



**STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT**



5636 East McDowell Road
Phoenix, Arizona 85008-3495
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Douglas A. Ducey
GOVERNOR

Major General Michael T. McGuire
THE ADJUTANT GENERAL

17
July 10, 2019

Mr. Gabriel Lavine, Director
Cochise County Office of Emergency Services
1415 Melody Lane Bldg G
Bisbee, AZ 85603

RE: FFY 2019 Emergency Management Performance Grant (EMPG)
Grant Award # DHS-19-GPD-042-09-01, CFDA # 97.042
Conditional Letter/Award Amount: \$ 187,206.36

Dear Mr. Lavine:

The Arizona Department of Emergency & Military Affairs, Division of Emergency Management has received your completed application for the FFY 2019 Emergency Management Performance Grant (EMPG). This letter serves as your conditional Grant Award in the amount of \$ 187,206.36. The Federal Notice of Funding Opportunity (NOFO) for FFY 2019 was released on April 12, 2019. While there is no significant change in Arizona's overall award amount, total requests received exceeded available funds by approximately \$500,000. Therefore, it was necessary to make overall discretionary budget reductions. Details regarding deductions to Cochise County's application are noted in the attached documents.

Final awards will be processed once the State of Arizona receives the grant award from DHS/FEMA, and pending receipt of the items listed within the attachment. EMPG grant funds may be obligated and expended within the period of performance and in accordance with the grant guidelines, which includes a 50% Federal funds/50% Local funds cost share match on all eligible expenditures. The period of performance will be from July 1, 2019 - June 30, 2020.

All expenditures made with grant funding must adhere to all federal regulations and requirements as outlined in the EMPG Notice of Funding Opportunity and the AZDEMA FY 2019 EMPG Programmatic Guidance. Also, each grant award will be monitored for both programmatic and fiscal compliance through desk monitoring and scheduled site monitoring visits.

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

Sincerely,

Wendy Smith-Reeve
Deputy Director, Dept. of Emergency & Military Affairs
Director, Division of Emergency Management

Cochise County Emergency Management
FFY 2019 Emergency Management Performance Grant (EMPG)
Application Attachment List

The following items must be provided in order to complete your application. Please use this checklist to track all required documentation and provide it to the EMPG Program Coordinator no later than **August 30, 2019**.

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.

Reference C.F.R. 200.512 Single Audit reporting ending 06/30/2018: FY18.
The FY 2018 Audit Report is verified received at the Federal Audit Clearinghouse (FAC) March 28, 2019.

Application: Provide a revised application with the following changes:

Budget revision based on the below deductions:

Application Request Total (Federal Share)	\$1,001,634.70
Ineligible Deductions:	\$0.00
Line Item Deductions:	\$584,220.00
Motorola Radio System Maintenance	\$271,020.00
Helicopter Maintenance	\$48,000.00
Spillman Software Maintenance	\$265,200.00
Director's Deduction:	\$43,001.97
Total 2019 EMPG Deductions:	\$627,221.97
Total 2019 EMPG Conditional Award::	\$374,412.73
Total 2019 EMPG Award (Federal Share):	\$187,206.36

- Signed copy of the Application
- Signatures on the Training Data Table

Outreach purchases

- Please refer to the Local Programmatic Guidance, page 8 for a list and examples of these costs. Prior to purchasing any items that are similar to those listed, it is recommended to contact the Program Coordinator for verification.

Grant Assurances Addendum:

- Please complete and return the attached standard assurances form.

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FFY 2019 Emergency Management Performance Grant (EMPG)
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Time and Effort Reports:

Reports are required for each EMPG funded position for two weeks of each quarter.
The details must be descriptive, do not use any acronyms. Specific projects and tasks must be captured in project management lifecycle tables with progress updates.

International Travel:

- International travel requires a 45 day advance request for the FEMA approval process. Cochise attends and participates in Border 2020 and Arizona/Mexico Commission meetings and events. Please submit a memo to AZDEMA requesting approval for international travel, identify the dates and locations of travel, identify who will travel, and provide supporting documentation of the event.

Allowable/Prioritized Costs: Please refer to the Local Programmatic Guidance, page 6 - 8. The allowable equipment cost categories are listed in this section.

Unallowable/Ineligible Costs: Please refer to the Local Programmatic Guidance, page 8 for a list and examples of these costs. Prior to purchasing any items that are similar to those listed, it is recommended to contact the Program Coordinator for verification.

The quarterly program activity report and the financial expenditure report and supporting documents are due to DEMA within 30 days of the end of each calendar quarter to receive reimbursement. Financial reports must have original signatures. Reports should be mailed to the following address accordingly:

Arizona Department of Emergency & Military Affairs, Division of Emergency Management
Emergency Management Performance Grant Program
5636 E. McDowell Rd. Phoenix, Arizona 85008

ADEM Grant Administration Section
Diane Fernandez, EMPG Program Coord.
Bldg. 5101 - Office E7

DEMA Resource Accounting/Finance
Wendy Bidon, EMPG Finance Coord.
Bldg 5800