



GRANT PROGRAM KICK-OFF MEETING

How to have a
successful
SHSP, EMPG,
and EOCGP
grant!

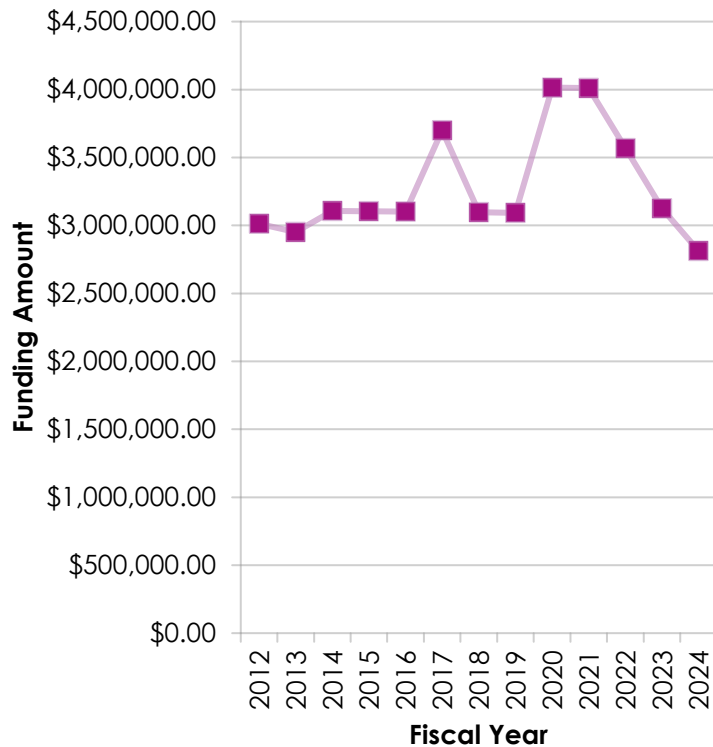
AGENDA

Introductions

Topics of Discussion

- 2024 Grant Funding
- Award Process
- Grant Terms and Conditions
 - Environmental and Historic Preservation
- Reporting
- Procurement Process
- BABAA
- Feedback
- Questions and Answers

Historical EMPG Funding



GRANT FUNDING

Federal Year (FY) 2024

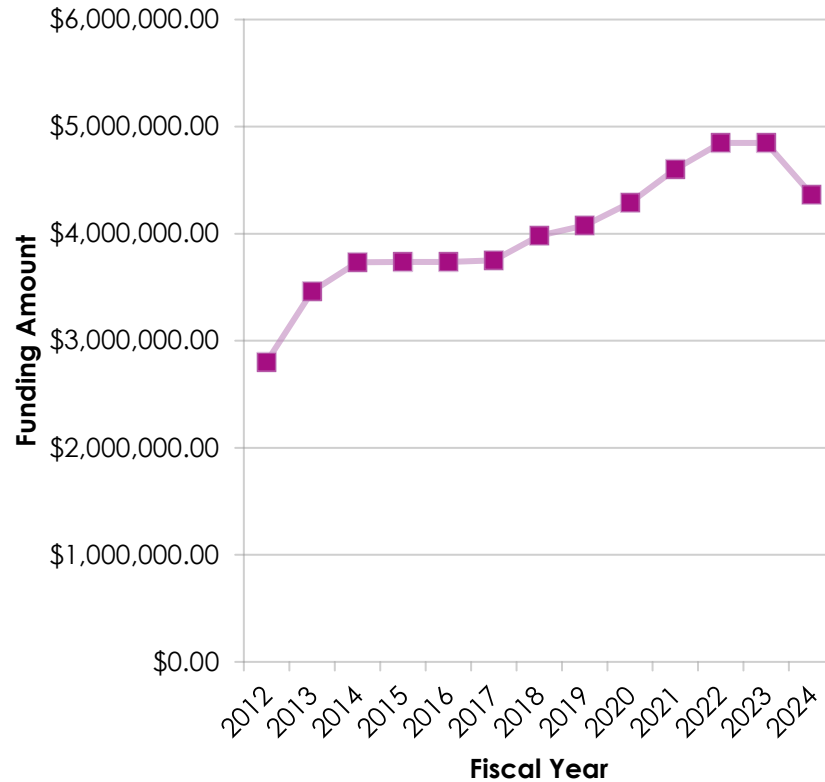
**Emergency Management
Performance Grant (EMPG)**

\$2,811,645

**\$314,724 Decrease From 2023
EMPG Allocation**

GRANT FUNDING

Historical SHSP Funding



Federal Year (FY) 2024

**State Homeland Security
Program (SHSP)**

\$4,362,750

**\$484,750 Decrease from
2023 SHSP Allocation**

GRANT FUNDING

**Emergency Operations Center
Grant (EOCGP)**

Congressionally Directed Spending

**Funds provided for equipping,
upgrading, or construction of
EOC projects.**

**The State of Alaska received
\$1,000,000 in federal funds for
100% local pass-through for one
EOC project.**

**Community provides 25% local
match**

GRANT FUNDING - SHSP

80 Percent Local Pass-Through Requirement

State Homeland Security Program (SHSP) = \$3,490,200

A minimum of \$1,526,962.50 is dedicated to law enforcement terrorism prevention-oriented activities (35%)

