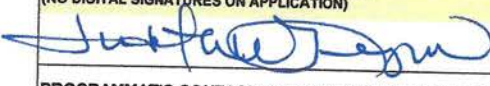


Federal Fiscal Year 2021

Application for Emergency Management Performance Grant				
PROGRAM PERIOD OF PERFORMANCE- JULY 1, 2021 - JUNE 30, 2022				PAGE ONE
APPLICANT INFORMATION:				
ORGANIZATIONAL UNIT: DEPARTMENT	TYPE OF SUBMISSION	APPLICANT TYPE	CFDA NUMBER	
Cochise County Office of Emergency Services	Original Application	County	97.042	
ORGANIZATIONAL UNIT: DIVISION NAME	Revised Corrected Application 1	Tribe	CFDA TITLE	
N/A	Revised Corrected Application 2	State	EMERGENCY MANAGEMENT PERFORMANCE GRANT	
FUNDING OPPORTUNITY NUMBER		Local		
ORIGINAL APPLICATION DATE OF SUBMISSION	CORRECTION 1 DATE OF SUBMISSION	CORRECTION 2 DATE OF SUBMISSION	ORGANIZATIONAL DUNS #	CONGRESSIONAL DISTRICT
Friday, June 4, 2021	10/30/21	11/15/21	20126041	Two
TOTAL AMOUNT REQUESTED	TOTAL AMOUNT REQUESTED	TOTAL AMOUNT REQUESTED	EMPLOYER/TAX IDENTIFICATION NUMBER (EIN/TIN)	LEGISLATIVE DISTRICT
\$ 743,939.26	\$	\$ 743,939.26	866000398	Fourteen
AUTHORIZATION TO SUBMIT APPLICATION: By signing below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and/or special conditions set forth upon receipt of the grant award.				
AUTHORIZED REPRESENTATIVE:				
FIRST AND LAST NAME:	TITLE	EMAIL:	OFFICE PHONE NUMBER (INCLUDE AREA CODE)	
Judy Lynn	Director of Emergency Management	jlynn@cochise.az.gov	(520)335-5762	
SIGNATURE OF AUTHORIZED REPRESENTATIVE: (NO DIGITAL SIGNATURES ON APPLICATION)	DATE SIGNED:	FAX NUMBER:	ALTERNATE PHONE NUMBER:	
	11/15/2021	n/a	n/a	
PROGRAMMATIC CONTACT: (PERSON IN CHARGE OF THE QUARTERLY ACTIVITY REPORT SUBMISSIONS TO AZDEMA)				
FIRST AND LAST NAME	TITLE	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Judy Lynn	Director of Emergency Management	jlynn@cochise.az.gov	(520) 335-5762	
FINANCE DEPARTMENT CONTACT: (PERSON IN CHARGE OF THE QUARTERLY REIMBURSEMENT REQUEST SUBMISSIONS TO AZDEMA)				
FIRST AND LAST NAME	TITLE	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Sasha Dwyer	County Finance Grants Administrator	sdwyer@cochise.az.gov	(520) 432-8378	
NAME AND CONTACT INFORMATION OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION				
FIRST AND LAST NAME OR SAME AS PROGRAMMATIC CONTACT	TITLE:	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Same as programmatic contact				
MAILING ADDRESS	CITY	STATE	ZIPCODE	
1415 Melody Lane, Bldg. A	Bisbee	AZ		

