



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

1. GRANTEE NAME AND ADDRESS <Contractor> <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. 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;">Monthly</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)*

Monthly Progress Report:

1. Summarize key dates and activities accomplished this month and percentage of completion:	
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	

2. Identify any potential issues or delays for each deliverable and include recommendations for resolution:	
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	

3. Other pertinent information that relates to this grant, or reporting period:
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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 MONTHLY PROGRESS REPORTS

Grantees are required to submit Monthly Progress Reports on project activities and accomplishments as provided in the scope of the project. 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.

- Date Due.** Reports are due on a monthly basis as scheduled below for the performance period of the grant.

Number of Scheduled Reports Due	Performance Period Covered	Monthly Progress Report Due Dates
1	07/01/2008 – 07/31/2008	08/15/2008
2	08/01/2008 – 08/31/2008	09/30/2008
3	10/01/2008 – 10/31/2008	11/15/2008
4	11/01/2008 – 11/30/2008	12/15/2008
5	01/01/2009 – 01/31/2009	02/15/2009
6	02/01/2009 – 02/28/2009	03/15/2009
7	04/01/2009 – 04/30/2009	05/15/2009
8	05/01/2009 – 05/31/2009	06/15/2009

Monthly 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 signature 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

General Telephones
 Phone: (800) 478-2337
 Phone: (907) 428-7000
 FAX: (907) 428-7009

- 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.
- Form and Execution.** Grantees shall use this form as a face sheet. Use one form per reporting period. Attach additional pages as needed. The Monthly 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 Monthly Narrative Report. Immediately advise DHS&EM of any changes to the project manager listed in the award agreement.
- 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). Narrative 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.