

North Carolina Emergency Management Hazard Mitigation Grant Program Workshop



16 June 2022



Hazard Mitigation Grant Program



Schedule and Hazard Mitigation Program Overview

Steve McGugan, Assistant Director



Hazard Mitigation Grant Program



Schedule:

- 9:00am** Welcome and Opening Remarks/Schedule and Program Overview
Steve McGugan, Assistant Director
- 9:30am** Hazard Mitigation Planning
Updating Local Mitigation Plan
Chris Crew, Planning Supervisor
- 10:15am** **BREAK**
- 10:25am** Applications
Preparing Disaster and Non-Disaster Grant Applications (Timelines and required documentation)
Jason Pleasant, Development Supervisor
- 12:15pm** **LUNCH**



Hazard Mitigation Grant Program



Schedule:

- 12:45pm** Subrecipient Management Costs
Steve McGugan, Assistant Director
- 1:30pm** Project Implementation and Reimbursements
Dalton Canter, Project Manager Team Lead
Keauna Havvard, Legal Specialist
Fred Lewis, Project Manager
- 2:15pm** **BREAK**
- 2:30pm** Project Closeout
Meg Benedetti, Financial Compliance Supervisor
- 3:00pm** State Centric
Status and Updates on State Centric Program
Steven Jackson, Deputy Mitigation Section Chief
- 3:30pm** Workshop Wrap-Up/Questions

Hazard Mitigation Section Leadership

Assistant Director

Steve McGugan

Deputy Mitigation Section Chief

Steven Jackson

Planning

Chris Crew

Development

Jason Pleasant

Implementation

Kevin Phipps

Closeout/Administration/Legal

Jessica Lashbrook

Financial Business & Compliance Analysis

Meg Benedetti



Hazard Mitigation Grant Program



Project Managers

Devan Francisco

Ashe County
 Bladen County
 Catawba County
 Craven County
 Cumberland County
 Edgecombe County
 Nash County
 Pamlico County
 Pender County
 Pitt County
 Wayne County
 Wilson County

Jeffrey Polanco

Beaufort County
 Camden County
 Carteret County
 Johnston County
 Jones County
 Mecklenburg County
 Moore County
 Pasquotank County
 Sampson County
 Surry County
 Tarboro, Town of
 Tyrrell County

David DuPre

Brunswick County
 Columbus County
 Fayetteville, City of
 Guilford County
 Halifax County
 Harnett County
 Henderson County
 Hoke County
 Madison County
 McDowell County
 New Hanover County
 Onslow County
 Richmond County
 Robeson County
 Washington County

Fred Lewis

Bertie County
 Currituck County
 Dare County
 Duplin County
 Durham County
 Gates County
 Granville County
 Greene County
 Hyde County
 Lenoir County
 North Topsail Beach
 Orange County
 Randolph County



Hazard Mitigation Grant Program



Planning

Chris Crew, Planning Supervisor



Hazard Mitigation Grant Program



“Driving the train doesn’t set its course. The real job is laying the track.”
--Ed Catmull

Agenda

- New Guidance
- Mitigation Plan Updates
- Grant Funding Updates
- Questions

New Guidance

- New FEMA Strategic Plan
- New FEMA Hazard Mitigation Planning Guidance
- New FEMA High Hazard Potential Dam Repair
- New NCEM Hazard Mitigation SOP

Planning Matters

Highlights:

- The Enhanced State Hazard Mitigation Plan is being updated—draft submission to FEMA October 24, 2022
- Two final Regional Plans in update (Smokey Mountain and Pee-Dee Lumber) in FEMA review by June
- Next Plan due for update Wake County (expires 12/2/24)
- With the bulk of Regional Plans coming up for update in 2024-25 we will seek volunteers to start early and avoid a plan review backlog in 2025.

North Carolina Hazard Mitigation Plan Expiration Timeframe



Legend:
 North Carolina Counties Expiration Time

- More Than 1 Year
- Between 9 Months and 1 Year
- Between 6 and 9 Months
- Between 3 and 6 Months
- Less Than 3 Months
- Expired
- Not Approved



New Guidance

- New FEMA Strategic Plan 2022-2026
- The 2022-2026 FEMA Strategic Plan outlines a bold vision and three ambitious goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency management.

Goal 1: Instill equity as a foundation of emergency management

- Executive Order 13985 (Jan. 20, 2021) defines equity as “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”
- Additionally, “underserved communities refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.”

Goal 2: Lead whole of community in climate resilience

- Climate change represents a profound crisis for the nation, making natural disasters more frequent, more intense, and more destructive. In 2020 alone, there were 22 weather and climate disaster events, with total losses exceeding \$1 billion across the U.S. In comparison, the previous record set in both 2011 and 2017 was 16 disasters
- These cascading and compounding impacts, propelled by climate change, pose the greatest risk to our communal and nationwide resilience.

Goal 3: Promote and sustain a ready FEMA and prepared nation

- From November of 2020 to November of 2021, FEMA was managing six times as many Stafford Act Events (166 emergency and major disaster declarations vs. 26), and responses to fire incidents were up 120% across the nation. This increase in frequency, severity, and complexity has heightened demands on FEMA and on the larger emergency management community.
- To adapt to the trend, FEMA must expand its approach to agency readiness and to national preparedness. The only way to achieve this is to increase the nation's overall emergency management capabilities at all levels of government, as well as the private sector, the nonprofit sector, and among individuals.

<https://www.fema.gov/about/strategic-plan>

New Guidance

New FEMA Plan Review Guidance

- FEMA released updated State and Local Mitigation Planning Policy Guides, previously known as the “Plan Review Guides” in accordance with FEMA’s requirement that policies be reviewed and revised on a routine basis and reflect recent legislative changes and policy updates. Visit the Policy Updates webpage web to learn more about the changes
- New guidance will not apply to plans currently in update/review, but will apply to next round of updates—no major changes to plan content or process anticipated

<https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/regulations-guidance>

New FEMA Plan Review Guidance

Highlights:

- Equity—how are states and local governments including all communities in Hazard Mitigation Planning
- Climate Change—how are states and local governments accounting for shifts in natural hazard risks associated with climate change (formerly “future conditions”)
- High Hazard Potential Dam Repair Program—new detailed guidance on addressing whole community and residual risk

New Guidance

Rehabilitation of High Hazard Potential Dams Program

FEMA released guidance on the Rehabilitation of High Hazard Potential Dams Program

- Over 5000 high hazard dams in NC
- Program provides funding to local governments to do technical and engineering investigation of hazardous dams to determine appropriate and cost-effective mitigation measures
- Funding amounts scheduled to increase in 2022-23 funding cycle--\$22 million nationwide
- Local governments may apply for funds to address issues with both public and privately owned dams
- HHDPR Program is administered through the NCDEQ Division of Mineral, Land and Water Resources (NCEM helps to insure that Local/Regional Hazard Mitigation Plans are consistent with program guidance and requirements)

<https://www.fema.gov/emergency-managers/risk-management/dam-safety/rehabilitation-high-hazard-potential-dams/resources>

Plan Funding Update

HMGP DR-4487 COVID-19 Pandemic

- 7% planning set-aside appx \$4.1 million

DR-4487 Planning Funds will be devoted to

- 2024-2026 Round of Regional Updates
- 2025 State Plan Update
- Planning related activities
 - Data Collection
 - Project Identification/Development
 - Outreach and engagement



Hazard Mitigation Grant Program



Questions?



Hazard Mitigation Grant Program



BREAK



HMGP Development

Development Supervisor

Jason Pleasant

Grant Development Specialists

Jen Lewis

Kaine Riggan

Portia Baldwin

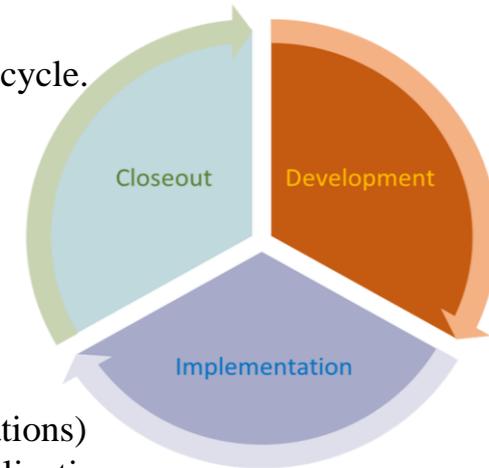
Objectives

1. Know Resources
2. Understanding Roles and Responsibilities
3. Understand Grant Types
4. Understand Timelines
5. Understand Requirements



What is Development?

- Development is the first of 3 phases. This phase begins after a disaster or during the grant cycle.
 - **Disaster Grants** – These happen after a disaster
 - **Non-Disaster Grants** – This is an annual grant cycle that is open across the country
- Disaster Grant Development
 - Begins after a disaster
 - Communities are encouraged to engage the public for interest in mitigation
 - Home Owners that are interested will apply with the community
 - Communities build a letter of interest after they collect home owner interest (applications)
 - HMGP collects all of the community letters of interest and begins work building applications
 - This process takes 1-year to complete
 - Applications are submitted to FEMA for review and funding
- Non-Disaster Grants
 - Announced every year later in the Summer
 - Initiatives and priorities are defined by FEMA to fit into the National Mitigation Framework.
 - This helps coordinate mitigation efforts nationwide
 - This supports a “whole community” risk reduction strategy
 - Communities present their mitigation ideas on Letters of Interest
 - These become applications that compete nationally



**Federal
(Congressional)**

**Federal
(Agency)**

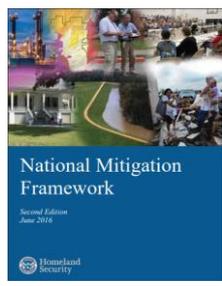
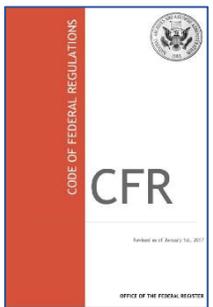
**State
(Agency)**

**Local Plans
Ordinances**

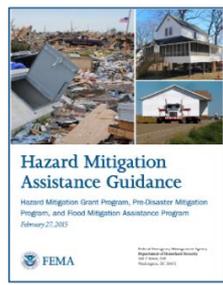
44 CFR



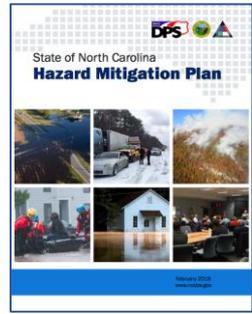
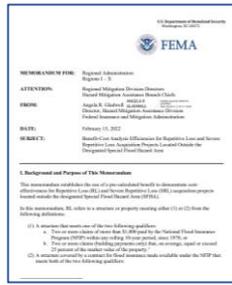
2 CFR



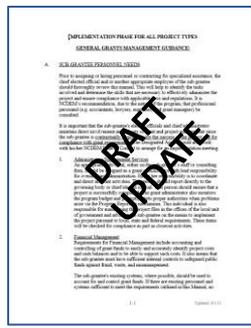
**HMA Guidance and
Addendum**



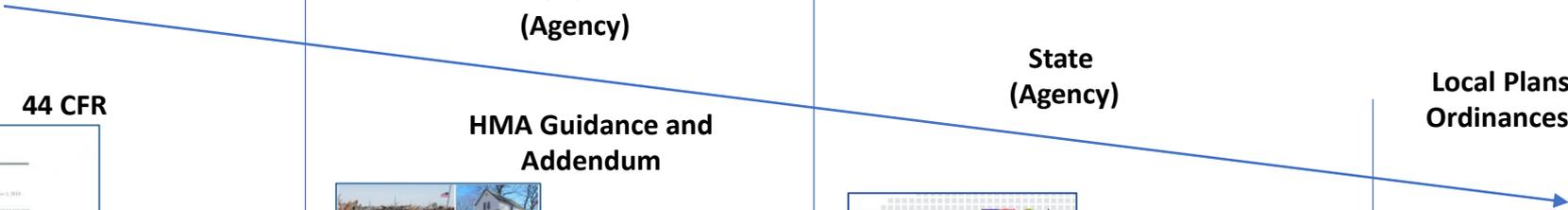
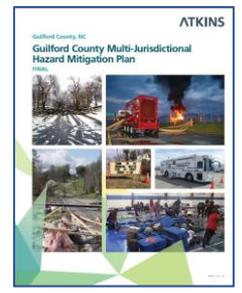
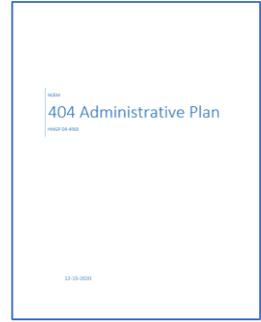
**Policy Letters and
Job Aids**



State HMGP SOP



Plans and Policy Letters





Hazard Mitigation Grant Program



Roles and Responsibilities:

Local Governments – Ultimately responsible for applying for and completing mitigation work

State – Direct, facilitate and oversee mitigation work

FEMA – Guide and fund mitigation work

Types of Mitigation Grants:

Non-Disaster (Annual) –

Building Resilient Infrastructure in Communities (BRIC)

Flood Mitigation Assistance

Disaster (Event Based) –

Hazard Mitigation Disaster Grants

**CPF Note*



What are typical mitigation projects?

- Residential –
 - Eliminate Risk – Acquisitions (Buyouts)
 - Reduce Risk - Elevations
- Infrastructure
 - Community Flood Control
 - Storm Water Management
 - Retention/Detention Ponds
 - Stream Restoration
- Smaller Projects:
 - Generators
 - Stream Gauges



Who Can Apply?

Local Governments
States
Tribes
Territories

Who *Cannot* Apply?

Individual Homeowners
Business Owners



Hazard Mitigation Grant Program



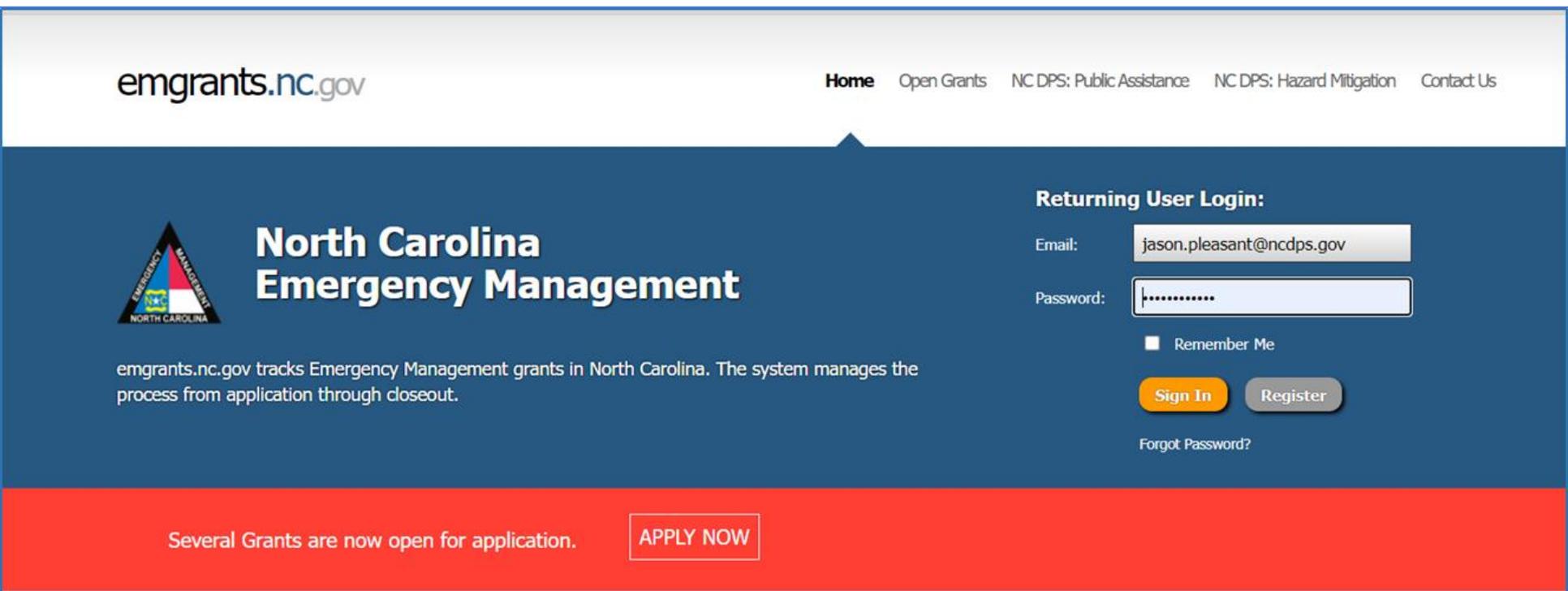
When Can We Apply?

BRIC/FMA – August/September. Applications are due the following January Notices of Funding Opportunity (NOFOs) will specify deadlines for LOIs

HMGP – As disasters are declared. Applications are due on the anniversary Notices of Funding Availability (NOFAs) will specify deadlines for LOIs

How Do We Start?

Everything starts with a Letter of Interest (LOI) in EMGrants. Following an NOFO/NOFA.



The screenshot shows the homepage of the Emergency Management Grants website. At the top left is the URL "emgrants.nc.gov". To the right is a navigation menu with links for "Home", "Open Grants", "NC DPS: Public Assistance", "NC DPS: Hazard Mitigation", and "Contact Us". Below the navigation is a dark blue banner. On the left side of the banner is the North Carolina Emergency Management logo, which is a triangle with "EMERGENCY" on the left, "MANAGEMENT" on the right, and "NORTH CAROLINA" at the bottom. To the right of the logo is the text "North Carolina Emergency Management". Below this text is a paragraph: "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout." On the right side of the banner is a "Returning User Login:" section. It contains an "Email:" field with the value "jason.pleasant@ncdps.gov", a "Password:" field with masked characters, a "Remember Me" checkbox, a "Sign In" button, and a "Register" button. Below the login section is a red banner with the text "Several Grants are now open for application." and a white "APPLY NOW" button.

emgrants.nc.gov

[Home](#) [Open Grants](#) [NC DPS: Public Assistance](#) [NC DPS: Hazard Mitigation](#) [Contact Us](#)



North Carolina Emergency Management

emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

Remember Me

[Sign In](#)

[Register](#)

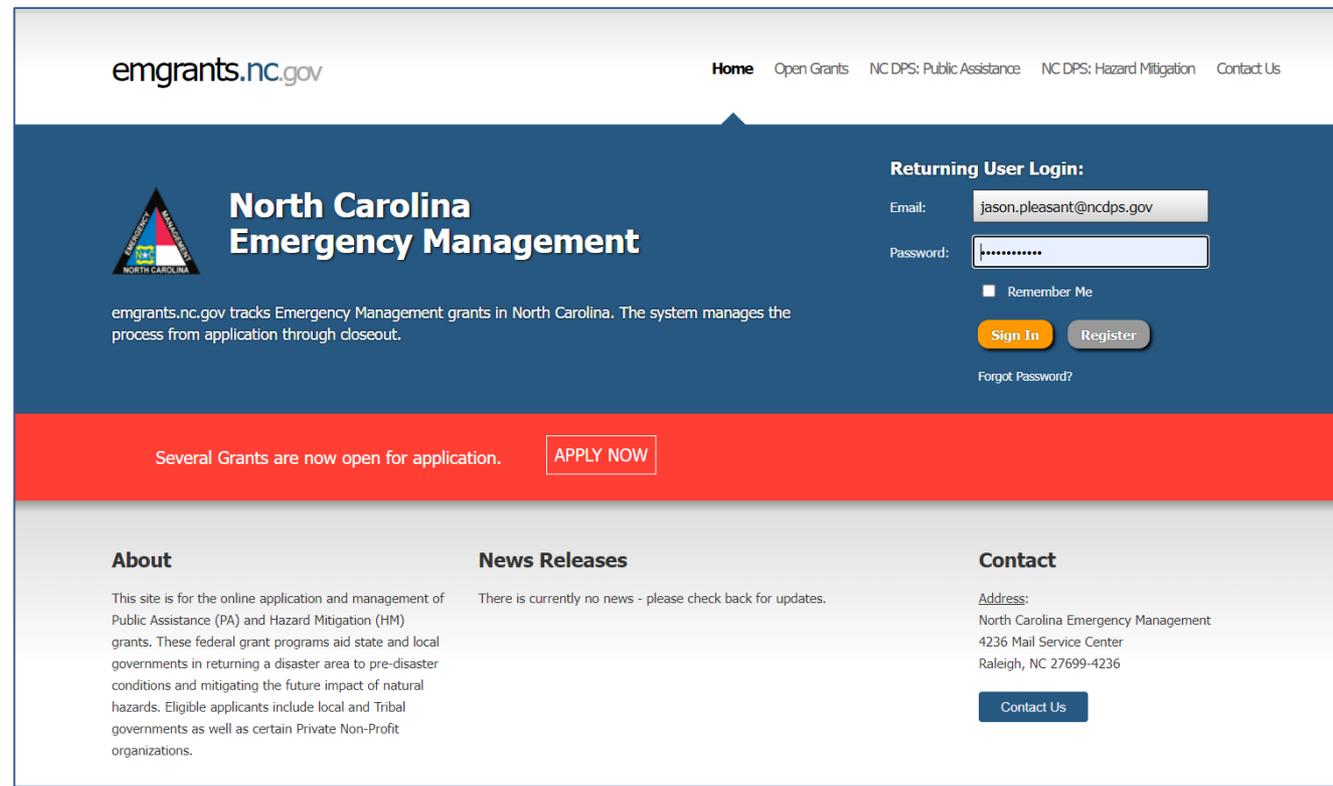
[Forgot Password?](#)

Several Grants are now open for application.

[APPLY NOW](#)

All Letters of Interest (LOIs) are submitted in EMGrants

Note; LOIs are the “start point” for any mitigation project application.



The screenshot shows the homepage of the emgrants.nc.gov website. At the top, there is a navigation bar with links for Home, Open Grants, NC DPS: Public Assistance, NC DPS: Hazard Mitigation, and Contact Us. The main content area features the North Carolina Emergency Management logo and the text "North Carolina Emergency Management". Below this, a description states: "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout." To the right, there is a "Returning User Login:" section with input fields for Email (jason.pleasant@ncdps.gov) and Password, a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A "Forgot Password?" link is also present. A red banner at the bottom of the main content area contains the text "Several Grants are now open for application." and an "APPLY NOW" button. The footer section is divided into three columns: "About" (describing the site's purpose for online application and management of Public Assistance and Hazard Mitigation grants), "News Releases" (stating there are currently no news), and "Contact" (providing the address: North Carolina Emergency Management, 4236 Mail Service Center, Raleigh, NC 27699-4236, and a "Contact Us" button).



Hazard Mitigation Grant Program



Helpful hints for LOIs;

Gain access to EMGrants and FEMA Go early.

For each property - Screen properties for cost effectiveness, repetitive loss (flood zone), provide signed homeowner applications and paperwork, photos, maps, etc...

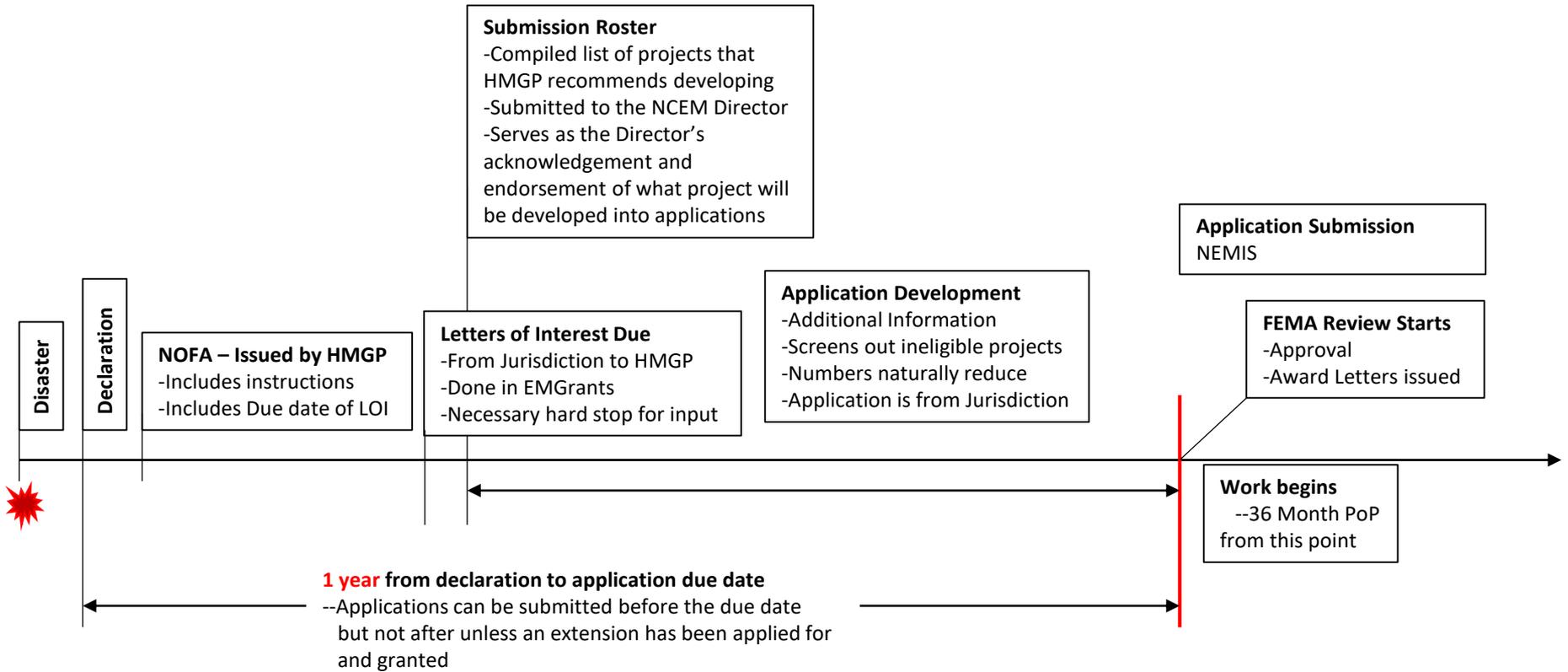
For the local government – Get a Designated Agent form filed, make sure the mitigation activity is in the local HM Plan, etc...

