



**STATE OF ALASKA**  
**Division of Homeland Security and Emergency Management**  
**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)**  
**NARRATIVE PROGRESS REPORT (TRAINING)**

The information provided will be used by the grantor agency to monitor 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 on time as required. The Narrative Progress Report must support the expenditures in the Financial Progress Report.

<b>1. GRANTEE NAME AND ADDRESS</b> <Jurisdiction> <Address> <City, State ZIP>	<b>2. STATE GRANT 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> <p style="text-align: center; font-size: 1.2em;"><b>\$0.00</b></p>	<b>7. TYPE OF REPORT</b> <p style="text-align: center; font-size: 1.2em;"><b>Regular</b></p>
<b>8. NAME AND TITLE OF PROJECT MANAGER</b>	<b>9. SIGNATURE OF PROJECT MANAGER</b>	<b>10. DATE OF REPORT</b>

**11. COMMENCE NARRATIVE REPORT HERE** *(Continue on plain paper and attach)*

**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.

<b>1. Provide number of public sector employees needing training.</b>
<b>2. Describe training delivered to public sector employees.</b>
<b>3. Describe training drills and exercises completed and planned.</b>
<b>4. Description of progress made toward meeting training objectives as stated in your application or request.</b>
<b>5. Description of unmet training objectives and proposed approach to meet the objectives.</b>
<b>6. Additional Related Activity</b>

**12. CERTIFICATION BY GRANTEE:** I certify that the activities conducted are aligned with the *State Hazardous Materials Emergency Preparedness Planning and Training Grant Program* as directed by the U.S. Department of Transportation, Alaska Division of Homeland Security and Emergency Management, and State Emergency Response Commission.

**13. DATE**

**Signatory Official Signature**

**INSTRUCTIONS FOR DOCUMENTATION AND COMPLETION OF QUARTERLY NARRATIVE PROGRESS REPORTS**

Grantees are required to submit Quarterly Narrative Progress Reports on project activities and accomplishments as provided in the project Scope of Work. Progress reports shall compare actual accomplishments to the objectives established for the reporting period in the project timeline, report reasons for deviations, and justification for a timeline adjustment. 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.**

This form shall be used to report on the Hazardous Materials Emergency Preparedness (HMEP) grant program.

- 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 "Penalties for Non-Compliance" regarding delinquent reports.

<u>Reporting Period:</u>	<u>Due No Later Than:</u>
January 1 - March 31	April 20
April 1 - June 30	July 20
July 1 - September 30	October 20
October 1 - December 31	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: State Administrative Agency, POC P.O. Box 5750 Fort Richardson, AK 99505-5750	<u>General Telephones</u> Phone: (800) 478-2337 Phone: (907) 428-7000 FAX: (907) 428-7009
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- 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. Attach additional pages as needed. The Quarterly Narrative Progress Report shall be signed by the Project Manager and the Authorizing Official (Mayor) 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 Report. 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.
- 5. **Reporting Requirements.** The reporting requirements are designed to provide the DHS&EM with sufficient information to monitor grant implementation, project implementation and goal achievement in support of the State Emergency Management Performance Work Plan. Narrative Progress Reports must be performance-based, and relate to the project Scope of Work or application narrative, correlating with goals, objectives, timelines, milestones and accomplishments. Attach meeting agendas and minutes. Exercise After Action Reports (AAR) are due 30 days after completion of an exercise. Training documentation should be attached to Financial Progress Reports with expenditures. Each project element (equipment, exercise, training, planning, management and administration) outlined in the Obligating Award Document shall be included in the Narrative Progress Report. Records shall be maintained for 3 years from date of grant closeout.