



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/20/2025

**= 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 authorized 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:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

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: 5/1/2025

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

**ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
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 ☒ Until further notice ☐ Only Event _____ ☐ From _____ to _____

Applicant: Pima County

CERTIFICATION

I, Rex Scott, duly appointed and Chair of
(Authorizing Official's Name) (Title)

Pima County, do hereby certify that the information below is true and correct,
(Applicant)

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) (month) (year)

Ken Walker has been designated as the Applicant's Agent
(Name of Designated Applicant's Agent)

to act on behalf of Pima County.
(Applicant)

Chair

(Authorizing Official's Signature)

(Title)

(Date)

*This document MUST be accompanied by a copy of the Resolution or Meeting
Minutes by your governing board which designated the Applicant's Agent.*

Designated Applicant's Agent

Name Ken Walker

Title/Official Position Interim Director, Grants Management & Innovation

Full Mailing Address 97 W. Congress St.

Email Address Ken.walker@pima.gov

Daytime Telephone Number 520-724-4287 Cell 520-667-3711

(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

March 2020

Form #AZ PA 204-4