85603

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APPROVED

DEC - 3 2021

Grant Administration Office

Federal Fiscal Year 2021

Application for Emergency Management Performance Grant				
PROGRAM PERIOD OF PERFORMANCE- JULY 1, 2021 - JUNE 30, 2022				PAGE ONE
APPLICANT INFORMATION:				
ORGANIZATIONAL UNIT: DEPARTMENT	TYPE OF SUBMISSION	<input checked="" type="checkbox"/>	APPLICANT TYPE	<input checked="" type="checkbox"/>
Cochise County Office of Emergency Services	Original Application	x	County	x
ORGANIZATIONAL UNIT: DIVISION NAME	Revised Corrected Application 1		Tribe	
N/A	Revised Corrected Application 2		State	
FUNDING OPPORTUNITY NUMBER			Local	
ORIGINAL APPLICATION DATE OF SUBMISSION	CORRECTION 1 DATE OF SUBMISSION	CORRECTION 2 DATE OF SUBMISSION	ORGANIZATIONAL DUNS #	CONGRESSIONAL DISTRICT
Friday, June 4, 2021	Saturday, October 30, 2021	Monday, November 15, 2021	20126041	Two
TOTAL AMOUNT REQUESTED	TOTAL AMOUNT REQUESTED	TOTAL AMOUNT REQUESTED	EMPLOYER/TAX IDENTIFICATION NUMBER (EIN/TIN)	LEGISLATIVE DISTRICT
\$ 743,939.26	\$ 748,472.62	\$ 743,939.26	866000398	Fourteen
AUTHORIZATION TO SUBMIT APPLICATION: By signing below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and/or special conditions set forth upon receipt of the grant award.				
AUTHORIZED REPRESENTATIVE:				
FIRST AND LAST NAME	TITLE	EMAIL:	OFFICE PHONE NUMBER (INCLUDE AREA CODE)	
Judy Lynn	Director of Emergency Management	jlynn@cochise.az.gov	(520)335-5762	
SIGNATURE OF AUTHORIZED REPRESENTATIVE: (NO DIGITAL SIGNATURES ON APPLICATION)	DATE SIGNED:	FAX NUMBER:	ALTERNATE PHONE NUMBER:	
PROGRAMMATIC CONTACT: (PERSON IN CHARGE OF THE QUARTERLY ACTIVITY REPORT SUBMISSIONS TO AZDEMA)				
FIRST AND LAST NAME	TITLE	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Judy Lynn	Director of Emergency Management	jlynn@cochise.az.gov	(520) 335-5762	
FINANCE DEPARTMENT CONTACT: (PERSON IN CHARGE OF THE QUARTERLY REIMBURSEMENT REQUEST SUBMISSIONS TO AZDEMA)				
FIRST AND LAST NAME	TITLE	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Sasha Dwyer	County Finance Grants Administrator	sdwyer@cochise.az.gov	(520) 432-8378	
NAME AND CONTACT INFORMATION OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION				
FIRST AND LAST NAME OR SAME AS PROGRAMMATIC CONTACT	TITLE:	EMAIL:	PHONE NUMBER (INCLUDE AREA CODE)	
Same as programmatic contact				
MAILING ADDRESS	CITY	STATE	ZIPCODE	
1415 Melody Lane, Bldg. A	Bisbee	AZ		

85603

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Grant Administration
Office

PROGRAM AND BUDGET NARRATIVE: REQUIRED

1a. Provide a description of your jurisdiction's emergency management priorities and initiatives that will be addressed with these EMPG funds. The entire narrative must be readable, please expand box size if necessary to allow all narrative to print. Attach any supporting documentation.

Operations, Planning, Outreach

- Communication and Information Sharing – notification and information sharing processes are inconsistent and unreliable. Technology is still not being used in the most efficient manner to promote awareness across the emergency management enterprise.
- Organized Response – response coordination and organization for large scale multi agency events needs to be improved.
- Institutionalized Processes – within the office processes are still being developed and not memorialized in an accessible and digestible format.
- Usable Plans – plans currently meet grant funding requirements but are generic, cumbersome, and not operationally or strategically significant.
- Engaged Communities – although a number of community preparedness groups exist in the county their level of involvement and capability varies widely across the county.
- Organized Volunteer Programs – the three volunteer programs in the county varying in operational capability and organization. Development of an umbrella coordinating organization (COAD) will be a priority this year to help enable, facilitate, and support volunteer organizations.
- Specialty Resource Management – specialty resources do not have consistent operational guidelines and dispatching processes leading to ineffective employment.

1b. Please outline how expenditures will address/support gaps identified in the THIRA/SPR and/or County/Tribal hazard and risk assessment.

Planning: EMPG will fund a project management and emergency planning program. This will allow for the continual update of the County's EOP, COOP and other emergency plans. Addresses 2016 SPR Planning Core Capability (Priority "High")

Functional areas of capability gaps:

- Evaluating and updating plans
- Including individuals with disabilities or access/functional needs
- Incorporating risk analyses
- Integrating different plans
- Operational planning
- Pre-incident planning
- Strategic planning
- Whole community involvement, coordination, and resilience
- Operational Coordination

1a. Which Core Capabilities will your projects primarily address? Please choose 3 from the list found at: <https://www.fema.gov/core-capabilities>:

<https://www.fema.gov/core-capabilities>

1 - Operational Coordinateion

2 - Community Resilience

3 - Planning

Federal Fiscal Year 2021

Application for Emergency Management Performance Grant Funds						
DETAILED BUDGET TOTALS			Cochise County			PAGE TWO
CATEGORY		TOTAL COSTS these fields have formulas do not enter numbers.		TOTAL FEDERAL CONTRIBUTION		TOTAL NON-FEDERAL CONTRIBUTION HARD MATCH
						TOTAL NON-FEDERAL CONTRIBUTION IN-KIND MATCH
A PERSONNEL		\$ 144,100.00		\$ 72,050.00		\$ 72,050.00
B FRINGE		\$ 47,884.00		\$ 23,942.00		\$ 23,942.00
C TRAVEL		\$ 4,639.00		\$ 2,319.50		\$ 2,319.50
D EQUIPMENT (> \$5,000.00)		\$ -		\$ -		\$ -
E SUPPLIES		\$ 1,550.00		\$ 775.00		\$ 775.00
F CONTRACTUAL/CONSULTANT		\$ 15,000.00		\$ 7,500.00		\$ 7,500.00
G OTHER		\$ 498,050.00		\$ 249,025.00		\$ 249,025.00
J TOTAL DIRECT CHARGES		\$ 711,223.00		\$ 355,611.50		\$ 355,611.50
K TOTAL INDIRECT CHARGES		\$ 32,716.26		\$ 16,358.13		\$ 16,358.13
L TOTAL		\$ 743,939.26		\$ 371,969.63		\$ 371,969.63

2 C.F.R. 200.306 Cost Sharing or matching: (b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as apart of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

1. Are verifiable from the non-Federal entity's records;
2. Are not included as contributions for any other federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under Subpart E--Cost Principles of this part;
5. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
6. Are provided for in the approved budget when required by the Federal awarding agency; and
7. Conform to other provisions of this part as applicable. (c) - (k)

Describe how your agency intends to match the award here:
County General Fund monies

Describe the Non-Federal Third Party In-Kind volunteer contributions and activities; and/or donation of facility: REQUIRED: attach supporting documentation if necessary.

5. Procurement and Administrative Policies and Procedures: Verification of internal control over and accountability for all funds, property and other assets.
Source: 2 CFR 2015.21(b)(3);
Equipment Management Procedures: 2 CFR 215.34(f)(1), 2 CFR 215.51;
Written Travel Policy: 2 CFR 220 App A.53, 2 CFR 200 App A. D(3)(f), 48 CFR 31.205-46;
These policies should be readily available for review at the time of a monitoring visit or upon request.

a. Please provide a link to your agency procurement policy here, or: <https://www.cochise.az.gov/sites/default/files/procurement/ProcurementPolicy.pdf>

b. You may provide a copy of your current procurement policy with the application. Check this box if you have included a copy with your application.

