

STATE OF ALASKA

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

July 25, 2012

SEAN PARNELL, GOVERNOR

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www.ready.alaska.gov

The Honorable Mike Navarre, Mayor
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna AK 99669

RE: 2013 Local Emergency Planning Committee Grant
Agreement Number: 13LEPC-GR35602

Dear Mayor Navarre:

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 (SFY) 2013 Baseline award of \$23,693.00 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.
- **Outreach:** This category supports the committee's baseline goals of public involvement in the emergency planning process, committee right to know, all-hazards awareness, and promoting LEPC membership.
- **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.

Additional guidance and eligible activities are available in the *Local Emergency Planning Committee Grant Program Guidance* document available on DHS&EM's website, <http://ready.alaska.gov/grants.htm>. The above categories are not all inclusive.

Mayor Navarre
July 25, 2012
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Two pre-signed SFY 2013 LEPC Obligating Award Documents are enclosed, as well as a Project Budget Detail Report. 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:

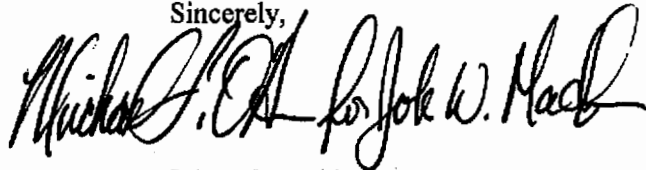
State of Alaska DHS&EM
State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

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.

If signatory points of contacts have changed since submittal of the SFY 2013 application, please complete and return a LEPC Signatory Authority Form with the signed Obligating Award Document. The LEPC Signatory Authority Form is available at DHS&EM's website, <http://ready.alaska.gov/grants.htm>.

The DHS&EM Project Manager for this grant, Rachel Saxby, may be contacted directly at 907-428-7024, toll-free at 800-478-2337, or by email at rachel.saxby@alaska.gov if you have questions or need further assistance.

Sincerely,



John W. Madden
Director

jwm:rps:cas

Enclosures: Obligating Award Document (2 copies)
Signatory Authority Form
Project Budget Details Report

CC: Ron Rolgasky, LEPC Chair
Scott Walden, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer

