

DEMA/EM Grant Administration
Approved Amendment January 8, 2024

Federal Fiscal Year 2022 Amendment Emergency Management Performance Grant Arizona Division of Emergency Management					
Please contact the Emergency Management Performance Grant Coordinator at 602-464-6268 or Diane.fernandez@azdema.gov if you have questions regarding this application.					
Date Submitted:	Type of Applicant: [X] County [] Tribe [] State [] Other		Catalog of Federal Domestic Assistance Number. 97.042		
Date Received by AZDEMA: October 14, 2023	DUNS #:	20126041 / LNCRRL2K1DA9 (UEI)	Full Address: 1415 Melody Lane, Bldg A Bisbee, AZ 85603		
	Employer ID#	86-6000398			
Organization Unit/Department: X Emergency Management	<i>Cochise County</i>		Amendment # 001 EMF-2022-EP-00009-S01		
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.					
Signature of Authorized Representative: <i>Daniel S. Duchon</i>		Date Signed:	10/17/2023		
		Email:	dduchon@cochise.az.gov		
Title:	Director	Office Phone Number:	(520) 346-1044		
Original Approved Award Amount - Federal and Non-Federal Total:				\$446,312.00	
New Detailed Budget Totals:		Original Approved Federal Contribution	New Requested Federal Contribution	\$ Change	% Change
A.	Personnel	\$ 77,000.00	\$ 57,000.00	\$ (20,000.00)	-26%
B.	Fringe	\$ 23,900.00	\$ 23,900.00	\$ -	0%
C.	Travel	\$ 3,000.00	\$ 3,000.00	\$ -	0%
D.	Equipment =>\$5,000	\$ 4,250.00	\$ -	\$ (4,250.00)	-100%
E.	Supplies	\$ 48,050.00	\$ 62,300.00	\$ 14,250.00	30%
F.	Contractual/Consultant	\$ 6,000.00	\$ 16,000.00	\$ 10,000.00	167%
G.	Other	\$ 44,935.00	\$ 44,935.00	\$ -	0%
H.	In-kind Vol Services	\$ -	\$ -	\$ -	0%
I.	In-kind Other	\$ -	\$ -	\$ -	0%
J.	Total Direct Charges	\$ 207,135.00	\$ 207,135.00	\$ -	70%
K.	Total Indirect Charges	\$ 16,021.00	\$ 16,021.00	\$ -	0%
L.	Total	\$ 223,156.00	\$ 223,156.00	\$ -	70%
50% Non-Federal Cost Match Total Revised Non-Federal Cash Match				\$ 223,156.00	-
Cost sharing or matching means the portion of the project costs not paid by Federal funds or contributions (unless otherwise authorized by federal statute). See also 2 CFR 200.306					
Required: Please describe the Non-Federal Match Source(s) here: Cochise County General Fund					

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Federal Fiscal Year 2022 Amendment Emergency Management Performance Grant Arizona Division of Emergency Management						
<p>A. Personnel Services/Fringe: Is your agency creating a new part-time or full-time position, please complete the information below. Provide a job description, effective date, revised organization chart, etc. Does your agency have a vacant position funded by the grant that exist for more than 3 months? See the EMPG Local Programmatic Guidance for FY 2021, page 14-15 for amendment requirements. <i>Describe your proposed changes and provide a strong justification for the changes, including the match requirement.</i></p>						
<input type="checkbox"/> If there are no changes to the category place an X in this box.						
<p>Description/Justification: Decreased personnel/fringe expenses due to vacancy savings through out FY2023 (EMPG 2022)</p>						
<input type="checkbox"/> Revised Organization Chart Attached. (required)	Position Title:	Annual Salary	Annual Fringe Benefits	% of Time Devoted to Emergency Mgmt	Federal Match	Non-Federal Match
<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
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<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
<input type="checkbox"/> Job Description Attached. (required).		\$ -	\$ -		\$ -	\$ -
	Total Cost	\$ -	\$ -		\$57,000.00	\$57,000.00

Federal Fiscal Year 2022 Amendment Emergency Management Performance Grant Arizona Division of Emergency Management			
<p>C. Travel - International Travel: Check Yes [] or No []. 1. All International Travel using EMPG funding requires pre-approval from FEMA Region IX. Request should be sent to DEMA at least 45 days prior to travel. 2. Are you adding or removing travel to your budget? <i>Describe your proposed changes and provide a strong justification for the changes below, including the match requirement.</i></p>			
X	If there are no changes to the category place an X in this box.		
Description/Justification:			
Description: Please do not use abbreviations or acronyms, spell out conference/meeting names and provide a link if available.	Total Cost:	Federal Match	Non-Federal Contribution
Trip 1:	\$ -	\$ -	\$ -
Trip 2:	\$ -	\$ -	\$ -
Trip 3:	\$ -	\$ -	\$ -
Trip 4:	\$ -	\$ -	\$ -
Trip 5:	\$ -	\$ -	\$ -
Total Cost	\$ -	\$ -	\$ -

