

To: File
Subject: FW: Town of Nags Head Project HMGP 4019-0013

From: Courtney, Phyllis [mailto:Phyllis.Courtney@ncdps.gov]
Sent: Wednesday, April 23, 2014 9:59 AM
To: Elizabeth Teague
Subject: Town of Nags Head Project HMGP 4019-0013

Elizabeth,

I spoke with my Supervisor, Nick Burk, and we were able to come up with the following answers to your questions.

Please feel free to let us know if we can be of further assistance or if we need to have a conference call before your May 7th board meeting.

I look forward to working with you all and I hope you have a great day.

Thanks, Phyllis Courtney

1) Can you direct us to grant management guidelines?

>> Yes - <http://www.ncdps.gov/Index2.cfm?a=000003,000010,001623,000177,002110,002817>
-->Please see Ch. 1 and Ch.8 for our NCEM Mitigation SOP

2) Can this project be contracted out to Dare County or to a nonprofit entity to implement?

>>From a general perspective, contracting out to another public entity or 501c3 is conceivably possible if this is allowed by local procurement procedures. Please call Phyllis and Nick if you'd like to discuss the possibility.

3) What are public notification requirements or do we have to hold a public hearing or take board action prior to proceeding?

>>All environmental requirements for project award have been fulfilled. No action is required for a public hearing at this point from a State or FEMA perspective—the execution and implementation process for the NCEM-Nag's Head Grant Agreement can proceed.

4) Are there specified bidding parameters and bid document format?

>>Not from the NCEM perspective...we delegate this to local procurement functions. But please closely review the Scope of Work of your grant application that was submitted to FEMA for parameters. We can put you in touch with some communities who have very strong examples of these if you wish.

5) What happens if lowest bid exceeds project grant amount?

>>The overall project must be within budget and BCA. That said, we review your bids once we receive them. In the event of such a scenario, we'd work closely with you and FEMA towards a solution. (There is some funding available within the overall disaster for just such a situation).

6) What happens if homeowner dies prior to project completion? What if they die within the 5 year post project period?

>>From the NCEM and FEMA grant perspective, the focus of the program is ultimately on the structure instead of the homeowner. I think in that scenario, you would let us know and we would work from there. There is not a project deliverable that would prevent us from continuing the work—but there may be logistical issues on your end.

7) What are guidelines for living expenses if homeowner were to go and live with family during the project?

>>Your grant has \$1,750 budget for temporary relocation of the homeowner during the elevation process. We would just need receipts for expenses incurred (these are almost always physical moving expenses).

From: Elizabeth Teague [mailto:elizabeth.teague@nagsheadnc.gov]
Sent: Friday, April 04, 2014 10:49 AM
To: Courtney, Phyllis
Subject: FW: Town of Nags Head Project HMGP 4019-0013

Thank you for your call this morning. Here are our questions for the Nags Head home elevation project:

- 1) Can you direct us to grant management guidelines?
- 2) Can this project be contracted out to Dare County or to a nonprofit entity to implement?
- 3) What are public notification requirements or do we have to hold a public hearing or take board action prior to proceeding?
- 4) Are there specified bidding parameters and bid document format?
- 5) What happens if lowest bid exceeds project grant amount?
- 6) What happens if homeowner dies prior to project completion? What if they die within the 5 year post project period?
- 7) What are guidelines for living expenses if homeowner were to go and live with family during the project?

Thanks-
ET

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From: Elizabeth Teague
Sent: Monday, March 24, 2014 1:29 PM
To: 'john.crew@ncem.org'
Subject: Town of Nags Head Project HMGP 4019-0013

Chris-
The Town of Nags Head is in receipt of your letter dated February 21, 2014. I had a few questions to ask

about this project and just left a message for you on the main number. Feel free to call me back or simply answer the following:

- 1) Are there grant management guidelines available?
- 2) Do we have to hold a public hearing for this project?
- 3) Are there certain bidding parameters and documents we must follow?
- 4) What happens if the cost of the project exceeds the grant amount?

Thanks for any guidance you can provide-

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