

**Request for EMPG Funds**  
**Federal Fiscal Year 2014**  
**Arizona Division of Emergency Management**

**Application for Emergency Management Performance Grant Funds**

Please contact Wendy Smith-Reeve at [wendy.smith-reeve@azdema.gov](mailto:wendy.smith-reeve@azdema.gov) or 602-464-6203 if you have any questions regarding this application.

Jurisdiction:	Gila		
EMPG Status	<input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	Total Amount Requested	\$ 114,719

**1. Provide a brief description of your jurisdiction's emergency management priorities and initiatives that will be addressed with these EMPG funds.**

Contribute to the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities by focusing on plans, training and exercise activities.

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience  Long-term Vulnerability Reduction  Risk and Disaster Resilience Assessment  Threats and Hazard Identification	Situational Assessment	

**2. Select which description best describes the status of the designated emergency manager/coordinator for your jurisdiction.**

- Full-time, permanent staff whose primary responsibility is as the emergency manager/coordinator
- Emergency manager/coordinator duties are assigned to full-time staff with other significant duties
- Emergency manager/coordinator is a part-time, or seasonal position, or contracted
- Emergency manager/coordinator duties are assumed as needed by other staff or elected officials

**3. List the name and position title of each staff member whose position is funded through the EMPG Program, or used as EMPG Match.**

Local EMPG Program Funded Staff	Indicate whether Full-time or Part-time Staff	If Part-time indicate number of hours worked per week
<b>Name:</b> Michael O'Driscoll	<b>Part Time</b>	50%
<b>Position:</b> Division Director, Health & Emergency Services		
<b>Name:</b> Debra Williams	<b>Full Time</b>	100%
<b>Position:</b> Deputy Director		
<b>Name:</b> Celena Cates	<b>Part Time</b>	50%
<b>Position:</b> Executive Administrative Assistant		
<b>Name:</b> Debra Blevins	<b>Part Time</b>	25%
<b>Position:</b> Financial Clerk		
<b>Name:</b> Betty Vanta	<b>Part Time</b>	30%
<b>Position:</b> Clerk		
<b>Name:</b>		
<b>Position:</b>		

**4. Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and/or used to meet local match requirement.**

Gila County General Ledger budget account:  
1005-106\_4010.10 Regular Salaries and Wages-Emergency Management

**Jurisdiction Point of Contact:**

- Name:** Jeff Hessenius, Finance Director
- Address:** 1400 E. Ash St., Globe, AZ 85501
- Telephone Number:** 928-402-8743
- Fax Number:** 928-425-7056
- Email Address:** jhessenius@gilacountyaz.gov

**Authorization to Submit Application:**

By signature below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and/or special conditions set forth upon receipt of grant award.

**Jurisdiction Financial Officer:**

**Printed Name:** Jeff Hessenius  
Finance Director

Deputy Director of Emergency Management

 For J.H. \_\_\_\_\_

Signature

Deputy Director of Emergency Management

 For M.P. \_\_\_\_\_

Signature

**Jurisdiction Signatory Official:**

**Printed Name:** Michael A. Pastor  
Chairman, Gila County Board of Supervisors

**Complete the EMPG Detailed Budget and Annual Work Plan below and include with application.**

**Federal Fiscal Year 2014**  
**Emergency Management Program Grant Detailed Budget**

**A. Personnel**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the EMPG program. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<b>Personnel</b>			
Position Title	Annual Salary	% of Time Devoted to Grant	Total Personnel Costs
Division Director	\$ 87,415	50%	\$ 43,707
Emergency Management Deputy	\$ 49,537	100%	\$ 49,537
Division Executive Administrative Assistant	\$ 35,580	50%	\$ 17,790
Financial Clerk	\$ 24,812	25%	\$ 6,203
Administrative Clerk	\$ 37,748	30%	\$ 11,324
<b>Total Personnel</b>			<b>\$ 128,562</b>
<b>Total Federal Contribution</b>			<b>\$ 64,281</b>
<b>Total Non-Federal Contribution</b>			<b>\$ 64,281</b>

**B. Fringe Benefits**

Fringe benefits should be based upon actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

<b>Fringe Benefits</b>			
Position Title	Annual Fringe Benefit	% of Time Devoted to Grant	Total Fringe Benefit Cost
Division Director	\$ 34,966	50%	\$ 17,483
Emergency Management Deputy	\$ 19,815	100%	\$ 19,815
Division Executive Administrative Assistant	\$ 14,232	50%	\$ 7,116
Financial Clerk	\$ 9,925	25%	\$ 2,481
Administrative Clerk	\$ 15,099	30%	\$ 4,530
<b>Total Fringe Benefits</b>			<b>\$49,446</b>
<b>Total Federal Contribution</b>			<b>\$24,723</b>
<b>Total Non-Federal Contribution</b>			<b>\$24,723</b>

### C. Travel

Itemize travel expenses of personnel by trip. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence).

Travel						
Travel Description	Location	Number of People	Rate	Days/Miles	Total cost (Number of People X Rate X Days or Qty)	Travel Dates
<b>NIMS/ICS Compliant Training</b>		<b>In-State</b>				
Meals & Incidentals		1	\$ 40	5	\$ 200	TBD
Airfare						
Lodging		1	\$ 75	5	\$ 375	
Rental Vehicle						
Other						
<b>NIMS/ICS Compliant Preparedness Conference/Seminars</b>		<b>Out of State</b>				
Meals & Incidentals		1	\$ 55	4	\$ 220	TBD
Airfare		1	\$ 605		\$ 605	
Lodging		1	\$150.00	4	\$ 600	
Rental Vehicle						
Other						
<b>Total Travel</b>						<b>\$2,000</b>
<b>Total Federal Contribution</b>						<b>\$1,000</b>
<b>Total Non-Federal Contribution</b>						<b>\$1,000</b>

## D. Equipment

List all non-expendable equipment to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items. In the narrative explain how the equipment is necessary and what funds will be utilized to sustain the equipment.

Equipment				
AEL Category	Item Description	Number of Items	Cost per Item	Total Cost of Items
N/A				
<b>Total Equipment</b>				<b>0</b>
<b>Total Federal Contribution</b>				<b>0</b>
<b>Total Non-Federal Contribution</b>				<b>0</b>

Equipment Narrative- N/A

**E. Supplies**

Generally, supplies include any materials that are expendable or consumed during the course of a year. List items by type (office supplies, postage, training materials, copying paper, and other expendable items.) and show the basis for computation.

Supplies			
Item description	Number of items	Cost per item	Cost = Number of items X Cost per item
Copy Paper	Annual-1	\$ 500	\$ 500
Postage	Annual-1	\$ 350	\$ 350
<b>Total Supply</b>			<b>\$ 850</b>
<b>Total Federal Contribution</b>			<b>\$ 425</b>
<b>Total Non-Federal Contribution</b>			<b>\$ 425</b>

**Supplies Narrative**

Describe what the supplies will be used for and how you derived at your estimate. If possible, please describe the types of supplies you are projecting to purchase.

**Copy Paper: Public outreach flyers/brochures; operational documents/plans**

**Postage: certified mail; public outreach flyers/brochures**

**F. Contractual**

<b>Consultants/Contracts</b>				
<b>Description</b>	<b>Name of Organization</b>	<b>Number of Hours</b>	<b>Cost Per Hour</b>	<b>Cost = (Number of hours X Cost Per Hour)</b>
Monthly Copier Maintenance	Konica Minolta Business Solutions Inc., USA	Annual Contract	1 year	\$1,000
Monthly Radio Maintenance	Canyon State Wireless Communications	Annual Contract	1 year	\$ 2,900
<b>Total Contractual</b>				<b>\$ 3,900</b>
<b>Total Federal Contribution</b>				<b>\$ 1,950</b>
<b>Total Non-Federal Contribution</b>				<b>\$ 1,950</b>

**Contractual Narrative**

Describe what the contractual services are providing to you and how they support your emergency management work plan.

**Monthly Copier Maintenance:** supports operational activities

**Monthly Radio Maintenance:** supports radio communications equipment such as tower repeaters, handheld and mobile radios for field response.

## G. Other Costs

In this list any other items or services that do not fall under the above listed categories.

Other Costs			
L	Number of Units	Cost Per Unit	Total Cost = Number of Units X Cost Per Unit
Telephone services	Annual Estimate	1	\$ 4,000
Utilities	Annual Estimate	1	\$ 2,000
<b>Total Other</b>			<b>\$ 4,000</b>
<b>Total Federal Contribution</b>			<b>\$ 2,000</b>
<b>Total Non-Federal Contribution</b>			<b>\$ 2,000</b>

### Other Narrative

Describe what these costs are and how they support your emergency management work plan.