\$200,000 for statewide preparedness workshops, conferences, and training for rural and urban communities

A minimum of \$130,883 for projects of the Alaska Division of Elections as part of the Election Security National Priority (3%)

$\$3,490,200 - \$200,000 = \$3,290,200$

$\$3,290,200 - \$130,883 = \$3,159,317$

GRANT FUNDING - SHSP

80 Percent Local Pass-Through Requirement

National Priorities:

30% of funding must go towards the six National Priorities: Soft Targets, Information and Intelligence Sharing, Combating Domestic Violent Extremism, Cybersecurity, and Community Preparedness and Resilience, and a requirement of at least 3% (\$130,883) to Election Security.

--Statewide Projects--

\$256,152 for projects of the Alaska Criminal Intelligence Center (AKCIC) as part of the Information Sharing National Priority

\$610,000 for projects of the Alaska State Troopers (AST) as part of the Combating Domestic Violent Extremism National Priority

\$ 3,159,317 - \$866,152 = **\$2,293,165**

GRANT FUNDING - EMPG

No Pass-Through Requirement

The state continues to pass through at least 1 million to local jurisdictions, despite continued cuts at the federal level.

Award Process

This is an invitation-only grant. Participation is based on meeting specific criteria and historical involvement in emergency management-related programs.

GRANT FUNDING - EOCGP

Congressionally Directed Spending

Submission of appropriation requests goes to Senator Murkowski or Representative Peltola's office.

2024 submission was open from Feb 2023 – April 2023
2025 submission was open until May 2024

It is currently unknown if this funding will be available for FY2026

If you are interested in this grant, send an email to mva.grants@alaska.gov, and we can give you what information we have when it becomes available.

AWARD PROCESS

SHSP -

Staff Analysis

- ▶ Review for Eligibility
- ▶ Grade Each Application
 - ▶ Application Complete?
 - ▶ Past Performance

2016 Homeland Security Grant Program Application Evaluation

Jurisdiction: _____

Application Comprehensiveness		Satisfactory	Disqualified	N/A
<i>Completeness: Missing any of the following = automatic disqualification</i>				
Application received by 11:59 PM, Friday, February 19, 2016				
NIMS Compliance via AK Assessment is ongoing				
Contact sheet with three (3) required signatures attached				
Spending plan to expend balance of FFY 2014 HSGP funds, if applicable				
No more than five (5) total eligible projects submitted				
Proof of local jurisdiction Citizen Corps Council				
Previous financial audit submitted (if not corrected disqualify)				
Jurisdiction History and Performance				Score
<i>Score each item per scoring matrix total 90 possible</i>				
1 Project initiation per Grant Agreement				
2 Projects have not been cancelled due to inability to complete without justification				
3 On-time Quarterly reportings				Report Score
4 Ability to meet any prior Award Grant Requirements, Assurances and Agreements or Special Conditions				
5 Timeliness of award extension requests				
6 Timeliness of de-obligation requests				
7 Results of on-site monitoring reviews				
8 Compliance with procurement and contracting requirements				
9 Compliance with property management system and reporting requirements				
<i>Performance Score</i>				
PROJECT NAME: Replacement of Homeland Security Skiff Outboard Motor		Local Priority		1
Project Comprehensiveness			Score	
<i>Score each item as either Yes (10 pts) or No (0 pts) total 50 possible</i>				
Does the project description address how it applies to "all-hazard" events				
Does the project description address the need/gap for the applicant				
Does the applicant describe how they anticipate starting the project within 90 days				
Does the applicant describe how it has a multi-jurisdictional or statewide benefit				
Does the project include a budget justification, AEL #'s and/or budget category				
<i>Project Score</i>				
<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Exercise <input type="checkbox"/> Training				
Project Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Law Enforcement Related <input type="checkbox"/> AK Assessment or After Action Gap verified				
Comments From Reviewer(s) on Project				
Please provide comments on:				
Clarifications From Applicant on Project				

AWARD PROCESS - SHSP

Internal Review Committee

- ▶ Training, Exercise, Response, Equipment, Planning and Interoperable Communications. Reviewed by corresponding staff section employees and asked to provide feedback on the project.

External Review Committee

- ▶ Interagency Review Committee. Comprised of local subject matter experts from all over the State.

Leadership and Director Approval



Per 2 CFR 200.332 Federal awarding agency review of risk posed by the applicant

- ▶ “b) Evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward.”