Start early, have a running list of properties or projects ready to go

Focus on Disaster Grants



Application Development for a Disaster Overview



Step 1 - Following a disaster a county holds public meetings to gauge interest in HMGP



Step 2 – County submits a Letter of Interest (LOI) in EMGrants describing the project



Create New Request

Submit New Reimbursement

More

- Summary
- Accounts
- Projects
- Payments
- Progress Reports
- Contacts
- Notes
- Documents
- History

Applicant Details

UEI: _____

Grants Portal Organization ID: 97 _____

Account Count: _____

Project Count: _____

Progress Report Count: _____

Eligible Obligated: _____

Federal Obligated: _____

State Obligated: _____

Local Share: _____

Apply for a Grant

To apply for a PA or FMAG grant, FEMA's Grants Portal must be used. Click the following link to be automatically redirected: <https://grantee.fema.gov>

Grant:

Project Type:

Apply for a Grant

There are currently 12 Grants open. If you wish to apply, please click the Apply Now button below.

Resources

- NC DPS: Public Assistance
- NC DPS: Hazard Mitigation
- News Archive

Pending Letters of Interest

Letter of Interest

FMA 2019 - FMA (FMA) Pamlico County - 2019 FMA - Elevation - Elevation

This Letter of Interest is still pending and has not been submitted. Please complete the form by clicking the button below. *Note: The submission deadline date for*



LOI Priorities

Ranking and Scoring Rubric for DR-4568-NC HMGP LOIs

For DR-4568, the State of North Carolina plans to prioritize 3 main project categories and allocate a portion of funding to each category:

- Residential Mitigation
- Commercial Structure mitigation (at the Director's Discretion)
- Infrastructure Mitigation

Location

| Priority | Category | Scoring |
|------------|---|---------|
| Priority 1 | Projects Located in Declared Counties | +7 |
| Priority 2 | Projects Located in Non-Declared Counties with documented Isaias-related Damage | +4 |
| Priority 5 | Projects Located Outside of Priority Areas listed above | +1 |

RESIDENTIAL MITIGATION

| Priority | Category | Scoring |
|------------|---|---------|
| Priority 1 | Mitigating Residential Structures with displaced homeowners | +10 |
| Priority 2 | Residential Structures with documented damages by Matthew, Florence and Isaias | +7 |
| Priority 3 | Mitigating Residential Structures Substantially Damaged during Isaias | +5 |
| Priority 4 | Mitigating Severe Repetitive Loss (SRL)/Repetitive Loss (RL) Residential Structures Damaged during Isaias | +3 |
| Priority 5 | Mitigating other Unmet Residential Needs as recommended by the County/City based on local conditions | +1 |

COMMERCIAL MITIGATION

| Priority | Category | Scoring |
|------------|--|---------|
| Priority 1 | Mitigating Commercial Structures Substantially Damaged during Isaias | +7 |
| Priority 2 | Mitigating Commercial Structures Damaged during Isaias | +5 |
| Priority 3 | Mitigating other Unmet Needs as recommended by the County/City based on local conditions | +3 |

INFRASTRUCTURE MITIGATION

| Priority | Category | Scoring |
|------------|--|---------|
| Priority 1 | Flood Mitigation for Critical Facilities | +7 |
| Priority 2 | Stormwater Drainage improvements and related mitigation measures | +5 |
| Priority 3 | Flood Mitigation for non-critical facilities | +2 |

Step 3 – State and County build the project application

Letter
Of
Interest

We have work together to
turn LOIs into full applications

Application

The Letter of Interest is a “start point”.

It is critical that you provide as much (if not all) information for an application. Detailed Budgets, Specifications, Scopes of Work, Property Details, Signed Homeowner Applications, Photos, Maps....

This,

“Random County
needs \$200,000 to
elevate 1 home”

Turns into...

Hazard Mitigation Grant Program



HAZARD MITIGATION GRANT PROGRAM ACQUISITION/DEMOLITION PROJECT APPLICATION

A. Applicant/Subapplicant Information

- Applicant/Subapplicant Legal Name: **Lenoir County**
- Organizational Unit, County / Local Government: _____
- Project Title: **Lenoir County Acquisition/Demolition**
- Applicant/Subapplicant Type: **Local Government**

5. Proposed Project Total/Cost: \$ 539,455.28
Federal share (75 %): \$ 404,811.96 Local share (25 %): \$ 134,671.32

6. Certifications
The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program, as contained in the program guidelines, and affirms that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant duly authorized the document, and hereby applies for the assistance documented in this application. The applicant recognizes that the project may proceed ONLY AFTER FEMA APPROVAL is granted.

| | | |
|---|--------------------|--------------|
| Samuel Komegy | Deputy Director EM | 252-598-1911 |
| _____ Special Name of Authorizer Representative/Assistant Agent | Title | Phone Number |
| _____ Signature of Authorized Representative/Assistant Agent | Date signed | |

7. Does your community or Tribe have a current FEMA approved hazard mitigation plan? **Yes**

Title of the Plan: **Neesee River Basin Regional Multi-Jurisdictional HMP Adoption date: 6/1/2021**

Location of project shown in mitigation plan strategies: **Page: 157 Section: _____**

Does the project align with the State/Tribal Hazard Mitigation Plan? **Yes If so, Page: 285 Section _____**

8. Does the community participate in the National Flood Insurance Program (NFIP)? **Yes**

9. Tax ID Number: **58-60000314** FIPS Code (5 digits): **37107**
Community ID Number (6 digits): **37107** UEN Number: _____

North Carolina Emergency Management Project Grant Application

**Section 1
Property Site Inventory (Part 1 of 4)**

Note: Please complete and submit a full Property Site Inventory for each structure involved in an acquisition, elevation, or mitigation reconstruction project. This form must be signed by the property owner or participation in the program must be voluntary. NCEM will only accept this form for inclusion in a mitigation project.

Attach six color, satellite coordinates (if available), proof of flood insurance (if available), and photographs of each property (one photo of each side).

Owner Information

- Name of Structure Owner to: **Timothy Roberts/Shaile Roberts**
- Name of Property/Land Owner to: **Timothy Roberts/Shaile Roberts**
- Street Address (including city, state, and zip code) in Presently-occupied Location of the damaged property: **919 William Vaise Ln
Kinston, NC 28502**
- Mailing Address (if different than site address): _____
- Contact Phone Number: **(252) 579-0845**

Are you a citizen of the United States? **Yes** No

Are you a non-citizen national of the United States? Yes No

Are you a qualified alien of the United States? Yes No

(Note: You must provide documentation at time of closing)

Have you applied for disaster assistance in the past ten (10) years? **Yes** No

If Yes, provide FEMA Registration #: _____

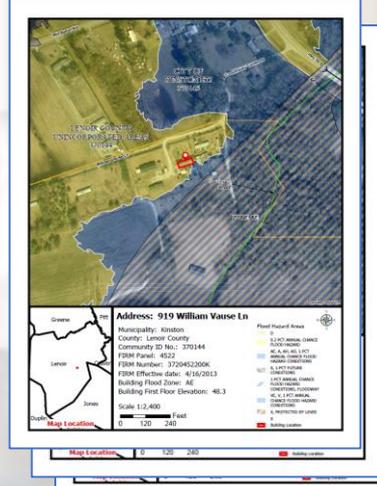
Which disaster? **Methuen**

Did you have flood insurance on the structure at the time of loss? **Yes** No

Was your home determined to be substantially damaged by local officials? **Yes** No

How many claims have you filed for flood insurance in the past 10 years? _____

Page 1



DPS North Carolina Department of Public Safety
Emergency Management

September 1, 2021

Renee Ghallibi Esley
State Historic Preservation Office
4101 Mail Service Center
Raleigh, NC 27608-4017

Subject: Request for Information about proposed Federal Emergency Management Agency (FEMA) project, Hazard Mitigation Grant Program (HMP), 100-488 Interstate Initiative.

Dear Ms. Ghallibi Esley:

The North Carolina Commission has applied to the FEMA for a grant under FEMA's HMP. HMP is a grant program for funding for mitigation of historic or otherwise historic disaster damage and disaster relief expenditures. These criteria and project ideas have been prepared to improve or enhance existing properties to reduce or mitigate future property loss and damage. Several construction has applied for Information, Early Warning and Pre-disaster projects.

It is important, and a prerequisite requirement, that you coordinate with the State Historic Preservation Office (SHPO), United States Army Corps of Engineers (USACE), North Carolina Department of Transportation (NCDOT), North Carolina Wildlife Resources Commission (NCWRC) and the North Carolina Division of Emergency Management (NCEM) before preparing and submitting a proposal for funding. It is important that you obtain all necessary permits and approvals for the project. It is important that you obtain all necessary permits and approvals for the project. It is important that you obtain all necessary permits and approvals for the project.

It is also important that you ensure a complete bid from you to coordinate the bid modification. You will receive a bid from you to coordinate the bid modification. You will receive a bid from you to coordinate the bid modification. You will receive a bid from you to coordinate the bid modification.

Thank you for your response to this invitation to provide your information. Your response to this invitation to provide your information. Your response to this invitation to provide your information. Your response to this invitation to provide your information.

Very truly yours,

North Carolina Division of Emergency Management

TOWN COUNCIL
LOUISE W. HIRSHON
KATE C. BOWEN
LYNETT HORN

Mayor
BRENDIA BROWN
TOWN MANAGER
RANDY LANSING

Joseph Hassard, HMP/DP Development Supervisor
NCEM Hazard Mitigation
200 Park Offices Dr
Kinston, NC 27715

Randy Lansing, Town Manager
Town of Kinston
200 Park Offices Dr
Kinston, NC 27715

Telephone: 252-499-4331



| BUDGET INFORMATION - Construction Programs | | | |
|---|-----------------|---|---|
| COST CLASSIFICATION | A - Total Cost | B - Costs Not Allowable for Participation | C - Total Allowable Costs (Column A) - (Column B) |
| 1. Administrative and legal expenses | \$ 25,000.00 | \$ | \$ 25,000.00 |
| 2. Land, structures, rights-of-way, appraisals, etc. | \$ 5,355,327.28 | \$ | \$ 5,355,327.28 |
| 3. Relocation expenses and payments | \$ 43,200.00 | \$ | \$ 43,200.00 |
| 4. Architectural and engineering fees | \$ | \$ | \$ |
| 5. Other architectural and engineering fees | \$ | \$ | \$ |
| 6. Project insurance fees | \$ 52,500.00 | \$ | \$ 52,500.00 |
| 7. Site work | \$ | \$ | \$ |
| 8. Demolition and removal | \$ | \$ | \$ |
| 9. Construction | \$ | \$ | \$ |
| 10. Equipment | \$ | \$ | \$ |
| 11. Miscellaneous | \$ | \$ | \$ |
| 12. SUBTOTAL (sum of lines 1-11) | \$ | \$ | \$ |
| 13. Contingencies | \$ | \$ | \$ |
| 14. SUBTOTAL | \$ | \$ | \$ |
| 15. PROJECT PROGRAM INCOME | \$ | \$ | \$ |
| 16. TOTAL PROJECT COSTS (SUBTOTAL #16 FROM #14) - (Column 15) | \$ | \$ | \$ |

FINAL PUBLIC NOTICE

The Federal Emergency Management Agency (FEMA) and North Carolina Emergency Management (NCEM) has received the following application for Federal grant funding. This is a public notice of FEMA's consideration to provide funding to the State of North Carolina.

Under the National Environmental Policy Act (NEPA), related actions used to review and make the final decision on the proposed project. The proposed project is to acquire and demolish 200 Park Offices Dr. The proposed project is to acquire and demolish 200 Park Offices Dr. The proposed project is to acquire and demolish 200 Park Offices Dr.

Project Title: **200 Park Offices Dr, Kinston, NC 27715**

Location of Project: **200 Park Offices Dr, Kinston, NC 27715**

Project Description: **Acquire and demolish 200 Park Offices Dr, Kinston, NC 27715**

Project Status: **Final Public Notice**

Project Dates: **September 1, 2021 to September 30, 2021**

Project Contact: **Joseph Hassard, HMP/DP Development Supervisor, NCEM Hazard Mitigation, 200 Park Offices Dr, Kinston, NC 27715, Telephone: 252-499-4331**

NCEM HAZARD MITIGATION DEMOLITION OF APPLICANT'S ASSET

APPLICANT: **LENOIR COUNTY**

PROJECT: **ACQUISITION AND DEMOLITION OF 200 PARK OFFICES DR, KINSTON, NC 27715**

| PRIMARY KEY | SECONDARY KEY |
|---------------------------------------|---------------------------------------|
| Team Lead: Randy Lansing | Team Lead: Samuel Komegy |
| Project Manager: Randy Lansing | Project Manager: Samuel Komegy |
| Team Lead: Randy Lansing | Team Lead: Samuel Komegy |
| Project Manager: Randy Lansing | Project Manager: Samuel Komegy |
| Team Lead: Randy Lansing | Team Lead: Samuel Komegy |
| Project Manager: Randy Lansing | Project Manager: Samuel Komegy |

APPLICANT'S CONTACT INFORMATION:

Name: **Samuel Komegy**
Title: **Deputy Director EM**
Phone: **252-598-1911**
Email: **skomegy@lenoircountync.gov**

APPLICANT'S CONTACT INFORMATION:

Name: **Randy Lansing**
Title: **Town Manager**
Phone: **252-499-4331**
Email: **rlansing@lenoircountync.gov**

APPLICANT'S CONTACT INFORMATION:

Name: **Joseph Hassard**
Title: **HMP/DP Development Supervisor**
Phone: **252-499-4331**
Email: **jhassard@ncem.gov**

FEMA Deed Restriction

This is a FEMA Deed Restriction that supports 44 C.F.R. Part 80 requirements. Applications requesting mitigation assistance to acquire properties for open space purposes must include a copy of the deed restriction language proposed to meet these requirements.

The deed conveying the property to the locality must reference and incorporate Article 4 (or equivalent name) and variation from the model deed restriction can only be made with prior approval from FEMA's Office of Chief Counsel. Such requests should be made to the FEMA Regional Administrator at the relevant State or Tribal Office. UEN# 4611 should be attached to the deed when recorded.

Article 4:

In reference to the property or properties ("Property") conveyed by the deed between [applicant name] participating in the federally assisted acquisition project ("the Grant") and the local government, ("the Grantor"), its successors and assigns:

SUBJECT: THE APPROPRIATE MITIGATION GRANT PROGRAM AND DEED IT ALL OTHERS.

WHEREAS, the Hazard Mitigation Assistance Program, as authorized by the National Flood Insurance Reform Act of 1988 (Sections 1366 and 1367, 42 USC 16120a, 1204c), identifies the use of FEMA funds for planning and carrying out activities designed to reduce the risk of flood damage to structures insurable under the National Flood Insurance Program;

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, ("The Stafford Act"), 42 U.S.C. § 5121 et seq., identifies the use of disaster relief funds under § 5120, Hazard Mitigation Grant Program, including the acquisition and relocation of structures in the floodplain;

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, ("The Stafford Act"), 42 U.S.C. § 5121 et seq., identifies the use of pre-disaster mitigation grants under § 5133, The Disaster Mitigation, to assist States and local governments in implementing cost-effective hazard mitigation measures to reduce injuries, loss of life, and damage and destruction of property;

WHEREAS, the Respective Flood Claims program, as authorized by Section 1332 of the National Flood Insurance Act of 1968 (42 USC 16108), as amended by the Hurricane Protection Reauthorization Act of 2004, Public Law 108-264, identifies the use of IFCL funds for reducing flood damage to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the present savings to the National Flood Insurance Fund in the shorter period of time;

WHEREAS, the Severe Repetitive Loss Risk Program, as authorized under Sections 1381(A) of the National Flood Insurance Act of 1968 (42 USC 16108), as amended by the Hurricane Protection Reauthorization Act of 2004, Public Law 108-264, identifies the use of IFCL funds for reducing flood damage to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the present savings to the National Flood Insurance Fund in the shorter period of time;

North Carolina Division of Emergency Management Maintenance Agreement

All Applicants must sign this maintenance agreement should the proposed project involve the removal or modification of existing public property or install the public ownership or management of property, structures, equipment, or facilities.

The Town of Kinston, of the State of North Carolina, here by agrees that if it receives any Federal aid as a result of a mitigation project application, it will accept responsibility, at its own expense, for the routine maintenance of any property, structures, equipment or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, brush, culverts, and storm drain clear of obstructions and debris; maintaining storm drains of debris, trees, and woody growth; and maintaining equipment in an operable state.

By signing this agreement, the Applicant acknowledges and accepts its maintenance responsibility to preserve the long-term mitigation effectiveness of the project. It does not replace, supersede, or add to any other maintenance responsibility imposed by Federal laws or regulations which are in force on the date of this project award.

Project Name: **Acquisition and Demolition of 200 Park Offices Dr, Kinston, NC 27715**

Project Location: **200 Park Offices Dr, Kinston, NC 27715**

Project Dates: **September 1, 2021 to September 30, 2021**

Project Contact: **Joseph Hassard, HMP/DP Development Supervisor, NCEM Hazard Mitigation, 200 Park Offices Dr, Kinston, NC 27715, Telephone: 252-499-4331**

Project Status: **Final Public Notice**

Project Dates: **September 1, 2021 to September 30, 2021**

Project Contact: **Joseph Hassard, HMP/DP Development Supervisor, NCEM Hazard Mitigation, 200 Park Offices Dr, Kinston, NC 27715, Telephone: 252-499-4331**

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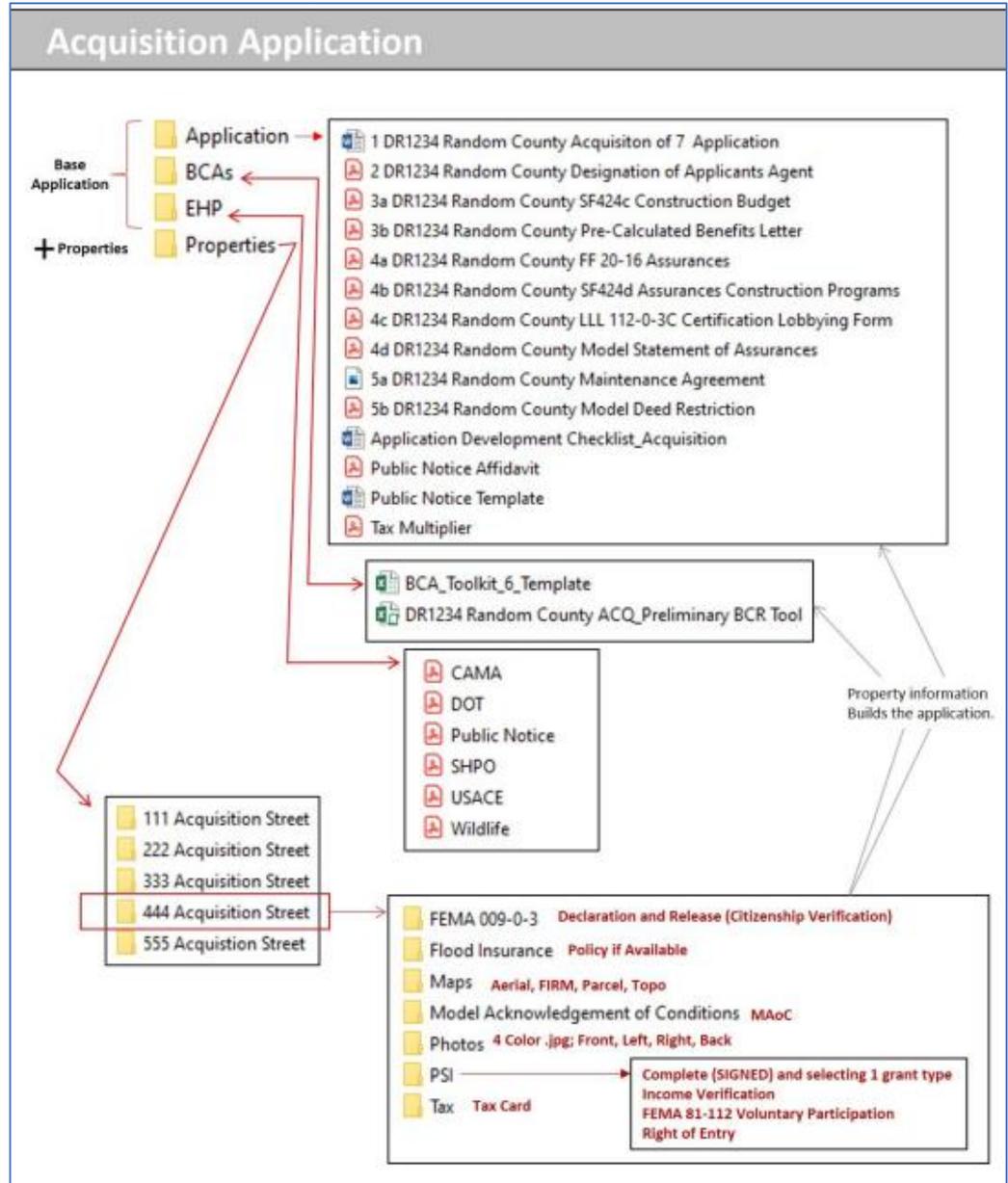
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Project Contact: **Joseph Hassard, HMP/DP Development Supervisor, NCEM Hazard Mitigation, 200 Park Offices Dr, Kinston, NC**

What does a sub-application look like?





Hazard Mitigation Grant Program



Step 4 – Project Sub-Application is submitted to FEMA Region IV in Atlanta

NEMIS / HMGP Version 4.05.01 04/07/2022

File Disaster Projects Funding Plans Repository Admin Window Help



Select Project: Application Development - Disaster 4393

HMGP APPLICATION: DISASTER #: 4393 FEMA PROJ #: 46-R APPLICATION ID: 89 AMENDMENT #: 0

Authorization | Management Cost

Applicant Information | Problem & Risk Data | **Project Info** | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assurance | Public Notice | Attachments | Eligibility Review | Property Site Inventory | Lat/Lon

*Project Title: Guilford County: Acquisition Project

Project Description

Guilford County proposes to acquire and demolish two (2) residential structures located within the boundaries of the special flood hazard area (Zone AE). A list of the properties is provided in the attached Property Site Inventory (PSI) Spreadsheet with other applicable costs and relevant data. The properties were damaged by flooding caused by Hurricane Florence and are at risk of flooding in future events.

The structures will be demolished, including complete removal of the existing foundations. If complete removal is not possible, then the existing foundations will be taken down to a depth of approximately 2 to 3 feet below the soil surface and adequately drilled to allow for drainage. Ground disturbance will be limited to the immediate area of the demolished properties, and the staging areas will be located within the footprint of the existing property boundaries. Debris will be removed and the ground will initially be stabilized with clean soil, then graded and seeded to prevent erosion.

All demolition/construction activities will comply with North Carolina and local building code requirements and specifications. Necessary environmental protection measures will be taken to ensure compliance with applicable regulations. The properties will be maintained as open space in perpetuity in accordance with FEMA requirements and this process would substantially reduce the risk of future damage, hardship, loss or suffering resulting from future flooding as the structure and homeowner will be removed from the area of flood risk.

