




SUB-RECIPIENT AWARD

Sub-grantee – Required for Reimbursement FEI#73-6005350 UEI # DHCQNQR5LNB6		Original Award Amount \$38,220.00	
City of Norman Larry Heikkila, Mayor 201 W Grey Norman, OK 73069		Sub-Recipient Award Number #1430.035	
		Federal Award Identification Number EMW-2022-SS-00038	
		Award Effective Date 9/1/2022	
		Project Period 9/1/2022 – 1/31/2024	
Project Title/IJ Homeland Security Grant Program Courthouse Security Upgrades IJ #3		CFDA 97.067	
Applicable Funds Homeland Security Grant Program FY 2022 (SHSP - Local)	Region 6	County Cleveland	
Method of Payment: This is a Reimbursement Grant.		Is Sub-Grantee NIMS Compliant? (Please Check One) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official <small>City or County Official (Mayor, City Manager, County Commissioner, Head of Nonprofit)</small>		Project Contact/ Secondary Authorized Official (If Applicable)	
Title of Primary Authorized Official Mayor		Title of Secondary Authorized Official Court Administrator/ Court Clerk	
Name Larry Heikkila		Name Ronda Guerrero	
Telephone 405-366-5405	Fax	Telephone 405-366-5282	Fax
Email larry.heikkila@normanok.gov		Email ronda.guerrero@normanok.gov	
Signature of Primary Authorized Official: (Required): Date		Signature of Secondary Authorized Official: (Required): Date	
The Primary Authorized Official certifies: <ul style="list-style-type: none"> • Legal authorization to accept grants on behalf of the named governmental entity. • Proposed project can be completed by January 31, 2024 • Sub-Grantee will comply with all laws, regulations, statutes, assurances, certifications, and other requirements referenced in Schedules A, B and C (if applicable) and Schedules 1-5 (if applicable) each of which is attached hereto. • All submitted data is true and correct to the best of signatory's knowledge. 			
Special Conditions			
ODEMHS Approving Official Mark Gower Director		ODEMHS Contact Information www.ok.gov/homeland Oklahoma Dept. of Emergency Management & Homeland Security P.O. Box 53365 Oklahoma City, OK 73152	
Signature of ODEMHS Approving Official 		Telephone (405) 425-7296	Fax (405) 425-7295

MARK GOWER
State Director



J. KEVIN STITT
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT
AND HOMELAND SECURITY

TO: Larry Heikkila, Mayor
City of Norman

FROM: Mark Gower, Director

DATE: August 22, 2023

RE: ODEMHS Office of Homeland Security 2022 Homeland Security Grant Program;
1430.035

Your agency has been selected to receive a proposed award in the amount of \$38,220.00, pursuant to the OHS FY 2022 Homeland Security Grant Program. Among other initiatives, the 2022 Program provides this funding for courthouse security upgrades.

The 2022 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2022 (FEMA/DHS) Homeland Security Grant Program. Like previous FEMA/DHS/ODEMHS grant programs, the 2022 Program is a reimbursement grant. The process requires the following actions:

- (1) Acceptance of the terms and conditions of the 2022 Program including but not limited to those noted on the attached *Schedule "1"*.
- (2) Submission of a Budget Detail Worksheet (BDW) to OHS with a list of estimated costs of specific allowable items.
- (3) Receipt of an approval letter from OHS with a schedule of approved items. You must have this **OHS APPROVAL LETTER IN HAND PRIOR TO EXPENDING FUNDS**.
- (4) Upon receiving the OHS Approval Letter, you may purchase approved items in an amount not to exceed the amount of the Proposed Award.
- (5) Upon receipt of the purchased items, you will need to submit a Reimbursement Request Form, copies of the associated invoices and purchase orders to OHS. Sub-Recipient Forms are available in the Grants section at www.homelandsecurity.ok.gov.
- (6) After your payment to the vendor has been processed, you will need to submit a copy of the canceled check and an inventory form to OHS.

Reimbursement checks are generally mailed to sub-recipients by OHS within 30 days of receipt of the signed Reimbursement Request Form and associated documents. If this process will cause a significant hardship, please contact OHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the 2022 Program, please so indicate by:

- (1) affixing the signature of the appropriate chief executive officer (i.e., the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and
- (2) returning a fully executed copy of this letter and each document listed on *Schedule "I"* and included with this award packet with original signatures to OHS **ON OR BEFORE September 15, 2023** at PO Box 53365, Oklahoma City, Oklahoma 73152.

Should you have questions or need additional assistance contact Christina Daron at 405-425-7591 or by email at christina.daron@okohs.ok.gov or Hannah Kopisch at 405-425-7455 or by e-mail at Hannah.kopisch@okohs.ok.gov.

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this ____ day of _____ 2023:

Government/Agency Name: CITY OF NORMAN

Signature: _____

Printed Name: LARRY HEIKKILA

Title: MAYOR

Attachments: Standard Award Packet Terms and Conditions

