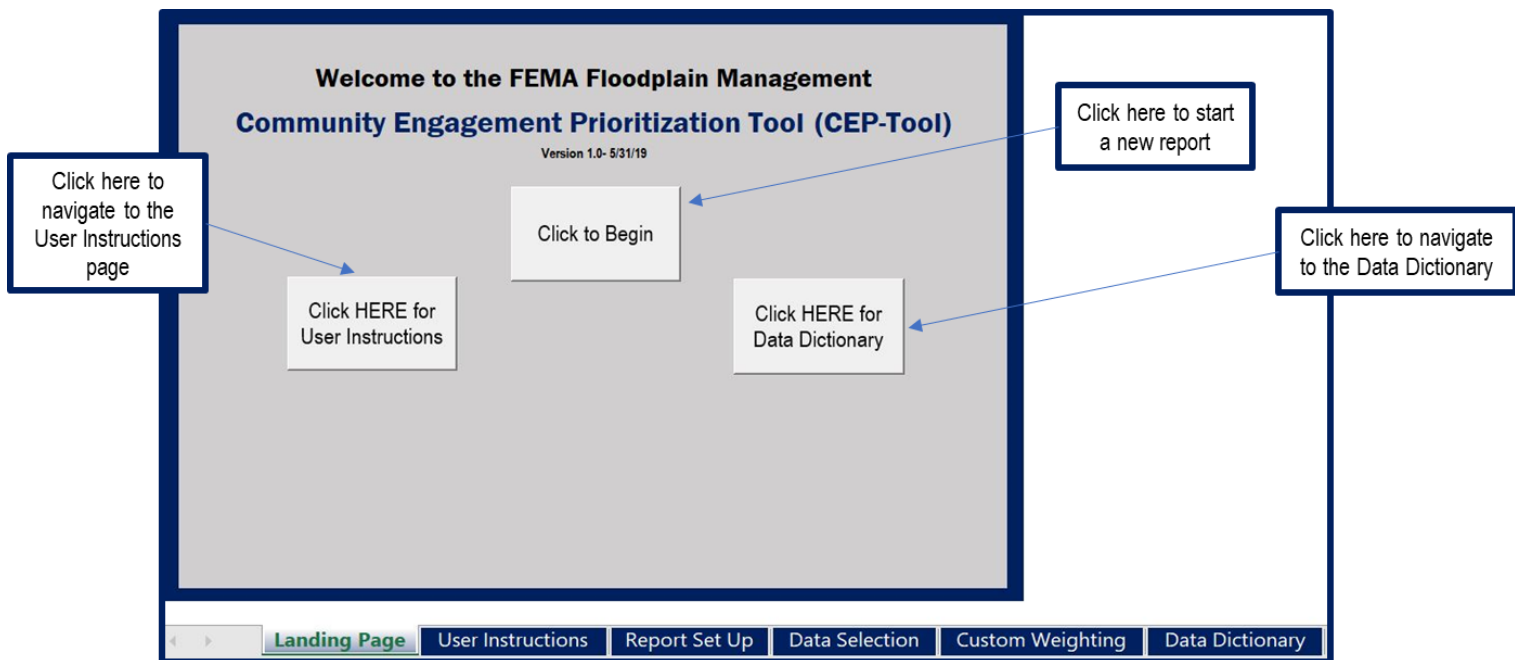# Community Engagement Prioritization Tool v.1. (CEP-Tool)

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.

CEP-Tool

Report Set Up

Select your Region, State, and Enter a Report Name Below; once finished, select "Start New Report" in top right corner of this page

Home   Instructions

Start New Report   Print New Report

Data Dictionary

Select desired Report Level ('National', 'Regional', or 'State')

Select Report Level

Select Region

Select State

If you chose 'State' for Report Level, select your target State or Territory here

Enter a Custom Report Title Base on Engagement Type

Ex: Kentucky Communities in Need of Training in FY20

Enter your desired report title here

If you chose Regional' for Report Level, select your target Region here

| Landing Page | User Instructions | Report Set Up | Data Selection | Custom Weighting | Data Dictionary |

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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.

Click here if you would like to enter custom weights for each of your selected indicators

Click here if you'd like to change the report level or choose a different geography

Click here if you would like to apply an even weight across your selected indicators. Move to Step 6

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.

Enter the desired numerical weight in the column to the left of each indicator

This box will keep a cumulative score of your indicators' total weight; once you hit 100, it will turn green. You will not be able to advance if the sum of all weights is any value except 100

If you've realized you'd like a different mix of indicators, click here to return to the data selection page

Once you're satisfied with your weighting, click here to move to your custom weighted report

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

Communities with a *lower* Composite Weighted Ranking should be prioritized

The report pulls in your custom title

Report pulls selected indicators' actual values and their respective rankings within the selected geography

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.

The Tool will automatically apply an equal weight to your selected indicators

Return to the Data Selection tab to change your indicators

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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.

Lists all CIDs in the geography

No Final Weighted Ranking column. User is free to sort and filter as they choose.

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.

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