

STATE OF ALASKA

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

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June 18, 2010

The Honorable David R. Carey, Mayor
Kenai Peninsula Borough
144 North Binkley Street
Soldotna, AK 99669

RE: 2011 Local Emergency Planning Committee Grant
Agreement Number: 11LEPC-AR35602

Dear Mayor Carey:

The Alaska 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 (SFY) 2011 baseline award of \$22,829.00 for the Kenai Peninsula Borough LEPC. The SERC Finance Committee will periodically examine all LEPC budget executions during the fiscal year. An LEPC which fails to submit timely reports, execute its budget, attend the bi-annual Local Emergency Planning Committee Association (LEPCA) meeting, or is found otherwise non-compliant with the award agreement risks losing part or the entire award. 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:

- **Management:** This category supports the day-to-day sustainment of the committee. This includes: personnel costs associated with LEPC administration, support services such as postage, telephone, electricity, meeting room rental, service charges, copying, miscellaneous office supplies, capital equipment purchases such as purchase of computers, copy machines, or any item with a value of \$1,000.00 or more necessary to carry out the LEPC responsibilities, travel such as conducting a yearly face-to-face meeting of LEPC, or sending additional representatives to the LEPCA or SERC meetings (all travel must be pre-approved by DHS&EM).
- **Outreach:** This category supports the committee's baseline goals of public involvement in the emergency planning process, CRTK, and all-hazards awareness. This includes: notification of committee activities, public meetings to discuss emergency plans, distribution of the emergency plans, receiving of public comments on emergency plans and response to such comments, annually publishing notice of public availability of CRTK data, increasing awareness of chemical and all-hazards through media campaigns: public service announcements, camera-ready materials, website support, newsletters, outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers, and items distributed at community events to promote LEPC awareness.
- **Preparedness:** This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events, as well as helping communities prepare and mitigate through planning and preparedness for potential events. This includes: reviewing emergency plans once a year, evaluating the need for resources to develop, implement, and

Mayor Carey
June 18, 2010
Page 2 of 2

exercise the emergency plans, making recommendations to DHS&EM and SERC regarding resources required for plan execution, and acting as an advisory committee to the political subdivisions within the LEPD.

Additional guidance and eligible activities is available in the *SFY 2011 Baseline Grant Application and Grant Guidelines for LEPCs* available on DHS&EM's website, <http://ready.alaska.gov/grants.htm> The above categories are not all inclusive.

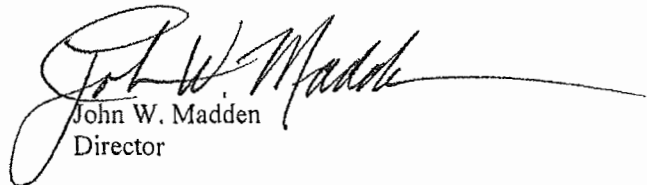
Two pre-signed SFY 2011 LEPC Obligating Award Documents and attachments are enclosed. Please review the information for accuracy and sign the obligating documents, keep one original for your records, and return the other original within 30 days to:

State of Alaska DHS&EM
State Administrative Agency Point of Contact
PO Box 5750
Fort Richardson, AK 99505

If the Obligating Award Document cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form may be requested. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

The DHS&EM Project Manager for this grant, Andrew Stevens, may be contacted directly at 907-428-7061, toll-free at 800-478-2337, or by email at andrew.stevens@alaska.gov if you have questions or need further assistance.

Sincerely,



John W. Madden
Director

jwm:as:jms

Enclosures: Obligating Award Document (2 copies)
Project Budget Details Report
LEPC Point of Contact Form

CC: Billy W. Harris, LEPC Chair
Eric Mohrmann, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer