

## Instructions for AK-PPR-A, LEPC Performance Progress Report

1. The recipient must submit the AK-PPR-A cover page with the AK-PPR-B form.
2. The recipient must submit both forms no later than the 20<sup>th</sup> calendar day following the reporting period end date. Reporting schedules are outlined on the recipient's award document and coincide with the following calendar quarterly reporting period end dates: 09/30, 12/31, 3/31, and/or 6/30. Final reports are due within 30 calendar days after the grant performance period.

<b>Performance Progress Report</b>		
<b>Item</b>	<b>Data Elements</b>	<b>Line Item Instructions for LEPC AK-PPR-A</b>
1	Grantee Name	Enter the name of the jurisdiction as identified on the grant award document.
2	State Grant Number	Enter the State Grant Number as identified on the jurisdictions grant award.
3a	DUNS	Enter the jurisdiction's Data Universal Numbering System (DUNS) or Central Contract registry extended DUNS number. DUNS must remain active during grant performance period.
3b	EIN	Enter the jurisdiction's Employer Identification Number (EIN) provide by the Internal Revenue Service (IRS).
4	Reporting Period	Enter the reporting period date for which the report is prepared. The reporting quarters are 7/1-9/30, 10/1-12/31, 1/1-3/31, and 4/1-6/30, and for each calendar year. For final reports the reporting dates are from the beginning of the jurisdiction's grant performance period to the end. This can be found on the grant award document.
5	Final Report	Mark the appropriate box. Check "yes" only if this is the final report for the period specified in block 4.
6	Report Frequency	Select the appropriate term corresponding to the requirements contained in the grant award document.
7	Report Number	Enter the appropriate report number.
8a	Has a LEPC representative attended the Bi-annual Local Emergency Planning Committee Association (LEPCA) meetings and called in during scheduled teleconferences	This is a mandatory reporting item and must be reported each quarter. Select "yes" or "no".
8b	Has LEPC annually published notice of public availability of Community Right-To-Know data	This is a mandatory reporting item and must be reported each quarter. Select "yes" or "no".

<b>Performance Progress Report</b>		
<b>Item</b>	<b>Data Elements</b>	<b>Line Item Instructions for EMPG AK-PPR-A</b>
8c	Has LEPC reviewed emergency plans at least once annually	This is a mandatory reporting item and must be reported each quarter. Select "yes" or "no".
8d	Have LEPC meetings been held during this performance quarter	This is a mandatory reporting item and must be reported each quarter. Select "yes" or "no".
8e	Has a copy of the LEPC meeting minutes been attached to this report	This is a mandatory reporting item and must be reported each quarter. Select "yes" or "no".
8f	Additional Comments	Report any pertinent information not reported on the LEPC AK-PPR-B. This includes request for grant extensions, budget adjustments, project realignments, significant problems or delays, other information not reported. If no additional information is required enter "See attached LEPC AK-PPR-B".
9a	Typed or Printed Name of Project Manager	Enter name of Project Manager.
9b	Signature of Project Manager	Original signature of the project manager.
9c	Telephone Number	Enter the project manager's telephone number.
9d	Email Address	Enter the project manager's email address.
9e	Typed or Printed Name of Signatory Official	Enter name of Signatory Official.
9f	Signature of Signatory Official	Original signature of the signatory official.
9g	Telephone Number	Enter the signature official's telephone number.
9h	Email Address	Enter the signatory official's email address.
9i	Date Report Submitted	Enter the date submitted to DHS&EM. Note: Report must be received by the 20 <sup>th</sup> calendar day of the month following the reporting quarter. Final reports are due 30 calendars after the end of the grant performance period.