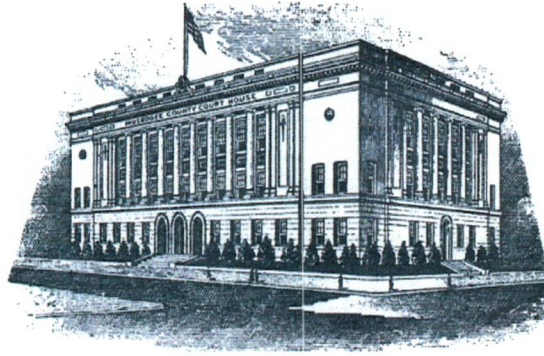


**KEN DOKE**  
MUSKOGEE CO. DISTRICT 1

**KEITH HYSLOP**  
MUSKOGEE CO. DISTRICT 2

**KENNY PAYNE**  
MUSKOGEE CO. DISTRICT 3



**POLLY IRVING**  
COUNTY CLERK



**SHEILA SHAMBLIN**  
BOCC Assistant

## MUSKOGEE BOARD OF COUNTY COMMISSIONERS

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January 21, 2025

CDBG-DR Program Manager  
Oklahoma Department of Commerce  
900 N. Stiles Ave.  
Oklahoma City, Oklahoma 73104

RE: DR-2019-Muskogee CO-00019 Grant Budget Modification Request  
Muskogee County Okay Rd project

To whom it may concern:

The table below outlines proposed budget adjustments for the engineering portion of Muskogee County's project. These adjustments account for expenses from the design phase, which qualify for payment and reimbursement under the County's HMGP FEMA Advanced Assistance grant. By reallocating these expenses to the HMGP grant budget, the demand for CDBG-DR funds during the design phase is reduced. This shift frees up CDBG-DR funds to cover potential cost increases in utility re-location or the construction phase and lowers the County's overall out-of-pocket liability for the project. The updated budget reflects the transfer of unpaid eligible costs to the HMGP grant.

No new items have been added. The requested changes will decrease the engineering budget by \$534,318.53.

PHASE	ORIGINAL FEE	MODIFIED FEE	% Change	Purpose for Change
Preliminary Engineering Study (Meshek)	\$135,200.00	\$135,200.00	0%	No Change
Surveying (Meshek)	\$73,450.00	\$55,800.00	76%	Balance either paid or re-allocated to FEMA HMGP grant

Roadway Design (Meshek)	\$294,820.00	\$189,282.08	64%	Balance either paid or re-allocated to FEMA HMGP grant
Grant Management (Meshek)	\$47,800.00	\$22,033.70	46%	Balance either paid or re-allocated to FEMA HMGP grant
Traffic (Meshek)	\$44,234.00	0.00	100%	Balance either paid or re-allocated to FEMA HMGP grant
Utility Coordination (Meshek)	\$32,513.55	0.00	100%	Balance either paid or re-allocated to FEMA HMGP grant
Geotech (Terracon)	\$57,693.06	0.00	100%	Balance either paid or re-allocated to FEMA HMGP grant
Environmental (Garver)	\$105,295.35	105,295.35	0%	No Change
Bridge Design (Garver)	\$226,437.75	\$73,897.95	33%	Balance either paid or re-allocated to FEMA HMGP grant
Right-of-Way Acquisition (Meshek)	\$107,679.00	\$9,592.10	0%	Balance either paid or re-allocated to FEMA HMGP grant
Bidding & Construction Services (Meshek & Subs)	\$54,711.70	\$54,711.70	0%	No change
LOMR (Meshek)	\$112,560.00	\$112,560.00	0%	No Change
<b>Engineering Total</b>	<b>\$1,292,394.41</b>	<b>\$758,075.88</b>	<b>59%</b>	
HMGP Match reimbursement (25%)	\$534,318.53x25 %	\$133,579.63	--	This is the 25% local match of the FEMA HMGP grant to be applied to future construction costs
<b>TOTAL</b>	<b>\$1,292,394.41</b>	<b>\$891,655.51</b>	<b>69%</b>	

This new balance now reflects the estimated cost that remains of the engineering/design phase of the Okay Rd project. To further reduce the county's out-of-pocket liability, we are asking that ODOC reimburse the 25% local match (\$133,579.63) required by FEMA for eligible costs related to the Okay Rd project billed and reimbursed by the HMGP grant. These funds will help cover future construction costs.

As these are adjustments of costs that were provided and approved in the original contract, Muskogee County has found them to be allowable, reasonable, and necessary according to 2 CFR 200.403 and the independent cost analysis.

Thank you for your assistance in this matter.

Sincerely,  
Muskogee Board of Commissioners,

27<sup>th</sup> day of Jan, 2025  
 Chairman [Signature]  
 Member [Signature]  
 Member [Signature]  
 Attest [Signature]  
 County Clerk



**E-MAILED**  
1/27 12:09

*Kevin*