1. How much longer will it take to complete the new LEMP than the LEOP format?

*It is estimated that if starting from scratch for both the LEOP or the short form LEMP, the short form LEMP would take about 25% longer to complete than the LEOP.*

1. Is exercising the LEMP a requirement of the new format?

*No, excises are not a requirement of the LEMP, they are optional for municipalities to do once their LEMP is complete. If municipalities choose to exercise their LEMP with assistance from the RPC, it must be planned and completed in coordination with their Regional Coordinator and using the Homeland Security Exercise and Evaluation Program (HSEEP) standards.*

*VEM will be standardizing LEMP exercise format.*

1. Is taking the HSEEP course a requirement if the RPC is going to assist municipalities in exercising?

*Staff at RPCs that plan on* ***conducting*** *LEMP exercises for municipalities must attend and pass the HSEEP 3-day course. The exercise must use the HSEEP methodology. If RPC staff only plan on assisting the municipality by being on the planning committee, providing administrative support, etc., they do not need to take the HSEEP course.*

1. Is RPC staff attendance at LEPC meetings a requirement?

*No, RPCs are not required to attend LEPC meetings under EMPG. That is included in the SOW as a suggestion of one way RPCs can provide technical assistance and overall regional coordination, through attendance at those meetings as a member of the community.*

1. What is allowable under EMPG relating to Tier II reporting and projects?

*EMPG funds should not be used for Tier II reporting, Tier II data management or Tier II report deconfliction. Projects that involve Tier II data use, mapping, etc., and are related to improving the work of first responders and/or emergency managers are allowable under EMPG.*

1. In the past it has proven difficult to successfully list all towns that RPCs intend to work with during the year to aid in grant applications, NFIP compliance, LHMP development, etc. Does VEM have a suggestion for acceptable ways to budget for towns that may ask for assistance after the application deadline?

*In the past, RPCs have been successful in identifying a block of time to assist “towns”, this allows for budgeting for other towns that may realize they have a need for assistance after the deadline.*

1. Are the minimum and maximum training hours identified in Item 3. State-wide Emergency Response, meant to be the budget thresholds for the entire RPC, or for each of the three individuals identified at the RPC?

*Those training hours are for each RPC to budget for each of the individual identified as one of the three qualified individuals to serve in the SEOC. That is, everyone identified as one of the three qualified individuals to serve in the SEOC will receive a minimum of 10 and a maximum of 40 hours total to complete trainings.*

1. The application template and guidance calls for RPCs to formulate their applications to outline a description of tasks required to complete the Scope elements, and an outline of the approach to accomplish each task. Where in the application template is the appropriate place to include these descriptive elements?

*This year, RPCs are required to use the provided application template (Excel sheet) to format their applications. The template asks for a Task Description, Deliverables, Timeline and Milestones, Personnel, Hours and Mileage for each Scope element, broken down by tasks. Information detailing a description of tasks and outline of approach should be included in the Task Description column.*

1. Where can RPCs account for food, drink or venue costs for meetings, and lodging in the budget?

*Food, drink and venue costs for meetings, as well as lodging for meetings and conferences are allowable under the EMPG Scope of Work, but should be kept to a minimum. Include the cost estimate for these expenses in the Task Description in the applicable task areas, totaled in the cost column for each item, and included in the row under Proposed Budget Summary for Supplies.*

1. Where can RPC staff find the VEM SEOC Training Matrix?

*Listed at the bottom of this sheet are the minimum training requirements needed (for any position) to work in the SEOC. The SEOC Training Matrix is currently being updated for each position specific training requirements, and will be released this fall.*

1. Under 1. Local Planning, it states that RPCs shall, “If needed, coordinate with the VEM Training Administrator to verify the LEMP signatories have the appropriate trainings.” Does the RPC need to maintain a list of what trainings municipal officials have?

*No, when completing the LEMP, municipal personnel listed as the POCs indicate they have taken the appropriate ICS trainings. If a question arises about required trainings and what individuals have taken the appropriate trainings, the RPC can assist the municipality by emailing the VEM Training Administrator (Brittany Marquette) to request that information.*

1. The EMD/C list is no longer a scope element, what is taking the place of the EMD/C list?

*EMD/C contact information is now required as a part of the new LEMP Municipal Adoption Form. RPCs will be required to collect the LEMP information and report it to VEM Regional Coordinators using the LEMP/LEOP Contact and Resource Database (to be provided). Due to that new requirement in the LEMP, it is no longer needed for RPCs to compile a separate EMD/C list. That list will be formed using the LEMP/LEOP Contact and Resource Database that is submitted to Regional Coordinators by the last Friday of every month.*

1. Monthly.. quarterly.. what does VEM require from RPCs and when?

*Below are the lists of what is expected monthly, quarterly and as needed for EMPG program compliance and financial reimbursement.*

|  |  |  |
| --- | --- | --- |
| Monthly Requirements | Quarterly Requirements | Requirements as needed/as they happen |
| *What* | *To* | *What* | *To* | *What* | *To* |
| LEMP/LEOP Contact and Resource Database (by the last Friday of every month) | VEM Regional Coordinators | RPC EMPG FY18 Quarterly Report Form (to include summary of information for all scope elements) | VEM Planning (Marian Wolz) | Municipal/Regional training requests (can be submitted as an email) | VEM Training Administrator (Brittany Marquette) |
| DPS Financial Report Form | DPS Finance (Melissa Austin) |  |  |  |  |
| Detailed supporting documentation (timesheets, payroll reports, general ledger reports, invoices, receipts, etc.) | DPS Finance (Melissa Austin) |  |  |  |  |
| Any additional information to justify expenditures | DPS Finance (Melissa Austin) |  |  |  |  |

*SEOC MINIMUM TRAININGS REQUIRED FOR ALL POSITIONS: Trainings can be found on the* [VT DPS Learning Management System Training Calendar](https://vermont.csod.com/client/vermont/default.aspx)*, or on the* [FEMA Training Website](https://training.fema.gov/is/)*.*

* *DLAN Training*
* *ICS 100*
* *ICS 200*
* *IS 700*
* *IS 775*
* *IS 800*
* *G191*
* *VT SEOC Orientation*