Federal Fiscal Year 2022 Amendment Emergency Management Performance Grant Arizona Division of Emergency Management	
<p>Equipment: Allowable equipment categories for EMPG are listed on the web-based version of the Authorized equipment List (AEL) at https://www.fema.gov/authorized-equipment-list. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Also see the AZDEMA FY 2021 EMPG Local Programmatic Guidance pages 7 - 8 for allowable equipment policy and categories.</p>	
<p>Equipment and Environmental Historic Preservation Requirements Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project(s)? See page 22-23 of The FEMA Preparedness Grants Manual and page 22 of the AZDEMA FY2021 EMPG Local Programmatic Guidance to review requirements. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, the AZDEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.</p>	
<p><input type="checkbox"/> If there are no changes to the category place an X in this box.</p>	
<p>Project 1 Name:</p>	<p>MCU radio upgrade (from original application)</p>
<p>Describe your proposed changes and why you are making these changes?</p> <p>Decrease of 4,250. MCU radio upgrade project final purchases fell below 5,000 for each item, requesting to move from equipment to supplies.</p>	
<p>Is this project in addition to the original approved projects or is it replacing a project (Identify project) and why are you not able to accomplish original planned project?</p>	
<p>Provide a strong justification for the items you request to purchase related to this project.</p>	
<p>Environmental Planning & Historic Preservation (EHP) Compliance Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project? Check Yes [] or No []</p>	
<p>Description of Installation requirements</p>	
<p>Project 2 Name:</p>	
<p>Describe your proposed changes and why you are making these changes?</p>	
<p>Is this project in addition to the original approved projects or is it replacing a project (Identify project) and why are you not able to accomplish original planned project?</p>	

Provide a strong justification for the items you request to purchase related to this project.

Environmental Planning & Historic Preservation (EHP) Compliance

Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project?

Check Yes [] or No []

Description of installation requirements:

Project 3 Name:

Describe your proposed changes and why you are making these changes?

Is this project in addition to the original approved projects or is it replacing a project (identify project) and why are you not able to accomplish original planned project?

Provide a strong justification for the items you request to purchase related to this project.

Environmental Planning & Historic Preservation (EHP) Compliance

Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project?

Check Yes [] or No []

Description of installation requirements:

Project 4 Name:

Describe your proposed changes and why you are making these changes?

Is this project in addition to the original approved projects or is it replacing a project (identify project) and why are you not able to accomplish original planned project?

Provide a strong justification for the items you request to purchase related to this project.

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Federal Fiscal Year 2022 Amendment				
Emergency Management Performance Grant				
Arizona Division of Emergency Management				
<p>E. Supplies: 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 (office supplies/copying paper, postage, training materials, tablets, laptops, portable printers, etc.) and show the basis for computation (if applicable). These supplies should be used in support of an implementation of EMPG-eligible actions and activities conducted by your jurisdiction.</p> <p><i>Describe your proposed changes and provide a strong justification for the changes below, including the match requirement.</i></p>				
<p style="border: 1px solid black; padding: 2px;">If there are no changes to the category place an X in this box.</p>				
<p>Description/Justification:</p> <p>Increased supplies requested: - Project 1 - WAS/PDA PPE supplies - see itemized budget sheet - Project 2 - MCU technology supplies - see itemized budget sheet - EMPG 2022 MCU radio upgrade project - from original application (equip to supplies adjustment) based on projected Q5 actual expenses</p>				
Item Description		Total Cost	Federal Match	Non-Federal Contribution
Project 1 - WAS/PDA PPE, supplies	Project is purchase of PPE and supplies for WAS/PDA, Supplies include: PPE (vests, gloves, helmets, masks, goggles), packs, and marking tape/paint.	\$ 5,036.00	\$ 2,518.00	\$ 2,518.00
Project 2 - MCU tech upgrade	Project is purchase of technology items for MCU. Supplies include: smart board; battery bank; and computers.	\$ 14,500.00	\$ 7,250.00	\$ 7,250.00
Original MCU Radio Upgrade Project	MCU Radio Upgrade project from original EMPG 2022 application, which is now going into Q5. Original budget included 4,250 in Equipment, however, those items actually fall under supplies. Requesting to move the 4,250 from equipment, and remaining amount is from salary.	\$ 8,964.00	\$ 4,482.00	\$ 4,482.00
		\$ -	\$ -	\$ -
Total Cost		\$ 28,500.00	\$ 14,250.00	\$ 14,250.00

\$124,600.00 \$62,300.00 \$62,300.00

Federal Fiscal Year 2022 Amendment
Emergency Management Performance Grant
 Arizona Division of Emergency Management

F. Professional/Contractual Services: Reference 2 CFR 200.318.
 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. All contractual services purchased with EMPG funding will require a clear, EMPG-eligible scope of work prior to the work start date. All contractual services must adhere to proper local, state, and federal procurement procedures.

If there are no changes to the category place an X in this box.

Equipment and Environmental Historic Preservation Requirements
 Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project(s)? See page 18 of The FEMA Preparedness Grants Manual and page 22 of the AZDEMA FY2022 EMPG Local Programmatic Guidance to review requirements. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, the AZDEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

Project 3 Name: EOP Rewrite

Describe your proposed changes and why you are making these changes?
 Due to staff shortages, need contract assistance for EOP rewrite, and amended budget from salary to contractor.

Is this project in addition to the original approved projects or is it replacing a project (identify project) and why are you not able to accomplish original planned project?
 EOP update is original project in EMPG 2022 and 2023.

Provide a strong justification for the items you request to purchase related to this project.
 EOP update is core plan for any EM office and a listed project in EMPG 202 and EMPG 2023.


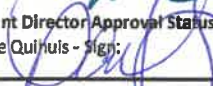

Environmental Planning & Historic Preservation (EHP) Compliance
 Does the Environmental Planning & Historic Preservation (EHP) Compliance application apply to my project?
 Check Yes [] or No [X]

Description of Installation requirements:
 NA

Project #	Vendor	Description of Service	Number of Hours	Cost Per Hour	Cost = (Number of hours X Cost Per Hour)	Federal Match	Non-Federal Contribution
3	BearPal Consulting LLC	EOP (project based, not hourly)	na	na	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
				\$ -	\$ -	\$ -	\$ -
Total Cost					\$ 20,000.00	\$ 10,000.00	\$ 10,000.00

\$32,000.00 \$16,000.00 \$16,000.00

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Emergency Management Performance Grant			
Arizona Division of Emergency Management			
<p>J. Indirect Costs: Indirect costs are allowable under the EMPG program as described in 2 CFR 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 CFR 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 the application, and must be provided to FEMA before indirect costs are charged to this 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. <i>Describe your proposed changes and provide a strong justification for the changes below, including the match requirement.</i></p>			
Description:			
Select one of the following:	Rate	Total Indirect Cost	Total Federal Contribution
<input type="checkbox"/> Our jurisdiction has an approved indirect cost rate agreement with our cognizant Federal agency to charge indirect costs to this award.*	0%		
			Total Non-Federal Contribution
<input type="checkbox"/> Our jurisdiction does not have 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. Enter the rate used, if applicable:			
<p>Notice: Do not proceed with any project expenses until the amendment/budget modification has been approved by AZDEMA Grants Administration. You will receive a copy of the request from AZDEMA indicating approved or disallowed.</p>			
AZDEMA INTERNAL PROCESSING ONLY:			
Program Coord. Recommendation: Diane Fernandez - Sign: 	Date: 12/17/23	<input checked="" type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disallow	Comments: (df)
Assistant Director Approval Status: Darlene Quihuis - Sign: 	Date: 12/21/23	<input checked="" type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disallow	Comments: (dq)
Financial Coord. Recommendation: Wendy Bidon - Sign: 	Date:	<input checked="" type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disallow	Comments: (wb) NO longer works on EMPG.
Chief Financial Officer Approval Status: Jensen M. Forde, FEMA State Chief Finance Officer Digitally signed by Jensen M. Forde, FEMA State Chief Finance Officer Date: 2023.12.13 13:12:41 -0700	Date:	<input checked="" type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disallow	Comments: (dg)
<p>AZDEMA COMMENTS:</p> <p>* Conditionally Approved Description: Costs are conditionally allowable provided that the change(s)/identified costs meet the original program intent, comply with grant terms and conditions, and are allowable, allocable, reasonable, and necessary in accordance with 2 CFR subpart E (cost principles) and the applicable fiscal year funding opportunity and program guidance.</p>			
<p>The project extension is allowing Cochise County to use their unspent 2022 EMPG funds. There is no increase in the award, just a period of performance extension.</p>			
Final Amendment Status sent to Subrecipient:	Conditionally Approved:	Action Required: (see comments above.	Approved:
			Disallowed: