

2021 FEMA Floodplain Management Technical Assistance Workshop Support

OUTREACH AND EDUCATION

Federal Emergency Management Agency (FEMA) – Washington DC



PROJECT DETAILS

DIFFICULTY: Medium

COST: \$60,000 - \$80,000

TIMEFRAME: Six (6) Months

DELIVERABLES: Agendas, Surveys, Survey Summaries, Presentations, Mural Boards, Event Registration, Meeting Minutes

CORE COMPETENCIES:

- Stakeholder Engagement
- Survey Development
- Workshop Facilitation
- Key Findings Documentation
- Inter-Departmental Cooperation

PROJECT TEAM

Vision Planning and Consulting
Booz Allen Hamilton (Prime)

CLIENT CONTACT

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PROJECT OVERVIEW

During the unprecedented times of COVID-19, FEMA's Regional Emergency Management meetings, workshops, and conferences were held on virtual platforms to support the various Branches and Divisions. VPC provided technical assistance to Regions IV, VI, VII, VIII, and X through transitioning to virtual events, coordinating with Agency partners and participants, facilitating meetings and conference sessions, and troubleshooting technical issues.

PROJECT SUMMARY

Region IV - VPC assisted Region IV in the coordination and facilitation of their 2021 Partners in Emergency Management Workshop. VPC provided meeting minutes, and agendas for workshop sessions by identifying intended outcomes and audiences. VPC developed guidance documents for session presenters, facilitated meetings and provided technical assistance, as needed.

Region VI - Supported Region VI in an Annual Mitigation Workshop. VPC staff analyzed feedback from the state survey to drive the agenda and specific workshop content. VPC also: helped facilitate the workshop; conducted State Survey Feedback Analysis; supported Region Workshop Planning; finalized presenter guidance documents for the Workshop; developed spreadsheets for the submission of presenter's abstracts, developed an interactive Mural board; supported notetaking and tech support for sessions; captured attendance; and tracked Continuing Education Credits.

Region VII - VPC supported the Region VII FM&I Strategic Visioning Workshop: edited the draft agenda; created presentation for meetings with Region 7 clients; created a strategy and intended outcomes in planning for the upcoming Workshop; helped develop the interactive Mural board for the Region VII SPRINT; corresponded with State Partners to

invite them to speak at the Workshop; and developed a Key Findings document.

Region VIII - Supported Region VIII Mitigation Division in a Workshop series on the Future of work, Equity, and Climate Resilience. VPC met with each Mitigation Division Branch and staff and held workshops with HMA, FM&I, RAB, and EHP Branches. VPC captured the major takeaways from the Branch level workshops and held a workshop series with the Mitigation Division and Branch leadership. The end product of this workshop series is a new set of policies and endeavors regarding the future of work, equity, and future climate resilience.

Region X - VPC supported Region X through preparing and facilitating two virtual workshops: 1) Managing Floodways in the Pacific Northwest, and 2) NFIP-ESA Integration on the Puget Sound Region. NFIP-ESA was recorded and published on the FEMA Training YouTube Page. VPC supported workshop facilitation as the 'Zoom operator,' including coordination between presenters, time tracking, and screen sharing as needed. VPC assisted with: training; supporting the Managing Floodways Training Sessions; poll questions; attendance lists from the training sessions; recording workshop notes; FAQs; and coordinating Eventbrite registrations.