

Statement of Work
Transportable Temporary Housing Unit –
Commercial Park Pad Lease **1 Peek Drive RV Park**

1. **Background:** Effects of Hurricane Helene impacted the state of North Carolina on September 25, 2024, causing widespread damage throughout large portions of the State. On September 28, 2024, President Biden signed a disaster declaration for the State of North Carolina authorizing FEMA assistance. This includes direct housing services, to all affected counties. All direct housing options are authorized under Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended (Stafford Act).
2. **Scope:** In support of the survivors affected, under Federal Declaration Disaster DR-4827-NC, FEMA is leasing commercial Travel Trailer / Manufactured Home Unit (TT/MHU) pads to temporarily house those who are eligible for Direct Housing assistance.
3. **Responsibilities:** The Property Owner herein referred to as Contractor; will be responsible for ensuring all Pad Lots are clear of debris, electrical, sewer, and water utilities are fully operational prior to the arrival of the temporary housing unit to that Pad/Lot, unless otherwise agreed upon. The Contractor agrees to maintain the leased pads and premises/park infrastructure in good repair during the term of the lease. The Contractor will be responsible for upkeep & repairs outside of the individual unit and pad only. Common areas such as mailboxes, recreational areas, or any other structures or office areas are the sole responsibility of the Contractor. The Contractor will provide and pay for trash removal. Trash removal services will be at times and intervals consistent with other park occupants currently in-place. **Utility charges (electricity, sewer, water) are included in the rental rate for all Mobile Home and Travel Trailer units. Contractor agrees to waive any application fees and credit checks.** The Contractor is responsible for general upkeep of the park as has been the practice for all park tenants. The Contractor will provide upkeep of the pads shall include but not be limited to grounds maintenance and repair of utilities up to the connection point. The Contractor will also be responsible for timely repairs to the park infrastructure with special consideration to emergencies. Emergencies include but are not limited to: Broken water pipes (before the pad connection point), power outages stemming from inside the Park's control, septic/sewer system back-ups, etc. FEMA will be responsible for all maintenance repairs to the FEMA unit including all utility connections from the unit leading up to the connection point. FEMA will not refurbish any areas/items within the park unless otherwise agreed upon. FEMA will place units in the center of the pads or at the direction of the contractor. FEMA applicants will receive a copy of the park rules and the FEMA rules for occupation of the units. The Contractor will be responsible for enforcing their park rules as they normally do with any other tenants, and any issues.

should also be reported to the Contracting Officer Representative within a reasonable timeframe unless there is a risk to safety, in which case, local law enforcement should be contacted immediately.

- **Temporary Housing Unit:** The leased pads must all accommodate Travel Trailer (TT) sizes ranging from 8x24 to 8x40, and Manufactured Home Units (MHU) Mobile Homes ranging from 8x48 (Express Models) to 14x75. Units will arrive incrementally after contract award.
- **Period of Performance:** The base period is six (6) months, with two (2) option periods of six (6)-months each. All option extensions can only be approved by the Contracting Officer in conjunction with the Contracting Officer Representative's justification.
- **Lease Pad Termination:** Leased pads can be terminated for convenience once the temporary housing unit is removed from the park. FEMA will provide the contractor a 14-day notice before terminating the leased pad unless otherwise negotiated by the Contracting Officer at time of award. The canceled pad won't be billed to FEMA after the effective cancellation date on the pad termination notice.
- **Place of Performance:** 1 Peek Drive, Mars Hill, Madison County, NC
- **Reports:** The Contractor/Property Owner will inform the Contracting Officer Representative (COR) within a reasonable time frame if any applicants have vacated their unit(s). **The Contractor/Property Owner will also be responsible in notifying the Contracting Officer and/or the COR before there is a change in park ownership.** Any disparities will be brought to the attention of the Contracting Officer and the COR. The Contractor/Property Owner will coordinate with and provide updates to FEMA on applicant background checks if required. FEMA does not pay for applicant background checks. The name and phone number of the Park Manager and/or person responsible for park maintenance will be given to the COR at the initiation of the contract, and any changes to said management/maintenance personnel will be reported in a timely manner.

INVOICE APPROVAL:

The following FEMA individual (in addition to the Contracting Officer) are hereby delegated authority to accept goods and services and to review and approve invoices for this contract:

Authorized Invoice Approver

[REDACTED]

Title: Contracting Officer Representative

(COR)

[REDACTED]

IDENTIFICATION OF GOVERNMENT OFFICIALS (AUG 2014)

The Government Officials assigned to this contract are as follows: --

Contracting Officer:

[REDACTED]

Contracting Officer Representative (COR)

[REDACTED]

INVOICING INSTRUCTIONS

An original and two copies of each invoice dated the same date and referencing the purchase order number will be submitted as follows:

1. **Original invoice to the FEMA Finance Center (FFC) electronically to [REDACTED]**
[REDACTED] in read-only format, and the supporting documentation will be supplied as an attachment.

If unable to provide a soft copy via email, mail or courier a copy to:

If mailed:

[REDACTED]

2. A copy of the invoice shall be sent electronically to Invoice Approver and to the assigned Contracting Officer Representative at [REDACTED]

PLEASE INCLUDE PURCHASE ORDER NUMBER ON ALL INVOICES

[REDACTED]