Federal Fiscal Year 2021

Application for Emergency Management Performance Grant Funds					
PERSONNEL	Cochise County				PAGE THREE
List each position by title and name of employee, if available. Show the annual salary and fringe costs and the percentage of time to be devoted to the EMPG program. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the application organization.					
POSITION TITLE OR THIRD PARTY IN-KIND SERVICE	PERSONNEL SERVICES ANNUAL SALARY	ANNUAL FRINGE BENEFITS	% OF TIME DEVOTED TO EMERGENCY MANAGEMENT	FEDERAL MATCH	NON-FEDERAL MATCH
1 Director	\$75,600.00	\$22,564.00	100.00%	\$ 49,082.00	\$ 49,082.00
2 Deputy Director	\$68,500.00	\$25,320.00	100.00%	\$ 46,910.00	\$ 46,910.00
3 Planning and Grants Specialist (FBD - Not yet approved by county admin)	\$0.00	\$0.00	100.00%	\$ -	\$ -
4	\$0.00	\$0.00	0.00%	\$ -	\$ -
5	\$0.00	\$0.00	0.00%	\$ -	\$ -
6	\$0.00	\$0.00	0.00%	\$ -	\$ -
7	\$0.00	\$0.00	0.00%	\$ -	\$ -
8	\$0.00	\$0.00	0.00%	\$ -	\$ -
9	\$0.00	\$0.00	0.00%	\$ -	\$ -
10 CERT VOLUNTEERS	\$0.00	\$0.00	0.00%	\$ -	\$ -
TOTAL PERSONNEL:	\$144,100.00	\$47,884.00		\$ 95,992.00	\$ 95,992.00
REQUIRED Check below:	Acknowledge the items below by placing an X in the box to the left.				
<input checked="" type="checkbox"/>	REQUIRED: Personnel funded by EMPG must participate in three annual HSEEP-compliant exercises of any type (i.e. discussion-based or operations-based) identified. Participation must be documented and submitted to ADEM prior to final reimbursement for personnel expenditures.				
<input checked="" type="checkbox"/>	REQUIRED: Personnel funded by EMPG must also meet or show consistent progress towards meeting the training requirements as outlined in the EMPG Notice of Funding Opportunity. Please submit a training data table (see tab 11) of all EMPG funded employees, please include personnel used as non-federal match.				
<input checked="" type="checkbox"/>	REQUIRED: Personnel funded by EMPG will be required to submit a quarterly Time and Effort Reporting (TER) form along with their reimbursement request. The TER should document a minimum of two week's activities.				
<input checked="" type="checkbox"/>	REQUIRED: A current Organizational Chart must be included with the application.				
<input checked="" type="checkbox"/>	REQUIRED: Provide an official job description for all EMPG funded positions, please include positions used as non-federal match.				
	Are any EMPG funded personnel current members of an Incident Management Team? If Yes, describe below:			YES <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	The Director and Deputy Director serve on the local IMT as EM Liaison Officers.				
Briefly describe Personnel expenditures, including the method used to code or track funded staff time spent on emergency management activities charged to the grant and/or used to meet local match requirement. Note: This can be best answered by your financial personnel: does your agency have a system to manage your finances that does the above tasks for you?					
The personnel expenditures are for personnel directly supporting the emergency management and preparedness core capabilities. All personnel are full-time, permanent personnel whose only tasks are directly related to emergency management. All hours tracking is done using electronic time clock ADP under a single EM coded event and does not delineate specific tasks throughout the day.					
Describe Third Party In-kind Personnel services: (Outline the type of activities that will be conducted by volunteers.) Include the method used to code or track funded staff time spent on emergency management activities charged to the grant.					
Third Party In-Kind Match: The costs must first be allowable under the grant program. Third Party In-kind match includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided by a third-party that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is permitted, then the value of donated services could be used to comply with the match requirements.					
1					
2					
<input checked="" type="checkbox"/>	1. Select which description best describes the status of the designated emergency manager/coordinator for your jurisdiction.				
<input checked="" type="checkbox"/>	Full-time, permanent staff whose primary responsibility is as the emergency manager/coordinator?				
	Emergency manager/coordinator duties are assigned to full-time staff with other significant duties?				
	Emergency manager/coordinator is a part-time, or seasonal position or contracted?				
	Emergency Manager/coordinator duties are assumed as needed by other staff or elected officials?				

Application for Emergency Management Performance Grant

EQUIPMENT

<https://www.fema.gov/authorized-equipment-list>

PAGE FIVE

List all non-expendable equipment to be purchased. No-expendable equipment is tangible property having a useful life of more than one year and a cost per item of over \$5,000.00. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items. A list of equipment eligible under the EMPG program and the AEL categories can be found at the link above.

NOTE: Applications will be returned incomplete if the AEL number is not listed with the requested equipment.

NOTE: If you are purchasing small equipment that costs less than \$5,000.00 you must list the items on the Supply Category. You must also verify whether the equipment is approved on the AEL list as authorized through the EMPG program.

AEL CATEGORY #	EQUIPMENT DESCRIPTION	Requires Installation? Yes or No	NUMBER OF ITEMS	COST PER ITEM	TOTAL COST OF ITEMS
1			0	\$ -	\$ -
2			0	\$ -	\$ -
3			0	\$ -	\$ -
4			0	\$ -	\$ -
5			0	\$ -	\$ -
6			0	\$ -	\$ -
7			0	\$ -	\$ -
8			0	\$ -	\$ -
9			0	\$ -	\$ -
10			0	\$ -	\$ -
11			0	\$ -	\$ -
12			0	\$ -	\$ -
				TOTAL EQUIPMENT	\$ -
				TOTAL FEDERAL	\$ -
				TOTAL NON-FEDERAL	\$ -

All equipment purchased with EMPG funding will require inventory tracking and is subject to monitoring by DEMA/FEMA personnel.

All communications equipment purchased with EMPG funding must adhere to SAFECOM guidance.

