



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

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ready.alaska.gov

June 30, 2020

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

RE: 2020 Emergency Management Performance Grant, EMS-2020-EP-00001-S01  
State Grant No.: 20EMPG-GY20

Certified Mail: 9171 9690 0935 0210 4303 42

Mayor Pierce:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2020 Emergency Management Performance Grant (EMPG). We are pleased to award the Kenai Peninsula Borough the amount of \$160,000.00 under this grant.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the jurisdiction's 2020 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, 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.

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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.

Enclosed are two pre-signed Obligating Award Documents (OADs). Please review the information for accuracy. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact  
PO Box 5750  
JBER, AK 99505

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.

Due to an internal computer database change over, Project Budget Details are not available at this time and documentation will be emailed to the identified project manager as soon as possible. Submitted Funded Staff Worksheets and Annual Work Plans have been reviewed and are approved at the funding amount stated on your OAD.

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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](mailto:kevin.reeve@alaska.gov).

Sincerely,



**William A. Dennis**  
Administrative Operations Manager

Enclosure(s): (2 originals) Obligating Award Document

cc: Dan Nelson, Jurisdiction Project Manager  
Brandi Harbaugh, Jurisdiction Chief Financial Officer