



STATE OF ALASKA
Division of Homeland Security and Emergency Management
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
PROGRAM

NARRATIVE PROGRESS REPORT

The information provided will be used by the grantor agency to monitor grantee performance and project implementation to ensure proper use of federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed on time as required. The Narrative Progress Report must support the expenditures in the Financial Progress Report.

1. GRANTEE NAME AND ADDRESS <Jurisdiction> <Address> <City, State ZIP>	2. STATE GRANT NUMBER	3. REPORT NO.
	4. REPORTING PERIOD (Dates) From: _____ To: _____	
5. SHORT TITLE OF PROJECT: Use one form per program	6. GRANT AMOUNT \$ _____	7. TYPE OF REPORT <input type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> SPECIAL REQUEST

8. COMMENCE NARRATIVE REPORT HERE

Mandatory reporting items: Summarize quarterly activity below for each task. Each field will expand as necessary. Attach supplemental documentation or pages for additional comments as needed.

1. Public Education Additional commentary or supplemental information is attached.

Identified Goals for this Quarter (Please copy from Work Plan):

Quarter Activity Summary:

2. Improve Emergency Planning Additional commentary or supplemental information is attached.

Identified Goals for this Quarter (Please copy from Work Plan):

Quarter Activity Summary:

3. Conduct All-Hazard Exercises The After Action Review submitted to the DHS&EM Exercise Officer.
 Additional commentary or supplemental information is attached.

Identified Goals for this Quarter (Please copy from Work Plan):

Quarter Activity Summary:

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<p>4. Emergency Management Training <input type="checkbox"/> Additional commentary or supplemental information is attached.</p> <p>Identified Goals for this Quarter (Please copy from Work Plan)::</p> <p>Quarter Activity Summary:</p>

<p>5. Improve Local/Regional Coordination <input type="checkbox"/> Additional commentary or supplemental information is attached.</p> <p>Identified Goals for this Quarter (Please copy from Work Plan):</p> <p>Quarter Activity Summary:</p>
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<p>6. Additional Related Activity <input type="checkbox"/> Additional commentary or supplemental information is attached.</p> <p>Identified Goals for this Quarter (Please copy from Work Plan):</p> <p>Quarter Activity Summary:</p>
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<p>9. SIGNATURE OF PROJECT MANAGER</p> <p>Signatory Official Signature</p>	<p>10. NAME AND TITLE OF PROJECT MANAGER</p>
<p>11. CERTIFICATION BY GRANTEE: I certify that the activities conducted are aligned with <i>State Homeland Security Strategy</i> goals and objectives, <i>Homeland Security Exercise Evaluation Plan</i> requirements, the project plan as stated in the Application and/or Scope of Work, comply with grant program guidelines, and have received DHS&EM pre-approval where required.</p>	<p>12. DATE</p>

INSTRUCTIONS FOR DOCUMENTATION AND COMPLETION OF QUARTERLY NARRATIVE PROGRESS REPORTS

Grantees are required to submit Quarterly Narrative Progress Reports on project activities and accomplishments as provided in the project Annual Work Plan (Scope of Work) or application narrative. Progress reports shall compare actual accomplishments to the objectives established for the reporting period in the project timeline, report reasons for deviations, and justification for a timeline adjustment. Include any significant events or activities. The Quarterly Narrative Progress Report must support expenditures in the Quarterly Financial Progress Report. **A Quarterly Narrative Progress Report is required whether or not any grant activities occurred during the period.**

This form shall be used to report on the Emergency Management Performance Grant (EMPG) Program.

- Date Due.** Reports are due on a quarterly basis as scheduled below for the performance period of the grant. Refer to the Obligating Award Document regarding “Reimbursements” and “Penalties for Non-Compliance” regarding delinquent reports.

Number of Scheduled Reports Due	Performance Period Covered	Narrative and Financial Progress Report Due Dates
1	January 1 – March 31	April 20
2	April 1 – June 30	July 20
3	July 1 – September 30	October 20
4	October 1 – December 31	January 20
5 (Final)	January 1 – December 31	February 15

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

- Submission.** Submit the report with original signatures to the address below. The report or supplemental signed documentation may be faxed or sent electronically for expediency, if promptly followed by the report with original signatures.

Alaska Division of Homeland Security and Emergency Management	<u>General Telephones</u>
Attention: State Administrative Agency Point of Contact	Phone: (800) 478-2337
PO Box 5750	Phone: (907) 428-7000
Fort Richardson, AK 99505-5750	FAX: (907) 428-7009

- Grant Administration and Project Management:** Grant information along with DHS&EM points of contacts is available by visiting the website at www.ak-prepared.com/grants.htm.
- Form and Execution.** Grantees shall use this form as a face sheet. Use one form per report per grant program. Attach additional pages as needed. The Quarterly Narrative Progress Report shall be signed by the Project Manager and the Authorizing Official designated on the Obligating Award Document, or any duly–authorized successor or a specific person delegated in writing by the Authorizing Official. Signatures of two separate individuals are required on the Quarterly Narrative Progress Report. Immediately advise DHS&EM of any changes to the signatory officials listed on the grant award. Personnel changes in signatory authority will require a grant award amendment.
- Reporting Requirements.** The reporting requirements are designed to provide the DHS&EM with sufficient information to monitor grant implementation, project implementation, and goal achievement in support of the State Emergency Management Performance Work Plan. Quarterly Narrative Progress Reports must be performance–based, and relate to the Annual Work Plan (Scope of Work) or application narrative, correlating with goals, objectives, timelines, milestones, and accomplishments. Attach meeting agendas and minutes. Exercise After Action Reports (AAR) are due 30 days after completion of an exercise. Training documentation should be attached to Quarterly Financial Progress Reports with expenditures. Records shall be maintained for three years from date of grant closeout.