State Legislative District
State * District Id

New Delete

Project Type | County Code | Congressional District | Community Names/Codes * | Hazard Type

| Project Code | Description |
|--------------|--|
| 91.1 | Local Multihazard Mitigation Plan |
| 92.1 | State Multihazard Mitigation Plan |
| 93.1 | Tribal (Local) Multihazard Mitigation Plan |

| Project Code | Description |
|--------------|---|
| 200.1 | Acquisition of Private Real Property (Structures and Land) - Riverine |

Project Description Attachment

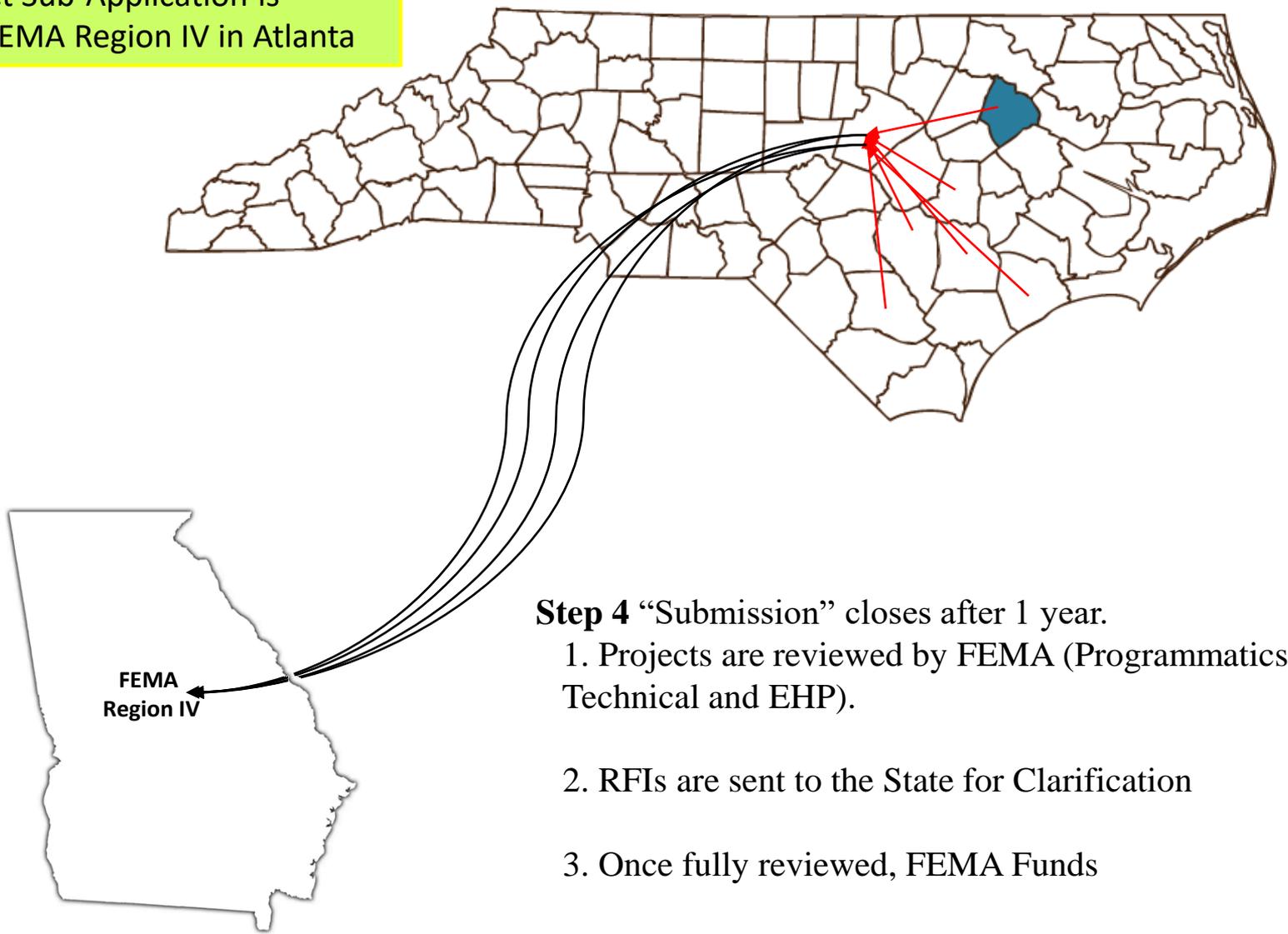
| Document Type | Document Title | File Name | Document Status |
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Attach View Delete

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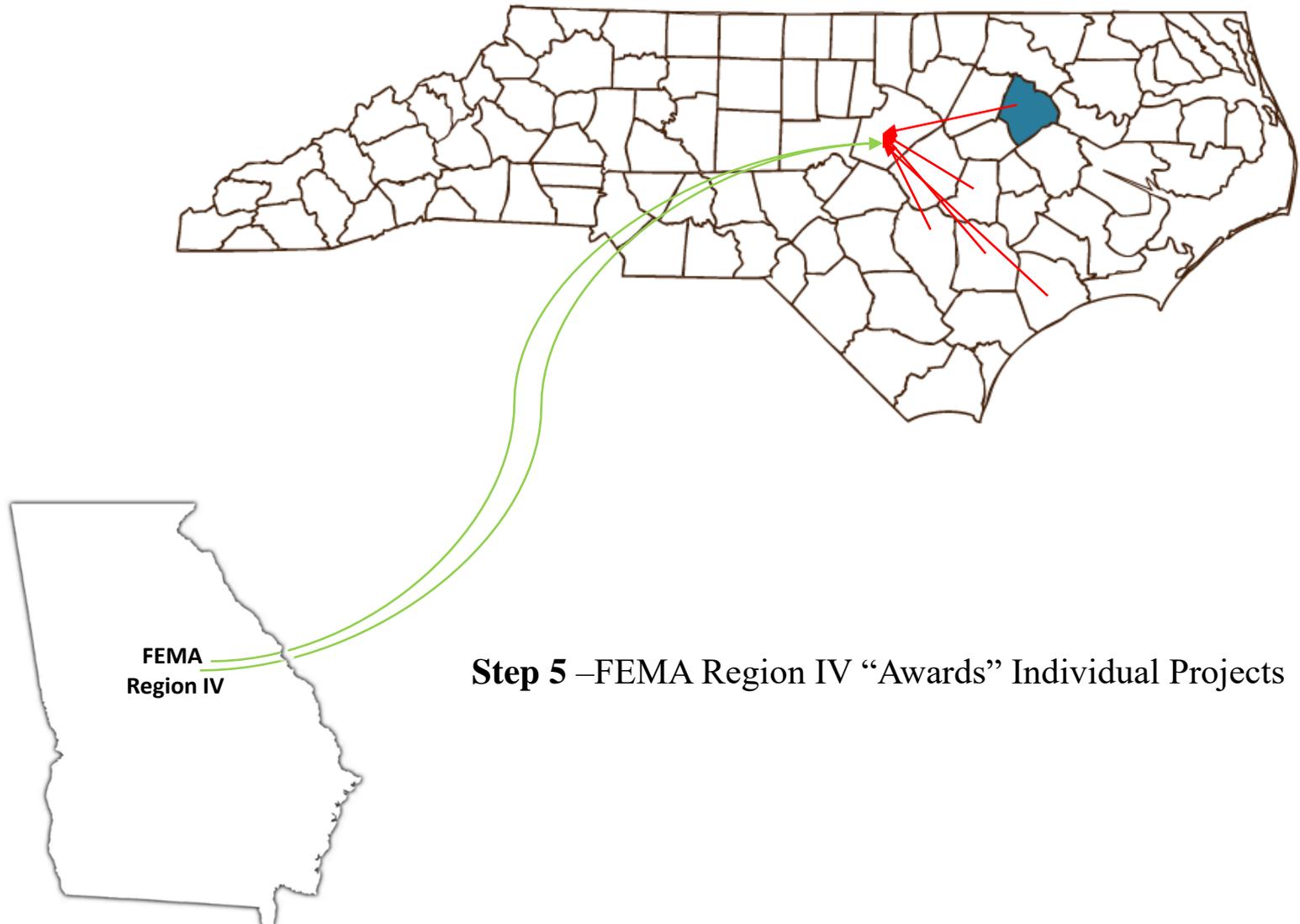
Save * Required for Project Submission ** Required before Project Closeout Amend Close

Step 4 – Project Sub-Application is submitted to FEMA Region IV in Atlanta



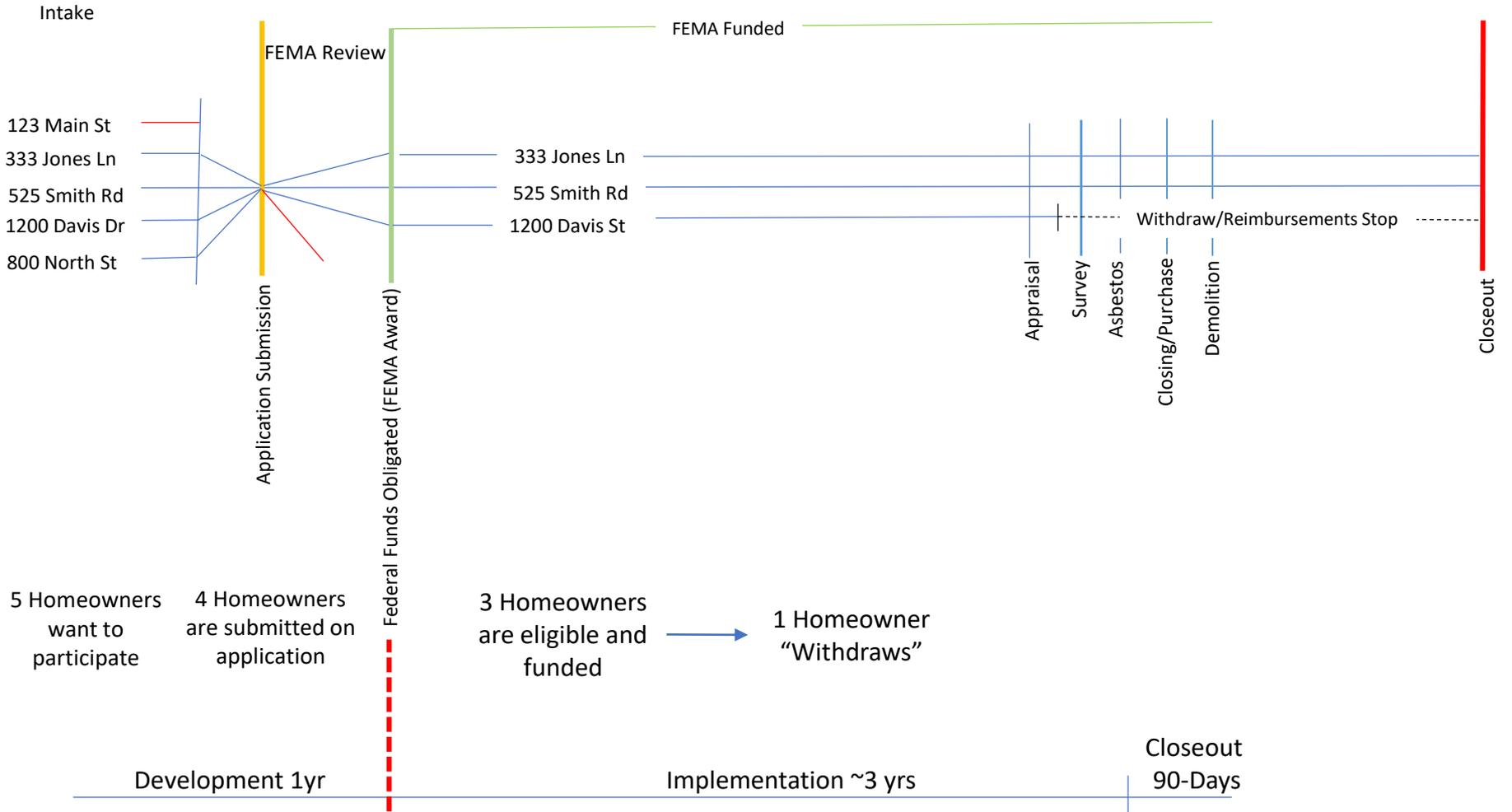
Step 4 “Submission” closes after 1 year.

1. Projects are reviewed by FEMA (Programmatics, Technical and EHP).
2. RFIs are sent to the State for Clarification
3. Once fully reviewed, FEMA Funds



Step 5 –FEMA Region IV “Awards” Individual Projects

Hazard Mitigation Grant Program



Takeaways

- Time and complexity – Set expectations within communities
- FEMA determines *Eligibility*, not the State. The State's goal is to help you submit as many eligible projects as possible.
- Just because you submit an LOI that does not mean it is awarded

This is YOUR project. Stay engaged and connected to the State and Homeowners



Hazard Mitigation Grant Program



Questions?

Contact Information

[Jason Pleasant - jason.pleasant@ncdps.gov](mailto:jason.pleasant@ncdps.gov)

[Portia Baldwin - portia.baldwin@ncdps.gov](mailto:portia.baldwin@ncdps.gov)

[Kaine Riggan - kaine.riggan@ncdps.gov](mailto:kaine.riggan@ncdps.gov)

[Jen Lewis - jennifer.lewis@ncdps.gov](mailto:jennifer.lewis@ncdps.gov)



Hazard Mitigation Grant Program



LUNCH



Hazard Mitigation Grant Program



Subrecipient Management Costs

Steve McGugan, Assistant Director

Purpose

This presentation is being provided to outline the new rules and guidelines for processing and reimbursing subrecipient management costs. It is imperative that all sub-recipients must follow these updated guidelines in order to receive management cost funded for all Disaster and Non-Disaster Grants declared after October 5, 2018.

This presentation will also provide guidance for counties/communities that opt-out of State Centric program, in order to prevent ineligible construction and/or project costs being built into your project budgets.

Agenda

- Federal Policy
- Management Costs
- Eligible Activities
- Disbursements
- Compliance
- Project Costs
- Key Takeaways
- Questions / Guidance



Definitions

Recipients - The State of North Carolina

Subrecipients - Local governments, state agencies, non-federal tribes and private non-profits.

Management Costs- Any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific project under a Disaster or Non-Disaster Grant.

Administrative Costs- Expenses incurred by a subrecipient in managing and administering the federal award to ensure that requirements are met.

Indirect Costs- Sometimes called “Overhead”

- Depreciation or use allowances on buildings and equipment
- Costs of operating and maintaining facilities
- Personnel and accounting administration

Project Management Costs- Any activities that are directly related to a project.

- Architectural
- Engineering
- Design Services

Construction Management Costs (previous called Project Management) - Activities that a Contractor may charge to manage, coordinate and supervise the construction process from project scoping to project completion.

Period of Performance (POP)- For HMGP begins with the opening of the application period and ends no later than 36 months from the close of the application period.

Management Costs Administration Policy

- On October 5, 2018, the President signed the Disaster Recovery Reform Act (DRRA) of 2018 into law. Section 1215 of the DRRA amended Section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The DRRA defines Management Costs as an expense associated with managing specific projects under a Disaster or Non-Disaster Grant
- Section 324(b) of the DRRA establishes the HMGP management cost as follows: Recipients will be reimbursed not more than 15% of the total amount of the HMGP award, of which not more than 10% may be used by the recipient and 5% by the subrecipient.
- FEMA issued an interim policy implementing this amendment HMGP Management Costs (Interim Policy) #104-11-1 signed on November 14, 2018

Note: Key takeaway here - The way you are used to seeing Project Management in previous disasters PRE DR-4364 (Rockingham Tornadoes 2017) has changed.

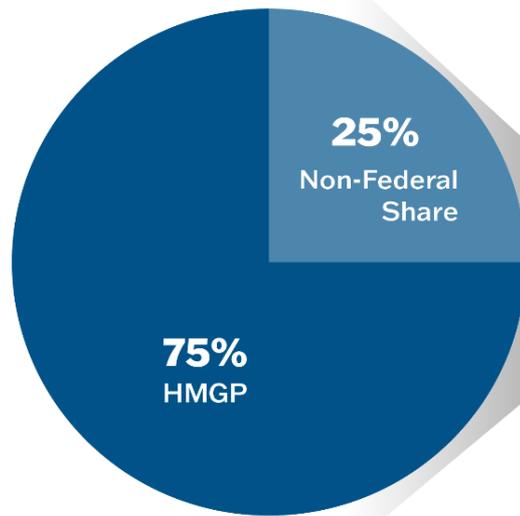
What are Management Costs?

- Management Costs are:
 - Indirect costs
 - Direct administrative costs
 - Any other administrative expense associated with a specific project under a major disaster or Non-Disaster Award
 - Limited to costs incurred for **administering** the FEMA mitigation grant rather than **implementing** the proposed project
- FEMA provides funding at 100% and does not require a non-federal match
- Subrecipient's amount of funds to manage awards are finalized at the 12 months lock-in (Disaster Grant) or at application submission (Non-Disaster Grant)
- Subrecipients may receive reimbursement of eligible Management Costs they **incur** while administering their subgrant, up to 5% of the total subgrant amount. The 5% cap is applied to the total subgrant project cost, including federal and non-federal cost shares.

Note: Key takeaway here - Management costs are for ADMINISTERING the grant, not implementing the project/project execution

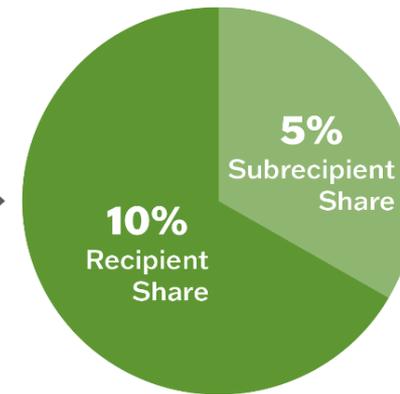
HMGP Management Cost Calculation

HMGP Ceiling
Amount
(12-month lock-in)



75% Federal Share = \$1.5M
25% Non-federal Share = \$500,000
Total = \$2M

Management
Costs



10% Recipient Share = \$200,000
5% Subrecipients Share = \$100,000
15% Total MC = \$300,000

Note: The Subrecipients Management Costs Share is 5% of eligible costs for each awarded project.

Eligible Subrecipient Management Cost Activities

- Personnel (time, effort, pay and activities)
- Fringe Benefits
- Travel (number of trips, mileage, etc.)
- Equipment (depreciable items)
- Supplies (expendable items)
- Contractual Services (not activities)
- Indirect Costs (pre-determined rate for rent, utilities, etc.)

(Activities related to administering the grant itself, not the proposed project)

Eligible Subrecipient Management Costs Indirect Costs

Sometimes called “Overhead”

- Depreciation or use allowances on buildings and equipment
- Costs of operating and maintaining facilities
- General administration and general expenses
- Personnel and accounting administration
- Must be claimed as management costs, **cannot be claimed as project costs**

Note: Staff time can be eligible for Management Costs if the staff is undertaking activities related to the receipt and administration of HMGP funding. Staff (time, effort, pay rate and activities) must be properly recorded to be eligible for reimbursement.

Subrecipient Management Costs

Administrative costs are expenses incurred by a subrecipient in managing and administering the federal award to ensure that requirements are met. Below are examples of eligible activities.

- Developing and submitting project applications
- Preparing and submitting required subaward reports
- Preparing and submitting reimbursement requests
- Corresponding or meeting with NCEM / FEMA (technical assistance or site visits)
- Facilitating and complying with States Subrecipient monitoring efforts and requirements
- Preparing, reviewing, and/or executing contracts and amendments for purposes of securing the subaward
- Conducting compliance activities associated with Federal Procurement requirements
- Documentation of the quality of work verification for quarterly reports and closeout of claims
- Closing out the subgrant (within the approved Period of Performance)

Who is Eligible to Receive Management Costs?

Recipients

- States, territories, and federally-recognized tribes
- A maximum of 10% of the total HMGP grant award can be used as Management Costs by the recipient
- FEMA provides Management Cost funds to the recipient who must offer to subrecipients

Subrecipients

- Local governments, state agencies, non-federal tribes, and private non-profits
- Awarded at not more than 5% of the total amount of subaward
- Subrecipients apply for Management Costs through the recipient
- Recipients will reimburse funds to subrecipient for documented actual costs
- Administrative costs supporting sub-application development may be retroactive

How are Management Costs Obligated?

- Management cost awards will be provided in increments sufficient to cover documented eligible management costs for no more than one year unless contractual agreements require additional funding
- The table below explains how obligations will be handled by the size of the total subaward (federal share and required non-federal share)

| Total Award Amount | Obligation Timeframe |
|---------------------------------|--|
| Over \$1 Million | <ul style="list-style-type: none"> • Subrecipient MC for subawards >\$1M (<u>MC ≥ \$50,000</u>) follows Strategic Fund Management (SFM) process. May/may not be obligated on an annual obligation schedule • FEMA reviews budget and work schedule to ensure incremental obligation based on established project milestones through completion |
| \$500,000 to \$1 Million | <ul style="list-style-type: none"> • Subrecipient MC for subawards between \$500k - \$1M (<u>or MC between \$25K and \$50K</u>) will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than 1 year unless contractual funding is needed • Increment amounts based on applicant budget and schedule |
| Under \$500,000 | <ul style="list-style-type: none"> • Subrecipient MC for subawards under \$500K (<u>MC <\$25K</u>) can be fully obligated at award except for closeout withholding |

Award Adjustments & De-obligation of Management Costs

FEMA will reimburse management costs based upon actual costs, with 100% federal funding up to 5% of the HMGP total award amount for Subrecipients. Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 5% cap for subrecipients based on updated calculations. The State will reconcile subrecipient management costs against actual costs of the total award on a quarterly basis. See examples below.

Initial Project Cost

The subrecipient submits a project application with a budget of \$600,000, the subrecipient can apply for up to \$30,000 in Management Costs (5% of \$600,000). If the subrecipient is awarded \$30,000 for Management Costs, the initial obligation amount is the amount needed for the first year of the project, and then an additional amount will be obligated annually each subsequent year based on need until the \$30,000 is reached

Adjusted Project Cost

If the project application is later adjusted to say \$400,000, the subrecipient's Management Costs subaward would be reduced accordingly (equal to or less than \$20,000, 5% of \$400,000). In this example, FEMA could fully obligate the Management Costs subaward because it would be below the threshold of \$25,000 and no longer subject to incremental funding. The additional amount obligated would depend on the amount previously obligated and the total amount obligated could not exceed 5% of the project award

State Responsibilities-Subrecipient Management Costs

Pre-Award

- Inform subrecipients of Management Costs available for each project award (up to 5%)
- Track subrecipient acceptance/denial of Management Costs
- Apply for Management Costs to FEMA on behalf of subrecipient

Award

- Determine/document submission requirements for paying SRMC
- Reimburse subrecipient Management Costs (up to 5% CAP)
- Monitor and track expenses to ensure appropriate use of subrecipient funds
- Keep full documentation on file for monitoring/audit purposes

Closeout

- Work with subrecipient to audit records and collect missing documents
- Balance financials and update in EMGrants
- Conduct a site visit
- Archive project records

Subrecipient Responsibilities-Management Costs

Pre-Award

- Apply for (request) Management Costs (Non-Disaster submission). HM will do this for subrecipient for a Disaster grant
- Develop Management Costs narrative and budget included with their HMGP application. May apply for no more than 5% of their total subaward amount for management costs.

Award

- In cases of multiple projects and/or disasters with awarded Management Costs, keep a careful financial tracking system to avoid duplication
- Make sure costs are properly categorized as Management Costs
- Include receipts/invoices when submitting reimbursement requests

Closeout

- Determine final amount of Management Costs by reviewing final project cost (account for approved overrun or underruns) and actual Management Costs expenditures
- Confirm there is no double-counting of costs between projects and between disasters
- Retain records for at least three years after last fund disbursement or close-out

Compliance

Monthly Progress Reports

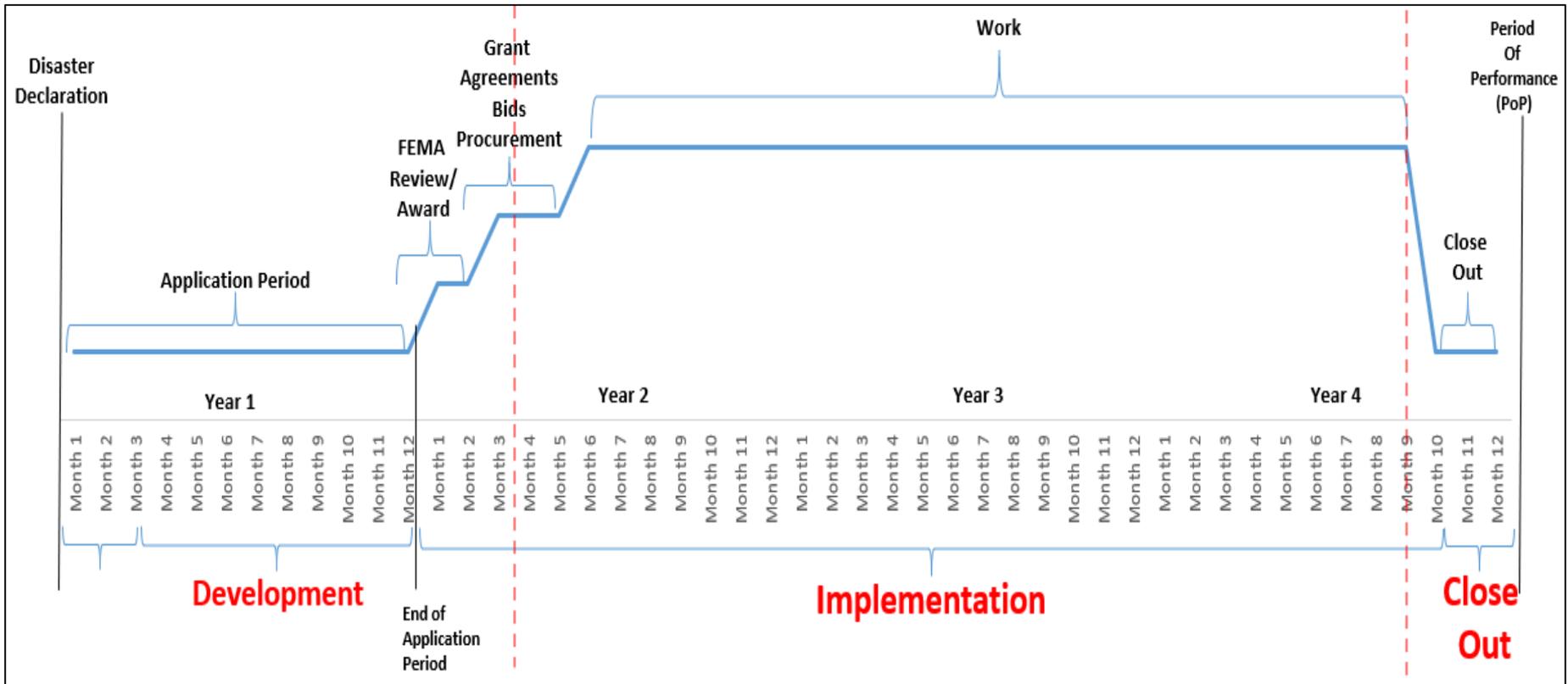
- Management Costs may be withheld by the State if the subrecipients fail to submit monthly progress reports on time and 100% accurate as of the reporting date
- The State will reimburse up to 90% of planned Management Costs for a project incrementally
- The final 10% of eligible Management Costs expenses will be withheld until the final/closeout progress and cost reports are submitted to ensure reimbursements don't exceed 5% of actual project expenditures thus triggering a de-obligation action

Management Costs Schedule

- The State monitors the subrecipient's Management Costs using progress and cost reports submitted monthly or as needed/requested
- If Subrecipient Management Cost funds are not fully expended, remaining funds will be de-obligated

Management Costs Period of Performance

- The State and subrecipient are expected to complete the federal award activities and to incur and expend approved funds within the POP
- The POP for **HMGP** begins with the opening of the application period and ends no later than 36 months after the application period closes



Eligible Project Cost Activities

- Architectural, engineering, and design services
- Construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs

Construction Cost Lines

Acquisitions

- Admin Legal Fees (appraisals, title work, recording fee, surveys and closing)
- Land, Structures & Right of Way (cost to purchase property)
- Relocation Expenses (URA Funds)
- Project Inspection Fees (asbestos/lead paint inspection & abatement)
- Demolition & Removal
- Misc. Construction Management

Elevations

- Cost to Elevate (Construction)
- Title Work
- Deed Recording
- Temporary Relocation
- Pre-Mitigation Survey & Elev. Cert.
- Termite Inspection
- Engineering & Feasibility (Bid Prep)
- Post-Mitigation Survey & Elev. Cert.
- Asbestos/Lead Paint Insp. & Abatement
- Misc. Construction Management

Note: Any activity directly related to a project is not eligible and cannot be included under management costs



Hazard Mitigation Grant Program



Acquisition Bid Sheet

| HMGP Acquisition Bid Sheet | | | |
|----------------------------|---------------------------|---------------|------------|
| Contractor Name | | | |
| Project # | | | |
| Bid Date | | | |
| Bid Summary | | | |
| Work Phase | Itemized Work | Itemized Cost | Phase Cost |
| Pre-Acquisition Work | Intake/DOB Calculation | | |
| | Survey | | |
| | Appraisal | | |
| | Title Research | | |
| | Document Prep | | |
| | | | |
| Acquisition | Legal Fee | | |
| | Home Cost | | |
| | Closing Fees | | |
| | | | |
| Site Demolition | Asbestos/Lead Inspection | | |
| | Asbestos/Lead Remediation | | |
| | Structure Demolition | | |
| | UST/Other clearance | | |
| | Grade/Seed | | |
| | | | |
| Project Management | | | |
| Fee | | | |
| Total Bid: | | | |
| Total Project Time | | | |



Hazard Mitigation Grant Program



Elevation Bid Sheet

| HMGP Elevation Bid Sheet | | | |
|---------------------------------|------------------------------|---------------|------------|
| Contractor Name | | | |
| Project # | | | |
| Bid Date | | | |
| Bid Summary | | | |
| Work Phase | Itemized Work | Itemized Cost | Phase Cost |
| Pre-Elevation Activities | | | |
| | Pre-Survey | | |
| | Title Research | | |
| | Engineering | | |
| | Asbestos/Lead Inspection | | |
| | Asbestos/Lead Remediation | | |
| | Temporary Lodging | | |
| | | | |
| Construction | | | |
| | Utility Disconnect/Reconnect | | |
| | Raise/Lower | | |
| | Foundation Demo | | |
| | Foundation Construction | | |
| | Porches/Ramps | | |
| | | | |
| Post Elevation | | | |
| | Grade/Seed | | |
| | Record Fee | | |
| | | | |
| Project Management | | | |
| Fee | | | |
| Total Bid: | | | |
| Total Project Time | | | |

Subrecipient Management Costs

For any declarations or awards issued on or after October 5, 2018, FEMA HMGP Management Costs (Interim) Policy #104-11-1 requires the following:

As part of the management costs application process, subrecipients must provide a budget and narrative describing their anticipated management costs activities and expenses.

