

Emergency Management Performance Grant (EMPG) Federal Fiscal Year 2016

LOCAL PROGRAMMATIC GUIDANCE

Catalog of Federal Domestic Assistance (CFDA) Number

97.042

CFDA Title

Emergency Management Performance Grant (EMPG) Program

Summary

The Emergency Management Performance Grant (EMPG) Program provides federal funds to assist state, local, tribal and territorial governments in preparing for all hazards, as authorized by Section 662 of the *Post Katrina Emergency Management Reform Act* (6 U.S.C. § 762) and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (42 U.S.C. §§ 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions. The FY 2016 EMPG will provide federal funds to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's (the Goal's) associated mission areas and core capabilities. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

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The 2016 EMPG Performance Period

Period of Performance Start Date: July 1, 2016 and ending June 30, 2017

Program Priorities and Grant Special Conditions/Grant Assurances

The EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the Goal. Jurisdictions receiving EMPG Program funds are required to work towards completion of all tasks identified and submitted in the 2016 EMPG Application. In addition, all participants are required to submit quarterly progress reports describing achievements toward the quarterly goals identified in the Work Plan and any other emergency management program activities, as well as providing detailed financial accounting of program expenditures.

Failure to comply with EMPG Program requirements may result in reduction of annual funding and possible reduction in the current year's award allocation.

Participation in exercises and completing ongoing training are integral components of an emergency management program.

Alignment of the EMPG Program to the National Preparedness System (NPS)

The Nation utilizes the NPS to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal).

Using the core capabilities, the FY 2016 EMPG Program supports the achievement of the Goal by:

- Prevent a threatened or an actual act of terrorism;
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigating the loss of life and property by lessening the impact of future disasters;
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Reporting on the Implementation of the National Preparedness System (NPS)

Identifying and Assessing Risk and Estimating Capability Requirements

In order to qualify for EMPG Program funding, all recipients shall develop and maintain a Threat and Hazard Identification and Risk Assessment (THIRA), which informs and supports the State Preparedness Report (SPR). *Only one THIRA submission from each State will be accepted. One comprehensive report will be submitted to FEMA no later than December 31, 2016.*

- *** Grant sub-recipients are required to participate in the development of the State's annual Threat and Hazard Identification and Risk Assessment (THIRA) and/or Tribal partners can chose to independently develop and submit a Threat and Hazard Identification and Risk Assessment and submit directly to DHS/FEMA by December 31, 2016.**
- The THIRA Workshop is conducted in partnership with the Arizona Department of Homeland Security (AZDOHS).
- For jurisdictions and Tribes who do not wish to participate in the State THIRA, a guide on how to complete a THIRA is available at <https://www.fema.gov/threat-and-hazard-identification-and-risk-assessment>.

Building and Sustaining Capabilities

EMPG Program recipients should ensure that grant funding is utilized to sustain critical core capabilities within the NPS that were funded by past EMPG Program funding cycles.

- New capabilities should not be built at the expense of maintaining current and critically needed core capabilities.
- If new capabilities are being built utilizing EMPG Program funding, recipients must ensure that the capabilities are able to be deployable outside of their community, where applicable, to support regional and national efforts or otherwise shareable with regional partners and aligned with a capability target identified in the THIRA or a capability gap identified in the SPR. All capabilities being built or sustained must have a clear linkage to one or more core capabilities in the Goal.

NIMS Implementation

Recipients receiving EMPG funding are required to implement the (NIMS) National Incident Management System, and EMPG funds may be used to meet the requirements described below. NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, and response, mitigation, and recovery. FY 2016 EMPG recipients must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Planning Requirements

All EMPG Program recipients shall maintain, or revise as necessary, jurisdiction-wide, all threats and hazards emergency operations plans (EOPs) consistent with the CPG 101 v.2, which serves as the foundation for State, local, tribal, and territory emergency planning. CPG 101 v2 can be found at <https://www.fema.gov/media-library/assets/documents/25975>. Recipients must update their EOP at least once every two years.

In building future EOPs, planners should anticipate the increasing complexity and decreasing predictability of the future operating environment. These efforts should actively use strategic foresight, including the multiple driving forces of change and the associated evolving strategic needs shown in FEMA's *Crisis Response and Disaster Resilience 2030 Report*. The Report can be found at <http://www.fema.gov/strategic-planning-analysis-spa-division/strategic-foresight-initiative>.

Reporting:

- Recipients will report EOP compliance with CPG 101 v2 in the SPR.

