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State of Alaska
Division of Homeland Security and Emergency
Management

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AWARD DATE

July 01, 2016

STATE GRANT PROGRAM

2017 Local Emergency Planning Committee Grant

OBLIGATING AWARD DOCUMENT

RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT			
City of Valdez PO Box 307 Valdez, AK 99686		FROM:	July 01, 2016	AMENDMENT #:	#	AWARD AMOUNT	
		TO:	June 30, 2017	EFFECTIVE DATE:		\$11,639.41	
		STATE PROGRAM NUMBER				20LEPC-GY17	
DUNS NUMBER	067654202		FUNDING ALLOCATION				
EIN	92-6000143		PLANNING	\$11,639.41	EXERCISE		
METHOD OF PAYMENT	Electronic		TRAINING		EQUIPMENT		

Grant Award and Deliverables (continued on reverse side of agreement)

Planning:	\$11,639.41
Total Program Amount:	\$11,639.41

The attached Project Budget Details is the funding allocation. Grant program guidelines and state, and local contracting and procurement compliance requirements apply.

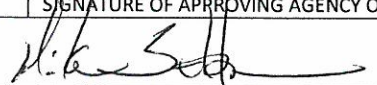
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)

None

AGENCY INFORMATION				
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE	http://ready.alaska.gov
			EMAIL	mva.grants@alaska.gov
			PHONE	907-428-7000
			FAX	907-428-7009

STATE PROJECT MANAGER	PHONE	FAX	EMAIL
Jared Woody	(907) 428-7044	(907) 428-7009	jared.woody@alaska.gov

AGENCY APPROVAL

NAME AND TITLE OF APPROVING AGENCY OFFICIAL	SIGNATURE OF APPROVING AGENCY OFFICIAL	DATE
Michael J. Sutton, Deputy Director		7/26/16

RECIPIENT ACCEPTANCE

NAME JURISDICTION LEPC CHAIRPERSON	NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL
George R. Keeney	Dennis Ragsdale, City Manager
SIGNATURE OF LEPC CHAIRPERSON	SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL
DATE	DATE

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Division File Number:		1.6.8.20		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2002	90000252	7001	2012	17 LEPC VDZ	0	0

The total allocation of the 2017 Local Emergency Planning Committee Grant awarded to the Division of Homeland Security and Emergency Management (DHS&EM) under the oversight of the State Emergency Response Commission (SERC) is \$300,000.00 under Agreement # 20LEPC-GY17. The City of Valdez has been awarded \$11,639.41 in Baseline funding for the Local Emergency Planning Committee (LEPC) which shall be used to support activities essential to support, sustain, and enhance LEPCs in order to perform their statutory responsibilities under state and federal law and to perform all-hazards planning projects that support the LEPC mission of increasing awareness of chemical and all-hazards in their communities as well as preparing and mitigating for all-hazards through planning activities. The performance period of this award ends on June 30, 2017. Project deliverables must be completed by this date. The final narrative and financial reports and documentation are required by **July 20, 2017** for grant closeout. The local jurisdiction entity must agree to accept and administer the funds on behalf of the LEPC. All LEPC's and political subdivisions, as applicable, will be required to comply with the standard terms and requirements detailed in this grant award agreement.

Reporting Requirements: The City of Valdez shall submit timely quarterly Performance and *Financial Progress Reports* to the DHS&EM project manager. The most current forms are available online at <http://ready.alaska.gov/grants> and may be reproduced. Quarterly reports are due:

Number of Scheduled Reports Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2016 – 09/30/2016	10/20/2016
2	10/01/2016 – 12/31/2016	01/20/2017
3	01/01/2017 – 03/31/2017	04/20/2017
4/Final	04/01/2017 – 06/30/2017	07/20/2017

Performance Progress reports shall compare actual accomplishments to the objectives established for the reporting period. Include any significant events or activities. Financial Progress reports shall show receipts of program income and cash or in-kind contributions to the project.

The state will review expenditures at the end of the second quarter (10/01/2016-12/31/2016) to ensure funds are being adequately spent. If not, the state may de-obligate some or all the remaining funds. Third and fourth quarter funds will not be reimbursed until this review is completed.

Signatory Requirements: The primary signatory official, LEPC chair and chief financial officer as listed on the Signatory Authority Form must sign the obligating award document and any award amendments. Delegates may sign the quarterly and final reports, however, the signatures of the project manager/LEPC chair, signatory official and the financial officer must be three separate signatures.

Reimbursements: Submit on the *Financial Progress Report*. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and submission of timely quarterly reports and LEPC meeting minutes. Reimbursements may be withheld pending correction of deficiencies. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, etc.), documentation of payment, and procurement method report (where applicable). Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Staff may not self-certify their own time and wages. The City of Valdez shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants.

Contracts: Copies of all contracts for services shall be submitted to DHS&EM and procurement methods if needed. Contract deliverables must meet the intent of the grant application and grant requirements. Any contract entered into during this grant period shall comply with local and State government contracting regulations. Contracts for professional and consultant services must include local and state government required contract language and require submission to DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants and must be authorized by the chief financial officer.

