



**FEMA**

January 26, 2024

Annie Vest, Director  
Oklahoma Department of Emergency Management  
And Homeland Security  
P.O. Box 53365  
Oklahoma City, OK 73152-3365

Attn: Ms. Kim Jenson, Interim State Hazard Mitigation Officer

RE: DR-4530-0016-OK  
City of Lawton – Lawton I Ave Buyout  
Approval  
Assistance Listing 97.039 Hazard Mitigation Grant Program

Dear Ms. Vest:

This letter provides official notification that the Federal Emergency Management Agency (FEMA) approves the application submitted by the Oklahoma Department of Emergency Management and Homeland Security for the Lawton I Ave Buyout project. The Federal share is available through the Hazard Mitigation Grant Program (HMGP) under DR-4530-OK. The non-federal match requirement of \$59,257.10 will be provided by City of Lawton.

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%.

Summary of funding for the project is illustrated below:

<b>DR-4530-0016-OK</b>	<b>Federal Share</b>	<b>Non-Federal Share</b>	<b>Total</b>
Project Costs	\$533,313.90 (90%)	\$59,257.10 (10%)	\$592,571.00 (100%)
Subrecipient MC	\$29,628.55 (100%)	\$0.00 (0%)	\$29,628.55 (100%)
Total Obligation	\$562,942.45	\$59,257.10	\$622,199.55

The following is the approved Scope of Work (SOW) and MC activities 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. 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.

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.

Properties that have been approved as components in the project SOW are attached.

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 milestones included in the application indicate that the time to complete this subaward will be 24-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-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 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 additional funding. Actual subrecipient MC are to be reconciled quarterly during the review of expenditures submitted by the subrecipient through quarterly report process.

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

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.

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 C.F.R. requires the Governors Authority Representative 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, REC, Property List, and Technical Recommendation Report are included for your records.

If you have any questions regarding the information, please contact Yolanda Yancy, Hazard Mitigation Assistance (HMA) Specialist, at (202) 664-4797 or [Yolanda.yancy@fema.dhs.gov](mailto:Yolanda.yancy@fema.dhs.gov).

Sincerely,



Brianne Schmidtke  
HMA Branch Chief

Enclosures: Obligation Report  
REC  
Property List  
Technical Recommendation Report