

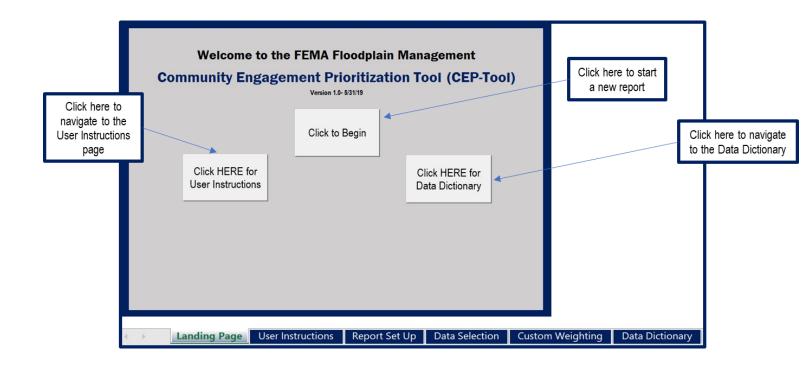
Community Engagement Prioritization Tool v.1. (CEP-Tool)

User Instructions

Below you will find step-by-step instructions and examples for how to use the CEP-Tool.

Users may navigate to these instructions at any time by clicking on the instructions button at the top of every screen [within the Tool].

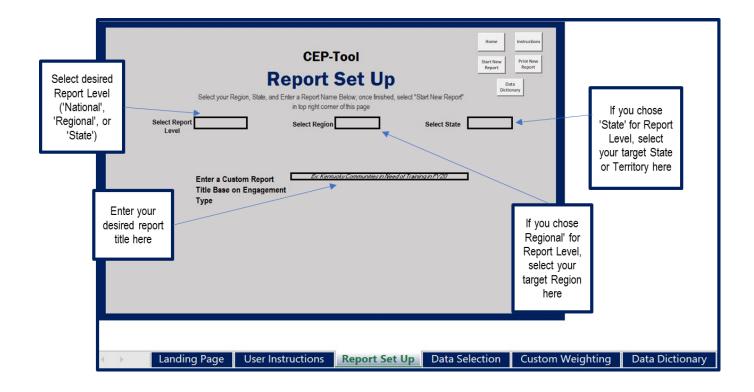
Step 1: You have three buttons to choose from on the Landing Page; select the button that matches your desired next step (You can click on the "instructions" button in the top right corner of each page to bring you back here anytime!).





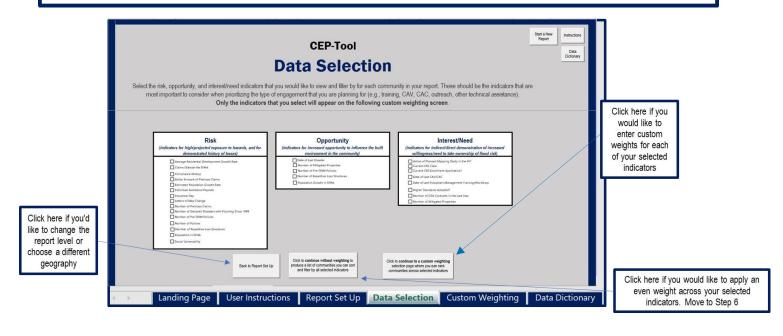


Step 2: Select an option from the Report Level dropdown menu; if the selected Report Level is Nation, you do not need to select an option for "Region" or "State". If the selected Report Level is "Regional", select the target Region from the "Region" dropdown menu. If the selected Report Level is "State", select the target State from the "State" dropdown menu.





Step 3: The CEP-Tool enables annual prioritization and community selection with which the Floodplain Management Program will engage by ranking communities across three strategic attributes (Risk, Opportunity, and Interest/Need). Under each of the attributes, check the boxes next to the indicators you would like to include in your report. Note, only the data for the selected indicators will be available to view in your final report.



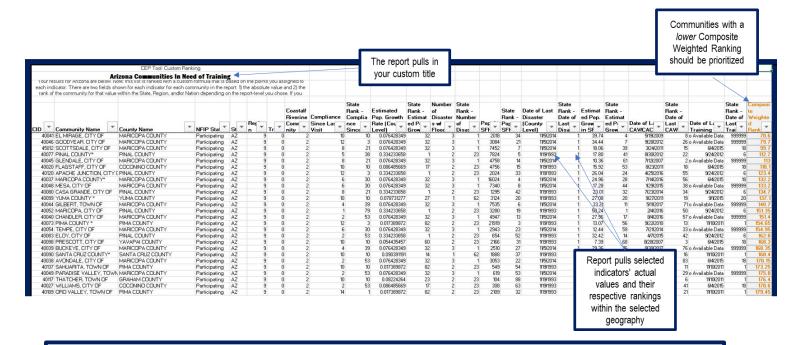
Step 4: Enter a custom weight for each of the indicators you chose on the "Data Selection" page. Assign 100 total points divided between your selected indicators; indicators that are most important should receive a higher weight.







