



BRIC 2021 Local Hazard Mitigation Plans (LHMPs)

Kick Off Meeting

meet our team



CAROLINE PASKE

State Hazard Mitigation
Planner



ALDIJANA ZOLJ

Financial Administrator



BRIAN MCWALTERS

State Hazard Mitigation
Planner



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State Hazard Mitigation
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agenda

PROJECT TIMELINE

NEXT STEPS

EXECUTING AGREEMENTS and
REIMBURSEMENT REQUESTS

PROCURING A CONSULTANT

PLANNING, APPROVAL, and
ADOPTION

timeline

DEC 2021

Submit Match Commitment Letters
to VEM

JAN 2022

VEM submitted collective BRIC 2021
LHMP application to FEMA

JAN 2023 +

Project Kick Off and Agreement
Execution between Municipalities and
DPS

FEB 2023 +

Procure Consultants and Begin
Planning Process

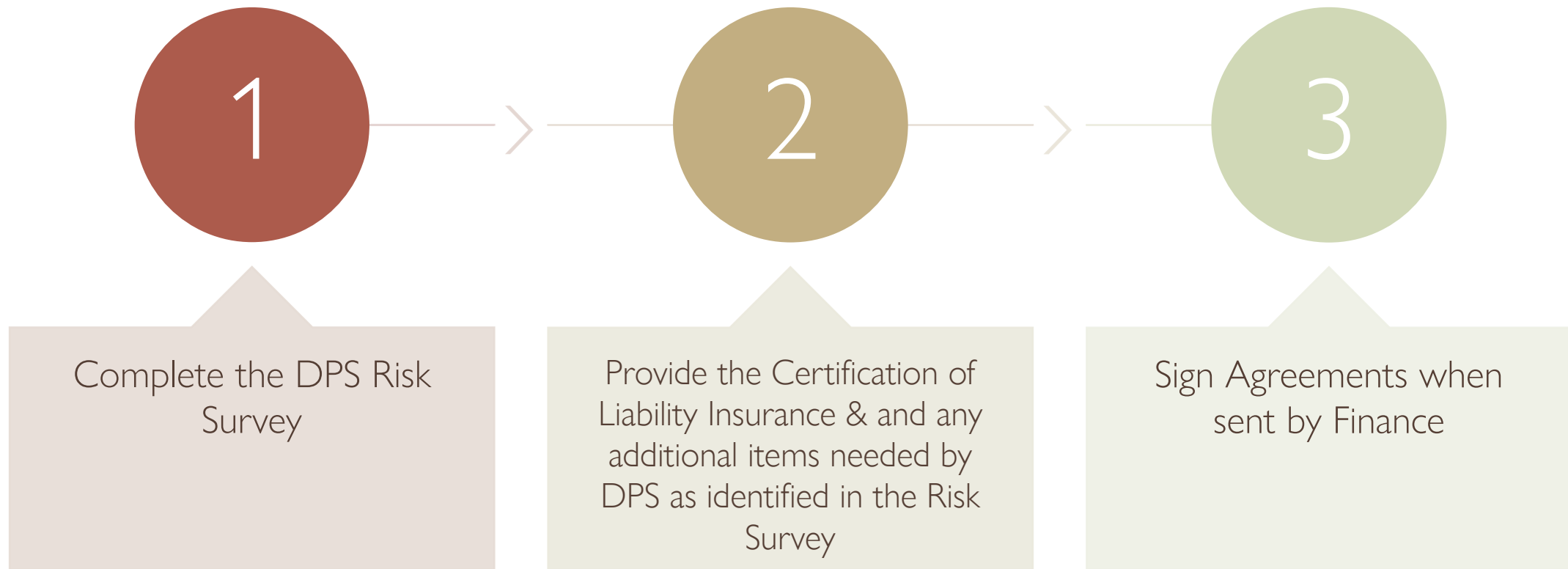
SEP 2025

All Planning, Adoptions, and Requests
for Reimbursement Complete

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Executing Agreements & Future Reimbursement Requests

Steps to Executing Agreements



DPS Risk Survey

1. Organization Name
2. Title and name of person completing the survey
It is recommended that this survey be completed by a financial/accounting representative of the organization such as: Financial Manager, Treasurer, Bookkeeper, Accounting Administrator.
3. FEIN (Federal Employer Identification Number)
4. Legal name (parent, fiduciary) of entity to which the FEIN was assigned, if applicable
5. Mailing Address

DPS Risk Assessment Survey

Welcome to the Vermont Department of Public Safety's (DPS) Risk Assessment Survey. As an applicant for an award from DPS, each organization must complete this survey annually. This risk assessment should be a true evaluation of your organization's internal controls. Prior to issuance of a grant award, State of Vermont granting agencies must determine if each potential grantee is eligible to receive an award per the Vermont Agency of Administration Bulletin 5, Policy for Grant Issuance and Monitoring (<https://aa.vermont.gov/bulletin5>). DPS will use this tool to evaluate each applicant's risk of non-compliance with federal rules, regulations, and the terms and conditions of the award for purposes of determining the appropriate method of oversight/monitoring. See the Federal requirements for oversight/monitoring within 2 CFR 100 Uniform Guidance, 100.113 Requirements for pass-through entities (a): <https://www.eef.gov/efile/bulletin5-verification-11001-11001-11001-11001-11001-11001>

Required

1. Organization Name *

Enter your answer

2. Title and name of person completing the survey
It is recommended that this survey be completed by a financial/accounting representative of the organization such as: Financial Manager, Treasurer, Bookkeeper, Accounting Administrator. *

Enter your answer

3. FEIN (Federal Employer Identification Number) *

Enter your answer

4. Legal name (parent, fiduciary) of entity to which the FEIN was assigned, if applicable *

Enter your answer

DPS Risk Survey (continued)

6. Physical Address as listed with Dun & Bradstreet when obtaining your Unique Entity Identifier (UEI), or DUNS # at <https://fedgov.dnb.com/webform>.
7. Phone Number
8. Email Address
9. UEI (Unique Entity Identifier)
See 2 CFR §200.211 (b) & §200.332 (a)(i):
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
10. What is the date that you are filling out this survey?
11. Your Fiscal Year (e.g. July - June or Jan. - Dec.)
12. Type of organization

DPS Risk Survey (continued)

13. What type of accounting system do you use?
- Automated
 - Manual
 - Combined automated & manual
14. Does your organization have segregation of duties so that no single person has control over all phases of a transaction?
15. Does your organization maintain its award documentation for at least 3 years after the final reimbursement?
16. Does your organization include financial/accounting personnel in the application review process to ensure that you can meet all compliance requirements?
17. Has your organization been audited or had a grant monitoring review within the past 24 months? Please select all that apply.
- No, not within the past 24 months - skip to question 19
 - Yes, by an outside audit firm
 - Yes, by town/local auditors
 - Yes, by a State of Vermont Agency/Department
 - Yes, by a federal awarding agency
 - Yes, by a Single Audit firm
18. Did your organization have any findings?
- No, the audit produced no findings
 - Yes, however audit findings have been resolved
 - Yes, and there are outstanding unresolved findings
 - Yes, and there is a corrective action plan in place

DPS Risk Survey (continued)

19. Does your organization maintain written policies which include procedures for assuring compliance with the terms and conditions as noted in the Department of Public Safety's Standard Grant Agreement? Copies must be made available upon request. Select all that apply.

See 2 CFR 200 Uniform Guidance requirements: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- Written Grant Management Policy
- Written Purchasing Procedures (2 CFR §200.318 (a))
- Written Conflict of Interest Policy (2 CFR §200.318 (c)(1))
- Written Inventory Policy
- Written Employee Policy or Bargaining Agreements
- Written Payroll Policy
- No, our organization has no written policy/procedures

20. Has there been any of the following changes at your organization within the past 12 months?

- New personnel who will administer this grant funding
- New or changed systems affecting grant management
- no changes to personnel or systems

Reimbursement Requests

- You will receive a financial report form to submit for reimbursement with your executed agreement with VEM.
- Include supporting documentation for the expenditures (payroll reports, invoices, proof of payment, etc.).
- Financial reimbursement requests should be submitted no later than the end of the month following the month in which the expenditures were incurred.

