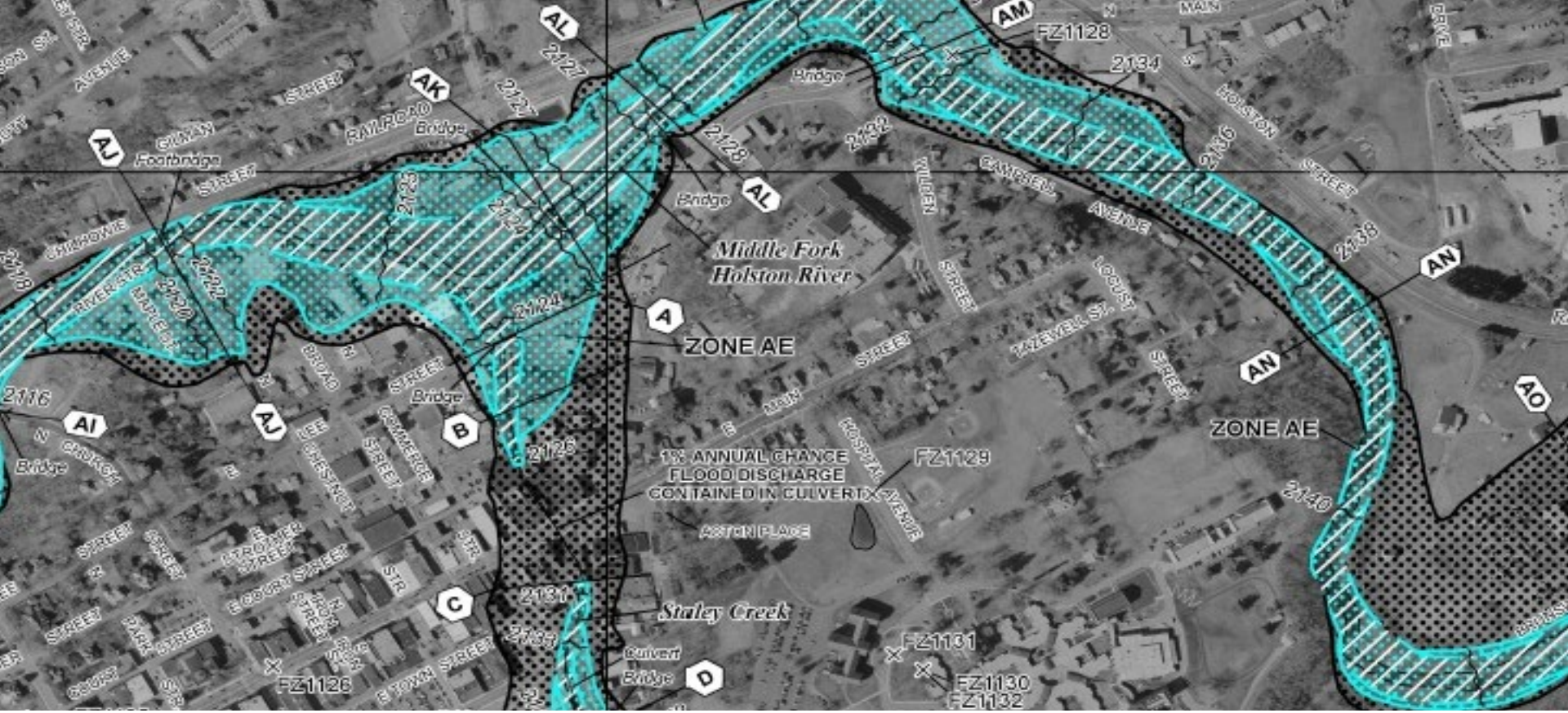


Getting Started with CRS: The Community Assistance Visit

Katie Rand & Molly Kaput
FEMA Region I

October 7, 2021

FEMA

Overall Process to Join CRS

- Submit Letter of Intent (LOI) and Quick Check
- Community Assistance Visit (CAV) and CAV follow-up actions with FEMA Region I staff
- Receive Letter of Good Standing (LOGS) after successful completion of the CAV and follow-up actions
- Application Visit
- Submit Application for Review

FEMA

Purpose of a CAV is to:

- Maintain periodic contact with participating communities
- Assess needs for technical assistance
- Assess effectiveness of the floodplain management program
- Recommend best practices
- Provide education and resources
- Ensure regulations and followed and violations are mitigated

Image of elevated air conditioning unit

FEMA

Components of a CAV

- Regulations review
- Floodplain tour
- Meeting with local officials
- Floodplain permit file review
- Report
- Compliance follow-up

FEMA

Regulations Review

- Regulations must be:
  - Formally **adopted**
  - **Legally enforceable**
  - **Applied uniformly** throughout the community

Mass Model Bylaw!

