



**FEMA**

January 19, 2022

Mr. Mark Gower, Director  
Oklahoma Department of Emergency  
Management and Homeland Security  
P.O. Box 53365  
Oklahoma City, OK 73152-3365

Attn: Mr. Matt Rollins, State Hazard Mitigation Officer

Re: 4438-0012-OK  
City of Norman – Vineyard Detention Pond  
Approval  
CFDA 97.039 Hazard Mitigation Grant Program

Dear Mr. Gower:

This letter provides official notification that the Federal Emergency Management Agency (FEMA) approves the application submitted by the City of Norman for the Vineyard Detention Pond project. The Federal share is available through the Hazard Mitigation Grant Program (HMGP) under DR-4438. The non-federal match requirement of \$223,397.61 will be provided by subrecipient.

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) up to five percent (5%) of the Project Costs are eligible, however none have been requested at this time. Subrecipient MC must be requested by the application deadline to be eligible.

Summary of funding for the project is illustrated below:

<b>DR-4438-0012-OK</b>	<b>Federal Share</b>	<b>Non-Federal Share</b>	<b>Total</b>
Project Costs	\$670,192.84 (75%)	\$223,397.61 (25%)	\$893,590.45 (100%)
Subrecipient Management Costs	\$0.00 (100%)	\$0.00 (0%)	\$0.00 (100%)
Total Obligation	\$670,192.84	\$223,397.61	\$893,590.45

The following is the approved Scope of Work (SOW) for the above-referenced project: The City of Norman proposes to reduce the flood risk to flood prone houses on Harwich Court in the Vineyards subdivision of Norman, Cleveland County, Oklahoma. The existing detention pond located between Porter Avenue and Harwich Court (35.254783, -97.440685) will be

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expanded and regraded to provide 4.8 acre-feet of stormwater storage. The existing sidewalk which borders the north side of the pond will be shifted several feet to the north to allow for the pond to be expanded. The sidewalk currently serves as a dam/berm on the northern edge of the pond. The dam on the eastern boundary of the pond will be raised approximately five (5) feet above existing grade. A 70-foot-long weir will be installed at the eastern dam and discharge stormwater at the 10-year frequency storm event and higher. Water from the weir spillway will then be conveyed across a new 15-foot-wide flume into a tributary of Rock Creek 500 feet east of the new pond. The vertical wall on either side of the flume will vary in height along the length of the channel but will provide at least two (2) feet of depth for stormwater storage and conveyance. This flume will also serve as a sidewalk for residents in the area. The existing 18-inch discharge pipe that extends to the creek east of the pond will be replaced with a double 36-inch corrugated plastic pipe, which will be installed below ground under the flume. This detention pond and channel design will provide protection to residents from flooding caused by pond overtopping for storm events up to the 100-year frequency storm.

This project 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 n9 from the need to prepare either an Environmental Impact Statement or Environmental Assessment (EA). No extraordinary circumstances in accordance with DHS Instruction 023-01-001-01 have been identified regarding this action. The applicant must comply with all conditions set forth in the attached Record of Environmental Consideration (REC). Failure to comply with these conditions may jeopardize federal assistance including funding.

The BCA submitted was revised with the damage depth function table for two story residential buildings. The revised BCA and calculations are attached. Should the sub-applicant need to submit a scope of work or budget modification, these BCA files should be utilized.

The milestones included in the application indicate that the time to complete this subaward will be 17.7-months from the date of this letter. FEMA will not establish activity completion timeframes for individual sub awards. The Period of Performance (POP) for DR-4438 is November 28, 2023, which is 36 months from the close of the application period. It is the responsibility of the recipient and subrecipient to ensure all approved activities associated with this subaward are completed by the end of the POP. Any costs incurred prior to the date of this approval or after the POP will be disallowed.

A change to the approved SOW requires prior approval from FEMA. The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP SOW shall be reviewed by all state and federal agencies participating in the NEPA process. NEPA sign-off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the HMGP subrecipient.

In accordance with FEMA Policy #104-11-1 Interim Hazard Mitigation Grant Program Management Costs, any MC provided will be obligated in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require

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additional funding. Actual subrecipient MC are to be reconciled quarterly during the review of expenditures submitted by the subrecipient through quarterly report process.

Subrecipient MC can be expended for a maximum time of 180 days after work is completed for the subaward or the end of the Period of Performance (POP), whichever is sooner.

The initial quarterly progress reports for the HMGP project is due at the end of the approving quarter. Please include this HMGP project in your future quarterly reports. Note that 44 CFR § 206.438(c) indicates the State must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, SOW, or project cost that may result in non-compliance with the approved grant conditions.

In accordance with HMGP rules and policy, we require the submittal of all closeout documentation within 90 days of the project completion, not to exceed POP. Section 206.438(d) of 44 CFR requires the Governors Authority Representative (GAR) to “certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.”

The Obligation Report and REC are included for your records.

If you have any questions regarding the information, please contact Loree Boyanton, Hazard Mitigation Assistance (HMA) Specialist, at (202) 713-7207 or [loree.boyanton@fema.dhs.gov](mailto:loree.boyanton@fema.dhs.gov).

Sincerely,



Brianne Schmidtke  
HMA Branch Chief

Attachments: Obligation Report  
REC