

**Fiscal Year 2024**  
**Arizona Emergency Management Performance Grant Application Coversheet**

Due Date:  
Monday, April 01, 2024, 5:00 PM.

E-Mail application package to:  
[Diane.fernandez@azdema.gov](mailto:Diane.fernandez@azdema.gov)

Diane Fernandez, EMPG Lead/Program Coordinator  
Arizona Dept of Emergency and Military Affairs  
Division of Emergency Management  
5636 E. McDowell Road, Bldg. 5101, Office E7  
Phoenix, Arizona 85008

The Emergency Management Performance Grant (EMPG) Program (Assistance Listings Number # 97.042) provides funding to the State of Arizona Emergency Management Agency, local governments, and tribal partners in Arizona to sustain and enhance programs and resources to support a comprehensive, all-hazard emergency preparedness system. This annual application is for the local governments and tribal partners to apply for EMPG pass-through funds.

Please contact Diane Fernandez, the EMPG Program Coordinator at [Diane.fernandez@azdema.gov](mailto:Diane.fernandez@azdema.gov) or 602-464-6268 or 480-487-4289 if you have any questions regarding the application.

**Arizona Department of Emergency and Military Affairs**  
**EMPG Program**

## 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.
<a href="https://www.fema.gov/grants/preparedness/manual">https://www.fema.gov/grants/preparedness/manual</a>	<b>FY 2023 Preparedness Grants Manual</b>	
<b>PAGE ONE:</b>	All fields and columns are completed within the applicant information and budget areas?	<b>X</b>
	Authorized Representative name, title, signature & date completed.	<b>X</b>
	Subrecipient contacts: Provided the Programmatic and Financial Contact Information.	<b>X</b>
<a href="https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update">https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update</a>	<p><b>UEI:</b> Unique Entity Identifier Update</p> <p>The New Unique Entity Identifier is Here On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.</p> <p>The Integrated Award Environment (IAE) manages several systems including SAM.gov, FPDS, eSRS, FSRs, CPARS and FAPIIS. All SAM.gov registrants have been assigned their Unique Entity IDs and can view them in SAM.gov. To learn more about this transition, please see the information below. Join and follow our community on Interact to be notified of the latest news and information about changes happening at IAE.</p>	<b>X</b>
<b>PAGE TWO:</b>	<b>Budget</b>	
	All tabs are linked to total on the budget page.	<b>X</b>
<a href="https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-23-nofo">https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-23-nofo</a>	<b>Cost Share or Match Requirement: See NOFO page 16.</b>	<b>X</b>
<b>PAGE THREE:</b>	<b>Personnel</b>	
	Provided training data table: EMPG Funded Personnel proof of required training. (See attached form you may have each employee sign, date, and submit.)	<b>X</b>
	Provided a copy of the current organizational chart.	<b>X</b>
	Provided a job description for all listed EMPG funded personnel and positions used as Non-Federal Match.	<b>X</b>
<b>PAGE FOUR</b>	<b>Travel</b>	
	Provided a brief breakdown of anticipated travel: international, in-state or out-of-state provided.	<b>X</b>
<b>PAGE FIVE</b>	<b>Equipment</b>	
	Provided AEL Category and number, item description, number of items, cost per item.	<b>X</b>
<b>PAGE SIX</b>	<b>Supplies</b>	
	Provided a supplies list, description, and justification.	<b>X</b>
<b>PAGE SEVEN</b>	<b>Contractual/Consultant Services</b>	
	Provided a description, justification, and EMPG -eligible scope of work.	<b>X</b>

<b>PAGE EIGHT</b>	<b>Other Costs</b>	
	Provided a description and justification of anticipated costs.	<b>X</b>
<b>PAGE NINE</b>	<b>Indirect Costs</b>	
	Provided a copy of approved/current IDC Agreement provided.	<b>X</b>
<b>PAGE TEN</b>	<b>Standard Assurances</b>	
	All questions must be answered.	<b>X</b>
<b>PAGE ELEVEN</b>	<b>Funding Priorities</b>	
	The Distribution Plan is required for all EMPG subrecipients.	<b>X</b>
<b>PAGE TWELVE</b>	<b>Training Data Table</b>	
	Complete the data form and returned signed and dated. You may include copies of transcripts or certificates.	<b>X</b>
<b>PAGE THIRTEEN</b>	<b>Exercise Data Table</b>	
	Complete the data form and returned signed and dated.	<b>X</b>
<b>PAGE FOURTEEN</b>	<b>Cost Categories with descriptions/examples of costs within each category.</b>	
<b>ADDITIONAL DOCUMENTATION REQUIRED</b>	<b>FFATA FORM</b>	
	Complete the FFATA data form and returned signed and dated to Grants.EMPG@azdema.gov	<b>X</b>
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	<b>EMPG Programmatic Contacts</b>	<b>EMPG Financial Contacts</b>
	Darlene Quihuis Assistant Director, Infrastructure and Grant Administration Darlene.quihuis@azdema.gov Office: 602-464-6454	Jensen Forde Chief Financial Officer, Finance Administration Jensen.Forde@azdema.gov Office: 602-464-6479
	Diane Fernandez EMPG Lead/Program Coordinator Diane.fernandez@azdema.gov Office: 602-464-6268	Vacant Financial Grant Coordinator Grants.EMPG@azdema.gov Office: 602-464-6268
<i>Note: Failure to complete all sections may delay the processing of your application.</i>		