Factors that help determine your risk

- ▶ Amount and Complexity of grant
- ▶ Financial and Accounting system
- ▶ Prior Performance
- ▶ New Staff Changes
- ▶ Audit Findings



RISK ASSESSMENTS

AWARD
INFORMATION
SHSP

Federal Grant Number: EMW-
EMW-2024-SS-05168 (HSGP)

CFDA Number: 97.067

State Grant Number:
24SHSP-GY24 – (IRIS)

Subrecipient Start Date:
October 1, 2024

Subrecipient Ending Date:
September 30, 2026

Subrecipients Final Report Due:
November 15, 2026

AWARD
INFORMATION
EMPG

Federal Grant Number: EMS-
EMS-2024-EP-05005 (EMPG)

CFDA Number: 97.042

State Grant Number:
24EMPG-GY24 – (IRIS)

Jurisdiction Start Date:
October 1, 2024

Jurisdiction Ending Date:
September 30, 2025

Jurisdiction Final Report Due:
November 15, 2025

AWARD
INFORMATION
EOCGP

Federal Grant Number:
EMS-2024-EO-05004 (EOCGP)

CFDA Number: 97.052

State Grant Number:
24EOCGP-GY24 – (IRIS)

Subrecipient Start Date:
December 1, 2024

Subrecipient Ending Date:
February 28, 2027

Subrecipient Final Report Due:
April 15, 2027

Upon Receipt of Award:

- ❑ Review all pages of the award for accuracy in information
- ❑ Primary (only) Signatory Authority Officer (SAO) Signed Obligating Award
- ❑ The Primary Signatory Authority Officer, Program Manager, and Financial Officer signed the last page of Program Terms and Conditions (all three signatures must be the Primary signatories)
- ❑ Complete Intent to Accept Award if acceptance exceeds 30 days past receipt of the award
- ❑ Review the Signatory Authority Form for any Updates
- ❑ Review Project Budget Details



AWARD PROCESS

AWARD PROCESS

Acceptance:

Jurisdiction must sign and return the award within 30 days from certified receipt.

- ▶ Requires one (1) signature on the first page of the award
- ▶ Requires three (3) signatures on acceptance of grant requirements, assurances, and agreements
- ▶ Completion of new Signatory Authority Form, if needed

If additional approval is required

- ▶ Submit the “Notice of Intent to Accept Grant Award” form
- ▶ DHS&EM will provide approval notification

AWARD PROCESS

Signatory Authority Form:

Allows for up to two (2) delegates

- ▶ The Project Manager cannot be a delegate for the Chief Financial Officer or Signatory Authority.
- ▶ Changes in primary signature authorities will require an amendment to award.
- ▶ Signatory changes on quarterly reports and award documents will not be accepted without an updated Signatory Authority Form.
- ▶ There is a box to list any contacts you would like cc'd on all grant related correspondence.

Signatory Authority Form

Grant Program(s):		Effective Date	
UEI#		Tax ID#	
Name of Applicant (Jurisdiction):			
Signatory Information			
<i>Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.</i>			
	Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports	Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)	Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)
Project Manager	Name/Title <small>Individual who will manage project</small>		
Project Manager	Address City, State Zip		
Project Manager	Telephone		
Project Manager	Email		
Chief Financial Officer	Name/Title <small>Highest level financial officer, authorized to certify financial expenditures and records</small>		
Chief Financial Officer	Address City, State Zip		
Chief Financial Officer	Telephone		
Chief Financial Officer	Email		
Signatory Official	Name/Title <small>Jurisdiction's Chief Executive Governing Official and Title</small>		
Signatory Official	Address City, State Zip		
Signatory Official	Telephone		
Signatory Official	Email		
Equipment Inventory Manager	Name		
Equipment Inventory Manager	Telephone		
Equipment Inventory Manager	Email		
Grant Correspondence such as award documents and payment notifications will be sent to primary delegates. If you would like additional contacts cc'd in the email please list them below and provide email address if not listed above.			
Signatures are required by everyone named above. Need Ink and Stamped —when using a physical or computer-generated stamp)			
Project Manager	/	/	/
	Primary Signatory	Primary Delegate	Secondary Delegate
Chief Financial Officer	/	/	/
	Primary Signatory	Primary Delegate	Secondary Delegate
Signatory Official	/	/	/
	Primary Signatory	Primary Delegate	Secondary Delegate
Equipment Inventory Manager	/	/	/
	Primary Signatory	Primary Delegate	Secondary Delegate

AWARD PROCESS

Project Budget Details (PBD):

- ▶ Shows approved projects from the Review Process
 - Demonstrates allocation of funds, not pre-approval or authorization of expenses
- ▶ Notates whether Environmental and Historic Preservation (EHP) review is required
- ▶ Notates whether a Build America, Buy America Act (BABAA) review is required
- ▶ Current PBD can be requested at any time.
- ▶ Will be updated if projects are canceled, funds are increased or decreased, or reallocated projects added
- ▶ No transfer of funding between budget categories allowed
 - Unexpended funds **will be** de-obligated

GRANT TERMS AND CONDITIONS - EMPG

- ▶ No indirect costs or M&A
- ▶ No funds will be reimbursed until representatives attend a 2024 Grant Kick-Off Meeting to be held electronically in November 2024. Activity toward grant acceptance and projects may take place prior to Kick-Off meeting attendance.
- ▶ Must achieve or be actively working to achieve all the NIMS Implementation Objectives. Completion of the DHS&EM NIMS Implementation Questionnaire assists with this requirement.
- ▶ Must complete the quarterly THIRA/SPR Surveys
- ▶ Must complete the annual Local Staging Area (LSA) and Commodity Point of Distribution (CPOD) Surveys
- ▶ Must attend the state's Multi-Year Integrated Preparedness Planning Workshop (IPPW) in its entirety and develop a local jurisdiction Multi-Year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2025.
- ▶ Staff previously funded by EMPG must have already completed the FEMA Independent Study Program Development Series. New staff must complete the series by June 30, 2025.
- ▶ EMPG-funded personnel should make every attempt to participate in no less than three exercises (discussion-based or operations-based) during the performance period. DHS&EM-sponsored opportunities may be available during the performance period. Real-world events may not always count as exercise participation. Exercises claimed on quarterly reports to meet this requirement must include an After-Action Report & Improvement Plan (AAR-IP) completed within 30 days of conduct.

GRANT TERMS AND CONDITIONS - SHSP

- ▶ No indirect costs or M&A
- ▶ Food
- ▶ No commingling of funds
- ▶ No funds will be reimbursed until representatives attend a 2024 Grant Kick-Off Meeting to be held electronically in November 2024. Activity toward grant acceptance and projects may take place prior to Kick-Off meeting attendance.
- ▶ Must complete a Quarterly Activities Plan by January 20, 2025. Information on this requirement will be provided at the 2024 Grant Kick-off meetings.
- ▶ Must attend the state's Multi-Year Integrated Preparedness Planning Workshop (IPPW) in its entirety, and develop a local jurisdiction Multi-Year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2025
- ▶ Must achieve or be actively working to achieve all the NIMS Implementation Objectives. Completion of the DHS&EM NIMS Implementation Questionnaire assists with this requirement .
- ▶ Must complete the quarterly THIRA/SPR Surveys.
- ▶ Complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2024.

2024 SHSP Quarterly Activities Plan

- ▶ Under Grants Requirements, Assurances and Agreements:
 - ▶ Must complete a Quarterly Activities Plan by January 20, 2025. This is to ensure project milestones can be reported to FEMA in a timely manner.
- ▶ Instructions - Provide milestones for each PBD#.
 - ▶ This is meant to cover the entire grant performance period and it not meant to be done on a quarterly basis.
 - ▶ If there are delays a new plan needs to be submitted to update milestones.

GRANT TERMS AND CONDITIONS - SHSP

PBD#1— Sirens	
FFY	Milestone Bullets
23-Q1	
23-Q2	
23-Q3	
23-Q4	
24-Q1	
24-Q2	
24-Q3	
24-Q4	

GRANT TERMS AND CONDITIONS – SHSP AND EOCGP

Special Conditions - Environmental and Historic Preservation (EHP) Compliance

- ▶ Must be completed before the project begins – do not submit PMR until EHP is complete.
- ▶ EHP Screening Memo
- ▶ EHP Statement of Work
- ▶ Must include maps, GPS coordinates, pictures, surveys, drawings, aerial photographs, etc. (when applicable)
- ▶ All documents need to be submitted in editable electronic format
- ▶ <https://www.ready.alaska.gov/Grants/OurDocs>

Equipment Inventory

- ▶ Annual inventory report due June 20 regardless of grant recipient status
- ▶ All equipment over \$5,000 and useful life of greater than 1 year
- ▶ Disposition of excess property/equipment if over \$5,000- Use Disposition of Equipment Form



GRANT TERMS AND CONDITIONS – SHSP AND EOCGP

GRANT TERMS AND CONDITIONS

– SHSP AND EOCGP

Complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2024.

- ▶ Online, no-cost, annual self-assessment designed to measure gaps and capabilities of state, local, tribal, and territorial governments' cybersecurity programs.
- ▶ Registration at www.cisecurity.org/ms-isac/services/ncsr
 - ▶ NCSR staff will contact you with completing registration and review.
 - ▶ FAQs and User Guides assist in completing this requirement.
- ▶ Should be completed by personnel responsible for cybersecurity within your organization.



REPORTING

EMPG Start Date: October 1, 2024

- First quarterly report due January 20, 2025
- Must show activity within first Quarter

EMPG End Date: September 30, 2025

- Last quarterly report due October 20, 2025

SHSP Start Date: October 1, 2024

- First quarterly report due January 20, 2025
- Must show activity within first Quarter

SHSP End Date: September 30, 2026

- Last quarterly report due October 20, 2026
- Unless a grant extension is requested and approved in a timely manner.

EOCGP Start Date: December 1, 2024

- First quarterly report due April 20, 2025
- Must show activity within first Quarter

EOCGP End Date: February 28, 2027

- Last quarterly report due March 31, 2027

QUARTERLY GRANT REPORTING

EMPG Performance Progress Report

Two (2) parts

- ▶ Requirements and Assurances
- ▶ Progress Indicators
 - ▶ Insert name of funded personnel working on the item
 - ▶ Mark if in progress of complete
 - ▶ Provide any supporting comments
- ▶ Project Manager and Signatory Official (delegate) must sign form

**Alaska Division of Homeland Security and Emergency Management (DHS&EM)
Emergency Management Performance Grant (EMPG)
Quarterly Performance Progress Report**