Step 5: Your customized report will automatically open in a new workbook, including all communities in your selected geographies ranked by selected indicators.



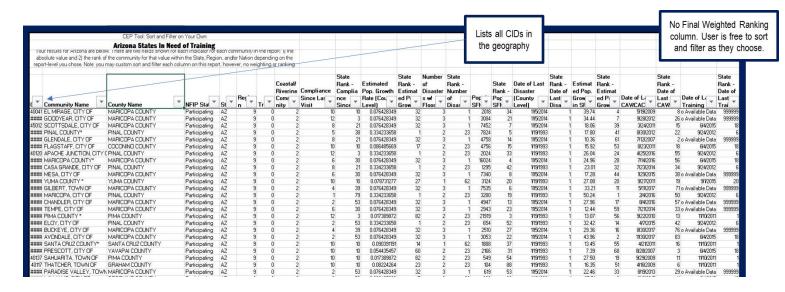
Step 6: If you chose to create an even weight report in Step 3, you will be brought to this page, with each of your selected indicators showing an equal weight to total 100 points. You can return to select different indicators, or create your final report.







Step 7: After selecting "Create Report" in Step 6, the Tool will open a new workbook with your custom report, without ranking or weighting. Note: you may custom sort and filter each column on this report. The Tool pulls through the indicators selected by the user and the actual values.



Step 8: At any point, you can reference the Data Dictionary by selecting the "Data Dictionary" button in the top right corner. The Data Dictionary provides descriptions of each indicator, which strategic attribute they apply to, their data sources, methodology, and rationale for inclusion.

