

**STATE OF ALASKA**  
**SUB-RECEPIENT'S HANDBOOK**  
**ADMINISTRATIVE PLAN APPENDIX 11.4**  
**CALENDAR YEAR 2023**  
**HAZARD MITIGATION GRANT PROGRAM (HMGP)**  
**(PUBLIC LAW 93-288, SECTION 404)**



**STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
**DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

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## 1. PURPOSE

- 1.1. The purpose of this Sub-recipient Handbook is to outline the management, fiscal, administrative procedures, and to identify the documents the Division of Homeland Security and Emergency Management will use to implement the provisions of the Robert T. Stafford Act, as amended 42 U.S.C 5121 et seq, September 1998 (Stafford Act) PL 93-288, §404, Hazard Mitigation activities.

## 2. DEFINITIONS

- 2.1. **Alternate GAR, Alternate Governor's Authorized Representative (AGAR):** performs as the Alternate Governor's Authorized Representative (GAR) to represent the governor in all activities related to implementing Public Law 93-288 as amended and serves as the alternate grant administrator for all funds provided under the Hazard Mitigation Grant Program when the GAR is not available. The AGAR performs all duties and assumes all responsibilities of the GAR when the GAR is not available. These duties include providing technical advice and assistance to an eligible sub-recipient, ensuring that all potential applicants are aware of assistance available, and submitting those documents necessary for grant award.
- 2.2. **Applicant:** any State agency, local government, eligible tribal or native government/organization, or eligible non-profit organization applying for assistance under the Hazard Mitigation Grant Program. An applicant is also referred to as a sub-recipient
- 2.3. **Application:** the initial request for HMGP funding, as outlined in 44 CFR 206.436
- 2.4. **Division of Homeland Security and Emergency Management (DHS&EM):** the agency responsible for implementing the Hazard Mitigation Grant Program for the governor
- 2.5. **Federal Hazard Mitigation Officer (FHMO):** the Federal Emergency Management Agency (FEMA) employee responsible for coordinating post disaster hazard mitigation activities with other government agencies at all levels
- 2.6. **FEMA/State Agreement:** a formal legal document stating the understandings, commitments, and binding conditions for assistance applicable as a result of a disaster declared by the President
- 2.7. **Grant:** An award of financial assistance. The Federal share of HMGP equals 15% of the total cost of disaster assistance outlays for disasters with costs under \$2 billion
- 2.8. **Recipient:** the entity to whom a grant is awarded and which is accountable for expending the funds provided. The recipient is the entire legal entity, even if only a particular component of the entity is designated in the grant award document. For the purposes of this plan, except as noted in 44 CFR 206.435, the State is the recipient
- 2.9. **Governor's Authorized Representative (GAR):** represents the Governor in all activities related to implementing Public Law 93-288 as amended and serves as the grant administrator for all funds provided under the Hazard Mitigation Grant Program. The GAR's responsibilities include providing technical advice and assistance to an eligible sub-recipient, ensuring that all potential applicants are aware of assistance available, and submitting those documents necessary for grant award

- 2.10. **Hazard Mitigation:** any cost-effective measure that will reduce the potential for damage from a natural disaster event, or any action taken to reduce or eliminate the risk to life and property from a disaster
- 2.11. **Hazard Mitigation Plan:** section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended by §104 of the Disaster Mitigation Act of 2000 requires a State Hazard Mitigation Plan as a condition of receiving disaster assistance funds, excluding assistance provided pursuant to emergency provisions. To obtain federal assistance each State, local, and tribal government must prepare a hazard mitigation plan with sections that include: a description of the planning process; an assessment of natural hazard risks; a description and analysis of hazard management policies, programs, and capabilities; a list of mitigation goals, objectives, and strategies to reduce or eliminate vulnerability; and a method to implement, monitor, evaluate, maintain, and update the mitigation plan.
- 2.12. **Hazard Mitigation Grant Program (HMGP):** the program authorized under §404 of the Stafford Act, which provides funding for certain mitigation measures identified through the evaluation of hazards conducted under §409 (Section 322 of the Disaster Mitigation Act of 2000 when guidelines are adopted)
- 2.13. **In Accordance With (IAW):** an acronym used throughout the document to show compliance to a referenced authority
- 2.14. **Local/Tribal Mitigation Plan:** the plan required from local and tribal governments as a condition of receiving a project grant under the Hazard Mitigation Grant Program
- 2.15. **Preliminary Damage Assessment (PDA):** a survey to determine the magnitude and impact of damage caused by a disaster. The PDA is the basis for estimating total disaster related damage and evaluating the need to request a Presidential disaster declaration. The PDA is generally conducted jointly with FEMA, DHS&EM, and technical representatives from appropriate State agencies. The team also identifies immediate mitigation opportunities and issues to be addressed
- 2.16. **Project:** any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term “project” is used interchangeably with the term “measure”
- 2.17. **Private Non-Profit Organizations (PnP):** any non-government agency or entity that currently has: 1) an effective ruling from the Internal Revenue Service granting tax exemptions under section 501 (c), (d), or (e) or the Internal Revenue Code of 1954; and 2) Articles of Incorporation and by-laws filed with the State of Alaska
- 2.18. **National Flood Insurance Reform Act and Disaster Assistance (NFIRDA):** requires recipients, in a special flood hazard area, for federal disaster assistance for flood damage to real and or personal property to purchase and maintain flood insurance coverage if they want to remain eligible for federal flood disaster assistance
- 2.19. **Regional Administrator (RA):** the representative from FEMA Region X who is responsible for approving the State Hazard Mitigation Plan and the State’s Administrative Plan for implementing HMGP

