

## Notice of Intent to Accept Grant Award Instructions

1. Form can be found at <http://ready.alaska.gov/grants.htm>
2. Complete form:
  - a. **State Grant No.** – Enter number on grant award document
  - b. **Recipient Address** – Enter recipient name and address on grant award
  - c. **Jurisdiction Name** – Enter jurisdiction name
  - d. **Grant Name** – Enter name of grant from award document
  - e. **Document Name or Number** – Enter local governing ordinance or directive for accepting grant award and funds
  - f. **Citation Number** – Enter applicable citation number
  - g. **# of Days** – Enter number of days to extend acceptance beyond original 30 days
  - h. **Signature of Jurisdiction Signatory Official** – Signature of appropriate official
  - i. **Date** – Enter date of request
  - j. **Phone** – Enter phone number of signatory official
  - k. **Fax** – Enter fax number of signatory official
  - l. **Email** – Enter email address of signatory official or responsible individual
3. Fax or email form to DHS&EM
  - a. Fax number – 907-428-7009
  - b. Email – [jim.king@alaska.gov](mailto:jim.king@alaska.gov)
4. DHS&EM action
  - a. Grants section will prepare request for SAA POC approval with 2 working days
  - b. Return request to jurisdiction via fax or email
  - c. File copy of request in jurisdiction file folder