Sub-recipients must provide this budget narrative and request for annual SRMC to HM either after signing their MOA or anytime after notification of award

Costs Categories include:

- Staff Position(s)
- Hourly/salary wage rate of employees
- Estimated number of hours
- Fringe Benefits- should be included during work over the life of the award
- Contractual Services- should be described and detailed rate specific to the project

Key Takeaways

- Subrecipient Management Costs are based on **ACTUAL** costs with 100% federal funding for up to 5% of the total award amount
- Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 5% cap for subrecipients based on updated calculations
- MC will be adjusted throughout the grant lifecycle (pre-award to closeout). The State will reconcile Subrecipient Management Costs against **ACTUAL** costs of the total award on a quarterly basis
- Subrecipients will be reimbursed up to 5% of submitted **ACTUAL** costs expensed. Final adjustments to management costs will be made at closeout when the total award amount is determined based on actual costs to complete the scope of work
- Any activities directly related to a project are not eligible under management costs. For example, architectural, engineering, and design services are project costs and cannot be included under management costs
- Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are construction costs. These activities cannot be included under management costs
- All management costs and project/construction costs must be submitted for reimbursement with required documentation to the State within 30-days of project completion or by the end of the period of performance date, whichever occurs first. Unspent funds will be de-obligated by FEMA during closeout.
- As soon as a county signs their MOA for management of the grant, or before, HM must receive your planned yearly need of SRMC, so HM can go to FEMA and have that amount loaded into the Payment Management System (PMS)



Hazard Mitigation Grant Program



Questions?



Hazard Mitigation Grant Program



Project Implementation and Reimbursements

Dalton Canter, Project Manager Team Lead
Fred Lewis, Project Manager
Keauna Havvard, Legal Specialist

Agenda

- Project Implementation Process
- How to prepare a Request for Reimbursement (RFR)
- Required Documents for RFRs
- Questions



Award
 Property 1
 Property 2
 Property 3



MOA
 MOA# 4393-0000
 County: X
 MOA Amount:
 \$123,456
 This Memorandum of Agreement is between the County of X and the North Carolina Department of Public

OR

GA
 GA# 4393-0000
 County: X
 MOA Amount:
 \$123,456
 This Grant Agreement is between the County of X and the North Carolina Department of Public Safety, Division of



County X
 Emergency Management
 111 Office Street
 County X, NC 22222
 (123)-456-7890



Hazard Mitigation Grant Program



Memorandum of Agreement (MOA)

An MOA is a legal binding agreement between the State of North Carolina and the sub-applicant that allows the State of North Carolina to carry out mitigation projects on behalf of the sub-applicant.

State Centric MOA - Documents

- The following documents are needed from the Sub-applicant to prepare the MOA
 - The State Centric Election form
 - Must opt-in or opt-out on the form
 - Must be signed and dated by the Designated Agent or Point of Contact
 - The Designated Agent (DA) form
 - The Primary or Secondary Agent on the DA Form will sign the MOA
 - Must reflect current DA Primary or DA Secondary Agent

HMGP/FMA/BRIC Grant Agreements

A Grant Agreement is a legal binding agreement under FEMA's Hazard Mitigation Grant Program. The agreement between FEMA and the State of North Carolina allows the state to issue funding to approved sub-recipients to carry out mitigation projects and develop hazard mitigation plans.

HMGP Grant Agreements

If the sub-applicant opts-out of the State Centric Program:

- The sub-recipient will budget and manage the mitigation project from start to finish.
- The subrecipient must provide a business plan outlining the scope of work to be performed, a budget plan, and the capability of completing the work by the period of performance date.

HMGP Grant Agreements

- The following document is needed from the Sub-applicant to prepare the Grant Agreement
 - The Designated Agent (DA) form
 - The Primary or Secondary Agent on the DA Form will sign the MOA
 - Must reflect current DA Primary or DA Secondary Agent

Implementation and Project Management Kickoff Meetings

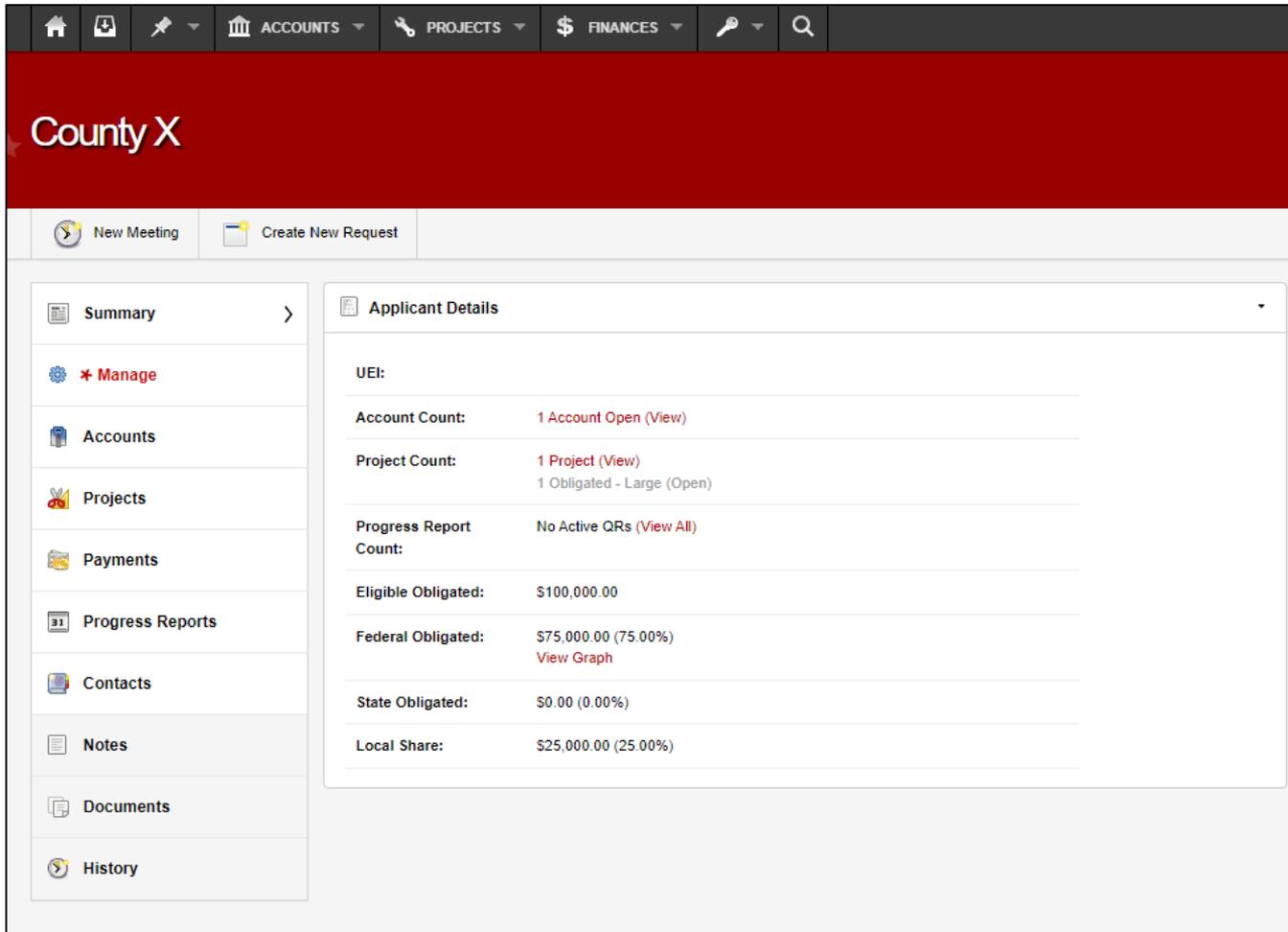
State Centric

- Bid Procurement
- Site Visits
- Reimbursement Requests

Non-State Centric

- Progress Reporting/Updates
- Site Visits
- Reimbursement Requests

How to Prepare a Request For Reimbursement (RFR)



The screenshot displays a web application interface for County X. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances. Below this is a red header with the text "County X". A secondary navigation bar contains "New Meeting" and "Create New Request" buttons. The main content area is divided into two sections: a left sidebar with navigation options and a main panel titled "Applicant Details".

Applicant Details Summary:

| | |
|------------------------|--|
| Account Count: | 1 Account Open (View) |
| Project Count: | 1 Project (View) 1 Obligated - Large (Open) |
| Progress Report Count: | No Active QRs (View All) |
| Eligible Obligated: | \$100,000.00 |
| Federal Obligated: | \$75,000.00 (75.00%) View Graph |
| State Obligated: | \$0.00 (0.00%) |
| Local Share: | \$25,000.00 (25.00%) |

Left Sidebar Navigation:

- Summary
- Manage
- Accounts
- Projects
- Payments
- Progress Reports
- Contacts
- Notes
- Documents
- History

Select, Projects - Project Listing

County X

Search Projects

Requests & Forms

- Letters of Interest
- Applications
- Property Worksheets
- Progress Reports
- Time Extensions
- Project Closeouts
- Scope Changes
- Netting Requests
- Appeals

Listings & Reports

- Project Listing**
- Project Version Listing
- Package Listing
- Work Category Report
- Progress Reports By Project
- Project Cost Lines
- Meetings By Project
- Property Status Report
- Time Extension By Project
- Project Closeout By Project

1 Obligated - Large (Open)

| | |
|------------------------|--|
| Progress Report Count: | No Active QRs (View All) |
| Eligible Obligated: | \$100,000.00 |
| Federal Obligated: | \$75,000.00 (75.00%) View Graph |
| State Obligated: | \$0.00 (0.00%) |
| Local Share: | \$25,000.00 (25.00%) |

Select the Project

Projects

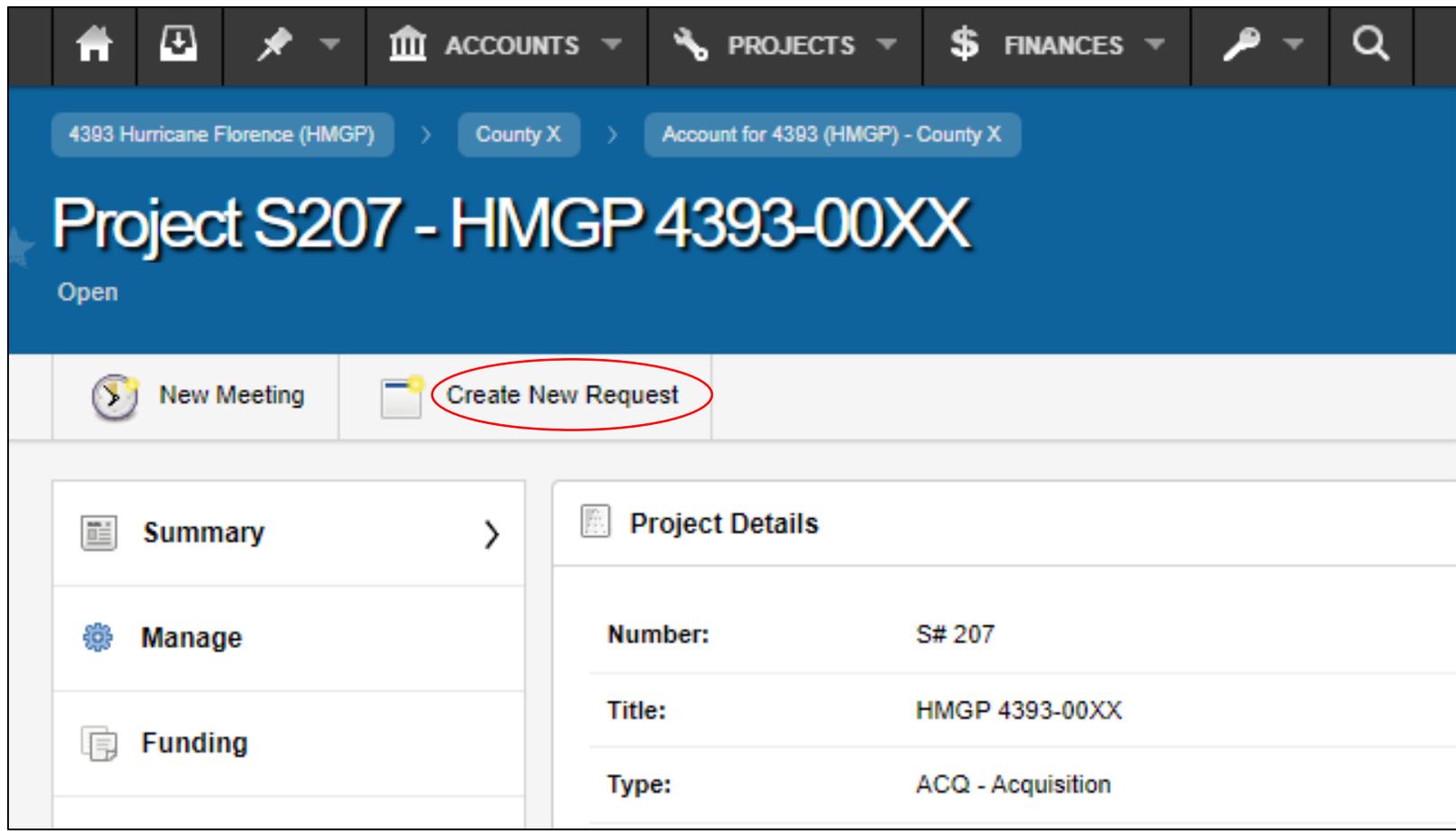
Save as Menu Preset

Quick Search: county x

1 results

| ▼ Program | Grant Name | Grant # | Applicant ... | Proj F# | Proj S# | Project Title | Proje... | S... | Eligible Amt | F % | Expended % | Federal Paid Perc... | State Paid Pe... | Status | G. |
|-----------|--------------------|---------|---------------|---------|---------|-----------------|----------|------|--------------|-----|------------|----------------------|------------------|--------|-----|
| HMGP | Hurricane Flore... | 4393 | County X | | 207 | HMGP 4393-00... | ACQ | L | \$100,000.00 | 75% | 0% | 0% | n/a | Open | J.. |

Click “Create New Request”



4393 Hurricane Florence (HMGP) > County X > Account for 4393 (HMGP) - County X

Project S207 - HMGP 4393-00XX

Open

[New Meeting](#) [Create New Request](#)

Summary >

Manage

Funding

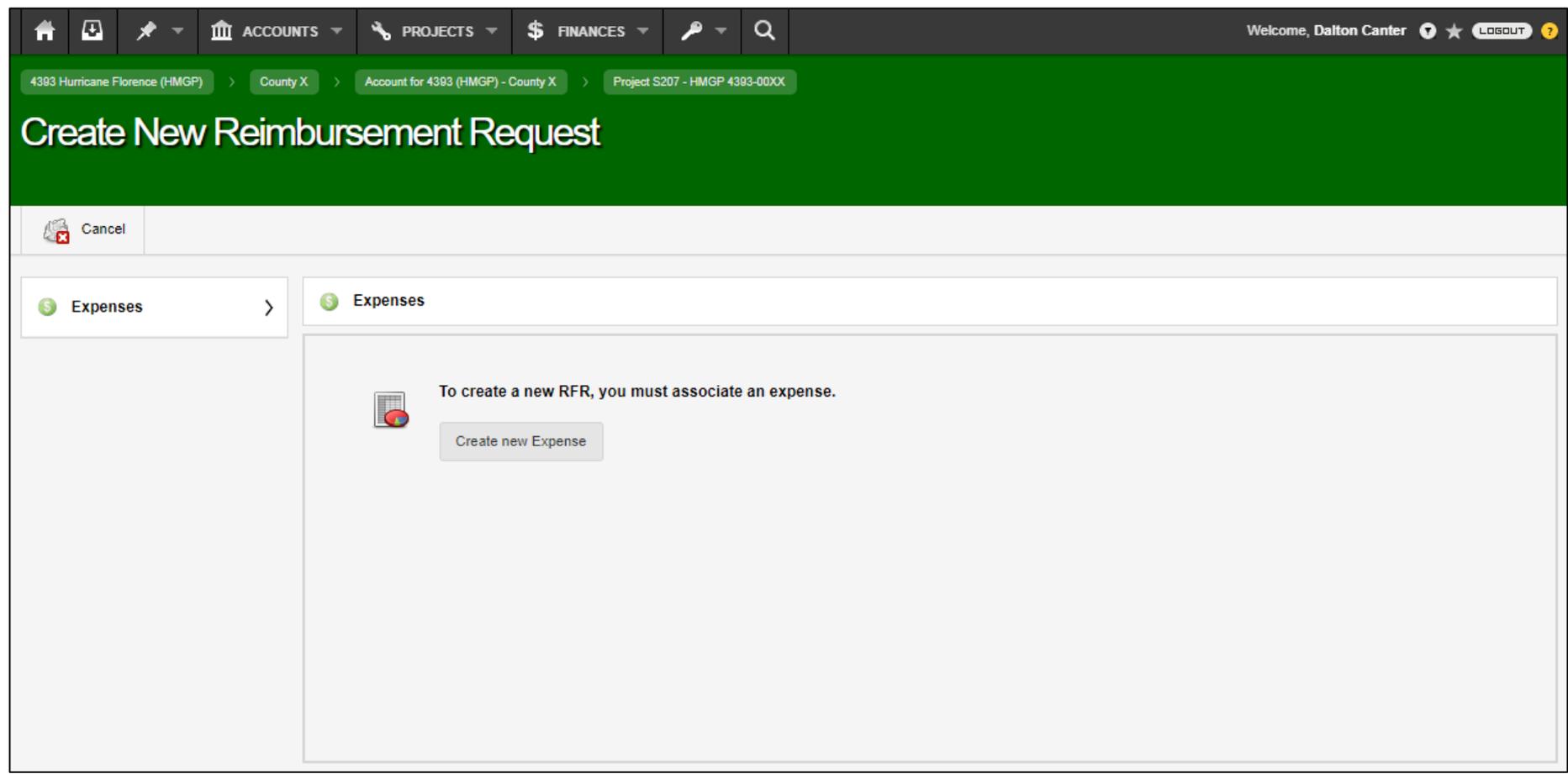
Project Details

| | |
|---------|-------------------|
| Number: | S# 207 |
| Title: | HMGP 4393-00XX |
| Type: | ACQ - Acquisition |

Click “New Reimbursement Request”

The screenshot shows the web application interface for the Hazard Mitigation Grant Program. At the top, there are navigation breadcrumbs: "4393 Hurricane Florence (HMGP) > County X > Account for 4393 (HMGP) - County X". Below this is the project title "Project S207 - HMGP 4393-00XX" and an "Open" status. A toolbar contains "New Meeting" and "Create New Request" buttons. A left sidebar lists menu items: Summary, Manage, Funding, Locations, Expenses, Payments, Progress Monitoring, Contacts, Notes, Documents, and History. The main content area is titled "Project Details" and contains a modal window titled "Create a New Request". The modal has a blue header and contains the following text: "Select the request you would like to create by clicking on the name of the request below." and "Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen." Below this are five request options, each with a brief description: "New Reimbursement Request" (circled in red), "New Project Closeout", "New Time Extension", "New Scope Change", and "New Project Appeal". A "Cancel" button is at the bottom right of the modal. On the right side of the application, there are panels for "Grant" (4393 Hurricane Florence, declared Sept 14, 2018, deadline March 12, 2023, CFDA 97.039) and "Applicant" (County X, Wake County, UEI, FIPS, Type: County). At the bottom, a "Work Deadline" section shows "March 12, 2023" and "Due in 276 days".

Create New Expense



The screenshot shows a web application interface for creating a new reimbursement request. At the top, there is a navigation bar with icons for home, download, edit, accounts, projects, finances, and search. The user is identified as Dalton Canter. The breadcrumb trail indicates the current location: 4393 Hurricane Florence (HMGP) > County X > Account for 4393 (HMGP) - County X > Project S207 - HMGP 4393-00XX. The main heading is "Create New Reimbursement Request". Below this, there is a "Cancel" button. A sidebar on the left shows "Expenses" with a right-pointing arrow. The main content area has a heading "Expenses" and a message: "To create a new RFR, you must associate an expense." Below the message is a "Create new Expense" button.

Choose Reimbursement “Type”

Create New Expense

Create
 Cancel

*** Form** >

Form

Type: Select One ▼

- Select One
- Cost Report**
- Subrecipient Management Cost Report

Project Eligible Obligated \$945,325.00, Federal Obligated \$708,993.75, Expended \$622,536.48

Total Documented Amount: \$

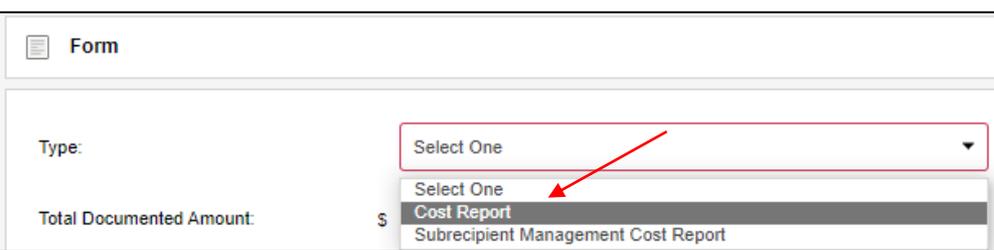
| Project Cost | | Amount Eligible |
|--|---------------|-----------------|
| <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Add Project Cost</div> | Total: | \$0.00 |

Comments:

Reimbursement Types

For Work Completed, such as an Appraisal, choose “Cost Report”

For Administrative Costs, choose “Subrecipient Management Cost Report”

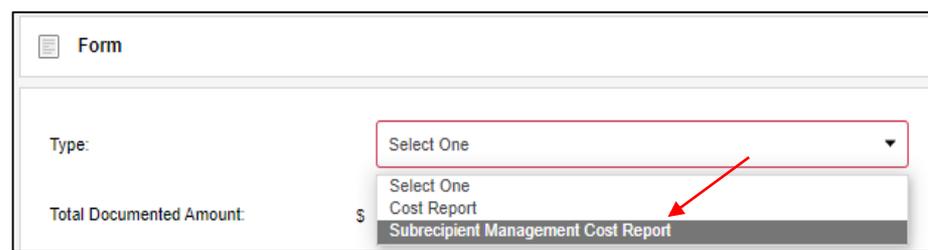


Form

Type: Select One

Total Documented Amount: \$

- Select One
- Cost Report**
- Subrecipient Management Cost Report



Form

Type: Select One

Total Documented Amount: \$

- Select One
- Cost Report
- Subrecipient Management Cost Report**

Complete Invoice Information and Click “Add Project Cost”

The screenshot shows a web application interface for entering project cost information. At the top, there are 'Create' and 'Cancel' buttons. Below that, there are two tabs labeled 'Form'. The main content area contains a form with the following fields:

- Type: Cost Report (dropdown menu)
- Vendor: Type to Search (text input)
- Invoice Number: (text input)
- Effective Date: (text input)
- Invoice Paid Date: (text input)
- Please attach proof of payment. (text)
- Total Documented Amount: \$ 0.00 (text input)

Below the form, there is a table with the following structure:

| Project Cost | Amount Eligible |
|---|-----------------|
| <input type="button" value="Add Project Cost"/> | |
| Total: | \$0.00 |

At the bottom, there is a 'Comments:' label followed by a text area. Two red arrows with circled numbers '1' and '2' point to the 'Vendor' field and the 'Add Project Cost' button, respectively.

