



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Award  Contract  Grant

Requested Board Meeting Date: June 12, 2018

\* = *Mandatory, information must be provided*

or Procurement Director Award

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

Arizona Department of Emergency & Military Affairs

**\*Project Title/Description:**

FFY 2017 Emergency Management Performance Grant (EMPG)

**\*Purpose:**

Funding provided for assistance in preparing for all hazards.

**\*Procurement Method:**

N/A - Grant Award

**\*Program Goals/Predicted Outcomes:**

OEM's goal is to implement a comprehensive emergency management program, providing consistent and comprehensive training for the Whole Community to enhance the skills of personnel involved in response and recovery and to ensure the highest possible level of knowledge and skills in the discipline of emergency management. This will be accomplished through emergency planning, conducting training and exercises, and coordination with all jurisdictions with Pima County.

**\*Public Benefit:**

This grant will provide funding to support emergency management planning, organization (personnel) equipment, trainings and exercises.

**\*Metrics Available to Measure Performance:**

Quarterly reports to grantor.

**\*Retroactive:**

OEM received the award letter on 4/20/2018 and needed to complete the attached Environmental Planning and Historic Preservation (EHP) Compliance requirement form after confirmation from vendor regarding installation of projectors in the Emergency Operations Center.

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Effective 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 22-73.*

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  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: GTAM Department Code: OEM Grant Number (i.e., 15-123): 18\*41

Effective Date: 04/04/2018 Termination Date: 06/30/2018 Amendment Number: 1

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ 45,000.

**\*All Funding Source(s) required:** Arizona Department of Emergency & Military Affairs through US Department of Homeland Security

**\*Match funding from General Fund?**  Yes  No If Yes \$ 45,000 % 50

**\*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)?** Arizona Department of Emergency & Military Affairs

Contact: Paige Knott

Department: Office of Emergency Management Telephone: 520-724-9314

Department Director Signature/Date: [Signature] 5-31-18

<sup>Asst</sup> Deputy County Administrator Signature/Date: [Signature] 5-31-18

County Administrator Signature/Date: [Signature] 5/31/18  
*(Required for Board Agenda/Addendum Items)*



Douglas A. Ducey  
GOVERNOR

**STATE OF ARIZONA**  
**DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**

received  
4/20/18

5636 East McDowell Road  
Phoenix, Arizona 85008-3495  
(602) 267-2700 DSN: 853-2700



Major General Michael T. McGuire  
THE ADJUTANT GENERAL

April 4, 2018

Mr. Jeff Guthrie, Director  
Pima County Emergency Management  
3434 E. 22nd Street, Ste A  
Tucson, AZ 85713

RE: FFY 2017 Emergency Management Performance Grant (EMPG)  
Revised Award Letter  
Grant # EMF-2017-EP-00008-S01  
CFDA # 97.042  
Award Amount: **\$597,613.32**

Dear Mr. Guthrie:

The Arizona Department of Emergency & Military Affairs, Division of Emergency Management is pleased to provide Pima County with the revised grant award letter for the above referenced grant in the amount of **\$597,613.32**. As requested, the award increase of \$45,000.00 is conditionally approved to support the additional costs of the aging equipment in the Pima County Emergency Operation Center/meeting rooms. Also approved are the additional changes to the budget cost categories as outlined in the amendment. The funds may be obligated and expended within the period of performance and in accordance with the EMPG grant guidelines, including a cost share of 50% Federal funds/50% Local funds on all eligible expenditures. The period of performance is from **July 1, 2017 – June 30, 2018**.

Additionally, all expenditures made with grant funding must adhere to all federal regulations and requirements as outlined in the EMPG Notice of Funding Opportunity, as well as the DEMA EMPG FAQ document enclosed with this letter. As outlined in the guidance, each grant award will be monitored for both programmatic and fiscal compliance once per grant cycle. Please read the guidance document carefully and thoroughly to ensure your grant funds are expended in an authorized manner.

- Recipients that expend \$750,000 or more from all federal funding sources during the fiscal year are required to submit an organization-wide financial and compliance audit report per Subpart F of 2 C.F.R. Part 200. Failure to comply with the audit requirements will suspend the release of federal funds until complete.
- Reference C.F.R. 200.512 Single Audit reporting ending 06/30/2016: FY16.