							CEP-Tool			Home Instructions
							ta Diction			Start a New Print New Report Report
This page provides a detailed description of each of the data points and subsequent sources, formats, and purposes for each community within the CEP-Tool										
Indicator ctive or Planned	Date Type		Date Description	Saurce Community Information	Title	Pater Fair Cat	Cadina/Data Farmet	Hathwiningy 1) Community has an active or planned mapping study for FY11-1	Arremptions/Addtl Henipelations Where no mappingstudy information captured	Retinacle for lacturina
lapping Study in to FY?	1224		have an active or planned mappingstudy for up-coming fireal	System (OIS)	Direnvery Report	30	Yer-1 Na-0	2) Community door not have an active or planning mappingstudy for FY19-0	it is assumed that the community does not have a planned or active study during FV19	octivo mapping study uill require arristance from the program in the FY to update and adopt their
vorage oridential ovelapment rawth Rate Over reviaw Docade	Average Percentage		Average growth of residential permits issued in the community (praxy indicator of	Consus	Residential Permit Estimates - 2007, 2009, 2011, 2013,	tot	Percentage	Describing are lauded into excelvin the consurint rection documentation. 20 Calumns containing permits are taken from each text file and capied into a comman location. 30 Growth rate percentage calculated by dividing overage growth.	Colculations are based on county-uide data. Each CID within a given county reflects the county-level data.	Represents a growth in residential construction which presents appartunity to influence the built environment
Heims Outside No SFHA (Zenes ICX)	Whale Number		Number of claims in zenes B, C, and X throughout a	Community Information System (CIS)	Repetitive Lucros/BOX Claims Report	av.	Numeric Value	Hano Required	Communities with no claims so corded in zones B, C, X are assumed to have no claims outside the SFHA.	autride of the SFHA or flood zoner
eartal/Riverine emmunity		Information	Indicator whother community has courted as riverine flood risk		Cammunity Characteristics	Gre .	Coartal - 1, Riverine - 2, Neither - 0	1) Mutato 1 for "Coartal", 2 for "Rivorino" or 0 for "N/A"	not clarrify ar coartelfriverine.	a higher risk of future flooding
Dammunity ID	Whole Number	Community	Unique FEMA Community ID Number	Community Information System (OIS)	Community Stotur Book	av .	Humoric Value	1) Romavo trailing charactors from 6 digit community ID	Naza	Required data to uniquely identify a community
ammunity Namo	Name	Community Information	Community Name	Community Information System (CIS)	Community Stotur Book	av.	Name of Community	Nano Required	Neno	Required data to uniquely identify a community
Compliance History	Camparite Scere			Community Information System (OIS) Risk Menogement Directorate (RMD) WOTRAC Docket Spreadsheet	Summery of CAC Findings Report Summery of CAV Findings Report Violation Dackets Martes	a •	Oamparite Oamplience Scare (0-16)	Stocknown, Satesward, and Engineering Histogram of institution, and was all and the second of the State (Second, 1994). The second of the State (Second, 1994) and the State (Second, 1994) an	If a community had seen Ordinance, Edifferential, Indinearing, of Other finding, but there was a presence of a violation or a patential violation, they were cored as 2 to account for critical data entry amirrians.	A community with a history of compliance irruor and variances an their ar dinances may indicate a lack of ability to properly comply with HFIP standards
eunty	Name	Community	County Name	Community Information System (CIS)	Community Status Rook	a.	Name of County	Nane Required	Nano	Required data to uniquely identify a community
urrent CRS laz	Whale Humber	Interest	Current CRS clars (1- 9, indicates if community is not currently participating in CRS)	Community Information System (CIS)	Community Retinar System Overviou Report	a.	Clazz 1-9; Nat in CRS	 The ORS clear warrelected from the clearfdir count field in the ORS Overview Report and placed into itr awn column. If are each Ollin the CRS Overview Report, the surrecisted clear warrecorded as ORS Clear in the detabase. 	Cammunitier not in the CRS Overview Report were recorded as "Not in CRS"	Valuntarily uniling to adapt higherstandards indicatos a community's interest in mitigation
urrent CRS nrailment polication?	Taxt		Deer the community have a current CRS enrollment	Community Information System (CIS)	CRS Application Report	a.	Yer-1 Ne-0	Current CRS Enrallment Application - Yes Na current CRS Enrallment Application - Na	If there is no indication of a CRS Enrollment Application, it is assumed they have not applied	Communities expressing interest in CRS may be more interested in botter managing their rick
urront NFIP articipation	Text	Community Information	Indicates whether community is	Community Information System (CIS)	Community Stotur Book	GV.	Participating NOT Participating	Mone Required	Nano	Capturer an engaged stakehalder required tameet
	Date	Interest	The date of the most recent community assistance visit or community assistance contact, if applicable	Community Information System (CIS)	Summery of CAO Findings Report Summery of	av.	Date N/A: Na recorded CAY/CAC mutated to "Na Available Date"	1) CANYCAC's are grouped by CID, then arranged by date in descending and extention with the martire cent date. 2) Far each CD, the first runs is relected, which aligns to the date of the martire cent engagement. All other runs are filtered out, leaving the date of the martire cent CANY or OAC per CID.	If a community deer not have a recorded CAYCAC, it is around that the community has not had a OAY or OAC and is given no date (represented by "No Available Date")	Community has not been engaged; opportunity to educate on benefits of mitigation
lato af Lart Iaudplain Ianagoment raining/Warkzha	Date		Date of the last flundplain management training ar workshop	Community Information System (OIS)	Community Overvieu Curtem report at the national level	av.	Date Na Available Data	Nano Required	If no date is recorded for a community, it is assumed that the community has not had an HTP training or workshop.	Indicator that the community har received haric HTIP Floodplain Management 101 training re they are batter equipped to enforce regulatory standards. Communities that have NOT received training recently could
late of Mort Jecont Diractor	Date		Date of the most recent declared disester (flood) in the county	OpenFEMA	Dirartor Doctorations Summary	a.	Date	1) Director declaration are grouped by take, then county, 2) Far each tracted county pair, diseater are a cranquelly declaration date in descending under, starting with the martice on director declaration. 3) The first run far each countyfette group is relacted, returning the date of the marticecont distarts in that county.	county-level data 3) Where director dataset could not be matched with CID, it was assumed that the county experienced zero flood related	Roconcy of director proven to increase communities' willingness to seekfaccopt change/mitigation
aller Amount of				Community Information	Insurance	erv .	Dellar Amount	Nano Required	Where no dollar amount was recorded for	A kigh total dallar amount of
-		anding	Page	User Inst	ructio	ns Ren	ort Set Up	Data Selection Custor	n Weighting Da	ata Dictiona

