



STATE OF ALASKA
Division of Homeland Security and Emergency Management

Pre-Disaster Mitigation Grant

FINAL 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.

1. GRANTEE NAME AND ADDRESS <Jurisdiction> <Address> <City, State ZIP>		2. STATE GRANT NUMBER	3. REPORT NO.
		4. REPORTING PERIOD (Dates) INCLUDE ENTIRE GRANT PERIOD 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 Final
8. NAME AND TITLE OF PROJECT MANAGER	9. SIGNATURE OF PROJECT MANAGER	10. DATE OF REPORT	

11. 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 Hazard Mitigation Plan 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:

12. CERTIFICATION BY GRANTEE : I certify that the activities conducted are aligned with the FEMA-approved *State Standard Hazard Mitigation Plan* goals and objectives and 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.

13. DATE

Signatory Official Signature

INSTRUCTIONS FOR DOCUMENTATION AND COMPLETION OF FINAL NARRATIVE PROGRESS REPORT

Grantees are required to submit a Final Narrative Progress Reports on project activities and accomplishments as provided in the project Scope of Work and Grant Agreement. 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

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 Report. Refer to the Obligating Award Document regarding "Reimbursements" and "Penalties for Non-Compliance" regarding delinquent reports. Regular Quarterly Reports are Due:

Due No Later Than:

January 20
July 20
April 20
October 20

Reporting Period:

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

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
Attention: State Administrative Agency, POC
P.O. 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 Official (Mayor) designated on the Obligating Award Document, or any duly-authorized successor or a specific person delegated in writing by the Authorizing Official. 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 Hazard Mitigation Plan. 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. 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 3 years from date of grant closeout.