

NORTH CAROLINA EMERGENCY OPERATIONS PLAN (NCEOP)  
ANNEX A | APPENDIX 8  
**SERT HAZARD MITIGATION SECTION**  
2023

**A. PURPOSE**

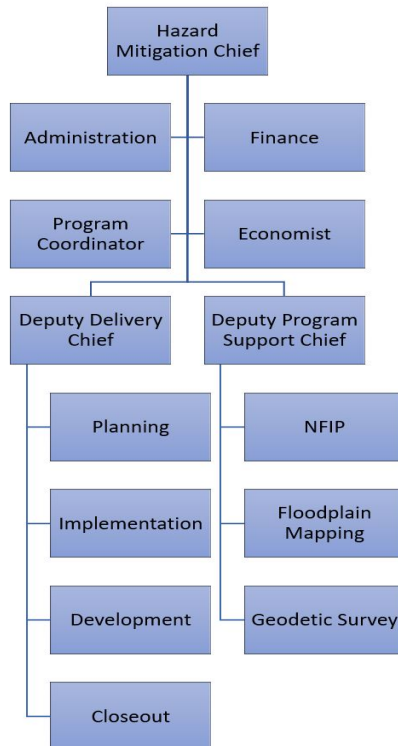
This appendix describes the Hazard Mitigation Section of the State Emergency Response Team (SERT) during activation. Mitigation activities outside of SERT activation are described in the North Carolina Enhanced Hazard Mitigation Plan.

**B. MISSION**

The mission of the federal, state, and local governments, as well as voluntary disaster relief organizations, is to provide immediate assistance to reduce or relieve human suffering while supporting the restoration of essential services during the recovery phase. The state will coordinate and direct those operations when local government resources are inadequate or exhausted. The state will request and coordinate assistance from other states, the federal government, and voluntary disaster relief organizations as necessary and appropriate.

**C. ORGANIZATION**

The Hazard Mitigation Chief reports directly to the SERT Leader and leads recovery activities:



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**D. CONCEPT OF OPERATIONS**

**1. ADMINISTRATION**

Responsible for supporting all of the administrative functions of the section and supporting all personnel actions of assigned personnel. Responsible for the logistical support of the section as well, from vehicle management to purchase orders and invoice payment.

**2. FINANCE**

Responsible for managing all grant funds received either for the Delivery Branch or the Program Support branch. Monitors and controls the reimbursements paid out to grant awardees (sub-recipients), contractors and consultants/engineering firms. Ensures all payments of both federal and state funds meet FEMA grant guidance. Works with Project Managers to ensure projects don't exceed awarded costs and works with FEMA to reallocate funds (if available) to support change order costs, if required.

**3. ECONOMIST**

Responsible for supporting both the Delivery and Program Support branches in order to provide projected mitigated damage reductions, benefit-cost analysis of grant applications and calculating projected costs of damages during storm events. Supports the damage calculations that are used in the requesting of either State or Federal disaster declarations.

**4. PROGRAM COORDINATOR**

Provides outreach to multiple government and non-government agencies to support mitigation activities. Writes the administrative plans for grants that determine how management costs are spent, sets priorities for what projects get developed into grant applications and provides guidance to the Assistant Director/Mitigation Section Chief on FEMA related decisions and guidance.

**5. PLANNING**

Responsible for writing, editing and maintaining all Regional Hazard Mitigation Plans (RHMPs) as well as the Enhanced State Hazard Mitigation Plan. Works with counties, local municipalities, other state agencies and contractors to ensure plans are updated every five years. Responsible for ensuring all mitigation activities are documented in the plans to support Hazard Mitigation grants.

## **6. DEVELOPMENT**

Responsible for assisting all Hazard Mitigation grant sub-applicants with developing approvable grants to FEMA for one of three grant programs; Flood Mitigation Assistance (FMA), Building Resilient Infrastructure in Communities (BRIC) and Disaster Recovery (DR). Key to success is partnering with county and municipal partners to gather the required information to properly support each grant application. Typical information includes tax cards, Special Flood Hazard Area (SFHA) maps, homeowner application, photos and costs associated with construction and acquisition. The development branch publishes all Notices of Funding Opportunities (NOFOs) so that counties and municipalities are aware of pending grants they can apply to receive.

## **7. IMPLEMENTATION**

Responsible for the timely delivery and cost management of all projects awarded by FEMA. Implementation consists of 2 teams which are Project Managers (PMs) and Engineers. PMs are responsible for the timeliness and financial control of all projects awarded to the State by FEMA. PMs work with county and municipality officials as well as construction contractors to ensure all awarded projects meet required timelines and are constructed according to plans and specifications. Project managers are responsible for the payments to contractors, ensuring grant funds are properly documented and meet regulatory compliance guidance. Engineers are responsible for technical assistance to all sub-applicants in the preparation of grant submissions, providing and reviewing construction plans supporting home and infrastructure projects, and providing quality assurance/quality control (QA/QC) on all awarded grant works.

## **8. CLOSEOUT**

Responsible for the prompt and accurate closeout of all awarded grants with FEMA to ensure 100% accountability of all funds, submission of all required documentation to update the National Flood Insurance program on mitigated properties (resulting in lower NFIP rates). Supports the NFIP and Flood Mapping Branches as well with closeout of assigned grants from FEMA supporting both of those branches.

## **9. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)**

Responsible for the coordination of the National Flood Insurance Program (NFIP) across the State, supporting communities and FEMA in identifying damaged structures located in Special Flood Hazard Areas (SFHA) and

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conducting Substantial Damage Assessments and Determinations. Works with communities on regional plans and actions that can reduce homeowner premiums as well as possible mitigation activities that can be turned into mitigation grant applications.

## **10. FLOODPLAIN MAPPING**

Responsible for the mapping of all streams and rivers across the State and showing their impact on surrounding structures, identifying areas at high risk and informing the Operations Section, based on a given event, where pre-positioning of rescue/response assets may be needed. The Engineers are responsible for maintaining all of the data in the Flood Inundation Mapping and Alert Network (FIMAN) and ensuring it is operational during disaster events. The branch is also responsible for answering planning questions from local governments, assisting Floodplain Managers in identifying locations for high water mark data collection and providing dam inundation mapping.

## **11. GEODETIC SURVEY**

Responsible for the maintenance of the State's river and storm gauge networks, surveying State and county borders and after disaster events, and surveying high water marks which can be incorporated into FIMAN data. The branch is responsible for performing surveys to support the engineering team, temporary gauge installation, UAV mapping missions, operating and maintaining the State's Continuously Operating Reference Stations (CORS) Real-Time Network (RTN) and coordinating with other State agencies, such as DOT, and the National Geodetic Survey.

## **E. REFERENCES**

- A. NCEM Recovery Public Assistance Administrative Plan
- B. NCEM State Hazard Mitigation Plan
- C. North Carolina Disaster Recovery Framework