

ALBERT ASHWOOD  
State Director



MARY FALLIN  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF EMERGENCY MANAGEMENT

November 4, 2015

NORMAN, CITY OF  
PO BOX 370  
NORMAN, OK, 73070-

RE: Public Assistance Grant Funding Documents for **FEMA-4222-DR-OK**

Dear Sir,

Request(s) for Reimbursement (15-Alpha) are being processed for the enclosed project worksheets. Included in this packet are copies of the Request(s) for Reimbursement and a copy of the project worksheet(s) to keep for your records (no action required). Also included in this packet is an explanation page regarding Electronic Fund Transfers and information regarding the process for your agency to register for EMMIE.

EMMIE is a FEMA web site which will allow you access to your documents from past disasters. In future disasters you will have the opportunity to process Requests for Public Assistance (RPA) and Project Worksheets (PW). For assistance with a new account or questions on an existing account please contact please contact Michael Teague at (405) 219-2090 or via e-mail at [michael.teague@oem.ok.gov](mailto:michael.teague@oem.ok.gov)

Per the Office of Management and Enterprise Services (OMES) new policy, you will be notified by email when the payment has been transmitted to your financial institution.

You must maintain a copy of all source documents related to your PW for a period of three years after your last check has been received. If you receive more than \$500,000 (during fiscal years beginning before January 1, 2015) or \$750,000 (during fiscal years beginning on January 1, 2015 or after) in any Federal monies within your fiscal year, you are required to comply with the single audit act. You are also required to provide Oklahoma Emergency Management's Public Assistance a copy of your audit also post this audit to the Federal Clearinghouse (<http://aicpa.org>) within nine months of the end of your fiscal year.

If you have questions or require additional information, please contact Michael Teague at (405) 219-2090 or via e-mail at [michael.teague@oem.ok.gov](mailto:michael.teague@oem.ok.gov). You may also contact Alden Graybill at (405) 521-2481 or via e-mail at [alden.graybill@oem.ok.gov](mailto:alden.graybill@oem.ok.gov).

Sincerely,

A handwritten signature in cursive script that reads "Laura Crump".

Laura Crump  
Accounting Technician



## OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT (OEM)

## PUBLIC ASSISTANCE

## REQUEST FOR ADVANCE OR REIMBURSEMENT PAYMENT

NORMAN, CITY OF

DR Type

DEPARTMENT

OBJECT ACCOUNT

CFDA#

Batch #

TORNADOES SEVERE STORMS

95- 4222 -3

554120

97.036

4222-29

STRAIGHT LINE WINDS AND

VENDOR ID

LOCATION

Voucher #

DUNS NUMBER

76924

#7

101501240

Tax ID/EIN

FIPS CODE

Bundle#:

Prepared by

027-52500-00

00399(456)

*Lae*

APPLICANT

SAM Checked

NORMAN, CITY OF

☒ SAM-GOV 9/18/2015

PO BOX 370

PAYMENT OF FEDERAL FUNDS FOR  
FEMA GRANT PROJECTS INDICATED  
IN THE BOX BELOW.

NORMAN OK 73070-

COMPUTATION OF AMOUNT OF REIMBURSEMENT/ADVANCES REQUESTED

15 Alpha Small 720 Fund

REMARKS

PA:FEMA DR 4222 PW 399: CITY OF NORMAN

Cat PW+Vsn Fed 720 Fund

B 4222-00399(0) \$22,913.93

Totals \$22,913.93

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL DATE REQUEST SUBMITTED

11/4/2015

Michelann Ooten

Date

Deputy Director

Telephone (405)521-2481

I certify that the amount claimed on this voucher is correct and just and that payment has not been received.

11/4/2015

Governor's Authorized Representative

Date

Supporting documentation is on file at the Oklahoma Emergency Management office and at the local payee.

PA-06-OK-4222-PW-00399(0) <u>P</u>	
Applicant Name:	Application Title:
NORMAN	NOR032B – Norman – EPM
Period of Performance Start:	Period of Performance End:
05-26-2015	11-26-2015

Bundle Reference # (Amendment #)	Date Awarded
PA-06-OK-4222-PW-00399(456)	11-02-2015