## Fiscal Year 2024

ASSISTANCE LISTINGS NUMBER # 97.042 - TITLE: EMERGENCY MANAGEMENT PERFORMANCE GRANT					
PROGRAM PERIOD OF PERFORMANCE- JULY 1, 2024 - JUNE 30, 2025					PAGE ONE
APPLICANT INFORMATION:					
ORGANIZATIONAL UNIT: Cochise County Emergency Management					
ORGANIZATIONAL UNIT: Cochise County Emergency Management					
		APPLICANT TYPE			
DATE OF APPLICATION SUBMISSION	TOTAL AMOUNT REQUESTED	COUNTY	<input checked="" type="checkbox"/>	ORGANIZATION UEI #	LEGISLATIVE DISTRICT
4/1/2024	\$ 258,380.00	TRIBE		LNCRRL2K1DA9	14
REVISED APPLICATION SUBMISSION	TOTAL AMOUNT REQUESTED	LOCAL		EMPLOYER/TAX IDENTIFICATION NUMBER (EIN/TIN)	CONGRESSIONAL DISTRICT
na	na	STATE		86-6000398	2
AUTHORIZED REPRESENTATIVE:					
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)
Daniel S. Duchon		Director	<a href="mailto:d Duchon@cochise.az.gov">d Duchon@cochise.az.gov</a>		(520) 432-9220
SIGNATURE OF AUTHORIZED REPRESENTATIVE:		DATE SIGNED:	FAX NUMBER:		ALTERNATE PHONE NUMBER:
<i>Daniel S. Duchon</i>		6/10/2024	N/A		(520) 346-1044
PROGRAMMATIC CONTACT: (PERSON IN CHARGE OF THE QUARTERLY ACTIVITY REPORT SUBMISSIONS TO AZDEMA)					
FIRST AND LAST NAME		TITLE	EMAIL:		PHONE NUMBER (INCLUDE AREA CODE)
Daniel S. Duchon		Director	<a href="mailto:d Duchon@cochise.az.gov">d Duchon@cochise.az.gov</a>		(520) 346-1044
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)
John Boswell		Grants Administrator	<a href="mailto:jboswell@cochise.az.gov">jboswell@cochise.az.gov</a>		(520) 432-8379
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		Same	Same		Same
MAILING ADDRESS		CITY	STATE		ZIPCODE
1415 Melody Lane, Building A		Bisbee	AZ		85603
GRANT INVESTMENT STRATEGY					
<p><b>PRIORITIES:</b> All EMPG Program applicants are required to develop and submit a WORK PLAN as described in the "EMPG Program Work Plan" Section of the Preparedness Grants Manual, Appendix H (FY 2022 Update). Priorities, and associated EMPG Program-funded projects, must be based on a combination of state/territory priorities, regional priorities, and national priorities. Priorities should be driven primarily by the THIRA/SPR. Other relevant information sources, such as: 1) after-action reports (AARs) following exercises or real-world events; 2) audit and monitoring findings; 3) Hazard Mitigation Plans; and/or 4) other deliberate planning products may also be used to inform state-territory priorities.</p> <p>Identify your top three to five priorities that will be addressed with these EMPG funds.</p>					
1	Readiness				

2	Equity
3	Climate Resilience
4	Mass Search and Rescue Operations

**Provide an overview of your Risk Profile based on the most recent THIRA/SPR results, Hazard Mitigation Plan, and/or other information sources used to assess risk.**

**Risk Profile based on Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR):**

- On-Scene Security, Protection, and Law Enforcement – CCEM continues partnership with local law enforcement through facilitation of trainings such as ICS300/400 and specialty terrorism-based trainings for tactical teams (all SHSGP funded). CCEM provides public alert and warnings for local law enforcement organizations during shelter in place or active shooter events. CCEM continues to pursue grant funding to fund equipment for specialty teams (SWAT, medic rescue task force).
- Mass Search and Rescue Operations – CCEM operates a mobile communications unit (MCU) which support CCSO SAR on a weekly basis in remote/austere corners of Cochise County. This asset is fully available for large scale/mass SAR as well. CCEM recently completed a radio upgrade of this vehicle (EMPG 2022).
- Critical Transportation: Clear Critical Roads – CCEM partners with Cochise County Public Works (HURF funded) for coordination of critical road repair in the recovery phase of natural disasters, commonly seen during the annual monsoon season. MCU maintains ability to communicate with Public Works radio systems.
- Public Health, Healthcare and Emergency Medical Services – CCEM partners with Cochise County PHEP for situational awareness. CCEM RACES radio team conducts biannual testing of the five local hospitals' emergency communications network.

**Risk Profile based on 2023 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP):**

- Building Collapse / Mine Subsidence – most concerning are the historic mining towns of Tombstone and Bisbee.
- Drought – the drought has subsided for most of Arizona however it is a consistent looming hazard.
- Earthquake
- Fissure – the Sulphur Springs Valley has seen many fissures, and subsidence possible because of ground water pumping.
- Flood / Flash Flood – a great concern with the monsoon season, has led to several SAR missions/rescues and significant flooding in the Elfrida and St. David areas.
- Severe Wind – another concern associated with the monsoon season. In 2022, straight line winds near Douglas, Arizona, damaged dozens of homes, and resulted in widespread power outages including an ADOC prison.
- Wildfire – a constant threat due to the diverse elevation and vegetation in Cochise County.

Current MJHMP can be found at:

<https://cochise.az.gov/853/Multi-Jurisdiction-Hazard-Mitigation-Pla>

**Provide a brief description of the gaps or areas of need as identified through the THIRA/SPR process and/or other relevant assessments.**

**Gaps and areas of need identified through the Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR):**

- On-Scene Security, Protection, and Law Enforcement – need increased public awareness of public information capabilities and standardized evacuation messaging (Ready, Set, Go). Supplies requested include printing for flyers, handouts, and the like for public outreach.
- Mass Search and Rescue Operations – SAR operations in remote/austere locations is centered around interoperability/interagency communications and many of the supplies provide multi-medium communications and accompanying subscription fees.
- Critical Transportation: Clear Critical Roads
- Public Health, Healthcare and Emergency Medical Services

**Gaps and areas of need based on 2023 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP):**

- Building Collapse / Mine Subsidence – many mines remain open and are simply blocked with aging wire fences while simultaneously located in remote/austere locations of mountainous terrain.
- Fissure – increased subsidence is potentially increasing fissures located on major transportation roads in the Sulphur Springs Valley, exacerbating the need to keep critical transportation open.
- Flood / Flash Flood – the monsoons season, paired with mountainous terrain, creates countless locations in the County which are susceptible to flooding.
- Severe Wind – again, associated with the monsoon season leads to risk of damaged homes and large-scale power outages during the hottest months of the year.
- Wildfire – growing wildland urban interface in Cochise County. CCEM pursuing grant funding for revised CWPP.

**Other Gaps:**

- Equity – disasters affect communities in a disproportionate manner, and Emergency Management aims to minimize inequitable losses due to geography and social/economic status. Goals to mitigate this include: site visits of rural and outlying areas of Cochise County; bringing training, and exercises to rural/outlying areas; and community outreach for facilitation of grant programs and EM opportunities.
  - Site visits – CCEM aims to visit outlying, rural, and areas of the County with minimal County footprint – which will show the residents they are part of the County and the County is here to assist. For example, Bowie has only a JP court and Library branch, but no other County facilities, while San Simon has no County Facilities, and Portal has just a Library branch.
  - Training and Exercises – CCEM will provide training and exercises in varied areas of the County, opposed to offering these offerings in the single population center. This has already started in 2023 with SHSGP funded courses offered in Bisbee, Douglas, and Willcox. We will continue to offer ICS/NIMS courses in other areas, potentially as Benson, Elfrida, McNeal, Pearce, Sunsites, and again Douglas/Bisbee.
  - Community Outreach/Facilitation – continue community outreach to underserved areas such as Bowie, San Simon, Winchester Heights, among others, to let residents know what County services are offered. For EM, this will include advertising the Ready, Set, Go program, and getting residents to sign up for emergency alerts. Emergency alert sign ups can be evaluated by number and location. This category has further potential by connecting communities to grant programs (USDA, FEMA BRIC, etc...) and potentially teaming with County finance to provide technical assistance.

Many of the supplies and other expenses are requested to further the ability of CCEM to facilitate, coordinated and execute interoperability communications to all hazards emergencies. These supplies are centered around communications and include batteries, radios, phones, tablets, satellite internet, and accompanying monthly subscriptions.

