



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

September 25, 2017

ES Coordinator Norman Sturm
Cochise County Office of Emergency Services
1415 Melody Lane, Bldg. A
Bisbee, AZ 85603-3027

Subject: FFY 2017 Homeland Security Grant Program Award
Subrecipient Agreement Number: **170400-01**
Project Title: **Basic Community Citizen's Emergency Response Training**

Dear ES Coordinator Norman Sturm,

The application that your agency submitted to the Arizona Department of Homeland Security (AZDOHS) for consideration under the Homeland Security Grant Program has been awarded. The project titled "**Basic Community Citizen's Emergency Response Training**" has been fully funded under the 2017 State Homeland Security Grant Program for **\$5,000**. The grant performance period is **October 1, 2017 to September 30, 2018**. This grant program is part of the U.S. Department of Homeland Security Grant Program and specifically is awarded under CFDA #97.067 (Catalog of Federal Domestic Assistance).

To access your award documentation:

- Log-in to azdohs.gov/user. A username/password was provided to you/your staff during the application phase. If you no longer have your username/password, please contact your Strategic Planner for assistance.

To initiate the award process:

The following action items must be downloaded, completed, signed and returned to AZDOHS:

1. Project Administration Page - Print and sign one original Project Administration Page.
2. Two Subrecipient Agreements – Print and sign two original Subrecipient Agreements.
3. NIMS Compliance Certification – Complete and sign one original certification.
4. Environmental and Historic Preservation (EHP) required documentation, if applicable.

These items must be completed and on file at AZDOHS in order for your agency to be eligible for reimbursement. **If all documentation listed in numbers 1, 2, 3 and 4 (if applicable), above is not signed and received by AZDOHS on or before January 31, 2018, this award is rescinded and the funds will be reallocated.**

Additional grant requirements:

- This letter does not serve as authorization to obligate or begin spending funds toward this award. Obligations and expenditures cannot take place until October 1, 2017. Additionally, all actions associated with this project must be completed, invoiced and received by the end of the period of performance.
- Reimbursements are limited to approved quantities and funding thresholds. You will not be reimbursed for quantities in excess of what you have been authorized to purchase.
- If your project requires an Environmental and Historic Preservation (EHP) review; this must be completed, submitted and **approved** by FEMA/AZDOHS prior to any obligation/expenditure of funds.
- All travel associated in support of this award must comply with the State of Arizona Accounting Manual (SAAM)



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Travel Policies, found at: <https://gao.az.gov/publications/SAAM>. This includes maximum lodging, meals, parking and incidental expense reimbursement rates.

- All procurement conducted must comply with internal procurement rules and regulations and as well as comply with Chapter 23 fo the Arizona Procurement Code, found at: <https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations>.
- All Land Mobile Radio equipment purchased with Homeland Security funds are required to comply with P25 standards, with SAFECOM Guidance, to the Land Mobile Radio Minimum Equipment Standards as approved by the Statewide Interoperability Executive Committee (SIEC), and be programmed in accordance to the Arizona's State Interoperable Priority Programming Guide also as approved by the SIEC.
- Quarterly programmatic reports must be submitted on the most recent form/template available on the AZDOHS website.
- Consultants/Trainers/Training Providers costs must be within the prevailing rates; must be obtained under consistent treatment with the procurement policies of the subrecipient and 2 CFR 200; and shall not exceed the maximum of \$450 per day per consultant/trainer/training provider unless prior written approval is granted by the AZDOHS.
- Per 2 CFR 200 Subpart F, Subrecipients who expend \$750,000 or more in Federal dollars in the previous fiscal year must have a single audit or program specific audit conducted for that year. Subrecipients shall submit their annual Single or program specific audit to audits@azdohs.gov within 9 months after the close of the fiscal year. If a Subrecipient does not expend more than \$750,000 a statement must be submitted in writing to audits@azdohs.gov identifying that they did not meet the threshold and therefore do not have to conduct a Single or program specific audit. The AZDOHS reserves the right to withhold reimbursement payments or future subrecipient agreements until the Single Audit or statement has been received and, if applicable, an approved action plan for compliance has been completed.
- Subrecipients are subject to the AZDOHS Site Monitoring Program.
- The FFY 2017 federal award date as indicated in the U.S. DHS award package is 9/5/2017 with a total amount of funding of \$21,531,000. The Federal Award Identification Number is EMW-2017-SS-00003-S01.
- AZDOHS reserves the right to request additional documentation at any time.

If you should have any questions, please do not hesitate to contact your Strategic Planner.

Congratulations on your Homeland Security Grant Program award.

Sincerely,

A handwritten signature in black ink that reads "Gilbert M. Orrantia".

Gilbert M. Orrantia
Director

Cc: Norman Sturm