



**STATE OF ALASKA**  
**Division of Homeland Security and Emergency Management**

**NARRATIVE PROGRESS REPORT**

- |                                   |                                   |                                  |                                   |
|-----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| 06 SHSP <input type="checkbox"/>  | 07 SHSP <input type="checkbox"/>  | 07 PSIC <input type="checkbox"/> | 08 IECGP <input type="checkbox"/> |
| 06 LETPP <input type="checkbox"/> | 07 LETPP <input type="checkbox"/> | 08 CCP <input type="checkbox"/>  |                                   |
| 06 BZPP <input type="checkbox"/>  | 07 MMRS <input type="checkbox"/>  | 08 SHSP <input type="checkbox"/> |                                   |
| 07 CCP <input type="checkbox"/>   | 07 TSGP <input type="checkbox"/>  | 08 MMRS <input type="checkbox"/> |                                   |

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> <Jurisdiction> <Address> <City, State ZIP>		<b>2. STATE GRANT NUMBER</b>	<b>3. REPORT NO.</b>
		<b>4. REPORTING PERIOD (Dates) INCLUDE ENTIRE GRANT PERIOD</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>  <b>Final</b>

**8. COMMENCE NARRATIVE REPORT HERE**

**Final Progress Report** (Summary narrative covering the entire project period)

1. Describe activities related to the initial project work plan as submitted in the award application:
2. Explain any project modifications, or significant events that occurred, and how did they affected the project:
3. Explain project achievement, and final project results, including project impact on the jurisdiction:
4. Explain how this project relates to the State Homeland Security Strategy and identify continued unmet needs:
5. Other pertinent information that relates to this project, or was significant to project activities:
6. Explain the jurisdiction's success in accomplishing the project work plan according to the timelines and milestones or other performance measures provided in the award application:

<b>9. SIGNATURE OF PROJECT MANAGER</b>	<b>10. NAME AND TITLE OF PROJECT MANAGER</b>

<b>11. CERTIFICATION BY GRANTEE :</b> 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.	<b>12. DATE</b>
Signatory Official 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. Progress reports shall compare actual accomplishments to the objectives established in the jurisdiction's award application 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 all expenditures during the Project Grant Period

This form shall be used to report on the following grant programs. (Use one form per report for each grant program listed below)

2006 Buffer Zone Protection Plan – BZPP  
2006 State Homeland Security Grant Program – SHSP  
2006 Law Enforcement Terrorism and Prevention Program – LETPP  
2007 State Homeland Security Grant Program – SHSP  
2007 Law Enforcement Terrorism and Prevention Program – LETPP  
2007 Citizen Corps Program – CCP  
2007 Metropolitan Medical Response System – MMRS

2007 Transit Security Grant Program – TSGP  
2007 Public Safety Interoperable Communications – PSIC  
2008 State Homeland Security Grant Program – SHSP  
2008 Citizen Corps Program – CCP  
2008 Metropolitan Medical Response System – MMRS  
2008 Interoperable Emergency Communications Grant Program - IECGP

1. **Date Due.** Final Progress Reports are due 45 days after the end of the performance period. The Final Progress Report does not replace the last quarterly Narrative Progress Report. Refer to the obligating award document regarding "Reimbursements" and "Penalties for Non-Compliance" regarding delinquent reports. Regular quarterly reports are due:

Reporting Period:

January 1 – March 31  
April 1 – June 30  
July 1 – September 30  
October 1 – December 31

Due No Later Than:

April 20  
July 20  
October 20  
January 20

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 report, per grant program and check the appropriate box. Attach additional pages as needed. The Final Narrative Progress Report shall be signed by the project manager and the authorizing signing official (Mayor) or authorized delegate designated on the obligating award document. Signatures of two separate individuals are required on the Final Narrative Report. Immediately advise DHS&EM of any changes to the signatory officials listed on the grant award. Personnel changes in signatory authority may require a grant award amendment.
5. **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 Homeland Security Strategy (SHSS) and the Homeland Security Exercise Evaluation Plan (HSEEP). 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. 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 Financial Progress Reports with expenditures. Each project element (equipment, exercise, training, planning, management and administration (M&A)) outlined in the obligating award document shall be included in the Narrative Progress Report. Records shall be maintained for three years from date of grant closeout.