



STATE OF ALASKA
Division of Homeland Security and Emergency Management
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
PROGRAM SUPPLEMENTAL
FINAL 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 Final Narrative Progress Report must support the expenditures in the Financial Progress Report, if required.

1. GRANTEE NAME AND ADDRESS <Contractor> <Address> <City, State ZIP>	2. STATE GRANT NUMBER	3. REPORT NO.
	4. REPORTING PERIOD (Dates) Includes entire contract period From: _____ To: _____	
5. SHORT TITLE OF PROJECT: Use one form per program. Check appropriate box above.	6. GRANT AMOUNT <p style="text-align: center; font-size: 1.2em;">\$0.00</p>	7. TYPE OF REPORT <p style="text-align: center; font-size: 1.2em;">Final</p>
8. NAME AND TITLE OF PROJECT MANAGER	9. SIGNATURE OF PROJECT MANAGER	10. DATE OF REPORT

11. COMMENCE NARRATIVE REPORT HERE *(Continue on plain paper and attach)*

Final Progress Report: (Summary narrative covering the entire contract period)

1. Explain any project modifications, significant events that occurred, and how did they affect the project:

2. Explain the success in accomplishing the project work plan according to the timelines and milestones or other performance measures provided in the contract:

3. Summarize project achievement toward achieving each deliverable, final project results, and include any project impacts on jurisdictions:

Task 1 – Coordination and Planning	
Task 2 – Template Development for Local, Regional, and Tribal Entities	
Task 3 – Identification of Gaps in Debris Management Capacity	
Task 4 – Draft Statewide Debris Management Plan	

4. Other pertinent information that relates to this grant, or reporting period:

12. DHS&EM Project Manager: I certify that the activities conducted are aligned with <i>State Homeland Security Strategy</i> goals and objectives. 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.	13. DATE
DHS&EM Project Manager Signature	

INSTRUCTIONS FOR DOCUMENTATION AND COMPLETION OF FINAL NARRATIVE PROGRESS REPORT

Grantees are required to submit a Final Narrative Progress Report on project activities and accomplishments as provided in the scope of the project. The final progress report shall summarize 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 Final Narrative Progress Report must support expenditures in the Quarterly Financial Progress Report, if required. **A Final Narrative Progress Report is required along with the last Quarterly Narrative Progress Report.**

1. **Date Due.** The Final Report is due as scheduled below for the performance period of the grant. Refer to the award document regarding “Reimbursements” and “Penalties for Non-Compliance” regarding delinquent reports.

Number of Scheduled Reports Due	Performance Period Covered	Final and Financial Progress Report Due Dates
Final	07/01/2008 – 06/30/2009	02/15/2009

Invoices with progress report 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.

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

Division of Homeland Security and Emergency Management (DHS&EM) Attention: State Administrative Agency (SAA), Point of Contact (POC) PO Box 5750 Fort Richardson AK 99505-5750	<u>General Telephones</u> Phone: (800) 478-2337 Phone: (907) 428-7000 FAX: (907) 428-7009
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3. **Grant Administration and Project Management:** Grant information along with DHS&EM points of contacts is available by visiting our website at www.ak-prepared.com/grants.htm.
4. **Form and Execution.** Grantees shall use this form as a face sheet. Attach additional pages as needed. The Final Narrative Progress Report shall be signed by the contractor’s project manager designated in the contracting award document. Signature of contractor’s designated project manager is required on the Final Narrative Report. Immediately advise DHS&EM of any changes to the project manager listed in the award agreement.
5. **Reporting Requirements.** The reporting requirements are designed to provide DHS&EM with sufficient information to monitor grant implementation, project implementation and goal achievement in support of the State Homeland Security Strategy (SHSS). Progress Reports must be performance-based, and relate to the project scope of work or application narrative, correlating with goals, objectives, timelines, milestones and accomplishments. Records shall be maintained for three years from date of grant closeout.