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

Mission Areas and Core Capabilities	<a href="https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities">https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities</a>
1 - Public Information and Warning	
2 - Operational Coordination	
3 - Planning	

Fiscal Year 2024

[Application for Emergency Management Performance Grant Funds - Link back to Page One](#)

DETAILED BUDGET TOTALS

ORGANIZATIONAL UNIT: Cochise County Emergency Management

PAGE TWO

CATEGORY		TOTAL COSTS these fields have formulas do not enter numbers.		TOTAL FEDERAL CONTRIBUTION		TOTAL NON-FEDERAL CONTRIBUTION HARD MATCH & IN-KIND CONTRIBUTION	
PERSONNEL		\$ 160,170.00	\$ -	\$ 80,085.00		\$ 80,085.00	
FRINGE		\$ 53,936.00	\$ -	\$ 26,968.00		\$ 26,968.00	
TRAVEL		\$ 1,984.00		\$ 992.00		\$ 992.00	
EQUIPMENT (> \$5,000.00)		\$ -		\$ -		\$ -	
SUPPLIES		\$ 3,170.00		\$ 1,585.00		\$ 1,585.00	
CONTRACTUAL/CONSULTANT		\$ -		\$ -		\$ -	
OTHER AND IN-KIND CONTRIBUTION		\$ 39,120.00		\$ 19,560.00		\$ 19,560.00	
TOTAL DIRECT CHARGES		\$ 258,380.00		\$ 129,190.00		\$ 129,190.00	
TOTAL INDIRECT CHARGES		\$ -		\$ -		\$ -	
<b>TOTAL</b>		<b>\$ 258,380.00</b>		<b>\$ 129,190.00</b>		<b>\$ 129,190.00</b>	

**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)

Please acknowledge the Cost Share or Match Source is Non-Federal:  YES  NO

Cost share or Match Source must be the same type of cost which is allowable for Federal dollars in the Notice of Funding Opportunity (NOFO). Describe how your agency intends to match the award here:

Cochise County General Fund. No non-federal third party or in-kind volunteer contributions.

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

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:

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.

## Fiscal Year 2024

## Application for Emergency Management Performance Grant Funds - Link back to Page One

PERSONNEL	ORGANIZATIONAL UNIT: DIVISION NAME	PAGE THREE
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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 CONTRIBUTION PERSONNEL SALARY	FEDERAL CONTRIBUTION FRINGE BENEFITS	NON-FEDERAL MATCH PERSONNEL SALARY	NON-FEDERAL MATCH FRINGE BENEFITS
Director	\$86,670.00	\$28,354.00	100.00%	\$ 43,335.00	\$ 14,177.00	\$ 43,335.00	\$ 14,177.00
Coordinator	\$73,500.00	\$25,582.00	100.00%	\$ 36,750.00	\$ 12,791.00	\$ 36,750.00	\$ 12,791.00
CERT VOLUNTEERS IN-KIND SERVICES							
TOTAL PERSONNEL:	\$160,170.00	\$53,936.00		\$ 80,085.00	\$ 26,968.00	\$ 80,085.00	\$ 26,968.00

**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?**

Personnel Expenditures - salary, ASRS (approx. 12%), FICA (7.9%), Worker's Compensation Insurance (approx. 1.5%), Health and Dental Insurance (approx \$8,500 flat, depends on individual plan selection).  
Personnel time tracked via ADP payroll software (CCEM staff coded to 100-3600 (General Fund - Emergency Services))

**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.

NA

## REQUIRED WITH THE APPLICATION SUBMISSION:

**REQUIRED:** Organization Chart is attached, it includes the employee position and staff name and who the individual directly reports to.

**ATTACHED**

**REQUIRED:** Provide an official job description for all EMPG funded positions, and those positions used as non-federal match.

**YES the job descriptions are attached.**

**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.

**YES ACKNOWLEDGED.**

**REQUIRED:** Personnel funded by EMPG or personnel used as Non-Federal Match will be required to submit a quarterly Time and Effort Reporting (TER) form along with the quarterly reimbursement request. The TER will document a minimum of two week's activities. Reports will be returned if the details are not specific to each days activities.

**YES ACKNOWLEDGED.**

**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 12) of all EMPG funded employees. Include personnel used as non-federal match.

**YES ACKNOWLEDGED.**

**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
<input type="checkbox"/>	Emergency manager/coordinator duties are assigned to full-time staff with other significant duties?
<input type="checkbox"/>	Emergency manager/coordinator is a part-time, or seasonal position or contracted?
<input type="checkbox"/>	Emergency Manager/coordinator duties are assumed as needed by other staff or elected officials?

Application for Emergency Management Performance Grant - Link back to Page One

TRAVEL

List the anticipated expenditures in the travel category, including any pre-identified conferences, training, or meetings you are scheduled to attend. How do these activities relate to the priorities and initiatives as identified on page 1 of the application?