Jurisdiction:	State Grant Number:	DUNS:	Reporting Period:
		EIN:	Select from drop-down
Date of Report:		Final Report: Select from drop-down	
Certification: I certify to the best of my knowledge and belief that this report is correct and complete for the performance of activities for the purposes set forth in the award documents.			
Typed or Printed Name of Project Manager		Telephone Number	
Signature of Project Manager		Email Address	
Typed or Printed Name of Signatory Official		Telephone Number	
Signature of Signatory Official		Email Address	
A. State EMPG Requirements:			
Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended			Status
			<input type="checkbox"/> - Not Applicable
			<input type="checkbox"/> - Complete
Update of jurisdiction's Alaska Assessment to be completed by December 31.			Status
			<input type="checkbox"/> - In progress
			<input type="checkbox"/> - Complete
Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).			Status
			<input type="checkbox"/> - In progress
			<input type="checkbox"/> - Complete
Participate in the state Multi-Year Training and Exercise Plan Workshop (TEPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.			Status
			<input type="checkbox"/> - In progress
			<input type="checkbox"/> - Complete
Jurisdictions EMPG personnel must complete the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by June 28.			Status
			<input type="checkbox"/> - In progress
			<input type="checkbox"/> - Complete
B. EMPG Grant Assurances			
Must ensure federally funded preparedness assistance programs reflect and support National Incident Management System (NIMS) implementation, and must be in full NIMS compliance by having adopted the required compliance. The Alaska Assessment will be the required means to report NIMS compliance.			Status
			<input type="checkbox"/> - In progress
			<input type="checkbox"/> - Complete
Instructions for completing Progress Indicators: Review the work plan that was submitted and approved for the award of the EMPG grant. In the space provided under 'C. Progress Indicators' you MUST provide supporting status narrative for each in progress or completed item and identify the individual(s) who accomplished the work. The indicated activities must support the hours reported on the quarterly financial report.			

Alaska DHS&EM
QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

C. Progress Indicators	
Mitigation Plans	Insert Name
Conduct a hazard analysis and risk assessment prior to mitigation plan development.	
<input type="checkbox"/> - Not Applicable / <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance all-hazards mitigation plans.	
<input type="checkbox"/> - Not Applicable / <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Emergency Management and Operation Plans	Insert Name
Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V2).	
<input type="checkbox"/> - Not Applicable / <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Modifying existing incident management and emergency operations plans.	
<input type="checkbox"/> - Not Applicable / <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

STATE OF ALASKA Division of Homeland Security and Emergency Management		
FINANCIAL PROGRESS REPORT EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM		
<small>The information provided will be used by the grantor agency to monitor grantees cash flow, grantees 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 as required. All reimbursement requests must be accompanied by supporting documentation such as copies of invoices, delivery receipts, timesheets, certified payroll reports, warrants, contracts, etc.</small>		
1. GRANTEE NAME AND ADDRESS	2. STATE GRANT NUMBER	3. REPORT NO.
	4. REPORTING PERIOD (Dates)	
	FROM:	TO:
5. GRANT AMOUNT	6. TYPE OF REQUEST	FINAL Expenditures may be submitted as REGULAR with FINAL Narrative Progress
\$0.00	REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/>	
7. NAME AND TITLE OF PROJECT MANAGER	8. SIGNATURE OF PROJECT MANAGER	9. DATE
10.	TOTAL	
A) Total Grant Award Amount		
B) Previously Reported Match		
C) Total Reimbursement Requested to Date		
D) Total Payments Received to Date		
E) Total Expenditures This Quarter Including Match		
F) Reimbursement Requested This Quarter		
G) Local Match [E-F=G]	\$0.00	
I) Grant Amount Remaining [A-(D+F)=I]	\$0.00	
J) Total Grant Funds Encumbered This Quarter		
K) Grant Balance Not Reimbursed or Encumbered [I-J=K]	\$0.00	
11. CERTIFICATION BY GRANTEE	12. DATE REPORT APPROVED	
<small>I certify the financial expenditures submitted for reimbursement with this report, including supporting documentation, are eligible and allowable expenditures consistent with the project goals and objectives and grant guidelines, have not been previously requested, and that payment is due.</small>		
13. Signature of Chief Financial Officer		

- ▶ Financial Progress Report and Request for Reimbursement
- ▶ Show EMPG-funded personnel and time worked
- ▶ Salary and Benefits must equal total expenditures for the Quarter
- ▶ Personnel must appear on the staff-funded worksheet!

QUARTERLY GRANT REPORTING

QUARTERLY GRANT REPORTING

SHSP and EOCGP Performance Progress Report

Two (2) parts

- ▶ Narrative Summary
 - ▶ Place quarterly comments here, do not leave blank
- ▶ Program Indicators
 - ▶ Must report expenses, list Project Budget Detail number
 - ▶ Put amount requested for reimbursement per project
 - ▶ This should support the request for reimbursement on the financial report
- ▶ Project Manager and Signatory Official (delegate) must sign form

