

MARK GOWER
State Director



J. KEVIN STITT
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT
AND HOMELAND SECURITY

February 14, 2022

Honorable Breea Clark
City of Norman
P.O. Box 370
Norman OK 73070

Attn: Jason Murphy, City of Norman Stormwater Program Manager

Reference: FEMA EMT-2020-BR-014-0004 BRIC Award, City of Norman Midway Drive Project
Scoping Approval

Dear Honorable Mayor Clark,

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. Federal funding for this project in the amount of \$112,500.00, with a Local match requirement of \$37,500.00 as part of the FEMA Building Resilient Infrastructure and Communities Grant (BRIC).

In accordance with the FEMA BRIC Award, the period of performance for this project expires on February 02, 2025. Within this period, the City of Norman is expected to complete and close out the project with ODEMHS and FEMA Region VI, in accordance with the approved project scope of work and State and Federal grant requirements.

Also, please read the enclosed ODEMHS *State and Local Agreement*, which is required to be signed by the Chief Elected Official or community official authorized to apply for and receive Federal Grants. Please submit a signed copy to this agreement to our office or via email as soon as possible and no later than February 28, 2022. Requests for reimbursements will not be processed by ODEMHS before signing and returning the above referenced agreement.





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As part of the sub-recipient administration of the project, the City of Norman is required to submit Quarterly Project Reports (QPRs) via ok.emgrants.com until this project is closed out, and according to the following schedule:

FEMA – OEMHS Quarterly Progress Reports		
	Project Progress Reported:	Report Due Date:
1st Quarter:	October, November, December	Jan 10
2nd Quarter:	January, February, March	April 10
3rd Quarter:	April, May, June	Jul 10
4th Quarter:	July, August, September	October 10
Include details about work that has been completed, any significant events, delays, or anticipated problems during the reported period.		

As a recipient of a Federal Disaster Assistance Grant, the City of Norman is also required to follow 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 indicated for Non-Federal Entities. The detailed records of procurement standards, proposals and project selection criteria used on the procurement of goods and services by the City of Norman is required to be maintained on file with the City of Norman for Federal, State, and Local monitoring and audit purposes and uploaded to the project in ok.emgrants.com.

- You may request one or more requests for reimbursements for eligible project costs prior to project completion. Please limit your requests to once a quarter or approximately 20% of the project, except in the most unusual circumstances
- Electronic submittal of Request for Reimbursement (RfR) must be completed via ok.emgrants.com.
- RfR Requests must include appropriate invoices and proof of payments to substantiate the amount of the request and coincide with Cost Estimate Line Items in the application. Provide all applicable documentation relating to the expenditure of the 75% federal share of funds and the 25% local share of funds available for review.



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- d) If requesting Local In Kind match, request need to conform to the follow for consideration; [Hazard Mitigation Assistance Cost Share Guide \(fema.gov\)](https://www.fema.gov/hazard-mitigation-assistance-cost-share-guide), and is required to be submitted as part of a reimbursement request.
- e) Only 75% of the federal share will be disbursed with the remaining 25% held until project is completed and closeout is requested by the City of Norman that all project conditions have been met.
- f) Upon completion of this project, please submit a letter stating that the work is completed and a request to close the project in ok.emgrants.com. This letter must be signed by the Chief Elected Official or community official, and meet the following requirements:
 - a. Only those funds that are eligible, reasonable, verified, and completed in performance of the sub-grant will be disbursed, and the remaining funds that have been deemed to be ineligible or not requested will be de-obligated and returned to FEMA

If at any point you have questions or concerns, please feel free to contact ODEMHS.

Respectfully,

Matthew Rollins

Matthew Rollins CFM
State Hazard Mitigation Officer
(405) 521-3140 | Matthew.Rollins@oem.ok.gov.

Enclosures: FEMA Award Letter and State Local Agreement