	This travel is related to Priority #	International Travel YES / NO	Out-of-State Travel?	TRAVEL DESCRIPTION	NUMBER OF EMPLOYEES TRAVELING	ANTICIPATED COSTS
1	1	No	Yes	Emergency Management Training Courses. NEMBA, APS, ICS, IMT. Hosted by AZDEMA, TEEX, LSU, etc... IAEM conference, or equivalent. In state and out of state.	2	\$ 1,984.00
					TOTAL TRAVEL	\$ 1,984.00
					TOTAL FEDERAL	\$ 992.00
					TOTAL NON-FEDERAL	\$ 992.00

Note: All International Travel using EMPG funding requires pre-approval by FEMA and AZDEMA. Requests should be sent to DEMA Program Coordinator at least 45 days prior to travel.

Per federal policy, your travel must also abide by local/state travel policy, whichever is more stringent. For reference, the State of Arizona Travel Policy:

<https://gao.az.gov/travel/welcome-gao-travel>

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 unless they are basic office supplies. All other items should be on a separate line item.**  
 These supplies should be used in support of and implementation of the EMPG-eligible actions and activities conducted by your jurisdiction.

JUSTIFICATION: Daily Operations; Training activities, Exercise events; CERT Training/Exercise; Community Outreach.	This EQUIPMENT is related to Priority #	AEL #	ITEM DESCRIPTION	NUMBER OF ITEMS	COST PER ITEM	TOTAL COST OF ITEMS
Daily Operations	1, 2	21GN-00-OCEQ	Operating Supplies/consumables ( notebooks, batteries, folders, binders, tape, staples, boards, minor first aid supplies, flyers, handouts, maps, posters, etc...)	1.00	\$ 850.00	\$ 850.00
Community Outreach	1, 2	21GN-00-OCEQ	Dues and Subscriptions (IAEM, Cochise EMS Council)	1.00	\$ 500.00	\$ 500.00
Daily Operations, EOC activations	1, 2, 3, 4	21GN-00-OCEQ	Office Supplies and EOC small items (paper, pens, pencils, small hardware, power supplies, lights, mouse, keyboard, cables, wires, adapters, cases, packs, antenna, USB/external drives, plugs etc...)	1.00	\$ 1,670.00	\$ 1,670.00
Daily Operations	1, 2	21GN-00-OCEQ	Postage	1.00	\$ 150.00	\$ 150.00
					<b>TOTAL SUPPLIES</b>	\$ 3,170.00
					<b>TOTAL FEDERAL</b>	\$ 1,585.00
					<b>TOTAL NON-FEDERAL</b>	\$ 1,585.00

**Fiscal Year 2024**

[Application for Emergency Management Performance Grant - Link back to Page One](#)

**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 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.**

Line Item #	This EQUIPMENT is related to Priority #	AEL CATEGORY #	EQUIPMENT DESCRIPTION	Requires Installation? Yes or No	NUMBER OF ITEMS	COST PER ITEM	TOTAL COST OF ITEMS
1			NONE				
2							
						<b>TOTAL EQUIPMENT</b>	\$ -
						<b>TOTAL FEDERAL</b>	\$ -
						<b>TOTAL NON-FEDERAL</b>	\$ -

	This EQUIPMENT is related to Priority #	1. Why is the equipment necessary 2. How does the equipment support your program as identified on the application page 1 3. Describe what funds will be utilized to sustain the equipment
1		

All equipment purchased with EMPG funding will require inventory tracking and is subject to monitoring by DEMA/FEMA personnel.+B23:L29B23:L28B23:L27

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.

PROFESSIONAL CONTRACTUAL / CONSULTANT SERVICES

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 you jurisdictional budget.

**Note:** All contractual services purchased with EMPG funding will require a clear, EMPG-eligible scope of work with the application.

DESCRIPTION OF SERVICES	This EQUIPMENT is related to Priority #	VENDOR/CONTRACT SELECTED	NUMBER OF HOURS	COST PER HOUR	COST = (NUMBER OF HOURS X COST PER HOUR)
None					\$ -
					\$ -
				TOTAL CONTRACTUAL	\$ -
				TOTAL FEDERAL	\$ -
				TOTAL NON-FEDERAL	\$ -

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.**

Application for Emergency Management Performance Grant - Link back to Page One

OTHER COSTS

PAGE EIGHT

Please list any other items or services that do not fall under the above listed categories. This typically includes items that are non-consumable and have a per-unit cost of under \$5,000. Examples include fuel for vehicles/EOC generators, fleet services, cell phones/service, and other maintenance services, etc.

