



May 20, 2025

Francisco Ceballos  
Emergency Management Program Coordinator  
Office of the County Manager  
Washoe County  
5195 Spectrum Boulevard  
Reno, NV 89512

RE: Letter of Intent to Award Federal Fiscal Year 2025 Emergency Management Performance Grant Funds

Greetings,

The Nevada Division of Emergency Management (NV DEM) is pleased to inform you of our intent to award Federal Fiscal Year (FFY) 2025 Emergency Management Performance Grant (EMPG) funding to Washoe County, Nevada.

We anticipate your award will be comparable to the FY 2024 allocation of \$86,272.17. Once FEMA releases the official Notice of Funding Opportunity (NOFO), we will provide the exact award amount and any updated requirements.

#### Grant Performance Periods

- Overall Grant Period: October 1, 2024 – September 30, 2026
- Personnel Reimbursement Period: October 1, 2024 – September 30, 2025

*All expenditures and reporting must be completed within the respective performance periods to be eligible for reimbursement. Adherence to these dates is a condition of the award.*

#### Minimum Requirements for EMPG Subrecipients

To remain eligible and in compliance with EMPG requirements, subrecipients must:

- Emergency Manager: Employ or designate a full- or part-time Emergency Manager.
- Emergency Operations Plan (EOP): Maintain a current EOP, updated at least once every two years.
- NIMS Compliance:
  - Jurisdiction must adopt the National Incident Management System (NIMS).
  - EMPG-funded personnel must complete FEMA courses: IS-100, IS-200, IS-700, and IS-800.
- Hazard Mitigation Plan: Maintain a current, FEMA-approved hazard mitigation plan.
- Exercise Participation: Ensure EMPG-funded personnel participate in at least three exercises per year.
- Quarterly Reporting: Submit Quarterly Progress Reports (QPRs) and Quarterly Financial Reports (QFRs) as required.



- Cost Share: Provide a 50% non-federal match (cash or in-kind contributions).
- Eligible Activities: Use funds for planning, personnel, training, equipment, and exercises.
- Federal Compliance: Comply with all applicable requirements under 2 CFR Part 200.

This Letter of Intent is provided to assist Washoe County in initiating any internal approval processes necessary to accept the upcoming award.

We anticipate that the official FFY 2025 EMPG award will be finalized and available for acceptance by mid-November 2025.

If you have any questions or if we can be of assistance, please contact the Nevada Division of Emergency Management, at (775) 687-0300.

Best Regards,

Susan Coyote  
Emergency Management Programs Manager/Grants