HANDBOOK

Ninth Edition of the MA State Building Code 780

ts Building Code are listed here.

310 CMR 10: Wetlands protection

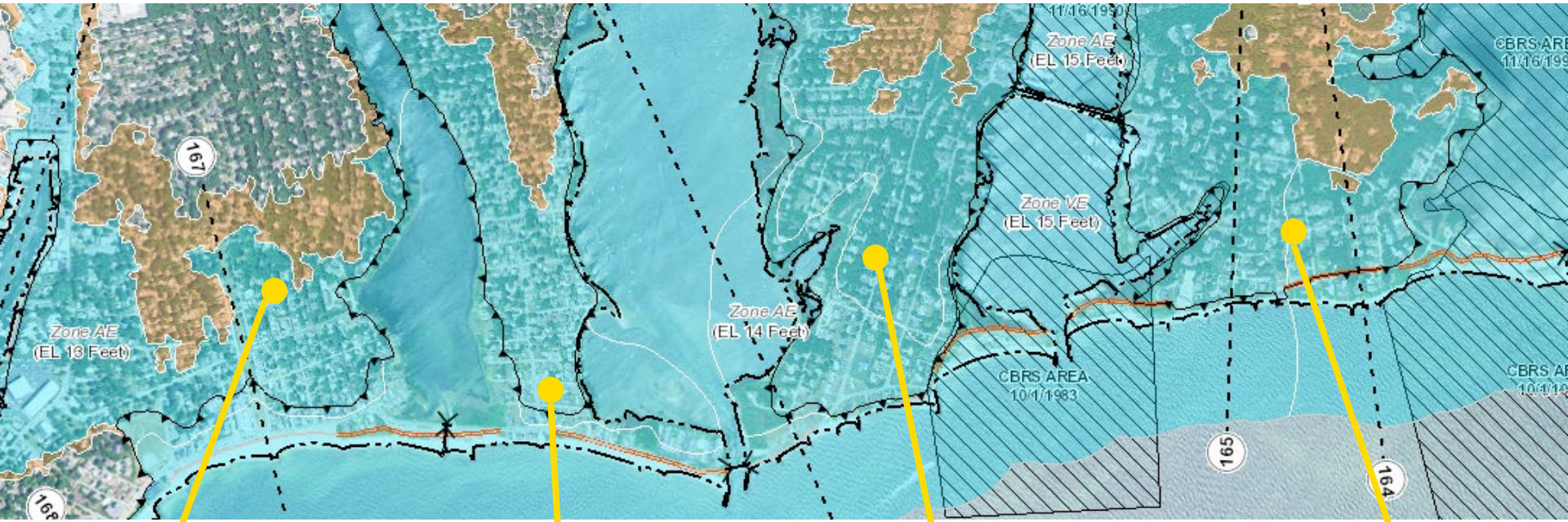
DATE:	10/24/2014
ORGANIZATION:	Massachusetts Department of Environmental Protection
REGULATORY AUTHORITY:	MGL c. 131, § 40
OFFICIAL VERSION:	Purchase the official version

Floodplain Tour

Image of FEMA and community staff on a floodplain tour

- Include appropriate staff
- Use digital maps
- Collect information (pictures, items to review)
- Windshield drive
- Walking tour as appropriate
- We want to see all of the floodplain

Floodplain Tour



Photos from Region I floodplain tours

Meeting with Local Officials

- Include appropriate staff to explain processes including:
  - Permit review and inspections
  - Evaluating structures for substantial improvement/substantial damage
  - Permitting and inspecting non-building development
  - Discovering and remedying violations
  - Issuing of variances

