



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: April 07, 2020

Title: COVID-19 Resolution and Applicant Agent Form for Pima County

Introduction/Background:

On March 11, 2020, the Governor of the State of Arizona, issued a declaration of Public Health Emergency due to the necessity to prepare for, prevent, respond to, and mitigate the spread of COVID-19.

Discussion:

The Pima County Office of Emergency Management (OEM) requests the Board of Supervisors approval of the Resolution designating the agent for applications made to state and federal agencies in time of declared emergencies for the purpose of requesting reimbursement for eligible costs.

Conclusion:

The approved and signed Resolution and Applicant Agent form will allow Pima County to participate in the State of Arizona's Public Assistance Program under the emergency declaration and submit incurred claimed expenses to the Arizona Department of Emergency and Military Affairs (DEMA) for reimbursement that occurred during the COVID-19 declared emergency.

Recommendation:

Approval of the Resolution and Applicant Agent form will allow Pima County to formally request and seek reimbursement for incurred eligible expenses that occurred due to COVID-19 under the Governor's Emergency Declaration.

Fiscal Impact:

Potentially, Pima County can recover 75% of the claimed expense reimbursement from the Arizona Department of Emergency and Military Affairs (DEMA).

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Office of Emergency Management (OEM) Telephone: 724-9300

Contact: Paige Knott Telephone: 724-9314

Department Director Signature/Date: [Signature] 4-2-2020

Deputy County Administrator Signature/Date: [Signature] 4-2-2020

County Administrator Signature/Date: [Signature] 4/2/2020

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**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, _____, 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 7th day of April, 2020
(Applicant) (day) (month) (year)

Regina Kelly has been designated as the Applicant's Agent
(Name of Designated Applicant's Agent)

to act on behalf of Pima County
(Applicant)

_____, Chair April 07, 2020
(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 Regina Kelly

Title/Official Position Director, Grants Management and Innovation Department

Full Mailing Address 32 North Stone Ave., 3rd Fl, Tucson, AZ 85701

Email Address Regina.Kelly@pima.gov

Daytime Telephone Number 520-833-8759 Cell 520-833-8759
(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

RESOLUTION NO. 2020 - _____

**RESOLUTION OF THE PIMA COUNTY BOARD OF SUPERVISORS
TO DESIGNATE THE AGENT FOR APPLICATIONS MADE TO STATE AND FEDERAL
AGENCIES IN TIMES OF DECLARED DISASTERS**

WHEREAS, A.R.S. §26-308(A) states, "Each 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 and Homeland Security has been established by the Pima County Board of Supervisors to provide for emergency management coordination with 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 apply for state and federal assistance to defray the expenses associated with responding to declared local emergencies;

NOW, THEREFORE, BE IT RESOLVED, that the Pima County Board of Supervisors designates Regina Kelly, Director of Pima County Grants Management and Innovation Department, as agent for Pima County for the purpose of applying to the State of Arizona and, if necessary, to the Federal Emergency Management Agency, for reimbursement of expenses incurred during times of declared disasters.

PASSED AND ADOPTED by the Board of Supervisors, Pima County, Arizona, this ____ day of _____, 2020.

ATTEST:

Clerk of the Board

Chair, Pima County Board of Supervisors


APPROVED AS TO FORM

Deputy County Attorney