

**SUBJECT:** ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT OF \$160,000 FROM THE ALASKA STATE DEPARTMENT OF MILITARY AND VETERAN'S AFFAIRS, EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM, AND REQUESTING A REAPPROPRIATION OF \$149,500 FROM THE EMERGENCY MANAGEMENT FISCAL YEAR 2021 OPERATING BUDGET, AND \$10,500 FROM THE EMERGENCY SERVICES ADMIN FISCAL YEAR 2021 OPERATING BUDGET, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR PROJECT NUMBER 45285, FUND 425, FOR EMERGENCY MANAGEMENT WAGES AND BENEFITS.

**AGENDA OF:** August 4, 2020

**ASSEMBLY ACTION:**

*Adopted without objection &  
Assembly member Boeve recused*

*8-18-2020*

**MANAGER RECOMMENDATION:** Introduce and set for public hearing.

**APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER:**

*George Hays*

Route To:	Department/Individual	Initials	Remarks
	Originator	CL	
	Emergency Services Director	KB	
	Finance Director	CY	
	Borough Attorney	NS	
	Borough Clerk	<i>Jan 7/27/20</i>	<i>KB J</i>

**ATTACHMENT (S):** Fiscal Note: YES X NO     

Ordinance Serial No. 20-073 (2 pp)

Resolution Serial No. 20-074 (2 pp)

*Documentation From the  
Alaska State Dept. of Military and Veterans Affairs (11 pp)*

**SUMMARY STATEMENT:**

The Borough has received a grant from the Alaska State Department of Military and Veteran's Affairs and the funds will be used for Emergency Management wages and benefits. The Borough is required to provide matching funds in the amount of \$160,000 in order to comply with the conditions of the grant and to receive the grant.

**RECOMMENDATION OF ADMINISTRATION:**

The administration recommends approval of the attached legislation, which will accept and appropriate the Alaska State Department of Military and Veteran's Affairs grant in the amount of \$160,000 and approve a re-appropriation of \$149,500 from the Emergency Management Fiscal Year 2021 Operating Budget, and \$10,500 from the Emergency Services Administration Fiscal Year 2021 Operating Budget, and approve the scope of work and budget for Project 45285, Fund 425.

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: August 4, 2020

SUBJECT: Accepting and appropriating a grant in the amount of \$160,000 from the Alaska State Department of Military and Veteran's Affairs, Emergency Management Performance Grant Program, and requesting a re-appropriation of \$149,500 from the Emergency Management Fiscal Year 2021 Operating Budget, and \$10,500 from the Emergency Services Administration Fiscal Year 2021 Operating Budget, and approving the scope of work and budget for Project 45285, Fund 425 for Emergency Management wages and benefits.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$320,000</u>	FUNDING SOURCE <u>Grant / Area-wide Operating</u>
FROM ACCOUNT # <u>100-160-300 4XX.XXX (10,500)</u> <u>100-160-380 4XX.XXX (149,500)</u>	PROJECT
TO ACCOUNT: <u>425.000.000 3XX.XXX</u>	PROJECT # <u>45285</u>
VERIFIED BY: <u>Christine Weiland</u>	CERTIFIED BY:
DATE: <u>7/20/2020</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL	<u>320</u>					
REVENUE						

FUNDING:

(Thousands of Dollars)

General Fund	<u>160</u>					
State/Federal Funds	<u>160</u>					
Other						
TOTAL	<u>320</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 DEPARTMENT: Chapman Council DATE: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_ DATE: 7/20/2020

IM No. 20-146  
Ordinance Serial No. 20-073  
Resolution Serial No. 20-074





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Military and  
Veterans Affairs**

Division of Homeland Security and  
Emergency Management

P.O. Box 5750  
JBER, AK 99505-0800  
Main: 907.428.7000  
Fax: 907.428.7009  
ready.alaska.gov

June 30, 2020

John Moosey, Borough Manager  
Matanuska-Susitna Borough  
350 E. Dahlia Avenue  
Palmer, AK 99645

RE: 2020 Emergency Management Performance Grant, EMS-2020-EP-00001-S01  
State Grant No.: 20EMPG-GY20

Certified Mail: 9171 9690 0935 0210 4303 11

Mr. Moosey:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2020 Emergency Management Performance Grant (EMPG). We are pleased to award the Matanuska-Susitna Borough the amount of \$160,000.00 under this grant.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the jurisdiction's 2020 EMPG Work Plan.
- Update or completion of the Whole Community Input Form (WCIF).
- Development of a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the State's multi-year Training and Exercise Plan Workshop (TEPW). This event may be held in conjunction with the 2021 Preparedness Conference or by other means and conditions allow.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises may be discussion-based (seminars, workshops, tabletop simulations) or operations-based (drills, functional exercises, full scale exercises). Sponsored opportunities by us may be available during the performance period. Real world events may not always count as exercise participation.
- Continued utilization and work towards adoption and implementation of the National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.
- Complete the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, in-kind match.

EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, we encourage reporting all funds spent on emergency management activities even if they exceed the required match.

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Federal regulations (CFR Part 200.430) requires charges for federal awards for salaries and wages must be based on records that accurately reflect the work performed, and after the fact determination of the actual total activity of the employee. This includes all funding sources and all hours for the pay period to be accounted for when submitting for reimbursement. The required documentation for reimbursement includes payroll reports or timesheets signed and certified that capture the employee's name, position, payroll time period, breakdown of all hours charged to each allocation to total 100% of employee's worked time, amount paid, and copies of the corresponding pay warrants, are acceptable. Completion of the Optional Financial Work Sheet for Identifying & Certifying Program Costs Worksheet available at <http://ready.alaska.gov/grants> may be submitted with the appropriate financial reconciliation in lieu of timesheets.

Enclosed are two pre-signed Obligating Award Documents (OADs). Please review the information for accuracy. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact  
PO Box 5750  
JBER, AK 99505

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contact have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, electronic payment enrollment forms are also available upon request.

Due to an internal computer database change over, Project Budget Details are not available at this time and documentation will be emailed to the identified project manager as soon as possible. Submitted Funded Staff Worksheets and Annual Work Plans have been reviewed and are approved at the funding amount stated on your OAD.

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If you have any questions, please contact the Division Project Manager for this grant, Kevin Reeve, at (907) 428-7019 or by email at [kevin.reeve@alaska.gov](mailto:kevin.reeve@alaska.gov).

Sincerely,





William A. Dennis  
Administrative Operations Manager

Enclosure(s): (2 originals) Obligating Award Document

cc: Casey Cook, Jurisdiction Project Manager  
Cheyenne Heindel, Jurisdiction Chief Financial Officer

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<b>State of Alaska</b> <b>Division of Homeland Security and Emergency Management</b> Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 1	
						FEDERAL AWARD DATE	
						May 13, 2020	
						FEDERAL GRANT PROGRAM	
						2020 Emergency Management Performance Grant	
<b>OBLIGATING AWARD DOCUMENT</b>						FEDERAL GRANT NUMBER	
						EMS-2020-EP-00001-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.042	
Matanuska-Susitna Borough 350 E. Dahlia Avenue Palmer, AK 99645		FROM:	July 01, 2020	AMENDMENT #:	#	AWARD AMOUNT	
		TO:	June 30, 2021	EFFECTIVE DATE:		\$160,000.00	
		STATE PROGRAM NUMBER				20EMPG-GY20	
DUNS NUMBER	081482960		FUNDING ALLOCATION				
EIN	92-0030816		ORGANIZATION	\$160,000.00			
METHOD OF PAYMENT	Electronic	PLANNING				EXERCISE	
		TRAINING				EQUIPMENT	
PURPOSE OF AWARD							
Federal Awarded Amount, Organization Funds:				\$160,000.00			
Minimum Required Local Match, Organization Funds:				\$160,000.00			
Total Program Amount:				\$320,000.00			
The Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT TERMS AND CONDITIONS				GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS (all previous Grant Requirements, Assurances and Agreements still apply)			
All previous Grant Terms and Conditions still apply.				The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]			
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				
Kevin Reeve	(907) 428-7019	(907) 428-7009	kevin.reeve@alaska.gov				
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
William A. Dennis, Administrative Operations Manager				John Moosey, Borough Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE				DATE
			6-29-20				
<b>FOR STATE USE ONLY</b>							
Division File Number:					Date Returned		
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	090000200	7001	2012	20 EMPG MSB	2EMPG2020	GYEMPG

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# **Project Budget Details** **2020 Emergency Management Performance Grant** **Matanuska-Susitna Borough** **Reported Revision 0 of 0**