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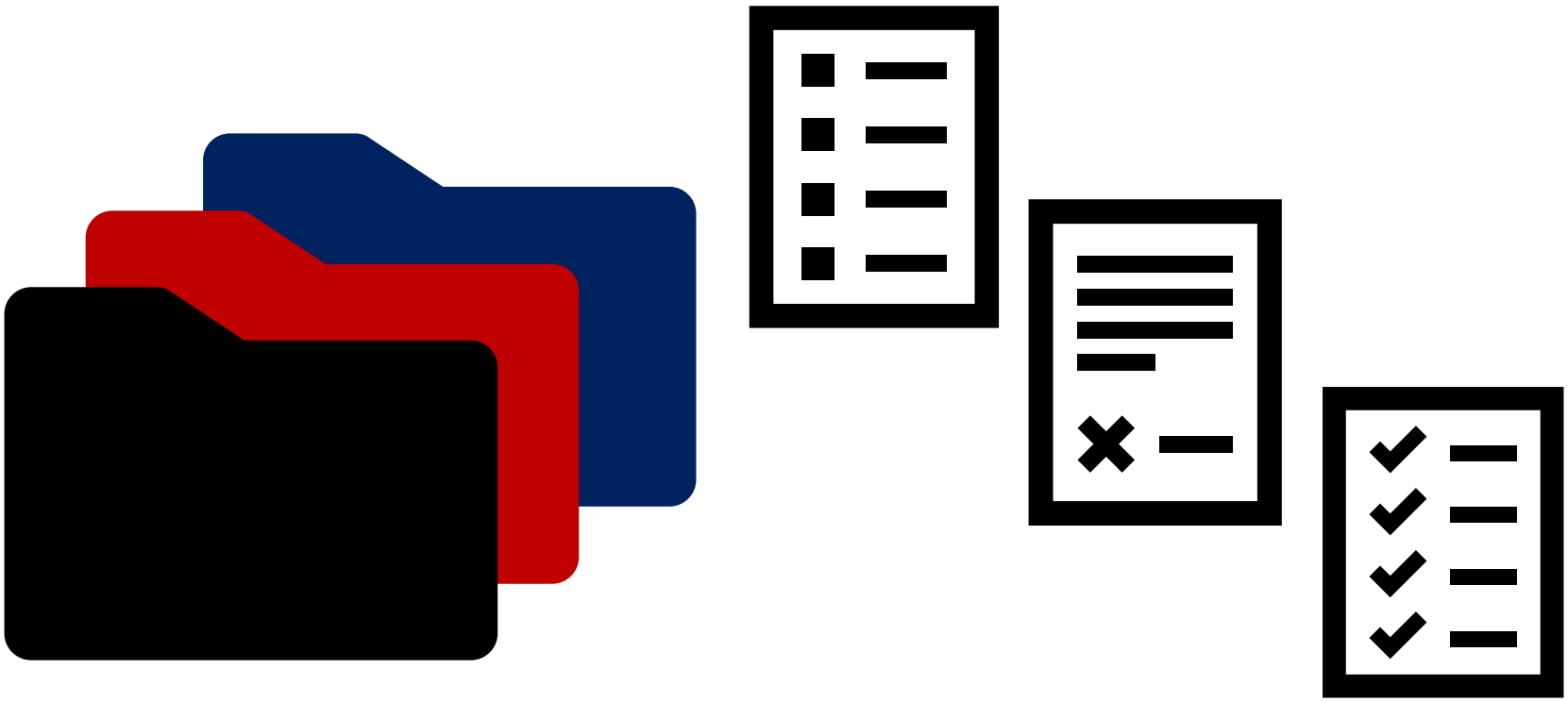
Permit Review

- Review last 5 years of permit files for new development and substantial improvements
- Records of variances, subdivision proposals, etc.

