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HMGP “Jonas” Elevation Project Homeowner Kick-off Meeting

Ocean City – Sub-applicant

May 12, 2018



Today's Agenda

- Approved HMGP Grant Application
- Grant Type – Reimbursable
- Period of Performance
- Eligible properties – Primary and Alternate
- Eligible Costs – Elevation of Existing Structure
- Roles and Responsibilities
- Continued Participation Form
- Flood Insurance Requirement
- Review of Required Forms

Hazard Mitigation Grant Program (HMGP)

- Provides grants to states and local governments to implement long-term hazard mitigation measures after a Major Disaster Declaration
- Under the HMGP Program, OCNJ provided an application to NJOEM on behalf of participating municipalities for the elevation of flood prone properties
- NJOEM submitted the application to FEMA and it was eventually approved
- A Sub-grant Agreement was developed by the NJ Attorney General's Office which was subsequently signed by all parties to include OCNJ who is the Sub-grantee recipient and responsible for the implementation of the grant project as well as reimbursement requests

Grant Type - REIMBURSABLE

- The Grant Agreement is \$5,322,245 and serves at the contract between Grantee (State of NJ) and Sub-grantee (Ocean City)
- Grant is 75% with a 25% match requirement by homeowner
- Total Eligible Federal Share = \$3,835,100; Matching Share = \$1,487,145
- Documentation showing a full accounting of 100% of eligible project costs is required. ALL eligible federal funds AND matching funds must be documented
- Any revision, change or modification to the approved scope of work must be submitted to State of NJ AND be approved by NJOEM prior to implementation and/or construction
- OCNJ, participating municipal officials and homeowners are required to track and verify compliance with all applicable State and local ordinances, laws regulations, building codes and standards applicable to this project

Grant Type - REIMBURSABLE

- No funds will be reimbursed until project is complete
 - Certificate of Occupancy from local building official
 - Deed restriction filed with County and copy received
- Documentation maintenance is KEY
- All invoices must be submitted and marked paid
- All checks, cash receipts, credit card receipts must be submitted
- Proof of Payment is REQUIRED
- Only ELIGIBLE COSTS are REIMBURSABLE



REIMBURSEMENT PROCESS = NO FREE MONEY

Period of Performance

- Beginning June 14, 2017
- Ending June 14, 2020
- The Sub-grantee is responsible for ensuring that all approved activities are completed by the end of the grant period of performance.
- If needed, the Sub-grantee is responsible to submit a performance extension 90 days prior to deadline and include justification for request. The request may be denied
- Communication between homeowners, sub-grantee and Tetra Tech is vital to ensure project completion within period of performance