Equipment/projects that require installation are subject to a comprehensive "Environmental Historic Preservation" (EHP) review process. Please identify any equipment/project requiring:

- Construction of new facilities or additions to existing buildings;
- Modification or renovation of existing buildings or structures (cameras, generators, access controls, mounting equipment, rewiring/electrical work);
- Physical Security enhancements both interior and exterior and grounds (doors, lights, fences, bollards etc);
- Construction or modification of communication towers (adding antennas, mouting equipment or shelters);
- All activities that cause ground disturbance;
- Training/Exercise that involve ground disturbance or are not located at a designated training facility;
- Mobile equipment that involve radar/sonar technology.

You can request the EHP form from the DEMA EMPG program coordinator. Upon completion of the form submit it back to the program coordinator for review. DEMA will submit the EHP to FEMA when it is completed. Call the EMPG Program Coordinator if you have any questions regarding your project at 602-464-6268.

Does your project require hiring a contractor/vendor for installation? If yes, the project should most likely be listed in the "contractual/consultant services" category.

All equipment purchased with EMPG funding must be deployable in support of regional and national efforts with agency consent.

1. Briefly describe what equipment will be purchased;
2. Why is the equipment necessary;
3. How does the equipment support your program initiatives and priorities as identified on the application page 1;
4. Describe what funds will be utilized to sustain the equipment.

1

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Federal Fiscal Year 2021

Application for Emergency Management Performance Grant

SUPPLIES	Cochise County	PAGE SIX
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Generally, supplies include any materials that are expendable or consumed during the course of a year and cost less than \$5,000 for a single item. List items by type (daily operations: office supplies/copying paper, postage, training materials; training and/or exercise events; CERT training/exercise; community outreach, etc. Also include small equipment such as laptops, tablets, small printers, radios and components, etc.

Note: Do not bundle all supplies on one line item. etc.) and show the basis for computation (if applicable). These supplies should be used in support of and implementation of the EMPG-eligible actions and activities conducted by your jurisdiction.

	Daily Operations; Training and/or Exercise events; CERT Training/Exercise; Community Outreach. Note: Do not bundle all supplies on one line item.	ITEM DESCRIPTION	NUMBER OF ITEMS	COST PER ITEM	TOTAL COST OF ITEMS
1	Daily Operations	General Office Supplies	1.00	\$ 200.00	\$ 200.00
2	Daily Operations	Dues and Subscriptions	1.00	\$ 600.00	\$ 600.00
3	Daily Operations	Postage	1.00	\$ 250.00	\$ 250.00
4	Daily Operations	Data Processing equipment for data and communications management, cables and parts for the Mobile Communications Unit than have to be replaced as they fail due to age.	1.00	\$ 500.00	\$ 500.00
5			0.00	\$ -	\$ -
6			0.00	\$ -	\$ -
7			0.00	\$ -	\$ -
8			0.00	\$ -	\$ -
9			0.00	\$ -	\$ -
10			0.00	\$ -	\$ -
11			0.00	\$ -	\$ -
12			0.00	\$ -	\$ -
TOTAL SUPPLIES					\$ 1,550.00
TOTAL FEDERAL					\$ 775.00
TOTAL NON-FEDERAL					\$ 775.00

Briefly describe the anticipated supply expenditures and how they support the implementation of EMPG-eligible actions and activities conducted by your jurisdiction:

1	These supply expenditures will support clerical and grant administration functions across all of the Department's priorities.
2	These supply expenditures will support clerical and grant administration functions across all of the Department's priorities.
3	These supply expenditures will support clerical and grant administration functions across all of the Department's priorities.
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Federal Fiscal Year 2021

Application for Emergency Management Performance Grant

PROFESSIONAL CONTRACTUAL / CONSULTANT SERVICES - Cochise County

PAGE SEVEN

EMPG-eligible services may be contracted to support planning, training, and/or exercise activities. Contractual services includes the hiring of part-time or full-time temporary employees to work on specified projects but not included as part of your jurisdictional budget.

Note: All contractual services purchased with EMPG funding will require a clear, EMPG-eligible scope of work prior to the work start date.

DESCRIPTION OF SERVICES	VENDOR/CONTRACT SELECTED	NUMBER OF HOURS	COST PER HOUR	COST = (NUMBER OF HOURS X COST PER HOUR)
1 Consultant to assist with 2021 MJHMP update	not selected			\$ 10,000.00
2 Consultant to assist with Tech resources to ensure technical capabilities are resilient and can be managed internally moving forward.	not selected			\$ 5,000.00
3				
4				
5				
6				
7				
8				
			TOTAL CONTRACTUAL	\$ 15,000.00
			TOTAL FEDERAL	\$ 7,500.00
			TOTAL NON-FEDERAL	\$ 7,500.00

All contractual services must adhere to proper local, state, and federal procurement procedures. For reference, please see 2 CFR 200.318.

