



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

P.O. Box 11415  
Oklahoma City, OK 73136  
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[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)

### SUB-GRANTEE AWARD

<b>Sub-grantee – Required for Reimbursement</b>		<b>Original Award Amount</b>	
<b>FEI#</b>	<b>DUNS #</b>	<b>\$3,508.10</b>	
<b>City of Norman</b> <b>Steve Lewis, City Manager</b> <b>PO Box 370</b> <b>Norman, OK 73069</b>		<b>Award Number</b> <b>#280.541</b>	
		<b>Award Effective Date</b> <b>9/17/2010</b>	
		<b>Project Period</b> <b>8/1/2010 – 6/30/2013</b>	
<b>Project Title/IJ</b> Homeland Security Grant Program Citizen Corps – CERT/VIPS/IJ #8		<b>CFDA</b> 97.053 (OKOHS # 97.053 - 4600)	
<b>Applicable Funds</b> <b>Homeland Security Grant Program</b> <b>FY 2010 (CCP - Local)</b>	<b>Region</b> <b>6</b>	<b>County</b> <b>Cleveland</b>	
<b>Method of Payment:</b> <b>This is a Reimbursement Grant.</b>		<b>Is Sub-Grantee NIMS Compliant? (Please Check One)</b> <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>	
<b>Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official</b> City or County Official (Mayor, City Manager, County Commissioner)		<b>Project Contact/ Secondary Authorized Official (If Applicable)</b>	
<b>Title of Primary Authorized Official</b> City Manager		<b>Title of Secondary Authorized Official</b> Emergency Management Coordinator	
<b>Name</b> Steve Lewis		<b>Name</b> David Grizzle	
<b>Telephone</b> 405-321-1600	<b>Fax</b>	<b>Telephone</b> 405-292-9780	<b>Fax</b> 405-292-9785
<b>Email</b> <a href="mailto:Steve.lewis@normanok.gov">Steve.lewis@normanok.gov</a>		<b>Email</b> <a href="mailto:David.grizzle@normanok.gov">David.grizzle@normanok.gov</a>	
<b>Signature of Primary Authorized Official: (Required)</b> <i>[Signature]</i> <b>Date</b>		<b>Signature of Secondary Authorized Official: (Required)</b> <i>[Signature]</i> <b>Date</b>	
<b>The Primary Authorized Official certifies:</b> <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>			
<b>Special Conditions</b>			
<b>OKOHS Approving Official</b> <b>Kim Edd Carter</b> <b>Director</b>		<b>OKOHS Contact Information</b> Oklahoma Office of Homeland Security P.O. Box 11415 Oklahoma City, OK 73136-0415	
<b>Signature of OKOHS Approving Official</b> <i>[Signature]</i>		<b>Telephone</b> (405) 425-7296	<b>Fax</b> (405) 425-7295



STATE OF OKLAHOMA  
OFFICE OF HOMELAND SECURITY

TO: City of Norman  
Steve Lewis, City Manager  
FROM: Kim Edd Carter, Director *KEC*  
DATE: February 28, 2013  
RE: Oklahoma Office of Homeland Security 2010 Homeland Security Grant Program;  
Citizen Corps – CERT/MRC; # 280.541

Your agency has been selected to receive funding in the amount of \$3,508.10, (the "Proposed Award"), pursuant to the Oklahoma Office of Homeland Security ("OKOHS") fiscal year 2010 Homeland Security Grant Program (the "2010 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 2010 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 \$3,508.10 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 2010 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 2010 Program including but not limited to those noted on the attached Schedule "1";
- (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 15, 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: City of Norman

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

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

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