### Subgrant Application - FEMA Form 90-91

**Note:** The Effective Cost Share for this application is 75%

#### FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET

DISASTER		PROJECT NO.		PA ID NO.	DATE	CATEGORY		
FEMA	4222	-	DR	-OK	NOR032B	027-52500-00	10-08-2015	B
APPLICANT: NORMAN						WORK COMPLETE AS OF:		
						08-14-2015 : 100 %		
Site 1 of 1								
DAMAGED FACILITY:						COUNTY: Cleveland		
NOR032B – City of Norman – Emergency Protective Measures								
LOCATION:						LATITUDE:	LONGITUDE:	
PA-06-OK-4222-PW-00399(0): GPS at City Hall: 35.22154, -97.44669. 201 W Gray St, Norman, OK						35.22154	-97.44669	
Current Version:								
DAMAGE DESCRIPTION AND DIMENSIONS:								
<p>PA-06-OK-4222-PW-00399(0): As the result of Severe Storms, Tornadoes, Straight-line Winds and Flooding occurring during the May 5 through June 22, 2015 incident period the applicant performed emergency protective measures. The city of Norman had tornado warnings, flooding, hail, power outages and large amounts of debris throughout the city. These severe conditions caused threats to the public health and safety to the residents of Norman.</p> <p>The police officers were needed to eliminate and reduce immediate threats to life and public safety.</p> <p>Mitigation has been considered and is not applicable. No further action is required for the HMP.</p> <p>Current Version:</p>								
SCOPE OF WORK:								
<p>PA-06-OK-4222-PW-00399(0): WORK COMPLETED.</p> <p>Police officers performed various activities including warning the public of risks and hazards through road closures for damaged areas and media notifications, performed search and rescue activities including water rescues and rescues of people from buildings. They also performed wellness checks on individuals in areas where flooding and other damage occurred. These various activities were performed utilizing police officers and equipment. The applicant also activated a local emergency operations center to coordinate and direct the cities response to the disaster event (see Attachment 7 - NOR032B – Norman - EPM - Call Out Log).</p>								

The Police had Regular Time for 5,591.5 hrs but paid for Police Overtime: 360.05 hours only (see Attachment 1 - NOR032B – Norman – Pay Policy, Attachment 6 - NOR032B – Norman - Pay Policy - Personnel Manual 2013, and Attachment 2 - NOR032B – Norman – Labor, Attachment 4 - NOR032B – Norman – Timesheets, Attachment 5 - NOR032B – Norman – Payroll Action Form) = (FEMA COST CODE 9019) \$17,738.77.

Automobile Police Cars: (788.5 hours x \$16.25) (see Attachment 3 - NOR032B – Norman – Equipment) = (FEMA COST CODE 8073) \$12,813.13.

Direct Administration Cost was discussed with the Applicant by the Project Specialist and the applicant chose not to charge any DAC for this PW.

Total Cost:

Paid for POLICE OT LABOR ONLY (FEMA COST CODE 9019) = \$17,738.77.

POLICE CAR EQUIPMENT USE (FEMA COST CODE 8073) = \$12,813.13.

TOTAL PW COST = \$30,551.89.

Attachments:

Attachment 1 - NOR032B – Norman – Pay Policy - Police  
Attachment 2 - NOR032B – Norman – Labor  
Attachment 3 - NOR032B – Norman – Equipment  
Attachment 4 - NOR032B – Norman – Timesheets  
Attachment 5 - NOR032B – Norman – Payroll Action Form  
Attachment 6 - NOR032B – Norman - Pay Policy - Per Man 2013  
Attachment 7 - NOR032B – Norman - EPM - Call Out Log

Insurance - Costs described in the damage description are typically not insured, however, given the nature of the damage and other pending PWs, a copy of the applicants Property Insurance policy w/endorsements, the Declaration Sheet, and Schedule of Values (SOV) are included in the PA drive Insurance folder.

The Project Specialist has reviewed 100% of the documentation to support this project and verified by the Applicant for eligibility and correctness.

Standard Comments:

-- DIRECT ADMINISTRATIVE COSTS: The Subgrantee chooses not to claim costs to manage and administer this project as part of the Public Assistance program's grant award. Declining such costs does not exempt the Subgrantee from maintaining records adequately and documenting the source and application of funds as required in 2 CFR 200.413.

-- PROCUREMENT: The Applicant was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Applicant must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 200.317-326.

-- RECORD RETENTION: As described in 2 CFR 200.33 Subgrantee must maintain all work-related records for a period of three (3) years from Subgrantee closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

-- PERMITS: Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The applicant is responsible for obtaining all required permits prior to the commencement of work.

-- AUDIT STATEMENT: All documentation related to this project worksheet is subject to audit and must reflect disaster – related work and project – specific cost. The applicant has been advised of responsibility to maintain supporting documentation (records). The type of records to be maintained is specified in FEMA policy 2 CFR Subpart F, Audit Requirements. Records must be maintained for three 3 years from the date the last project was completed or from the date final payment was received, whichever is later.

-- 75% FEDERAL FUNDING: In accordance with FEMA policy 9523.9 and current disaster declaration determinations, this project worksheet will be funded with the Federal Cost share at 75% of all eligible costs.

-- By accepting this grant the Applicant to the best of their ability acknowledges that all damages described within this Sub-grant Application and all associated costs being claimed were a direct result of the declared event, and in connection with the incident period of 05/05/2015 thru 06/22/2015 with the exception of requests for alternate or improved projects.