- 2.20. **State Hazard Mitigation Plan (SHMP)**: must be approved by FEMA in order for States to be eligible to receive Stafford Act assistance, excluding emergency assistance. HMGP funding is based on 15% of the total estimated eligible federal disaster assistance, for disasters with recovery costs under \$2 billion. This plan demonstrates the State’s goals, priorities, and commitment to reduce risks from natural hazards and serves as a guide for State and local decision makers as they commit resources to reducing the devastating effects of natural hazards
- 2.21. **State Hazard Mitigation Officer (SHMO)**: the representative of State government who is the primary point of contact in planning and implementing pre- and post-disaster mitigation programs and activities required under the Stafford Act
- 2.22. **State Hazard Mitigation Advisory Committee (SHMAC)**: a team of personnel comprised of appropriate DHS&EM staff and technical experts from other State, local, tribal, and federal agencies, all with decision making authority or contact with their agency decision makers. The SHMAC is chaired by the SHMO. The purpose of the SHMAC is to review, prioritize, and recommend selection of HMGP projects submitted by eligible applicants. Committee members will also assist with developing and reviewing the State Hazard Mitigation Plan and provide consultation on State level mitigation activities.
- 2.23. **Subgrant**: an award of financial assistance under a grant by the recipient to an eligible sub-recipient
- 2.24. **Sub-recipient**: the government or other legal entity to which a subgrant is awarded and which is accountable to the recipient for the use of the funds provided. A Sub-recipient can be a State agency, local government, private non-profit organization, Alaska Native village, or organization (not Alaska Native corporations with ownership vested in private individuals) as outlined in 44 CFR 206.434
- 2.25. **Supplement**: an amendment to the hazard mitigation application to add or modify one or more mitigation measures.

### 3. ACRONYMS

- 3.1. AGAR – Alternate Governor’s Authorized Representative
- 3.2. DHS&EM – Division of Homeland Security and Emergency Management
- 3.3. DMVA – Department of Military and Veterans’ Affairs
- 3.4. FEMA – Federal Emergency Management Agency
- 3.5. FHMO – Federal Hazard Mitigation Officer
- 3.6. GAR – Governor’s Authorized Representative
- 3.7. HMGP – Hazard Mitigation Grant Program
- 3.8. IAW – In Accordance With
- 3.9. NFIRDA – National Flood Insurance Reform Act and Disaster Assistance
- 3.10. PDA – Preliminary Damage Assessment
- 3.11. PnP – Private Non-Profit Organizations

- 3.12. RA – Regional Administrator for FEMA Regions
- 3.13. SHMO – State Hazard Mitigation Officer
- 3.14. SHMP – State Hazard Mitigation Plan
- 3.15. SHMAC – State Hazard Mitigation Advisory Committee

