



STATE OF ALASKA
Division of Homeland Security and Emergency Management
Local Emergency Planning Committee (LEPC) Grant
Quarterly Financial Progress Report and Request for Reimbursement

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of State 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 invoices, purchase orders, payroll reports, timesheets, and/or other back-up documentation.

1. ADMINISTERING AGENCY NAME AND ADDRESS <Jurisdiction> <Address> <City, State ZIP>	2. STATE GRANT NUMBER	3. REPORT NO.
	4. REPORTING PERIOD (Dates) From: _____ To: _____	
5. LEPC NAME:	6. GRANT AMOUNT \$ _____	7. TYPE OF REPORT <input type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> LEPC Baseline Expenditures <input type="checkbox"/> Special Project

	BASELINE AWARD \$	SPECIAL PROJECT AWARD \$
TOTAL REIMBURSEMENT REQUESTED <i>To date</i>	\$ _____	\$ _____
TOTAL REIMBURSEMENT RECEIVED <i>To date</i>	\$ _____	\$ _____
ACTIVITY/EXPENSES THIS QUARTER		
Support Services	\$ _____	\$ _____
Contractual	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Capital /Equipment	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Outreach	\$ _____	\$ _____
TOTAL OF EXPENDITURES THIS QUARTER	\$ _____	\$ _____
REIMBURSEMENT REQUESTED THIS QUARTER	\$ _____	\$ _____
GRANT AWARD AMOUNT REMAINING	\$ _____	\$ _____

SIGNATURE OF LEPC CHAIRPERSON, OR PROJECT MANAGER	DATE
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I certify the financial expenditures submitted for reimbursement with this report, including all supporting documentation, have been incurred by the jurisdiction, are eligible and allowable expenditures consistent with the project guidelines and State Emergency Response Commission policies, have not been previously requested and reimbursement is due.

SIGNATURE OF AUTHORIZED FINANCIAL OFFICER	DATE
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INSTRUCTIONS FOR COMPLETING LOCAL EMERGENCY PLANNING COMMITTEE QUARTERLY FINANCIAL PROGRESS REPORTS

Grantees are required to submit financial reports and supporting documentation for expenditures each State Fiscal Year (SFY) quarter. Reports should include sufficient details on expenditures by the Local Emergency Planning Committee (LEPC) each quarter. The information will be used by the Division of Homeland Security and Emergency Management (DHS&EM) to monitor grantee cash flow to ensure proper use of State funds. The following should be observed in preparation and submission of financial reports:

1. **Date Due.** Reports are due on a quarterly basis as scheduled below for the performance period of the grant. Refer to the Obligating Award Document regarding "Reimbursements" and "Penalty for Non-Compliance" regarding delinquent reports.

Number of Scheduled Report Due	Performance Period Covered	Narrative and Financial Progress Report Due Dates
1	July 1 – September 30	October 20
2	October 1 – December 31	January 20
3	January 1 – March 31	April 20
4 (Final)	April 1 – June 30	July 31

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule.

2. **Submission.** Submit the report with original signatures to the address below. The report or supplemental signed documentation may be faxed or sent electronically for expediency, if promptly followed by the report with original signatures.

Alaska Division of Homeland Security and Emergency Management
 Attention: State Administrative Agency Point of Contact
 PO Box 5750
 Fort Richardson, AK 99505-5750

General Telephones
 Phone: (800) 478-2337
 Phone: (907) 428-7000
 FAX: (907) 428-7009

3. **Grant Administration and Project Management.** Grant information along with Alaska Division of Homeland Security and Emergency Management (DHS&EM) points of contacts are available by visiting our website at www.ak-prepared.com/grants.htm.

4. **Form and Execution.** Use this form to indicate the category and expenditure for funds used in the reporting quarter. It should be noted the report must be signed by the persons designated on the LEPC grant award document as project manager and chief financial officer, or their designated representative.

5. **Expenditure Categories.** Use the following guide for identifying Expenditure Categories:

- Support Services: Personnel costs associated with LEPC administration and support services, postage, telephone, service charges (banking and phone, excluding late fees), copying, advertising, etc.
- Contractual: LEPC coordinator services, LEPC space rental, service agreements for equipment, vendor contracts for plan writing, etc. Please see Ethics Act for conflicts of interest with contracts.
- Supplies: Paper, toner cartridges, miscellaneous office supplies, etc.
- Capital Equipment Purchases: Purchase of computers, copy machines, or any item with a value of \$1,000.00 or more necessary to carry out LEPC responsibilities. **Capital item purchases currently in use must be inventoried on a yearly basis. Inventory reports must be submitted to DHS&EM by January 20 of each fiscal year**
- Travel: Associated with attending tri-annual LEPCA or SERC meetings, or with conducting a yearly face-to-face meeting of LEPC.
- Outreach: Media campaigns: public service announcements, camera-ready materials, website support, newsletters, outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers, promotional materials: pins, patches, magnets, clothing/headwear. All materials must include the LEPC name, and if applicable, the logo, tagline, and website. **Expenditures for promotional items must not exceed 20 percent of the total LEPC allocation.**

6. **Documentation.** The following is a list of documentation required for expenditure reimbursement:

Personnel Costs (Support Services)

Supporting documentation for wages and benefits must include source documents suitable for audit purposes, including, but not limited to:

- Time and attendance records of employee with name, position, title, hours worked
- Wage rate, straight time and overtime, if applicable
- Fringe benefit calculation (actual or formula/percentage of wages)
- Method of allocating and tracking employee personnel costs to the project, applicable collective bargaining agreement; **or**
- Certified Payroll Report which captures the above information required

Office Expenses and Support Services

- Statements or invoices
- Method of allocating cost to project
- Administrative Support: refer to Personnel Costs

Contracts/Consultants

- Copies of current contracts must be provided at the beginning of each fiscal year or upon agreement and must contain all required local and State contracting and procurement language. The contract must include the project budget
- Simple narrative, or explanation sentence describing the procurement method used within the local government procurement policy. If none exists, then State policy applies
- Detailed invoices and time and effort reports are required for consultants and must be authorized by the Chief Financial Officer

Supplies (expendable items consumed during the project period)

- Invoice or receipt
- Method of allocating cost to project

Capital Equipment Purchases (non-expendable items over \$1,000.00)

- Invoice or receipt .
- Simple narrative, or explanation sentence describing the procurement method used within the local government procurement policy. If none exists, then State policy applies

Travel

- Basis of computation by unit cost (number of people x \$airfare x \$lodging x \$meal allowance x \$other)
- Purpose of travel and location
- Travel Authorization and receipts for all expenses except meals

Outreach

- Invoice or receipt
- Simple narrative, or explanation sentence describing the procurement method used within the local government procurement policy. If none exists, then State policy applies
- Photocopy, photo, or physical example of item that shows imprint of LEPC name, and if applicable, the logo, tagline, and website

7. **Reporting Requirements.** Provide detailed financial documentation to ensure DHS&EM can accurately account for LEPC quarterly expenditures. If the LEPC is experiencing any problems in performing LEPC functions, have any questions about the form, or what financial documentation is required to be submitted, please call the Grants Section at 1-800-478-2337.