



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.

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| 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. Check appropriate box above. | 6. GRANT AMOUNT \$0.00 | 7. TYPE OF REPORT <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST |

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

Mandatory reporting items:

1. Briefly explain progress toward achieving project timelines and milestones:

2. Percentage of Project Completion (include any foreseeable delays or changes that would affect timely completion):

3. Explain in detail how funds have been spent this quarter, and how expenditures relate to the project:

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

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| 9. SIGNATURE OF PROJECT MANAGER | 10. NAME AND TITLE OF PROJECT MANAGER |
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|---|-----------------|
| 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. | 12. DATE |
|---|-----------------|

Signatory Official Signature

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.**

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. **Reporting:** 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.

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

The Final quarterly Narrative Progress Report for any multi-year grant is due 45 days following the close of the grant reporting period unless otherwise specified.

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. Reports postmarked after the due date will be considered late.

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.
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 quarterly Narrative Progress Report shall be signed by the project manager and the authorizing signatory official (exp. Mayor) or authorized delegate designated on the obligating award document. Signatures of two separate individuals are required on the Quarterly 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), State Preparedness Report, State Interoperable Communications Plan (SCIP), 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) must be submitted to DHS&EM 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) 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.