state is a testament to the quality of services available in our state. Recently he conducted a training session on November 9, 2011 for Northeast TN PC members at the request of the local development district. Thanks Stan!

TN AFPM Treasurer's Report—Chapter Application

TREASURER'S REPORT

MEMBERSHIP

The membership numbers are 89 members with 36 unique jurisdictions.

FINANCIAL DATA

Total Deposits—\$28,415.00

Total expenditures\$ 15,658.28

Account Balance—\$12,756.72

Contact: William Veazey, CFM
Tipton County Planning Dept.
220 Highway 51 North, Suite 3
Covington, TN 38019
(901) 476-0255
tcplanning@bellsouth.net

TN AFPM CHAPTER AND INCORPORATION STATUS

TN AFPM Secretary Cindy Popplewell, Treasurer William Veazey and Middle TN Regional Representative Sharon Armstrong are gathering the required information, applications, and forms to file for chapter status with [ASFPM](#).

Sharon obtained the necessary paperwork to incorporate as a non-profit with the TN Secretary of State and is in the process of completing all the requirements to accomplish that goal. Once TN AFPM receives approval from the state, the process of filing for non-profit [501(c)(3)] certification with the IRS will begin. Watch the association website and newsletters for updates.

Contact: TN AFPM Middle TN Regional Representative
Sharon Armstrong, AICP, FPA, CPI, CMSWM
PLANS & MORE, LLP
2508 Pleasant View RD
Pleasant View, TN 37146
(615) 934-7833 (C)
razorback@plansandmorellp.com

TN AFPM Upcoming Middle TN Regional Training

Sharon Armstrong, Regional Representative for Middle Tennessee announced a one day training meeting, planned for March, 2012. Tentative schedule for the conference includes:

1. Local Hazard Mitigation Plans (HMP) and Pre-Disaster Mitigation Plans (PDMP) — Process, Steps, Requirements

• Training includes:

- Overview of HMP and PDMP Grants, Resources and Planning Process
- Hazard Identification—Risk Assessment (Natural and Technological [Manmade]) Process
- Critical Facility Exposure
- Mitigation Strategies
 - Goal, Objectives, Actions
 - Assignment of Responsibilities
 - Funding
 - Implementation
- HMP or PDMP Updates and Maintenance
- Implementation, Integration, and Community Involvement



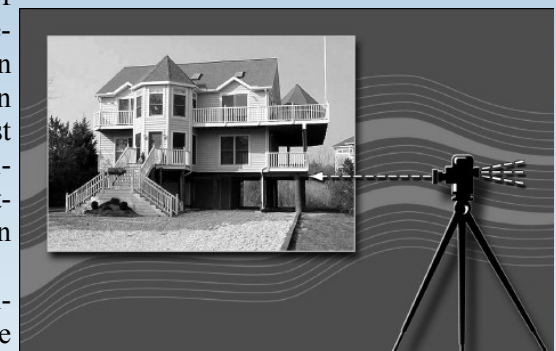
2. NFIP Floodplain Variances — What you need to know

- A training presentation for Board of Zoning Appeals members and Local Government Officials and staff that advise them on Variance procedures, requests, legal issues, decision-making documentation and notification requirements under NFIP statutes. The training session presents actual requests for variances from the requirements of the NFIP and Local Government Floodplain Management Ordinances, appropriate file processing, documentation, and notification processes.



3. Demystifying the FEMA Elevation Certificate

- The Elevation Certificate is an important administrative tool of the NFIP. It is used to determine the proper flood insurance premium rate; it can be used to document elevation information necessary to ensure compliance with community floodplain management regulations; and it may be used to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F). This course will address frequently asked questions about completing and using the Elevation Certificate.
- A FEMA Elevation Certificate is needed before most flood insurance policies can be issued under the NFIP, communities are encouraged to obtain and maintain Elevation Certificates so that residents and businesses can easily obtain flood insurance. In order to participate in the NFIP Community Rating System (CRS), communities must require and maintain the Elevation Certificate for all new and substantially improved structures. References are made throughout this bulletin to various sections in the Elevation Certificate. A copy of the Certificate is available from the FEMA Distribution Center or at the website <http://training.nfipstat.com/ecsurveyor/>.



Floodplain Management Bulletin

Elevation Certificate

May 2004



FEMA 467-1

Detailed information on the One Day Training Meeting will be posted on the [TN AFPM](http://www.tnafpm.com) Website in February, 2012.

Vice-Chair Sandra Knight FEMA's CAV – Is it a Community Assistance Visit or an audit of your NFIP?

Our community received notice in a letter dated May 24, 2010 confirming that a CAV would be conducted June 21-23. It stated that the purpose of the CAV is to assess the effectiveness of the County's administration and enforcement of its flood damage prevention ordinance, as required for participants in the National Flood Insurance Program, and to provide technical assistance. They also request that all the community officials involved in the community's floodplain management program and development review and approval process be present during the CAV or available for questions.