#### **4. DIRECTION AND CONTROL**

- 4.1. Sub-Recipient Representative: The Chief Executive Officer or Senior Elected Official of an organization or governmental entity who qualifies for public assistance and possible mitigation grants as a sub-recipient will approve an individual to represent that entity in all §404 and §406 matters.
- 4.2. Project Management:
  - 4.2.1. DHS&EM has primary responsibility for project management and accountability of funds as prescribed in 44 CFR, § 13 and in the funding section below. The GAR or AGAR is responsible for ensuring that the sub-recipient meets all program and administrative requirements. DHS&EM may require applicants to obtain a project manager or contractor to assist in developing or accomplishing projects.
  - 4.2.2. DHS&EM may place special conditions or restrictions on grants to “high risk” sub-recipients, as defined in 44 CFR § 13.12. DHS&EM will notify the sub-recipient subject to these conditions in writing of the nature of the conditions, the reason(s) for imposing them, what action must be taken before the conditions will be removed, and the time period in which this must be accomplished, and the method of requesting reconsideration of the conditions.
  - 4.2.3. The sub-recipient shall submit a Project Quarterly Report Form (Attachment 6.2) to the GAR or AGAR indicating the status and projected completion date for the project. Any problems affecting the completion date, scope of work, or project cost which could result in noncompliance with the approved grant conditions will also be included in the report.
  - 4.2.4. The sub-recipient normally has a defined period of performance indicated within the grant agreement starting from the activity approval and funding date. Any changes to the approved period of performance must be requested in writing at least 60 days before termination. DHS&EM and FEMA Region X must approve any deviation from this schedule.
  - 4.2.5. The sub-recipient will submit project cost overruns, with complete justification, to the GAR or AGAR for approval. If approved, the GAR or AGAR will subsequently submit cost overruns of the approved grant amount, with complete justification, to the FEMA Region Administrator for approval. In no case will the federal cost for HMGP exceed either the 75% federal share or 15% of the estimated aggregate amount of grants identified in the Stafford Act and section II.B. of this document.
  - 4.2.6. The sub-recipient must inform the funding agency of any event that occurs during the performance period which has a significant impact upon the grant or subgrant supported activity.

4.2.7. While DHS&EM undertakes to assist the sub-recipient with the project by providing grant funds pursuant to this Grant Agreement, the project itself remains the sole responsibility of the sub-recipient. DHS&EM undertakes no responsibility to the sub-recipient, or to any third party, other than as is expressly set out in the Grant Agreement. The responsibility for the design, development, construction, implementation, operation, and maintenance of the project, as those phases are applicable to this project, is solely that of the sub-recipient, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

4.2.8. The applicant shall defend at its own cost any and all claims or suits at law or in equity which may be brought against the sub-recipient in connection with the project. The applicant shall not look to DHS&EM, or State or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including but not limited to cost of defense and/or attorney's fees, in connection with any claim or lawsuit brought by any third party related in any design, development, construction, implementation, operation, and/or maintenance.

#### 4.3. Technical Assistance:

4.3.1. Technical assistance may be given by FEMA and/or DHS&EM to assist either the recipient and/or sub-recipient. Technical assistance may include assistance with data collection, project development and management, engineering and/or floodplain management assistance, and benefit cost determinations. Requests for technical assistance should be forwarded to the respective agency (FEMA or DHS&EM, as appropriate). Requests should be in writing, but alternative methods may be acceptable, as appropriate.

#### 4.4. Financial Management (Funding):

4.4.1. Total approved project costs are split with a 75% federal share and a 25% State share. Any additional program costs are not eligible, and are the responsibility of the sub-recipient. However, in some instances cost overruns may be funded on a case-by-case basis, as determined by FEMA. State agencies are responsible for the 25% State cost share and will only be advanced or reimbursed up to the 75% federal share.

4.4.2. Applicants must set-up separate accounts to facilitate tracking HMGP funds generated by different disasters.

4.4.3. All payments to a sub-recipient go through a review and approval process within DHS&EM. The SHMO will review the request and the sub-recipient file to determine payment amounts. The request will be reviewed and approved for payment by the SHMO, then routed through DAS financial management staff for audit, the Planning, Analysis and Mitigation Program Manager for review, and to the GAR or AGAR for final payment approval.

4.4.4. The sub-recipient will use local standard operating procedures when procuring services or goods. Qualified State agencies will follow State Procurement Guidelines. Sub-recipients must provide DHS&EM pre-award review procurement

documents, such as requests for proposals (RFPs), invitations to bid (IFBs), or independent cost estimates (ICEs) etc.

