



Douglas A. Ducey
GOVERNOR

STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

5636 East McDowell Road
Phoenix, Arizona 85008-3495
(602) 267-2700 DSN: 853-2700



Major General Michael T. McGuire
THE ADJUTANT GENERAL

September 18, 2017

Mr. Norm Sturm, Emergency Services Coordinator
Cochise County Office of Emergency Services
1415 Melody Lane Bldg G
Bisbee, AZ 85603

RE: FFY 2017 Emergency Management Performance Grant (EMPG)
Final Award Letter
Grant # EMF-2017-EP-00008-S01
CFDA # 97.042
Award Amount: **\$104,099.00**

Dear Mr. Sturm:

The Arizona Department of Emergency & Military Affairs, Division of Emergency Management is pleased to provide you with this Final Grant Award letter for the above referenced grant in the amount of **\$104,099.00**. Funds may be obligated and expended within the period of performance and in accordance with the EMPG grant guidelines, including a cost share of 50% Federal funds/50% Local funds on all eligible expenditures. The period of performance will be from **July 1, 2017 – June 30, 2018**.

To complete the award process, please sign and return two copies of the enclosed Sub-Recipient Agreement to the address listed below. DEMA will then return a fully-executed copy for you to retain with your files. We must have a fully-executed copy on file in our office prior to reimbursing any funds expended under this grant award.

Additionally, all expenditures made with grant funding must adhere to all federal regulations and requirements as outlined in the EMPG Notice of Funding Opportunity, as well as the DEMA EMPG FAQ document enclosed with this letter. As outlined in the guidance, each grant award will be monitored for both programmatic and fiscal compliance once per grant cycle. Please read the guidance document carefully and thoroughly to ensure your grant funds are expended in an authorized manner.

- Recipients that expend \$750,000 or more from all federal funding sources during the fiscal year are required to submit an organization-wide financial and compliance audit report per Subpart F of 2 C.F.R. Part 200. Failure to comply with the audit requirements will suspend the release of federal funds until complete.

- **Matching or Cost Sharing (Definition):** This means the value of the third party in-kind contributions and the portion of the cost of a Federally assisted project or program not borne by the Federal Government. All cost-sharing or matching funds claimed against a FEMA grant by State, local or Tribal governments must meet the requirements of the program guidance and/or program regulations, 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB CIRCULAR A-87), 2 CFR 200.306 and <https://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part225.pdf>.
 - Each Sub-recipient will receive a worksheet to outline all eligible hard-match and soft-match activities and submit to DEMA for review and pre-approval. The activities must follow the EMPG program intent. You will be notified of any issues or concerns.

As a reminder, the quarterly Narrative Reports are due to the EMPG Program Coordinator within 15 days of the end of each calendar quarter and the Expenditure Reports along with all financial supporting documents are due to EMPG Finance Coordinator within 30 days of the end of each calendar quarter to receive reimbursement. Reports must have original signatures and should be mailed to the following address:

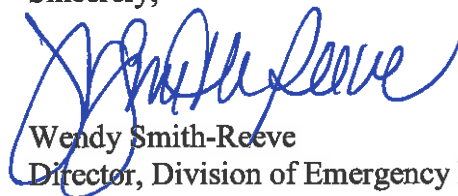
Arizona Department of Emergency & Military Affairs, Division of Emergency Management

Grants Administration Section
Diane Fernandez
EMPG Program Coordinator
5636 E McDowell Rd., Bldg 5101
Phoenix, AZ 85008

DEMA Resource Accounting/Finance
Wendy Liebman
EMPG Finance Coordinator
5645 E McDowell Rd, Bldg 5800
Phoenix, AZ 85008

Should you have any questions, please email Diane Fernandez at Diane.fernandez@azdema.gov or call 602-464-6268. We look forward to working with you and your staff in the coming year.

Sincerely,



Wendy Smith-Reeve
Director, Division of Emergency Management

Enclosure: Copy of 2017 EMPG Approved Application
2017 EMPG Sub-Recipient Agreement
Agreement Exhibit
Match Guidance Overview
FAQ Sheet
Program Performance Activity Report
Financial Reimbursement Form