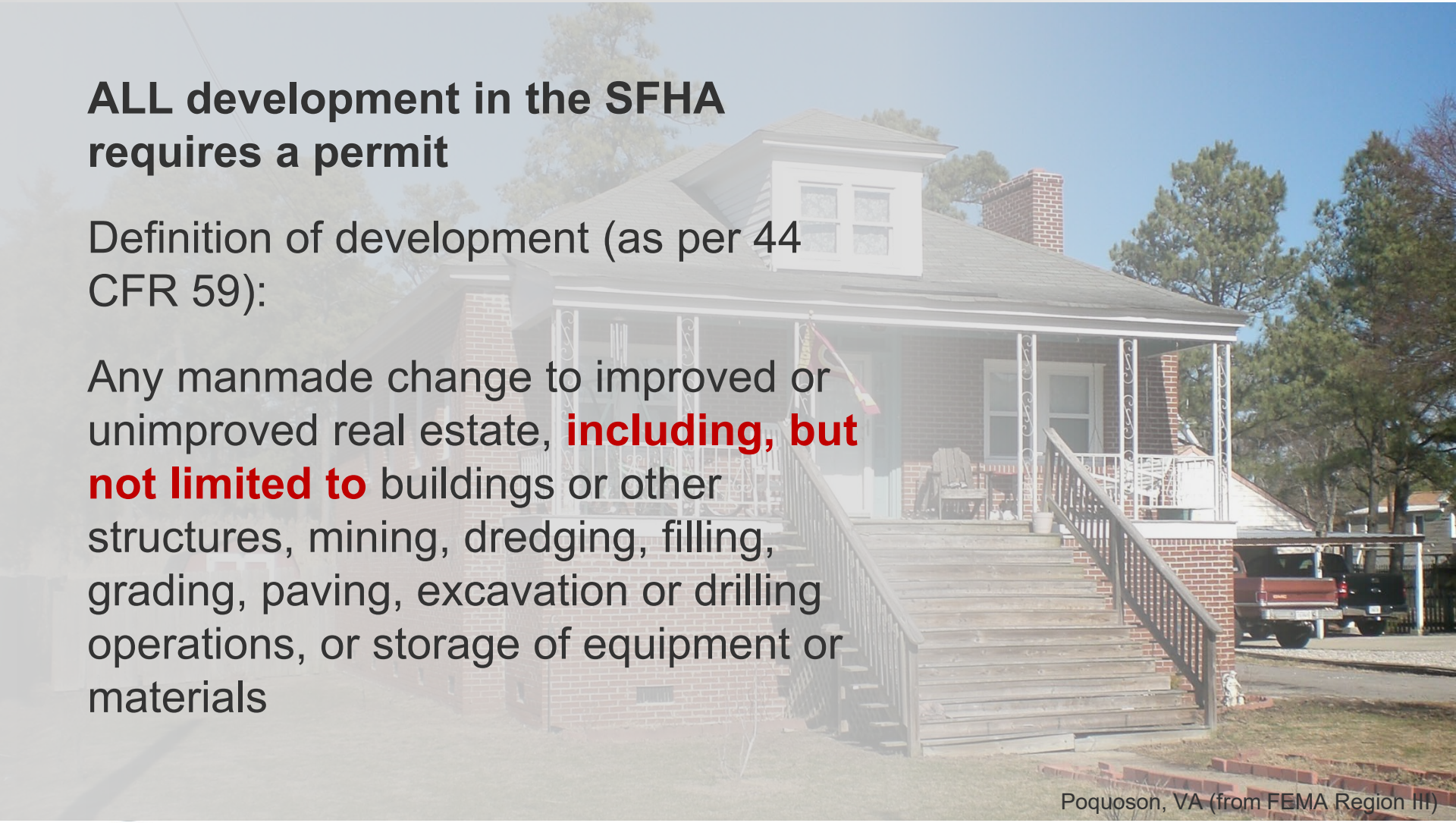


Permit Review: Permits are Required

ALL development in the SFHA requires a permit

Definition of development (as per 44 CFR 59):

Any manmade change to improved or unimproved real estate, **including, but not limited to** buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials

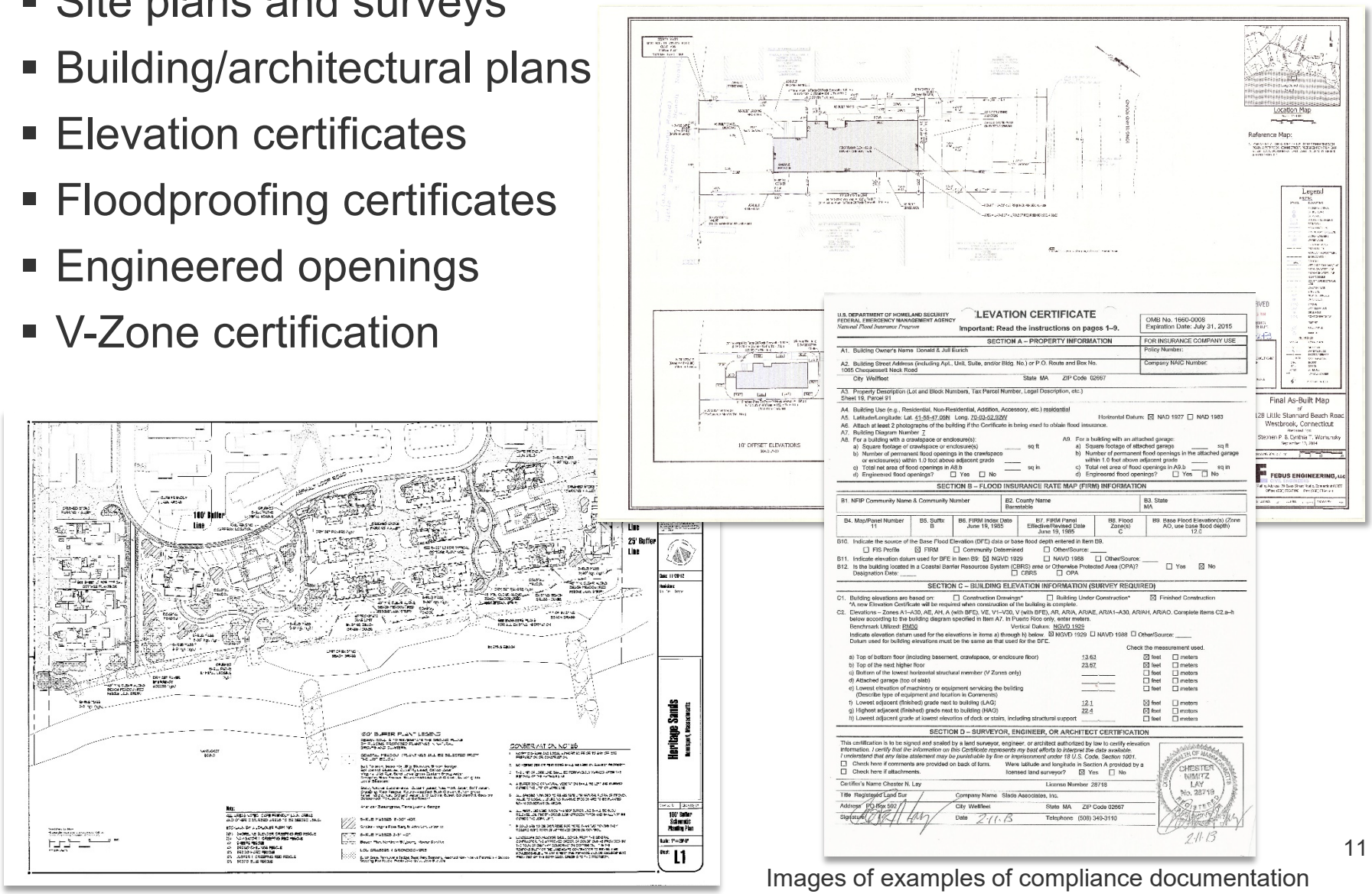


Poquoson, VA (from FEMA Region III)

Communities must ensure they have a process for capturing all development!

Permit Review: Compliance Documentation

- Site plans and surveys
- Building/architectural plans
- Elevation certificates
- Floodproofing certificates
- Engineered openings
- V-Zone certification



Images of examples of compliance documentation

Reviewing Compliance Documentation

- Permit file **must contain as-built** or finished construction data for all new structures or substantial improvements in SFHA
- Required to prove compliance with the floodplain ordinance
- **Signed and sealed** by the design or certifying professional

