



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Military and
Veterans Affairs**

Division of Homeland Security and
Emergency Management

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August 24, 2021

Charlie Pierce, Mayor
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, AK 99669

RE: 2021 Emergency Management Performance Grant, EMS-2021-EP-00001-S01
State Grant No.: 21EMPG-GY21

Mayor Pierce:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2021 Emergency Management Performance Grant (EMPG). We are pleased to award the Kenai Peninsula Borough the amount of \$160,000.00 under this grant.

We want you to be aware that our agency is developing a new process for assessing future EMPG applications that will be discussed with grantees during the 2022 Alaska State Emergency Management Conference next Spring. It is possible that the new calculation methodology may result in a reduction in future-year EMPG allocations.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the jurisdiction's 2021 EMPG Work Plan.
- Update or completion of the Whole Community Input Form (WCIF).
- Development of a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the State's multi-year Training and Exercise Plan Workshop (TEPW). This event may be held in conjunction with the 2021 Preparedness Conference or by other means and conditions allow.
- 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 towards adoption and implementation of the National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.
- Complete the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, local, in-kind match.

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.

Mayor Pierce
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Federal regulations (CFR Part 200.430) requires charges for federal awards for 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 employee's worked time, amount paid and copies of the corresponding pay warrants, are acceptable. Completion of the Optional Financial Work Sheet for Identifying & Certifying Program Costs Worksheet available at <http://ready.alaska.gov/grants> may be submitted with the appropriate financial reconciliation in lieu of timesheets.

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 within 30 days of subrecipient receipt. Keep the hard 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. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contact have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, electronic payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Kevin Reeve at (907) 428-7019 or by email at kevin.reeve@alaska.gov.

Sincerely,



William A. Dennis
Administrative Operations Manager

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

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