Select the Cost Lines for this RFR, then click “Add”

Type: Cost Report

Project Costs

Quick Search: 10 results

| <input type="checkbox"/> | Worksheet Title | Description | Type | Cost | Balance |
|-------------------------------------|--------------------------|-----------------------|-----------------------|-------------|-------------|
| <input checked="" type="checkbox"/> | Property #1 - 123 Street | Appraisal | Appraisal | \$1,000.00 | \$1,000.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Pre-Mitigation Survey | Pre-Mitigation Survey | \$1,200.00 | \$1,200.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Title Work | Title Work | \$500.00 | \$500.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Recording Fee | Recording Fee | \$50.00 | \$50.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Legal/Closing Costs | Legal/Closing Costs | \$1,500.00 | \$1,500.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Demolition | Demo (\$/sqft) | \$14,000.00 | \$14,000.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Asbestos Inspection | Asbestos Inspection | \$750.00 | \$750.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Asbestos Abatement | Asbestos Abatement | \$2,000.00 | \$2,000.00 |
| <input type="checkbox"/> | Property #1 - 123 Street | Grading & Seeding | Grading & Seeding | \$1,000.00 | \$1,000.00 |

Add Cancel

Enter Eligible Expenses

Create
Cancel

Form

Type: Cost Report

Vendor: Vendor New 1 [\(edit\)](#)

Invoice Number:

Effective Date:

Invoice Paid Date:

Please attach proof of payment.

Total Documented Amount: \$

Project Eligible Obligated \$100,000.00, Federal Obligated \$75,000.00, Expended \$0.00

| Project Cost | Amount Eligible | |
|--|--|---|
| <input type="text" value="Property #1 - 123 Street - Appraisal: Appraisal (Cost: \$1,000.00, Balance: \$1,000.00)"/> | \$ <input type="text" value="800.00"/> | ✘ |
| Total: | \$800.00 | |

Add Project Cost

Remember to enter any comments that you have in the “Comments” section.

Form >

| Project Cost | Amount Eligible |
|---|--|
| Property #1 - 123 Street - Appraisal: Appraisal (Cost: \$1,000.00, Balance: \$1,000.00) | \$ 800.00 ✘ |
| Add Project Cost | Total: \$800.00 |

Share Break-down: Method: By Percent By Amount

Federal: % (\$600.00)

State: % (\$200.00)

Local: % (\$0.00)

How these funds should breakdown among Federal, State, and Local shares.

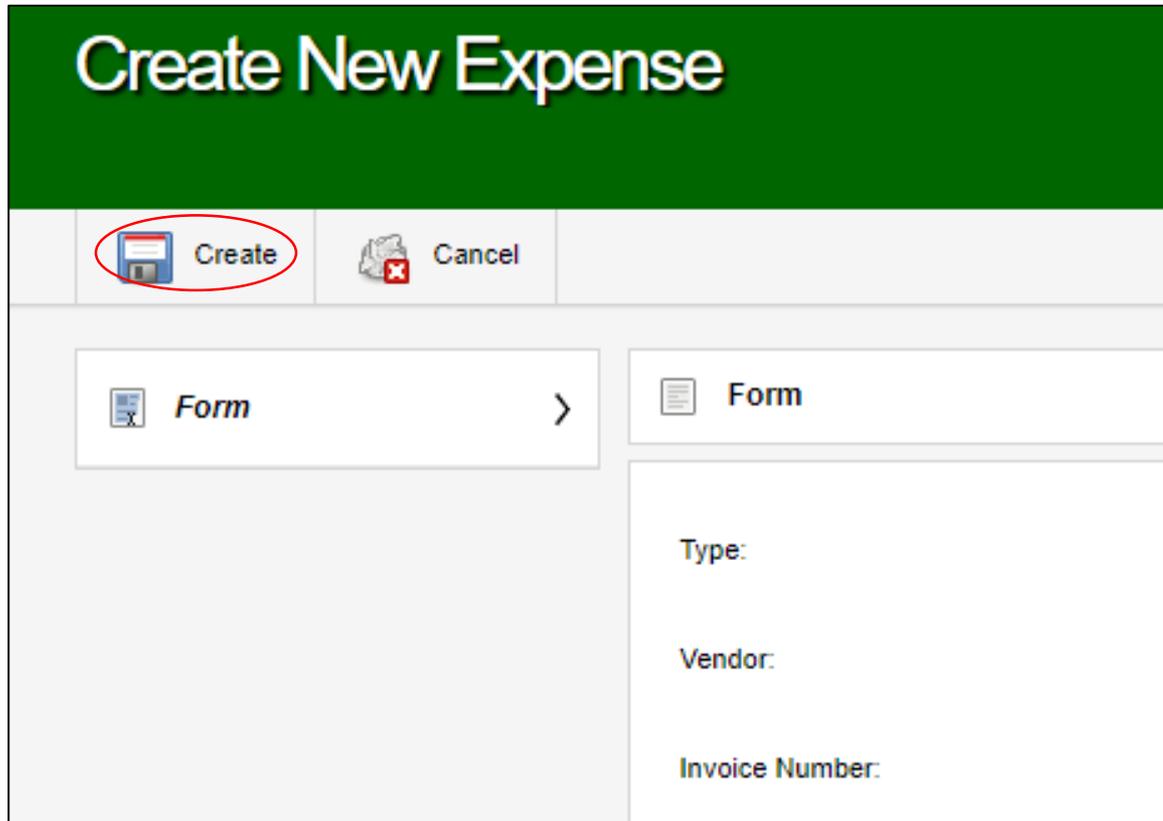
Remaining: \$
This amount must equal zero. Edit "Share Breakdown" until this amount is zero and all funds have been accounted for.

Admin Sub Man Cost Amount: \$
The amount of Admin Sub Man Cost allocated for this Expense.

Comments: Comments →

Please place comments here when there are details that must be explained.
Thank you!

Scroll up to the top and click “Create”



Create New Expense

 **Create**  **Cancel**

 **Form** >

 **Form**

Type:

Vendor:

Invoice Number:

After “Creating” the Expense, Upload Documents by clicking “Add Document” on the bottom of the page

Comments:

Please place comments here when there are details that must be explained.

Thank you!

Add Note

No Uploaded Documents

Add Document

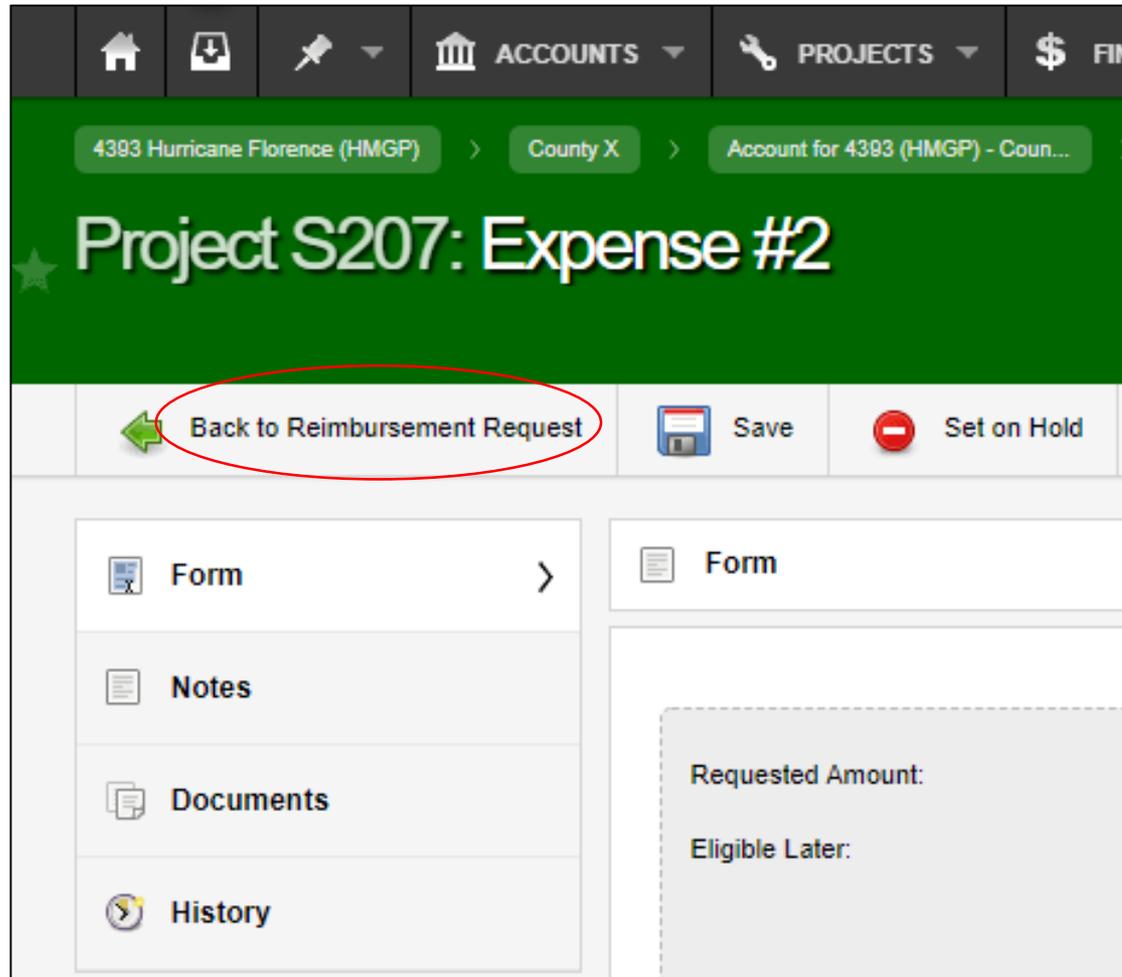
There are currently no notes.

Be the first to add one

No Issues

Add Issues

Click “Back to Reimbursement Request”



4393 Hurricane Florence (HMGP) > County X > Account for 4393 (HMGP) - Coun...

Project S207: Expense #2

[← Back to Reimbursement Request](#) [Save](#) [Set on Hold](#)

Form >

Notes

Documents

History

Form

Requested Amount:

Eligible Later:

After completing all steps and uploading supportive documentation, click “Submit”

4393 Hurricane Florence (HMGP) > County X > Account for 4393 (HMGP) - County X > Project S207 - HMGP 4393-00XX

Project S207: Reimbursement Request

Draft

Submit Delete Expense Options

- Summary
- Expenses
- Notes
- Documents
- Workflow
- History

Reimbursement Request Details

This form requests funding from the State on a given project. Please add Expense records (left hand menu - 'Expenses') with supporting documentation: invoices, receipts, checks or payroll documents for each expense items.

An obligated Grant Agreement is still pending review. [View](#)

| | |
|------------------|------------------------------------|
| Expense Count: | 1 |
| Total Requested: | \$800.00 |
| Total Eligible: | \$800.00 |
| | \$600.00 Federal (75.0%) |
| | \$0.00 Admin Sub Man Cost (0.00%) |
| | \$200.00 State (25.0%) |
| | \$0.00 Local (0.0%) |

Please note that this breakdown is an estimate and the actual values may differ upon Payment.

| | |
|-----------------------|--------|
| Total Eligible Later: | \$0.00 |
| Total Ineligible: | \$0.00 |

Required Documents for Reimbursement Requests





Hazard Mitigation Grant Program



Acquisitions

Signed HUD-1 / Settlement Statement

Proof of Deed of Transfer or Contract of Sales * (draft with Exhibit A Deed Restrictions and covenants)

Appraisal* - Complete document, invoice, cancelled check (front & back)

Survey* - Complete pdf document, invoice, cancelled check (front & back) – (check Appraisal Report Survey may be included)

Written Offer to Purchase* - Executed document

Statement of the Basis of Determination of Just Compensation* - Complete document

Duplication of Benefits Affidavit - Receipts for repairs must be included with completed document



Hazard Mitigation Grant Program



Acquisitions Continued:

Proof of Payment for Total Reimbursement Request – ex. Cancelled check (front & back)

Statement of Voluntary Participation* - Executed document

Title Opinion* - Complete document, invoice, cancelled check (front & back)

**Request for Reimbursements & Supporting Documentation should be submitted upon completion of work/services. Holding RFR's only slows down the reimbursement process.*



Hazard Mitigation Grant Program



Elevations

Survey - Complete pdf document, invoice, cancelled check (front & back)

Engineering Design/ Construction Drawing - Complete pdf document, invoice, cancelled check (front & back)

Proof of Recorded Deed & Restrictions * (draft with Exhibit A Deed Restrictions and covenants)

Proof of Payment for Total Reimbursement Request- ex. Cancelled check (front & back)



Hazard Mitigation Grant Program



Demolitions

Demolitions Contracts - invoice, cancelled check (front & back)

Receipts for Disposal of Materials, invoice, cancelled check (front & back)

Asbestos Inspection Report - invoice, cancelled check (front & back)

Asbestos Abatement - invoice, cancelled check (front & back)

Applicant is responsible for ensuring that their demolition contractor adheres to the work restrictions known as “Best Practices: Acquisition, Demolition, and Debris Removal Stipulations for HMGP Projects,” as part of FEMA Public Assistance and Hazard Mitigation Grant Program eligible activities.

Hazard Mitigation Grant Program



BEST PRACTICES: ACQUISITION, DEMOLITION, AND DEBRIS REMOVAL STIPULATIONS FOR HMGP PROJECTS

North Carolina, Hurricane Florence (2/20/2019)

General Approach to Minimize Impact to Soil:

- o Major demolition activities, including placement of vehicles and equipment, must be confined to areas where soils have been previously disturbed as exemplified by surface grading and utility trenching.
- o When vehicles or heavy equipment are not in use, they shall be staged on hard or firm surfaces. Paved surfaces, if available within the project site limits, shall be used to the fullest extent possible.
- o Vehicles and heavy equipment must work from paved or hard surfaces to avoid soil compaction and/or sinking into soft soils. If necessary, use mud mats, access mats, or high traction construction mats (e.g., timber, rubber) when operating on soft soils.
- o Whenever possible, use tracked vehicles to reduce soil disturbance and minimize soil compaction.
- o Excavation and burial of debris on site is prohibited.

Activity Specific Guidelines:

- o **Debris Removal**
 - Avoid removal of trees. Instead cut trunks to ground level and leave root balls in place. Removal of uprooted trees and woody debris from historic landscapes, historic parks, undisturbed ground, and historic districts (but not along public rights-of-way) requires additional historic review. Removal of standing trees will require consultation with United States Fish and Wildlife Raleigh, NC office.
- o **Demolition**
 - o **Foundation Removal**
 - Removal of all structure foundation and basement walls to at least one (1) foot below the finish grade of the site. Excavation will be limited to within two (2) feet of the foundation perimeter.
 - o **Slab/Driveway/Sidewalk Removal**
 - Limit excavation to private property: within one (1) foot of the slab/driveway/sidewalk perimeter, and not more than one (1) foot below the depth of the asphalt/concrete to minimize soil disturbance.
 - o **Oil Tank Location/Removal**
 - Locate an underground storage tank (UST) (e.g., heating oil tank) using approved methods, which include using a magnetometer, probe, or GPR system. Trenches are not permitted.
 - The Applicant is required to close an abandoned UST by having it cleaned to remove residual materials (hazardous waste) and then backfilled with clean certified fill (e.g., dry sand, gravel, or concrete) or digging-up and removing the tank (removing any contaminated soil in the process). The contractor will limit potential soil disturbance that may include using smaller machines with two (2) foot wide buckets.
 - o **Septic Tanks**
 - In septic tank decommissioning, the tank shall be disconnected from the main drain of the house and any waste pumped out by tanker. The old tank is either completely removed or, if left in place, disinfected, several holes punched into the bottom, and tank filled using clean, suitable fill (sand, gravel, soil) and its cover and lid securely fastened. If removed, the contractor will limit potential soil disturbance and dispose of the old tank at a licensed or permitted waste disposal facility. The hole shall be filled with clean dirt, gravel or other acceptable material. The area must be graded and vegetative cover established.

- **Grinding** associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. An asbestos inspection by a NC accredited asbestos inspector and an approved notification form (DHHS-3768) will be required prior to any grinding or chipping activities.

Lead Based Paint:

- The demolition contractor will be responsible for complying with the OSHA Lead in Construction Standard 1926.62 when demolishing homes damaged by Hurricane Florence.

FEMA reserves the right to conduct unannounced field inspections and observe debris removal activities to verify compliance with this "Best Practices" document. Failure to comply with these stipulations may jeopardize the Applicant's receipt of federal funding.

FEMA, North Carolina Office of State Archaeology (OSA), State Historic Preservation Office (SHPO), and Tribal Historic Preservation Office (THPO) have agreed that the Applicant is responsible for ensuring that their demolition contractor adheres to these work restrictions known as "Best Practices: Acquisition, Demolition, and Debris Removal Stipulations for HMGP Projects," as part of FEMA Public Assistance and Hazard Mitigation Grant Program eligible activities.

Utility Lines

- Abandoned utility lines (e.g., water, sewer, natural gas) shall be disconnected and capped to meet safety or local code requirements. In cases where there are no shut-off valves, limited excavation within the utility rights-of-way is allowed to cap these service lines.

Cemetery Buffer Zone

- Allow a 25 ft. buffer zone around cemeteries for all demolition projects.

Freatment of Unanticipated Discoveries:

- o **Archaeological Materials/Human Remains**
 - If human remains or archaeological features (e.g., middens, refuse/storage pits, privies, wells, cisterns) are uncovered during ground disturbing activities, work shall stop immediately in the vicinity of the discovery and all measures taken to avoid or minimize harm to the finds. The applicant will ensure that the archaeological discovery is secured in place, access to the sensitive area restricted, and all measures taken to avoid further disturbance. The applicant's contractor will immediately notify the applicant of the discovery, with the applicant contacting the Office of State Archaeology (OSA)/SHPO/THPO and FEMA within 24 hours of the discovery. The documentation will be used by the agencies only for identification purposes and not duplicated or shared (remain confidential in accordance with 36 CFR § 800.11(c)). Work in the vicinity of the discovery may not resume until FEMA has completed consultation with OSA/SHPO, Tribes, and other consulting parties as necessary – whether the discovery warrants additional examination and how to proceed in accordance with 36 CFR § 800.
 - If human remains are encountered during permitted activities, all work shall stop, and OSA/SHPO/THPO and FEMA contacted immediately. In cases where human remains are determined to be Native American, FEMA shall consult with the appropriate Tribal representative(s), State Archaeologist and the Executive Director of the North Carolina Commission of Indian Affairs, and SHPO. Additionally, FEMA shall follow the guidelines outlined in the ACHP's "Policy Statement Regarding the Treatment of Burial Sites, Human Remains, and Funerary Objects" (February 23, 2007) and any State-specific policies that may be rendered.

Asbestos Abatement Requirements:

- An asbestos survey is required for each property to determine the presence of asbestos prior to conducting a Hazard Mitigation and/or Public Assistance project.
- Could be financially prudent for sub-grantee to contract all surveys within their area to one contractor. This allows for seamless transition.
- Asbestos surveys can only be conducted by North Carolina accredited asbestos inspectors.
- All suspect friable and non-friable asbestos containing building materials (ACBM) must be tested for asbestos content. Any material having laboratory results greater than 1% asbestos is considered asbestos-containing.
- The notification form, DHHS 3768, "Asbestos Permit Application and Notification for Demolition/Renovation" is required to be submitted to the HHCLU before renovation/demolition activities begin that would involve the removal of at least 160 square feet, 260 linear feet or 35 cubic feet of friable/regulate asbestos. This form is required ten working days before the renovation/demolition activity can begin. Even if no asbestos was identified during the asbestos survey, this form is still required ten working days before the demolition activity begins.

Asbestos Continued, Other Issues:

- **Burning** associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. An asbestos inspection by a NC accredited person and an approved notification form (DHHS-3768) will be required prior to any burning.
- **Salvaging** associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. An asbestos inspection by a NC accredited person and an approved notification form (DHHS-3768) will be required prior to salvaging or deconstruction activities.



Hazard Mitigation Grant Program



Reporting Time for Subrecipient Management Costs

Employee – Name and Title of employee performing task

Hourly Rate – Hourly rate of employee performing task

Property Address – Address of damaged property being worked by employee

Activity worked – Detailed description of work completed by employee

Number of Hours Per Property – Total hours worked on property by employee



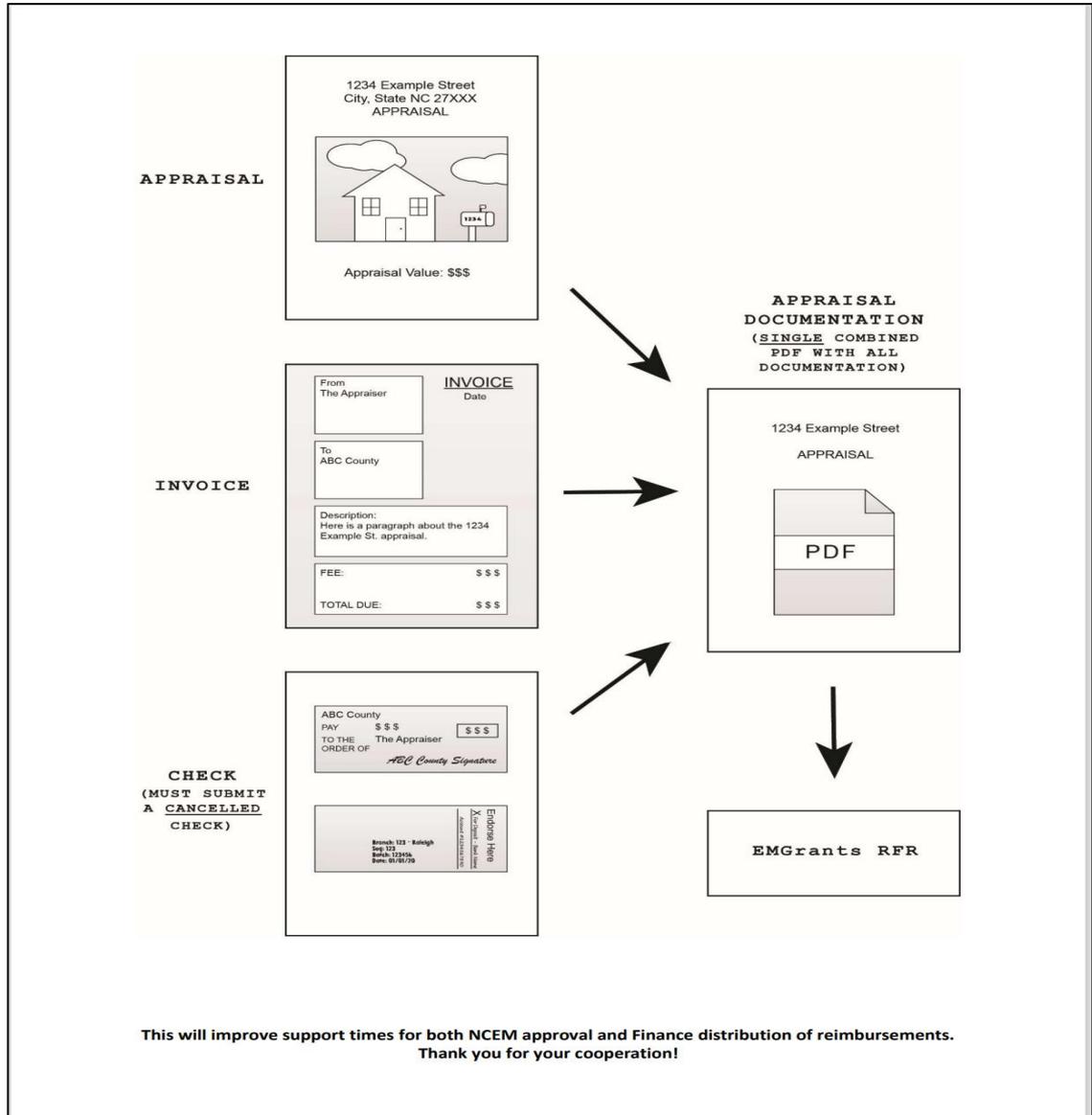
Hazard Mitigation Grant Program



Example of document showing breakdown of Subrecipient Management Costs

| | | | | | | | |
|---|--|--------------------|---------------------|---|----------------------|-----------------------|--------------------------|
| County of | | | | County of Acquisition Project | | | |
| | | | | Project Management HMGP Grant No. 4285 Statement No. Date 12/7/2021 | | | |
| Emigrants # | Street Address | Owner | Closing Date | SUPPORTING TIME & EFFORT DOCUMENTATION FOR STATEMENT | | | |
| | | | 5/2/2019 | | | | |
| Technical Services - Acquisition | | | | | | | |
| Staff Person | Title | Hourly Rate | Hours | Charges | TOTAL CHARGES | PRIOR PAYMENTS | CHARGES THIS STMT |
| | Project Manager | \$95.00 | 10.00 | \$950.00 | | | |
| <p>Conducted meeting with owner to review HMGP requirements & acq process. Assisted County in procurement and selection of attorney, surveyor and appraiser. Assigned title work, survey & appraisal. Reviewed final DOB determination and Offer to Purchase. Reviewed Request for Closing documents and submitted closing instructions to attorney. Communicated with attorney or para-legal on closing details. Submitted request to County Finance for funds needed at closing. Prepared Monthly Reports of property status in Emigrants. Provided written and oral reports to County Staff and Commissioners. Reviewed invoices and supporting documents and submitted to County Finance for payment. Prepared final transfer of funds letters for costs that exceeded the estimated activity costs and submitted to County Finance. Assisted County in procurement of asbestos inspection services and demolition contractors. Reviewed and approved invoices for demolition work.</p> | | | | | | | |
| | Acquisition Relocation Specialist | \$ 0.00 | 0.00 | \$ 00.00 | | | |
| <p>Prepared Preliminary Acquisition Notice Package. Communicated with owner to gather insurance claim forms, invoices and receipts for DOB. Reviewed invoices for eligibility and made determination of DOB amount. Prepared Offer to Purchase jointly with Proj Mgr to insure accuracy in purchase amount. Sent Offer to Purchase package to owner by certified mail. Reviewed details of Offer to Purchase with owner. Attended closing on behalf of Proj Mgr.</p> | | | | | | | |
| | Acquisition Relocation Specialist | \$ 0.00 | 0.00 | \$ 00.00 | | | |
| <p>Maintained contact with owner. Provided assistance to owner with gathering docs for DOB; provided ownership info to attorney; answered owner questions regarding offer to purchase and closing documents; assisted owner as needed during acquisition process.</p> | | | | | | | |
| | Community Development & Acquisition Specialist | \$ 0.00 | 0.00 | \$ 00.00 | | | |
| <p>Reviewed title opinion, survey and appraisal. Provided instructions to attorney, surveyor and appraiser for corrections and updates in documents to insure consistency with property details and findings of each professional. Reviewed DOB determination. Reviewed documents prior to submitting to attorney for closing.</p> | | | | | | | |
| | Community Development Specialist | \$ 0.00 | 0.00 | \$ 00.00 | | | |
| <p>Sent Preliminary Acquisition Pkg to owner by certified mail. Maintained record of response regarding return receipt, Citizenship form, Hazard Material Survey Form and Owner Contact Form. Maintained file documents. Combined invoices and related documents for review by Proj Mgr. Maintained Monthly Tracking of acquisition activities. Prepared Request for Closing pkg for Proj Mgr submittal to attorney. Prepared signed property closeout documents and submitted to NCEM.</p> | | | | | | | |
| | Community Development Specialist | \$ 0.00 | 0.00 | \$ 00.00 | | | |
| <p>Updated acquisition activities starting and completion dates in Emigrants. Determined Cost Lines to be used for transfer of funds. Prepared draft transfer of funds letters for all vendors and all activities for submittal by Proj Mgr to County.</p> | | | | | | | |
| TOTAL ACQUISITION SERVICES | | | | | \$ 900.00 | \$ 000.00 | \$ 00.00 |
| Technical Services - Demolition | | | | | | | |
| | Housing Rehabilitation Demolition Specialist | \$ 0.00 | 13.34 | \$ 00.00 | \$ 00.00 | \$ 00.00 | \$ 00.00 |
| <p>Coordinated with owner & utility companies for removable of utilities. Assigned asbestos inspection & reviewed asbestos report. Prepared bid pkg for demolition & recommended award. Prepared contract and issued notice to proceed. Inspected work through demo process. Reviewed invoice/required docs from contractor & submitted to Proj Mgr to submit to County for payment.</p> | | | | | | | |
| TOTAL ACQUISITION & DEMOLITION SERVICES | | | | | \$ 900.00 | \$ 000.00 | \$ 00.00 |

Example of how documents need to be submitted through EM Grants





Hazard Mitigation Grant Program



Questions?