**Telephone services: operational office connectivity plus and a 24/7 cell phone dedicated to emergency management.**

**Utilities: supports emergency planning and operations 24/7**

**Federal Fiscal Year 2014**  
**Emergency Management Program Grant Annual Work Plan**

<b>Jurisdiction:</b>	<b>GILA</b>
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**Your jurisdiction will be required to report quarterly on your progress for each identified activity.**

**Reminder:** The Arizona Division of Emergency Management directs the local jurisdiction pass through EMPG funding can only be used for salary and benefits of the EM program individual(s) identified on the attached application. Only salary and benefits associated with the EM staff time used to achieve the emergency management goal(s) can be reimbursed or used as local match through EMPG.

**2014 EMPG Special Conditions/Grant Assurances**

Check the boxes below indicating your understanding and concurrence with the following conditions and assurances:

- ADEM staff will conduct an Emergency Management Performance Grant (EMPG) on-site grant review during the period of performance. Jurisdictions may be required, during this site visit, to provide a spending plan to ADEM.
- Participate in the development of the State's annual Threat and Hazard Identification and Risk Assessment (THIRA) and/or Tribal partners can choose to independently develop and submit a Threat and Hazard identification and Risk Assessment and submit directly to DHS/FEMA by December 31, 2014.
- Develop a multi-year Training and Exercise Plan (TEP) and/or participate in the state multi-year Training and Exercise Plan Workshop (TEPW).
- Establish and maintain compliance with the National Incident Management System (NIMS).

Select from the following items and check the boxes below indicating the emergency management (EM) goals your jurisdiction's emergency management program plans to accomplish this grant performance period. The items checked will require updates in your quarterly programmatic reports.

**2014 EMPG Grant Activities**

**Mitigation Plans**

- Conduct a hazard analysis and risk assessment prior to mitigation plan development
- Develop/enhance all-hazards mitigation plans

**Emergency Management/ Operation Plans**

- Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V2)
- Modify existing incident management and emergency operations plans
- Develop/enhance comprehensive emergency management plans
- Develop/enhance large-scale and catastrophic event incident plans

**Communications Plans**

- Develop/enhance communication interoperability plans
- Develop/enhance tactical interoperability communications plans

**Continuity/ Administrative Plans**

- Develop/enhance Continuity of Operation (COOP)/Continuity of Government (COG) plans
- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

**Whole Community Engagement/ Planning**

- Develop/enhance emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, and private sector/business outreach
- Build new partnerships to expand planning and citizen capabilities
- Community-based plans to advance "whole community" security and emergency management

**Federal Fiscal Year 2014  
EMPG Annual Work Plan (continued)**

<b>Jurisdiction:</b>	<b>GILA</b>
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- Public education and awareness on emergency management and preparedness
- Plans to foster public-private sector partnerships
- Brief civic groups and senior citizens on local hazards and family preparedness plans
- Conduct awareness, individual response training, and evacuation drills in schools
- Conduct workshops on the local Emergency Operations Plan (EOP) / Emergency Response Plan (ERP)
- Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper
- Publish emergency preparedness information in the local telephone directory
- Prepare an emergency preparedness calendar for distribution throughout the community
- Work with Local Emergency Planning Committee (LEPC) (where LEPC exists)
- Public education and awareness
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- Program evaluations

**Resource Management Planning**

- Develop/enhance logistics and resource management plans
- Develop/enhance volunteer and/or donations management plans
- Acquisition of critical emergency supplies such as: shelf stable food products, water and/or basic medical supplies. (Acquisition of such items requires FEMA's approval and additional planning strategy.)

**Evacuation Planning**

- Develop/enhance evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry

**Recovery Planning**

- Develop/enhance disaster housing plans (such as create/support a local disaster housing task force)
- Develop/enhance short-term, intermediate and long-term recovery plans

**Training and Exercise**

- Develop, update, enhance, or conduct exercise activities
- Develop, update, enhance, or conduct training activities

**Equipment**

Intend to purchase allowable equipment identified within the Authorized Equipment List (AEL) identified by FEMA at <https://www.ilis.dhs.gov/knowledgebase>. Please identify type of equipment by checking appropriate box below.

- Information Technology (Category 4)
- Cyber security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

**Complete, scan and submit the EMPG Application and Work Plan to [federalgrants@azdema.gov](mailto:federalgrants@azdema.gov) not later than April 4, 2014.**