Description of costs and/or services: If your agency has an existing maintenance agreement cost list it in this category. For a Mass Notification System please provide the specific system name and vendor, i.e.,  CODE RED: Mass Notification System used to disseminate emergency notifications/information to the public and stakeholders in a timely manner.	This EQUIPMENT is related to Priority #	IS THIS AN CURRENT, ON-GOING SERVICE AGREEMENT?	NUMBER OF UNITS or NUMBER OF MONTHS	COST PER UNIT	TOTAL COST
Mass Notification System - IPAWS COG Vendor: Alert Sense	1, 2	Yes	Annual Subscription	\$ 1.00	\$ 23,500.00
Cellular Phone Service - 3 lines (Director, Coord, MCU) Vendor: Verizon	1, 3, 5	Yes	3 lines 12 months	\$ 41.00	\$ 1,476.00
Hotspots / Mi-Fi - 2 lines (Director, Coord) Vendor: Verizon	1, 3, 5	Yes	2 lines 12 months	\$ 41.00	\$ 984.00
Cellular Wi-fi Internet Service (aka Cradlepoint) - 1 line (MCU) Vendor: Verizon	1, 3, 5	Yes	1 lines 12 months	\$ 41.00	\$ 480.00
Fleet Charges for maintenance, gas, oil, for four department vehicles (147,146, 457, 669)	1, 3, 4	Yes	4 Units 12 Months	Varies based on vehicle	\$ 8,600.00
Fleet Charges vehicle replacment costs for two department vehicles (147,146)	1, 3, 4	Yes	2 Units 12 Months	Varies based on vehicle	\$ 4,080.00
				<b>TOTAL OTHER</b>	\$ 39,120.00
				<b>TOTAL FEDERAL</b>	\$ 19,560.00
				<b>TOTAL NON-FEDERAL</b>	\$ 19,560.00

**Fiscal Year 2024**

**Application for Emergency Management Performance Grant - [Link back to Page One](#)**

**INDIRECT COSTS**

**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**

1	Our jurisdiction has an approved indirect cost rate agreement with our cognizant Federal agency to charge indirect costs to this award.*		\$ -
2	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.		\$ -
		<b>TOTAL INDIRECT</b>	\$ -
		<b>TOTAL FEDERAL</b>	\$ -
		<b>TOTAL NON-FEDERAL</b>	\$ -

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

**Narrative below:**

**NONE**

**Fiscal Year 2024**

[Application for Emergency Management Performance Grant - Link back to Page One](#)

**PROGRAM PERIOD OF PERFORMANCE - JULY 1, 2024 - JUNE 30, 2025**

**PAGE TEN**

**ASSISTANCE LISTINGS NUMBER: 97.042**

**TITLE: EMERGENCY MANAGEMENT PERFORMANCE GRANT**

**STANDARD ASSURANCES**

a. REQUIRED: Has your EOP (Emergency Operations Plan) been updated within the last 2 years? **Provide an electronic copy.**

**YES**

If yes, provide the date of your agencies most recent EOP update: (MONTH/DAY/YEAR)

6/1/2024

If no, provide a date when your agency anticipates the update to be completed.

b. Our plan is in accordance with CPG-101 V.3;

**YES**

If no, provide an explanation.

Did your agency participate in the development of the State's Threat and Hazard Identification and Risk Assessment (THIRA)?

**YES**

If no, how will your agency accomplish this requirement?  
Through after-action reports, mitigations, or exercises?

**TRAINING AND EXERCISES: Integrated Preparedness Plan (IPP)**

**YES**

Does your agency develop a multi-year IPP? **Provide a copy of your agencies IPP.**

And or participates in the state multi-year Integrated Preparedness Plan Workshop (IPPW)?

Comments:

**Provided a copy of agency's 2023 IPP Schedule?**

**National Qualification System (NQS) Implementation (See the Preparedness Grants Manual (PGM), page 181)**

EMPG Program recipients are encouraged to use EMPG Program funds to support NQS implementation efforts. For FY 2023, as a post-award requirement, all recipients in the 50 states and the District of Columbia must begin their NQS implementation efforts by achieving, or working towards achieving, the Phase 1 objectives outlined in the table below and must, at a minimum, plan for implementation of the Phase 2 objectives. All other jurisdictions (including territories and FY 2022 EMPG Program subrecipients) must, at a minimum, plan for implementation of Phases 1 and 2. For all states and territories, the following requirements shall apply:

**YES**

- Only EMPG Program-funded deployable personnel, as determined by each recipient organization, will be required to meet NQS certification requirements.
- Recipients and subrecipients will be considered in compliance with the NQS requirements as long they are working towards implementing the NQS Implementation Objectives as outlined in the table below.