We were provided information about our county from the NFIP Community Information System:

- Participation in the regular phase of the NFIP since September 12, 1986
- Number of flood insurance policies: 83
- Flood insurance coverage in excess of \$16,405,500.00
- Number of flood insurance claims paid: 19
- Flood insurance claims payments: \$215,781.59
- Number of substantial damage claims paid: 1

They requested a list if items that were to be available for the visit:

- Flood Damage Prevention Ordinance
 - Development permit procedures in designated Special Flood Hazard Areas (SFHAs)
 - Procedures for determining the flood hazard risk zones (map determination)
 - Development permits issued in the SFHAs since September 12, 1986
 - Elevation data for all structures permitted in the SFHAs since September 12, 1986
 - Floodproofing certificates for floodproof non-residential structures permitted and constructed in A-Zones since September 12, 1986
 - Alternate designs for flood openings in A-Zones for elevated structures, if different from the NFIP criteria
 - All variance actions, both granted and denied, since September 12, 1986
 - Review and implementation procedures for determining whether a proposed improvement constitutes a "substantial improvement"
 - Review and determination of "substantial improvement" for all improvements permitted since September 12, 1986
- Investigation and resolution of structures that had "submit-for-rate" flood insurance policy applications

The first panic came with seeing that they wanted 24 years worth of records for inspection. We were hoping for a spot check but that was not the case. We were required to pull every file for every property that contained an SFHA for the past 24 years. That presented another problem. When the County Commission voted in 1986 to participate in the NFIP, the county didn't have a building inspections office. A building permit was issued through the Property Assessor and there was no Certificate of Occupancy. The Building Inspection Department was created in 1992 but the County Planner was listed as the NFIP administrator but had no real knowledge of the requirements.

Another issue that came to light, the official map that a structure was built under could differ. The original maps were 1986 with revisions in 1991 and again in 2007 so documentation was required to determine a construction date. There were also structures that were built pre-firm and that required documentation/proof. After the initial three and a half day visit, there have been numerous follow-up questions and documentation provided. The county paid a surveyor to provide elevation certificates for those properties that required one but didn't have one on file.

This has been a long and involved process. The time, personnel and knowledge required to maintain a compliant program stretches the financial strings of many communities. And I am sure there are communities like ours where other projects suffered while we put all hands on deck for the CAV. I do offer tremendous thanks to Stan Harrison for the guidance and assistance through this process.

TN AFPM BOARD OF DIRECTORS



Chairman: Alan M. Armstrong, CFM, FPA, CMSWM
PLANS & MORE, LLP
2508 Pleasant View Road
Pleasant View, TN 37146
(615) 746-2229 (H)
(615) 426-8556 (C)
razorback1@plansandmorellp.com

Vice Chairman: Ms. Sandra Knight, P.E., F.ASCE, CFM
BRADLEY COUNTY, TN
P.O. Box 1167
Cleveland, TN 37364-1167
(423) 728-7107
(423) 478-8884
sknight@bradleyco.net

Treasurer William Veazey, CFM
Tipton County Planning Dept.
220 Highway 51 North, Suite 3
Covington, TN 38019
(901) 476-0255
tcplanning@bellsouth.net

Secretary Cindy Popplewell, P.E., CFM
AMEC Earth & Environmental, Inc.
3800 Ezell Road, Suite 100
Nashville, TN 37211
Office: 615.333.0630 ext. 122
Cell: 615.944.9013
cindy.popplewell@amec.com

East TN Regional Representative
VACANT

Middle TN Regional Representative
Sharon Armstrong, AICP, FPA, CPI, CMSWM
PLANS & MORE, LLP
2508 Pleasant View RD
Pleasant View, TN 37146
(615) 934-7833 (C)
razorback@plansandmorellp.com

West TN Regional Representative
VACANT

Ex-Officio Stanley Harrison
3211 North Roan Street
Johnson City, TN 37601
423-434-0158
stanley.harrison@tn.gov

Ex-Officio Dan Hawk, AICP
Tennessee Tower Building, 10th Floor
312 8th Avenue, North
(615) 253-1865 OR (865) 777-3959
Nashville, TN 37243-0405
dan.hawk@state.tn.gov

Upcoming Events - TN AFPM

The **1st TN AFPM East Regional Training Day** is coming up. Please visit the website for the [training registration and information packet](#). Check out the latest updates to the [TN AFPM Website](#) created by our brilliant webmaster Jenna McGee. Email Jenna at: webmaster@tnafpm.com to share information, articles, training resources, or to make suggestions. **Great Job Jenna!**