Eligible Properties

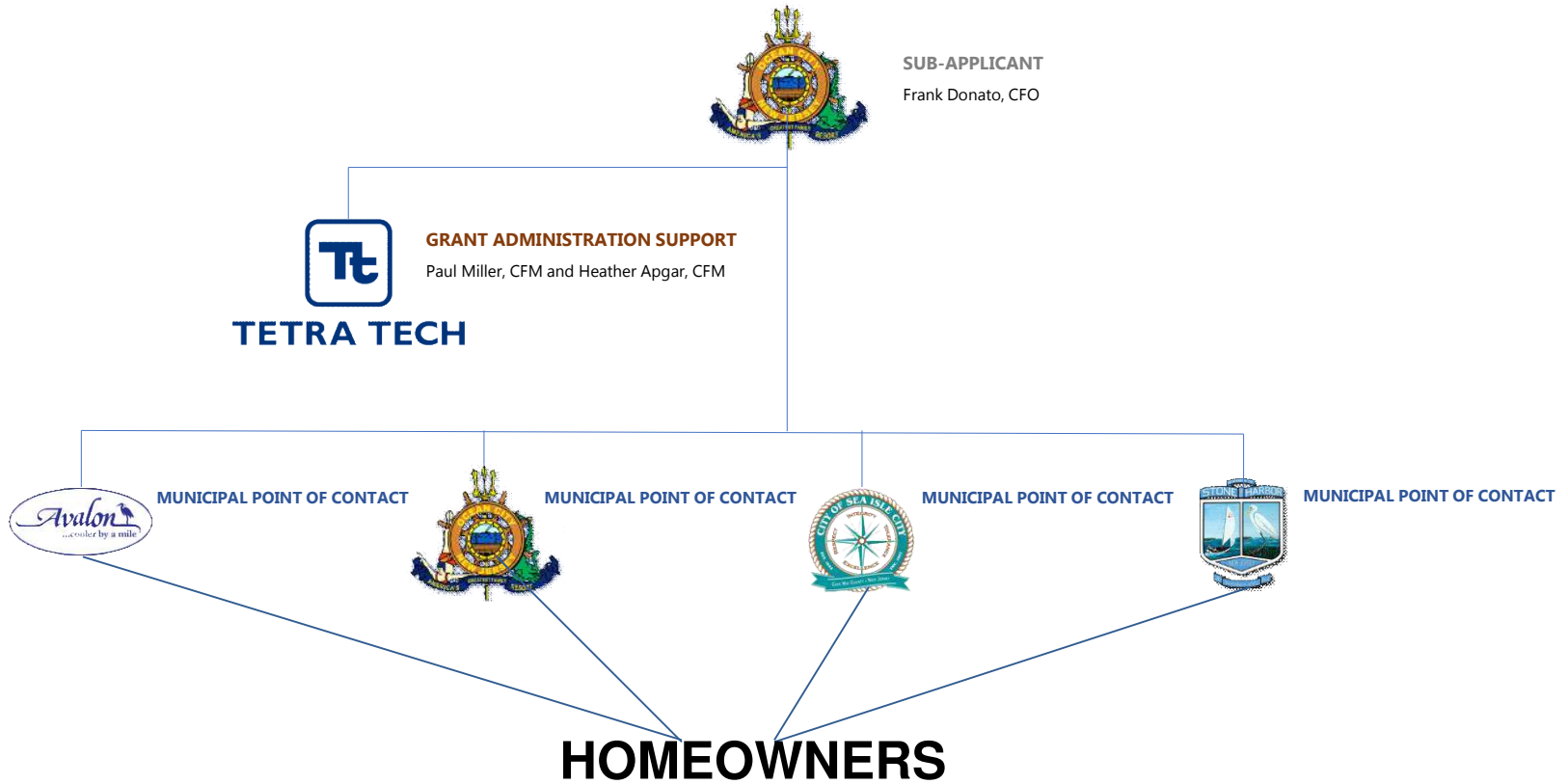
- 28 Primary Properties
- 21 Alternate Properties

- Continued Participation forms must be submitted by **May 24, 2018**
- Withdrawal of Continued Participation must also be submitted if you no longer wish to participate (blue folder)
- If an opening exists, an alternate property will be contacted

Eligible Expenses

- Elevation of Existing Structure **ONLY**
- All properties have demonstrated “Cost Effectiveness” and are approved by FEMA and State
- A scope of work change may effect cost effectiveness of the project
- All scope of work change requests **MUST** be made known ASAP and prior to any construction
 - Ex. addition of utility room that meets eligibility requirements
- All scope of work changes must be approved by NJOEM
- Each property has a list of eligible expenses in your blue folder
- Each property also has a budget of eligible expenses
- Contingency Funds must also be **REQUESTED AND APPROVED**
- Ineligible costs are also in your folder
- If you have a question if a cost is eligible or ineligible, send an email or make a phone call **BEFORE** you move forward
- **ELEVATION OF YOUR EXISTING HOME ONLY**

Roles and Responsibilities



Roles and Responsibilities

- Ocean City/Sub-grantee: Communication with Grant Manager, municipal points of contact
- Grant Manager (Tetra Tech): Communication with Sub-grantee, municipal points of contact, homeowners and potential and hired contractors; maintain documentation; develop reimbursement packages for sub-grantee with homeowner supplied documentation
- Homeowner: Communication with Grant Manager (Tetra Tech) and municipal officials; project implementation; project completion; collect and submit reimbursement documentation to Grant Manager
- Municipal Officials: Communication with homeowner, Grant Manager and Sub-grantee; conduct business as usual for any type of construction project within the municipality

