



## FEDERAL EMERGENCY MANAGEMENT AGENCY

**DAMAGE DESCRIPTION & SCOPE OF WORK**

DECLARATION NO.				PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA	4117	DR	OK	NOR003B	06/25/13	027-52500-00	B	

APPLICANT

Norman

COUNTY

Cleveland

**DAMAGE DESCRIPTION & SCOPE OF WORK (CONTINUED):****Comments:**

9901 – Direct Administrative Cost for Subgrantee –

DAP9525.9 provides guidance on the eligibility of administrative costs. The policy states that FEMA will reimburse DAC that are "properly documented and directly chargeable on a PW for a specific project. Actual costs must be reasonable for the work performed and accounted for in accordance with 44 CFR §13.22 – Allowable Costs." The policy also states that DAC include "costs that can be tracked, charged, and accounted for directly to a specific project ... [and] are limited to actual reasonable costs incurred for a specific project." Throughout the policy, it is clear that DAC must be in compliance with §13.22, and by extension, OMB A-87, A-21, or A-122 (whichever OMB Cost Principle circular applies to the applicant's status as either governmental, educational, or non-profit) and that the costs must be reasonable and properly documented in order to qualify for reimbursement. Such costs cannot be assumed reasonable if the costs are not directly tied to a PW and tracked and documented in such a way that FEMA staff can determine whether or not they are reasonable.

**FEMA**

All documentation was reviewed, validated and found reasonable by FEMA Project Specialist assigned. K.Howell/PS

As described in 44 CFR 13.42 (2) (b), 3(c), Sub-grantee 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. K.Howell/PS

As described in 44 CFR 13.42 (2) (b), 3(c), 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. Melinda Dunn/Infrastructure Branch Director DR-4117-OK.

**State**

7/3/13 - As described in 44 CFR 13.42 (2) (b), 3(c), 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. K.Shingledecker/State  
PAGS

PREPARED BY: Ken Howell

TITLE: Project Specialist

## FEDERAL EMERGENCY MANAGEMENT AGENCY

## SPECIAL CONSIDERATIONS

DISASTER		APPLICANT NAME	PW REF NO.	FIPS NO.	DATE
4117	OK	Norman	NOR003B	027-52500-00	06/25/13

☐ Yes ☒ No ☐ Unsure facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)

☐ Yes ☒ No ☐ Unsure facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

☐ Yes ☒ No ☐ Unsure

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

☐ Yes ☒ No ☐ Unsure

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)

☐ Yes ☒ No ☐ Unsure

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard proposal?

☐ Yes ☒ No ☐ Unsure

☐ Yes ☒ No ☐ Unsure facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Facility Constructed In:

☐ Yes ☒ No ☐ Unsure

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

☐ Yes ☒ No ☐ Unsure

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

☐ Yes ☒ No ☐ Unsure

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

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PREPARED BY: Ken Howell

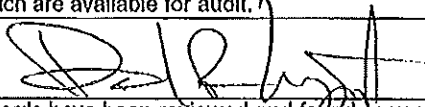
## FEDERAL EMERGENCY MANAGEMENT AGENCY

## COST SUMMARY RECORD

APPLICANT		PW REF NO.	CATEGORY	FIPS NO.	DISASTER	
Norman		NOR003B	B	027-52500-00	4117	OK
	CLAIM COST	COMMENTS (FEMA USE ONLY)			ELIGIBLE COSTS	
FORCE ACCOUNT LABOR REGULAR TIME	\$ -				\$ -	
FORCE ACCOUNT LABOR OVERTIME	\$ -				\$ 14,790.01	
FORCE ACCOUNT EQUIPMENT	\$ -				\$ 5,045.63	
MATERIALS	\$ -				\$ -	
RENTAL EQUIPMENT	\$ -				\$ -	
CONTRACTS	\$ -				\$ -	
DIRECT ADMINISTRATIVE COSTS	\$ -				\$ 81.08	
TOTAL	\$ -				\$ 19,916.72	

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

Certified by:



Title:

Emergency Management Coordin

Date:

7-18-2012

David Grizzle

XOVET

Applicant's records have been reviewed and found correct with the exceptions as noted.