

Notice of Intent to Accept Grant Award Instructions

1. Form can be found at <http://ready.alaska.gov/grants.htm>
2. Complete form:
 - a. **State Grant No.** – Enter number on grant award document
 - b. **Recipient Address** – Enter recipient name and address on grant award
 - c. **Jurisdiction Name** – Enter jurisdiction name
 - d. **Grant Name** – Enter name of grant from award document
 - e. **Document Name or Number** – Enter local governing ordinance or directive for accepting grant award and funds
 - f. **Citation Number** – Enter applicable citation number
 - g. **# of Days** – Enter number of days to extend acceptance beyond original 30 days
 - h. **Signature of Jurisdiction Signatory Official** – Signature of appropriate official
 - i. **Date** – Enter date of request
 - j. **Phone** – Enter phone number of signatory official
 - k. **Fax** – Enter fax number of signatory official
 - l. **Email** – Enter email address of signatory official or responsible individual
3. Fax or email form to DHS&EM
 - a. Fax number – 907-428-7009
 - b. Email – mva.grants@alaska.gov
4. DHS&EM action
 - a. Grants section will prepare request for SAA POC approval with 2 working days
 - b. Return request to jurisdiction via fax or email
 - c. File copy of request in jurisdiction file folder