

## **OCEAN COUNTY COMMUNITY RATING SYSTEM ASSISTANCE PROGRAM GUIDELINES**

- 1. Management of local CRS programs is the responsibility of the participating municipality.**
  - a. Municipal participation in the NFIP CRS program is voluntary;
  - b. Once a community receives its initial CRS classification, municipalities are responsible for continuing to implement their credited activities in order to keep, maintain, and improve upon their CRS classification as specified in Section 114.b of the 2017 NFIP CRS Coordinators Manual;
  - c. The County is not obligated to provide services to municipalities in order to retain, maintain, or improve upon their status in the CRS program.
  
- 2. Assistance from the County must satisfy a specific CRS Activity as identified in the National Flood Insurance Program Community Rating System Coordinator's Manual.**
  - a. Municipal requests for assistance must reference a specific Activity by the NFIP Activity Number and Element;
  - b. All requests to the County must be submitted in writing or e-mail to the Department of Planning CRS Coordinator at least 30 days in advance of the due date;
    - i. Municipalities shall provide the County with a clear description of the type of assistance available for each request made;
    - ii. The County will provide municipalities with a response as to the level of assistance available for each request made;
    - iii. Municipalities may be asked to provide additional information or data in order to process a specific request;
  
- 3. The Ocean County CRS Assistance Program is intended to promote awareness of the NFIP CRS program among municipal officials responsible for implementing local mitigation activities.**
  - a. Requests for assistance must come directly from the municipal Administrator, Construction Official, OEM Coordinator or the designated community CRS Coordinator who shall act in the capacity of the community's authorized CRS requestor;
  - b. Communities relying upon professional consultant services to manage and/or coordinate their CRS program must make all requests through the municipal Administrator;
  - c. The designated municipal official relying upon professional consultant services to manage and/or coordinate the community's CRS program must;
    - i. Provide requests for assistance in accordance with these guidelines (Guideline #2);
    - ii. Provide requests for assistance on municipal letterhead or from a municipal e-mail account;
    - iii. Act solely in the capacity as the community's authorized requestor,
  - d. The County will only provide requested data and/or information to a community's authorized requestor in accordance with these guidelines.
  
- 4. The Ocean County CRS Assistance Program is intended to help municipalities that may not have access to knowledge or technical capability to successfully participate and/or advance in the NFIP CRS program.**
  - a. The Ocean County CRS Users Group is open to municipalities seeking to advance their knowledge and understanding of the NFIP CRS program;
  - b. Due to limited County resources, assistance will be prioritized based on a community's technical capacity and professional capabilities;
  - c. The County will not provide duplicative consultative services, data, or analysis for those communities relying upon professional consultant services to manage and/or coordinate their CRS program.