



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: October 15, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

State of Arizona Department of Homeland Security

***Project Title/Description:**

FFY 2019 South Regional Training & Exercise Enhancement

***Purpose:**

Funding provided to support trainings and exercises.

***Procurement Method:**

N/A Grant Award

***Program Goals/Predicted Outcomes:**

Pima County Office of Emergency Management's goal is to implement a comprehensive emergency management program, delivering consistent and wide-ranging training for the whole community while expanding the skills of personnel involved in response and recovery and ensuring the highest achievable 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:**

Although the grant award letter is dated September 20, 2019, the actual funding is not available until the previous year's grant has been expended. 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 the Pima County Office of Emergency Management.

AML Approved 10/10/19 *AS*
Revised 9/2019

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 22-10.

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: GTAW Department Code: OEM Grant Number (i.e., 15-123): 20*43

Effective Date: 10/01/2019 Termination Date: 09/30/2020 Amendment Number: _____

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 200,000

***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: Paige Knott

Department: Office of Emergency Management Telephone: 724-9314

Department Director Signature/Date: [Signature] 10-7-19

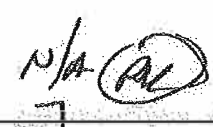

Deputy County Administrator Signature/Date: [Signature] 10-7-19

County Administrator Signature/Date: [Signature] 10/7/19

(Required for Board Agenda/Addendum Items)

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Office of Emergency Management	Date: 9/23/19
Contact information:	Name: Paige Knott	Telephone: 724-9314
Funding opportunity title:	FFY2019 Arizona State Homeland Security Grant Program (SHSGP)	
Link to opportunity:	https://azdohs.gov/shsgp	
Funding agency:	Arizona Department of Homeland Security	
Amount to be requested:	\$ 200,000.00	
Due date and time:	12/21/2018	05:00 PM
What are you going to spend the money on?	<p>The funding requested will provide the training and exercise program delivery for the South Region. Pima, Cochise, Santa Cruz and Yuma counties have chosen to coordinate efforts into a single investment to address training and exercise needs in Southern Arizona on an annual basis. Training and exercise funding provide support and technical assistance for training and exercise coordination to all regional jurisdictions, public agencies, private entities and non-governmental organizations. The continuation of this grant funding to provide training and exercise opportunities is essential to whole community preparedness in the south region and ultimately supports preparedness thorough out the state of Arizona.</p> <p>This grant application was originally submitted on 11/28/2018 and OEM received the award letter on 09/20/19. See award letter attached.</p> <p>Indirect costs were not requested at the time of the application.</p>	
What will be the benefit to Pima County?	<p>Regional and local partners participant in the annual training and exercise the planning process to identify special events, training and exercise opportunities and analyze capability gaps. Observed gaps in core capabilities are addressed with training and exercise to prepare for natural and human caused identified risks and evolving terrorism threats. Training and exercises are essential to whole community preparedness int Pima County and in the south region, ultimately supporting preparedness through out the state.</p> <div style="text-align: right; margin-top: 20px;">  </div>	
Indirect costs – check one:	<input type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: _____ % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: 	Date: 9-23-19	
Department Director or Designee		

GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No. 97.067

Competitive Criteria:

OEM was already awarded this grant. The application was submitted on 11/28/2018 prior to the County Administrator's March 5, 2019 directive that indirect costs needed to be included when applicable.

Other Factors:

The grant is for training for Pima and partner counties. POP 36 months.

Number of Awards:

\$28,862,500

Total amount to be awarded: \$ 200,000.00

Match Required:

☐ Yes

☒ No

If required what is the amount/percent: _____

Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):

Pima County Office of Emergency Management 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 190401-01. DEMA will assume responsibility for all programmatic and financial reporting.

Will this project require additional office/project space?

☐ Yes

☒ No

Will this project require staff time that cannot be paid for by the grant?

☒ Yes

☐ No

Will your project require any equipment items over \$5,000 per item?

☐ Yes

☒ No

Does the proposal use a fixed price contract?

☐ Yes

☒ No

Is this project subject to Human Subjects compliance?

☐ Yes

☒ No

Does this project involve subrecipients?

☐ Yes

☒ No

Is there a Statutory Funding Preference from the funding agency?

☐ Yes

☒ No

Allowable Indirect Rate: 10

If Indirect is not allowed, attach documentation.

List any other proposal or funder specific requirements:

application submitted Dec. 2018 - before indirect directive by County Administrator in March 2019

GMI notes & recommendations:

Recommend approval. OEM has been informed about indirect costs and is now including them in their grant applications.

By:

[Signature]
GMI Director

Date:

9/30/19

County Administrator Approval Request

Approved: ☒

Not Approved: ☐

Subject to Further Review: ☐ Yes ☐ No

If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.

By:

[Signature]

Date:

10/1/2019

County Administrator or Designee



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

September 20, 2019

Director Jeff Guthrie
Pima County Office of Emergency Management
3434 E. 22nd St.
Tucson, AZ 85713-2353

Subject: FFY 2019 Homeland Security Grant Program
Subrecipient Agreement Number: 190401-01
Project Title: **Southern Arizona Training and Exercise Initiative**

Dear Director Jeff Guthrie,

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 "**Southern Arizona Training and Exercise Initiative**" has been funded under the STATE HOMELAND SECURITY GRANT PROGRAM for **\$200,000**. 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 2019 federal award date as indicated in the U.S. DHS award package is 9/01/2019 with a total amount of funding of \$28,862,500. The Federal Award Identification Number is EMW-2019-SS-00002-S01.

Per your application, Pima County Office of Emergency Management 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 190401-01. 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,

Gilbert M. Orrantia
Director



Pima County Office of Emergency Management

3434 E. 22nd Street, Tucson, AZ 85713

Office: (520) 724-9300

Fax: (520) 724-9310

EMERGENCY MANAGEMENT

Memorandum of Understanding

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

Dear Director Orrantia,

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 \$200,000 from FFY 2019 SHSGP subrecipient agreement # 190401-01 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,

Jeff Guthrie, Director
Enter Title & Name Above

[Signature]
Authorized Signature Above

9-20-19
Enter Date Above