**Reporting: Data collection and reporting on NQS implementation is defined on page 182 of the PGM.**

**Does your agency intend to develop and implement an NQS? or, see below.**

<p><b>Arizona Qualification System:</b></p> <p>The Department of Emergency and Military Affairs (DEMA) Arizona Qualification System (AQS) establishes guidance and tools to assist State, Local, and Tribal (SLT) Emergency Operations Centers (EOCs) in developing qualified, certified, and credentialed deployable emergency personnel. If you have questions or need assistance with AQS, please email the AQS Project Team at <a href="mailto:aqs@azdema.gov">aqs@azdema.gov</a>.</p> <p><b>Does your agency intend to participate in Arizona's AQS System?</b></p>	<p><b>YES</b></p>
<p>Has your agency begun the AQS process?</p>	<p><b>YES</b></p>
<p>Has your agency begun the NQS process?</p>	<p><b>YES</b></p>
<p><b>Does your agency establishes and maintain compliance with the National Incident Management System (NIMS) requirements:</b></p>	<p><b>YES</b></p>
<p><b>If no, how will your agency accomplish this requirement?</b></p>	

Please be advised the Logistics Distribution Management Plan was due to AZDEMA no later than March 31, 2021. Please identify any additional plan(s) below that you will focus on for FY 2024. Both plans will be reported on quarterly in a project management lifecycle table in the GAO to demonstrate the progress and/or challenges accordingly.

Priority Area	Core Capabilities	Lifelines	Example Project Types
<p><b>Logistics Planning</b></p>			
<p>Distribution Management Plans EMPG Program recipients are required to develop and maintain a Distribution Management (DM) plan as an annex to their existing Emergency Operations Plan (EOP). Comprehensive Preparedness Guide (CPG) 101 provides guidance on the fundamentals of planning and development of Emergency Operations Plans.</p>			
<p><b>Logistics – Distribution Management Planning</b></p> <p><b>REQUIRED: This plan was due to AZDEMA no later than March 31, 2021. Annual updates are due NLT September.</b></p>	<ul style="list-style-type: none"> <li>Logistics and Supply Chain Management</li> <li>Supply Chain Integrity and Security</li> </ul>	<ul style="list-style-type: none"> <li>Food, Water and Shelter</li> <li>Health and Medical</li> <li>Transportation</li> </ul>	<ul style="list-style-type: none"> <li><b>Development of a Distribution Management Plan which addresses:</b></li> <li>State/local staging site plans</li> <li>State/local commodity point of distribution site plans</li> <li>Staging and Point of Distribution staffing strategies/plans</li> <li>Transportation strategies/plans</li> <li>Resource sourcing strategies/plan</li> </ul>
<p><b>The Logistics - Distribution Management Plan is complete.</b></p> <p><b>A copy was submitted to DEMA Grant Admin on: June 2024</b></p>	<p>The plan was last reviewed and revised on: <b>June 2024</b></p>	<p>If you plan was not submitted please explain your agency's plan to become compliant.</p> <p>Comments:</p> <p>Plan projected to be complete June 2024 (EMPG 2023 project)</p>	
<p><b>Evacuation Plan/Annex</b></p> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; text-align: center; vertical-align: middle; margin-left: 10px;"><b>X</b></div>	<ul style="list-style-type: none"> <li>Planning</li> <li>Risk Management for Protection Programs &amp; Activities</li> <li>Risk &amp; Disaster Resilience Assessment</li> <li>Threats and Hazards Identification</li> <li>Operational Coordination</li> <li>Long-Term Vulnerability Reduction</li> </ul>	<ul style="list-style-type: none"> <li>Transportation</li> </ul>	<ul style="list-style-type: none"> <li>Identify plausible, worst case threats and hazards</li> <li>Identify planning gaps and capability shortfalls</li> <li>Identify access and functional needs considerations</li> <li>Identify animal evacuation considerations</li> <li>Identify embarkation/debarkation sites</li> <li>Development of phased-zone evacuation approach</li> </ul>
<p>The Evactuation Annex Plan is complete.</p> <p>A copy was submitted to DEMA Grant Admin on: June 2024</p>	<p>The plan was last reviewed and revised on: <b>June 2024</b></p>	<p>If you plan was not submitted please explain your agency's plan to become compliant.</p> <p>Comments:</p> <p>Plan projected to be complete June 2024 (EMPG 2023 project)</p>	
<p><b>Catastrophic Disaster Housing</b></p> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 10px;"></div>	<ul style="list-style-type: none"> <li>Housing</li> <li>Planning</li> <li>Situational assessment</li> <li>Physical protective measures</li> </ul>	<ul style="list-style-type: none"> <li>Food, Water and Shelter</li> </ul>	<ul style="list-style-type: none"> <li>Development of State-led disaster housing task force plan</li> <li>Establishment of State Disaster Recovery Coordinator</li> <li>Completion of State Housing Strategy template</li> </ul>

