

BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/20/2025

3

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

*Title:

Title: Applicant Agent Form for Pima County

Resolution of the Pima County Board of Supervisors to designate the Agent For Applications made to Arizona Department of Emergency and Military Affairs.

*Introduction/Background:

The current Director of Grants Management and Innovation is retiring from Pima County. The Arizona Department of Emergency and Military Affairs requires grant recipients to designate a single Applicant Agent aurthorized by the entity's legislative body to sign grant progress reports and payment reimbursement requests.

*Discussion:

Pima County has received multiple grants from the Arizona Department of Emergency and Military Affairs. These documents require the signature of the designated Applicant Agent, who is the Director of the Grants Management and Innovation Department.

*Conclusion:

Each grant agreement requires submission of reports and payment request as a condition financial assistance. Pima County must submit reports and payment requests for grants received from the Arizona Department of Emergency and Military Affairs in accordance with the Grant Agreement, and these documents must be signed by the Director of Grants Management and Innovation, who serves as the Applicant Agent

*Recommendation:

Approval of the Resolution and Applicant Agent form will designate Ken Walker, Interim Director of Pima County Grants Management and Innovation as the Applicant Agent for Pima County. This will allow Pima County to formally request and seek reimbursement for incurred eligible expenses and submit required reports.

*Fiscal Impact:

None

*Board of Supervisor District:

Department: Grants Management and Innovation

Telephone: 520-724-2240

Contact: Ken Walker

Telephone: 520-724-4287

Department Director Signature:	Date: 4/24/2025
Deputy County Administrator Signature:	Date: 5-1-2025
County Administrator Signature:	Date: 511723
7/14/2021	

RESOLUTION NO. 2025-

RESOLUTION OF THE PIMA COUNTY BOARD OF SUPERVISORS TO DESIGNATE THE AGENT FOR APPLICATIONS MADE TO STATE AND FEDERAL AGENCIES

WHEREAS, pursuant to A.R.S. § 26-308(A), "[e]ach county and incorporated city and town of the state may appropriate and expend funds, make contracts and obtain and distribute equipment, materials and supplies for emergency management purposes;" and

WHEREAS, the Pima County Office of Emergency Management has been established by the Pima County Board of Supervisors to provide for emergency management coordination within the County; and

WHEREAS, pursuant to A.R.S. §26-308(C), the governing body of each county may appoint a director who will be responsible for the organization, administration and operation of local emergency management programs, subject to the direction and control of such governing body; and

WHEREAS, State agencies are authorized to provide resources to assist political subdivisions during local emergencies in accordance with emergency plans or at the direction of the governor, under A.R.S. §26-311(D); and

WHEREAS, the Arizona Department of Emergency and Military Affairs requires that the County designate an agent to sign reports and reimbursement requests, and to apply for state and federal assistance to defray the expenses associated with responding to declared local emergencies, pre-disaster mitigation and other eligible uses.

NOW, THEREFORE, BE IT RESOLVED, that the Pima County Board of Supervisors designates Ken Walker, Interim Director of Pima County Grants Management and Innovation Department, as its agent for Pima County for the limited purposes of signing reports, reimbursement requests, and for applying to the State of Arizona and, if necessary, to the Federal Emergency Management Agency, for applicable assistance.

PASSED AND ADOPTED by the Board of Supervisors, Pima County, Arizona, this _____ day of _____, 2025.

Chair, Pima County Board of Supervisors

APPROVED AS TO FORM

Deputy County Attorney

ATTEST:

Clerk of the Board

DESIGNATION OF APPLICANT'S AGENT FORM The intent of this DESIGNATION is to appoint an APPLICANT'S AGENT for the following: Select program(s) Public Assistance HMA Mitigation Program SEC Mitigation Select duration Valuation Until further notice Only Event From o Applicant: Pima County (Authorizing Official's Name) (Title) Pima County (Applicant) (Authorizing Official's Name) (Title) Pima County (Applicant) Applicant)	ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIR		
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Select duration Until further notice Only Event From to Applicant: Pima County CERTIFICATION I, Rex Scott , duly appointed and Chair of (Authorizing Official's Name) (Title) (Title) of Pima County , do hereby certify that the information below is true and correct, (Applicant) Board of Supervisors based on a resolution passed and approved (attached) by the Board of Supervisors (Governing Body) of Pima County on the 17 day of April 2025 (Applicant) (day) of April 2025 (governing Body) of Pima County on the 17 day of April 2025 (Applicant) (happlicant) (asy of April 2025 (governing Body) of Pima County on the 17 day of April 2025 (Name of Designated Applicant's Agent) has been designated as the Applicant's Agent (Name of Designated Mplicant's Agent) to act on behalf of Pima County (Applicant) (Date) (Date) This document MUST be accompanied by a copy of the Resolution or Meeting Minate by your governing board which designated the App			
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(Initials & Date)	Received By: (Initials & Date)		