STATE OF ARKANSAS
GOVERNOR ASA HUTCHINSON
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT

JAMI COOK
SECRETARY

A.J. GARY
DIRECTOR

April 5, 2022

The Honorable Bart Castleberry
City of Conway Mayor
1111 Main Street
Conway, Arkansas 72032

Re: FEMA-4556-DR-AR, Project # 0005
City of Conway – Conway Downtown Drainage Study – Advance Assistance Approval
DUNS: 098563026

Dear Mayor Castleberry:

The Hazard Mitigation staff at FEMA Region 6 has completed their review of your grant application for the City of Conway Advance Assistance. The application was approved and funding obligated on March 14, 2022. These funds are made available through the Hazard Mitigation Grant Program (HMGP). The CFDA for the HMGP program is **97.039**.

The project identification number is **FEMA-4556-DR-AR, Project 0005**. This number should be included on all future correspondence.

DR-4556-0005-AR	Federal Share	Non-Federal Share	Total
Project Costs	$145,312.50 (75%)	$48,437.50 (25%)	$193,750.00 (100%)
Subrecipient Management Costs	$9,687.50 (100%)	$0.00 (0%)	$9,687.50 (100%)
Total Obligation	$155,000.00	$48,437.50	$203,437.50

The following is the approved Scope of Work (SOW) and MC activities for the above-referenced project:

Perform a flood Drainage Study for the City of Conway Downtown area that is subject to flash flooding which will result in the development of a mitigation strategy to reduce flooding. Subrecipient MC will be used for personnel cost, travel, meetings, printing copying and postage expenses related to the management of the project.

It is required that:

- All activity related to this grant is compliant with all applicable regulations and guidance to include 44CFR, 2CFR, and the corresponding Hazard Mitigation Assistance Guidance.

- The Sub-recipient must comply with environmental conditions as set forth by FEMA, Region 6, in the enclosed attachment.

- The Federal awarding agency (FEMA), Inspector General, the Comptroller General of the United States, and the pass-through entity (ADEM), or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity (Sub-recipient) which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's (Sub-recipient) personnel for the purpose of interview and discussion related to such documents.

- The Sub-recipient uses its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR, Part 200, Procurement Standards.

- The Sub-recipient follows the Scope of Work in the approved application and the approved plans. Any variance without prior written FEMA/ADEM approval will result in non-payment. Any reimbursement for ineligible items will result in funds being returned from the Subrecipient to FEMA/ADEM.

- The Sub-recipient carries out the scope of work, carries out administrative actions, and incurs costs within the period of performance (POP). Requests for time extensions to the POP will be considered, but will not be granted automatically. All time extension requests must be submitted to ADEM at least 90 Days prior to the expiration date of the POP.

- Upon grant completion, the Sub-recipient submits all required close out documentation to ADEM in accordance with 2CFR and 44CFR.

- In accordance with FEMA Policy #104-11-1 Interim Hazard Mitigation Grant Program Management Costs, all management costs provided will be obligated in increments sufficient to cover recipient and sub-recipient needs for no more than one year unless contractual agreements require additional funding. Actual sub-recipient MC are to be reconciled quarterly during the review of expenditures submitted by the sub-recipient through the quarterly report process.

- Sub-recipient MC can be expended for a maximum time of 180 days after work is completed for the sub-award or the end of the Period of Performance (POP), whichever is sooner.

One requirement pertinent to this project is the submission of progress reports every three months. The first progress report is due July 15, 2022, which covers April 1, 2022 through June 30, 2022.

The period of performance (POP) is from March 14, 2022 through October 08, 2024. If the work cannot be completed within the time limitation, a written request for an extension must be submitted prior to July 08, 2024.

Please contact our office at your earliest convenience to schedule an administrative meeting to discuss the programmatic requirements of this grant. Thank you for your continued support of mitigation activities, and if you have any questions or concerns, you may contact me at (501) 683-6724 or email at lacye.blake@adem.arkansas.gov.

Sincerely,

Lacye Blake Digitally signed by Lacye Blake Date: 2022.04.05 08:57:15 -05'00'

Lacye Blake
State Hazard Mitigation Officer

Enclosures: CATEX