

11-14-2018 Town Council Meeting Responses

ITEM #2: Designate Town Agents for FEMA Assistance Application Process

Council Question: As agents, what will the roles of Vencelin Harris and Matthew Sullivan be with respect to dealings with the State of North Carolina and FEMA?

Staff Response: *The state of North Carolina (Department of Public Safety), requires that agencies and municipalities applying for disaster assistance designate a primary and secondary agent to act on the organization's behalf. As agents, Mr. Harris and Mr. Sullivan will be the primary contacts for the State and Federal government during the filing period. Agents are responsible for providing all necessary documentation for disaster assistance, and are authorized to apply for assistance funds. Mr. Harris and Mr. Sullivan will still utilize internal staff resources to compile and review the required documentation, but will oversee this process as well as the disbursement of funds and audits, should they be required.*

Council Question: How much time do you expect the FEMA agent responsibilities will take for Chief Sullivan and Mr. Harris?

Council Question: Does staff have the capacity to absorb the extra workload that would result from these extra responsibilities?

Staff Response: *We were careful to start the FEMA documentation process soon after Hurricane Florence passed through our area. A lot of the information has already been put together, it just needs to be formatted for FEMA. We estimate a few hours a week for roughly 3-6 weeks depending on what exactly is approved under the Public Assistance program. Time commitments beyond that are difficult to forecast until we have our meeting with our FEMA representative.*

Should we be awarded a hazard mitigation grant for buyouts or mitigation, we expect that effort would require at least a .5 FTE (or contract equivalent) to ensure things get done in a timely manner and correctly. A buyout involving Camelot Village buildings or more than 10 individual properties would likely require a dedicated project manager. We were authorized under the previous grant to hire a part-time project manager using project funds for our last round of buyouts (3 properties).