

Arizona's Process for Declaring an Emergency Eligible Applicants, Work, Costs and Reimbursement Process

If a situation becomes above and beyond the physical or financial capability of the state or a political subdivision(s) of the state, then the Governor may declare an emergency to exist in the State of Arizona, or specific impacted political subdivisions. The steps are as follows:

1. A recommendation and draft declaration are sent from the Director, Department of Emergency and Military Affairs (DEMA), to the Governor as to declare or not to declare.
2. The Governor's authority allows for a maximum of \$200,000 from the Governor's Emergency Fund to be allocated to the declared emergency as per A.R.S. § 35-192(F)(2).
3. After the Governor declares, DEMA, Division of Emergency Management (ADEM) administers the recovery process.
4. If the state's cost share commitment exceeds the Governor's allocation of \$200,000, then the State Emergency Council is convened to request allocation of the additional funds as per A.R.S. § 35-192(F)(2).

If the emergency warrants a federal declaration, ADEM prepares the letter for the Governor to submit to the President through the Federal Emergency Management Agency (FEMA), Region IX.

Eligible Applicants are State Agencies & Political Subdivisions

Political Subdivision means any county, incorporated city or town, or school, community college or other tax-levying public improvement district.

Eligible Work is based on the following criteria:

- (A) It must be a direct result of the declared disaster.
- (B) Located within the designated disaster area.
- (C) It must be the legal responsibility of the eligible applicant.

Eligible Costs must be:

- (A) Reasonable and necessary to accomplish the work.
- (B) Compliant with State and local procurement procedures.
- (C) Reduced by all applicable credits such as insurance proceeds or salvage values.
- (D) Not all costs incurred in responding or recovering from a declared event are considered eligible for reimbursement under the Public Assistance Program.

The eligible costs apply to those direct costs incurred such as labor, equipment, materials or contracts awarded for the performance of eligible work. Title 8. Emergency and Military Affairs, Chapter 2. Department of Emergency and Military Affairs Division of Emergency Management Supp.03-1, section 313 describes Allowable Claims Against the Fund for a State declared event.

Reimbursement

ADEM is responsible for management of the monies appropriated from the Governor's Emergency Fund for declared disasters. The ADEM Recovery Section will meet with eligible applicants that will incur costs, to provide details of eligibility and reimbursement. The Public Assistance Program is a reimbursement program; the eligible cost(s) must be incurred/expended before they can be reimbursed. The eligible applicant can periodically request reimbursement of funds from the State for funds that have been incurred or expended. The eligible applicant shall comply with cost-sharing requirements of State disaster assistance; specifically, that State assistance is limited to 75% of eligible expenditures for Political Subdivisions and 100% of eligible expenditures for State Agencies. When a project is complete the State performs final inspections and audit.