Training and Exercise Requirements

Recipients should develop long-term training and exercise priorities that examine, validate and/or address capability targets identified through their annual THIRA and or capability gaps identified through their annual SPR. Recipients should also review and consider areas for improvement identified from real-world events and exercises, and national areas for improvement identified in the most recent National Preparedness Report when developing exercise priorities. * **Develop a multi-year Training and Exercise Plan (TEP) and/or participate in the state multi-year Training and Exercise Plan Workshop (TEPW).**

- The State's annual TEP workshop is conducted in partnership with the Arizona Department of Health Services (ADHS). To find out when the next scheduled workshop is, please contact the DEMA Exercise Branch Manager at 602-464-6218 or Exercises@azdema.gov.

- In addition to training activities aligned to and addressed in the TEP, all EMPG Program funded personnel shall complete the following training requirements and record proof of completion: National Incident Management System (NIMS) Training, IS 100, IS 200, IS 700, and IS 800, and other Independent Study courses identified in FEMA Professional Development Series or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at sponsored State, local, tribal, territorial, regional or other, designated location. Previous versions of the IS courses meet the NIMS training requirement. A complete list of the Independent Study Program Courses may be found at <http://training.fema.gov/is>. For information and/or support with training, please contact the AZDEMA Training Branch at (602)464-6210.

All recipients will develop and maintain a progressive exercise program, consistent to the degree practical, (HSEEP) with Homeland Security Exercise and Evaluation Program in support of the of the National exercise program (NEP) .

Reporting:

- 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. Confirmation of exercise participation should be reported on your agency's Quarterly Program Activity reports.
- Copies of the completed TEP should be mailed to the ADEM Exercise Branch Manager with a copy of the current year schedule to the EMPG program coordinator.
- Personnel funded by EMPG funding must also meet or show consistent progress towards meeting the training requirements as outlined on page 28 of the NOFO. Copies of EMPG funded personnel training certificates/transcripts should be mailed to the EMPG Program Coordinator.

Strengthening Governance Integration

DHS preparedness grant programs are intended to support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery that are necessary to prepare for incidents that pose the greatest risk to the Nation's security. Each program reflects the Department's intent to build and sustain an integrated network of national capabilities across all levels of government and the whole community. Disparate governance structures must be integrated and refined to ensure resources are targeted to support the most critical needs of a community based on risk driven, capabilities-based planning. Strong and inclusive governance systems better ensure that disparate funding streams are coordinated and applied for maximum impact.

DHS requires that all governance processes that guide the allocation of preparedness grant funds adhere to the following guiding principles:

- *Coordination of Investments* – resources must be allocated to address the most critical capability needs as identified in their SPR and coordinated among affected preparedness stakeholders.
- *Transparency* – stakeholders must be provided visibility on how preparedness grant funds are allocated and distributed, and for what purpose.
- *Substantive Local Involvement* – the tools and processes that are used to inform the critical priorities which DHS/FEMA grants support must include local government representatives. At the State and regional level, local risk assessments must be included in the overarching analysis to ensure that all threats and hazards are accounted for.
- *Flexibility with Accountability* – recognition of unique preparedness gaps at the local level, as well as maintaining and sustaining existing capabilities.
- *Support of Regional Coordination* – recognition of inter/intra-State partnerships and dependencies at the State and regional level, and within metropolitan areas.

Post Award Requirements and Grant Administration

Issuance of Grant Agreement

Upon final review and approval of the grant sub-recipients FY2016 application, a grant agreement will be generated and sent to the grant sub-recipients along with any special conditions. When the grant agreement has been signed and returned, the grant agreement will be signed and dated by the AZDEMA Director and a copy forwarded to the grant sub-recipients for their records. Receipt of the signed grant agreement is the authorization of the grant sub-recipients to initiate their project as well as obligate grant funds. Any costs incurred prior to issuance of the grant agreement may not be reimbursed.

Grant Performance Period

The performance period for the FY2016 EMPG sub-grants can be found on the grant agreement for each grant sub-recipients' specific award. Note that all costs must be incurred within the period of performance to include receipt and installation of all equipment. No funds may be spent on activities or costs that occur outside of the defined grant performance period.

Quarterly Reporting Requirements and Demonstrating Progress

In accordance with pass-through requirements with the EMPG, AZDEMA is required to track quarterly progress of the grant. Grant recipients will be monitored periodically by AZDEMA both programmatically and financially, to ensure that the project goals, objectives, timelines, budgets and other related program criteria are being met. The Work Plans that are created and submitted with your application are the mechanism that allows this tracking. As such, regardless of whether you are requesting quarterly funds, you are required to submit your work plan updates quarterly to indicate the progress that has been made during the quarter. This process shall be repeated until either the project is complete or EMPG funds have been exhausted.

