REGIONAL PLANNING COMMISSION

EMERGENCY MANAGEMENT PERFORMANCE GRANT – FEDERAL FISCAL YEAR 2018

SCOPE OF WORK FOR OCTOBER 1, 2018 – SEPTEMBER 30, 2019

This document is intended to be the guidance to assist Regional Planning Commissions (RPCs) in drafting their EMPG 2018 funding applications and scopes of work. Detailed descriptions of the work elements identified below and staff hours required will be required for applications to be considered complete. **Incomplete applications or applications requiring additional information will be returned for clarification.**

Each RPC applying under EMPG 2018 will be required to perform the work elements outlined below; however, the Special Projects category is voluntary. To receive reimbursement of the tasks accomplished, RPCs must follow the **Reporting Requirements** outlined under each work element.

# Preparedness:

1. **Local Planning**

RPCs will work with their local municipalities to update and submit Local Emergency Operation Plans (LEOPs) and Local Emergency Management Plans (LEMPs). New for 2019, there is a new LEMP format, and municipalities will report adoption of LEMPs through their Regional Planning Commission (RPC) with a LEMP adoption form (available in several formats on the VEM website). Municipalities will coordinate with Regional Planning Commissions (RPCs) for assistance in developing and exercising their LEMPs. Regional Coordinators will actively coordinate with RPCs on exercise and LEMP development. While exercising is not required for LEMPs, RPC staff may conduct, or serve on the planning teams for municipal LEMP exercises. RPCs will work with local municipalities to update and submit LEMPs in compliance with the standards outlined in the [LEMP Municipal Adoption Form](http://vem.vermont.gov/plans/lemp), including NIMS typed resources. Municipalities may use any format they wish, including the LEMP short or long form.

**All other information in the LEMP Base Plan is solely for the town’s benefit and is not required for the LEMP to be considered complete.**

LEMPs are due after Town Meeting Day but before May 1st of each year.

RPCs will compile LEMP/LEOP information and submit it to their region’s VEM Regional Coordinator using the provided template (LEMP/LEOP Contact and Resource Database) before the final Friday of each month. The LEMP requires that a municipalities EMD/C be included as one of the three points of contact listed in the LEMP. This EMD/C contact information is used to compile the EMD listserv.

**Each RPC shall:**

1. Provide assistance to municipalities in completing their LEMP, partnering with VEM Regional Coordinators, as appropriate.
2. Conduct municipal training, as appropriate, for new municipal officials in how to complete their LEMP utilizing VEM’s format.
3. If needed, coordinate with the VEM Training Administrator to verify the LEMP signatories have the appropriate trainings.
4. Provide assistance to municipalities that decide to exercise their LEMP utilizing the Homeland Security Exercise and Evaluation Program, partnering with VEM Regional Coordinators, as appropriate. (Note- if an RPC is planning to ***conduct*** an LEMP exercise, they must attend and pass the Homeland Security Exercise and Evaluation Program basic 3-day class and the exercise must use the HSEEP methodology).
5. Once completed LEMPs are received:
   1. Send completed LEMP materials to Regional Coordinators at VEM.
   2. Enter LEMP information, to include EMD/C contact information, into provided template and submit to Regional Coordinators at VEM before the final Friday of each month.

**Reporting Requirements:**

1. Provide a summary in each quarterly report of the number of hours expended, number of completed LEMPs submitted, and major tasks accomplished.
2. Provide any feedback regarding municipalities which required additional assistance in order to capture any potential problem areas.
3. Provide LEMP information using the provided template, and report pending exercises and completed LEMPs to VEM before the final Friday of each month.
4. **Technical Assistance and Education**

RPCs will provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, and long-term recovery. This may include the following:

* Technical support and outreach to local communities, CERT, Citizens Corps programs, VOADs, COADs, and other local/regional/statewide emergency teams.
* Staff attendance at LEPC meetings.
* Assisting in needs assessments and scheduling of emergency management training and exercises for communities.

Venue, food and drink costs for meetings are allowable expenses, but should be kept to a minimum.

RPCs are encouraged to work with their RPC counterparts to ensure trainings and/or exercises (as able) will be cross-jurisdictional and reach a wider audience. Courses which are coordinated between multiple RPCs can be claimed on each RPC’s quarterly report.