PERFORMANCE PROGRESS REPORT
AK-PPR-A

1. Grantee Name		2. State Grant Number	3a. DUNS Number	4. Reporting Period (MM/DD/YYYY)
			3b. EIN	From: To:
5. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Report Frequency <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Other				
7. Performance Narrative: Briefly explain any performance exceptions, not indicated on the AK-PPR-B, attach additional sheets if requested.				
<p>PERFORMANCE PROGRESS REPORT - A Narrative covering the entire reporting period is required that addresses the following:</p> <ul style="list-style-type: none"> - Describe the activities related to the initial project description as submitted in the award application. - Explain accomplished project successes using the time lines documented in the Quarterly Activities Report. - Explain project modifications or significant events that occurred, and how these affected the project. - Explain project achievements, and final project results including project impact on the jurisdiction. - Explain how project fulfills goals and unmet needs in Alaska Assessment, AK. Shield after actions, and other assessments. <p>8. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for the performance of activities for the purposes set forth in the award documents.</p>				
8a. Type or Printed Name of Project Manager		8c. Telephone Number		
8b. Signature of Project Manager		8d. Email Address		
8e. Type or Printed Name of Signatory Official		8g. Telephone Number		
8f. Signature of Signatory Official		8h. Email Address		
		8i. Date Report Submitted (MM/DD/YYYY)		

PERFORMANCE PROGRESS REPORT
Program Indicators AK-PPR-B

1. Grantee Name		2. State Grant Number	3a. DUNS Number	4. Reporting period (MM/DD/YYYY)
			3b. EIN	From: To:
8. Program Indicators				
(1)	(2)	(3)	(4)	
PBD #	Project Description	Percentage Completed	Project Explanation and Related Expenses	
1				
2				
3				
4				
5				
6				
7				



STATE OF ALASKA
Division of Homeland Security and Emergency Management
FINANCIAL PROGRESS REPORT

The information provided will be used by the grantor agency to monitor grantee cash flow, 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 as required. All reimbursement requests must be accompanied by supporting documentation such as copies of invoices, delivery receipts, timesheets, certified payroll reports, warrants, contracts, etc.

1. GRANTEE NAME AND ADDRESS		2. STATE GRANT NUMBER			
		3. REPORTING PERIOD (Dates) FROM:			
4. GRANT AMOUNT \$	5. TYPE OF REQUEST REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/>		FINAL Expenditures may be submitted as REGULAR with FINAL Narrative Progress Report		
6. NAME AND TITLE OF PROJECT MANAGER		7. SIGNATURE OF PROJECT MANAGER		8. DATE	
9.	EQUIPMENT	EXERCISE	TRAINING	PLANNING	TOTAL
A) Total Grant Award Amount	\$ -	\$ -	\$ -	\$ -	\$ -
B) Previously Reported Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
C) Total Reimbursement Requested to Date	\$ -	\$ -	\$ -	\$ -	\$ -
D) Total Payments Received to Date	\$ -	\$ -	\$ -	\$ -	\$ -
E) Total Expenditures This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -
F) Reimbursement Requested This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -
G) Local Match [E-F=G]	\$ -	\$ -	\$ -	\$ -	\$ -
H) Grant Amount Remaining [A-(C+F)=H]	\$ -	\$ -	\$ -	\$ -	\$ -
J) Total Grant Funds Encumbered This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -
K) Grant Balance Not Reimbursed or Encumbered [H-K]	\$ -	\$ -	\$ -	\$ -	\$ -
10. CERTIFICATION BY GRANTEE I certify the financial expenditures submitted for reimbursement with this report, including supporting documentation, are eligible and allowable expenditures consistent with the project goals and objectives and grant guidelines, have not been previously requested, and that payment is due.					
11. Signature of Chief Financial Officer				12. Date	

SHSP and EOCGP Financial Progress Report and Request for Reimbursement

- ▶ Invoice – must include the corresponding PBD #
- ▶ Proof Payment Cleared with expenses-transaction ledger, copy of canceled checks, etc.
- ▶ Must Submit Procurement Method Report with each procurement
- ▶ Must Submit Single Equipment Reporting Form with equipment purchases at the time of reimbursement (eq \$5k and over)
- ▶ The Project Manager and Financial Officer (or delegate) must sign the form

QUARTERLY GRANT REPORTING



Most importantly, make sure you send in a complete Quarterly Report package on time

- ▶ Late reports affect application scores and risk assessments on all future grants
- ▶ Incomplete packages delay reimbursements
- ▶ There is a Quarterly Report Package Checklist for your use
 - ▶ Provides a checklist of how to complete reports and all documentation that needs to be attached
- ▶ If we request additional items to process the report and they are not received **within 2 weeks** of the request, the costs will be disallowed.

QUARTERLY GRANT REPORTING

FINAL GRANT REPORTING

Final Reports

- ▶ Due 45 days after the performance period ends
 - ▶ EMPG November 15, 2025
 - ▶ SHSP November 15, 2026
 - ▶ EOCGP April 15, 2027
- ▶ Does not replace the last quarterly report for SHSP grants
 - ▶ Dates should cover the entire performance
 - ▶ Report should discuss how the grant projects have helped the community
- ▶ Are tailored for each Subrecipient for SHSP grant.
- ▶ All encumbered expenditures must be paid within 45 days after end of performance period
- ▶ Financial Report does not need to be completed if all funds have been expended and reimbursed through quarterly reports.

