



**STATE OF ALASKA**  
**Division of Homeland Security and Emergency Management**  
**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)**  
**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. EMPG awards are planning grants to reimburse for personal services, wages and benefits for a specified Emergency Manager and staff within your jurisdiction.

<b>1. GRANTEE NAME AND ADDRESS</b> <Jurisdiction> <Address> <City, State ZIP>		<b>2. GRANT AGREEMENT NUMBER</b>  	<b>3. REPORT NO.</b>  
		<b>4. REPORTING PERIOD (Dates)</b>	
		From: _____	To: _____
<b>5. SHORT TITLE OF PROJECT:</b> Use one form per program. Check appropriate box above.		<b>6. GRANT AMOUNT</b>  <div style="text-align: center; font-size: 1.2em;"><b>\$0.00</b></div>	<b>7. TYPE OF REPORT</b> <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">       FINAL Expenditures may be submitted as        REGULAR with FINAL Progress Narrative     </div>
<b>8. NAME AND TITLE OF PROJECT MANAGER</b>	<b>9. SIGNATURE OF PROJECT MANAGER</b>	<b>10. DATE OF REPORT</b>	
<b>11.</b>		<b>PLANNING or TRAINING</b>	
<b>A) TOTAL GRANT AWARD AMOUNT</b>			
<b>B) PREVIOUSLY REPORTED EXPENDITURES</b>			
<b>C) TOTAL REIMBURSEMENT REQUESTED TO DATE</b>			
<b>D) TOTAL PAYMENTS RECEIVED TO DATE</b>			
<b>E) TOTAL EXPENDITURES THIS QUARTER</b>			
<b>F) REIMBURSEMENT REQUESTED THIS QUARTER</b>			
<b>G) LOCAL MATCH</b> [ E - F = G ]			
<b>H) RECEIPTS: PROGRAM INCOME</b> <input type="checkbox"/> <b>MATCH</b> <input type="checkbox"/>			
<b>I) GRANT AMOUNT REMAINING</b> [ A - (C + F) = I ]			
<b>J) TOTAL GRANT FUNDS ENCUMBERED THIS QUARTER</b>			
<b>K) GRANT BALANCE NOT REIMBURSED OR ENCUMBERED</b> [ I - J = K ]			
<b>12. CERTIFICATION BY GRANTEE</b> 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.		<b>13. DATE</b>	
Signature of Chief Financial Officer _____			

**INSTRUCTIONS FOR COMPLETION OF  
QUARTERLY FINANCIAL PROGRESS REPORTS**

Grantees are required to submit Quarterly Financial Progress Reports and supporting documentation for expenditures in accord with the project Budget Detail and Scope of Work. Progress reports compare actual expenditures to the project budget for the reporting period. Any significant cost deviations from the approved budget and subsequent impact on the project, etc. shall be reported in the Narrative Progress Report. The Narrative Progress Report must support the expenditures and financial activity in the Financial Progress Report. The information on this form will be used by the Division of Homeland Security and Emergency Management (DHS&EM) to monitor grantee cash flow and encumbrances, grantee performance, project implementation, and compliance with OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133, the "Common Rule..." the US Dept of Justice/Office of the Comptroller Financial Guide, and the US Dept of Homeland Security/Office of Grant Operations *Financial Guide*, to ensure proper use of federal funds. **Quarterly Financial Progress Reports are required whether or not expenditures are incurred.**

This form shall be used to report on the Emergency Management Performance Grant (EMPG) program.

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

Reporting Period:

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31

Due No Later Than:

April 20

July 20

October 20

January 20

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

Division of Homeland Security and Emergency Management

Attention: SAA

P.O. 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 DHS&EM points of contacts is available by visiting our website at [www.ak-prepared.com/grants.htm](http://www.ak-prepared.com/grants.htm).

4. **Form and Execution.** Grantees shall use this form as a face sheet. Use one form per report per grant program and check the appropriate box. Include an expenditure summary page of the attached supporting documentation, which can be in the form of a Word document, a table, a spreadsheet, or a report generated by the jurisdiction's accounting software. The Quarterly Financial Progress Report shall be signed by the Project Manager and the Chief Financial Officer (CFO) designated on the Obligating Award Document, or any duly-authorized successor or a specific person delegated in writing by the CFO. Signatures of two separate individuals are required. Immediately advise DHS&EM of any changes to the signatory officials listed on the grant award. Personnel changes in signatory authority may require a grant Award Amendment.

This Quarterly Financial Progress Report form only allows you to enter data where needed. When the form is opened, the cursor defaults to section one of the form. Fill out section one. When completed, press the tab key to move the cursor to the next section for completion. Continue to use the tab key to forward through the form. To use your cursor, place it in a desired section, left click on your mouse and enter the required information. If needed this form can be e-mailed or faxed by contacting DHS&EM at the address or phone the number mentioned above. This form is available on our website at: <http://www.ak-prepared.com/grants.htm>