

# VERMONT EMERGENCY MANAGEMENT MEMORANDUM



**TO:** Vermont Regional Planning Commissions  
**FROM:** Erica Bornemann, Director, Vermont Emergency Management  
**DATE:** August 14, 2020  
**SUBJECT:** Request for Proposals- Emergency Management Performance Grant – Supplemental (EMPG-S) 2020 Regional Planning Commission Support – Version 2.0

**Overview:**

Vermont Emergency Management (VEM) is seeking proposals to provide emergency management services at the local and state levels by the Vermont Regional Planning Commissions (RPCs). Funding will be provided by the federal Emergency Management Performance Grant – Supplemental for FY2020.

**Each RPC applying under EMPG 2020 Supplemental will be required to perform the work elements outlined in the Scope of Work. To receive reimbursement of the tasks accomplished, RPCs must follow the reporting requirements outlined under each work element. If you have already applied for EMPG-S funding for the WiFi Project, we will be issuing an amendment to that award to incorporate this portion of the application. As such you do not need to resubmit your certificate of insurance, indirect rate letter, and risk assessment (bullets B, C, and E). If you have not yet applied for EMPG-S funding, please provide all the documentation requested below along with your application.**

**RPCs may apply for up to a set amount to complete work elements #1-4 outlined in the scope of work. The application caps for each RPC were determined using a formula based on population and number of municipalities in an RPC region. Amounts were determined using an 80% baseline; 75% of the remainder is based on the number of municipalities, and 25% of the remainder is accounted for by population. The total funding for COVID-19-related work allocated for RPCs under EMPG-S is \$220,000. See the application funding allocations\* and remaining balances\*\* for each RPCs below.**

<b>Regional Planning Commission (RPC)</b>	<b>*EMPG-S FY20 Total Funding Allocation for each RPC</b>	<b>Amount awarded initially for WiFi Project</b>	<b>**Remaining balance for which an RPC may apply under the current RFP (Federal Share)</b>
ACRPC	\$19,377	\$0.00	\$19,377.00
BCRC	\$18,424	\$847.76	\$17,576.24
CVRPC	\$20,120	\$2185.85	\$17,934.15
CCRPC	\$21,369	\$919.24	\$20,449.76
LCPC	\$17,749	\$1,170.79	\$16,578.21
NRPC	\$19,601	\$1,349.83	\$18,251.17
NVDA	\$23,897	\$0.00	\$23,897.00
RRPC	\$20,543	\$0.00	\$20,543.00
SWCRPC	\$17,723	\$1,277.95	\$16,445.05
TRORC	\$21,018	\$796.19	\$20,221.81
WRC	\$20,179	\$0.00	\$20,179.00

**This application will not include optional special projects. Any funding remaining after this application round may be considered for a separate special project application at the VEM Director’s discretion.**

The priorities and eligible work items for each sub-grant are listed on the attachment named “EMPG-S 2020 RPC Scope of Work 2.0”. The sub-grant term will be from **July 1, 2020** through **September 30, 2021**.

## **Application Requirements:**

As part of the EMPG Application, all applicants will need to provide the following:

### **A. Complete EMPG-S 2020 Application:**

The application must detail how each RPC proposes to complete the tasks in the Scope of Work and the cost associated. The budget must also identify the source(s) of 50% match requirement for these funds. Matches may be cash or documented third party in-kind time/services (provided these are for activities that would ordinarily be paid for under the grant), or other types allowed by 44 CFR 13.24. Indirect Costs are allowable only if there is a federally approved Indirect Cost Rate Agreement, and these charges must be separate from all hourly rates.

### **B. A copy of your most recent Certificate of Insurance:**

- i. A copy of your Certificate of Insurance validating current insurance coverage.

**Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

**Workers Compensation:** With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.

**General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

**Automotive Liability:** The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

**Additional Insured.** The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Notice of Cancellation or Change.** There shall be no cancellation, change, potential exhaustion of aggregate limits or nonrenewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

*The above is from Attachment C: Standard State Provisions for Contracts and Grants, State of Vermont Administrative Bulletin 3.5, Procurement and Contracting Procedures, revised December 15, 2017.*

**C. A copy of your Indirect Cost Rate Approval Letter.**

**D. System for Award Management information:**

Applicants must have a valid DUNS number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA).

**E. Completed Financial Risk Assessment information:**

To meet the Code of Federal regulations, the VT Department of Public Safety (DPS) requires all agencies to complete a financial risk assessment survey: <https://www.surveymonkey.com/r/VTDPSSrksurvey>. This should be completed by your agency's fiscal agent annually.

**Cost Share/Match Requirements:**

The FY 2020 EMPG-S program has a cost-share requirement. The recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible EMPG-S program recipients shall agree to make available non-Federal funds to carry out an EMPG-S award in amount not less than 50 percent of the total project cost. In other words, the Federal share applied toward the EMPG-S budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award. Reviewing **Appendix A** from the [EMPG-S Notice of Funding Opportunity](#) for this award can be used a resource to determine match eligibility and project development. **Grant funds may not be used for anything unrelated to COVID-19 planning, prevention, or response.**

Funds coming from the Coronavirus Relief Fund (CRF) that originated for the federal CARES Act are **NOT** an eligible match source for EMPG-S funds. Consistent with 2 C.F.R. Part 200, none of the funds awarded under this award may duplicate the same costs already paid for with funding from FEMA's Public Assistance Program or any other Federal program.

**Program Reimbursement:**

On a quarterly basis, sub-grantees will need to submit with each reimbursement request:

- DPS Financial Report Form;
- Detailed supporting documentation (timesheets, payroll reports, general ledger reports, invoices, receipts, etc.);
- Any additional information to justify expenditures.

**Application Details:**

Applications will not be reviewed by VEM unless **all** requirements under “**Application Requirements**” are submitted and complete. If you have already applied for EMPG-S funding for the WiFi Project, we will be issuing an amendment to that award to incorporate this portion of the application. As such you do not need to resubmit your certificate of insurance, indirect rate letter, and risk assessment (bullets B, C, and E).

Assistance in completing the application or additional questions can be forwarded to Lee Dorf at 802-585-0885 or [Lee.Dorf@vermont.gov](mailto:Lee.Dorf@vermont.gov).

### **Application Deadline:**

All applications must be **RECEIVED** at the Vermont Emergency Management office by **Close of Business on Tuesday, September 8, 2020**. To facilitate processing, grant applications should be sent electronically to Lee Dorf at [Lee.Dorf@vermont.gov](mailto:Lee.Dorf@vermont.gov).

### **Application Evaluation:**

- 1) Each application will be reviewed and scored based on the criteria outlined in the Scope of Work and quality of application details. Scores may be utilized to rank application funding. Applications should be submitted using the format provided, and should cover the following, for each scope element:
  - a. Task Description (multiple may be used for each scope element):
    - i. Description of work required for a task and how it will be accomplished.
  - b. Deliverables:
    - i. What are the measurable and tangible outcomes of the task? At a minimum, required deliverables are defined in the **Reporting Requirements** of the Scope of Work document.
  - c. Timeline:
    - i. Definition of overall timeline for the task.
  - d. Milestones:
    - i. Definition of milestones that will show progress toward completion of one or more deliverables.
  - e. Core Capability:
    - i. Definition of core capability that the task will improve or sustain.
  - f. Personnel
    - i. Position, hours, and direct costs for each person required to complete the task.
  - g. Mileage
    - i. If necessary.
  - h. Overall Cost
    - i. Overall cost to complete the task.
- 2) VEM will review and score each application, to include all proposed work elements, and will make a funding decision based on the effectiveness of the application to increase statewide emergency preparedness, response, mitigation, and long-term recovery.