Washington State, Administered by Northwest Regional Floodplain Management Association

2014 ASFPM Conference Scholarship Application

The Northwest Regional Floodplain Management Association invites applications from local government employees and elected officials for scholarship funds to attend the Association of State Floodplain Managers annual conference to be held in Seattle, Washington on June 1–6, 2014. Please visit the conference website for program and hotel details: <http://asfpmconference.org/>.

NORFMA will reimburse 75% of conference registration fees (at the special FEMA Region X rate), as well as eligible travel and lodging costs. Funds available for scholarships are limited, and will be awarded on a first-come, first-serve basis with one scholarship awarded per jurisdiction unless the pool of applicants is smaller than expected.

**Please return completed application to** [hhunger@co.pierce.wa.us](mailto:hhunger@co.pierce.wa.us) **no later than April 15.**

Participant’s Name: \_\_\_\_\_\_\_\_\_\_

Representing County/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_ Date:

*I certify that I am a local government employee or elected official and that no federal funds will be used to pay the 25% non-federal match for conference registration, travel, or lodging.*

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| **Estimated Conference Registration Fees**  NORFMA will reimburse up to $296 for conference registration. This is 75% of a special FEMA Region X scholarship rate of $395. Upon scholarship award, NORFMA will provide you with a **Region X Scholarship Registration form**, which you must submit with payment to ASFPM by May 1, 2014 to receive the special rate. We are not able to reimburse costs for supplementary training workshops, field trips, extra meals, or cancellation fees. | 75% Federal share  $ 296 |
| **Estimated Travel Costs**  NORFMA will reimburse up to 75% of travel costs based on mileage if you drive, or actual costs if you use a public carrier (coach rates). NORFMA will not reimburse parking costs.  Mileage: \_\_\_\_\_\_\_\_miles x $0.56/mile x 0.75 = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Starting location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  or  Air/Train/bus fares: $\_\_\_\_\_\_\_\_\_\_x 0.75 = $\_\_\_\_\_\_\_\_\_\_\_  Suggestion: <http://www.amtrakcascades.com> | 75% Federal Share  $ |
| **Estimated Lodging Costs**  NORFMA will reimburse up to 5 nights of lodging at 75% of actual costs including taxes. The maximum reimbursement per night is based on the conference hotel group rate of $177.71 including taxes for a maximum reimbursement of $133.28 per night. We are not able to reimburse the cost of meals outside of those provided with individual conference registration.  Lodging \_\_\_\_\_\_\_\_nights @$\_\_\_\_\_\_\_\_\_\_\_/night incl. tax x 0.75 = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 75% Federal Share  $666.42 |
| **Total (75% Federal Share)** | $ |

Approved for Scholarship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hans Hunger, NORFMA Chair Date   
253-798-6162

Procedures

1. Go to <http://asfpmconference.org/> and decide which days you’d like to attend the conference. While NORFMA can’t pay for additional workshops, field trips, or meals you may find something you would like to attend at your own expense on Sunday, Monday, or Friday. The main conference is Tuesday morning through Thursday evening. NORFMA will reimburse a maximum of 5 days lodging (with appropriate documentation; see below).

2. Return the attached scholarship application form to [**hhunger@co.pierce.wa.us**](mailto:hhunger@co.pierce.wa.us), including estimated costs, by April 15. Report estimated 75% federal cost share on the application form. NORFMA has a fixed amount of money disperse and applications will be accepted until the money is fully allocated. We plan to accept applications on a first-come, first served basis, so don’t wait! We will accept one application per jurisdiction unless after April 15 we still have funds available. Scholarships are only available to local government employees or local elected officials. This is a reimbursement program. NORFMA cannot advance funds for registration, travel, or lodging.

3. Upon approval NORFMA will send you a special Region X Scholarship Registration form, signed and numbered by NORFMA. You must use this signed form to receive the special scholarship registration rate from ASFPM. Return the form with payment to ASFPM no later than May 1, 2014, by mail, fax, or email. This special rate is not available using on-line registration. NORFMA will not reimburse more than $296 for conference registration if you use a different registration pathway, or select additional fee-based workshops, field trips, or meals.

4. Make your hotel reservations using the conference website. Using the conference hotel helps ASFPM meet their contractual obligations and keeps you in the thick of things. Please note that if you reserve at the group rate you will be charged for one night’s stay even if you cancel. NORFMA will not reimburse cancellations. Of course you are free to stay where you like, but NORFMA will not reimburse more that 75% of the conference group rate of $177.71 including taxes (this equates to a reimbursement of no more than $133.28 per night). I recommend that you make reservations early because the conference hotel may fill and it can be difficult to find lodging in Seattle at the group rate (which equals government rate).

5. Make your transportation arrangements. We recommend against using single vehicles because parking fees in downtown Seattle are very high (parking at the conference hotel is $46 per night!). NORFMA will not reimburse parking fees. The Amtrak station is about a mile from the conference location. From SEATAC International airport you can take the light rail all the way to the last stop at Westlake Center and Convention Center is just a couple blocks away. Let me know if you would like me to assist with organizing carpools.

6. **Attend the conference!** Scholarship recipients are expected to volunteer a bit of time to keep the conference running smoothly. The Northwest Regional Floodplain Management Association is the regional sponsor this year and will be coordinating volunteer activities. Please check in with NORFMA upon your arrival.

7. Verify attendance. Please check in with me sometime on Thursday, June 5th so that I can verify your attendance. Please let me know if you are not staying through Thursday so we can make alternate arrangements. I will not process your reimbursement request unless I have verified your attendance.

8. **Turn in your reimbursement materials after the conference** to sky.miller@cardno.com, or mail to Sky Miller, CARDNO ENTRIX, 801 Second Avenue Suite 700, Seattle, WA 98104 **no later than June 30, 2014**. **Include copies of receipts for registration, hotel and common carrier transportation.** My grant contract with FEMA ends on June 30 and if I don’t receive your reimbursement invoices by then I can’t reimburse you. Reimbursement will be made to the county or city you represent. NORFMA will provide a reimbursement form upon scholarship approval.

9. Questions? Please direct to either Hans Hunger, [hhunger@co.pierce.wa.us](mailto:hhunger@co.pierce.wa.us) or Sky Miller, sky.miller@cardno.com