Hazard Mitigation Grant Program



BREAK



Hazard Mitigation Grant Program



Hazard Mitigation Closeout Review

Meg Benedetti, Financial Compliance Supervisor

Agenda

- Acquisition
- Elevation
- Mitigation Reconstruction
- Generators
- Questions

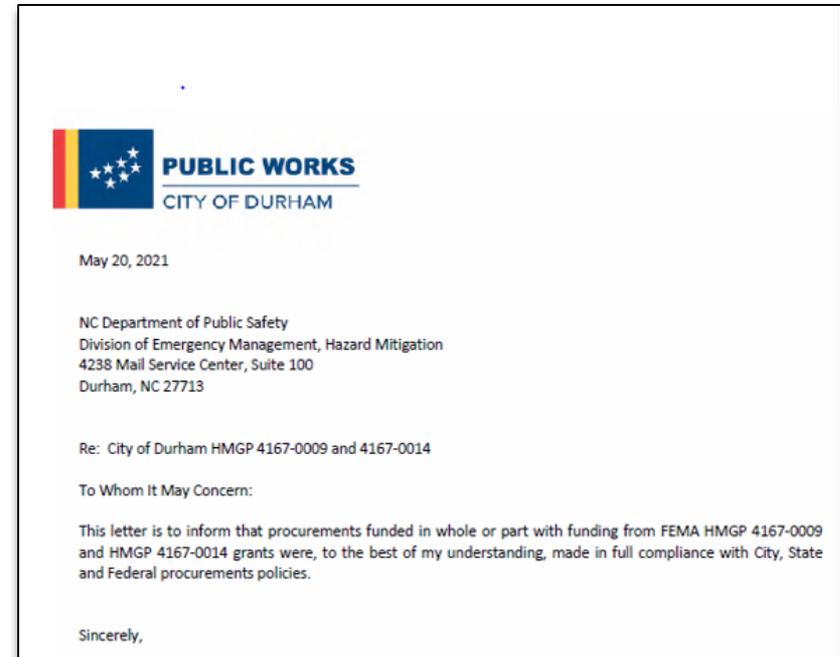
Acquisition Projects

- Contracts for Services
- Documentation of Compliance
- Assurances for Subgrantees
- Preliminary Acquisition Notice
- Title Opinion
- Appraisal Report
- Survey
- Written Offer to Purchase
- Statement of the Basis for Determination of Just Compensation / DOB Affidavit
- Statement of Voluntary Participation
- Signed HUD-1
- Deed of Transfer / Contract of Sale
- Deed Restrictions
- Date of Demolition
- AW-501 / Transmittal / NFIP Compliance
- Withdrawal Letter

Acquisition Documents

LETTER OF COMPLIANCE

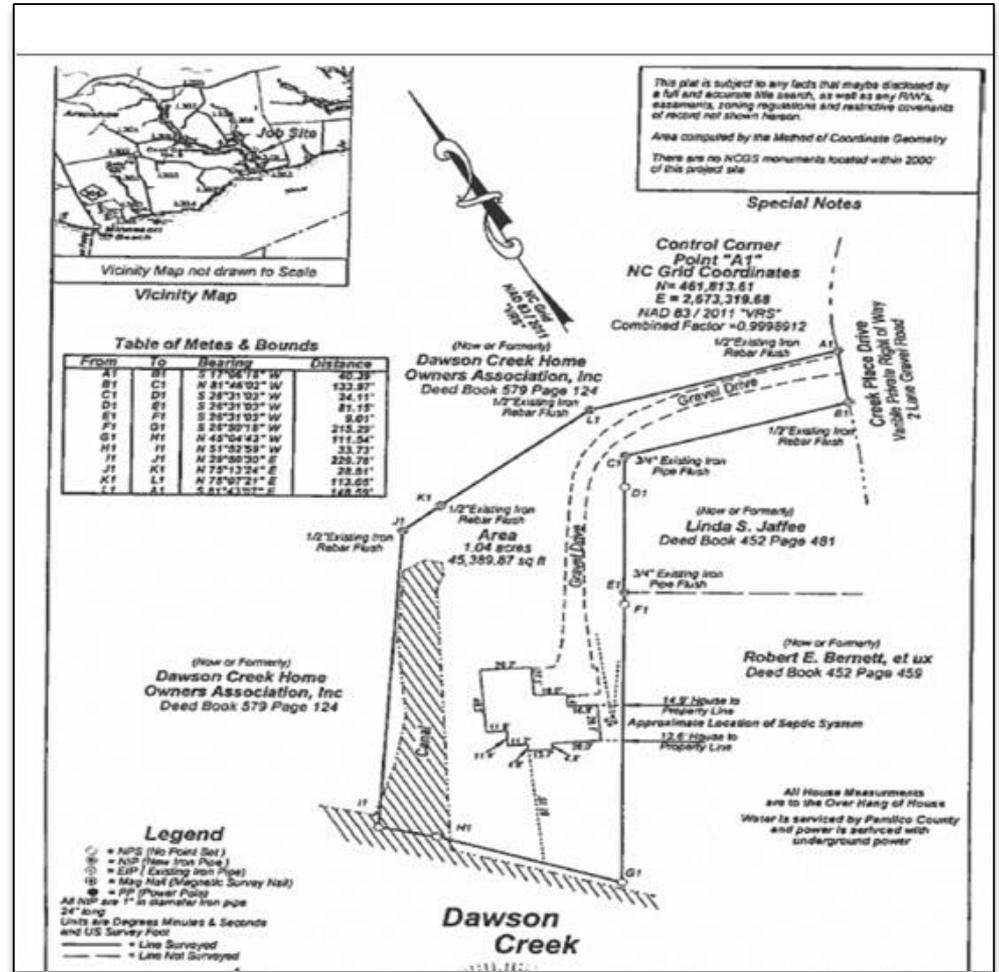
- ✓ States that the sub-grantee followed all local, state, and federal procurement policies
- ✓ On sub-grantee letterhead
- ✓ Signed by the signing authority



Acquisition Documents

SURVEY

- Signed and Stamped by a Licensed Surveyor





Hazard Mitigation Grant Program



Acquisition Documents

NFIP / AW-501 FORMS

- Filled out by the sub-grantee
- Must be completed for all RL or SRL properties
- CID# is the community id assigned by FEMA can be found at <https://www.fema.gov/cis/NC.html>
- Repetitive Loss Number can be found in the NFIP database (SHMO has access)

Federal Emergency Management Agency OMB 1660-0022 EXPIRES August 31, 2010
National Flood Insurance Program
NFIP REPETITIVE LOSS (RL) UPDATE WORKSHEET (AW-501)
NOTE: SEE REVERSE SIDE FOR MITIGATION ACTION CODES AND PAPERWORK BURDEN STATEMENT
 Printed On: 12/19/2019 THE INFORMATION ON THIS FORM IS BASED ON CLAIMS ON OR BEFORE: August 27, 2011
 REPETITIVE LOSS NUMBER: 5

Internal use only A N/A FRR

| | | | | | |
|---|----------|-----------|--|-----------|--|
| CURRENT NFIP COMMUNITY NAME: Pamlico County | | | | | |
| COMMUNITY ID #: 370181# | | | | | |
| CURRENT PROPERTY ADDRESS | | | PREVIOUS PROPERTY ADDRESS/COMMUNITY ID # | | |
| 10769 Hwy 304, Bayboro, NC 28513 | | | N/A | | |
| LAST CLAIMANT: George O'Neal | | | | | |
| INSURED: YES NAMED INSURED: George O'Neal | | | | | |
| DATES OF LOSSES | | | | | |
| 9/5/1996 | 9/4/1999 | 9/18/2003 | 9/14/2005 | 8/27/2011 | TOTAL NUMBER OF LOSSES FOR PROPERTY: 5 |

REQUESTED UPDATES
 MARK ALL UPDATES BELOW THAT APPLY (IMPORTANT - READ THE INSTRUCTIONS)

1. INFORMATION PROVIDED NOT SUFFICIENT TO IDENTIFY PROPERTY.
Choose this update if all attempts to locate the property fail. Please describe the steps you took to locate the property in the comments section below.

2. COSMETIC CHANGES REQUIRED TO THE ADDRESS:
Use this update to correct or update the property address shown above. Only change the address not the name.

3. PROPERTY NOT IN OUR COMMUNITY OR JURISDICTION:
Choose this update if you have positively determined that the property shown is not located in your community. Please provide the correct community name and if known the NFIP Community ID Number. If available, please attach a map showing the property location.
 ASSIGN TO COMMUNITY NAME: _____ NFIP COMMUNITY ID # _____

4. FLOOD PROTECTION PROVIDED.
Choose this update only if some type of structural intervention has occurred to the building, property or the source of flooding that protects the building from future events similar to those that occurred in the past. The correction must be supported by documentation such as an Elevation Certificate and the Mitigation information below must be provided.
 Mitigation Action 1.) Source of Mitigation Funding 3.) See the back of this form for the appropriate codes.

5. NO BUILDING ON PROPERTY.
Choose this update only if the property in question can be positively identified as the site of the previously flooded building and documentation is available to support that an insurable building no longer exists at this site. The correction must be supported by documentation such as a Demolition or Relocation Permit and the Mitigation information below must be provided.
 Mitigation Action 2.) Source of Mitigation Funding 3.) See the back of this form for the appropriate codes.

6. DUPLICATE LISTING WITH RL NUMBER: _____ COMBINE AS ONE LISTING.
Choose this update to identify two or more separate listings that are for the same building. List all other RL numbers that are duplicates to this property. Please indicate which address shown is the correct address to use.

7. HISTORIC BUILDING: Check this box if you know the building is listed on a State or National Historic Registry.

ADDITIONAL COMMENTS: _____

A SIGNED RL TRANSMITTAL SHEET MUST ACCOMPANY THIS FORM FOR APPROVAL OF THE UPDATE!

SEE PRIVACY ACT STATEMENT ON THE BACK

Acquisition Documents

AW-501 TRANSMITTAL

- ✓ Filled out and signed by the signing authority
- ✓ Must fill out how many AW-501s were submitted
- ✓ Only need one Transmittal form per batch of AW-501s submitted

COMMUNITY NAME: Pamlico County COMMUNITY ID# 370181

 **FEMA**

**TRANSMITTAL SHEET
NFIP REPETITIVE LOSS (RL) UPDATE WORKSHEETS**

PLEASE NOTE: WE CANNOT APPROVE YOUR AW-501 RL UPDATE WORKSHEETS, UNLESS YOU RETURN THIS SIGNED DOCUMENT.

Contact Information: Please provide the following information should we should need to contact your community for more information to approve your updates.

Name: Autumn Hardison
Address: 202 Main Street
Bayboro, NC 28515
Phone: 252.745.4131 **Fax:** _____
E-mail: pc911@pamlicocounty.org

IF YOU HAVE ANY QUESTIONS ON HOW TO UPDATE THE WORKSHEETS OR WHERE TO SEND THEM EMAIL:
NFIPUnderwritingMailbox@fema.dhs.gov

Please, indicate the number of RL Update Worksheets you are submitting for this update! 2

Please check all that apply

- We have returned new updated worksheets OR ones that previously did not have the necessary Mitigation Action/Funding Source codes.
- We have attached documentation to support our updates for Building Removal and Flood Protection Provided.
- Mitigation Action/Funding Source codes have been provided, as appropriate.

We have described the steps taken to locate any properties that we were unable to identify from the Information provided.

We have retained copies of all the worksheets we submitted.

UPDATES AUTHORIZED BY: (THIS FORM MUST BE SIGNED BY A COMMUNITY OFFICIAL)

Acquisition Documents

NFIP COMPLIANCE MEMO

- Must be on sub-grantee's letterhead
- Signed by the signing authority
- Must check how the AW-501 forms were submitted (either emailed or physically mailed)
- Must list all RL/SRL properties

1420 Highland Drive
Washington NC 27889
(252)946-2046

February 7, 2022

Attention: State Hazard Mitigation Officer

Reference: Flood Mitigation Assistance (FMA): FMA-PJ-04-NC-2016-003 Beaufort County;
Flood Mitigation Assistance (FMA): FMA-PJ-04-NC-2016-005 Beaufort County

Dear Mr. McGugan:

Beaufort County, per the requirements of the FEMA HMA Closeout procedure, certifies that the requirement to file the NFIP Repetitive Loss Update Forms (formally AW-501) and the corresponding Transmittal Sheet for the properties listed below have been submitted to NFIP by (Check One):

NFIP Bureau and Statistical Agent
 ATTN: Underwriting
 8400 Corporate Dr, Suite 350
 Hyattsville, Maryland 20785

NFIPUnderwritingMailbox@fema.dhs.gov

The list of properties sent include:

| |
|--|
| FMA-PJ-04-NC-2016-003 |
| 126 W 6 th St, Washington, NC 27889 |
| 2623 Old Pamlico Beach Rd, Belhaven, NC 27810 |
| FMA-PJ-04-NC-2016-005 |
| 114 Isabella Ave, Washington, NC 27889 |
| 221 Austin Point Dr, Washington, NC 27889 |
| 222 Austin Point Dr, Washington, NC 27889 |

Acquisition Documents

WITHDRAWAL LETTER

- A letter from the homeowner or sub-grantee that states the property is being withdrawn and why
- Must be on applicable letterhead





Hazard Mitigation Grant Program



Acquisition Documents

STATEMENT OF THE BASIS FOR DETERMINATION OF JUST COMPENSATION / DOB AFFIDAVIT

- Signed and dated by the sub-grantee
- If the Just Compensation Document does not have the DOB language, a DOB affidavit must be submitted
- The DOB Affidavit is signed by the homeowner, sub-applicant, and notarized if applicable

CITY OF DURHAM HAZARD MITIGATION GRANT PROGRAM (HMGP)
Statement of the Basis for the Determination of Just Compensation

Location of Property Southern side of Cardinal Drive between Tanager Trail and Third Fork Creek Greenway
 Address of Property 2303 Cardinal Drive, Durham, Durham County, North Carolina, 27713
 PIN 135131, 135125, 135132 and 213373 Owner(s) of Record Kiva Snyder

Type of residence (check one): Single Family Multiple Family
 Number of rooms: 3 Bedroom(s) 2.5 Bath(s)
 Exterior (check one): Brick Wood Siding
 Concrete Other: _____
 Size of residence: 1,792 Square feet Size of lot: 1.078* Acres

Improvements: The subject property is a house with 1,792 gross square feet located on the southern side of Cardinal Drive between Tanager Trail and Third Fork Creek Greenway. The home is a two-story colonial style home with three bedrooms and two and a half bathrooms. The interior of the house does not exhibit obvious signs of deferred maintenance.

*Please note that the subject property, as defined as parcel 135131, is one of three contiguous parcels that are singularly owned by the property owner and function as one property as shown in the appraisal report. There is also a larger parcel to the east of the Third Fork Creek Greenway that is in the same ownership. Therefore, the three adjacent parcels, (135131, 135125, and 135125) totaling 1.078 acres, has been defined as the Subject House Property, and the larger parcel to the east of the greenway, (213373) totaling 1.161 acres, has been defined as Surplus Land.

Amount of compensation: \$ 231,000.00

This amount is believed to be fair compensation for the property, and no less than its fair market value. This property has been studied considering its highest and best use for its type. The following benefits received for undocumented housing repairs will be deducted from the total value:

| | | | |
|--------------------------|-----|----------------------|-----|
| Flood Insurance Proceeds | \$0 | Disaster Relief Fund | \$0 |
| State SBA Grant | \$0 | FEMA IHP | \$0 |
| SBA Loan | \$0 | Other: <u>n/a</u> | \$0 |

Appraisal Approach: Sales Comparison
 Property Rights Appraised: Fee Simple Interest

The fair market value of this property is estimated as of March 6, 2014. In the determination of compensation,

Page 1 of 2 4/2020

fair market value is defined as, "the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of value, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property."

Authorized Agent

Date



Hazard Mitigation Grant Program



Acquisition Documents

STATEMENT OF THE BASIS FOR DETERMINATION OF JUST COMPENSATION / DOB AFFIDAVIT

Unit # ___

**CITY OF DURHAM HAZARD MITIGATION GRANT PROGRAM (HMGP)
Acquisition - Duplication of Benefits (DOB) Disclosure Form**

We, Kiva Snyder, are voluntary participants in the City of Durham Hazard Mitigation Grant Program Voluntary Buy-Out Program.

We have read the attached Duplication of Benefits (DOB) fact sheet provided by the Federal Emergency Management Agency (FEMA) and understand that the City of Durham is required to deduct from the purchase price of my property certain types of assistance that we have received IF we can document, with receipts or similar documentation, that the funds were expended on their intended purpose in the case of US Small Business Administration (SBA) loans, that the loans have not been removed as a result of the flood damaged property that we wish to sell to the City of Durham.

We understand that we have already authorized the State of North Carolina and we hereby certify the information provided below with the appropriate funding agency. We understand that we have an opportunity to review any discrepancies between the FEMA-provided amount of DOB and the amount that you have certified below. We understand, however, that the FEMA-provided amount will serve as the final amount, in the absence of evidence to the contrary.

We certify that we have applied for and/or received the following Federal benefits since March 7, 2014:

| Program Name | Applied For | Received |
|--|-------------|----------|
| FEMA Disaster Housing | | |
| Individual and Family Grant (IFG) Program (IFG funds for HOUSING REPAIRS ONLY!!!) | | |
| Hazard Minimization Funds | | |
| Small Business Administration (SBA) Loans | | |
| National Flood Insurance Program (NFIP) Settlements (NFIP settlements for STRUCTURAL DAMAGES ONLY!!) | | |
| Private Homeowner's Insurance | | |

We understand that our failure to fully disclose any benefits which we have received may disqualify us from the city's voluntary buy-out program, and we certify that the above is a full and complete disclosure of our receipt of flood related assistance.

HMGP-A.05 Page 1 of 2 12/2018

Unit # ___

We understand that DOB is a complex issue, and as such, we understand that we may consult the City of Durham's Flood Recovery Staff for assistance in reviewing this matter, but that we are solely responsible for making decisions regarding our expenditure of the above listed Federal funds.

This the 14 day of January 2019

[Redacted] Owner Signature 1/14/19 Date

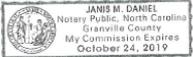
Owner Signature Date

City of Durham Staff Member or Agent Date

NOTE: THIS FORM MUST BE NOTARIZED BY A NOTARY PUBLIC COMMISSIONED IN THE STATE OF NORTH CAROLINA.

STATE OF NORTH CAROLINA
COUNTY OF Durham
 I, Janis M. Daniel, a Notary Public of the State of North Carolina, hereby certify that Kiva Snyder personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 14 day of January 2019.

[Redacted] Notary Public
 My Commission Expires: 10/24/2019



STATE OF NORTH CAROLINA
COUNTY OF _____
 I, _____, a Notary Public of the State of North Carolina, hereby certify that _____ personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____.

Notary Public
 My Commission Expires: _____

HMGP-A.05 Page 2 of 2 12/2018

Acquisition Documents

STATEMENT OF VOLUNTARY PARTICIPATION

- Signed and dated by homeowner
- Must be signed after the project was awarded; not in the development stage

Statement of Voluntary Participation

THIS AGREEMENT is made and entered into this 23rd day of September, 2013, by and between City of Durham, hereinafter referred to as "Sub-grantee," by its authorized agent, Sujit Ekka, and Kiva Snyder, hereinafter referred to as "Seller." The parties agree as follows:

1. Seller affirms that he/she/they is/are the owner/owners of property located at - 2303 Cardinal Dr. Durham, NC, hereinafter referred to as "property."
2. Sub-grantee has notified Seller that the Sub-grantee may wish to purchase property, and, if Seller agrees to sell, Seller must permanently relocate from property.
3. Sub-grantee has notified Seller that it believes the fair market value (FMV) of property, as of September 12, 2013 is \$ 179,462 as determined by appropriate valuation procedures publicized and implemented by Sub-grantee. The aforementioned FMV of the property is an estimate; a professional appraisal will be ordered at a later date.
4. Sub-grantee has notified Seller that Seller is not required to sell property and Sub-grantee will not use its power of eminent domain for the purpose of this acquisition project to acquire property if Seller chooses not to sell it.
5. Sub-grantee has notified Seller that if Seller agrees to sell property to Sub-grantee, such a transaction is voluntary. Consequently, Seller is not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.
6. Sub-grantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.
7. This Agreement shall expire on September 30, 2015, unless Seller has voluntarily sold property to Sub-grantee by that date.

| | |
|---|-------------------------|
| _____ Property Owner Signature | Date: <u>9/23/2013</u> |
| _____ Sub-grantee's Authorized Agent Signature | Date: <u>09/23/2013</u> |



Hazard Mitigation Grant Program



Acquisition Documents

SIGNED HUD-1

- Filled out by attorney and signed by the applicable parties
- If using SARF Funds it must be indicated on form

OMB No. 2502-0285

A. U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
SETTLEMENT STATEMENT

1. FHA 2. FinHA 3. CONV. UNINS. 4. VA 5. CONV. MS.

6. FILE NUMBER: PIT COUNTY 472 WARE
7. LOAN NUMBER:
8. MORTGAGE INS CASE NUMBER:

C. NOTE: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "FOC" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. NAME AND ADDRESS OF BORROWER: Pit County, 1717 West 6th Street, Greenville, NC 27838

E. NAME AND ADDRESS OF SELLER: Sandra Leo Edmonds, PO Box 705, Orlton, NC 28530

F. NAME AND ADDRESS OF LENDER:

G. PROPERTY LOCATION: 472 Water Street, Orlton, NC 28530, Pit County, North Carolina

H. SETTLEMENT AGENT: 56-1380501, Colombo, Kitchin, Dunn, Ball & Porter LLP, PLACE OF SETTLEMENT: 1698 E. Arlington Blvd., Greenville, NC 27858

I. SETTLEMENT DATE: February 14, 2019

| I. SUMMARY OF BORROWER'S TRANSACTION | | K. SUMMARY OF SELLER'S TRANSACTION | |
|--|---------------|---|--------------|
| 100. GROSS AMOUNT DUE FROM BORROWER: | | 400. GROSS AMOUNT DUE TO SELLER: | |
| 101. Contract Sales Price | 75,000.00 | 401. Contract Sales Price | 75,000.00 |
| 102. Personal Property | | 403. Personal Property | |
| 103. Settlement Charges to Borrower (Line 1400) | 826.00 | 404. Personal Property | |
| 105. Adjustments for Items Paid by Seller in Advance | | 405. Personal Property | |
| 106. City/Town Taxes | to | 406. City/Town Taxes | to |
| 107. County Taxes | to | 407. County Taxes | to |
| 108. Assessments | to | 408. Assessments | to |
| 109. | | 409. | |
| 110. | | 410. | |
| 111. | | 411. | |
| 112. | | 412. | |
| 120. GROSS AMOUNT DUE FROM BORROWER | 75,826.00 | 420. GROSS AMOUNT DUE TO SELLER | 75,000.00 |
| 200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER: | | 1300. REDUCTIONS IN AMOUNT DUE TO SELLER: | |
| 201. Deposit or earnest money | | 501. Excess Deposit (See Instructions) | |
| 202. Principal Amount of New Loan(s) | | 502. Settlement Charges to Seller (Line 1400) | 1,161.66 |
| 203. Existing loan(s) taken subject to | | 503. Existing loan(s) taken subject to | |
| 204. | | 504. Payoff First Mortgage | |
| 205. | | 505. Payoff Second Mortgage | |
| 206. | | 506. | |
| 207. | | 507. | |
| 208. | | 508. | |
| 209. | | 509. | |
| 210. City/Town Taxes | to | 510. City/Town Taxes | to |
| 211. County Taxes | to | 511. County Taxes | to |
| 212. Assessments | to | 512. Assessments | to |
| 213. | | 513. | |
| 214. | | 514. | |
| 215. | | 515. | |
| 216. | | 516. | |
| 217. | | 517. | |
| 218. | | 518. | |
| 219. | | 519. | |
| 220. TOTAL PAID BY OR FOR BORROWER | | 520. TOTAL REDUCTION AMOUNT DUE SELLER | 1,161.66 |
| 300. CASH AT SETTLEMENT FROM TO BORROWER: | | 600. CASH AT SETTLEMENT TO FROM SELLER: | |
| 301. Gross Amount Due From Borrower (Line 120) | | 601. Gross Amount Due To Seller (Line 420) | 75,000.00 |
| 302. Less Amount Paid By/For Borrower (Line 220) | (75,826.00) | 602. Less Reductions Due Seller (Line 520) | (1,161.66) |
| 303. CASH (X FROM) (TO) BORROWER | 75,826.00 | 603. CASH (X TO) (FROM) SELLER | (1,161.66) |

The undersigned hereby acknowledge receipt of a completed copy of pages 1 & 2 of this statement.