Quarterly reports must be filed in two-parts for each reporting period:

1. A Quarterly Program Activities Report to document grant related activities undertaken by the jurisdiction during the reporting period. Quarterly Program Activities Reports can be e-mailed to the EMPG Program Coordinator, Diane Fernandez at diane.fernandez@azdema.gov. Jurisdictions are expected to complete and report progress of the overall set of tasks, priorities, and initiatives outlined in their approved Annual Work Plan during each quarter of the fiscal year. Deadlines for the Quarterly Program Activities Reports are:
 - July 1st – September 30th *due* October 15, 2016
 - October 1st – December 31st *due* January 15, 2017
 - January 1st – March 31st *due* April 15, 2017
 - April 1st – June 30th *due* July 15, 2017
2. A Quarterly Financial Expenditure Report that documents requests for reimbursement and the expenditure of grant funds. **Quarterly Financial reports must be mailed to the EMPG Finance Coordinator, Nicole Elmer at DEMA Resource Accounting/Finance and contain original signatures.** Please mail them in time to arrive by the due date as indicated below. Post marked packets sent by the due date are accepted. Deadlines for Quarterly Financial Expenditure Reports are:
 - July 1st – September 30th *due* October 30, 2016
 - October 1st – December 31st *due* January 30, 2017
 - January 1st – March 31st *due* April 30, 2017
 - April 1st – June 30th *due* July 30, 2017

Use the designated activities report forms to document all EMPG program activities for each reporting period. For the Quarterly Progress Activity report: Recipients are expected to complete and report on the priorities, initiatives, and grant activities as outlined in their approved work plan using the standard template provided by AZDEMA. The report

must address activities for all Performance Standards. The report should have detailed narrative as to what has been accomplished during grant period in the following areas:

- Reporting maintenance and progress of NIMS adoption and implementation activities
- Recipient complies with SPR/THIRA update requirements
- Content of EMPG Work Plan supports the State/territory advancing “Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from and mitigate against any terrorist attack or natural disaster
- Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to AZDEMA’s Training and Exercise Branch
- Conduct or Participate in All-Hazard Exercises
 - Emergency management programs funded through the EMPG should conduct or participate in exercises on a regular basis. Jurisdictions should coordinate with AZDEMA prior to conducting an exercise. Following any local all-hazard exercises the Arizona AZDEMA Exercise After-Action Report-Improvement Plan (AAR-IP) should be submitted to the AZDEMA exercise officer with the next quarterly progress report, if not sooner. The current reporting form is available and may be requested from the AZDEMA exercise branch manager.

Communities that experience a state or federally declared disaster event during the grant performance period shall be considered to have satisfied this requirement and an AAR-IP must be submitted for the disaster.

- Participation in the state multi-year Training and Exercise Plan Workshop (TEPW)
- Implementation of Presidential Policy Directive (PPD)-8. These activities include continued development and sustainment of core capabilities needed to close gaps and strengthen the State of Arizona’s preparedness

Failure to update programmatic activities/work plans for each quarter will result in delayed reimbursement of cash requests. Additionally, egregious or repetitive lack of progress towards completion of grant funded activities will result in de-obligation of funds. Any de-obligated funds will be reprogrammed by the state to projects that can be completed within the period of performance. In the event that a “supplemental” funding opportunity through the FY2016 EMPG is made available, only grant sub-recipients that have met the quarterly report requirements of this section will be eligible to apply for supplemental funds.

Source Documentation

AZDEMA requires that accounting records be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc. As such, AZDEMA requires that grant Sub-recipients have source documentation available prior to requesting cash reimbursement. Proper documentation for select items is as follows:

- Travel costs 2 CFR 200.474
 - Copy of the government unit travel policy
 - Receipts/documentation as required by travel policy
 - Justification and/or approval from government entity for overage in per diem rates, etc.
 - International Travel must be pre-approved by FEMA and pass-through entity
- Personnel costs/Time and Effort documentation
 - Time and effort personnel documentation for all individuals reimbursed under the award must submit a statistical sampling reports reflecting allowable work.
 - These samplings are required once per quarter as requested by the Pass-through Entity.
 - These samplings must be signed by the employee as certification that the report is accurate and an after the fact determination of the total activity for the reporting period being sampled.
 - Proof of payment
- Professional and Contractual costs 2 CFR 200.231, 200.326, and 200.323
 - The type of service to be rendered must be described.

- For individual consultants
 - Must describe the hourly, daily, or weekly base rate given.
 - Are rates allowable, justified, reasonable, and comparable to market?
 - The procurement method must be described.
- Maintenance costs are allowable and must support the EMPG program accordingly.
- Equipment costs 2 CFR 200.439
 - Capital Equipment purchases requires pre-approval
 - Equipment items must be specified by unit and costs
 - Procurement method must be described
 - Copy of procurement policy may be requested
 - Must explain how the equipment relates to the programmatic goals, and supports the building or sustainment of the core capabilities as outlined in the goal
 - Detailed justification in the Work Plan required and/or will be requested
 - Invoice (not quote) for equipment purchased
 - Documentation that equipment is received on site and installed as necessary
 - Installation of equipment be described and may require an EHP application.
- Meeting costs
 - Agenda/Course Description
 - Attendance roster
- Supply costs 2 CFR 200.314
 - Supplies should be listed separately, best guess list.
 - Is the basis of the cost reasonable?

Procurement 2 CFR 200.318

The procurement process is one of, if not the most, scrutinized aspect of the federal grant programs. The emphasis on how procurements are made is based from the 2 CFR 200.318 – 200.324 requirements that “all procurement transactions be conducted accordingly. Additionally, grant sub-recipients must ensure that they meet the procurement requirements of the Arizona Revised Code and local procurement regulations. All grant sub-recipients are strongly urged to seek out their procurement department/individual to seek guidance on implementing the grant requirements into the procurement of any grant funded item or service.

Grant Sub-recipients will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.

Grant sub-recipients should note that the following situations are considered to be restrictive of competition and should be avoided:

- Placing unreasonable requirements on firms in order for them to qualify to do business,
- Requiring unnecessary experience and excessive bonding,
- Noncompetitive pricing practices between firms or between affiliated companies,
- Noncompetitive awards to consultants that are on retainer contracts,
- Organizational conflicts of interest,
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance of other relevant requirements of the procurement, and
- Any arbitrary action in the procurement process.

Grant sub-recipients will maintain records sufficient to detail the significant history of any procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Grant sub-recipients alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Equipment 2 CFR 200.313 and Supplies 2 CFR 200.314

Utilization of EMPG funds for equipment purchases requires that grant sub-recipients maintain specific documentation on each item through its useful life until final disposition occurs. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

- Property records must be maintained that include:
 - A description of the property,
 - A serial number or other identification number,
 - The source of property,
 - Who holds title,
 - The acquisition date, and cost of the property,
 - Percentage of Federal participation in the cost of the property,
 - The location, use and condition of the property, and
 - Any ultimate disposition data including the date of disposal and sale price of the property.
- A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- Adequate maintenance procedures must be developed to keep the property in good condition.
- If the grant sub-recipients is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

When the equipment is no longer needed for the original project and/or has outlasted its useful life, 2 CFR 200.313 prescribes the following requirements for final disposition:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
- Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency (FEMA through DEMA) shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
- In cases where a recipient or grant sub-recipients fails to take appropriate disposition actions, the awarding agency may direct the recipient or grant sub-recipients to take excess and disposition actions.

Supplies as defined as tangible personal property other than “equipment” for used in this guidance have a disposition requirement when the residual value of the combined unused inventory exceeds \$5,000. In cases where this may occur, the awarding agency is entitled to its share of the value of the remaining inventory.

Changes/Amendments

Per 2 CFR 200.308, grant sub-recipients must submit a formal written request and obtain the prior approval of the pass-through/awarding agency in any case where a change is to be made to the scope of the project, regardless of budget impact. AZDEMA will require all grant sub-recipients to request an amendment/budget modification and approval prior to costs being incurred for the item(s) to be changed. Costs incurred prior to appropriate actions being taken to modify and approve the budget may result in costs being denied for reimbursement. If adjustments, corrections or revisions need to be made to a work plan, please contact your Grants Specialist for assistance.

An amendment form is available upon request. Amendments/budget modifications are processed through the DEMA Grant Administration Office and they are due no later than March 1 of each grant fiscal year. Amendments should be submitted for:

- Change in scope or objectives of project
- Change of authorized official or key personnel
- Disengagement for more than 3 months or 25% reduction in time, of approved project director or lead.