- 4.4.5. A sub-recipient may request an “Advance” of funds by completing the “Request for Funds Form” (Attachment 6.1). The completed form must be typewritten and submitted to the State for approval and processing. DHS&EM will not accept handwritten requests. Faxed documents must be followed-up with a mailed original. Advance funds must be expended towards the approved scope of the project within 30 days of receipt, or they must be refunded to the State. The applicant must provide supporting documentation for all project expenditures for which advance funds are used prior to receiving subsequent funding. Accruing interest on advance funds is not authorized, and any accrued interest must be returned to the State.
- 4.4.6. Advances are limited to increments of 30% of the estimated total “FEMA Approved” project cost. Additional funding may be advanced as the applicant provides documentation to substantiate prior advance expenditures. Each subsequent request may not exceed 30% of the estimated total project cost. Total advances may not exceed 75% of the estimated project cost or 75% of the federal share for qualified State agencies. Final payments will not be paid until the project is complete and all receipts and documentation are received by DHS&EM.
- 4.4.7. The applicant may request a “Reimbursement” of funds expended by completing the “Request for Funds Form” (Attachment 6.1). The applicant must provide documentation that shows actual expenditures made support grant project activities and/or support functions described in the approved scope of work for the project. The request will be processed for payment once it is validated for authorized expenditures. Reimbursement may not exceed 75% of the estimated project cost or federal share. Qualified State agencies will only be advanced or reimbursed in limited increments up to 75% of the 75% federal share as the applicant provides documentation to substantiate prior expenditures. Final payment of the remaining 25% will not be paid until the project is completed and all documentation is received by DHS&EM.
- 4.4.8. If the request is denied, the GAR or AGAR will inform the applicant in writing within thirty (30) days of the date of the request with an explanation for the denial. If approved, the request will be transmitted to DAS financial management staff for processing per established accounting procedures.
- 4.4.9. Disbursement of funds will be as expeditious as possible to minimize the time between the grant award and actual disbursement. The State uses electronic funds transfer (EFT) procedures. Payments will be made by “Warrant” (check) only for extenuating circumstances.
- 4.4.10. If State “Warrants” are issued, they are valid for six months from date of issue. State dated warrants will be handled through “Unclaimed Properties” at:

Department of Revenue  
Division of Treasury  
Unclaimed Property Section  
P.O. Box 110405

Department of Revenue  
Division of Treasury  
Unclaimed Property Section  
Willoughby Ave., 11<sup>th</sup> Floor



- 4.4.11. If the warrant expires before the expiration of the performance period of the disaster and the applicant submits an affidavit that the:
- Warrant was lost
  - Warrant was stolen
  - Warrant was fraudulently cashed
  - Applicant was unable to cash the warrant because they were:
    - Medically incapable of cashing the check and there is no one with a power of attorney that can act in the applicant's behalf.
    - Outside the U.S.A. during the entire time the warrant was valid and could not find an institution willing to cash it.
- 4.4.12. The sub-recipient can then request that the warrant be reissued. State warrants can be reissued indefinitely by contacting the Unclaimed Properties Section at the addresses above.
- 4.4.13. DHS&EM reserves the right to recapture funds in an amount equivalent to the extent of noncompliance, in the event the sub-recipient fails to expend funds according to State law and/or the provisions of the agreement. Such right of recapture shall exist for a period not to exceed three years following agreement termination. Repayment by the sub-recipient of funds under this recapture provision shall occur within 30 days of demand. In the event DHS&EM is required to institute legal proceedings to enforce the recapture provision, DHS&EM shall be entitled to its costs thereof, including reasonable attorney's fees.
- 4.4.14. Sub-recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project, per 44 CFR 13.03. However, all changes of the budget, scope of work, and program activities must be coordinated with DHS&EM and fully reported.
- 4.4.15. Final payments will not be paid until the project is complete and all receipts and documentation are received by DHS&EM. All payments to a sub-recipient go through a review and approval process within DHS&EM. Prior to project closeout, applicants must reconcile their programmatic expenditures with actual financial activity. If funds remain after project completion, the remaining funds, and any interest accrued in excess of \$100 annually must be returned to the State.
- 4.4.16. Applicants for acquisition or relocation projects must provide copies of all documentation obtained from financing the home including contracts between applicants and home owners, vendors, and suppliers. Applicants must provide a written report explaining what happened with each home, funds expended, and any information concerning project progress.
- 4.4.17. No expenditures made or obligations incurred following the grants completion date or performance period end shall be eligible, in whole or in part, for reimbursement.

