

**Federal Fiscal Year 2016
Arizona Division of Emergency Management**

Application for Emergency Management Performance Grant Funds

Please contact Diane Fernandez at Diane.fernandez@azdema.gov or 602-464-6268 if you have any questions regarding this application.

Date Submitted: 03/09/2016	Type of Applicant: <input checked="" type="checkbox"/> County <input type="checkbox"/> Tribe <input type="checkbox"/> State <input type="checkbox"/> Other:	Catalog of Federal Domestic Assistance Number: 97-042
Date Received by State:	APPLICANT INFORMATION	
Legal Name/Jurisdiction: Gila County	DUNS #:183011634	Congressional District:1,4
Total Amount Requested: \$380,000	Employer Identification # 86-6000444	Legislative District: 6,7,8
Name of person to be contact on matters involving the application (include area code): Todd Whitney		Telephone Number: 928-200-3424
Address: (include city, state, and zip code) 5515 S. Apache Avenue Suite 400 Globe, AZ 85501		Email: twhitney@gilacountyaz.gov
Programmatic Contact Name: Josh Beck		Telephone Number: 928-200-6796
Address: (include city, state, and zip code) 5515 S. Apache Avenue Suite 300, Globe AZ 85501		Email: jbeck@gilacountyaz.gov
Financial Contact Name: (if different than above) Debbie Blevins		Telephone Number: 928-402-4333
Address: (include city, state, and zip code) 5515 S. Apache Avenue Suite 300 Globe, AZ 85501		Email: dblevins@gilacountyaz.gov

DETAILED BUDGET TOTALS

	Category	Total Cost	Total Federal Contribution	Total Non-Federal Contribution
A.	Personnel/Fringe	\$290,000	\$105,000	\$185,000
B.	Travel	\$15,000	\$15,000	0
C.	Equipment =>\$5000.00			
D.	Supplies	\$2,000	\$1,000	\$1,000
E.	Contractual	\$40,400	\$36,400	\$4,000
F.	Other	\$32,600	\$32,600	\$0
G.	Indirect			
	Totals	\$380,000	\$190,000	\$190,000

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.

Michael A. Pastor Chairman BOS	Telephone Number:
Signature of Authorized Representative: 	Date Signed: 4-5-2016

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.

Position Title	Annual Salary	Annual Fringe Benefit	% of Time Devoted to Emergency Management	Non-Federal Match	Federal Match
EM/ PHEP Manager	\$61,000	\$23,000	0.5 FTE	\$21,000	\$21,000
Financial Analyst	\$38,000	\$15,200	0.5 FTE	\$13,300	\$13,300
Executive Admin Assistant	\$42,000	\$16,800	100%	\$29,400	\$29,400
Communications Specialist	\$59,000	\$23,600	100%	\$41,300	\$41,300
In-kind	\$80,000	0	100%	\$80,000	\$0
Total Personnel				\$185,000	\$105,000
Total Federal Contribution					
Total Non-Federal Contribution					

- Personnel funded by EMPG funding must participate in three annual HSEEP-compliant exercises of any type (i.e. discussion –based or operations-based) identified. Participation must be documented and submitted to ADEM prior to final reimbursement for personnel expenditures.
- Personnel funded by EMPG funding must also meet or show consistent progress towards meeting the training requirements as outlined on Page 28 of the EMPG Notice of Funding Opportunity.
- Personnel funded by EMPG funding will be required to submit a quarterly Time and Effort Reporting (TER) form along with their reimbursement request. The TER should document a minimum of one week’s activity for all EMPG-funded personnel with the quarter being submitted for reimbursement.
- Organizational Chart must be included with the application.
- Position responsibilities for all listed EMPG funded personnel must be included with application (if not previously provided).

Briefly describe Personnel expenditures, including 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.

The EM/PHEP manager handles the day to day programmatic duties for the EMPG grant. Financial Analyst coordinates all fiscal reporting for this grant. The Executive Administration Assistant and Communications Specialist completes the everyday deliverables of the EMGP grant. In Kind match hours include the training, exercise and other staff volunteer hours supporting EMPG.

B. TRAVEL

Briefly list the anticipated expenditures in the travel category, including any pre-identified conferences or meetings you are scheduled to attend. You do not need to itemize each one out; categories (i.e. regional planning meetings) will be sufficient.

International Travel Yes / No	Travel Description/Category	Anticipated Cost
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NO	Everyday regional planning meeting travel expenses	8,000
NO	PERRC/ Conference	\$3000
NO	AESA Conference	\$1,000
NO	IAEM Conference (Savannah, GA)	\$3,000
	Total Travel	\$15,000
	Total Federal Contribution	\$15,000
	Total Non-Federal Contribution	\$0

Note: All International Travel using EMPG funding requires pre-approval from FEMA Region IX. Requests should be sent to DEMA at least 45 days prior to travel to ensure the request is sent to FEMA and approved prior to the international travel.

Briefly describe Travel expenditures:

In State: Mileage is based on average mileage expenditures for daily work from 2010-2014 as a reference point. Mileage is used to support 3.0 FTE for personal vehicles to attend trainings, conferences and exercises in state, as well as grant related networking and relationship development with other EMPG response agencies. The PERRC Conference will be attended by one member of Emergency Management to continue networking with nationwide colleagues in the country and staying informed in the preparedness and other topics. AESA- statewide educational regional conference in Arizona. The IAEM conference will provide one member of EM the training and continued networking with National colleagues in many facets of emergency management.

C. Equipment

List all non-expendable equipment to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year and a cost per item of over \$5,000. (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. A list of equipment eligible under the EMPG program and the AEL categories can be found at: <http://beta.fema.gov/authorized-equipment-list>

AEL Category #	Item Description	Number of Items	Cost per Item	Total Cost of Items
Total Equipment				\$
Total Federal Contribution				\$
Total Non-Federal Contribution				\$

- All equipment purchased with EMPG funding will require inventory tracking and is subject to monitoring by DEMA/FEMA personnel.
- All communications equipment purchased with EMPG funding must adhere to SAFECOM Guidance.

Briefly explain what equipment will be purchased, including why the equipment is necessary, and what funds will be utilized to sustain the equipment:

D. Supplies

Generally, supplies include any materials that are expendable or consumed during the course of a year and cost less than \$5,000 for a single item. List items by type (office supplies/copying paper, postage, training materials, etc.) and show the basis for computation (if applicable). These supplies should be used in support of and implementation of the EMPG-eligible actions and activities conducted by your jurisdiction.

Item description	Total Cost
Training materials	\$1,000.00
Office Supplies (ie paper, postage)	\$1,000.00
Total Supplies	\$ 2,000
Total Federal Contribution	\$1,000
Total Non-Federal Contribution	\$1,000

Briefly describe Supplies expenditures: Supplies will consist of miscellaneous training materials to support classroom activities and various supplies such as paper, postage, pens and other consumables.

E. Contractual/Consultants

EMPG-eligible services may be contracted to support planning, training, and/or exercise activities. Contractual services includes the hiring of part-time or full-time temporary employees to work on specified projects but not included as part of you jurisdictional budget. All contractual services purchased with EMPG funding will require a clear, EMPG-eligible scope of work prior to the work start date.

Description of Service	Name of Organization	Number of Hours	Cost Per Hour	Cost = (Number of hours X Cost Per Hour)
Community Notification	EVEBRIDGE	1	1	18,000
Plan Review and Update	MJHMP (Contract Pending)	1	1	10,000
Plans Management	TBD	1	1	6,000
Mapping	ESRI	1	1	6,400
Total Contractual				\$40,400
Total Federal Contribution				\$36,400
Total Non-Federal Contribution				\$4,000

All contractual services must adhere to proper local, state, and federal procurement procedures. For reference, please see 2 CFR 200.318

Briefly explain what contractual services will be procured, including what procurement method will be used, why the service is necessary, and how they support your priorities and initiatives as identified in Item #1 above.

Everbridge is a community notification management tool that is currently deployed in Gila County. ESRI is a mapping platform that is already in process in Gila County. Both have been already been through the procurement process and in service at this time. The MJHMP and plans management projects will be awarded in accordance with Gila County procurement policies through the open bid process.

F. Other Costs

Please list any other items or services that do not fall under the above listed categories. This typically includes items that are non-consumable and have a per-unit cost of under \$5,000. Examples include fuel for vehicles/EOC generators, fleet services, cell phones, etc.

Description of Cost	Number of Units	Cost Per Unit	Total Cost
Fleet services			\$15,600
Utilities/ Electric			\$2,000
Communications/ telephone			10,000
Satellite phones			\$3,000
Konica-Minolta printer			\$1,000
Go-To Meeting			\$1,000
Total Other			\$32,600
Total Federal Contribution			\$32,600
Total Non-Federal Contribution			\$0

Briefly explain what other costs will be incurred, including why they are necessary, and how they support your priorities and initiatives as identified in Item #1 above.

Fleet services will consist of monthly rental, maintenance and fuel of the EM vehicle. The utilities expenditures will consist of radio towers communications systems, the communications / telephone cover the costs of phones and internet in the EOC, phone lines, county internet, and Verizon cellular phones and data services (mi-fi's). Satellite phone costs cover the redundant services of Sat. phones for the mountainous regions on Gila County in the event of a fiber optic cable interruption. The Konica-Minolta printer covers the costs of the EOC dedicated printer and maintenance. Go-to meeting is the conference line capabilities for the EOC meetings and regional business support.