EMPG Grant: Monitoring, Remedies for Noncompliance, Termination, and Closeout Requirements

Monitoring 2 CFR 200.328

AZDEMA is responsible for managing the day-to-day operations of grant and sub-recipient supported activities and must monitor grant and sub-recipient supported activities to assure compliance with applicable Federal requirements. The monitoring process is a tool that ultimately ensures a strong grant administration and management structure. AZDEMA utilizes a monitoring program that includes a desk review process and on site monitoring visits. Desk reviews are conducted through the budget and reimbursement approval processes. The review will evaluate specific costs and fiscal/grant activities, to include programmatic achievements, within any open or recently closed grant. The review may also include the inspection of Equipment purchased with grant funds, review of grant files and administrative processes.

All on site monitoring of this grant will be coordinated with the grant sub-recipients with ample advance notification.

- AZDEMA will schedule visits in advance with each grant sub-recipient.
- One or more AZDEMA EMPG Grant/Program and Fiscal Staff will conduct site visits.
- AZDEMA will provide a pre-site visit checklist.
- AZDEMA will provide the results with any follow-on actions if required.
- AZDEMA will provide guidance to support the grant sub-recipients success in all aspects of the program.
- Grant sub-recipients must meet all FEMA monitoring requirements

Elements for Programmatic Review are:

- Reporting maintenance and progress of NIMS adoption and implementation activities
- Recipient complies with SPR/THIRA update/requirements
- Content of EMPG Work Plan supports the State/territory advancing “Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from and mitigate against any terrorist attack or natural disaster
- Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to AZDEMA’s Training and Exercise Branch
- Participation in the state multi-year Training and Exercise Plan Workshop (TEPW)
- Implementation of Presidential Policy Directive (PPD)-8. These activities include continued development and sustainment of core capabilities needed to close gaps and strengthen the State of Arizona’s preparedness
- Accomplishments documented in work plan are validated and verified.

Elements for Financial Review are:

- Sub-recipient’s processes and procedures meet the requirements of OMB Circular A-133
- Sub-recipient maintains a file that includes supporting documentation identified in the Source Documentation section under Quarterly Reporting Requirements & Demonstrating Progress.
- Sub recipient has source documents demonstrating quarterly Time & Effort reports.
- Review of position description from the sub recipient’s Human Resource office for positions funded by EMPG.
- Review of documentation accounting for any equipment purchased with EMPG funds.

For additional information, a comprehensive list of Monitoring rules can be found in 2CFR 200.328.

Remedies for Noncompliance 2 CFR 200.338

In accordance with 44CFR 200.338, if a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in § 200.207 Specific conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances:

- a. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- b. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- c. Wholly or partly suspend or terminate the Federal award.
- d. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- e. Withhold further Federal awards for the project or program.
- f. Take other remedies that may be legally available. AZDEMA, in taking any enforcement action, will provide the grant sub-recipients an opportunity for an appeal or other administrative proceeding to which the grant sub-recipients is entitled. The process for appealing a decision is outlined below.

Termination 2 CFR 200.339

In accordance with 2 CFR 200.339, any award under the EMPG program may be terminated due to non-compliance. Before suspending or terminating funding, AZDEMA will provide the grant sub-recipients reasonable notice of its intent to impose any measure and will make efforts to resolve the problem informally.

Closeout 2 CFR 200.343

AZDEMA conducts a comprehensive closeout procedure in compliance with 2 CFR 200.343. Any issues that remain unresolved at closeout may be subject to termination or de-obligation to adhere to performance period requirements.

Availability of Public Records

Arizona's public records law generally requires disclosure of information.

Applicants are encouraged to consult state and local laws and regulations and discuss these requirements with their legal counsel. Recipients should be familiar with the regulations governing protected critical infrastructure information (6 C.F.R. Part 29) and sensitive security information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

Record Retention

Grant sub-recipients are required to retain all grant-related documentation for three years after the close of the federal grant program. ***AZDEMA will provide notification of grant closure date when it occurs.***

Audits

The Grant sub-recipients EMA is accountable for the use of funds under the EMPG program. The Grant sub-recipients EMA must maintain records that adequately identify the sources and application of funds provided for financially assisted activities. Actual expenditures or outlays will be compared with budgeted amounts to determine if the expenditures qualify as a reimbursable expense under the EMPG. This documentation is subject to review at any given time through the record retention period by state or federal auditors as well as EMA officials.

Appeals

The sub-recipients may appeal funding decisions of DEMA to the Director of AZDEMA. Appeals must be received in writing by the Director within 30 days of the receipt of the decision. The Director will have 60 days in which to review the decision and supporting materials and will notify the county of the decision in writing.

No appeals or retroactive approval of an item or service already procured will be considered if not sent within 30 days of the end of the federal fiscal year in which the procurement was made. This will provide sufficient time for review prior to the end of the fiscal year.

Key Points of Contact

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