Publications and Imprinted Items: Publications created with funding under this grant shall prominently contain the following statement: **This document was prepared under a grant from the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the State of Alaska.** When possible, all promotional materials should be imprinted with at minimum the name and contact information for the LEPC. When possible, name, contact information, and funding source should be credited.

Equipment Management: The City of Valdez shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures.

Pre-Approved Travel: All travel must be pre-approved by DHS&EM. LEPC travel is limited to additional, non-DHS&EM funded LEPC members to attend Local Emergency Planning Committee Association (LEPCA), and/or SERC meetings. Other LEPC-related travel may be considered on a case-by-case basis when the benefit to the LEPC and its mission is demonstrated in writing prior to the travel. (Note: Listing on the PBD of the award demonstrates allocation of funds, not pre-approval or authorization.)

Penalty for Non-Compliance: For the reasons listed below, reimbursements may be partially or wholly withheld, or the award may be wholly or partly suspended, or terminated. The SERC and DHS&EM shall notify the City of Valdez and the LEPC of its decision in writing. The City of Valdez must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions listed in Block 10, if applicable
3. Failure or inability to adhere to grant guidelines and compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports

Monitoring Policy: The SERC and DHS&EM reserve the right to periodically monitor the City of Valdez financial policies and procedures, records, systems, means of allocating and tracking costs, maintenance of current financial data, procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), program operations, and other concerns relative to this award. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The *Monitoring Policy* is available online at <http://ready.alaska.gov/grants>.

Changes to Award: All change requests accompanied by a narrative justification must be submitted in writing or electronically to the DHS&EM Project Manager for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Revisions to the Baseline funding, or changes in key persons specified in the grant award, will result in an amendment to this award.

Non-reimbursable Expenses: Food and beverage items, general-use software (word processing, spreadsheet, graphics, internet security, etc.), response equipment, hotel incidentals, all travel expenses when not pre-approved, travel-related change fees when the traveler alters their travel without approval from the DHS&EM Project Manager, promotional items not related to promotion of the LEPC and its Baseline goals, activities that do not relate to reviewing plans, evaluating the need for training and resources to develop, implement, or exercise all-hazard plans, activities not related to better informing the public and first responders of awareness of community hazards and preparedness activities. Indirect costs are not allowable under this grant.

We, the Signatory Officials, do hereby assure and certify:

The performance period for this grant award is July 01, 2016 through June 30, 2017. Monies may not be obligated outside of this time period.

Each LEPC member will comply with the SERC Policies and Procedures Manual, Section II.c.1 and AS 39.52 regarding the Alaska Ethics Act. The SERC and DHS&EM reserve the right to periodically monitor LEPC files for compliance.

A representative from the Valdez LEPC will attend scheduled LEPCA meetings.

LEPC meeting minutes for all meetings held within a quarter will be included with quarterly reports.

Location and contact information to access Tier II reports will be advertised in the local newspaper and a copy of the advertisement provided to DHS&EM.

Financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project.

Any contract entered into during this grant period shall comply with local and state government contracting and licensing regulations.

Records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required.

Single Audit: The LEPC will have an audit performed in accordance with 2 AAC 45.010 and/or be subject to State Audit. Each LEPC or subcontractor is required to provide auditors or State agents reasonable access to books, documents, papers and records of the LEPC or subcontractor. Copies of audit findings must be submitted to DHS&EM within 30 days after the audit report is received, or within a nine (9) month period of the annual closeout period, whichever is earlier, in accordance with 2 AAC 45.010.

We have reviewed the State of Alaska *Ethics Information for Members of Boards and Commissions* (available online at <http://ready.alaska.gov>, and AS 39.52 and acknowledge compliance.

Procurement shall comply with local procurement policies and procedures, and conform to applicable State law and regulations. Procurement transactions shall be conducted to provide maximum open and free competition.

Compliance with statutory responsibilities established by Federal law 42 USC 11001-11005, 11044 and State law AS 26.23.073 including:

- (1) Establish procedures for receiving and processing requests for information under the Community Right-to-Know Act
- (2) Appoint a chair and establish rules for functioning
- (3) Prepare and annually review an Emergency Plan in accordance with 11 USC 11003 (referencing hazardous substances)
- (4) Evaluate resources needed to develop, implement and exercise the Emergency Plan, submitting recommendations to political subdivisions in the Local Emergency Planning District (LEPD) regarding resource needs
- (5) Make recommendations to other agencies and entities about the preparation of local, State and inter-jurisdictional plans
- (6) Serve as an advisory committee to the political subdivisions or the Inter-jurisdictional planning and service area, to evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and submit recommendations to the political subdivisions in the LEPD with respect to the resources that may be required and the means for providing the resources
- (7) Enter into a cooperative relationship with the political subdivisions in the LEPD served by the LEPC to enhance emergency preparedness and response, ensure planning efforts are not duplicated, and requiring the political subdivision to administer LEPC grant funds

(8) Publish an annual notice in local newspapers that the emergency response plan, material safety data sheets and emergency hazardous chemical inventory forms are available for public review. The notice must say that follow up emergency notices may later be issued.

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LEPC Chairperson's Signature

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature