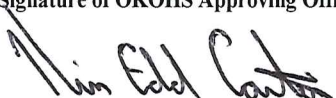




Oklahoma Office of  
**Homeland Security**  
*Prevent, Protect, Prepare*

P.O. Box 11415  
Oklahoma City, OK 73136  
(405) 425-7296 Office (405) 425-7295 Fax  
[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)

## SUB-GRANTEE AWARD

Sub-grantee – Required for Reimbursement <b>FEI#</b>		DUNS #		Original Award Amount <b>\$10,992.13</b>	
City of Norman Steve Lewis, City Manager PO Box 370 Norman, OK 73069				Award Number #380.521	
				Award Effective Date 9/21/2011	
				Project Period 9/1/2011 – 6/30/2013	
Project Title/IJ Homeland Security Grant Program Citizen Corps – CERT/MRC/IJ #8				CFDA 97.053 (OKOHS # 97.053 - 5500)	
Applicable Funds Homeland Security Grant Program FY 2010 (CCP - Local)		Region 6		County Cleveland	
Method of Payment: This is a Reimbursement Grant.			Is Sub-Grantee NIMS Compliant? (Please Check One) YES <input type="checkbox"/> NO <input type="checkbox"/>		
Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official City or County Official (Mayor, City Manager, County Commissioner)			Project Contact/ Secondary Authorized Official (If Applicable)		
Title of Primary Authorized Official City Manager			Title of Secondary Authorized Official Emergency Management Coordinator		
Name Steve Lewis			Name David Grizzle		
Telephone 405-321-1600		Fax		Telephone 405-292-9780	
Email <a href="mailto:Steve.lewis@normanok.gov">Steve.lewis@normanok.gov</a>		Fax 405-292-9785		Email <a href="mailto:David.grizzle@normanok.gov">David.grizzle@normanok.gov</a>	
Signature of Primary Authorized Official: (Required)			Date		Signature of Secondary Authorized Official: (Required)
Date			Date		
The Primary Authorized Official certifies: <ul style="list-style-type: none"><li>• Legal authorization to accept grants on behalf of the named governmental entity.</li><li>• Proposed project can be completed by June 30, 2013</li><li>• Sub-Grantee will comply with all laws, regulations, statutes, assurances, certifications, and other requirements referenced in Schedules A, B and C (if applicable) and Schedules 1-6 each of which is attached hereto.</li><li>• All submitted data is true and correct to the best of signatory's knowledge.</li></ul>					
Special Conditions					
OKOHS Approving Official  Kim Edd Carter Director			OKOHS Contact Information Oklahoma Office of Homeland Security P.O. Box 11415 Oklahoma City, OK 73136-0415		
Signature of OKOHS Approving Official 			Telephone (405) 425-7296		Fax (405) 425-7295



STATE OF OKLAHOMA  
OFFICE OF HOMELAND SECURITY

TO: City of Norman  
Steve Lewis, City Manager  
FROM: Kim Edd Carter, Director **REC**  
DATE: March 6, 2013  
RE: Oklahoma Office of Homeland Security 2011 Homeland Security Grant Program;  
Citizen Corps – CERT/MRC; # 380.521

Your agency has been selected to receive funding in the amount of \$10,992.13, (the “Proposed Award”), pursuant to the Oklahoma Office of Homeland Security (“OKOHS”) fiscal year 2011 Homeland Security Grant Program (the “2011 Program”). The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response and recovery.

The FY 2011 Citizen Corps Program (CCP) provides resources for States and local communities to: 1) develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation; 2) conduct public education and outreach; 3) ensure clear alerts/warnings and emergency communications with the public; 4) develop training programs for the public, for both all hazards preparedness and volunteer responsibilities; 5) facilitate citizen participation in exercises; 6) implement volunteer programs and activities to support emergency responders; 7) involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and 8) conduct evaluations of programs and activities.

We have attached Schedule “C”, which has a list of the approved items included in your funding application for this grant that should cost approximately \$10,992.13 for the Citizen Corps – CERT and MRC projects. **Any use of Proposed Award funding for items not listed on Schedule “C” must be approved in writing and in advance by OKOHS.**

The 2011 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2010 (FEMA/DHS) Homeland Security Grant Program. Like previous FEMA/DHS/OKOHS grant programs, the 2010 Program is a reimbursement grant. The process requires the following actions:

- (1) Acceptance of the terms and conditions of the 2011 Program including but not limited to those noted on the attached Schedule “I”;
- (2) You may purchase approved items listed on Schedule “C” however reimbursement from OKOHS is limited to the amount of the Proposed Award; and

- (3) Upon receipt of the purchased items, you will need to submit a Reimbursement Request Form with copies of the associated invoices to OKOHS. (Copies of the Reimbursement Request Form and the BDW are available on the OKOHS website at [www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)).