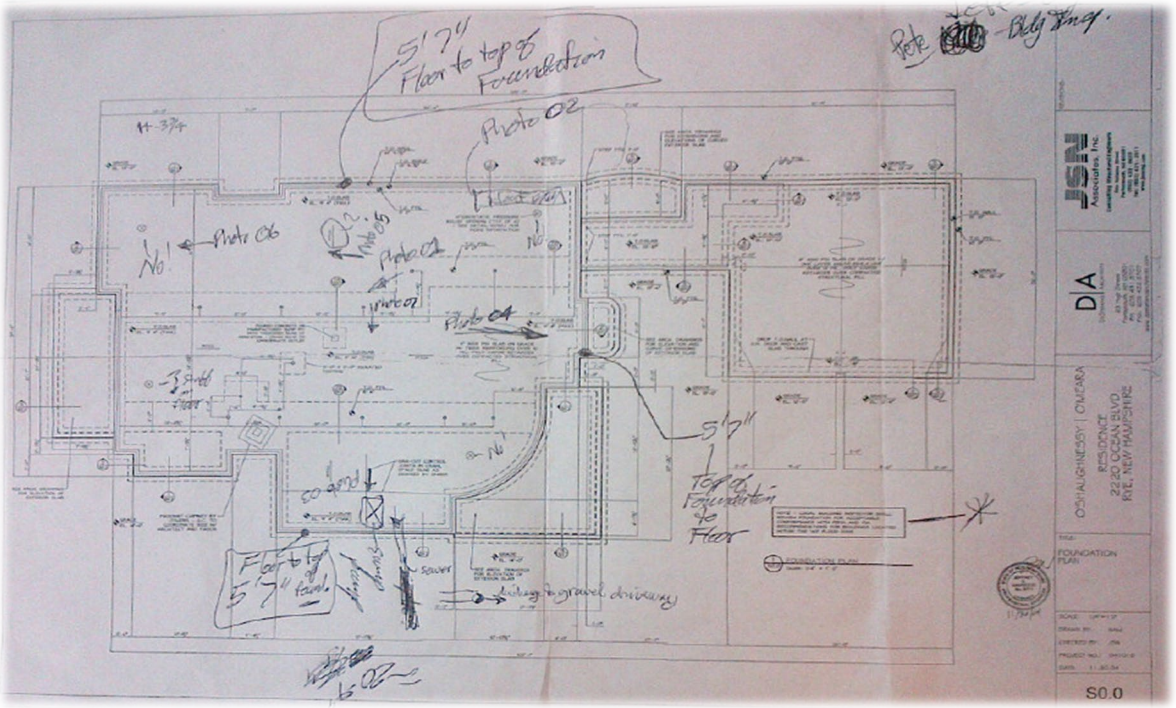


Image of a construction drawing

Image of a seal from a certified professional

CAV Report

FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

COMMUNITY ASSISTANCE VISIT (CAV) REPORT

SECTION I

1. NAME OF COMMUNITY	2. STATE	3. COMMUNITY ID #	
Town of New Shoreham	RI	440036	
4. VISIT CONDUCTED BY	**5. AGENCY**	**6. CIS UPDATED**	**7. DATE OF VISIT**
Molly Kaput and Melinda Hopkins	FEMA/State	4/26/2018	4/10/2018

SECTION II

8. NAME OF LOCAL OFFICIAL	9. TELEPHONE NO.	
Marc Tillson	401-466-3206	*FOR A LIST OF THE ATTENDEES SEE SECTION IV.*
10. TITLE:	11. ADDRESS OF LOCAL OFFICIAL	
Building Code Official	P.O. Box 220 Block Island, RI 02807	

SECTION III – FINDINGS
(detailed information in Section V)

Check appropriate response.	Level of Findings
1. Are there problems with the community's floodplain management regulations?	
2. Are there problems with the community's administrative and enforcement procedures?	
3. Are there engineering or other problems with the maps or flood insurance study?	
4. Are there any other problems in the community's floodplain management program?	
5. Are there any programmatic issues or problems identified? *(Programmatic problems may relate to the nation or region as a whole, not merely to an individual community)*	

6. Are there any potential violations of the community's floodplain management regulations? *(Check appropriate category)*