Briefly explain what contractual services will be procured, including what procurement method will be used, why the service is necessary, and how they support your priorities and initiatives identified on the application page 1.

1 In order to meet the requirements to update the county's Multijurisdictional Hazard Mitigation Plan this year a consultant will be hired to assist. The county's procurement policy will be used. Staffing for Emergency Management has been reduced by 50% over the last 6 months leaving less than optimal time to meet this planning obligation. The MJHMP is required in order to apply for mitigation and recovery funding, and drives strategic planning by identifying and prioritizing critical hazards to the county. Planning was identified as a priority for this FY and this project and associated request for support are in keeping with this priority.

2 Making better use of technology to support interoperable communications and information sharing was also identified as a priority. The previous emergency manager was forward leaning in engaging cutting edge technologies, however no process for continued maintenance and operations was established. These funds will be used to employ a consultant to ensure all equipment and tech resources can be maintained internally regardless of the proficiency of the emergency manager. The county's procurement method will be used to identify a contractor.

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Federal Fiscal Year 2021

Application for Emergency Management Performance Grant

INDIRECT COSTS

Cochise County

PAGE NINE

Indirect costs are allowable under the EMPG program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. If no rate is established, agencies are eligible for the de minimus rate of 10% of personnel/fringe, travel, supplies, contractual services, and other costs; equipment cost are NOT included.

SELECT ONE OF THE FOLLOWING:

RATE

TOTAL INDIRECT COST

Our jurisdiction has an approved indirect cost rate agreement with our cognizant Federal agency to charge indirect costs to this award.*

1

Our jurisdiction does not have, or has never had an approved indirect cost rate agreement and would like to claim the de minimus 10% of personnel/fringe, travel, supplies, contractual services, and other costs as found in this application.

2

10%

\$ 32,716.26

TOTAL INDIRECT \$ 32,716.26

TOTAL FEDERAL \$ 16,358.13

TOTAL NON-FEDERAL \$ 16,358.13

*If your agency has an approved indirect cost agreement, you MUST include a copy of it with this application.

Narrative below:

Application Submission Review

Before submitting your application, you may use this as a checklist to verify that you are submitting a complete document. (*Some attachments are required.)

Page	Checklist	Indicate: place a check mark to ensure you have attached any required supporting documents.
	All fields and columns are completed within the applicant information and budget areas?	
	Authorized Representative name, title, signature & date completed.	
	Subrecipient contacts: Provided the Programmatic and Financial Contact Information.	
	Personnel	
	Provided training data table: EMPG Funded Personnel proof of required training. (See attached form you may have each employee sign, date, and submit.)	
	Provided a copy of the current organizational chart.	
	Provided job description for all listed EMPG funded personnel.	
	Travel	
	Provided a brief breakdown of anticipated travel: international, in-state or out-of-state provided.	
	Equipment	
	Provided AEL Category and number, item description, number of items, cost per item.	
	Supplies	
	Provided a supplies list, description, and justification.	
	Contractual/Consultant Services	
	Provided a description, justification, and EMPG - eligible scope of work.	
	Other Costs	
	Provided a description and justification of anticipated costs.	
	Indirect Costs	
	Provided a copy of approved/current IDC Agreement provided.	
Complete and submit the EMPG Application with required supporting documentation to Diane Fernandez, EMPG Program Coordinator at Diane.fernandez@azdema.gov or the address below.		
Mailing Address: Arizona Dept of Emergency and Military Affairs/Division of Emergency Management Grant Administration Section 5636 E McDowell Road, Bldg 5101, Office E7 Phoenix, AZ 85008	EMPG Programmatic Contacts	EMPG Financial Contacts
	Darlene Quihuis Assistant Director, Grant Administration Darlene.quihuis@azdema.gov Office: 602-464-6454	Renee Dudden Chief Finance Officer, Finance Administration Renee.dudden@azdema.gov Office: 602-267-2730
	Diane Fernandez EMPG Lead/Programmatic Coordinator Diane.fernandez@azdema.gov Office: 602-464-6268	Wendy Bidon Financial Grant Coordinator Wendy.liebman@azdema.gov Office: 602-267-2762
<i>Note: Failure to complete all sections may delay the processing of your application.</i>		