



STATE OF ALASKA
Division of Homeland Security and Emergency Management
Local Emergency Planning Committee (LEPC) Grant
Narrative Progress Report

The information provided will be used by the grantor to monitor grantee performance and project implementation to ensure proper use of funds. No further monies or other benefits may be paid out under this grant unless this report is completed and filed on time as required. The Narrative Progress Report must support the expenditures in the Financial Progress Report.

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

8. COMMENCE NARRATIVE REPORT HERE:

Mandatory reporting items: Summarize quarterly activity below for each task. Each field will expand as necessary. Attach supplemental documentation or pages for additional comments as needed.

1. Is the Local Emergency Planning Committee (LEPC) active? Yes No
 If **No**, provide an explanation:

2. Have LEPC meetings been held during this performance quarter? Yes No
 If **No**, provide an explanation:

LEPC meeting minutes for all meetings held within a reporting quarter must be included with quarterly report

3. **Reporting Quarters 1, 3, and 4 Only:** Did the LEPC send a representative(s) to an LEPC Association (LEPCA) meeting/trainings and/or the State Emergency Response Commission (SERC) meeting this reporting quarter? Yes No
 If **No**, provide an explanation:

4. Did your LEPC enter into any contracts (e.g., with consultants, vendors) during this quarterly reporting period? Yes No
 If **Yes**, list the name of the contractor and the purpose of the contract. Attach copy of the contract agreement.

5. Has your LEPC worked with other state, federal or local, private or non-profit agencies on oil and hazardous substance planning projects, or other all-hazards emergency planning during this report quarter? Yes No
 If **Yes**, please summarize, if **No**, provide an explanation:

6. Is your LEPC having any problems not mentioned above, in meeting the project objectives, or the terms of the grant? Yes No
 If **Yes**, please summarize:

7. List all LEPC meetings, training, and exercises held during the quarter. Summarize the activities below. Identify whether the activities were planning, outreach, all-hazards, or hazardous material related.

DATE	ACTIVITY

8. What activities are planned for next reporting period?

Signature of LEPC Chairperson or Project Manager	Signature of Signatory Official
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**INSTRUCTIONS FOR DOCUMENTATION AND COMPLETION OF LOCAL EMERGENCY PLANNING COMMITTEE
QUARTERLY NARRATIVE PROGRESS REPORTS**

Grantees are required to submit Quarterly Narrative Progress Reports on Local Emergency Planning Committee (LEPC) activities and accomplishments. Progress reports will compare actual accomplishments to any objectives established for the committee in the grant application. Report reasons for deviations, and justification for a timeline adjustment, if requested. Include any significant events or activities. The Quarterly Narrative Progress Report must support expenditures in the Quarterly Financial Progress Report. **A Quarterly Narrative Progress Report is required whether or not any grant activities occurred during the period.**

- 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.

- 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

- 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.
- Form and Execution.** Grantees shall use this form as a face sheet. Use one form per report per grant program. Attach additional pages as needed. The Quarterly Narrative Progress Report shall be signed by the LEPC Chairperson or the Project Manager and the Authorizing Official designated on the Obligating Award Document, or any duly–authorized successor or a specific person delegated in writing by the Authorizing Official. Signatures of two separate individuals are required on the Quarterly Narrative Progress Report. Immediately advise DHS&EM of any changes to the signatory officials listed on the grant award. Personnel changes in signatory authority will require a grant award amendment.
- Reporting Requirements.** The reporting requirements are designed to provide DHS&EM with information to monitor grant implementation, project implementation, and goal achievement in support of the LEPC. Quarterly Narrative Progress Reports should provide sufficient detail so that DHS&EM can accurately credit the accomplishments of the LEPC during the reporting period. If the LEPC is experiencing any problems in performing LEPC functions, it should be stated in the narrative report. Quarterly Narrative Progress Reports must be performance–based, and relate to the duties and mission of the LEPC, correlating with goals, objectives, timelines, milestones, and accomplishments, if stated in the grant application. Attach meeting agendas and minutes.