

# Memorandum



**To:** Steve Hewitt, City Manager  
**From:** Randy Carpenter, Fire Chief  
**Date:** 10/11/13  
**Re:** Weather Radios grant

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The City of Clinton applied for a FEMA Hazard mitigation Grant 2 years ago, that would allow us as a city to purchase and distribute approximately 1,000 weather radios.

We were notified that we were approved for this grant. This is a matching grant of 75% and 25%. The total value is \$30,000, there part \$22,500 and the cities part \$7,500. We can use in-kind services to reach our match (\$7,500). This will be accomplished through the man hours of programing and distributing of these weather radios.

We are working on a distribution plan at this time.

ALBERT ASHWOOD  
State Director



MARY FALLIN  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF EMERGENCY MANAGEMENT

September 17, 2013

Mr. Steve Hewitt, City Manager  
City of Clinton  
P.O. Box 1177  
Clinton, OK 73601-1177

Reference: FEMA-4117-DR-OK, City of Clinton, NOAA Radio Project #021

Dear Mr. Hewitt:

We are 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 \$22,500.00 is available through the Hazard Mitigation Grant Program (HMGP) under FEMA-4117-DR-OK. **Congratulations, you may now start your project!**

As indicated on the attached State and Local Agreement, you have three (3) years from the FEMA approval date August 27, 2013, to complete your project and close out your project at OEM and FEMA Region VI. Please sign page three and return all three pages of the enclosed State/Local Agreement to this office as soon as possible, but no later than October 17, 2013, keeping a copy for your files. Retain all other documents for your files. Please note, you cannot draw any funding without signing and returning all three pages of the above referenced agreement.

As the work progresses on this project, FEMA requires that you provide this office with project progression electronically every quarter until this project is completed and closed out.

- The first Status Report is due, January 10, for the 1st Quarter 2014. Quarterly Progress Reports should explain in detail what work has been completed thus far and identify the anticipated date the project will be completed.
- Also, use this document to inform us of any significant events, delays or anticipated problems. The detailed records of man-hours, equipment-hours, supplies and materials, etc., should be maintained on file at your office for your use and for audit purposes.
- For informational purposes, the following is supplied: **[1<sup>st</sup> Quarter (Oct, Nov, Dec) Report due Jan 10; 2<sup>nd</sup> Quarter (Jan, Feb, Mar) Report due Apr 10; 3<sup>rd</sup> Quarter (Apr, May, Jun) Report due Jul 10; 4<sup>th</sup> Quarter (Jul, Aug, Sep) Report due Oct 10].**
- Please send your e-mail address to [lorraine.calvert@oem.ok.gov](mailto:lorraine.calvert@oem.ok.gov) and we will forward a computerized Quarterly Report prior to the submission deadline.



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Mr. Hewitt  
September 17, 2013

The detailed records of man-hours, equipment-hours, supplies, and materials, etc., must be maintained on file at your office for your use and for audit purposes. These documents must coincide with the Cost Estimate Line-Item Budget submitted in the project application. You may request "draw-down" payments prior to project completion.

- Requests addressed to this office must include appropriate invoices to substantiate amount requests and fall under the Line-Item Budget Categories.
- You must also document your 25% local match used during the quarter. Please limit your requests to once a quarter or approximately 20% of the project, except in the most unusual circumstances.
- Only 75% of the federal share will be disbursed with the remaining 25% held until project completion and close out.

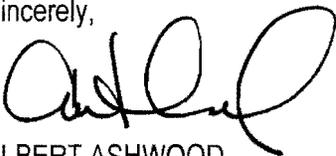
When this project is completed, forward a letter stating that the work is complete and a request to close the project. We will establish a close-out audit date.

- Please insure you have all applicable documentation relating to the expenditure of the 75% federal share of funds and the 25% local share of funds available for review.
- All documentation must coincide with the above-referenced Line-Item Budget.
- All remaining monies will be mailed to you after the close-out audit.

Thank you for taking this initiative to maintain a mitigation process that will result in a safer community/county.

If you have any questions regarding this project please contact Bill Penka, State Hazard Mitigation Officer, at (405) 521-3072 or by email at [bill.penka@oem.ok.gov](mailto:bill.penka@oem.ok.gov), or Lori Calvert, State Hazard Mitigation Grant Tracking Specialist, at (405) 521-3092 or by email at [lorraine.calvert@oem.ok.gov](mailto:lorraine.calvert@oem.ok.gov).

Sincerely,



ALBERT ASHWOOD  
Director

Enclosures: State and Local Agreement  
Quarterly Report Form  
Re-imbusement Request Instructions

## STATE-LOCAL DISASTER ASSISTANCE AGREEMENT

FEMA-4117-DR-OK (HMGP)

City of Clinton  
NOAA Weather Radios Project #021

This agreement between the State of Oklahoma (the State) and the City of Clinton (the Applicant) shall be effective the date FEMA approves the Applicant's HMGP application. It shall apply to all assistance funds provided by or through the State to the applicant as a result of a Presidentially declared disaster occurring within the State of Oklahoma.

The designated representative of the Applicant certifies that:

1. He/She has legal authority to apply for assistance on behalf of the Applicant.
2. The Applicant will provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster assistance.
3. The Applicant will use disaster assistance funds solely for the purposes for which these funds are provided as approved by the Governor's Authorized Representative.
4. The Applicant is aware that limited funding available for mitigation requires cost-sharing on the basis of 75 percent Federal and 25 percent non-Federal contributions and that the applicant will be required to provide the full non-Federal share for such mitigation activities.
5. The local cost-share (non-Federal) funding will be made available by the Applicant in accordance with the approved HMGP application.
6. The Applicant will establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting standards or as directed by the Governor's Authorized Representative.
7. The project funds will be provided to the Applicant by the State on a reimbursable basis. Funds for work completed, or phases of the work completed as approved by the State, will be forwarded to the Applicant after the Applicant provides to the State documentation that justifies payment.

8. The Applicant will give State and Federal agencies designated by the Governor's Authorized Representative access to and the right to examine all records and documents related to use of disaster assistance funds.
9. The Applicant will return to the State, within 15 days of such a request by the Governor's Authorized Representative, any advance funds which are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant will comply with all applicable codes and standards as it pertains to this project and agrees to provide maintenance as appropriate.
11. The Applicant will comply with all applicable provisions of Federal and State laws and regulations in regard to procurement of goods and services.
12. The Applicant will not begin work until the project application is approved, and the Applicant will complete all items of work within the time period of the approved grant, unless an exception is approved by the Governor's Authorized Representative to extend the time frame.
13. The Applicant will comply with all Federal and State statutes and regulations relating to non-discrimination.
14. The Applicant will comply with provisions of the Hatch Act limiting the political activities of public employees.
15. The Applicant will comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
16. The Applicant will comply with the National Flood Insurance Program requirements.
17. The Applicant will not enter into cost-plus-percentage-of-cost contracts for completion of Hazard Mitigation Grant projects.
18. The Applicant will not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant will not enter into any contract with any party that is debarred or suspended from participating in Federal assistance programs.
20. The Applicant is encouraged to use OMB Circular No. A-133 to answer questions related to management of Federal and local funds

21. The applicant will submit quarterly reports clearly indicating actions completed during the quarter to Oklahoma Department of Emergency Management, no later than the 10<sup>th</sup> of the month following the end of each quarter.

The significant report dates are: 1<sup>st</sup> Quarter (Oct, Nov, Dec) - due by January 10; 2<sup>nd</sup> Quarter (Jan, Feb, Mar) - due by April 10; 3<sup>rd</sup> Quarter (Apr, May, Jun) - due by July 10; 4<sup>th</sup> Quarter (Jul, Aug, Sep) - due by October 10

22. The Applicant will complete all items of work by August 27, 2016, (three years from the FEMA approval date), to include State close-out procedures and FEMA R6 close-out.

**Signed for the Applicant:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signed for the State:**

Name: ALBERT ASHWOOD Title: Governor's Authorized Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hazard Mitigation Assistance (HMA)  
Quarterly Report (Narrative)**

Date: \_\_\_\_\_

QUARTER      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>  
                 

**Disaster Grants**

Disaster Number (HMGP): **FEMA-4117-DR-OK**

FEMA Project Number (HMGP): **021**

Sub-grantee Name: City of Clinton

Project/Planning/Technical Assistance Title and Description: Weather Radio Project

Project Type: Initiative

Amount Obligated: \$22,500.00

Date Obligated: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Status:  On Schedule  Suspended  Delayed  Cancelled  Completed

Percentage of Completion: \_\_\_\_\_%

Estimated Completion Date: \_\_\_\_\_

Funding Status:  Unchanged     Underruns \$\_\_\_\_\_     Overruns \$\_\_\_\_\_

Federal Funds Drawn from SMARTLINK: \$\_\_\_\_\_

**Narrative Report:** Please describe the following below: 1) specific activities achieved during this quarter; 2) comparison of actual accomplishments to the planned objectives established in the application; 3); and an analysis and explanation of possible cost overruns/underruns, scope changes or extensions. ***If acquisition, elevation or relocation project, please see attached chart to list addresses of structures mitigated, Repetitive Loss numbers and Latitude/Longitude:***

**Report Preparer:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Additional Issues:**

Problems/Delays Encountered and Reasons Why:

**\*\*STATE USE ONLY\*\***

**State Comments/Actions:**

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Change of Scope/Extension Date: \_\_\_\_\_

Do you anticipate:

a) cost over run/under run next quarter?

Yes    No

b) a change in the Scope of Work?

Yes    No

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Project Completed Date: \_\_\_\_\_

Project Closed Date: \_\_\_\_\_

Final Cost of Project: \$\_\_\_\_\_

Was an AW501 submitted for Repetitive Loss Structures?

Yes    No

**For Acquisition, Elevation or Relocation projects completed this quarter ONLY**

Address	Project Type	Lat/Long	Repetitive Loss #
	SELECT		

*(Add additional sheet if needed)*

**HAZARD MITIGATION  
RE-IMBURSEMENT DRAW DOWN REQUEST INSTRUCTIONS**

- Draw down requests must be made on applicant's letterhead.
- Address it to: Mr. William G. Penka  
State Hazard Mitigation Officer  
Oklahoma Emergency Management  
P.O. Box 53365  
Oklahoma City, OK 73152-3365
- Must include all documentation (Ex: invoices, receipts, copies of payment checks, etc.) equaling the amount requested.
- Invoices must reflect Cost Estimate Line-Item Budget from the grant application.
- OEM will allow re-imbursement up to 75% of the project's 75% Federal share obligated. The remaining 25% of the Federal Share will be processed and paid after the project has been completed and OEM has performed the closeout audit of the project.
- Please limit draw requests to at least 25% of Federal funds obligated or once per quarter.
- Remember that Quarterly Reports must reflect % of Federal funds requested for reimbursement. (Ex: If 50% of funds have been requested, then 50% of the project should be completed.) E-mail Lori Calvert at [lorraine.calvert@oem.ok.gov](mailto:lorraine.calvert@oem.ok.gov), for an electronic copy of the quarterly report.

**Quarterly Report Schedule**

<b>Quarter</b>	<b>Months</b>	<b>Due by</b>
<b>1</b>	<b>Oct, Nov, Dec</b>	<b>Jan 10</b>
<b>2</b>	<b>Jan, Feb, Mar</b>	<b>Apr 10</b>
<b>3</b>	<b>Apr, May, Jun</b>	<b>Jul 10</b>
<b>4</b>	<b>Jul, Aug, Sep</b>	<b>Oct 10</b>

- **ALL PROJECTS MUST BE COMPLETED (PLANS APPROVED AT OEM AND FEMA REGION VI); AND CLOSED OUT AT OEM AND FEMA REGION VI PRIOR TO 3 YEARS FROM THE OBLIGATION DATE OF THE PROJECT.**
- Please remember to track your expenditures in accordance with the attached cost review budgets. If there are de-obligations during the course of the performance period or @ closeout, the under-runs must be accounted for by budget line item in order to properly de-obligate funds.

## David Crabtree

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**From:** Randy Carpenter  
**Sent:** Monday, September 30, 2013 3:06 PM  
**To:** David Crabtree  
**Subject:** RE: grant

Finally got an answer back from Bill Penka. He advised that if we build a form that they have to sign when receiving their radio that says something like, "I have received this weather radio from the City of Clinton in good working order, and I am responsible for any upkeep on said unit." Also Mike Galloway advised that we can provide our matching in kind, by programing and installing units at an hourly rate that meets the \$7,500 match.

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**From:** David Crabtree  
**Sent:** Monday, September 30, 2013 1:28 PM  
**To:** Randy Carpenter  
**Subject:** RE: grant

The deadline is October 17<sup>th</sup>, also we may have to have it on the agenda on the 15<sup>th</sup> as well as transfer of monies. Make sure you keep the manager in the loop on this and me.

Thanks,



D.E. Crabtree  
Chief of Police  
City of Clinton, OK  
decrabtree@clintonokla.org  
(580)323-2323 Phone  
(580)323-7890 Fax

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**From:** Randy Carpenter  
**Sent:** Monday, September 30, 2013 1:26 PM  
**To:** David Crabtree  
**Subject:** Re: grant

Trying to find out specifics from Oklahoma Emergency Management before we move ahead

Randy Carpenter  
Fire Chief  
City of Clinton, OK

On Sep 30, 2013, at 12:57, "David Crabtree" <[David.Crabtree@clintonok.gov](mailto:David.Crabtree@clintonok.gov)> wrote:

What is the status on the grant.

<image001.jpg>

## David Crabtree

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**From:** Debra Blanchard  
**Sent:** Tuesday, October 01, 2013 11:00 AM  
**To:** Steve Hewitt; Randy Carpenter  
**Cc:** David Crabtree  
**Subject:** RE: Weather radios

Be sure to find out proper labor time sheets/documentation that you will have to maintain for this grant for proof of in kind match. You will have to be sure staff always logs every bit of their time spent on programming and delivery.

And since this will be spread out over an extended time period, research how often you much report.

You may want to appoint one of your upper staff as manager of this project.

Just some thoughts.

Debra

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**From:** Steve Hewitt  
**Sent:** Tuesday, October 01, 2013 10:18 AM  
**To:** Randy Carpenter  
**Cc:** Debra Blanchard; David Crabtree  
**Subject:** Re: Weather radios

If that's the case, lets move forward.

Thank you

Sent from my iPhone

On Oct 1, 2013, at 10:10 AM, "Randy Carpenter" <[Randy.Carpenter@clintonok.gov](mailto:Randy.Carpenter@clintonok.gov)> wrote:

I spoke with Bill Penka with OEM yesterday and got verification on the weather radio grant. He said that we should have them sign a receiving form releasing us from any maintenance or upkeep on said units. He advised that that was just a boiler plate statement on most of their grants. I also found out that we can write off labor of programing and delivery to use as our match on the grant as in kind.