

STATE OF ALASKA

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

SARAH PALIN, GOVERNOR

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June 22, 2007

The Honorable John J. Williams, Mayor
Kenai Peninsula Borough
144 North Binkley Street
Soldotna, AK 99669

RE: 2008 Local Emergency Planning Committees
Agreement Number: 08LEPC-AR35253

Dear Mayor Williams:

The Division of Homeland Security and Emergency Management (DHS&EM) has received funds from the State of Alaska to support Local Emergency Planning Committee (LEPC) activities.

The State Emergency Response Commission (SERC) Finance Committee approved the State Fiscal Year 2008 Baseline award of \$22,125.00 for the Kenai Peninsula Borough effective July 1, 2007. The 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 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 LEPCs to meet other non-funded LEPC/SERC program requests.

Eligible expenditures include:

- **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.)*
- **Supplies:** Paper, toner cartridges, miscellaneous office supplies, etc.
- **Capital Equipment Purchases:** Purchase of computers, copy machines, or applicable office equipment which support Baseline or special project activities. *(Capital equipment purchases must follow city or borough adopted procurement procedures. If no local procurement procedures are in place, State of Alaska procurement procedures apply and must be followed.)*
- **Travel Costs:** Costs which support Baseline or special projects eligible under the grant program.


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The SFY 2008 LEPC Obligating Award Document and attachments are enclosed. Please provide the signatory official, LEPC chairperson, and chief financial officer original signatures on both copies of the Obligating Award Document and initial the reverse side of the agreement. Keep one copy with original signatures for your finance director's file. As instructed in Block 14, return an original copy, with signatures, within 45 days from the date the State signs in Block 18, to:

Roberta Carney
DHS&EM State Administrative Agency (SAA) Point of Contact
P.O. Box 5750
Fort Richardson, AK 99505

The DHS&EM Project Manager for this grant, Michelle Heun, may be contacted directly at 907-428-7089, toll-free at 800-478-2337, or by email at michelle.heun@alaska.gov if you have questions or need further assistance.

Sincerely,



for John W. Madden
Director

jwm:mlh:dms

Enclosures: Obligating Document (2 Copies)
LEPC Quarterly Report Forms (Financial and Narrative)

CC: Billy W. Harris LEPC Chair
Scott G. Walden, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer
DHS&EM Grant File

NOTICE OF INTENT TO ACCEPT GRANT AWARD

State Grant No: 08LEPC-AR35253		
Recipient Address:	Issuing Office Address:	
Kenai Peninsula Borough 144 N. Binkley Soldotna, Alaska 99669 Attn: Bonnie Golden, Grants Manager	Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management P.O. Box 5750 Fort Richardson, Alaska 99505-5750 www.ak-prepared.com/grants.htm	
<p>This is notice of the <u>KENAI PENINSULA BOROUGH</u> intent to accept the <u>FY08 LEPC</u> <small>(Jurisdiction Name)</small></p> <p>Grant. Before this award can be accepted, approval must be garnered through our local government. The <small>Alaska Statutes,</small> requirement for this process is located in the following local government document - <u>Title 29</u> <small>(Document name or number)</small></p> <p>citation # <u>Sec. 29.25.010(4)</u> . This process will take longer than the 30-day period of acceptance set forth <small>(If applicable)</small></p> <p>within this grant award. We request a <u>20</u> day extension of the acceptance period to seek proper <small>(# of days)</small></p> <p>approval. It is understood if we are unable to obtain acceptance by the extension date the grant award will be rescinded.</p> <p style="text-align: center;"><i>If approved, you will receive written notification within five working days.</i></p>		
Signature of Jurisdiction Signatory Official:	Date:	Phone: 907 714-2150
 John J. Williams,	7-19-07	Fax: 907 714-2377
Printed Name and Title: Borough Mayor	Email: bgolden@borough.kenai.ak.us	

APPROVED Date: 7/20/07
