



June 7, 2024

Kelly Echeverria
Washoe County Emergency Management
5195 Spectrum Blvd.
Reno, Nevada 89512

RE: Letter of Intent to Award Federal Fiscal Year 2024 Emergency Management Performance Grant Funds

Dear Ms. Echeverria:

This letter is to inform you of the Nevada Division of Emergency Management's (NDEM) intention of awarding the Fiscal Year 2024, Emergency Management Performance Grant (EMPG) award in the amount of \$86,272.17.

The grant performance period will be October 1, 2023, through September 30, 2025. The performance period for the personnel category will be October 1, 2023, through September 30, 2024. The grant performance period is a condition of the upcoming grant award. All grant expenditures and reporting must be completed by the end of the grant performance period, as stated above, to receive reimbursement. All jurisdictions *must* be compliant with the following criteria:

- Must employ an Emergency Manager (full or part-time)
- Have an Emergency Operations Plan (EOP), updated at least once every two years.
- Have legally adopted NIMS.
- Must have appointed an Emergency Management Function.
- Annual participation with the State Threat and Hazard Identification and Risk Assessment (THIRA)
- 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.
- All EMPG funded personnel shall participate in no fewer than three exercises in a 12-month period.
- A FEMA approved Hazard Mitigation Plan is required for all sub-grantees

As indicated in the application, City of Reno Emergency Management will complete the following program activities:

- Personnel
- Consultant/Contract
- Travel
- Supplies/Operating
- Equipment



This letter of intent is to assist local and tribal jurisdictions to work through their internal grant approval process, as well as the close of the fiscal year.

The Federal Fiscal Year 2024 EMPG grant was released on April 16, 2024. Our application will be submitted to the Federal Emergency Management Agency (FEMA) on June 24, 2024, and the state's award *should* be received by NDEM by September 30, 2024. Sub-grantee awards will be issued within 45 days of receipt by NDEM.

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
SC/ZE

CC:DEM Grant File