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Region IX
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FEMA

MAR 17 2020

Wendy Smith-Reeve, Deputy Director
Arizona Department of Emergency & Military Affairs
5636 E. McDowell Road
Phoenix, Arizona 85008

Dear Ms. Smith-Reeve:

FEMA Region IX's Grants Management Division has received the final Notice of Funding Opportunity (NOFO) for the FY 2020 Emergency Management Performance Grant Program (EMPG) and will use this correspondence to provide additional guidance for completing and submitting your grant application.

As outlined in the 2020 NOFO, EMPG funding is provided to assist State, local, tribal, and territorial emergency management agencies in implementing the National Preparedness System and the National Preparedness Goal of a secure and resilient nation, and to evaluate progress in building, sustaining, and delivering core capabilities.

This year, all EMPG applicants must develop and submit a Work Plan, as described in the "EMPG Work Plan" section of the Preparedness Grants Manual (PGM), which must be approved by the Regional Administrator. Prior to submission of the EMPG Work Plan, the applicant must work with the Regional Administrator to ensure that the Work Plan properly addresses regional and/or State priorities. In 2019, EMPG Work Plans addressed only training and exercise activities. In 2020, the scope of the Work Plan has been expanded to also include planning and financial management.

To facilitate reaching a consensus on priorities for your 2020 EMPG Work Plan, we have developed a matrix (see page 3 of this correspondence). This matrix highlights priorities based on the 2020 EMPG NOFO, your most recent Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) submission¹, gaps identified through joint catastrophic planning and real-world after-action reports, and the FEMA Region IX 2020 Operating Plan. My expectation is that the planning, training, and exercise activities in your Work Plan will align with priorities identified in these portions of the matrix. The matrix also highlights priorities based on

¹ With regards to the THIRA/SPR, the matrix features capabilities in the Response and Recovery mission areas where you reported you have achieved less than 40% of your planned level of capability. You have indicated it is a high priority for your state to achieve that planned level of capability, and you have identified planning, training, and/or exercise activities you intend to undertake within the next three years to address the gap between your current and planned levels of capability. As part of the phased rollout of the latest THIRA/SPR process, in 2020 states and territories will complete the SPR for the Mitigation mission area for the first time. Accordingly, in 2021 the matrix will include capabilities from the Mitigation mission area, in addition to Response and Recovery.

grants monitoring results; financial management activities in your Work Plan should align with these priorities. **FEMA Region IX understands that your 2020 EMPG Work Plan may not address all the priorities identified in the attached matrix, but it should address those most relevant to your State.**

Our goal is to work collaboratively with you to ensure we are focusing our efforts on advancing specific priorities with achievable outcomes. This means choosing priorities that are manageable and identifying measurable, meaningful outcomes for those priorities in your EMPG Work Plan that can be accomplished within the award period of performance. FEMA Region IX will work with you to help you achieve outcomes associated with approved priorities.

The process as outlined in the NOFO and PGM will require your State to report on each approved priority using the Quarterly Program Performance Reports (PPRs). These quarterly updates should present evidence of the progress you have made in achieving outcomes related to each priority. To ensure compliance, the FEMA Region IX Grants Program staff will carefully review each PPR and will not approve the document without evidence that adequate progress is being attained. If your State is not properly reporting on or working to achieve specific outcomes related to approved priorities, your FY 2020 funding could be impacted.

If due to unforeseen circumstances you are unable to meet the requirements, you must submit a written request to amend the approved Work Plan at least 30 days prior to implementing any changes. The request should present a compelling justification for not meeting requirements and indicate how funds will be reprioritized. The reprioritization of grant funds is at the Regional Administrator's discretion and could entail a decrease in FY 2020 EMPG funding.

EMPG investments related to these priorities, including activities in your Work Plan, should address gaps and sustainment needs identified in your most recent THIRA/SPR. Your Integrated Preparedness Plan (formerly the Multi-Year Training and Exercise Plan) should also reflect these priorities and align with your EMPG Work Plan, with planning, training and other efforts to build and sustain capability in these areas scheduled and conducted prior to exercises to validate those capabilities. As in FY 2019, your exercises should be designed to test and validate plans related to these priorities. Your 2020 SPR submission should also, as applicable, describe your efforts to build and sustain capabilities related to these priorities and quantify the impact of those efforts. FEMA RIX staff would like to schedule a conference call with you on Thursday, March 19, 2020 at 1:00 p.m. PDT to collaborate with the State to ensure these priorities are addressed at the local levels. Please confirm if this is an acceptable date and time.

PRIORITY MATRIX

PLANNING, TRAINING, AND EXERCISE PRIORITIES		
STATE	EMPG PRIORITIES	THIRA/SPR HIGH PRIORITY GAPS
AZ	<ul style="list-style-type: none"> • Logistics – Distribution Management Planning • Evacuation Plan/Annex • Disaster Financial Management • Catastrophic Disaster Housing • Resilient Communications 	<ul style="list-style-type: none"> • On-Scene Security, Protection, and Law Enforcement – Provide security and law enforcement services to responders and the public • Mass Search and Rescue Operations – Conduct search and rescue operations • Critical Transportation – Clear critical roads
	JOINT CATASTROPHIC PLANNING/AAR GAPS	FEMA REGION IX OPERATING PLAN PRIORITIES
	<ul style="list-style-type: none"> • Supply Chain Integrity and Security (Regionally Cascading) • Housing • Economic Recovery 	<ul style="list-style-type: none"> • Housing • Power Restoration • Debris Removal
	FINANCIAL MANAGEMENT PRIORITIES	
GRANTS MONITORING RESULTS		
<p>Per the FY 2019 Monitoring Results Letter, ADEM will need to strengthen internal controls to ensure grant funds are expended on approved purchases and meet Federal reporting requirements.</p>		

FEMA Region IX will continue to provide technical assistance to enable applicants to address the priorities for a successful application submission. We look forward to working with you and your staff. If you have any questions, please contact me or Paulene Graham-Melvin, Director, Grants Management Division at paulene.graham@fema.dhs.gov or (510) 627-7082, or Dante Randazzo, Director, National Preparedness Division at dante.randazzo@fema.dhs.gov or (202) 679-7431.

If, due to the coronavirus and related impacts, you are unable to address the above guidance in your 2020 EMPG application before the April 15, 2020 deadline, you are requested to submit the SF 424 and SF 424A forms in Grants.gov and ND Grants as indicated in the NOFO. Upon receipt of the abbreviated application, the Grants Management Division will release the application back to you for completion and resubmission in ND Grants by **May 15, 2020**.

Sincerely,



Robert J. Fenton
 Regional Administrator