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# BORDER FUND PROCESS



## 1 APPLICATION

Eligible recipients submit an application with a detailed scope of work.



## 2 TECHNICAL REVIEW

Application is reviewed by the technical review panel to identify appropriateness and alignment with strategic intent of the fund.



## 3 AWARD LETTER

After the panel completes final review and approves the recipient's application, DEMA generates the Border Security Fund conditional award letter to notify awardee that an agreement is forthcoming.

## 4 TERMS & CONDITIONS

An agreement outlining the terms and conditions of the funding is drafted by DEMA and sent to the recipient for review.



## 5 SIGNED AGREEMENT

Recipient will sign the agreement and return to DEMA.



## 6 DEMA ACKNOWLEDGEMENT

DEMA will sign and return the agreement to the recipient.



## 7 RECEIPT OF AGREEMENT

Receipt of the signed agreement conveys authorization for the recipient to initiate their projects as identified in the approved application.

- The agreement identifies a period of performance for all eligible activities and purchases need to be completed.
- Recipients provide DEMA with quarterly programmatic and financial reports .



## 8 REIMBURSEMENT REQUEST

Recipients can request quarterly reimbursement or final reimbursement at the end of the performance period or the completion of the project.

- Expenditures eligible for reimbursement must be authorized according to; the application, award letter and agreement.