Homeowner Responsibilities

- Submit all required documents by May 24, 2018
- Communication with Grant Manager (Tetra Tech)
- Access Website for information and to download documentation
- Communication with municipal officials (building and code)
- Elevation Contractor research and selection
 - Reputable and experienced (info in folder)
- Provide Notice to Proceed Request Form to Grant Manager BEFORE signing contract with contractor and before any structural work begins
- Pay for all costs upfront – Reimbursable Grant
- Meet all municipal codes and ordinances and obtain final CO before reimbursement can occur
- Collect, maintain, submit and provide all required reimbursement documentation to Grant Manager to include deed restriction with County

Continued Participation Form

- Decide if you wish to continue to participate in this elevation program to ELEVATE YOUR HOME ONLY
- Complete and sign Continued Participation Form
- Send form by May 24, 2018 to Paul Miller, Tetra Tech, 6 Century Road, Suite 300, Parsippany, NJ 07054 or via email: paul.miller@tetratech.com
- Other forms due on May 24th as well
- If you wish to withdraw from the elevation program, please complete the Withdrawal Form in your folder

FLOOD INSURANCE REQUIREMENT

- As per NJOEM - the Grantee, Flood insurance is REQUIRED
- **“After conferring with FEMA, we have confirmed that a flood insurance policy should be in place no later than the start of construction activity. In this case- the start of the project would be at the point (after award) that the properties in question start to incur costs, which they would eventually seek reimbursement. We require this to protect the States grant interest, as well as to protect the homeowner should another event strike prior to the completion of the mitigation activity.”**
- A deed restriction must be filed with the County stating that flood insurance is a requirement for this property in perpetuity (language is in your folder)

Increased Cost of Compliance (ICC funds)

- Call your insurance carrier and inquire about eligibility to utilize ICC funds as matching funds for the elevation.
- ICC information is in your folder
- You are participating in a federal mitigation grant project. ICC funds are an eligible matching portion to the grant if you meet qualifications “substantially damaged”
- Inquire with your insurance carrier

Duplication of Benefits

- Did you receive any insurance claim funds as a result of Jonas? January 22-24, 2016
- Do you have an open National Flood Insurance Program claim open?
- All insurance claims paid to you for building as a result of Jonas, must be documented.
- Receipts of work/repairs made to the property (foundation) with the insurance funds **MUST** be provided.
- If not provided, those funds will be deducted from your eligible expenses.

Review Required Forms

DUE May 24, 2018

- Homeowner Property Information Sheet
- Continued Participation Form
- Declaration and Release – check box, print name, sign, DOB and date
- Model Acknowledgement of Conditions – complete all info, your municipal POC can assist and has this information; this document must be notarized
- Proof of Flood Insurance – copy of policy (prior to any construction); if applicable- proof of loss docs (past damages to structure -foundation from “Jonas” Jan 22, 2016)
- Primary Residence Acknowledgement
- Non-Eligible Work Acknowledgement
- Notice to Proceed Request Form - prior to signing contract with contractor for structural elevation work (After May 24th is acceptable)

Useful Links

- **HOMEOWNER'S GUIDE TO RETROFITTING 3RD EDITION (2014)** - https://www.fema.gov/media-library-data/1404148604102-f210b5e43aba0fb393443fe7ae9cd953/FEMA_P-312.pdf
- **DUPLICATION OF BENEFITS (2012)** - www.fema.gov/media-library-data/20130726-1901-25045-3291/duplication_of_benefits_guide_2013.pdf
- **RECOMMENDED RESIDENTIAL CONSTRUCTION FOR COASTAL AREAS (2009)** - <http://www.fema.gov/media-library/assets/documents/3972>

Project Website

➤ SharePoint Website:

<https://sites.tetratech.com/projects/103-JonasHMGPElevations>

You will have access to your files only

Ensure your email address is correct as it is your access to the website

Municipal Points of Contact

Municipality	POC Name	POC Phone	POC Email
Ocean City	Frank Donato	609-525-9350	fdonato@ocnj.us
Avalon	John Tracy	609-967-5921	jtracy@avalonboro.org
Sea Isle City	Neil Byrne	609-263-1166 x4	nbyrne@seaislecitynj.us
Stone Harbor	Kim Stevenson	609-368-5102	stevensonk@shnj.org

Please contact us with questions

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