#### 4.5. Payment of Subrecipient Management Costs:

- 4.5.1. Sub-recipient Management Costs are any Indirect costs, any Direct administrative costs, and other administrative expenses associated with a specific project.
- 4.5.2. Sub-recipient Management Cost funding is available and will be passed through to the Sub-recipient via the State. The State will ensure the Sub-recipient is advised it can apply for available management cost funding of up to 5 percent (100 percent federal) based on the Sub-recipient total award. Management cost reimbursements are based upon actual costs and will be provided to the Sub-recipient upon review and approval of Sub-recipient's Request for Management Costs Funds. The State will reconcile sub-recipient management costs against actual costs of the total award on a quarterly basis.
- 4.5.3. Final payments will not be paid until the project is complete and all receipts and documentation are received by DHS&EM. The Applicant Sub-recipient's claim and reimbursement documents for reimbursement must be submitted within 60 working days of the completion of the work. Upon justification from the Sub-recipient, the SHMO can grant an extension of 30 days. All payments to a Sub-recipient go through a review and approval process within DHS&EM. Prior to project closeout, Sub-recipient's must reconcile their programmatic expenditures with actual financial activity. If funds remain after project completion, the remaining funds, and any interest accrued in excess of \$100 annually must be returned to the State and ultimately to FEMA before the project can be closed.
- 4.5.4. Reimbursement of funds: A Sub-recipient may request a reimbursement of funds by completing the Request for Funds DHS&EM Form 30-03 (Appendices 11.4 HMGP Sub-recipient's Handbook, Page 11). The Sub-recipient must provide documentation that shows actual expenditures made supporting grant project activities and/or supporting functions described in the approved scope of work for the project. The request will be processed for payment once it is validated for authorized expenditures.
- 4.5.5. If the request is denied, the GAR or AGAR will inform the Sub-recipient in writing within thirty (30) days of the date of the request with an explanation for the denial. If approved, the request will be transmitted to the DAS financial management staff for processing.
- 4.5.6. Disbursement of funds will be as expeditious as possible to minimize the time between the grant award and actual disbursement. The State prefers to use Electronic Funds Transfers (EFT) whenever feasible to the Sub-recipient. Payments will be made by "Warrant" (check) only upon request by the Sub-recipient.
- 4.5.7. DAS financial management staff will draw the funds through Smartlink. The funds will only be drawn from Smartlink as DHS&EM incurs expenditures on the approved project. DHS&EM will request that FEMA de-obligate unexpended funds at the closeout of each project, once all project expenditures are paid.

#### 4.6. Appeal of State Decision:

4.6.1. An eligible sub-recipient may appeal any previously made determination related to an application for Federal assistance through the recipient (DHS&EM) (IAW 44 CFR § 206.440). Applicants whose projects are not selected will be notified by the State Hazard Mitigation Officer, and advised of the following appeal process:

4.6.1.1. DHS&EM will provide guidance or technical assistance with writing an appeal if needed.

4.6.1.2. Appeals must be submitted to the GAR or AGAR at DHS&EM, within 60 days of receipt of notice of non-selection.

4.6.1.3. The written appeal must contain sufficient additional information and supporting documentation to warrant reconsideration. DHS&EM will review and evaluate the appeal then submit the documentation for the appellant's position, sighting specific monetary discrepancies or disputed provisions in federal law, regulation, or policy. Upon completing the review and evaluation, DHS&EM will forward with a written recommendation to the Regional Administrator for action.

4.6.1.4. DHS&EM will review and forward appeals from the sub-recipient within 60 days of receipt.

4.6.1.5. All appeals must be resolved by the GAR or his representative prior to the grant closeout period.

#### 4.7. Records and Reports:

##### 4.7.1. Progress Reports:

4.7.1.1. The sub-recipient will submit a Project Quarterly Report Form (Attachment 6.2), to the State which will serve as the basis for the State reporting on the status and activity of all open projects to FEMA. The report will contain the status of open projects as prescribed by 44 CFR § 13.40 (b)-(c) and 206.438(C). The progress report will be submitted to DHS&EM within 15 days after the end of the first federal quarter following the initial grant award and shall be submitted each quarter thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due to DHS&EM: January 20, April 20, July 20, and October 20.

4.7.1.2. Quarterly reports are due the 20th of the month following the end of the quarter. If a jurisdiction has not submitted their reports in a timely manner, DHS&EM will contact the jurisdiction providing a reminder of its reporting duties. DHS&EM will attempt to contact the jurisdiction by phone, email and/or letter several times during the quarter following the due date of the missing report. If no report for the prior quarter is received before the end of the next quarter, the grant may be terminated, and recoupment of all reimbursed expenditures may be sought.

##### 4.7.2. Financial Status Reports:

4.7.2.1. The sub-recipient will submit a quarterly financial report utilizing the Project Quarterly Report Form (Attachment 6.2) to DHS&EM 15 days after the end of the first federal quarter following the initial grant award. Financial reports will be submitted quarterly thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due to DHS&EM: January 20, April 20, July 20, and October 20.