-- SMALL PROJECTS, ANY CATEGORY: For small projects FEMA pays based on the actual or estimated cost in order to expedite the funds (Digest pg. 121.) FEMA does not perform final inspections on small projects; however, the state must certify compliance. The applicant does have the ability to request a small project netting (appeal) if/when significant net small over-runs occur. This process will involve a review of all documentation for all small projects and an adjustment will be made for the total actual eligible dollars spent (over-run/under-run). A final Project Worksheet will then be required in EMMIE to capture all the eligible PA costs for the small projects.

-- SMALL PROJECT CHANGE REQUEST: Change requests to small project worksheets will not be approved unless there is a change in the approved scope of work. This change must be approved prior to the construction. If after completion of all small projects the applicant incurs a significant net small project overrun, the applicant must file an appeal within 60 day of completion of the applicant's last small project. All requests must be submitted through the grantee.

Current Version:

Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Special Considerations included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Other			
1	0000	Work Completed	0/LS	\$ 0.00	\$ 0.00
2	9019	Police Overtime	1/LS	\$ 17,738.77	\$ 17,738.77
3	8073	Automobile, Police - to 250 hp- 2010 - Equipment Sched	788.5/HR	\$ 16.25	\$ 12,813.13
				<b>TOTAL COST</b>	<b>\$ 30,551.90</b>
PREPARED BY JOYCE SAPUTA		TITLE Project Specialist		SIGNATURE	
APPLICANT REP. David Grizzle		TITLE EM Coordinator		SIGNATURE	

[View Application](#)

## OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT (OEM)

## PUBLIC ASSISTANCE

## REQUEST FOR ADVANCE OR REIMBURSEMENT PAYMENT

NORMAN, CITY OF				DR Type	
DEPARTMENT	OBJECT ACCOUNT	CFDA#	Batch #	TORNADOES SEVERE STORMS	
95- 4222 -3	554120	97.036	4222-29A	STRAIGHT LINE WINDS AND	

VENDOR ID 76924	LOCATION #7	Voucher #	DUNS NUMBER 101501240
Tax ID/EIN	FIPS CODE 027-52500-00	Bundle#: 00458(474)	Prepared by <i>Lac</i>

APPLICANT  
NORMAN, CITY OF  
PO BOX 370  
NORMAN OK 73070-

PAYMENT OF FEDERAL FUNDS  
FOR FEMA GRANT PROJECTS  
INDICATED IN THE BOX BELOW.

COMPUTATION OF AMOUNT OF REIMBURSEMENT/ADVANCES REQUESTED 15 Alpha Large 720 Fund

## REMARKS

PA:FEMA DR 4222 PW 458: CITY OF NORMAN

Cat	PW+Vsn	Fed 720 Fund
A	4222-00458(0)	\$182,552.65
Total		\$182,552.65

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL DATE REQUEST SUBMITTED

11/4/2015

Michelann Ooten  
Deputy Director  
Telephone (405)521-2481

Date

I certify that the amount claimed on this voucher is correct and just and that payment has not been received.

11/4/2015

Governor's Authorized Representative

Date

Supporting documentation is on file at the Oklahoma Emergency Management office and at the local payee.

<b>PA-06-OK-4222-PW-00458(0)</b> <u>P</u>	
Applicant Name:	Application Title:
NORMAN	NOR023A – Norman, City of, PAAP Debris Removal
Period of Performance Start:	Period of Performance End:
05-26-2015	11-26-2015

Bundle Reference # (Amendment #)	Date Awarded
PA-06-OK-4222-PW-00458(474)	11-02-2015

### Subgrant Application - FEMA Form 90-91

**Note:** The Effective Cost Share for this application is 85%

#### FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET

DISASTER		PROJECT NO.		PA ID NO.	DATE	CATEGORY
FEMA	4222	-	DR	-OK	NOR023A	027-52500-00
APPLICANT: NORMAN					WORK COMPLETE AS OF:	
					06-04-2015 : 50 %	
Site 1 of 1						
DAMAGED FACILITY:				COUNTY: Cleveland		
City Hall Complex						
LOCATION:				LATITUDE:	LONGITUDE:	
PA-06-OK-4222-PW-00458(0):				35.223069	-97.446092	
City-wide debris removal.				35.22726	-97.30643	
City Hall Complex.				35.22859	-97.30237	
210 West Gray Stree.						
Norman, OK.						
Current Version:						
DAMAGE DESCRIPTION AND DIMENSIONS:						
<p>PA-06-OK-4222-PW-00458(0):</p> <p>This is a Public Assistance Alternative Procedures Pilot Program for Debris Removal Project (PAAP) and will therefore document only that work completed between May 5, 2015 and June 3, 2015 (day 0-30) which is stipulated as the first (85% Federal share) performance period under the PAAP. Work completed after June 3, 2015 will be documented in one or more subsequent versions after this initial version is obligated. See Attachment 1 – NOR023A – Signed Appendix A, PAAP Acknowledgment. This project has 4 facilities.</p> <p>On May 6, 2015, a tornado struck the northwest portion of the City of Norman in Cleveland County. Severe straight-line winds and flooding caused additional damages during the May 5, 2015 through June 23, 2015 incident period for DR-4222-OK.</p> <p>Facility 1: Tornado debris City-Wide (Applicant offices are located in the City Hall complex at 201 W. Gray Street, Lat 35.32294 Lon -97.44609).</p> <p>The tornado and associated severe straight-line winds caused extensive damage to homes and businesses, downed and uprooted trees, broke tree limbs, and downed power lines along a 6.25 mile path of destruction (see Attachment 2 - NOR023A – Tornado Tracking Map). On May 7, 2015 the applicant issued a Task Order and Notice to Proceed for the pre-positioned debris contractor (see Attachment 3 - NOR023A – Task Order) and also issued public notice of debris removal policies and schedules (see Attachment 4 - NOR023A – Press Release). An initial inspection by the applicant defined the debris field to span the 6.5 square miles bordered by Main Street on the south (Lat 35.21798 Lon -97.52171 to Lat 35.217526 Lon -97.485722), Franklin Road on the north (Lat 35.276678 Lon -97.511933 to Lat 35.275287 Lon -97.485447), and Interstate 35 on the east, and 60th Avenue on the west. Subsequent inspection added 1.5 square miles bordered by Franklin Road on the south, Indian Hills Road on the north (Lat 35.290341 Lon -97.512009 to Lat 35.290345 Lon -97.487753), and Interstate 35 on the east, and 48th Avenue on the west (see Attachment 5 - NOR023A – Debris Field Map).</p> <p>Facility 2: Alameda Drive Twin Bridges, 0.25 miles east of 88th Avenue NE (Lat 35.22726 Lon -97.30643 and extending east 1300 LF to Lat 35.22859 Lon -97.30237).</p>						

Severe flooding caused 296.1 CY (see Attachment 15 NOR023A – Alameda Volume Calculation) vegetative debris to accumulate at the twin bridges (see Attachment 16 - NOR023A – Alameda Map). Waterborne debris became snagged in the substructures on both the north and the south sides of both bridges because of shifting winds. The snags caused an imminent threat to the improved facilities, and floodwaters overtopped the bridges. As floodwaters receded vegetative debris which accumulated on the bridge deck and guard rails (see Attachment 17 – NOR023A – Alameda Photos) required the applicant to close the major collector within their jurisdiction. The closure caused emergency, public, and private vehicles to detour approximately 10 miles for travel around the lake.

Facility 3: Parks Department City-Wide (Applicant offices are located in the City Hall complex at 201 W. Gray Street, Lat 35.32294 Lon -97.44609).

Straight-line winds uprooted trees, broke trees, and downed tree limbs in 10 of the 60 public parks owned, operated, and maintained by the City of Norman Parks and Recreation Department. The applicant furnished the following descriptions and provided photographs to substantiate the damages (see Attachment 19 - NOR023A – Parks Photos).

Site 1: Berkley Park, 3750 Astor Drive, Lat 35.26026 Lon -97.49816.

Limbs and debris down all over park, tree down on east side of park by drainage ditch.

Site 2: Brookhaven Park, 1801 N. Brookhaven Blvd., Lat 35.24059 Lon -97.50081.

Small limbs scattered throughout park, small tree down behind east backstop, small tree down on SE Corner of park.

Site 3: Brookhaven Square Park, River Oaks Drive, Lat 35.22157 Lon -97.49110.

Small limb hanging from tree on north side fence.

Site 4: Cascade Park, 3499 Astor Drive, Lat 35.26026 Lon -97.49816.

Small tree down on South side of park by fence.

Site 5: Kevin Gottshall Park, 5399 Cyprus Lake Road, Lat 35.22082 Lon -97.51813.

Small tree down near playground by road, small limbs down near playground.

Site 6: Lions Memorial Park, 514 Parkside Road, Lat 35.22711 Lon -97.50355.

Two large trees down by north playground, 2 large trees near school have large limbs broken, whole top of tree broken, small limb hanging near north playground by road, small limb hanging near south playground, small limbs throughout park.

Site 7: Prairie Park, 2525 Pendleton Drive, Lat 35.24479 Lon -97.49008.

Limbs down throughout park, a small tree down near backstop, large limb down near backstop.

Site 8: Ruby Grant Park, 3110 W Franklin Road, Lat 35.27214 Lon -97.49086.

Estimated from road (All Dead Cedars 15) (Damage Trees 30) (Hangers 13) (Downed 9).

Site 9: Springbrook Park, 816 Branchwood Drive, Lat 35.22833 Lon -97.49287.

Small limbs around playground and throughout park, large willow limb hanging over east fence near soccer goal.

Site 10: William Morgan Park, 1701 Schooner Drive, Lat 35.23884 Lon -97.49234.

Tree down near playground.

Facility 4: Storm debris City-Wide (Applicant offices are located in the City Hall complex at 201 W. Gray Street, Lat 35.32294 Lon -97.44609).

Under the continuing Statewide Inter-Local Services Agreement, Cleveland County routinely assists the applicant by clearing storm debris from city streets without cost to the applicant in order to open lanes for emergency, public, and private traffic.

Current Version:

SCOPE OF WORK:

PA-06-OK-4222-PW-00458(0):

Work Completed.

Facility 1: Tornado debris City-Wide (Applicant offices are located in the City Hall complex at 201 W. Gray Street, Lat 35.32294 Lon -97.44609).

The applicant's pre-positioned debris contractor removed 11,994.1 CY vegetative debris and 2,317.85 CY Construction and Demolition (C & D) debris (total 14,311.95 CY) from 170 streets and Rights Of Way (see Attachment 6 - NOR023A – Debris Volume Calculation), cut 459 hangers and leaners (\*see Attachment 7 - NOR023A – Hanger Cut Summary), hauled vegetative debris to the ODEQ-approved staging area (see Attachment 8 - NOR023A – ODEQ Staging and Reduction Permit) on E. Robinson Street, Lat 35.23633 Lon -97.39895 (see Attachment 9 - NOR023A – Staging and Reduction Map), reduced 11,994.1 CY vegetative debris 75% (FEMA Debris Management Guide page 83) by chipping in a tub grinder, and hauled 2,999 CY chips plus 2,317.85 CY C & D debris to the Oklahoma City Landfill, 7600 SW 15th Street, Oklahoma City, Lat 35.44972 Lon -97.64503 (see Attachment 10 – NOR023A – Landfill Map). The landfill operates under an ODEQ permit (see Attachment 11 - Landfill Operations).

The applicant used force account labor and equipment to monitor debris operations in the field and from the tower at the staging and reduction site (see Attachment 12 - NOR023A - Force Account Labor and Equipment).

The applicant used a consultant (see Attachment 13 - NOR023A – Consultant Contract) to provide technical support and assistance in



preparing materials for submission to FEMA for Category A and Category C work. The applicant is requesting Direct Administrative Costs (FEMA Code 9901) in the amount of \$13,207.50 (see Attachment 14 - NOR023A – Facility 1 DAC) for work directly chargeable to this Category A project. The consultant compiled FA and contractor cost data; compiled backup documentation such as photos, tower logs, and cut sheets for leaners and hangers; prepared maps of the tornado path and debris field; prepared reports to document and support costs claimed by the applicant; and prepared electronic files for use by the Project Specialist in PW development.

Resources Used:

PAAP Regular Labor (512 Hours) (FEMA Cost Code 9226) = \$16,896.75.

PAAP OT Labor (541.75 Hours) (FEMA Cost Code 9237) = \$21,054.53.

PAAP Equipment (986.75 Hours) (FEMA Cost Code 9008) = \$31,397.75.

PAAP Contract (11,994.1 CY Vegetative x \$3.90) (FEMA Cost Code 9231) = \$46,776.99.

PAAP Contract (13,907.1 CY C & D x \$6.00) (FEMA Cost Code 9231) = \$13,907.10.

PAAP Contract (459 Hangers x \$60.00) (FEMA Cost Code 9231) = \$27,540.00.

PAAP Contract (11,994.1 CY Grinding x \$1.50) (FEMA Cost Code 9231) = \$17,991.15.

PAAP Contract (160.04 CY Landfill C&D) (FEMA Cost Code 9231) = \$2,791.95.

PAAP Contract (DAC) (FEMA Cost Code 9901) = \$13,207.50.

Total:

PAAP Regular Labor (FEMA Cost Code 9229) = \$16,896.75.

PAAP OT Labor (FEMA Cost Code 9230) = \$21,054.53.

PAAP Equipment (FEMA Cost Code 9008) = \$31,397.75.

PAAP Contracts (FEMA Cost Code 9231) = \$122,214.69.

PAAP Contract (DAC) (FEMA Cost Code 9901) = \$13,207.50.

TOTAL FACILITY 1 COST for PAAP Day 0-30: (FEMA Cost Code 9221) = \$191,563.73.

TOTAL Facility 1 for PAAP to be paid at 85% of Federal share = \$191,563.73.

DAC percentage calculation: \$13,207.50 / \$191,563.73 = 6.9%.

Facility 2: Alameda Drive Twin Bridges (Lat 35.22726 Lon -97.30643 and extending east 1300 LF to Lat 35.22859 Lon -97.30237).

FEMA may assist with debris clearance on FHWA roads when there is an immediate threat to the public health and safety (PA Guide, Page 26). The applicant used force account labor and equipment (see Attachment 18 – Alameda Labor, Equipment, and DAC) to remove 296.1 CY vegetative debris from the facility and transported 183.6 CY to the ODEQ – approved staging area (see Attachment 8 - NOR023A – ODEQ Staging and Reduction Permit) on E. Robinson Street, Lat 35.23633 Lon -97.39895 (see Attachment 9 - NOR023A – Staging and Reduction Map) for reduction by the prepositioned contractor processing tornado debris. The contractor furnished and operated 2 dump trucks with articulated booms to retrieve wet debris at the site without cost to the applicant and also transported 112.5 CY to the staging area when the grapples were no longer needed for retrieval. The material hauled by the contractor was billed in accordance with the propositioned contract and that cost is not duplicated in calculations for Facility 2. Incidental to clearing the bridges, the applicant performed traffic control to ensure safety at the site for workers and the public while work was in progress, placed barricades, rearranged lanes for partial openings during clearing operations, and removed barricades.

The applicant requests Direct Administrative Costs for Keturah Fortner (2 hours x \$25.21 = \$50.42) and Randy Gill (2 hours x \$57.49 = \$114.98). Total FEMA Code 9901 = \$165.40. The applicant formulated Facility 2 descriptions with the Project Specialist, compiled labor and equipment data with the Project Specialist, and prepared copies of backup documentation to support the claim. See Attachment 18 – NOR023A – Alameda Labor, Equipment, DAC.

Resources used:

PAAP Regular Labor (FEMA Cost Code 9226) = \$4,663.43.

PAAP OT Labor (FEMA Cost Code 9227) = \$1,589.31.

PAAP Equipment (FEMA Cost Code 9008) = \$5,624.00.

PAAP Contract (296.1 CY Grinding x \$1.50/CY) (FEMA Cost Code 9231) = \$444.15.

PAAP DAC (FEMA Cost Code 9901) = \$165.40.

TOTAL FACILITY 2 for PAAP to be paid at 85% of Federal share = (FEMA Cost Code 9221) = \$12,486.29.

DAC percentage calculation:  $\$165.40 / \$12,042.14 = 1.4\%$ .

Facility 3: Parks Department City-Wide (Applicant offices are located in the City Hall complex at 201 W. Gray Street, Lat 35.32294 Lon -97.44609).

The applicant used force account labor and equipment (see Attachment 20 – NOR023A -Parks Labor, Equipment, DAC) on May 6 and 7 to remove 140 CY vegetative debris from 10 parks, reduced volume 75% (FEMA Debris Management Guide page 83) on-site using a chipper truck, and transported 35 CY of chips to the City of Norman Compost Facility (operated by City of Norman Sanitation Department) at 398 Bratcher - Miner Road, Lat 35.17365 Lon -97.44532 (see Attachment 21 - NOR023A – Compost Facility Map). An additional 92 CY of vegetative debris removed from City parks on May 8 – May 14 using FA labor and equipment was transported to the curbside for pickup and disposal by the City-wide debris contractor. The cost for curbside pickup, hauling, reduction, and disposal of that portion of the debris is included under Facility 1 and is not duplicated under Facility 3. See Attachment 22 – NOR023A – Parks Calculation Worksheet for method used to estimate volume.

The applicant requests Direct Administrative Costs for Jerry Keeler (5 hours x \$53.07 = \$265.35) and FEMA Code 8802 truck (2 hours x \$20.00 = \$40.00). Total FEMA Code 9901 DAC = \$305.35. The applicant took pictures, developed damage descriptions, prepared a PW template to calculate labor and equipment, compiled backup documentation, and prepared electronic data files for use by the Project Specialist in writing Facility 3. See Attachment 20 – NOR023A – Parks Labor, Equipment, and DAC.

Resources used:

PAAP Regular Labor (FEMA Cost Code 9226) = \$2,700.87.

PAAP OT Labor (FEMA Cost Code 9227) = \$701.16.

PAAP Equipment (FEMA Cost Code 9008) = \$3,725.73.

PAAP DAC (FEMA Cost Code 9901) = \$305.35.

Total Facility 3 for PAAP to be paid at 85% of Federal share (FEMA Cost Code 9221) = \$7,433.11.

DAC percentage calculation:  $\$305.35 / \$7,433.11 = 4.1\%$ .

Facility 4: Storm debris City-Wide:

The applicant does not claim any cost for the work performed by the county to remove vegetative debris from city streets. The debris caused by the declared event within the applicant's jurisdiction was hauled to the ODEQ-approved staging area and the applicant's contractor reduced the material 75% by grinding 2,189.8 CY after it was comingled with other debris at the site.

Resources used:

Contract (2,189.8 CY Grinding) (FEMA Cost Code 9231) = \$3,284.70.

Project Summary:

Facility 1 = \$191,563.72 (Contract and Force Account).

Facility 2 = \$12,486.29 (Streets Department).

Facility 3 = \$7433.11 (Parks & Recreation Department).

Facility 4 = \$3,284.70.

PAAP (85%) Day 0-30 Total (FEMA Code 9221) = \$214,767.82.

DAC percentage calculation: \$13,207.50 (Facility 1) + \$165.40 (Facility 2) + \$305.35 (Facility 3) = \$13,678.25 / \$214,767.82 = 6.4%.

**NOTES:**

There is no CEF required because this is a Category A debris removal project and CEF is only used on large projects for which the permanent work is 90% or less complete (PA Guide, Page 105).

No Hazard Mitigation measure has been considered because mitigation is not applicable for Category A and B non-permanent work. No further action is required for the HMP.

Insurance - Costs described in the damage description are typically not insured, however, given the nature of the damage and other pending PWs, a copy of the applicants Property insurance policy with endorsements, the Declaration Sheet, and Schedule of Values (SOV) are included in the PA drive Insurance folder.

The Project Specialist has reviewed 100% of the documentation to support this project and verified by the Applicant for eligibility and correctness.

**LIST OF ATTACHMENTS:**

Attachment 1 – NOR023A – Signed Appendix A, PAAP Acknowledgment.  
Attachment 2 – NOR023A – Tornado Tracking Map.  
Attachment 3 – NOR023A – Task Order.  
Attachment 4 – NOR023A – Press Release.  
Attachment 5 – NOR023A – Debris Field Map.  
Attachment 6 – NOR023A – Debris Volume Calculation.  
Attachment 7 – NOR023A – Hanger Cut Summary.  
Attachment 8 – NOR023A – ODEQ Staging and Reduction Permit.  
Attachment 9 – NOR023A – Staging and Reduction Map.  
Attachment 10 – NOR023A – Landfill Map.  
Attachment 11 – NOR023A – Landfill Operations.  
Attachment 12 – NOR023A – FA Monitor Labor and Equipment.  
Attachment 13 – NOR023A – Consultant Contract.  
Attachment 14 – NOR023A – Facility 1 DAC.  
Attachment 15 – NOR023A – Alameda Volume Calculation.  
Attachment 16 – NOR023A – Alameda Map.  
Attachment 17 – NOR023A – Alameda Photos.  
Attachment 18 – NOR023A – Alameda Labor, Equipment, DAC.  
Attachment 19 – NOR023A – Parks Photos.  
Attachment 20 – NOR023A – Parks Labor, Equipment, DAC.  
Attachment 21 – NOR023A – Compost Facility Map.  
Attachment 22 – NOR023A – Parks Calculation Worksheet.

**LIST OF BACKUP ATTACHMENTS**

Attachment B1 – NOR023A – Debris Management Plan.  
Attachment B2 – NOR023A – Debris Bid Invitation.  
Attachment B3 – NOR023A – Prepositioned Contract.  
Attachment B4 – NOR023A – Debris Protocol Agreement.  
Attachment B5 – NOR023A – Doorknob Notice.  
Attachment B6 – NOR023A – ODEQ Tip Fee Waiver.  
Attachment B7 – NOR023A – Alameda Labor and Equipment Backup.  
Attachment B8 – NOR023A – City Hall Complex Map.  
Attachment B9 – NOR023A – Pay Policy.  
Attachment B10 – NOR023A – Contract Summary.  
Attachment B11 – NOR023A – Invoices.  
Attachment B12 – NOR023A Photos.

**COMMENTS:**

Accelerated Debris Removal (85% Federal Share): Subgrantee has chosen to participate in the Accelerated Debris Removal Alternative Procedure. This covers debris removal activities from day 0-30 after the start of the incident period reimbursable at the authorized 85% Federal Share.

Force Account Labor (Straight-Time): Subgrantee has chosen to participate in the Straight-Time Force Account Labor Alternative Procedure for Debris Removal. As a result, straight-time force account labor, including fringe benefits, will be reimbursed on the PW.

One-time Incentive for Debris Management Plan: This Subgrantee has a FEMA accepted Debris Management Plan and has received a Federal cost share increase of 2% for its debris removal operations during the first 90 days from the start of the incident period in a previous disaster. The applicant is therefore not eligible for an Incentive in DR-4222-OK.

**CATEGORY A SUBGRANT APPLICATIONS:** For coordination regarding collection and disposal of debris and waste, including hazardous materials, the applicant shall contact the Department of Environmental Quality. All debris shall be disposed in an approved and permitted location. The applicant is responsible for obtaining any required permits prior to initiation of physical work on the project and must comply with all conditions of the required permits.

**Standard Comments:**

**DIRECT ADMINISTRATIVE COSTS:** The subgrantee requested Direct Administrative Costs (DAC) that are directly chargeable to this project. Associated eligible work is related administration of the PA project only and in accordance with 2 CFR 200.413. These costs are treated consistently and uniformly as direct costs in all federal awards and other subgrantee activities and are not included in any approved indirect cost rates.

-- **PROCUREMENT:** The Applicant was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Applicant must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 200.317-326.

-- **RECORD RETENTION:** As described in 2 CFR 200.33 Sub-grantee must maintain all work-related records for a period of three (3) years from Sub-grantee closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

-- **PERMITS:** Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The applicant is responsible for obtaining all required permits prior to the commencement of work.

-- **AUDIT STATEMENT:** All documentation related to this project worksheet is subject to audit and must reflect disaster – related work and project – specific cost. The applicant has been advised of responsibility to maintain supporting documentation (records). The type of records to be maintained is specified in FEMA policy 2 CFR Subpart F, Audit Requirements. Records must be maintained for three 3 years from the date the last project was completed or from the date final payment was received, whichever is later.

-- **75% FEDERAL FUNDING:** In accordance with FEMA policy 9523.9 and current disaster declaration determinations, this project worksheet will be funded with the Federal Cost share at 75% of all eligible costs.

-- By accepting this grant the Applicant to the best of their ability acknowledges that all damages described within this Sub-grant Application and all associated costs being claimed were a direct result of the declared event, and in connection with the incident period of 05/05/2015 thru 06/22/2015 with the exception of requests for alternate or improved projects.

-- **LARGE PROJECTS (\$121,600), ANY CATEGORY:** When Project Worksheets are written as large (\$121,600+) projects, an adjustment must be made during the closeout process in order to match the actual eligible dollars spent. This will require an amendment to be written in EMMIE to capture the over-run/under-run.

**Current Version:**

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☒ No

Special Considerations included? ☐ Yes ☒ No

Hazard Mitigation proposal included? ☐ Yes ☒ No

Is there insurance coverage on this facility? ☐ Yes ☒ No

**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9221	PAAP Accelerated Debris Removal 0-30 days – 85% Federal Share	1/LS	\$ 0.00	\$ 0.00
2	9227	Force Account Labor (Over Time) - Debris Removal	1/LS	\$ 21,054.53	\$ 21,054.53
3	9008	Equipment	1/LS	\$ 31,397.75	\$ 31,397.75
4	9231	Contract - Debris Removal	1/LS	\$ 109,007.19	\$ 109,007.19
5	9901	Direct Administrative Costs (Subgrantee)	1/LS	\$ 13,207.50	\$ 13,207.50
6	9226	Force Account Labor (Straight Time) - Debris Removal	1/LS	\$ 4,663.43	\$ 4,663.43

7	9227	Force Account Labor (Over Time) - Debris Removal	1/LS	\$ 1,589.31	\$ 1,589.31
8	9008	Equipment	1/LS	\$ 5,624.00	\$ 5,624.00
9	9231	Contract - Debris Removal	1/LS	\$ 444.15	\$ 444.15
10	9901	Direct Administrative Costs (Subgrantee)	1/LS	\$ 165.40	\$ 165.40
11	9999	Facility 3: Parks Department City-Wide	0/LS	\$ 0.00	\$ 0.00
12	9226	Force Account Labor (Straight Time) - Debris Removal	1/LS	\$ 2,700.87	\$ 2,700.87
13	9227	Force Account Labor (Over Time) - Debris Removal	1/LS	\$ 701.16	\$ 701.16
14	9008	Equipment	1/LS	\$ 3,725.73	\$ 3,725.73
15	9901	Direct Administrative Costs (Subgrantee)	1/LS	\$ 305.35	\$ 305.35
16	9999	Facility 4: Storm debris City-Wide	0/LS	\$ 0.00	\$ 0.00
17	9231	Contract - Debris Removal	1/LS	\$ 3,284.70	\$ 3,284.70
18	9226	Force Account Labor (Straight Time) - Debris Removal	1/LS	\$ 16,896.75	\$ 16,896.75
				<b>TOTAL COST</b>	\$ 214,767.82
PREPARED BY JAY PARSONS			TITLE FEMA Project Specialist	SIGNATURE	
APPLICANT REP. David Grizzle			TITLE Emergency Management Coordinator	SIGNATURE	

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