Borrower: Pit County

Seller: Sandra Leo Edmonds

Settlement Agent: Colombo, Kitchin, Dunn, Ball & Porter LLP

54D-1 (049) RESA 1B-005.2

L. SETTLEMENT CHARGES

700. TOTAL COMMISSION Based on Price \$ @ %

Division of Commission (Line 700) as Follows:

| 701. \$ | to | 702. \$ | to | 703. Commission Paid at Settlement | to | 704. | to |
|---------|----|---------|----|------------------------------------|----|------|----|
| | | | | | | | |

800. ITEMS PAYABLE IN CONNECTION WITH LOAN

| | | |
|------------------------------|---|----|
| 801. Loan Origination Fee | % | to |
| 802. Loan Discount | % | to |
| 803. Appraisal Fee | % | to |
| 804. Credit Report | | to |
| 805. Tax Service Fee | | to |
| 806. Flood Determination Fee | | to |
| 807. Commitment Fee | | to |
| 808. | | |
| 809. | | |
| 810. | | |
| 811. | | |

900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE

| | | | | |
|-----------------------------------|-----|--------|--------------|---|
| 901. Interest From | to | @ \$ | day (days) | % |
| 902. W/P Tolns. for Life/Loan | for | months | to | |
| 903. Hazard Insurance Premium for | 1.0 | years | to | |
| 904. | | | | |
| 905. | | | | |

1000. RESERVES DEPOSITED WITH LENDER

| | | |
|----------------------------|------------------|-----------|
| 1001. Hazard Insurance | months @ \$ | per month |
| 1002. Mortgage Insurance | months @ \$ | per month |
| 1003. City/Town Taxes | months @ \$ | per month |
| 1004. County Taxes | months @ \$ | per month |
| 1005. Assessments | 0.00 months @ \$ | per month |
| 1006. | months @ \$ | per month |
| 1007. | months @ \$ | per month |
| 1008. Aggregate Adjustment | months @ \$ | per month |

1100. TITLE CHARGES

| | | |
|---------------------------------|--|--------|
| 1101. Settlement or Closing Fee | to | |
| 1102. Abstract or Title Search | to | |
| 1103. Title Examination | to | |
| 1104. Wire / Certified Mail Fee | to | |
| 1105. Document Preparation | to | |
| 1106. Overnight Fees | to Colombo, Kitchin, Dunn, Ball & Porter LLP | |
| 1107. Attorney's Fees | to Colombo, Kitchin, Dunn, Ball & Porter LLP | |
| (includes above item numbers:) | | 650.00 |
| 1108. Title Insurance | to Statewide Title Insurance Company | |
| (includes above item numbers:) | | |
| 1109. Lender's Coverage | \$ | |
| 1110. Owner's Coverage | \$ | |
| 1111. | | |
| 1112. | | |
| 1113. | | |

1200. GOVERNMENT RECORDING AND TRANSFER CHARGES

| |
|---|
| 1201. Recording Fees: Deed \$ 26.00 ; Mortgage \$; Releases \$ 26.00 |
| 1202. City/County Tax Stamps: Deed ; Mortgage |
| 1203. State Tax Stamps: Revenue Stamp 150.00 ; Mortgage 150.00 |
| 1204. |
| 1205. |

1300. ADDITIONAL SETTLEMENT CHARGES

| | | |
|----------------------------|-------------------------------|----------|
| 1301. Survey | to | |
| 1302. Pest Inspection | to | |
| 1303. Judgment 17 CR062118 | to Pit County Clerk of Courts | |
| 1304. | | 1,161.66 |
| 1305. | | |

1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 602, Section K)

By signing page 1 of this statement, the signatories acknowledge receipt of a completed copy of pages 1 & 2 of this statement.

Certified to be a true copy.

Settlement Agent:

(PIT COUNTY 472 WARE / PIT COUNTY 402 WARE / 12)

Acquisition Documents

DEED OF TRANSFER / CONTRACT OF SALE

- Must have stamp on top of first page showing it was filed in the county/town's records
 - Deed Restrictions and the Transfer Deed should be filed together
- Signed and dated by the homeowner and signing authority and notarized

APPROVED BY THE TAX ASSESSOR
TO BE RECORDED IN THE
MITCHELL COUNTY REGISTER
OF DEEDS OFFICE
Date: Sep 23rd, 2020 9:49 AM
Mitchell County

2020001693
MITCHELL COUNTY REC.FEE \$30.
STATE OF NC REAL ESTATE EXI
\$300.00
PRESENTED & RECORDED
09/23/2020 08:00:48 AM
KATHY LAWS
870 KATHY LAWS
RD
BIRK BE #18
PO: 184 - 195

Excise Tax: \$380.00
Tax Map ID #: 0825-00-41-9914
Prepared by: D. Michael Holmes

GENERAL WARRANTY DEED
DATE: September 22, 2020
STATE OF NORTH CAROLINA
COUNTY OF MITCHELL

GRANTOR'S RESIDENCE DISCLOSURE
TO HAVE AND TO HOLD this realty and all privileges and appurtenances thereto belonging unto the GRANTEE in heirs, successors and/or assigns in fee simple.
And the GRANTOR covenants with the GRANTEE that GRANTOR is not the grantor in fee simple, has the right to convey the same in fee simple, that the title is marketable and free and clear of all encumbrances, and that GRANTOR will forever warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

GRANTOR'S RESIDENCE DISCLOSURE
If inhabited, the property described herein includes the primary residence of the Grantor pursuant to N.C. Gen. Stat. §16B-317.9.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing on the DATE first above written.

BRADSHAW VOLUNTEER FIRE AND RESCUE, INC.

STATE OF NORTH CAROLINA, Mitchell COUNTY
I, the undersigned Notary Public of the State and County aforesaid, do hereby certify that Nathan Peterson personally appeared before me this day and acknowledged to me that he is President of the Board of Directors of Bradshaw Volunteer Fire and Rescue, Inc., a North Carolina Non-Profit Corporation, and that his authority duly given and at the act of the corporation, he executed the foregoing on behalf of the corporation.

Notary Signature: BRITZABECK, L. LIBBIERES
Date: 9/22/2020

HOLMES & HOLMES, ATTORNEYS AT LAW, 167 LOCUST STREET, P.O. BOX 615, SPRUCE PINE, NC 28777
submitted electronically by "Holmes & Holmes Attorneys at Law"
in compliance with North Carolina Rules governing electronic documents
and the terms of the submitter agreement with the Mitchell County Register of Deeds.



Hazard Mitigation Grant Program



Acquisition Documents

DEED RESTRICTIONS

2022001142
 MITCHELL CO. NC FEE: \$28.00
 PRESENTED & RECORDED:
 04-19-2022 01:58:08 PM
 SALLY LAMB
 REGISTER OF DEEDS
 BY JOHN PITMAN
 DEPUTY
 BK: RE 642
 PG: 942-946

FEMA MODEL DEED RESTRICTION

Exhibit A

In reference to the property conveyed by deed between Bradshaw Volunteer Fire and Rescue, Inc. participating in the federally- assisted acquisition project (the Grantor) and Mitchell County, North Carolina, (the Grantee), its successors and assigns; the real estate subject to this Deed Restriction is the parcel of real estate shown and described on map of survey by Anthony R. Suttle, P.L.S., L-4798, dated 21 August 2019, entitled "Survey for Bradshaw Volunteer Fire and Rescue bearing Job # 19069 and recorded in Plat Book 4 at page 150 of the Mitchell County Registry, said map of survey being incorporated herein by reference for a complete description.

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (The Stafford Act), 42 U.S.C. § 5121 et seq., identifies the use of disaster relief funds under 5170c, Hazard Mitigation Grant Program ("HMGP") including the acquisition and relocation of structures in the floodplain;

WHEREAS, the mitigation grant program provides a process for a local government, through the State, to apply for mitigation assistance to acquire interests in property, including the purchase of structures in the floodplain, to demolish and/or remove the structures, and to maintain the use of the property as open space in perpetuity;

WHEREAS, North Carolina has applied for and been awarded such funding from the Department of Homeland Security, Emergency Management Agency ("FEMA") and has entered into a mitigation grant program Grant Agreement dated 4/19/22 with FEMA and herein incorporated by reference; making it a mitigation grant program grantee.

WHEREAS the property is located in Mitchell County, North Carolina and Mitchell County, North Carolina is in good standing with NFIP as of the date of the Deed;

WHEREAS, Mitchell County, North Carolina acting by and through the Mitchell County Board of Commissioners, has applied for and been awarded federal funds pursuant to an agreement with the State of North Carolina dated August 13, 2018 ("State-Local Agreement") and herein incorporated by reference, making it a mitigation grant program subgrantee;

WHEREAS, the terms of the mitigation grant program statutory authorities, Federal program requirements consistent with 44 C.F.R. Part 80, the Grant Agreement, and the State-Local Agreement require that the Grantee agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and preserve natural floodplain values;

- a. The State will notify the Grantee and any current holder of the property interest in writing and advise them that they have 60 days to correct the violation.
- i. If the Grantee or any current holder of the property interest fails to demonstrate a good faith effort to come into compliance with the terms of the grant within the 60-day period, the State shall enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to bringing an action at law or in equity in a court of competent jurisdiction.
- ii. FEMA, its representatives, and assignees may enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to 1 or more of the following:
 - a) Withholding FEMA mitigation awards or assistance from the State or Tribe, and Grantee; and current holder of the property interest.
 - b) Requiring transfer of title. The Grantee or the current holder of the property interest shall bear the costs of bringing the Property back into compliance with the terms of the grant; or
 - c) Bringing an action at law or in equity in a court of competent jurisdiction against any or all of the following parties: the State, the Tribe, the local community, and their respective successors.
- 5. Amendment. This agreement may be amended upon signatures of FEMA, the State, and the Grantee only to the extent that such amendment does not affect the fundamental and statutory purposes underlying the agreement.
- 6. Severability. Should any provision of this grant or the application thereof to any person or circumstance be found to be invalid or unenforceable, the rest and remainder of the provisions of this grant and their application shall not be affected and shall remain valid and enforceable.

IN WITNESS WHEREOF, Bradshaw Volunteer Fire and Rescue Department, Inc. has caused the due execution of this instrument by Dennis Davis, its Chair under authority of its Board of Directors and Mitchell County, North Carolina has caused its Chairman, Steve Pitman to execute this instrument on behalf of and under the authority of the Mitchell County Board of Commissioners.

Bradshaw Volunteer Fire and Rescue Department, Inc

[Redacted Signature]

Mitchell County Board of Commissioners

[Redacted Signature]

Steve Pitman, Chairman

North Carolina
 Mitchell County

Mavis Parsley, a notary public for the county and state named above certify that Steve Pitman in his capacity as Chairman of the Mitchell County Board of Commissioners appeared before me and acknowledged his due execution of the foregoing FEMA Model Deed Restriction on behalf of the Mitchell County Board of Commissioners.

Witness my hand and seal this 15th day of April 2022



[Redacted Signature]

My Commission expires: 12/12/23

North Carolina
 Mitchell County

[Redacted Signature] public for the county and state aforesaid certify that Dennis Davis of Bradshaw Fire and Rescue Department, Inc. appeared before me and acknowledged his due execution of the FEMA Model Deed Restriction on behalf of the Board of Directors of Bradshaw Fire and Rescue Department, Inc.

Witness my hand and seal this 15th day of April 2022



[Redacted Signature]

My Commission expires: 12/12/23

Acquisition Documents

DATE OF DEMOLITION

- Letter or some other type document that gives the exact date of demolition
- Should be within 90 days of the purchase of the property
 - If outside the 90-day window, must provide reason why demolition was outside of 90 days



1205 Chilmark Avenue
Wake Forest, NC 27587
919-710-5990
5-24-21

ATTN: Mavis Parsley
Mitchell County Purchasing
BID #: 2020-2

Description of Project: Mitchell County acquired the funding for the purchase of the real estate with grant funds provided for the acquisition of flood plain real estate and for the demolition and removal and disposal of all structures and impermeable surfaces on the real estate through the Federal Flood Mitigation Assistance Program and to restore the real estate as perpetual open space for the conservation of natural floodplain functions.

* May 11th to May 23rd *demo dates*

Invoice#: BFR51121

| | |
|---------------------------------------|-----------------|
| BID 2020-2..... | \$24,242.77 |
| BID 2020-2 change order proposal..... | \$6,294.00 |
| Total..... | \$30,536.77 |

Thank you.

10.4941.4100

Mitchell County
Approved For Payment
Date Paid 5/24/21
Check # 147595 *mP*

Elevation Documents

- Contracts for Services
- Bids
- Documentation of Compliance
- Pre-Mitigation Elevation Certificate
- Survey
- Feasibility Analysis
- Acknowledgement of Conditions
- Deed Restrictions
- Post-Mitigation Elevation Certificate
- Proof of Flood Insurance
- AW-501 / Transmittal / NFIP Compliance
- Withdrawal Letter

Elevation Documents

BIDS

- Must show the bidding process occurred
- If only one bid was acquired, a second bidding process must occur

| Holland Consulting Planners, Inc. Final Bid Tabulation Form | | | | | |
|--|--|------------------------|---------------------|------------------------------------|------------|
| Project: <u>Famlico County FY15 FMA</u> | | | | Bid Opening Date: <u>1/11/2018</u> | |
| Case File # | Occupant/Address | Actual Bid (Tabulated) | Contractor | Recommended Award (X) | Comments |
| PC1501 | Harrison - 560 Creek Place Drive, Arapahoe | \$141,000.00 | Goose Creek Constr | X | Low Bidder |
| | | \$155,565.00 | Gilbert Everett | | |
| | | \$174,934.00 | Paul Woolard Constr | | |
| | | \$217,383.00 | JE Dillahunt | | |
| PC1502 | O'Nea - 10769 NC Hwy 304, Bayboro | \$101,500.00 | Goose Creek Constr | X | Low Bidder |
| | | \$112,100.00 | Gilbert Everett | | |
| | | \$161,724.00 | Paul Woolard Constr | | |
| | | \$106,500.00 | JE Dillahunt | | |
| PC1503 | Hurley - 614 Windward Drive, Oriental | \$140,607.00 | Goose Creek Constr | X | Low Bidder |
| | | \$171,000.00 | Gilbert Everett | | |
| | | \$180,921.00 | Paul Woolard Constr | | |
| | | \$176,200.00 | JE Dillahunt | | |
| PC1504 | Potter - 15837 NC 304/33 Hwy, Hobucken | \$118,800.00 | Goose Creek Constr | X | Low Bidder |
| | | \$135,135.00 | Gilbert Everett | | |
| | | \$177,040.00 | Paul Woolard Constr | | |
| | | \$168,250.00 | JE Dillahunt | | |

Elevation Documents

PRE/POST MITIGATION ELEVATION CERTIFICATE

- Must be stamped on page 2
- The Post-Mit elevation must be higher than the Pre-Mit

| SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION | | | |
|--|---|--------------------------|-----------------------------|
| <p>This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.</p> <p>Were latitude and longitude in Section A provided by a licensed land surveyor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Check here if attachments.</p> | | | |
| Certifier's Name Hugh A. Sorrell | | License Number L-2849 | |
| Title Professional License Surveyor | | | |
| Company Name Sorrell Land Surveying, Inc. | | | |
| Address 107 Union Drive, Suite 101 | | | |
| City Washington | State North Carolina | | |
| Signature | <small>Digitally signed by Hugh Sorrell Date: 2017.11.02 19:54:29 -0400</small> | Date 07-19-2018 | Telephone (252) 948-2464 |
| Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner. | | | |
| Comments (including type of equipment and location, per C2(e), if applicable) C2e. Lowest machinery is 7.50' Benchmark is a nail set in a power pole at base flood elevation of 7.00' | | | |

Elevation Documents

CERTIFICATION OF ENGINEERED FLOOD OPENINGS

- Must be signed and stamped by the surveyor
- Must be signed and stamped by the licensed engineer
- **Must have the building address listed**
- Must have the vent model and number of vents used
- Usually acquired from the manufacture of the flood vents

Certification of Engineered Flood Openings

In accordance with NFIP, FEMA TB 1-08, and ASCE/SEI 24-05

I hereby certify that the Crawl Space Door Systems flood vents 816CS, 1220CS, 1232CS, 1616CS, 1624CS, 1632CS, 2032CS, 2424CS, and 2436CS are designed in accordance with the requirements of the NFIP "Flood Insurance Manual" (2011) to provide automatic equalization of hydrostatic flood forces by allowing for the entry and exit of floodwaters, when properly installed and sized as set forth below. This certification follows the design requirements and specifications established in FEMA Technical Bulletin 1-08, "Openings in Foundation Walls and Walls of Enclosures Below Elevated Buildings in Special Flood Hazard Areas", and the ASCE Standard for "Flood Resistant Design and Construction" (ASCE/SEI 24-05).

Design Characteristics

Section 2.6.2.2 of ASCE 24 provides an equation to determine the required net area of engineered openings (A_n) for a given enclosed area (A_e). This equation is based on the hydraulic formula for the flow rate across sharp edged orifices. I have utilized this equation to calculate 1) the respected flow rate through the individual openings between louvers; 2) the flow rate through the main frame opening in case the louver is blown out during a flood event; and 3) the flow rate of water flowing through lower blades following hydraulic short tube theory. The ultimate maximum total enclosed area (A_e) that can be serviced by a single vent has then been determined by utilizing the lowest flow rate of the three assessed scenarios for each vent and is listed in Table 1.

These values are based on the following assumptions:

- In absence of reliable data, the rates of rise and fall have been assumed with 5 feet/hour;
- The (maximum) difference between the exterior and interior floodwater levels has been assumed with 1 foot during base flood conditions;
- A factor of safety of 5 has been assumed, which is consistent with design practices related to protection of life and property;
- The net area of openings (A_n) as provided by the manufacturer.

| Model | H x W [in] | A_n [in ²] | A_e [ft ²] |
|--|------------|--------------------------|--------------------------|
| <input type="checkbox"/> 816CS | 8 x 16 | 105 | 205 |
| <input type="checkbox"/> 1220CS | 12 x 20 | 235 | 500 |
| <input type="checkbox"/> 1232CS | 12 x 32 | 305 | 645 |
| <input type="checkbox"/> 1616CS | 16 x 16 | 180 | 395 |
| <input type="checkbox"/> 1624CS | 16 x 24 | 310 | 670 |
| <input type="checkbox"/> 1632CS | 16 x 32 | 405 | 835 |
| <input checked="" type="checkbox"/> 2032CS | 20 x 32 | 630 | 1240 |
| <input checked="" type="checkbox"/> 2424CS | 24 x 24 | 570 | 1230 |
| <input checked="" type="checkbox"/> 2436CS | 24 x 36 | 850 | 1765 |

Installation Requirements and Limitations

This certification will be voided if the following installation requirements and limitations are not enforced:

- There shall be a minimum of two openings on different sides of each enclosed area;
- The bottom of each required opening shall be no more than 2ft above the adjacent ground level;
- No temporary (e.g. during cold weather) or permanent solid cover may be placed into or over the flood vent that would block the automatic entry or exit of floodwaters at any time;
- Where analysis indicates rates of rise and fall greater than 5 ft/hr, the total enclosed area as given in Table 1 shall be reduced accordingly to account for the higher rates of rise and fall.

Identification of the Building and Installed Flood Vents

The flood vent models marked in Table 1* are being installed at the following building:

Building Address: 6200 CREEK PALM ROAD, AKA PAINNE, N. 28510

Certifying Design Professional

Name: Frederick Allen House
 Title: President-House Engineering P.C.
 Address: P O Box 466, Kitty Hawk, NC 27949
 Type of License: Professional Engineer
 License #: 24740
 Issuing State: North Carolina

Signature: Frederick A. House 7/23/12

Professional Engineer Seal: FREDERICK A. HOUSE, PROFESSIONAL ENGINEER, NORTH CAROLINA, SEAL 24740

Spring 2012 Ver. 2.0

Elevation Documents

FEASIBILITY ANALYSIS

- Completed by an engineer
- Must be stamped by a licensed engineer

#BC1601

BEAUFORT COUNTY FLOOD MITIGATION ASSISTANCE PROGRAM (FMA)
Site Evaluation and Scope of Work

PART 1 – SITE EVALUATION

Owner's Name(s): Virginia Robinson Parcel ID #: _____
 Street Address: 2623 Old Pamlico Beach Rd
 City/Town: Belhaven, NC Zip: 27810

DATA REQUIRED FOR PREPARATION OF BID DOCUMENTS:
 (Check if complete or in possession at time of evaluation)

Preliminary Grant Agreement
 Right-to-Enter Agreement
 Tax Card
 Photographs
 Asbestos Inspection Report
 Termite Report
 Site Survey/Elevation Certificate
 SIFD Evaluation
 Preliminary Rating Form (FMA-25)
 No Need a Post-elevation Rendering/Visualization Photo for Homeowner



SCOPE OF DRAWINGS TO BE PROVIDED (Engineer to check the one that applies to this unit):
 Type 1 – Generic (e.g., Simple FHA Style Home): Includes only the Standard Wall X-sections, Piers, & Related Standard Detail (i.e., connections, access, W/C ramps) & the Site Specific Plan Notes.
 Type 2 – Similar to Type 1 but includes an Existing Foundation Plan & an Engineered Proposed Foundation Plan. Typically, does not include site-specific sections.
 Type 3 – Full Intensive Engineered Design/Plan Set.

I. PHYSICAL DESCRIPTION OF BUILDING & LOT:

A. STRUCTURE:
 Foundation: Slab _____ Crawspace Pier _____ Pile _____ Basement _____
 Number of Stories: 1 Square Footage (Htd): _____ Total Square Feet: _____
 Superstructure: _____

B. LOT

1. The lot has a gentle slope from the road at the rear down to the water. Correspondingly, the lot slopes at approximately 4% from west to east such that there is as much as a 2-foot drop. The lot is sparsely wooded with a few trees along the east property line and near the water.

FMA.8 Page 1 of 14 6/2016

#BC1601

_____ perimeter footings and walls and interior spread footings and piers as specified by the prescriptive methods of the NC State Residential Building Code and the FMA Scope of Elevation Work/Engineering Drawings.

B. UNIT DEFERRED FOR BID.
 Provide a brief summary of the reason for deferral and summary of required pre-elevation repairs.

C. UNIT IS UNSUITABLE FOR ELEVATION. Provide a brief summary below.

D. ADDITIONAL NOTES:

1. None.

NOTE TO HOMEOWNER
 This report/recommendation does not certify that the house will not suffer damage associated with the elevation process. The recommendation to elevate is based on a limited review of the house and relies on the fact that similar houses in similar conditions have satisfactorily undergone an elevation process. The elevation contractor is responsible for the means and methods of elevating the house and is responsible for closely monitoring the results of imposing jacking loads on the house during elevation. The elevation contractor is responsible for taking whatever action is necessary to minimize damage to the house. The contractor and/or local building code authority may judge that this house is unsuitable for elevation following commencement of construction.