**Each RPC shall:**

1. Coordinate with the VEM Regional Coordinator to schedule, develop, and conduct cross-functional emergency management related trainings and/or exercises to meet local needs.
2. Provide technical assistance for communities in emergency preparedness and response which includes the following. RPCs will need to outline which towns they intend to work with to provide this assistance.
   1. Grant applications
   2. Local ERAF assistance, to include, but not limited to:
      * NFIP compliance
      * Local Hazard Mitigation Plan development assistance
3. Provide regional emergency management coordination and support; partnering with VEM Regional Coordinators, municipalities, private entities, hospitals, higher education, fire departments, law enforcement, and other stakeholders to meet RPC and state emergency management initiatives. This coordination and support may include: Attendance at VEM meetings, attendance at State Emergency Response Commission meetings, participation in State Training and Exercise Planning Workshops, Annual Emergency Preparedness Conference, hosting regional EMD Roundtables, etc.
4. Direct requests and invitations. While understanding that many requests for assistance (from VEM and/ or local contacts) will come throughout the year and cannot be 100% accurately represented in the application up front, RPCs are asked to build their budget and staff time as best as possible based on known or anticipated assistance which will be required in the coming grant cycle.

**Reporting Requirements:**

1. Specifically identify any trainings and/or exercises requested to schedule and provide justification, outlining to how it will benefit jurisdictions within your RPC. Send training requests to the VEM Training Administrator.
2. For trainings, provide verification of the training being scheduled (i.e. course announcement, sign in sheet), once completed.
3. Provide a summary of hours expended and goals achieved through technical assistance to include the topic and communities/ partners involved in each quarterly report.

# Response:

1. **State-wide Emergency Response**

RPCs will ensure three individuals are identified in the ‘RPC Staff Emergency Contact List’ that may act as Local Liaisons and operate within the State Emergency Operations Center (SEOC) during and outside of normal business hours. RPCs will provide any appropriate updates (at a minimum, quarterly) to ensure contact information is up-to-date. Funding will be assessed based on the number of individuals identified.

To ensure an appropriate statewide level of response can be attained, RPCs will assist VEM in providing staff to the SEOC during activations (exercises or actual events). To this end, RPCs will need to ensure their staff is appropriately trained and obtains experience in supporting the SEOC. VEM will work with identified RPC staff to determine appropriate primary and secondary SEOC roles.

**Each RPC shall:**

1. Participate (at least one individual per RPC) in monthly conference calls and quarterly in-person calls with VEM staff.
2. Ensure each individual identified as SEOC support is trained as a Local Liaison and to the minimum SEOC level in at least one role in the SEOC, in accordance with the SEOC Training Matrix and VEM assignments. All RPCs will ensure that by the end of the contract period, at least one individual (of the three qualified individuals identified) is trained to serve in the GIS Unit, in accordance with the SEOC Training Matrix and VEM assignments. Other roles can be in the Operations, Logistics, or Planning sections and will be determined based on SEOC need. RPCs will receive a minimum of 10 and a maximum of 40 hours total for each of the 3 identified staff members to complete trainings as identified in the SEOC Training Matrix.
3. Budget 20 hours for each individual identified as SEOC support to participate in one SEOC exercise per year. This time will include any pre- and post-exercise briefings. Participation over this amount will be completed as funding allows.
4. Participate in after action meetings and improvement planning process for any SEOC activations. This may include meetings and/or conference calls relating to Local Liaison activations or exercises/ incidents which required RPC personnel within the SEOC. Budget 8 hours plus applicable travel time per individual in attendance.

**Reporting Requirements:**

1. Verification of attendance at RPC/ VEM meetings will be based on sign in sheets (in person meetings) and roll call (conference calls) – No additional reporting will be required for this task.
2. Provide verification of RPC POCs (even if no change) in each quarterly report, or if changes occur. Minimum contact information should include name, phone, email and roles the individual can fill in the SEOC, and trainings (as outlined in the SEOC Training Matrix) they will need to take to accomplish this. Provide number of hours (based on the number of training hours per course) and load certificates of course completion into the [DPS Learning Management System](https://vermont.csod.com/client/vermont/default.aspx).
3. Provide the number of hours and staff participation in AAR/ IPs in each quarterly report.

# Any Emergency Management Phase:

1. **Optional Special Projects**

RPCs will have the ability to propose additional work elements which are above the minimum requirements defined in this document. These work elements must be applied for and approved by VEM as part of the EMPG agreement. RPCs will be funded depending on available funding and agreed upon work requirements for each special project. Funded special projects will require VEM coordination to ensure statewide applicability.

Applications for special projects will require a detailed project proposal describing the effort or project, reporting guidelines and deliverables, and a budget estimate. RPCs also may decide to pursue special project(s) in coordination with other RPCs. Should this be the case, please refer to the other RPC(s) in application materials.

