

Providing enough information in the LOI will help us get a faster response and could lead to submitting applications well in advance of deadlines.

Tips for Letters of Interest –

Letters of Interests are a way for local communities to provide an initial idea of mitigation projects. The State uses these to begin the initial development of applications for a given disaster.

It is important to provide as much detail as possible in your LOI. This will help the State determine key components of the project concept. Information related to each property being considered for mitigation including; flood zones, structure location, homeowner applications (PSI), tax cards, photos, elevation certificates, maps... We understand that these might not always be available in the time given to submit an LOI. The more detail we have to work with the easier it is to help build your application successfully. These are items that you will need to provide during the application.

Tips for ACQUISTION projects:

Designated Agent Form – This will likely need to go before the community’s leadership to be approved. Taking care of this early will save you from having to wait until that group meets later.

Assurances – These are standard forms (SF424 Family) that can easily be signed up front. These are a strict requirement that sometimes get forgotten.

Budget – We can provide templates for budgets. Those can be complex. For the LOI provide a good budget breakdown including property value, land value, legal fees, recording, appraisals, surveys and items you feel need to be included in the project.

Maps – FIRM, Parcel, Aerial and Topographic

Photos – 5 Photos of each property. Color Jpegs; street view, the front, right side, left side and rear including the entire structure in each photo.

Tax Multiplier – Simple memo on letterhead indicating the local tax multiplier. Typically, this number is between 1.0-1.5

Homeowner Applications –

- Make sure that all owners sign the PSI
- Make sure all structure details are completed on the PSI (Date of construction, square footage...)
- Make sure that ONLY ONE project type is selected (Acquisition, Elevation OR Mitigation reconstruction)

Tips for ELEVATION projects:

All of the above (except Tax Multiplier) and the following;

Elevation Certificates

Elevation Feasibility and Methodology Concept – This is a brief narrative on letterhead from an engineer or construction professional that will give the State and FEMA an idea of if the structure is suitable for elevation and the construction methods that would be most likely (CMU “Block” foundation, Piers/Pilings...)

GENERAL –

- Properties in the X Zone rate low in the State’s prioritization. These are often not a good fit for mitigation projects. To check a property use; <https://fris.nc.gov/fris/?ST=NC>
- Eligible Sub-Applicants must have a current adopted plan. Make sure to verify that and be able to provide the citation in your LOI.
- Provide good contact information