



STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT
AND HOMELAND SECURITY

February 6, 2024

Honorable Stan Booker
Mayor, City of Lawton
212 SW 9th Street
Lawton, OK 73501-3944

Reference: FEMA DR-4530-0016-OK – Lawton I Ave Buyout Project

Dear Mayor Booker,

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 approved project cost is \$592,571.00 with a federal share amount of \$533,313.90 and a non-federal match requirement of \$59,257.10

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 \$29,628.55 are available to the City of Lawton at a Federal Cost Share of 100%. Management activities will include overseeing administration of the grant to ensure compliance with all program rules and regulations, project monitoring (tracking metrics), completing quarterly reports, reimbursement requests, and assist with project closeout.

The following is the approved Scope of Work (SOW) for the above-referenced project:

The City of Lawton proposes the acquisition and demolition of 13 structures on properties located within the special flood hazard area in the City of Lawton, Comanche County, Oklahoma. These 13 structures will be demolished, and the property will be returned to open space area. For your reference the properties approved as components in the project Scope of Work (SOW) are attached to this document. This project will be implemented in compliance with 44 CFR Part 80 Property Acquisition for Open Space. This project would remove individuals living within the floodway and flood fringe to reduce the chances of future loss of property and life. Furthermore, it would allow property owners that may not have NFIP insurance but have experienced flooding to participate in the voluntary acquisition program and receive fair market value for the property so that they can find safe reliable housing.





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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 n3 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. 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 Period of Performance (POP) for DR-4530-OK is February 1, 2026, 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 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.

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 March 15, 2024. [Please note: the City of Lawton 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 initial quarterly progress reports for the HMGP project are due at the end of the approving quarter. Please include this HMGP project in your future quarterly reports. Note that Title 44 of the Code of Federal Regulations (44 C.F.R.) § 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.

The first Quarterly Report is due April 10, 2024, for the 2nd Quarter of FFY 2024. Remaining quarterly reports will be due according to the schedule below.





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

As an applicant and recipient of a Federal Disaster Assistance Grant, the City of Lawton is required to be compliant 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 or myself at kim.jenson@oem.ok.gov. You may also reach either of us by phone at 405-521-2481.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kim Jenson".

Kim Jenson
Interim State Hazard Mitigation Officer

Enclosures: DR 4530-0016 State and Local Agreement, FEMA Award Notification, and approved Property List.

