



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 12/19/2023

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

State of Arizona Department of Homeland Security

***Project Title/Description:**

FFY2023 Southern Arizona Multi-Jurisdictional Training and Exercise Initiative

***Purpose:**

Funding provided to support trainings and exercises

***Procurement Method:**

Not Applicable

***Program Goals/Predicted Outcomes:**

Pima County Office of Emergency Management's goal is to execute a comprehensive emergency management program, delivering constant and varied training for the whole community, while increasing the skills of personnel involved in response and recovery, ensuring the highest possible level of knowledge, expertise, and proficiency in the discipline of emergency management.

***Public Benefit:**

The grant will provide funding to support emergency management trainings and exercises for the whole community.

***Metrics Available to Measure Performance:**

Quarterly reports to the grantor.

***Retroactive:**

Yes. The grant award letter is dated September 20, 2023; the actual funding is not available until the previous year's grant has been expended. The Office of Emergency Management sends the MOU to the State of Arizona Department of Homeland Security and completes the award process through the Board of Supervisors in anticipation of the funding becoming available to Pima County Office of Emergency Management. If the grant is not approved, there is a significant risk of hampering our emergency management training program, which plays a vital role in delivering consistent and diverse training to the entire community. Most importantly, it provides essential training to public safety personnel, the front line of our community's defense.

GRANT APPROVED (RCL) 12/11/23

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
 Expense Amount \$ _____* Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____
 Expense Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: OEM Grant Number (i.e., 15-123): 24*0083
Commencement Date: 10/01/2023 Termination Date: 09/30/2024 Amendment Number: _____
 Match Amount: \$ _____ Revenue Amount: \$ \$150,000.00

*All Funding Source(s) required: U.S. Department of Homeland Security through the State of Arizona Department of Homeland Security

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
State of Arizona Homeland Security

Contact: Lisa Romero

Department: Office of Emergency Management

Telephone: 724-9312

Department Director Signature: _____ Date: 12/1/2023

Deputy County Administrator Signature: _____ Date: 12/1/2023

County Administrator Signature: _____ Date: 12/1/2023



Memorandum of Understanding

Interim Director Suzan Dzbanko
Arizona Department of Homeland Security
1700 W. Washington St., Suite 210
Phoenix, AZ 85007

Dear Director Suzan Dzbanko,


On behalf of Pima County Office of Emergency Management, I would like to formally notify you that it is the intent of Pima County Office of Emergency Management that \$150,000 from FFY 2023 SHSGP Subrecipient Agreement # 230402-01 be retained and managed by the Arizona Department of Emergency and Military Affairs, Division of Emergency Management in coordination with the Arizona Department of Homeland Security for training and exercise opportunities in the South Region.

This letter from Pima County Office of Emergency Management shall serve as a formal memorandum of understanding for the purposes of managing local funds for training and exercise in the South Region.

Sincerely,

Director, Shane Clark

Title & Name


Authorized Signature

10/30/2023

Date



Governor Katie Hobbs

State of Arizona Department of Homeland Security



Interim Director
Susan Dzubanko

September 20, 2023

Director Shane Clark
Pima County Emergency Management & Homeland Security
3434 E. 22nd St.
Tucson, AZ 85713-2353

Subject: FFY 2023 Homeland Security Grant Program
Subrecipient Agreement Number: 230402-01
Project Title: **2023 Southern Arizona Multi-Jurisdictional Training and Exercise Initiative**

Dear Director Shane Clark,

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 "**2023 Southern Arizona Multi-Jurisdictional Training and Exercise Initiative**" has been funded under the STATE HOMELAND SECURITY GRANT PROGRAM for **\$150,000**. 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). The FFY 2023 federal award date as indicated in the U.S. DHS award package is 9/01/2023 with a total amount of funding of \$25,997,500.00. The Federal Award Identification Number is EMW-2023-SS-00018-S01.

Per your application, Pima County Emergency Management & Homeland Security intends to furnish a memorandum of understanding (MOU) to the AZDOHS which will authorize the Arizona Department of Emergency and Military Affairs, Division of Emergency Management (DEMA) in coordination with AZDOHS to manage and execute funding under subrecipient agreement number **230402-01**. DEMA will assume responsibility for all programmatic and financial reporting requirements outlined in the subrecipient agreement.

Please place the MOU on agency letterhead, sign and return to AZDOHS:

Arizona Department of Homeland Security
1700 W. Washington St, Suite 210
Phoenix, AZ 85007

Congratulations on your Homeland Security Grant Program award.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Dzubanko".

Susan Dzubanko
Interim Director



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

INDIRECT COST AND COST ALLOCATION RECOVERY POLICY

Effective 1-28-20

1. The Arizona Department of Homeland Security will require any subrecipient applying to recover indirect costs or charge costs based on a cost allocation plan on Homeland Security Grant Programs (SHSGP, UASI, OPSG, NSGP) to obtain a federally approved indirect cost rate or cost allocation plan from its cognizant federal agency regardless of how much the subrecipient expends in federal funds annually (whether the subrecipient receives federal funds directly or only as a pass-through entity).
2. Only a federally approved indirect cost rate or cost allocation plan will be accepted.
3. The AZDOHS will require the submission of an approved rate or plan during the application period; or if the rate or plan is approved during the period of performance and the subrecipient wishes to amend an approved budget, when the amendment documents are submitted.
4. Indirect costs or cost allocation charges may be recovered only for the time period outlined in the approved rate plans or period of performance as it pertains to the grant program.
5. There will be no exceptions to this policy. Those agencies with an indirect cost plan or cost allocation plan that are not approved or if requesting to recover the de minimis indirect cost rate as outlined in 2 CFR 200 must get a rate or plan approved by their cognizant federal agency.