4.7.2.1.1. This report will consist of the following at a minimum:

- Total authorized for the project
- Total expenditures to date
- Total payments received to date
- Total advances received
- Total project funds remaining

4.7.3. Receipt of Hazard Mitigation Grant Program funding is a contractual agreement between the recipient and sub-recipient. As the recipient, DHS&EM requires that quarterly and annual fiscal status reports be completed as a condition of receiving these funds. Project funding can be suspended or reimbursement sought if the required reports are not received as indicated above.

4.7.4. The sub-recipient shall establish and maintain a financial management and accounting system that conforms to generally accepted accounting principles and complies with 2 CFR 200 and 44 CFR Part 13 Subpart C “Cost Principle Guidelines” or such equivalent system as DHS&EM may require.

4.7.5. Project Documentation Record Retention (44 CFR 13.42): The sub-recipient will be required to keep complete records of all work including (i.e. receipts, checks, job orders, contracts, equipment, equipment usage documentation and payroll information in paper, electronic or microfiche formats) funded under the Hazard Mitigation Grant Program as follows:

4.7.5.1. The State of Alaska requires that records be retained for three years after final closeout of the disaster.

4.7.5.2. If litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three years period, the records must be retained until completion of the action and resolution of all issues arising from the action or three years, whichever is later.

4.7.5.3. The sub-recipient is required to retain real estate transactions and property tracking records indefinitely.

4.7.5.4. Awarding agencies may make special arrangements with recipient(s) and sub-recipient(s) to retain any records which are continuously needed for joint use.

4.7.5.5. Alternate forms of documentation such as microfilming, photocopying, or similar methods may be substituted for the original records.

4.7.6. Access to Records (44 CFR 13.42 (e)): All projects are subject to State and federal audit or, examinations during the retention period. However, the sub-recipient is not required to permit public access to their records unless required by federal, State, or local law.

4.7.6.1. The State may make random audits, checks, or inspections to determine that records are retained and available as required.

#### 4.8. Equipment Management:

4.8.1.44 CFR 13.32(a)-(d) is very explicit concerning equipment management responsibilities. The recipient will use, manage, and dispose of equipment acquired under this grant IAW State laws and procedures. Additionally, the sub-recipient will use the equipment for the project for which it is acquired for as long as needed. Once the original need is terminated the equipment can be used for other activities supported by the federal government.

4.8.2. All equipment acquired with grant funding will be maintained on inventory following State of Alaska Procurement guidelines to include serial number, property identification tag, location, cost, and other tracking data. Physical inventory will be conducted annually and reconciled with property records every two years. Maintenance will be performed to ensure the equipment remains in functional order until disposition and appropriate records will be kept current in the Division's Logistics Office.

4.8.3. DHS&EM makes no claim to any capital facilities or real property improved or constructed with funds under any grant agreement, and by this grant of funds does not and will not acquire any ownership interest or title to such property of the sub-recipient. The sub-recipient shall assume all liabilities arising from the ownership and operation of the project and agrees to hold DHS&EM and the State of Alaska harmless from any and all causes of action arising from the ownership and operation of the project.

4.8.4. Equipment will be disposed of following State disposition regulations and as delineated in 44 CFR 13.32(e).

#### 4.9. Close-out Procedures:

4.9.1. The SHMO reserves the right to inspect all projects for compliance at any time and FEMA may also conduct an inspection of any project at any time.

4.9.2. Upon completion of all work approved in a project application, the SHMO or designee, will make a final inspection at the discretion of the SHMO, and submit certification of the project to the GAR or AGAR. At the request of the GAR, AGAR, or the RA, a joint DHS&EM/FEMA team will perform the inspection for large projects. Projects less than \$100,000 may be certified by a desk audit of all project documentation at DHS&EM's discretion.

4.9.3. If inspection and review of sub-recipient support documentation reveals problems in work performance and/or documentation of such work, the SHMO shall work with the sub-recipient to correct the deficiencies before program closure. The State will forward final inspection documents to the RA to close the project.

4.9.4. Applicants are required to submit the following DHS&EM forms along with the supporting documentation no later than 60 days after the completion of work or the grants performance period ending date: Project Quarterly Report, Project Final Narrative, Statement of Documentation and a Request for Funds.

4.10. Audits:

4.10.1. The sub-recipient is responsible for obtaining audits IAW 44 CFR 13.26, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), and revised OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. This requirement applies to all Mitigation Program Grant Projects.

