

## 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 20

**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 <http://ready.alaska.gov/grants.htm>.

4. **Form and Execution.** Use this form to indicate the expenditure of 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. LEPC grant funded contractors who will be reimbursed by the grant cannot sign financial reports.

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

### Management

**This category supports the day-to-day sustainment of the committee.** This includes:

- personnel costs associated with LEPC administration
- support services such as: postage, telephone, electricity, meeting room rental, service charges (banking and phone excluding late fees), and copying (Other charges require pre-approval.)
- miscellaneous office supplies such as paper and toner cartridges.
- Large Item purchases such as purchase of computers, copy machines, office furniture, or other capital equipment item with a value of \$1,000.00 or more, that is necessary to carry out the LEPC responsibilities **must be pre-approved**
- travel such as conducting a yearly face-to-face meeting of LEPC, or sending additional representatives to the LEPCA or SERC meetings. **All travel must be pre-approved by DHS&EM.**

### Outreach

**This category supports the committee's baseline goals of public involvement in the emergency planning process, CRTK, and all-hazards awareness.** This includes:

- publishing notices of LEPC activities, and public notification of committee activities. Print advertising should include the grant funding source- *This ad paid for by \_\_\_\_\_ LEPC with a grant from the State of Alaska, Division of Homeland Security and Emergency Management.*
- distribution of the emergency plans
- annually publishing notice of public availability of CRTK data
- media campaigns to increase awareness of chemical and all-hazards: 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

## Preparedness

**This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events, well as helping their communities prepare and mitigate through planning and preparedness for potential events.** This includes:

- certain pre-approved, non-response training for the LEPC and the community held in conjunction with a regularly scheduled LEPC meeting
- tabletop exercises held in conjunction with a regularly scheduled LEPC meeting that test plans previously reviewed or in the process of review and approval by the state
- costs associated with reviewing emergency plans once a year
- developing local emergency operations (response) plans for oil and hazardous substances

**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 contractors and 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

- Travel pre authorization with travel purpose and location
- Documentation of LEPC membership of traveler
- Copy of Meeting Agenda
- Basis of computation by unit cost (number of people x \$airfare x \$lodging x \$meal allowance x \$other)
- Receipts for all expenses except meals

### Promotional

- 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.