A potential violation(s) has/have been identified

SECTION VI – OTHER FINDINGS

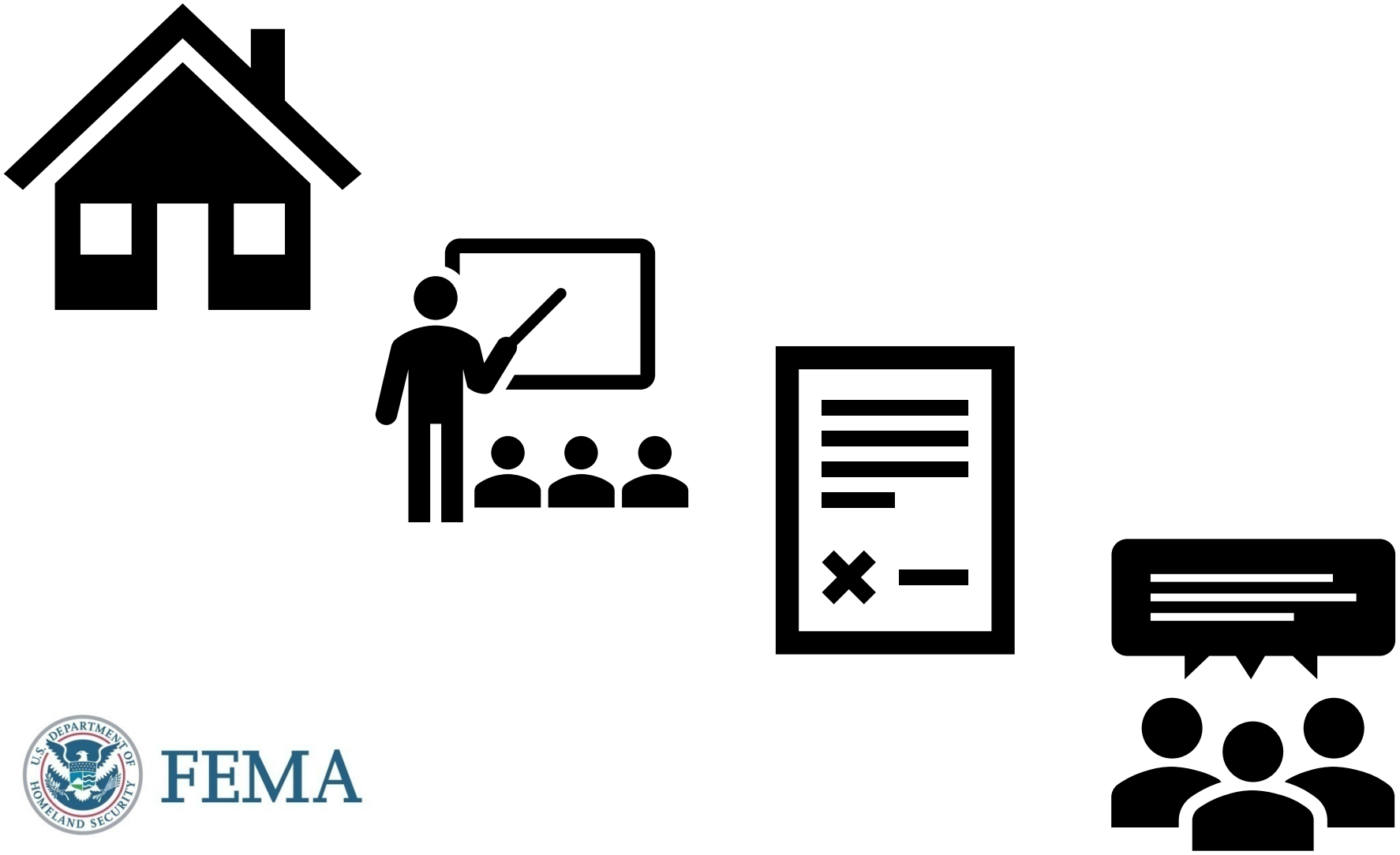
1. **Floodplain Tour**
   A floodplain tour was conducted on August 14 and 15, 2018 as part of the community assistance visit with Molly Kaput (FEMA), Tim Lydon (Town of Bourne Engineer), and Sam Haines (Town of Bourne Conservation Agent). The entirety of the floodplain was toured.

   Before the CAV, FEMA officials developed a list of addresses to inform the direction of the tour. During the tour, FEMA officials made notes about the structures to inform the permit review process. A list of address with outstanding compliance information, collected from both the tour and the permit review, are detailed under the next item "Permit Review". Below are some pictures of structures visited during the tour.

   a. **Work currently being performed.**

Images of a sample CAV report, including photos from a floodplain tour

CAV Follow-Up



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CAV Follow-Up: Remedying Violations

- **Corrective Action Plan** details follow up and documentation requirements
- Communities must investigate and remedy potential violations
- Ongoing coordination to ensure progress

Image of an elevated structure

FEMA

Questions?

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FEMA