

FLOOD ADAPTATION ASSESSMENT FOR ENHANCED COMMUNITY  
RESILIENCE PROJECT

***CHARTER AGREEMENT***

BETWEEN THE

***Project Team: The Nature Conservancy, George Mason University, and the  
University of Maryland Environmental Finance Center, EPA Office of Research  
and Development (PT)***

AND THE

***City of Crisfield - Community Advisory Committee (CAC) Members***

FOR THE ESTABLISHMENT OF A PROJECT COMMUNITY ADVISORY  
COMMITTEE

**PURPOSE:**

To foster community ownership, the co-creation of knowledge, and prioritize community expertise and resiliency goals, the Project Team (PT) is recruiting up to 15 non-elected community leaders and advocates from Crisfield, Maryland to establish a grassroots Community Advisory Committee (CAC) for the "Flood Adaptation Assessment for Enhanced Community Resilience" project (i.e. "Flood Adaptation Assessment Project"). The purpose of the CAC is to guide the PT's planning process, research activities, data collection and dissemination, and recommendations to ensure the Flood Adaptation Assessment Project outputs address local needs and concerns about flood impacts in Crisfield

***PT and the CAC*** will collaborate to scope community-backed and financially feasible flood adaptation options (i.e. implementable projects and planning strategies) that best support community flood resilience goals. The PT and the CAC will evaluate and prioritize adaptation options that provide the most social and economic benefits to the Crisfield community over time. The PT will be responsible for facilitating all project meetings, developing and modeling flood scenarios, conducting an assessment of the socio-economic benefits of selected flood strategies, and developing project recommendations. In addition to identifying feasible and supportive adaptation strategies for the community, the project team will also recommend financing and policy pathways for local implementation. The CAC represents the voice (and interests) of the community. Thus, the PT will be attentive to the goals of the CAC. Members will guide the PT in selecting and evaluating adaptation options and flood scenarios, identifying ideal strategies based on assessment findings, and providing feedback on proposed recommendations. The PT

will provide project recommendations to the City of Crisfield to support local flood planning efforts.

CAC members will be financially compensated for their participation and local expertise during six workshops hosted throughout the duration of the funded project (June 2022 - April 2024).

Financial support for this effort is provided by grants from the NOAA Adaptation Science Program and Lockheed Martin.

### **GUIDING PRINCIPLES:**

- We will engage a set of principles that will foster community ownership and empowerment among team members, including power sharing, capacity building through learning exchanges, group participation in all appropriate research phases, and community ownership of the project.
- We will engage in an open and transparent process where a collective vision of research goals and objectives is shared, and where the roles and expectations of the PT and CAC members are clearly understood.
- We will be a collaborative and equitable research partnership where members draw upon individual skillsets to meaningfully and mutually work toward a collective vision.
- We will support “learning exchanges” where team members can learn about research approaches, community development, and community work.
- We will engage in data analysis interpretation processes that honor the lived experiences and knowledge of community members.
- We will employ dissemination strategies leading toward education, advocacy, and community benefits.
- We will foster a supportive team environment through critical reflection of our work and group process. All ideas are good ideas and will be considered before dismissed.
- To protect grassroots nature of the community advisory committee, any member who is elected to a seat in office shall recuse him/herself and identify an alternate to serve on the committee in his/her place.

### **SPECIFIC ROLES AND RESPONSIBILITIES:**

#### **PT will provide:**

- Meeting agendas and a meeting space
- Relevant documents and materials for review at least two weeks ahead of corresponding meetings
- Facilitation support for all CAC meetings
- Access to analytical tools when applicable

- Compensation for CAC members following scheduled meetings
- Online platform to facilitate shared ownership of project process, resources, and outputs
- Final report documenting project process, results, and recommendations

*The CAC* will be involved in the following project components:

- Participate in at least 4 of 6 CAC workshops/meetings
- Assist research team in selecting a suite of adaptation options to evaluate during workshop 2
- Assist research team in selecting storm event examples to incorporate into modeled flood scenarios during workshop 2
- Provide research team with available information on historic flood costs to inform the assessment during workshop 3
- Provide feedback on the flooding, financial, and other assessment processes that are utilized in the project
- Assist with prioritizing a suite of ideal adaptation options to recommend to the City of Crisfield
- Provide feedback on financing and policy recommendations and input on possible partnership opportunities to pursue after project completion
- Assist with identification of sites and assets critical to the Crisfield community
- Provide feedback and input on project communications

**DATA MANAGEMENT & INTELLECTUAL PROPERTY RIGHTS:**

Usage of the data will be in accordance with the project goals. We plan to adhere to a model of dissemination that encourages the active involvement of all members of the PT and CAC while taking into account their varying responsibilities and capacities. Research findings may be disseminated in a number of ways including community forums, community reports, newspapers, peer-reviewed publications, professional conferences, and practitioner forums. Both the CAC and PT are encouraged to engage in dissemination of the research findings and is encouraged to share information about potential dissemination activities. We will follow a “community first” model where all information will be reported back to the community first using clear understandable language before it is reported to outside entities through journals or conferences.