

**MEMORANDUM**

**TO:** Grace Merkes, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** John J. Williams, Borough Mayor  
Craig Chapman, Finance Director  
Bonnie Golden, Grants Manager

**FROM:** Scott Walden, Emergency Manager

**DATE:** June 5, 2008

**SUBJECT:** Ordinance No. 2007-19-52: Accepting and appropriating \$25,225 from the Alaska Division of Homeland Security and Emergency Management to support the activities of the Kenai Peninsula Borough Local Emergency Planning Committee

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The Alaska Division of Homeland Security and Emergency Management (ADHS&EM) provides annual grants to each Local Emergency Planning Committee ("LEPC") in Alaska. For fiscal year 2009 the State Emergency Response Commission approved baseline funding of \$25,225 for the Kenai Peninsula Borough LEPC. This is an increase from the amounts received for the LEPC for the last two years. Funds may be used for LEPC activities such as planning, travel, support services, supplies, contractual services, and capital equipment expenditures. (See attached email from Michelle Heun, Grant Administrator for ADHS&EM, and the Guidance for LEPC allowable outreach materials.)

If this ordinance is enacted, the Borough Office of Emergency Management (OEM) will administer the grant on behalf of the LEPC. OEM provides the support staff and supplies needed by LEPC for its operations. LEPC grant funds will be used to offset a portion of OEM's operational costs associated with LEPC activities.

The grant program does not allow indirect costs to be charged against the grant. The Borough's policy, as adopted by Resolution 2006-036, states that "for grants and projects that do not allow an indirect cost to be charged, the respective cost shall be charged to the respective service area receiving the benefit of the grant or project." Since this grant is for a Borough department funded with general fund revenues and not a service area, the policy does not apply. Therefore, no administrative service fee will be charged for this project.

Attachments (ordinance; notification email from ADHS&EM)