Bobby L. Joiner, PE _____ 8/17/18
 _____ Date
 _____ 8/17/18
 _____ Date



FMA.8 Page 9 of 14 6/2016



Hazard Mitigation Grant Program



Elevation Documents

Acknowledgement of Conditions

- Filled out during the application stage of development
- Signed and dated by the homeowner and signing authority and notarized

**Model Acknowledgement of Conditions
For Mitigation of Property in a Special Flood Hazard Area
With FEMA Grant Funds**

Property Owner Virginia Robinson
 Street Address 2623 Old Fernside Beach Rd.
 City Beaufort, State NC, Zip Code 27810
 Deed dated 10-17-14, Recorded 81856 P 546 SCRD
 Tax map 76-000, block na, parcel 76-01-00-9361
 Base Flood Elevation at the site is _____ feet (NGVD).
 Map Panel Number _____, effective date _____

As a recipient of Federally-funded hazard mitigation assistance under the Hazard Mitigation Grant Program, as authorized by 42 U.S.C. §5170c / Pre-Disaster Mitigation Program, as authorized by 42 U.S.C. §1133 / Flood Mitigation Assistance Program, as authorized by 42 U.S.C. §4104c / Severe Repetitive Loss, as authorized by 42 U.S.C. §4102a, the Property Owner accepts the following conditions:

1. That the Property Owner has insured all structures that will not be demolished or relocated out of the SFHA for the above-mentioned property to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less, through the National Flood Insurance Program (NFIP), as authorized by 42 U.S.C. §4001 *et seq.*, as long as the Property Owner holds title to the property as required by 42 U.S.C. §4012a.
2. That the Property Owner will maintain all structures on the above-mentioned property in accordance with the flood plain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 and City/County Ordinance as long as the Property Owner holds title to the property. These criteria include, but are not limited to, the following measures:
 - i. Enclosed areas below the Base Flood Elevation will only be used for parking of vehicles, limited storage, or access to the building;
 - ii. All interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials;
 - iii. No mechanical, electrical, or plumbing devices will be installed below the Base Flood Elevation; and
 - iv. All enclosed areas below Base Flood Elevation must be equipped with vents permitting the automatic entry and exit of flood water.

For a complete, detailed list of these criteria, see City/County Ordinance attached to this document.

3. The above conditions are binding for the life of the property. To provide notice to subsequent purchasers of these conditions, the Property Owner agrees that the City/County will legally record with the county or appropriate jurisdiction's land

1

records a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

"This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. §5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the flood plain management criteria of Title 44 of the Code of Federal Regulations Part 60.3 and City/County Ordinance."

4. Failure to abide by the above conditions may prohibit the Property Owner and/or any subsequent purchasers from receiving Federal disaster assistance with respect to this property in the event of any future flood disasters. If the above conditions are not met, FEMA may recoup the amount of the grant award with respect to the subject property, and the Property Owner may be liable to repay such amounts.

This Agreement shall be binding upon the respective parties' heirs, successors, personal representatives, and assignees.

THE CITY/COUNTY OF Beaufort
 A Local Government MUNICIPAL CORPORATION
 BY: _____
 OF THE CITY/COUNTY OF Beaufort

 AND

Virginia Robinson

2

WITNESSED BY: _____
 (PR)
 (SIC)

NOTARY:
 State of North Carolina - County of Beaufort
 I, _____ of the County and State aforesaid, certify that _____ appeared before me this _____ day of _____, 2018, for the purpose therein set forth.
 Witness my hand and Notarial stamp or seal this _____ day of _____, 2018.
 My Commission Expires: 12-14-2018
 _____ Notary Public
 [SCOTTIE A. GAUNTWOOD
 NOTARY PUBLIC
 HAMBLETOWN, NC]

3

Elevation Documents

- Must have stamp on top of the first page showing it was filed in the county/town's records
- Make sure the dates are fully complete at the top of page 1 (mm/dd/yyyy)
- In Section 11 make sure if there is a 20-year agreement renewal, the date for the 20 years is filled out and correct
- Signed by the homeowner and signing authority and notarized

Deed Restrictions



11. These restrictions shall affect and run with the Property and shall exist and be binding upon all parties and all parties claiming under them until 5-6-39 (fill in - 20 years from date of Agreement) and shall thereafter be extended for successive periods of ten (10) years each.

BK 2028 PG 094

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

OWNERS(S) SIGNATURE(S): _____
 COUNTY SIGNATURE(S): _____
 Beaufort County Designated Agent

TEST: _____
 Notary Public

STATE OF NORTH CAROLINA
 COUNTY OF Wash

I, Melissa Cooper, a Notary Public in and for the State and county aforesaid, certify that Virginia Robinson personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 16th day of May, 2019.

Notary Public _____ My Commission Expires: 7/15/2023

STATE OF NORTH CAROLINA
 COUNTY OF _____

I, _____, a Notary Public in and for the State and county aforesaid, certify that _____ personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 20____.

Notary Public _____ My Commission Expires: _____

(notary block for county's designated agent signature)

STATE OF NORTH CAROLINA,
 COUNTY OF Beaufort

I, _____, a Notary Public of the State of North Carolina, certify that _____ of Pittsboro, North Carolina, personally came before me this day and acknowledged that he or she is Designated Agent of Beaufort Co., a Body Corporate and Politic of the State of North Carolina, and that my authority duly given and as the act of said County the foregoing instrument was signed by Heidi Rodenette, sealed with its corporate seal and attested by himself or herself as its DA.

WITNESS my hand and official stamp or seal, this 1st day of July, 2020.

Notary Public _____ My Commission Expires: 5-21-22

ANGELA R. PITTS
 Notary Public
 Beaufort County, North Carolina
 My Commission Expires May 21, 2022

FMA.16 Page 3 of 4 6/2016

Elevation Documents

CERTIFICATE OF OCCUPANCY

- Must have building address
- Signed and dated by building official

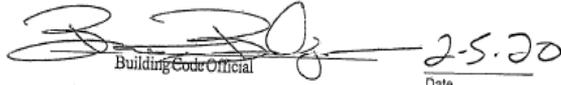


Beaufort County
Certificate of Occupancy
Department of Inspections

This certificate issued pursuant to the requirements of the International Codes certifying that at the time of issuance this structure was in compliance with the various ordinances of the County regulating building construction or use. For the following:

Owner of Building Virginia Robinson Building Permit No. BR-19-0522
Contractor Gilbert Everett Builder Inc

Address [Redacted] Address 552 Firetower Ln


Building Code Official Date 2-5-20

Elevation Documents

PROOF OF FLOOD INSURANCE

- Must be active and up to date as of closeout submission
- Must have up to date flood insurance in perpetuity of the life of the property, as stated in the deed restrictions

Mitigation Reconstruction

- Contracts for Services
- Bids
- Documentation of Compliance
- Pre-Mitigation Elevation Certificate
- Survey
- Engineering Design / Construction Drawings
- Acknowledgement of Conditions
- Deed Restrictions
- Post-Mitigation Elevation Certificate
- Certification of Engineered Flood Openings
- Certificate from Building Official/Design Professional
- Certificate of Occupancy
- Final Inspection Report
- Proof of Flood Insurance
- Tax Card of New Structure
- AW-501 / Transmittal / NFIP Compliance Withdrawal Letter

Mitigation Reconstruction Documents

CERTIFICATE FROM BUILDING OFFICIAL/DESIGN PROFESSIONAL & FINAL INSPECTION REPORT

- **Cert from Building Official:** Signed and dated by building official or design professional stating the new structure was constructed to all the most recent North Carolina building codes
- **Final Inspection Report:** Signed, dated, and stamped by inspector after the new structure is complete
- Both are usually fulfilled by the Certificate of Occupancy

Mitigation Reconstruction Documents

TAX CARD OF NEW STRUCTURE

- Must have square footage listed of the new structure
- The total square feet of new structure must be within 10% of previous structure

| | | | | |
|---|--------------------|-------------|--------------|-------------------------------|
| Hyde County, North Carolina | | ACCOUNT # | 202199 | |
| Tax Administrator, PO Box 276, Swan Quarter, NC 27885 | | RECORD | CARD | PN |
| 3503 | 1 | | | MAP NUMBER |
| | | E7A 44 | | |
| OWNER INFORMATION | | | | |
| SEARS JR., J. D. | | | | |
| 5555 SLADESVILLE CREDLE R | | | | |
| SCRANTON, NC 27875 | | | | |
| PHYSICAL 811 ADDRESS | | | | |
| 5555 SLADESVILLE CREDLE RD | | | | |
| DEA | | | | |
| LEGAL DESCRIPTION | | | | |
| LOT & HOUSE | | | | |
| NOTES | | | | |
| SALES INFORMATION | | | | |
| DATE | | AMOUNT | CODE | |
| LEGAL INSTRUMENTS | | | | |
| DATE | | TYPE | BOOK PAGE | |
| TOTAL ACRES | | | | |
| 0.0000 | RSWS | CSWS | C&D | % INY |
| | 1 | 0 | 100% | 0% |
| | | | | 912 |
| LISTED | | | | |
| GBA | 7/2/2008 | NR | 1/11/2009 | APPEALS |
| BUILDING INFORMATION | | | | |
| CONSTRUCTION STYLE | | EXEMPT | COVD | ROOMS |
| CONVENTIONAL | | N | F | 3 |
| YR BLT | EFF YR | REM VR | DEP % | DEPOVR |
| 1939 | 1950 | 1993 | 27% | |
| BUILDING PROPERTIES | | | | |
| FOUNDATION | ROOF TYPE/MATERIAL | WALL FINISH | FLOOR FINISH | FUEL TYPE |
| PETERS | GABLE | COMP SHGLS | SOFTWOOD | OIL |
| BUILDING BUILT INS, PLUMBING & SUB SECTIONS | | | | |
| TYPE | GRADE | NOTES | QTY/SIZE | RPCN |
| Total Built Ins, Plumbing & Fireplace Value \$2,480 | | | | |
| PRINT DATE | | LAST SAVED | | BUILDING VALUE SUMMARY |
| 3/13/2012 | | 11/5/2008 | | RPCN |
| | | | | DEP |
| | | | | BLDNG |
| | | | | ISS P/E |
| | | | | LCF |
| | | | | TOTAL BLDG VALUE |
| | | | | LAND VALUE |
| | | | | OBLDG VALUE |
| | | | | APPRAISED VALUE |
| | | | | DEFERRED VALUE |
| | | | | TAXABLE VALUE |
| | | | | \$24,396 |
| | | | | Building Replacement Cost New |
| | | | | \$56,278 |

Generator Documents

- Contracts for Services
- Documentation of Compliance
- Purchase Bid
- Installation Bid
- Bill of Sale
- Post-Test Operational Feasibility Letter
- Maintenance Agreement
- GPS Waypoints
- Withdrawal Letter

Generator Documents

BILL OF SALE

- Invoice of the purchased generator

**ROCKINGHAM COUNTY
NORTH CAROLINA**
Purchasing Office
PO Box 41
Wentworth, NC 27375-0041
Telephone (336) 342-8111
Fax (336) 342-8455



| PURCHASE ORDER | |
|--|-------------|
| P.O. NUMBER | P210663 |
| DATE | 10/08/2020 |
| VENDOR I.D. | V0001119 |
| DELIVER BY | |
| FOB | DESTINATION |
| TERMS | NET |
| REQUISITION NO | PR040175 |
| OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE | |

TO:
LOWE'S
1000 LOWE'S BLVD
MOORESVILLE, NC 28117

DELIVER ITEMS TO:
EMS BASE 5 - ADMINISTRATION
ROCKINGHAM COUNTY
150 NC 65
REIDSVILLE, NC 27320

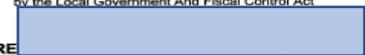
SEND INVOICE TO:
EMS BASE 5 - ADMINISTRATION
ROCKINGHAM COUNTY
PO BOX 86
WENTWORTH, NC 27375

| ITEM | DESCRIPTION | QTY | UNIT | UNIT PRICE | EXTENDED PRICE |
|--------------|--|-----------|------|------------|--------------------|
| 0001 | 80 KW Liquid Cooled 3 Phase Generator and Transfer Switch. According to specifications. NC Hazard Mitigation Grant for Generator at Base 1 in Eden. | 22,219.42 | EA | \$1.00 | \$22,219.42 |
| TOTAL | | | | | \$22,219.42 |

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. The right of cancellation in case of long delay in shipment is reserved.
3. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.
4. Prepay shipping charges, if any, and add to invoice.
5. Ship "Open Account." NO C.O.D.'s will be accepted.
6. Terms and conditions that govern this purchase order can be found at <https://rc.municipalcms.com/files/documents/PurchaseOrderTermsConditions1506085140032020AM.pdf>

This instrument has been preaudited in the manner required by the Local Government And Fiscal Control Act

AUTHORIZED SIGNATURE



Generator Documents

POST-TEST OPERATIONAL FEASIBILITY LETTER

- Signed by the installer or applicable party that states that the generator was tested and functional after the installation



Rockingham County Government
County Manager's Office

Lance Metzler, ICMA-CM
Rockingham County Manager

January 10, 2022

State of North Carolina
Department of Public Safety
Division of Emergency Management
4238 Mail Service Center
Raleigh, NC 27699-4238

Re: PF-5161-0001-F Rockingham County Generator Mitigation Grant

To Whom It May Concern:

The subject generator was installed and tested June 21, 2021 and was working prior to closeout.

Sincerely,



Rockingham County Manager

371 NC 65, Reidsville, NC 27320 | PO Box 101, Wentworth, NC 27375
Phone: (336) 342-8101 | Fax: (336) 342-8252
www.rockinghamcountync.gov

Generator Documents

MAINTENANCE AGREEMENT

- Signed and dated by the sub-grantee stating how the generator will be maintained

Planned Maintenance Agreement

QUOTE# MG12102021A

Nixon Power Services is pleased to offer this proposal for providing professional and expert service of your emergency power system.

| | |
|--|---|
| DATE: 12/10/2021 | CUSTOMER ACCT. NUMBER: 1008165 |
| SITE NAME: Eden EMS | CUSTOMER NAME: Rockingham County |
| SITE ADDRESS: 328 W Stadium Drive | BILLING NAME: |
| CITY/ ST/ ZIP: Eden, NC 27288 | BILLING ADDRESS: PO Box 132 |
| ATTENTION: Rodney Cates | CITY/ ST/ ZIP: Wentworth, NC 27375 |
| EMAIL: rcates@co.rockingham.nc.us | GEN MODEL & S/N: Generac RG08045GNAX |
| PHONE NUMBER: 336-342-8371 | ATS MODEL & S/N: |

"This agreement is billed annually or at time of service from the date of acceptance and renewed automatically if not cancelled by either party. A 30-day written notice is required before scheduled service or anniversary date of the agreement to cancel. Annual reminders will be sent with the potential cost of living increases not to exceed 5%. All prices quoted are for services listed."

| LENGTH OF AGREEMENT *without a price increase*: (Circle One) | 5 Years | 3 Years | 2 Year | 1 Year |
|---|---------------------|----------------------|----------|--------|
| PLANNED MAINTENANCE (PM) SERVICE OPTIONS: (Check Option Below & Indicate Start Date) | | | | |
| <small>* Nixon Power Services Recommends a <u>Minimum of Two Visits Per Year</u> to Help Maintain Optimal Performance of Your Equipment.*</small> | | | | |
| Option A | Annual Service | 1 Major | | |
| Option B | Semi-Annual Service | 1 Major & 1 Minor | \$725.00 | |
| Option C | Quarterly Service | 1 Major & 3 Minor(s) | | |
| TOTAL: | | | | |

Price does not include applicable sales tax.
Our service department is on call 24-hours a day, 365 days per year. Please call (800) 766-4966. Additional or emergency services will be quoted on a time and material basis at your preferred customer rate. By signing below, you agree to the attached Standard Terms and Conditions.

| Nixon Power Services, LLC | Customer Information |
|-------------------------------|----------------------|
| Print Name: Marcus Gipson | PO# |
| Title: Service Sales Manager | Print Name |
| Phone: 980-275-9478 | Title |
| Email: mgipson@nixonpower.com | Phone |
| | Email |
| | Signature/Date |

Service Centers Located in: Nashville, TN Blountville, TN Louisville, KY Charlotte, NC Atlanta, GA Raleigh, NC Birmingham, AL



Hazard Mitigation Grant Program



Questions?



Hazard Mitigation Grant Program



State Centric

Steven Jackson, Deputy Mitigation Section Chief

Agenda

- Program Description
- Benefits
- Updates
- Questions

North Carolina's State Centric Pilot Program

What Does It Do?

- It allows the State to serve as the applicant and sub-applicant for HMGP grants for those counties who opt-in to the program
- It allows the state to manage and pay for contract work to complete all grants awarded and assists the counties by removing the financial and management burden of completing all the work awarded under each grant
- It speeds up the process for the homeowner needing the assistance.

Pilot Program is approved for 4393-Florence, 4412-Michael and 4465-Dorian

What Does This Mean for the City/County?

- When FEMA approves an HMGP grant, the State will promptly begin the work required to meet the Scope of Work (SOW) of the grant
- The State will obtain the contractors, oversee all project work, pay all invoiced work and close out the projects on our sub-recipient's behalf
- The State will work with each sub-recipient's county staff to communicate with grant recipients so they are informed and have predictability when work will be completed on their homes.



Hazard Mitigation Grant Program



Does the city/county still get management costs?

Yes! The State will still provide management costs to sub-recipients for any work your employees do managing the grant and assisting the Hazard Mitigation staff with work in the counties

Benefits to Opt-In

- The counties/municipalities will not need to budget money to pay contractors and wait for reimbursements.
- The State will do all of the project management reducing project management burdens on limited county staffs.
- The State's efforts will negate a sub-applicant's need to contract out for consultants to do the grant's SOW at a potentially higher cost than the management cost funds awarded under the grant.



Hazard Mitigation Grant Program



Opt-In /Opt-Out Form

State Centric Election Form for all North Carolina Sub-Applicants

From: _____

(Insert Sub-Applicant Name Above)

Thru: NCEM HM Section

NCEM Executive Director

For: Secretary, Department of Public Safety

Reference: Sub-applicant Selection for State Centric Support for Hazard Mitigation Grants DR-4393 (Hurricane Florence), DR-4412 (Tropical Storm Michael) and DR-4465 (Hurricane Dorian)

OPT-IN Section

_____ As a sub-applicant for one of the named disasters above, we select to participate in the State Centric Model. We request the State to provide all of the contract and payment support to complete the grant we received from FEMA. We will provide local support to our community by appointing a sub-applicant Point of Contact (POC) who will work with the North Carolina Emergency Management Hazard Mitigation Section on a reimbursement basis to assist in coordinating all work in the jurisdiction.

Sub-Applicant POC: _____

OPT-OUT Section

_____ As a sub-applicant for one of the named disasters above, we do not wish to participate in the State Centric model for the Hazard Mitigation Grant Program but choose to self-perform all work required to complete the grant. Attached is our plan and timeline for completing all work as required by the grant within the specified Period of Performance (POP). We certify funds have been set aside to rapidly complete this work and will promptly and monthly request reimbursements to demonstrate work is ongoing. We will provide required documentation and justification for all reimbursements, both project work and management costs. We will promptly sign the HMGP grant agreement upon receipt and adhere to all requirements within the grant agreement, specifically reporting, reimbursement and closeout documentation. If at any time we fail to meet the requirements of this OPT-OUT selection or the terms of the Grant Agreement (GA), we understand the State may terminate the GA and we will automatically move into the State Centric plan with any penalties incurred due to contracted work being cancelled being paid by us, the sub-applicant, with no means of reimbursement through the HM grant.

Sub-Applicant POC: _____

Sub-Applicant Designated Agent: _____ (Printed Name)

Sub-Applicant Designated Agent Signature: _____ DATE _____

Some Constraints

- FEMA has approved the state centric model for DRs 4393 (Florence) / 4412 (Michael) / 4465 (Dorian) ONLY
- 5% Management Cost, if not used by counties, must be de-obligated and not used by the HM Section
- Management Cost will drive the size of the HM Staff and requires right-sizing of staff per management cost awards. Size of staff drives efficiency and completion of work within the Period of Performance (POP) of 36 months



Hazard Mitigation Grant Program



Specific Discussion Points:

Legal:

- There will be no change to the liability assumed through grant agreements
- Front loading Memorandums of Understanding and Grant Agreements will allow for more deliberate reviews

Contractual:

Contracts with direct support elements can be legally reviewed well in advance of being fully executed

Local Management Costs:

Local Management Costs policies and procedures would remain in place. Local governments would remain “the face” of mitigation. Staffs will need to be able to conduct intake and routine homeowner interfacing. Local Management Costs will remain in place to provide this service locally.

Current Project Status

| Project Type | Contracted/In Contracting | Waiting on Bids |
|--------------|---------------------------|--|
| Generators | 5 | 11 |
| Elevations | 1 | 3 Posted 6 Working 10 Awaiting Award |
| Acquisitions | 0 | 14 Working 10 Awaiting Award |

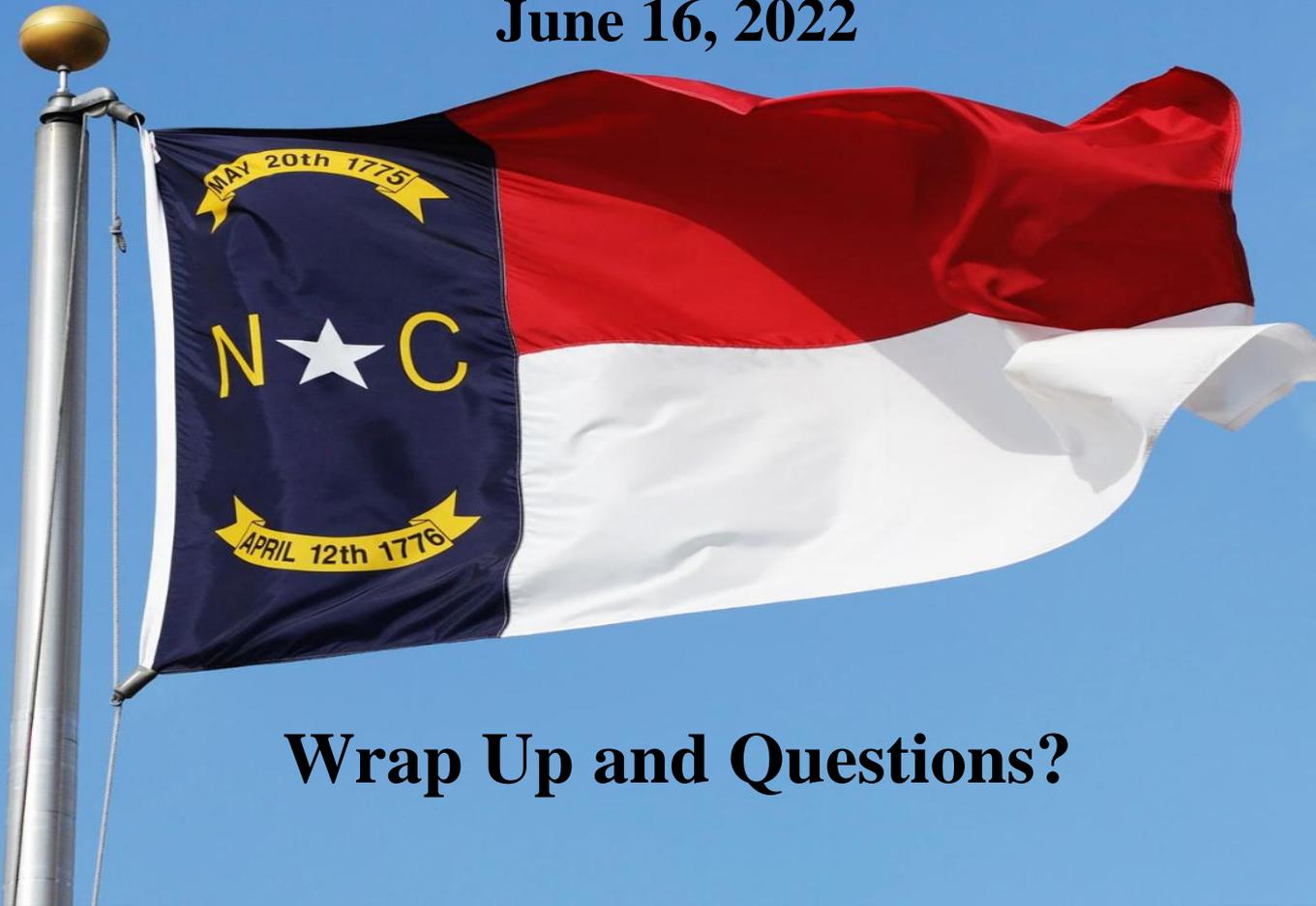


Hazard Mitigation Grant Program



Questions?

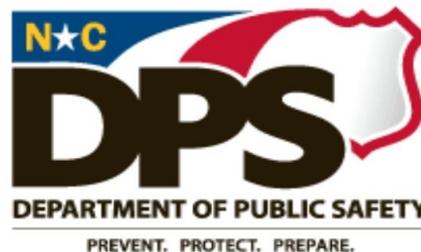
North Carolina Emergency Management Hazard Mitigation Grant Program Workshop June 16, 2022



Wrap Up and Questions?



Steve McGugan
State Hazard
Mitigation Officer



William C. Ray
Director
North Carolina
Emergency Management



Presentation Availability

This presentation will be posted and made available on our website

Go to:

www.ncdps.gov

- Emergency Management
- Hazard Mitigation
- Resources

Contact Information

Steve McGugan – State Hazard Mitigation Officer (steve.mcgugan@ncdps.gov)

Steven Jackson – Deputy Mitigation Chief (steven.jackson@ncdps.gov)

Chris Crew – Planning Supervisor (john.crew@ncdps.gov)

Jason Pleasant – Development Supervisor (jason.pleasant@ncdps.gov)

Kevin Phipps – Implementation Supervisor (kevin.phipps@ncdps.gov)

Jessica Lashbrook – Administrative/Closeout Supervisor (jessica.lashbrook@ncdps.gov)

Meg Benedetti – Financial Compliance Supervisor (meg.benedetti@ncdps.gov)