

Instructions for EMPG Performance Progress Report

The recipient must submit the report no later than 20 calendar days following the reporting period end date. Reporting schedules are outlined on the recipient’s award document and coincide with the following calendar quarterly reporting period end dates:

Scheduled Report	Jurisdiction Reporting Period	Financial & Performance Progress Report Due Dates
1 st Quarter	July 1– September 30	October 20
2 nd Quarter	October 1 – December 31	January 20
3 rd Quarter	January 1 – March 31	April 20
4 th Quarter	April 1 – June 30	July 20

Performance Progress Report		
Item	Data Elements	Line Item Instructions
1	Jurisdiction	Enter the name of the jurisdiction as identified on the grant award document.
2	State Grant Number	Enter the grant number assigned by the DHS&EM
3	DUNS	Enter the jurisdiction’s Data Universal Numbering System (DUNS) or Central Contract registry extended DUNS number. DUNS must remain active during grant performance period.
4	EIN	Enter the jurisdiction’s Employer Identification Number (EIN) provide by the Internal Revenue Service (IRS).
5	Reporting Period	Select the quarter for which the report is prepared.
6	Date of Report	The date the report was completed.
7	Final Report	Select YES if the report is the fourth and final report for the grant year.
8	Typed or Printed Name of Project Manager	Enter name of project manager.
9	Telephone Number	Enter the project manager’s telephone number.
10	Signature of Project Manager	Original signature of the project manager.
11	Email Address	Enter the project manager’s email address.
12	Typed or Printed Name of Signatory Official	Enter name of signatory official.
13	Telephone Number	Enter the signature official’s telephone number.
14	Signature of Signatory Official	Original signature of the signatory official.
15	Email Address	Enter the signatory official’s email address.
16	A. State EMPG Requirements:	These are mandatory reporting items and must be reported each quarter. Place an X in the In progress or Complete box.
17	B. EMPG Grant Assurances:	This is a mandatory reporting item and must be reported each quarter. Place an X in the In progress or Complete box. Complete the Alaska Assessment by 30 December to show on-going progress and achievement for NIMS implementation.
18	C. Progress Indicators:	Insert the name of the worker(s) for each task you listed in your work plan. Document the activities and progress that were accomplished during the quarter. You MUST provide supporting status narrative for each in progress or completed item. The indicated activities must support the hours reported on the quarterly financial report.

**Alaska Division of Homeland Security and Emergency Management (DHS&EM)
Emergency Management Performance Grant (EMPG)
Quarterly Performance Progress Report**

Jurisdiction: 1	State Grant Number: 2	DUNS: 3	Reporting Period: 5
		EIN: 4	
Date of Report: 6	Final Report: 7		
Certification: I certify to the best of my knowledge and belief that this report is correct and complete for the performance of activities for the purposes set forth in the award documents.			
Typed or Printed Name of Project Manager 8	Telephone Number 9		
Signature of Project Manager 10	Email Address 11		
Typed or Printed Name of Signatory Official 12	Telephone Number 13		
Signature of Signatory Official 14	Email Address 15		
A. State EMPG Requirements:			
16		Status	
Emergency Management Performance Grant mid-year grant (Review by DHS&EM staff following second quarter). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
Update of jurisdiction's Alaska Assessment to be completed by December 31.		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
Participate in the state Multi-Year Training and Exercise Plan Workshop (TEPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
Jurisdictions EMPG personnel must complete two courses yearly of the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by June 30.		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
B. EMPG Grant Assurances			
17		Status	
Must ensure federally funded preparedness assistance program select and support National Incident Management System (NIMS) implementation, and must be in full NIMS compliance by having adopted the required compliance. The Alaska Assessment will be the required means to report NIMS compliance.		<input type="checkbox"/> - In progress <input type="checkbox"/> - Complete	
Instructions for completing Progress Indicators:			
18		Review the work plan that was submitted and approved for the EMPG grant. In the provided space under 'C. Progress Indicators' document the work and progress accomplished for each identified activity and the individual(s) who accomplished the work. The indicated activities must support the hours reported on the quarterly financial report.	