FINANCIAL BACKUP

EMPG - What to submit

- ▶ Certified Payroll Costs for reimbursement including match.
- ▶ Must provide backup that accounts for 100% of funded staff time, not just EMPG time.
 - ▶ Per 2 CFR 200.430
 - ▶ Please provide timesheets that account for 100% of employee time to document.

FINANCIAL BACKUP

SHSP and EOCGP - What to submit for most purchases

- ▶ Invoice
 - ▶ Invoice/Confirmation Number
 - ▶ Items Purchased
 - ▶ Date of Order/Purchase
 - ▶ How Purchase was Paid
 - ▶ PBD# should be written on the invoice
- ▶ Equipment training
 - ▶ Must be included with procurement of equipment
- ▶ Maintenance contracts and software licenses
 - ▶ Encouraged to procure with equipment
 - ▶ Must be in budget

FINANCIAL BACKUP

SHSP - What to submit for most purchases (cont.)

What to Submit for Reimbursement of Travel

- ▶ A copy of the flight or travel itinerary is required
 - ▶ (Boarding passes not required, unless proof for a day trip)
- ▶ Hotel invoice/receipt- Please do not submit only reservation confirmation if there is no amount due on the confirmation. The amount due must match the proof of payment cleared documentation.
 - ▶ Lodging rate before fees and taxes cannot exceed the max federal rate. (Example: Anchorage is \$99.00 winter, \$339.00 summer)
- ▶ Per Diem - Use local policy, but cannot exceed federal rate and 75% of rate on first and last travel days – Documentation of payment to traveler required
- ▶ Rental cars at subrecipient discretion

FINANCIAL BACKUP

SHSP - What to submit for most purchases (cont.)

What to Submit for Reimbursement Overtime and Backfill

- ▶ Summary spreadsheet of timesheets listing employee name, name of employee for whom backfilled if applicable, date worked, hours worked, rate of pay distinguished by straight time and/or overtime, total wages, fringe benefit cost.
 - ▶ This must be signed and certified
- ▶ When reimbursing backfill-
 - ▶ You must track who the individual being backfilled and their respective backfill replacement. This will need to be documented accordingly when seeking reimbursement.
 - ▶ The overtime rate for the backfill person must never exceed the overtime rate of the individual being backfilled

FINANCIAL BACKUP

EOCGP - What to submit

- ▶ Must provide backup that accounts for 25% Match Expenses
- ▶ Must be cash (hard) match
 - ▶ Per 2 CFR 200.306
 - ▶ Must consist of eligible costs (i.e., same allowability as the federal share)
 - ▶ Must not be included as contributions for any other federal award

FINANCIAL BACKUP ALL PROGRAMS

Procurement Documentation

*Local procurement policies may be used, but they must be as stringent as state or federal policy

- ▶ Procurement Method Report (PMR) – this is used to document the procurement process
 - ▶ This must be submitted with every invoice/receipt (except for travel related costs and advertising). Ensure **one** PMR is being completed per purchase/order (this may cover more than one invoice) **DO NOT FRAGMENT!**
 - ▶ Use the correct form per the corresponding Procurement amount –
 - ▶ \$0.00 – under \$10,000 – Sign certification

\$0.00 - under \$10,000.00	
Vendor Name:	Purchase Amount:
Justification for Vendor Selection. Please include any written supporting documents providing justification for vendor selection. “Vendor was procured by Micro Purchase in accordance with local, state and federal procurement methods and to the maximum extent practicable, we attempted to distribute micro-purchases equitably among qualified suppliers. Where micro-purchases were awarded without soliciting competitive price or rate quotations, it was only under the condition that we considered the price to be reasonable based on research, experience, purchase history and/or other information and documents. We have filed this documentation accordingly.”	

FINANCIAL BACKUP ALL PROGRAMS

Procurement Documentation (cont.)

- ▶ Procurement Method Report – this is used to document the procurement process (cont.)
 - ▶ The following require Pre-Approval before purchase. Use the correct form per the corresponding Procurement amount
 - ▶ **\$10,000.00 – under \$100,000** – Provide Specifications on what is being purchased, criteria for awarding the purchase, and the response due date that was provided to the vendors. Three vendors with bid amounts must be listed. Complete the justification box on why the vendor was selected, sign, and send in for pre-approval before making the purchase.
 - ▶ **\$100,000.00 or greater** – Requires two pre-approvals. Complete the first section of the PMR and provide all draft Request for Proposal, or Invitation to Bid documentation to DHS&EM before advertising. Once approved by a DHS&EM Program Manager, it will be sent back to advertise the procurement. Once responses are received, complete the rest of the form and send to DHS&EM for approval before awarding the purchase.
 - ▶ **Pre-Bid Contracts** – This includes GSA, NASPO or local equivalents. Complete the form, sign, and send to DHS&EM prior to making the purchase.
 - ▶ **Sole Source/Inadequate Competition** – This is not the same as a pre-bid contract. Complete the form ensuring to provide justification and evidence as to why this type of procurement is being used. Sign and send the DHS&EM before making the purchase.

SAM Report

- ▶ Every vendor must be checked on the sam.gov website
- ▶ If the vendor does not appear print the screen showing you searched

FINANCIAL BACKUP
ALL PROGRAMS

Search Results | System for Award Management https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABX...