G. Indirect Costs

Indirect costs are allowable under the EMPG program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. If no rate is established, agencies are eligible for the de minimus rate of 10% of personnel/fringe, travel, supplies, contractual services, and other costs; **equipment cost are NOT included.**

Select one of the following: Number of Units	Rate	Total Indirect Cost
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<input type="checkbox"/> Our jurisdiction has an approved indirect cost rate agreement with our cognizant Federal agency to charge indirect costs to this award.*		
<input type="checkbox"/> Our jurisdiction does not have an approved indirect cost rate agreement and would like to claim the de minimus 10% of personnel/fringe, travel, supplies, contractual services, and other costs as found in this application.	10%	
Total Indirect Costs		\$0
Total Federal Contribution		\$0
Total Non-Federal Contribution		\$0

*If your agency has an approved indirect cost agreement, you **MUST** include a copy of it with this application.

Narrative:

1. Provide a brief description of your jurisdiction's emergency management priorities and initiatives that will be addressed with these EMPG funds. Please also outline how expenditures will address/support gaps identified in the THIRA/SPR and/or County/Tribal hazard and risk assessment: Continue the rollout of the Everbridge community notification project county-wide, conduct the review and rewrite of the MJHMP for Gila County, and complete an exercise to support the development of the Continuity of Operations plan for Gila County. Complete the PSAP/ regional hospital and EOC communications connections using the EM VHF radio system. Complete quarterly communications drills throughout the region for redundant communications.

1a. Which Core Capabilities will your projects primarily address? Please choose 3 from the list found at: <https://www.fema.gov/core-capabilities>:

- 1. .PLANNING
- 2. .OPERATIONAL COORDINATION
- 3. .PUBLIC INFORMATION AND WARNING

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. Standard Assurances

- a. Has your EOP been updated within the last 2 years? Yes No
If yes, date: If no, date when you anticipate it will be completed:
- b. Our plan is in accordance with CPG-101 v.2: Yes or No. If No, provide explanation:

- c. Did your agency participate in the development of the State's annual Threat and Hazard Identification and Risk Assessment (THIRA)? Yes or No. If No, how will your agency accomplish this requirement and when?
- d. Does your agency establish and maintain compliance with the National Incident Management System (NIMS) requirements? Yes No
- e. Does your agency develop a multi-year Training and Exercise Plan (TEP) and/or participate in the state multi-year Training and Exercise Plan Workshop (TEPW)? Yes No. If No, how will your agency accomplish this requirement, and when?

4. Cost Match Criteria

- a. A cost match is required under the program. The Federal share that is used towards the EMPG Program budget shall not exceed 50 percent of the total budget. The subrecipient must equally match (cash or in-kind) the Federal contribution pursuant to Section 611(j) and 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121-5207). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal Funds. FEMA administers cost matching requirements in accordance with 2 CFR 200.306. To meet matching requirements, the recipient contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Briefly describe how your agency intends to match the award here: The majority of the award is a direct county general fund match, while the in-kind services will be collected as non-EMPG personnel and volunteers hours dedicated in-Kind match hours include the training, exercise and other staff volunteer hours supporting EMPG projects and goals.

- 5. **Procurement and Administrative Policies and Procedures:** Verification of internal control over and accountability for all funds, property and other assets. Source: 2 CFR 2015.21(b)(3), Equipment Management Procedures: 2 CFR 215.34(f)(1), 2 CFR 215.51, Written Travel Policy: 2 CFR 220 App A.53, 2 CFR 200 App A. D(3)(f), 48 CFR 31.205-46. These policies should be readily available for review at the time of a monitoring visit or upon request.

- a. Please provide a link to your agency procurement policy here, or:
- b. You may also provide a copy of your current procurement policy with the application.

Complete, scan and submit the EMPG Application with required supporting documentation to Diane Fernandez, EMPG Grants Coordinator at Diane.fernandez@azdema.gov not later than April 10, 2016.

Mailing Address:

Arizona Department of Emergency and Military Affairs
 Division of Emergency Management
 Grants Administration Section
 5636 E McDowell Road, Bldg 5101
 Phoenix, AZ 85008

EMPG Programmatic Contacts	EMPG Financial Contacts
Will Schulz Assistant Director, Grants Administration Will.schulz@azdema.gov Office: 602-464-6310	Renee Dudden Resource Manager, Finance Administration Renee.dudden@azdema.gov Office: 602-267-2730
Diane Fernandez EMPG Programmatic Coordinator Diane.fernandez@azdema.gov Office: 602-464-6268	Nicole Elmer Financial Grants Coordinator Nicole.elmer@azdema.gov Office: 602-267-2762