

STATE OF ALASKA

DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT

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July 29, 2004

The Honorable Dale Bagley
Kenai Peninsula Borough
144 North Binkley Street
Soldotna, AK 99669



RE: SFY 2005 Funding for Kenai Local Emergency Planning Committee, appropriation code #35225.

Dear Mayor Bagley:

The Division of Homeland Security and Emergency Management (DHS&EM) has received funds from the State of Alaska to support Alaska's State Emergency Response Commission (SERC) and Local Emergency Planning Committee (LEPC) activities. The SFY 2005 allocation for these activities has been reduced by ten percent of the amount anticipated. Due to this reduction, the SERC Finance Committee has authorized this Baseline award structure:

| | |
|-------------|----------|
| Level One | \$5,000 |
| Level Two | \$11,250 |
| Level Three | \$13,500 |
| Level Four | \$18,000 |
| Level Five | \$22,500 |

The SERC Finance Committee approved the SFY05 Baseline award of **\$22,500.00** for the Kenai LEPC. The SERC Finance Committee will continue to examine all LEPC budget executions periodically during the State fiscal year. An LEPC which fails to submit timely reports, execute its budget, attend the tri-annual State-level meetings, or is found otherwise non-compliant with the award agreement, risks losing part or all of the award, as referenced in Block 11 of the Obligating Award Document. The SERC Finance Committee may reallocate funds from under spent LEPC budgets or non-compliant LEPC's to meet other non-funded LEPC/SERC program requests.

Eligible expenditures include:

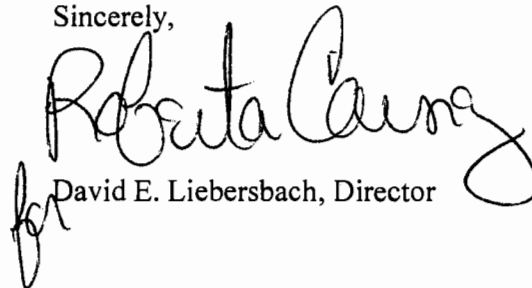
- Travel Costs not associated with LEPC/SERC meetings, the expense for which is provided in advance. (*This may be amended if all travel becomes reimbursable.*)
- Supplies: Paper, toner cartridges, miscellaneous office supplies, etc.
- Support Services: Personnel costs, contracts for LEPC administration and support services, postage, telephone, service charges (banking and phone), etc.
- Contractual: LEPC Coordinator services, LEPC space rental, service agreements for equipment, vendor contracts for plan writing or copying services, advertising, etc. (*Copies of contracts must be provided at the beginning of each fiscal year or upon agreement. Please see Ethics Act for conflicts of interest with contracts.*)

Mayor Bagley
July 29, 2004
Page 2 of 2

- **Capital Equipment Purchases:** Purchase of computers, copy machines, or any type of equipment that requires a state property control number. *(Capital equipment purchases must follow city or borough adopted procurement procedures, if no local procurement procedures are in place you must follow State of Alaska procurement procedures. Capital equipment purchases must be reported to the Division of Homeland Security and Emergency Management and issued a property control number for inventory tracking purposes.)*

Your SFY 2005 LEPC Obligating Award Document and attachments are enclosed. Please provide your original signature that of the LEPC Chair and your Chief Financial Officer on all three copies of the Obligating Award Document. Keep one copy with an original signature for your Finance Director's file. As instructed in Block 14, return two copies with original signatures within 45 days from the date in Block 9, to Mike Gibson at the address in Block 6 of the Obligating Award Document.

Sincerely,



for David E. Liebersbach, Director

del:jdj

Enclosures: SFY 05 LEPC Obligating Award Document, Project Award Budget Detail and Narrative
Appendix A: Copy of State of Alaska "Ethics Information for Boards and Commissions"
Appendix B: SFY 05 Quarterly Report Forms (Financial and Narrative)
Appendix C: Property Inventory Form

CC: Mr. Billy Harris, LEPC Chair
Mr. David Gibbs, KPB Emergency Manager
Ms. Bonnie Hanson, KPB Office of Emergency Management
Mr. Robert Stewart, DHS&EM Community Services Manager
Ms. Michelle Heun, DHS&EM SERC Coordinator
Ms. Cheryl Ogren, DHS&EM Grant Administrator