4.10.2. Audit requirements will be IAW 44 CFR 14 or OMB Circular A-128, as appropriate for all projects \$25,000 - \$100,000.

4.10.3. A sub-recipient expending \$500,000 or more in total federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB Circular A-133.

4.10.4. The sub-recipient will be required to provide Alaska DHS&EM Management a copy of the Single Audit.

4.10.5. Even though a Single Audit is performed, subgrant recipients are also subject to additional audits by FEMA Office of Inspector General and State auditors for items not covered by the Single Audit.

4.10.6. The sub-recipient will be advised to retain records and supporting documentation for three years after closeout of the disaster.

4.10.7. The GAR or AGAR may request an audit for funds disbursed to a sub-recipient at any time. The audit results will be submitted to the Regional Administrator for resolution based on the FEMA-State Agreement. The audit will determine whether the sub-recipient has met the requirements outlined in this plan and expended HMGP funds IAW 44 CFR 13.26 and 14.2, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), and revised OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. If non-compliance is determined, the SHMO will ensure that appropriate corrective action is taken within 6 months of audit completion.

**5. DEVELOPMENT AND MAINTENANCE**

5.1. This Sub-recipient's Handbook will be reviewed annually. Amendments will be made to meet current policy guidelines, as required.

**6. DEVELOPMENT AND ATTACHMENTS**

6.1. Request for Funds Form

6.2. Project Quarterly Report Form

6.3. Project Final Narrative Form

6.4. HMGP Statement of Documentation Form

**REQUEST FOR FUNDS**  
**Attachment 6.1 – Sub-Recipient’s Handbook**  
**Division of Homeland Security & Emergency Management**  
**State Mitigation Grant Program**

\*Fill out a separate form for each project. Maximum allowed advance per request is 30% of approved project amount

<input type="checkbox"/> Public Assistance	<input type="checkbox"/> Hazard Mitigation Grant Program	<input type="checkbox"/> Pre-Disaster Mitigation Grant Program	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Request For Advance	<input type="checkbox"/> Request For Reimbursement	<input type="checkbox"/> Request For Partial Payment	<input type="checkbox"/> Request For Final Payment
<b>APPLICANT INFORMATION</b>			
PROJECT NAME:		PROJECT NUMBER:	
APPLICANT NAME:			
STREET:			
CITY/ZIP:			
APPROVED PROJECT AMOUNT:		\$	
TOTAL AMOUNT OF PRIOR PAYMENTS:		\$	
AMOUNT OF THIS REQUEST: (Max advance 30% each request up to 75%. Max reimbursement 75%. State agencies 75% of the Federal Share)		\$	
MAIL CHECK TO:		DEPOSIT CHECK FOR APPLICANT:	
		BANK NAME: _____	
		ACCOUNT #:	
<b>THE APPLICANT AGREES:</b>			
<ol style="list-style-type: none"> <li>1. That the funds will be placed in a special and separate account</li> <li>2. That the funds will be expended within 30 days of receipt. (<i>Applies to Advances Only</i>)</li> <li>3. That the funds will be used only for approved actual eligible expenditures</li> <li>4. That any funds received, which are in excess of the approved actual expenditures, will be promptly refunded to the State upon completion of the project</li> <li>5. Any interest earned while these funds are on deposit will be promptly credited to the account</li> <li>6. No additional funds will be advanced until the applicant provides financial documents to DHS&amp;EM verifying expenditures for any prior advance</li> <li>7. Reports on advanced funds are required on a quarterly basis, detailing the status of all advanced funds. This requirement is mandatory even if no expenditures have occurred</li> </ol>			
DATE:		TITLE:	
SIGNATURE:			
<b>FOR DHS&amp;EM USE ONLY</b>			
APPROVED: <input type="checkbox"/> DISAPPROVED: <input type="checkbox"/>		AMOUNT: \$	
COMMENTS:			
DATE:		TITLE:	
SIGNATURE:			

**HMGP Project Quarterly Report**  
**Attachment 6.2 – Sub-Recipient’s Handbook**  
**Division of Homeland Security & Emergency Management**  
**State Hazard Mitigation Grant Program**

This form is required to be submitted on a quarterly basis for each Hazard Mitigation Grant Program (HMGP) Project. If you have any questions, please contact the State Hazard Mitigation Officer at 907-428-7000 or 1-800-478-2337 at the Division of Homeland Security & Emergency Management (DHS&EM). This form can be faxed to DHS&EM at 907-428-7009. Failure to report on time can result in loss of funding for projects and future grant awards.

**Identify the performance period for this report** (a separate form is required for each Quarterly Report)

- April 1 to June 30 (report due to DHS&EM by July 20)
- July 1 to September 30 (report due to DHS&EM by October 20)
- October 1 to December 31 (report due to DHS&EM by January 20)
- January 1 to March 31 (report due to DHS&EM by April 20)

<b>Applicant Name:</b>		<b>Telephone Number:</b>
<b>Project Coordinator / Representative:</b>		<b>Fax Number:</b>
<b>Disaster Number:</b>	<b>HMGP Project Number:</b>	<b>Today’s Date:</b>

**Key dates and activity this quarterly report period that were accomplished:** (for example, what major tasks were completed)

<b>Total funds awarded for project:</b>	\$ _____
<b>Total funds expended to date:</b>	\$ _____
<b>Estimated additional funds required to complete project:</b>	\$ _____
<b>Do you plan on exceeding the approved project amount? If Yes, explain above</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Estimated cost overrun:</b>	\$ _____
<b>Will you be requesting reimbursement for your cost overrun?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>How complete is the project?</b>	_____ % Complete
<b>What is the expected completion date of the project:</b>	_____

**Note:** The sub-recipient will submit projected cost overruns, with complete justification, to the Governors Authorized Representative (GAR) or Alternate GAR (AGAR) for approval immediately upon realization of the overrun expectation. If approved, the GAR or AGAR will subsequently submit cost overruns of the approved grant amount, with complete justification, to the FEMA Regional Administrator for approval.

**Additional comments about the project:** (Include any information about circumstances that could delay the estimated project completion date or an unexpected cost overrun).



**Project Final Narrative**  
**Attachment 6.3 – Sub-Recipient’s Handbook**  
**Division of Homeland Security & Emergency Management**  
**State Hazard Mitigation Grant Program**

This form is filled out when a project has been completed in full. A separate form must be submitted for each project. If you have any questions, please contact the Mitigation Section within the Division of Homeland Security and Emergency Management 907-428-7000. This form can be faxed to: Division of Homeland Security and Emergency Management, Attention State Hazard Mitigation Officer, at 907-428-7009.

<b>Applicant Name:</b>		<b>Telephone Number:</b>
<b>Project Coordinator / Representative:</b>		<b>Fax Number:</b>
<b>Disaster Number:</b>	<b>HMGP Project Number:</b>	<b>Today’s Date:</b>

**Brief Description of Project/Scope of Work:**

**Physical Location of Project:**

**Key Dates and activity performed:** (for example: date project was started, completed, describe activity, etc.)

<b>Total Funds awarded for project:</b>	\$ _____	
<b>Total funds expended on this project:</b>	\$ _____	
<b>Cost over-runs expended on this project:</b>	\$ _____	
<b>Date this project was completed?</b>	_____	

**Additional comments about the project:** (Include any information about circumstances that could delay the estimated project completion date or an unexpected cost overrun.)

**STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
STATEMENT OF DOCUMENTATION**

**Attachment 6.4 – Sub-Recipient’s Handbook**

Applicant (State Agency, City, Community, Native Organization):	Disaster Number:	Grant Program:
	<b>DR -</b> Project Number:	<b>Hazard Mitigation Grant Program</b>
	<b>HMGP #</b>	

Brief Description of the mitigation project:

	Approved amount as listed in the HMGP Project Application	Actual costs incurred on the HMGP Project by the Applicant
Force Account (In-house) Labor		
Temporary Hire Labor		
Materials		
Force Account Equipment		
Rental Equipment		
Contract		
Miscellaneous		
Mitigation		
Direct Administrative		
Supplies		
Other		
Insurance/Revenues		
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>

**I CERTIFY:**

- That all expenditures listed below are correct and cover only services performed or material used exclusively for this HMGP Project as authorized in the approved HMGP Project Application and HMGP Grant Award Document.
- That to the best of my knowledge and belief, all work and costs are eligible in accordance with the grant conditions, all work claimed has been completed, and all costs have been paid in full.
- That salaries, wages and overtime payments claimed are in accordance with the applicant's policy as established prior to the start of the project.
- That all work authorized in the approved Project Application was completed and all essential services resumed within the time limit set forth in the approved HMGP Grant Award Period of Performance.

Applicant's Authorized Representative - Signature:      Date:	Title:
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**For internal use by the Division of Homeland Security & Emergency Management**

Mitigation Officer Reviewer - Signature:      Date:	Approved Project Amount:
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