For the EMPG 2018 sub grant, VEM is focusing on the following special project areas:

* + Projects relating to the increase in capability of the following core capabilities. The following were rated as having lower capability (average score of two (2) or below) in the 2017 Vermont Threat and Hazard Identification Risk Assessment and State Preparedness Report (THIRA/SPR) in the areas of Planning, Organization and Training. For further information on these areas, core capabilities and the THIRA/SPR process, see the [FEMA Comprehensive Preparedness Guide 201](https://www.fema.gov/media-library-data/1527613746699-fa31d9ade55988da1293192f1b18f4e3/CPG201Final20180525_508c.pdf), and the [FEMA website for Core Capability definitions](https://www.fema.gov/core-capabilities).
    - Public Information and Warning
    - Operational Coordination
    - Risk Management for Protection Programs and Activities
    - Risk and Disaster Resilience Assessment
    - Fire Management and Suppression
    - Natural and Cultural Resources
  + Regionalization of public safety services through mutual aid agreement development, emergency communications, etc;
  + GIS mapping of critical elements applicable to emergency management needs, to include critical infrastructure;

**Each RPC shall:**

1. Outline a detailed and specific project proposal to include:
2. A final goal of each project;
3. Tentative timeline and milestones;
4. Anticipated personnel hours required;
5. Narrative defining the benefit of each project to the emergency management preparedness of your region.

**Reporting requirements:**

1. Provide a detailed report including the following:
   1. Progress on each defined milestone;
   2. If applicable, justification for deviation from the proposed timeline;
   3. Number of staff hours expended;
   4. Unexpected challenges encountered and how these were/ will be overcome.

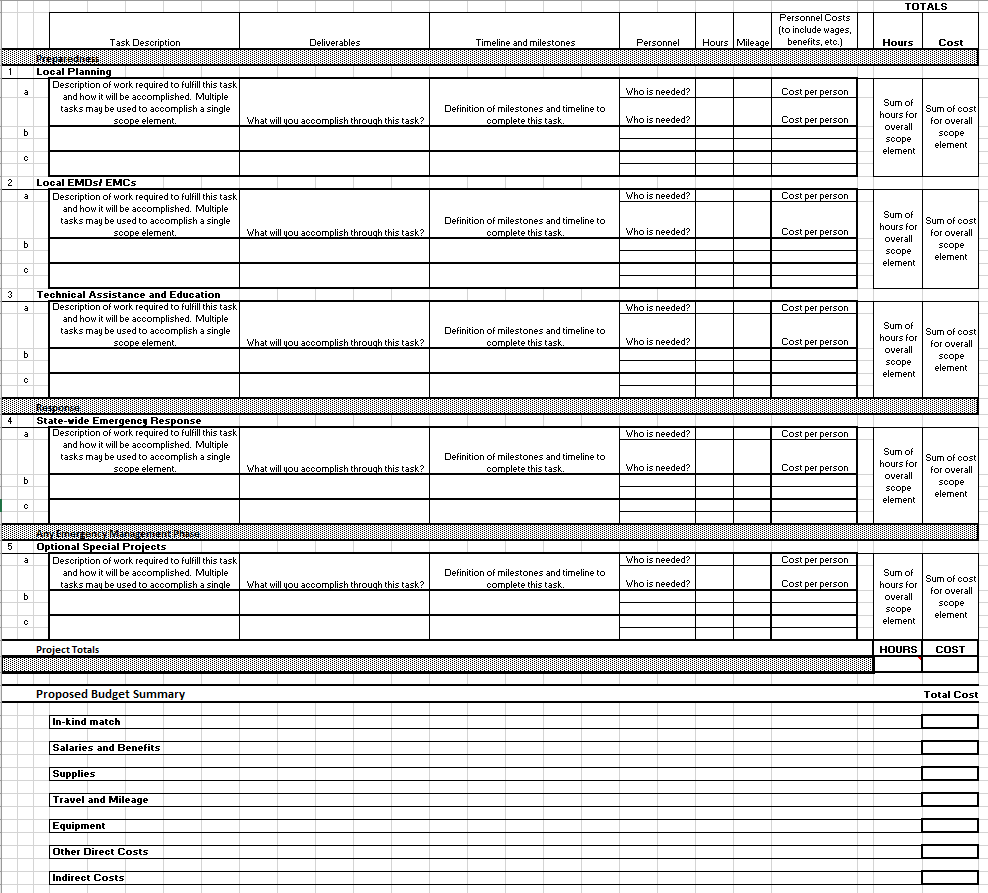
**RPC Application Template and Guidance**

Based on the above requirements for each Scope of Work element, RPCs are asked to formulate their applications in such a way to outline the following per element:

* Description of tasks required to complete the Scope element
* Outline of approach to accomplish each task
* Staff members required to complete task(s)
* Staff hours and cost

All applications must be submitted in the format shown below. This application template will be provided by Vermont Emergency Management.

**RPC Application Template example**

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