

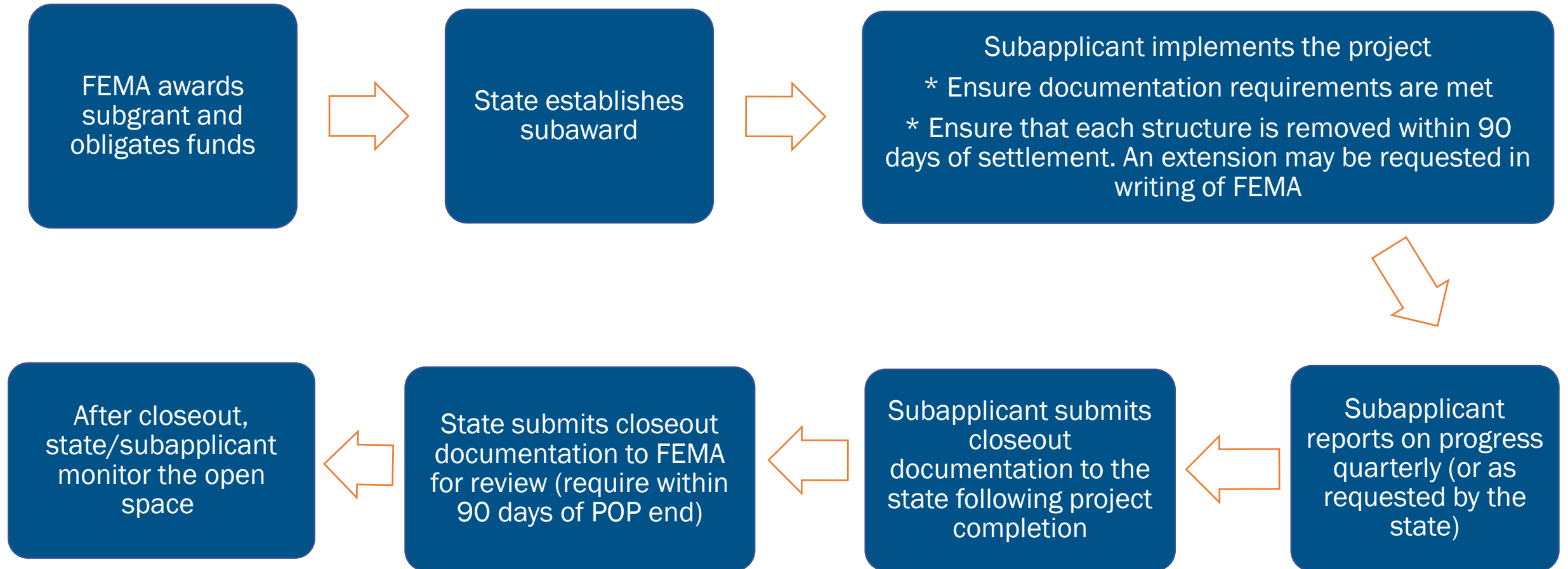
# HMGP Subgrant 4413-17 Newtok Acquisition

March 2024



# FEMA

# Acquisition Subgrant lifecycle



# Information that needs to be gathered during implementation

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There is a lot of information that needs to be gathered per property:

- Who participated in the project: Property Owner Names, Address, Coordinates
- Whether any scope of work changes occurred (property dropouts, ownership changes, etc.)
- Confirm no duplication of benefits for each property
- Data Points
  - Final acquisition cost for each property
  - Date of closing
  - Date of demolition
- Photos
  - Post-acquisition photos
  - Pre-acquisition photos
- Forms
  - Signed statement of voluntary participation
  - SF-429 “Real Property Report” for each property
- Additional implementation requirements
  - Ensure title insurance policy acquired
  - Document cleanup of asbestos, hazardous materials, sewer, etc.
  - Deed recorded for each property, consistent with open space restrictions

# Information that needs to be gathered during implementation (tracker)

One option for tracking this information is a tool such as this (FEMA can share this example tool.)

	A	B	C	D	E	F	G	H	I	J	K
1		Subrecipient:									
2		Project #:									
3											
4		Property Owner Name(s)	Address	County / Borough / Tribal Land	Tax ID#	Lat (6 decimals)	Long (6 decimals)	Participated in project? (Y/N)	Final acquisition cost	Pre-event market value (Y/N)	DOB review completed (Y, N, or N/A)
5	1										
6	2										
7	3										
8	4										
9	5										
10	6										
11	7										
12	8										
13	9										
14	10										
15	11										
16	12										
17	13										
18	14										
19	15										
20	16										



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# Documentation that needs to be submitted at Closeout

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- Date of project completion
- Certification that reported costs were incurred in the performance of eligible work, and that the approved SOW was completed.
- Confirmation that
  - the mitigation measure is in compliance with the provisions of the FEMA/State/Tribe Agreement and Award Letter.
  - the properties have been returned to "natural" or park/open condition.
  - no program income was generated the project.
  - less than \$500 in interest was earned on advances.
- Assurance statement that proper procurement policies were followed.
- Closeout Report that includes:
  - Recipient's Final Inspection Report
  - Final Cost Line-Item Budget
  - Date of demolition for each structure
  - Final purchase price for each structure
  - Date of closing for each structure
  - Digital photograph post-demolition for each structure
- Copies of
  - recorded deed for each structure
  - recorded deed restrictions for each structure
  - Signed Statements of Voluntary Participation from each owner\*
  - SF-429 for each purchased structure\*
  - Appraisals (provided already, unless any new appraisals are needed)
- GPS coordinates for each structure
- Documentation of
  - Asbestos/hazardous materials/sewer/cleanup of each property
  - DOT coordination (Newtok provided already)
  - USACE coordination (Newtok provided already)
- Environmental Memo (more on this in later slides)

**\* FEMA will provide a zip file of required forms.**



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# Environmental & Historic Preservation Compliance

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At closeout, the subapplicant will need to submit a memo addressing how each required environmental condition was met. The Newtok memo will need to include a statement:

- that all federal, state, and local laws were complied with, and if applicable, provide any environmental permits obtained for the project.
- that the approved scope of work was followed.
- of disposal location and disposal receipts.
- that salvaged materials are/were stored in a location that is/was not at risk of imminent erosion or being flooded, as well as the GPS location of stored materials.
- that no temporary staging or disposal occurred in the floodplain and/or wetlands, as well as photos during demolition.
- that no archeological resources were encountered during project implementation.
- that either no hazardous materials were found OR if they were: 1) what was found, 2) how handled, 3) where disposed of, and 4) per which requirements; 5) if applicable, a copy of asbestos and/or lead inspection report and noticing.

## Reminders specific to Newtok's HMGP Subgrant

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1. Voluntary Participation Forms will need to be signed by each homeowner and submitted to FEMA at closeout. Newtok already submitted these forms for most properties (one is missing due to ownership change), though if the acquisition cost or ownership changes, a new form will need to be signed by the homeowner.
2. During subgrant implementation, the subrecipient should ask each homeowner if they have received repair or replacement assistance (including insurance or loans) since the purchase price was established. If so, consult with FEMA (purchase offer may need to be adjusted to avoid Duplication of Benefits).
3. Per policy, structures and debris are required to be removed within 90 days of settlement for each property. An extension may be requested in writing of FEMA.
4. Properties will require new appraisals and new purchase process if ownership changes.
5. If there are substantive changes to the properties or scope of work, discuss with FEMA immediately (i.e. if property has been destroyed already).