USER
tdp
Fr

Search Results

Current Search Terms: Sitka* True* Value*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.





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Type

SAM | System for Award Management 1.0 IBM v1.P.53.20161012-1315

WWW4

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



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FINANCIAL BACKUP

ALL PROGRAMS

Proof Payment Cleared

- ▶ For items paid for by cash
 1. Invoice/receipt marked paid in full or documents a complete cash transaction (e.g., the change provided back, the amount still due \$0.00, etc.)

- ▶ For items paid for by check or Electronic Transfer-
 1. Invoice/receipt- preferably with check number on it

 2. Copy of canceled check or copy of automated transaction ledger showing outlay of funds, or copy of bank statement

- ▶ For items paid for by credit card
 1. Invoice/copy or receipt

 2. A copy of the credit card statement with the charge

- ▶ As money is turned back by subrecipients, these funds go into a pot to later be reallocated back out in order to maintain the 80% pass-through requirement on the grant and national priority thresholds.
- ▶ The application is on the website and can be completed at anytime and submitted to mva.grants@alaska.gov. We will sometimes send out an e-mail asking for applications if we have a large pot of money to reallocate.
- ▶ Priority for funding projects is:
 - ▶ Underfunded projects / Cost Over-Runs
 - ▶ New Projects
 - ▶ National Priority Projects
- ▶ Often times these funds must be accepted and spent in a very short timeframe so please keep this in mind when completing the reallocation application.

REALLOCATION OF FUNDS - SHSP

BABAA REMINDER

The Build America Buy America Act (BABAA) requires that all iron, steel, manufactured products, and construction materials used in federally funded projects must be produced in the United States.

- ▶ BABAA requirements only apply to infrastructure projects that involve construction, alteration, maintenance, or repair of infrastructure.

BABAA requires that FEMA award recipients comply with the following domestic preference requirements:

- ▶ All iron and steel items used in a project must be produced in the US.
 - ▶ This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the US.
- ▶ All manufactured products used in a project must be produced in the US.
 - ▶ This means the manufactured product was manufactured in the US, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the US is greater than 55% of the total cost of all components of the manufactured product.
- ▶ All construction materials used in projects must be manufactured in the US.
 - ▶ This means all manufacturing processes for the construction material occurred in the US.

BABAA REMINDER

Per [section 70914\(c\)](#) of BABAA, FEMA may waive the application of a "Buy America" preference under an infrastructure program in any case in which FEMA finds that:

- ▶ Applying the domestic content procurement preference would be inconsistent with the public interest (public interest waiver);
- ▶ Types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality (nonavailability waiver); or
- ▶ The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent (unreasonable cost waiver).

Approved Waivers

▶ **Small Projects Waiver**

Waives the BABAA Requirements for infrastructure projects under FEMA awards or subawards where the total project cost does not exceed the federal simplified acquisition threshold (currently set at \$250,000)

▶ De Minimis Waiver

Waives the need to comply with the Buy America preference for otherwise covered infrastructure project purchases, totaling up to 5% of the total material costs subject to BABAA, up to a maximum of \$1 million. Once a Federal financial assistance recipient's total purchases of materials otherwise covered by the Buy America preference reach 5% of applicable project costs or the de minimis threshold of \$1,000,000, whichever is lower, all other applicable project purchases must comply with the Buy America preference

THE WAY AHEAD - EMPG

April - May 2025

- DHS&EM receives Guidance and Application from FEMA
- DHS&EM Writes State Application
- DHS&EM Reviews and Submits Final Federal Application to USDHS

June-July

- Local Grant Application, State Overview and Guidelines
- Electronically Submit Grant Applications to DHS&EM

August-September 2025

- DHS&EM receives grant from USDHS

September 2025

- NIMS Implementation Questionnaire Due for all current EMPG and/or SHSP subrecipients

September-October 2025

- Funding notification sent out to all applicants
- DHS&EM e-mails awards to subrecipients (NLT 45 days after official Grant Award Notice)

October-November 2025

- Grant Kick-Off Meetings held with Subrecipients

THE WAY AHEAD - SHSP

December 6, 2024

- SHSP Local Grant Application, State Overview, and Guidelines available
- Grants webinar will be held for interested applicants.

January 29, 2025

- **Electronically Submit Grant Applications to DHS&EM, NLT 12:00 pm Wednesday, January 29, 2025**

February 2025

- DHS&EM Grants review of applications for eligibility
- DHS&EM Internal Staff review for comments on feasibility, capability, and reasonableness

March 2025

- DHS&EM receives Homeland Security Grant Program Guidance and Application from Department of Homeland Security

March 18-20, 2025

- Interagency Review committee held to determine funding recommendations

April - May 2025

- DHS&EM Writes State Application
- DHS&EM Reviews and Submits Final Federal Application to USDHS

August-September 2025

- DHS&EM receives grant from USDHS

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<http://ready.alaska.gov/grants.htm>

1-800-478-2337
or 907-428-7000

Email: mva.grants@alaska.gov

QUESTIONS & ANSWERS