PBD #	Expense Category	Solution Area	Discipline		Budgeted Cost	PBD Amount Spent	PBD Balance
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	Emergency Management	State:	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$160,000.00	\$0.00	\$160,000.00
Item: Salary and Benefits							
Description: Salary and Benefits for Emergency Management Personnel							
				Adjusted Grant Total	Total PBD Allocations	Total Expenses	Summary Balance
				State:	\$0.00	\$0.00	\$0.00
				Federal:	\$160,000.00	\$0.00	\$160,000.00
				Grand Total:	\$160,000.00	\$0.00	\$160,000.00

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## Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all 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. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(H) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements  
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
2. Cost Principles  
2 CFR Part 200 Subpart E *Cost Principles*  
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
3. Audit Requirements  
2 CFR Part 200 Subpart F *Audit Requirements*  
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>
  - A. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
  - B. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.

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- C. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
  1. The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
  2. Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
  3. Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
  4. DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
  5. Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
  6. Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
  - A. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
    1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
    2. Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    3. Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
    4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
5. Conflict of Interest  
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
  - A. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
  - B. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
  - C.2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
7. Technology Requirements  
28 CFR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements  
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits  
2 CFR Part 200, Subpart E, Cost Principles
10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
11. Reducing Text Messaging while Driving  
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
12. Reporting of Matters Related to Recipient Integrity and Performance  
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
13. Reporting Subawards and Executive Compensation  
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

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14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 [www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc](http://www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc)  
Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>  
Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

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## EMPG Program Terms and Conditions

The total allocation of the 2020 Emergency Management Performance Grant awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$3,132,104.00 under *Federal Grant EMS-2020-EP-00001-S01*, Catalog of Federal Domestic Assistance (CFDA) #97.042. The Matanuska-Susitna Borough has been awarded \$160,000.00, which shall be used to support organization activities essential to emergency management and community preparedness. The performance period of this grant award is July 1, 2020 through June 30, 2021. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The Matanuska-Susitna Borough cannot sub-grant any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures supporting the organization staffing work plan will be made, or a request for de-obligation of funds must be submitted.

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 20 days of the end of the performance period when the *Final Performance Progress Report* is due.

(B) The Matanuska-Susitna Borough shall be familiar with the requirements and restrictions of the 2020 Emergency Management Performance Grant Guidance and State Grant Guidelines. By signing the Obligor Award Document, the Matanuska-Susitna Borough certifies it has read, understood, and accepted these documents as binding.

(C) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a narrative justification and budget/spending plan, for review and approval. Changes must be consistent with the organization category and federal grant guidelines. Requests for changes will be considered only if the reporting requirements are current and terms and conditions have been met at the time the request for the change is made. Changes in the staffing work plan, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in the project manager/director, or release of special conditions may result in an amendment to this award. No category allocations are authorized, only de-obligation of funds.

(D) Reporting Requirements: The Matanuska-Susitna Borough shall submit timely quarterly *Performance* and *Financial Progress Reports*. Quarterly *Performance* and *Financial Progress Report* forms are located electronically at <http://ready.alaska.gov/grants> and may be reproduced. Use of outdated forms will not be accepted and may delay timely reimbursements. The quarterly reports are due:

Number of Scheduled Reports Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2020 – 09/30/2020	10/20/2020
2	10/01/2020 – 12/31/2020	01/20/2021
3	01/01/2021 – 3/31/2021	04/20/2021
4/Final	04/01/2021 – 06/30/2021	07/20/2021

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

*Quarterly Performance Progress Reports* shall describe the status of the organization category expenditures; compare actual accomplishments to the objectives established for the reporting period in the organization timeline, report reasons for deviation, and justification for timeline adjustment requests. *Performance Progress Reports* must support the *Financial Progress Report*. Include any significant events or activities. Progress must be reported relative to identified organization activities and milestones stated in the jurisdiction's application. *Financial Progress Reports* shall describe the status of the funds; show encumbrances, and receipts of program income and cash or in-kind contributions to the project. The fourth quarter/*Final Performance Progress Report* is a summary report, evaluating organization expenditures staffing work plan activities and measuring performance against emergency management goals and objectives for the entire performance period, and is required in addition to the last quarterly report. *After-Action Report/Improvement Plans* (AAR/IP) are required within 30 days of the conduct of an exercise.

(E) Signatory Requirements: The primary signatory official, project manager and financial officer are the only ones allowed to sign the original obligator award document and any amendments as listed on the *Signatory Authorization Form*. Delegates may sign the quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(F) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable salary expenditures consistent with narrative and grant guidelines, and submission of timely quarterly *Performance* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of certified payroll or time sheets, etc.) and proof of payment (account ledgers or voided checks showing proof of payment cleared)

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Personnel Costs: Payroll reports or timesheets signed and certified that capture the employee's name, position, payroll time period, breakdown of all hours charged to each allocation to total 100% of employee's worked time, amount paid, and copies of the corresponding pay warrants, are acceptable. Completion of the *Optional Financial Work Sheet for Identifying & Certifying Program Costs Worksheet* available at <http://ready.alaska.gov/grants> may be submitted in lieu of the above documentation for reimbursement of personnel costs. Staff may not self-certify their own time and wages. The Matanuska-Susitna Borough shall retain all supporting payroll records including time and attendance records signed by the employee and supervisor and copies of warrants as per the Recordkeeping Requirements in Section H and ensure they comply by 2 CFR 200.430 and 2 CFR 200.431.

(G) Record Keeping Requirements: Grant financial and administrative 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. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained.

(H) DHS Access: The jurisdiction shall keep all records, accounts, documents, information, facilities and staff available for DHS access as required per DHS Specific Acknowledgements and Assurances.

(I) Performance Measures: Quarterly *Performance Progress Reports* shall demonstrate performance and progress relative to all-hazards, emergency management operations staffing, and other tasks in support of emergency management. Staffing activities must be linked to achieving goals outlined in the Emergency Management Performance Grant (EMPG) Work Plan.

(J) Subrecipient Monitoring Policy: DHS&EM reserves the right to periodically monitor, review, and conduct analysis of the Matanuska-Susitna Borough's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The *Subrecipient Monitoring Policy* is available at <http://ready.alaska.gov/grants>

(K) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a reimbursement, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the Matanuska-Susitna Borough of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The Matanuska-Susitna Borough must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain program goals
2. Unwillingness or inability to adhere to Special Conditions
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems that do not meet federally required management standards

(L) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to Matanuska-Susitna Borough stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse Matanuska-Susitna Borough only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review.

(M) Termination for Convenience: Any program may be terminated upon convenience, in whole or in part, for the convenience of the government. The Department of Homeland Security FEMA and DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed.

(N) The Matanuska-Susitna Borough understands FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed under this award; and (b) any rights of copyright to which Matanuska-Susitna Borough purchases ownership with federal support. The Matanuska-Susitna Borough agrees to consult with DHS&EM and FEMA regarding any patent rights that arise from, or are purchased with this funding. The jurisdiction also agrees to obtain DHS's approval through DHS&EM for any DHS seal (s), logos, crests or flags used in association with federal grants.

(O) As a condition of receiving FFY 2020 EMPG funding, the Matanuska-Susitna Borough must ensure and maintain adoption and implementation of National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.

(P) The Matanuska-Susitna Borough must update or complete the Whole Community Input Form (WCIF) by June 30, 2021.

(Q) The Matanuska-Susitna Borough must attend the 2021 Preparedness Conference.

(R) The Matanuska-Susitna Borough must develop a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the State's multi-year Training and Exercise Plan Workshop (TEPW). This event may be held in conjunction with the 2021 Preparedness Conference or by other means and conditions allow.

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(S) EMPG-funded personnel should make every attempt to participate in no less than three exercises (discussion-based or functional) during the performance period. DHSE&EM sponsored opportunities will be available during the performance period. Real world events may not always count as exercise participation.

(T) The Matanuska-Susitna Borough staff funded by the 2020 EMPG must complete the FEMA Independent Study Program Professional Development Series by June 28, 2021.

(U) The state will review expenditures at the end of the second quarter (10/01/2020-12/31/2020) 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.

*I certify that I have read and understand the Grant Terms and Conditions, and the Grant Requirements, Assurances and Agreements, in accordance with this award and acknowledge and agree to comply with applicable provisions governing DHS&EM and the Department of Homeland Security (DHS) access to records, accounts, documents, information, facilities, and staff as authorized by the Matanuska-Susitna Borough.*

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***Project Manager's Signature***

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***Chief Financial Officer's Signature***

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***Signatory Official's Signature***

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