- The FY 2016 Audit Report is verified received at the Federal Audit Clearinghouse (FAC) March 29, 2017.
- Environmental Historic Preservation Compliance: (Appendix B – FY 2017 EMPG Funding Guidelines, page 43) Written approval must be provided by FEMA prior to the use of any EMPG funds for construction or renovation.
  - Equipment: Purchase of 30 Projectors.

**Action Item:** Please complete and sign the attached AZDEMA EHP form that certifies the project does not require any elements of renovation that would initiate an EHP assessment.
- Matching or Cost Sharing (Definition): This means the value of the third party in-kind contributions and the portion of the cost of a Federally assisted project or program not borne by the Federal Government. All cost-sharing or matching funds claimed against a FEMA grant by State, local or Tribal governments must meet the requirements of the program guidance and/or program regulations, 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB CIRCULAR A-87), 2 CFR 200.306 and <https://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part225.pdf>.

As a reminder, the quarterly Narrative Reports are due to the EMPG Program Coordinator within 15 days of the end of each calendar quarter and the Expenditure Reports along with all financial supporting documents are due to EMPG Finance Coordinator within 30 days of the end of each calendar quarter to receive reimbursement. Reports must have original signatures and should be mailed to the following address:

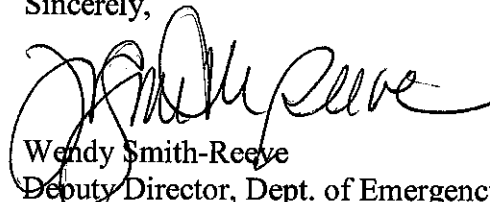
Arizona Department of Emergency & Military Affairs, Division of Emergency Management

Grants Administration Section  
Diane Fernandez  
EMPG Program Coordinator  
5636 E McDowell Rd., Bldg 5101  
Phoenix, AZ 85008

DEMA Resource Accounting/Finance  
Wendy Liebman  
EMPG Finance Coordinator  
5645 E McDowell Rd, Bldg 5800  
Phoenix, AZ 85008

Should you have any questions, please email Diane Fernandez at [Diane.fernandez@azdema.gov](mailto:Diane.fernandez@azdema.gov) or call 602-464-6268. We look forward to working with you and your staff in the coming year.

Sincerely,



Wendy Smith-Reeve  
Deputy Director, Dept. of Emergency & Military Affairs  
Director, Division of Emergency Management

Enclosure: Copy of 2017 EMPG Approved Amendment

# Arizona Dept. of Emergency and Military Affairs, Division of Emergency Management - Grants Administration Section

Emergency Management Performance Grant (EMPG) – Environmental Planning and Historic Preservation (EHP) Compliance requirements.

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This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

## GPD Environmental Planning and Historic Preservation (GPD-EHP) *(download the form)*

The EHP Screening Form, can be found at <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>.

Please answer the following questions:

<b>DHS Grant Award Number:</b>	<b>EMF-2017-EP-00008-S01</b>
<b>Grant Program:</b>	<b>Emergency Management Performance Grant (EMPG)</b>
<b>Grantee:</b>	<b>Arizona Division of Emergency and Military Affairs, Division of Emergency Management</b>
<b>Grantee POC:</b>	<b>Diane N Fernandez</b>
<b>Email:</b>	<b><a href="mailto:Diane.fernandez@azdema.gov">Diane.fernandez@azdema.gov</a></b>
<b>Sub-Recipient:</b>	<b>Pima County</b>
<b>Sub-Recipient POC:</b>	<b>Jeff Guthrie, Director</b>
<b>Email:</b>	<b><a href="mailto:Jeff.guthrie@pima.gov">Jeff.guthrie@pima.gov</a></b>
<b>Phone:</b>	<b>520-724-9300</b>
<b>Estimated cost of Project:</b>	<b>\$45,000.00</b>
<b>Briefly describe the project, include why the project is necessary, and how the project will benefit your emergency management program.</b>	
Project Title: EOC Readiness	
Project Installation: Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed: The Pima County contracted Audio/Visual vendor will replace Thirty (30) video projectors purchased to replace the current thirty (30) video projectors in the Emergency Operations Center (EOC) including set-up and programming the projectors.	
Why is the project necessary? This project is necessary due to the thirty (30) video projectors reaching end of life and failing to operate one by one creating a lack of EOC readiness. Repair and replacement with the same model, now obsolete, is not cost effective due to the identical parts and replacement video projectors no longer being available.	
How will the project benefit your EM program? This project benefits our EM program by ensuring the EOC always has unimpaired functionality and is ready to be activated at a moments notice, constantly in a state of readiness.	

# Arizona Dept. of Emergency and Military Affairs, Division of Emergency Management - Grants Administration Section

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Does the project impact the environment __, modification or renovation to building __, and/or new construction __: Yes ___ or No <u>X</u>
Does the project include the purchase of equipment which requires installation? Yes ___ No <u>X</u>  Equipment that requires installation is subject to a comprehensive EHP review process. <i>Please make sure you <u>identify any equipment requiring installation</u> in the narrative below.</i>
If the equipment installation does not meet requirements of an EHP because the project does not involve any new mounting, drilling, wiring, disruption of the building structure please explain here.  Replacement of the projectors in the EOC will not include any structural modifications and will not require an Environmental and Historic Preservation (EHP) review for this project. All power requirements, signal cabling, and mounting hardware with brackets are existing.

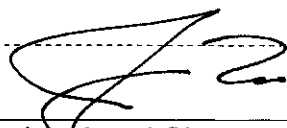

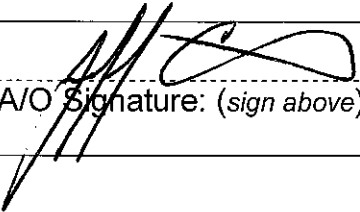
List all non-expendable equipment to be purchased. Non-expendable is tangible property having a useful life of more than one year and a cost per item over \$5,000.

AEL Category #	Item Description	Number of Items	Cost per Item	Total Cost of Items
04-MD-02-PROJ	Video Projector	30	\$3,199.00	95,970
<b>Total Equipment</b>				<b>\$95,970</b>

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**Arizona Dept. of Emergency and Military Affairs, Division of  
Emergency Management - Grants Administration Section**

Emergency Management Performance Grant (EMPG) – Environmental Planning and  
Historic Preservation (EHP) Compliance requirements.

<b>Subrecipient certification that the above information is true.</b>	
Jim Fisher, Technical Communications Manager	
Project Lead Name/Title: <i>(print above)</i>	Project Lead Signature: <i>(sign above)</i>
Paige Knott, Compliance Officer	
Program Manager Name/Title: <i>(print above)</i>	Program Manager Signature: <i>(sign above)</i>
Jeff Guthrie, Director	
Authorized Official (A/O) Name/Title: <i>(print above)</i>	A/O Signature: <i>(sign above)</i>
<b>Grantee Process:</b>	
EMPG Program Coordinator:	Received on date:

Projects that trigger EHP review:

- Facility construction (new facilities or additions to existing buildings)
- Modification/renovation of existing structures (cameras, generators, access controls, equipment mounting, etc.)
- Physical security enhancements to buildings or structures both interior and exterior and grounds (doors, lights, fences, bollards etc.)
- Construction or modification of communication towers (adding antennas, mounting equipment or shelters)
- All ground disturbances activities
- Training/exercises that involve ground disturbance or are not located at a designated training facility.
- Mobile equipment that involve radar/sonar technology

EHP review benefits:

- Informed decision-making
- Ensures compliance
- Protect community and investments
- Minimize or avoid ;potential adverse effects to communities and individuals
- Protect our nation's water, air, coastal, fish, wildlife, agricultural, historical, and cultural resources

## **Arizona Dept. of Emergency and Military Affairs, Division of Emergency Management - Grants Administration Section**

Emergency Management Performance Grant (EMPG) – Environmental Planning and  
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Consequences of non-compliance:

- Denial of funding
- Project delays
- Negative publicity
- Civil penalties
- Lawsuits