Reimbursement checks are generally mailed to sub grantees by OKOHS within 30 days of OKOHS receipt of the signed Reimbursement Request Form and associated invoices. If this process will cause a significant hardship, please contact OKOHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the Year Program, please so indicate by: (1) affixing the signature of the appropriate chief executive officer (i.e. the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and (2) returning an original fully executed copy of this letter and each document listed on *Schedule "7"* (each of which is included with this award packet) to OKOHS **ON OR BEFORE March 28, 2013** Post Office Box 11415, Oklahoma City, Oklahoma 73136.0415.

Should you have questions or need additional assistance contact Robbie Foster at 405-425-7510 or by e-mail at [rfoster@dps.state.ok.us](mailto:rfoster@dps.state.ok.us) or Christina Neidel at 405-425-7591 or by email at [cneidel@dps.state.ok.us](mailto:cneidel@dps.state.ok.us).

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this \_\_\_\_ day of \_\_\_\_\_ 2013:

Government/Agency Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Award ID#	Subgrantee	Agency	IJ#	Project Description	Program	State / Local	ITEM (Approval Requested)	Est. Unit Cost	Qty	Total	March 2013 Approvals	Revised Award Amount	Total Approved To Date	Checks Written	Current Available
380.521	Norman, City of	Emergency Management	8	CERT & MRC	CCP	n/a	Psychological First Aid	\$ 9.05	50.00	\$ 452.50	\$452.50	\$ 10,992.13	\$ 10,992.13	\$ -	\$ 10,992.13
380.521	Norman, City of	Emergency Management	9	CERT & MRC	CCP	n/a	Emergency Preparedness for pet owners	\$ 3.41	100.00	\$ 341.00	\$341.00				
380.521	Norman, City of	Emergency Management	10	CERT & MRC	CCP	n/a	Activation and local operations	\$ 5.48	100.00	\$ 548.00	\$548.00				
380.521	Norman, City of	Emergency Management	11	CERT & MRC	CCP	n/a	Tornado preparedness	\$ 4.65	100.00	\$ 465.00	\$465.00				
380.521	Norman, City of	Emergency Management	12	CERT & MRC	CCP	n/a	CERT Field operations guide	\$ 7.27	200.00	\$ 1,454.00	\$1,454.00				
380.521	Norman, City of	Emergency Management	13	CERT & MRC	CCP	n/a	Damage Assessment	\$ 4.98	50.00	\$ 249.00	\$249.00				
380.521	Norman, City of	Emergency Management	14	CERT & MRC	CCP	n/a	S&H, Set up charges	\$ 250.91	1.00	\$ 250.91	\$250.91				
380.521	Norman, City of	Emergency Management	15	CERT & MRC	CCP	n/a	Temporary staff for internal grant audit	\$ 15.00	40.00	\$ 600.00	\$600.00				
380.521	Norman, City of	Emergency Management	16	CERT & MRC	CCP	n/a	Insta Theater screen w/case	\$ 653.57	1.00	\$ 653.57	\$653.57				
380.521	Norman, City of	Emergency Management	17	CERT & MRC	CCP	n/a	Portable Speakers	\$ 74.51	1.00	\$ 74.51	\$74.51				
380.521	Norman, City of	Emergency Management	18	CERT & MRC	CCP	n/a	Shipping	\$ 28.45	1.00	\$ 28.45	\$28.45				
380.521	Norman, City of	Emergency Management	19	CERT & MRC	CCP	n/a	Uniforms for Volunteers	\$ 40.00	24.00	\$ 960.00	\$960.00				
380.521	Norman, City of	Emergency Management	20	CERT & MRC	CCP	n/a	Replace Trailer Wrap	\$ 2,547.00	1.00	\$ 2,547.00	\$2,547.00				
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Attendance National Tornado Summit, Registration & Parking	\$ 117.00	2.00	\$ 234.00	\$234.00				

Award ID#	Subgrantee	Agency	IJ#	Project Description	Program	State / Local	ITEM (Approval Requested)	Est. Unit Cost	Qty	Total	March 2013 Approvals	Revised Award Amount	Total Approved To Date	Checks Written	Current Available
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Replace CCORPS Laptop	\$ 1,250.00	1.00	\$ 1,250.00	\$1,250.00				
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Kore Cooler Rehab Chairs	\$ 112.50	6.00	\$ 675.00	\$675.00				
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Shipping	\$ 55.18	1.00	\$ 55.18	\$55.18				
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Aquapak 2.5 gallon water container	\$ 13.95	10.00	\$ 139.50	\$139.50				
380.521	Norman, City of	Emergency Management	21	CERT & MRC	CCP	n/a	Shipping	\$ 14.51	1.00	\$ 14.51	\$14.51				

KEC  
3-6-13