<p>The Catastrphic Disaster Housing Plan is complete.</p> <p>A copy was submitted to DEMA Grant Admin on: <b>(Month/Day/Year)</b></p>	<p>The plan was last reviewed and revised on: <b>(Month/Day/Year)</b></p>	<p>Comments:</p>	
<p><b>Resilient Communications</b></p>	<ul style="list-style-type: none"> <li>• Operational Communications</li> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Intelligence and Information Sharing</li> <li>• Cybersecurity</li> <li>• Physical Protective Measures</li> <li>• Long-Term Vulnerability Reduction</li> <li>• Risk and Disaster Resilience Assessment</li> <li>• Threats and Hazards Identification</li> <li>• Infrastructure Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Statewide Communication Interoperability Plans (SCIP), Tactical Interoperable Communications Plans (TICP), and Standard Operating Procedures (SOPs) that address continuity and recovery of emergency communication systems</li> <li>• Conducting of risk and vulnerability assessments associated with emergency communications systems, to include cybersecurity risks.</li> <li>• Conducting of National Incident Management System (NIMS) compliant training, exercise, and evaluation activities to test emergency communications capabilities, to include testing of resiliency and continuity of communications.</li> <li>• Physical hardening of infrastructure systems and support emergency communications.</li> </ul>
<p>The Resilient Communications Plan is complete.</p> <p>A copy was submitted to DEMA Grant Admin on: <b>(Month/Day/Year)</b></p>	<p>The plan was last reviewed and revised on: <b>(Month/Day/Year)</b></p>	<p>Comments:</p>	
<p><b>Implementation of Community Lifelines</b></p>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Situational Assessment</li> <li>• Operational Coordination</li> <li>• Community Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> <li>• Food, Water and Shelter</li> <li>• Health and Medical</li> <li>• Energy</li> <li>• Communications</li> <li>• Transportation</li> <li>• Hazardous Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring or contracting of planners to update emergency operations plans to address community lifelines</li> <li>• Training of emergency managers on community lifelines concept and use</li> <li>• Exercises to measure effectiveness of community lifelines implementation.</li> </ul>
<p>The Implementation of Community Lifelines Plan is complete.</p> <p>A copy was submitted to DEMA Grant Admin on: <b>(Month/Day/Year)</b></p>	<p>The plan was last reviewed and revised on: <b>(Month/Day/Year)</b></p>	<p>Comments:</p>	
<p>Other Plan(s):</p>			

[Link Back to Page One](#)

Emergency Management Performance Grant - Training Data Table

APPLICANT LEGAL NAME

PAGE TWELVE

Complete the table for EMPG Program funded training activities including scheduled training courses and training that is conducted/completed during the grant Period of Performance. Training related to the National Qualification System is not reported on this Training Data Table. Also, data from the Training Data Table should be completed and submitted to AZDEMA as a component of quarterly reporting on grant activities.

EMPG Funded Personnel:	NIMS Training, Independent Study (IS): Mark and X for completed. Subrecipient validates they have the certificates of completion in the grant file.				Completed all Independent Study courses identified in the Professional Dev. Series, OR mark and X for completed. Subrecipient validates they have the certificates of completion in the grant file.						Basic Academy Basic Academy Pre-requisites and Courses Mark and X for completed. Subrecipient validates they have the certificates of completion in the grant file.						EMPG Program Required Training? Y/N	Number of Personnel Trained?	NIMS Training Course Number (if applicable)	Training Identified in the IPP? Y/N	Personnel Signature and Date
	First & Last Name and Position Title	(IS) 100 (any version)	IS-200 (any version)	IS-700 (any version)	IS-800 (any version), AND	IS-120.a An Introduction to Exercises	IS-230.d Fundamentals of Emergency Management	IS-235.b Emergency Planning	IS-240.b Leadership and Influence	IS-241.b Decision Making and Problem Solving	IS-242.b Effective Communication	IS-100 (any version) Introduction to the Incident Command System	IS-700 (any version) National Incident Management System (NIMS)-An Introduction	IS-800 (any version) National Response Framework, An Introduction	IS-230.d Fundamentals of Emergency Management	E/L101 Foundations of Emergency Management					
1 Daniel Duchon	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Y	n/a	n/a	N	<i>Daniel S. Duchon</i>
2 Albert Echave	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Y	n/a	n/a	N	<i>Albert B. Echave Sr</i>
3																					

Daniel S. Duchon	Director	<i>Daniel S. Duchon</i>	4/1/2024
Authorized Official Name	Authorized Official Title	Authorized Official Signature	Date