

NORTH CAROLINA EMERGENCY OPERATIONS PLAN (NCEOP)
ANNEX A | APPENDIX 8
SERT HAZARD MITIGATION SECTION
December 2020

A. PURPOSE

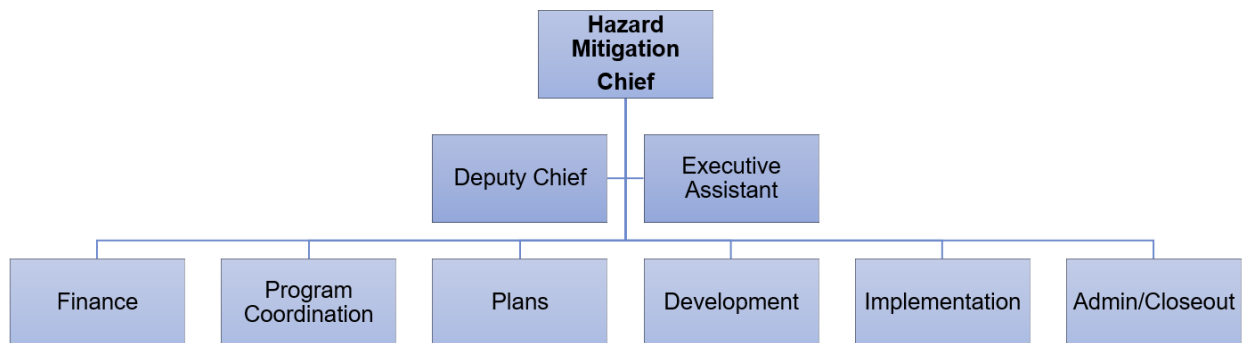
This appendix describes the Hazard Mitigation Section of the State Emergency Response Team (SERT) during activation. Mitigation activities outside of SERT activation are described in the North Carolina Enhanced Hazard Mitigation Plan.

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 as listed on the following page:



D. CONCEPT OF OPERATIONS

1. PLANNING BRANCH

Responsible for the writing, editing and maintaining all regional hazardous mitigation plans as well as the state’s hazardous mitigation plans. Works with counties, local municipalities, other state agencies and contractors to ensure a plans are updated every 5 years.

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2. ENGINEERING BRANCH

Provides required technical assistance to prepare all grant submissions, provides and reviews construction plans supporting elevation and mitigation reconstruction projects and provides quality assurance/quality control (QA/QC) on all projects related to any awarded grants.

3. PROJECT MANAGEMENT BRANCH

Project managers are responsible for the timeliness and financial control of all projects to be executed under any FEMA grant. Project managers 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 and homeowners in acquisition projects to ensure reimbursement funds are properly documented, accounted for and move swiftly to the respective parties.

4. DEVELOPMENT BRANCH

Develops all applications to FEMA for one of three grants, Flood Mitigation Assistance (FMA), Pre-Disaster Mitigation (PDM) and Disaster Recovery. The development branch works 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.

5. PROGRAM ANALYST

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

6. GRANTS MANAGEMENT

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Monitors and controls the reimbursements paid out to grant awardees ensuring 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

7. LEGAL TEAM

Provides legal support for writing grant letters, researching deeds for acquisition projects, reviews titles for encumbrances and provides opinions on grants management to the Mitigation Section Chief. The section also helps prepare closings, sets up closing appointments and files documentation in the proper court to support all acquisitions.

E. REFERENCES

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