

**DANIEL PILTZ**  
Acting Deputy Director



**J. KEVIN STITT**  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF EMERGENCY MANAGEMENT  
AND HOMELAND SECURITY

November 29, 2023

Honorable Larry Heikkila  
Mayor, City of Norman, Oklahoma  
City of Norman, 201 W Gray St,  
Norman, OK 73069

Reference: FEMA DR 4575 OK Project #0008 City of Norman Imhoff Creek Infrastructure Protection Approval - Phase I - Phase I Project

Dear Mayor Heikkila,

Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) is pleased to announce the approval by FEMA Region VI of funds for the above-referenced project.

The total project cost is \$383,647.00. The federal share in the amount of \$345,282.30 is available through the Hazard Mitigation Grant Program (HMGP) under FEMA-4575-DR-0008. The non-federal match requirement of \$38,364.70 will be provided by City of Norman.

Pursuant to Section 1215 of the Disaster Recovery Reform Act of 2018, which amended Section 324 of the Robert T. Stafford Disaster Relief and Assistance Act, Subrecipient Management Costs (MC) in the amount of \$19,065.00 for Phase I are available to the City of Norman (Recipient) at a Federal Cost Share of 100%.

Summary of funding for the project is listed below:

<b>DR-4575-0008-OK</b>	<b>Federal Share</b>	<b>Non-Federal Share</b>	<b>Total</b>
Phase I Costs	\$345,282.30 (90%)	\$38,364.70 (10%)	\$383,647.00 (100%)
Phase I Subrecipient MC	\$19,065.00 (100%)	\$0.00 (0%)	\$19,065.00 (100%)
Total Phase I Obligation	\$364,347.00	\$38,364.70	\$402,712.00

As indicated on the attached FEMA Award Letter and State and Local Agreement, the period of performance for Phase I of this project is October 25, 2024. All activities specified in the SOW should be completed and all Phase I deliverables submitted to FEMA no later than October 25, 2024. In accordance with HMGP rules and policy, we will require the submittal of all closeout documentation, if the project is deemed unfeasible or not cost effective, within 90 days, no later than October 25, 2024.

Within the period of performance and the approved Scope of Work (SOW), City of Norman is expected to meet the following requirements.

- Topographic Survey
- LiDAR & Topographic Survey Control/Section/Boundary
- Staking for Easements
- Environmental 404 Permitting
- Hydrology & Hydraulics
- Geotechnical Investigation
- Design Services
- Preliminary Design (60% Plan Set)
- Final Design Plan Development (90% Engineering Plan Development 100% Engineering Plans)
- Signed and Sealed Plans
- Final Line-Item Budget (matching plans)
- Final BCA

After acceptance of the Phase I deliverables, you may receive notification and funding to proceed with Phase II of the project. Please note the approved Phase I costs are for the specific activities listed only. No brick and mortar or ground disturbing work may commence before FEMA approves Phase II funding. Once the data has been obtained from Phase I, FEMA will continue with the Phase II review.

The provision of Phase I funds has been determined to be Categorically Excluded (CATEX) in accordance with FEMA Instruction 108-1-1 and Department of Homeland Security (DHS) Instruction 023-01-001-01; CATEX A7 from the need to prepare either an Environmental Impact Statement or Environmental Assessment. No extraordinary circumstances in accordance with DHS Instruction 023-01-001-01 have been identified regarding this action.

This CATEX only covers the Phase I portion of this project. The applicant must re-submit the Phase II construction portion of the project to FEMA prior to the start of construction for evaluation under the National Environmental Policy Act (NEPA) and other relevant laws and executive orders.

Any changes beyond the approved Phase I SOW for this project will require re-evaluation by FEMA for compliance with NEPA and other laws and Executive Orders and approval from FEMA prior to implementation by the subrecipient.

The enclosed State and Local Agreement is required to be signed by the Chief Elected Official or community official who is authorized to apply for and receive Federal Grants. Please submit a signed copy to this office as soon as possible, but no later than December 4, 2023. [Please note: City of Norman may not request reimbursement of project costs without signing and returning the above referenced agreement.] As the work progresses on this project, FEMA and ODEMHS require that you provide Quarterly Project Reports electronically through the OK EMGrants system every quarter until this project is completed and closed out. The first Quarterly Report is due January 10, 2024, for the 1<sup>st</sup> Quarter of FFY 2024. Remaining quarterly reports will be due according to the schedule below.

- 1st Quarter (Oct, Nov, Dec) Report due Jan 10;
- 2nd Quarter (Jan, Feb, Mar) Report due April 10;
- 3rd Quarter (Apr, May, Jun) Report due Jul 10;
- 4th Quarter (Jul, Aug, Sep) Report due Oct 10.

Information needed in Quarterly Progress reports include what work has been completed, any significant events, delays, or anticipated problems during the progress of the project.

As an applicant and recipient of a Federal Disaster Assistance Grant, City of Norman is required to be in compliance of current procurement standards under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Rules"), which are codified at 2 C.F.R. §§ 200 and supersede the procurement regulations formerly in effect. This includes specific provisions as required for Non-Federal Entities.

Requests for reimbursement submitted in OK EMGrants must include appropriate invoices to substantiate the amount of the request and within the Line-Item Budget Categories, including the 10% local match applicable to the reimbursement request. Please limit your requests to once a quarter or approximately 20% of the project, except in the most unusual circumstances.

Only those funds that are eligible, reasonable, verified, and completed in performance of the sub-grant will be disbursed during the administration of the project and after the final project close-out. The remaining funds that have not been disbursed or deemed ineligible for reimbursement will be de-obligated and returned to FEMA at the completion and closeout of the project.

If you have questions regarding this project, please contact Tera Mathis at [tera.mathis@oem.ok.gov](mailto:tera.mathis@oem.ok.gov) or me at email at [alden.graybill@oem.ok.gov](mailto:alden.graybill@oem.ok.gov). You may also reach either of us by phone at 405-521-2481

Respectfully,

**Alden Graybill** Digitally signed by Alden  
Graybill  
Date: 2023.11.29 10:16:10 -06'00'

Alden Graybill  
Director of Recovery and Mitigation Programs

Enclosures: DR 4575-0008 State and Local Agreement, FEMA Award Notification