



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

<b>1. GRANTEE NAME AND ADDRESS</b> <Contractor> <Address> <City, State ZIP>	<b>2. STATE GRANT NUMBER</b>	<b>3. REPORT NO.</b>
<b>4. REPORTING PERIOD (Dates)</b> From: _____ To: _____		
<b>5. SHORT TITLE OF PROJECT:</b> Use one form per program. Check appropriate box above.	<b>6. GRANT AMOUNT</b> <b>\$0.00</b>	<b>7. TYPE OF REPORT</b> <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST
<b>8. NAME AND TITLE OF PROJECT MANAGER</b>	<b>9. SIGNATURE OF PROJECT MANAGER</b>	<b>10. DATE OF REPORT</b>

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

**Mandatory reporting items:**

1. Briefly explain progress toward achieving each deliverable regarding timelines, milestones, and percent complete:	
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. Explain how costs have been incurred this quarter and how they relate to the project:	
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. 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	

<b>4. Other pertinent information that relates to this grant, or reporting period:</b>
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<b>12. DHS&amp;EM Project Manager:</b> 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.	<b>13. DATE</b>
<b>DHS&amp;EM Project Manager Signature</b>	

**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 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. 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.**

1. **Date Due.** Reports are due on a quarterly basis 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.

<b>Number of Scheduled Reports Due</b>	<b>Performance Period Covered</b>	<b>Narrative and Financial Progress Report Due Dates</b>
1	07/01/2008 – 09/30/2008	10/15/2008
2	10/01/2008 – 12/31/2008	01/15/2009
3	01/01/2009 – 03/31/2009	04/15/2009
4	04/01/2009 – 06/30/2009	07/15/2009
Final	07/01/2008 – 06/30/2009	02/15/2009

**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.**

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

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

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](http://www.ak-prepared.com/grants.htm).
4. **Form and Execution.** Grantees shall use this form as a face sheet. Use one form per reporting period. Attach additional pages as needed. The Quarterly 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 Quarterly 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). 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.