



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

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October 20, 2023

The Honorable Peter Micciche, Mayor  
Kenai Peninsula Borough  
144 North Binkley Street  
Soldotna, AK 99669

RE: 2023 Emergency Management Performance Grant, EMS-2023-EP-00001  
State Grant No.: 23EMPG-GY23

Mayor Micciche:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2023 Emergency Management Performance Grant (EMPG). We are pleased to award the Kenai Peninsula Borough the amount of \$200,000.00 under this grant.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the subrecipient's 2023 EMPG Work Plan.
- Complete the quarterly THIRA/SPR Surveys.
- Development of a local jurisdiction multi-year Integrated Preparedness Plan (IPP) to be submitted to the Division of Homeland Security and Emergency Management (DHSEM) by March 1, 2024.
- Participate in the state multi-year Integrated Preparedness Planning Workshop (IPPW) to be held in conjunction with the 2024 Preparedness Conference.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises may be discussion-based (seminars, workshops, tabletop simulations) or operations-based (drills, functional exercises, full-scale exercises). Sponsored opportunities by us may be available during the performance period. Real-world events may not always count as exercise participation.
- Continued utilization and work toward the adoption and implementation of the National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.
- Continue to work toward National Qualification System (NQS) implementation as outlined in FEMA's NQS Implementation Objectives. Establishing the policies and procedures will be a state-led effort and is only required at the local Authority Having Jurisdiction (AHJ) as needed.
- Complete the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, local, in-kind match.

The 2023 EMPG performance period will be twelve months, beginning October 1, 2023, and ending September 30, 2024. The 2023 Kick-Off Meeting will be held electronically in November 2023; attendance is required.

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EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, we encourage reporting all funds spent on emergency management activities even if they exceed the required match.

Federal regulation (CFR Part 200.430) requires charges for federal awards, salaries, and wages must be based on records that accurately reflect the work performed and after the fact determination of the actual total activity of the employee. This includes all funding sources and all hours for the pay period to be accounted for when submitting for reimbursement. The required documentation for reimbursement includes payroll reports or timesheets signed and certified that capture the employee's name, position, payroll time period, breakdown of all hours charged to each allocation to total 100% of the employee's worked time, the amount paid, and copies of the corresponding pay warrants, are acceptable.

Attached is a pre-signed Obligating Award Documents (OAD). Please review the information for accuracy and review any Special Conditions. Please print the document, sign the OAD, and send a scanned copy to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) within 30 days of subrecipient receipt. Keep a fully executed copy for your records. If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. If signatory points of contact have changed since the submittal of the application, please complete, and return a Signatory Authority Form with the signed OAD.

Submitted Funded Staff Worksheets and Annual Work Plans have been reviewed and are approved at the funding amount stated on your OAD. Authorized funded positions are listed in the Project Budget Details.

If you have any questions, please contact the Division Project Manager for this grant, David Reilly at (907) 428-7019 or by email at [dave.reilly@alaska.gov](mailto:dave.reilly@alaska.gov).

Sincerely,



William A. Dennis  
Administrative Operations Manager

Enclosure(s): Obligating Award Document  
Project Budget Details Report

cc: Brenda Ahlberg, Subrecipient Project Manager  
Brandi Harbaugh, Subrecipient Chief Financial Officer