AutoSave Off Financial... Paske, Caroline

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VERMONT DEPARTMENT OF PUBLIC SAFETY FINANCIAL REPORT FORM

1. SUBAWARD NAME BRIC Grant Program 2021		2. SUBAWARD NUMBER 02140-31237-		Report 1	
3. IF THIS IS A CORRECTED REPORT, ENTER THE ORIGINAL DATE OF THE REPORT BEING CORRECTED.			3a. ORIGINAL DATE	4. MATCH REQUIRED 0%	
5. FEDERAL TAX ID NUMBER		6. FUNDING/SUBGRANT PERIOD		7. REPORT PERIOD	
		FROM: 9/23/2022	FROM:		
		TO: 9/22/2025	TO:		
8. SUBRECIPIENT NAME AND ADDRESS		9. PAYEE (WHERE CHECK IS TO BE SENT IF DIFFERENT FROM 8)			
10. NAME OF CONTACT PERSON		11. TELEPHONE NUMBER	12. EMAIL		
13A. SUBAWARD BUDGET CATEGORIES		13B. SUBAWARD BUDGET	13C. PRIOR EXPENDITURES	13D. CURRENT PERIOD EXPENDITURES	13E. SUBAWARD BALANCE
PERSONAL SERVICES:					
Salaries and Benefits		0.00			0.00
Contractual		0.00			0.00
Total Personal Services		0.00	0.00	0.00	0.00
OPERATING EXPENSE:					
Supplies		0.00			0.00
Travel		0.00			0.00
Equipment		0.00			0.00
Other		0.00			0.00
Indirect Cost		0.00			0.00
Total Operating Expense		0.00	0.00	0.00	0.00
Total Program		0.00	0.00	0.00	0.00
14A. FINANCIAL REPORT SECTION		14B. BUDGET	14C. PRIOR EXPENDITURES	14D. CURRENT PERIOD EXPENDITURES	14E. BALANCE
Recommended Match (To Meet Match Requirement)				0.00	
Non-Federal Share (Match)		0.00		0.00	0.00
Federal Share		0.00			0.00
GRANT PAYMENT NOW REQUESTED				0.00	
15. CERTIFICATION					
I certify to the best of my knowledge and belief the data included on this report are correct, all supporting documentation is on file and available for inspection, and that			SIGNATURE OF SUBRECIPIENT AUTHORIZING OFFICIAL	DATE SUBMITTED	

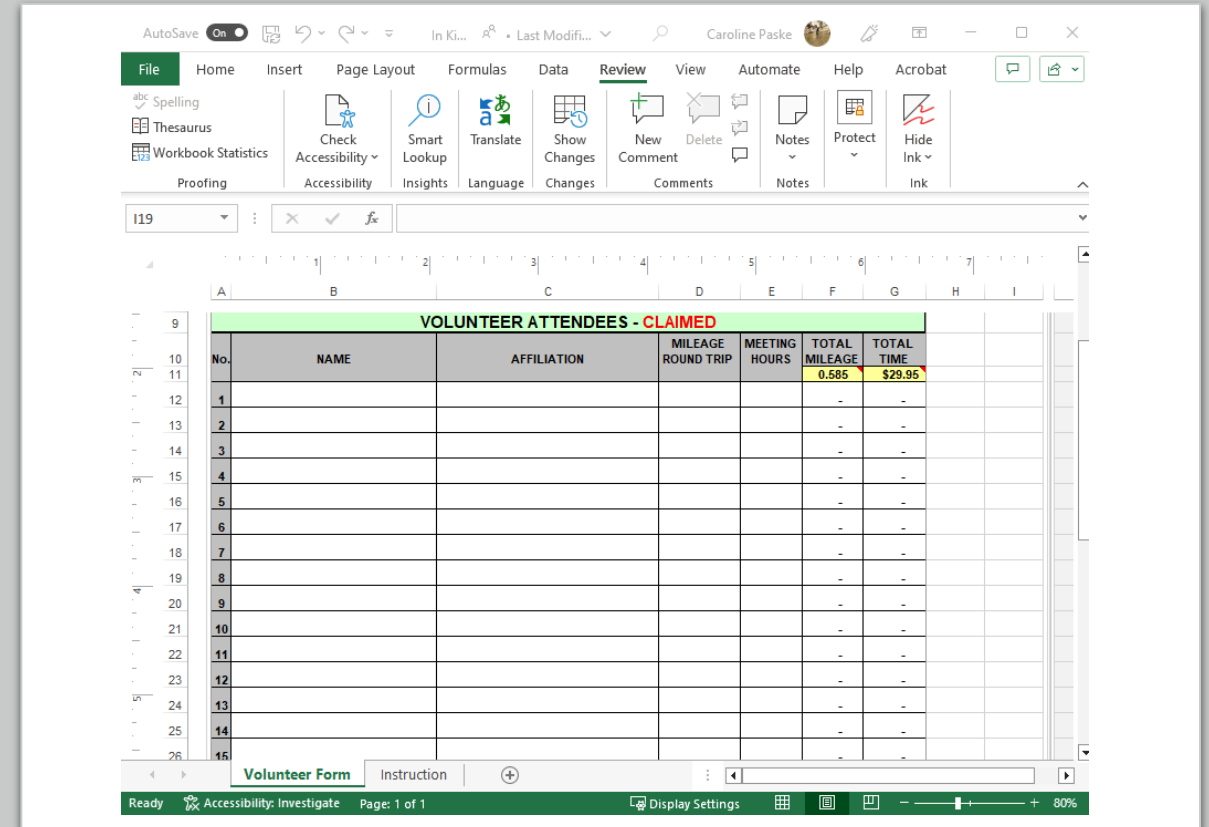
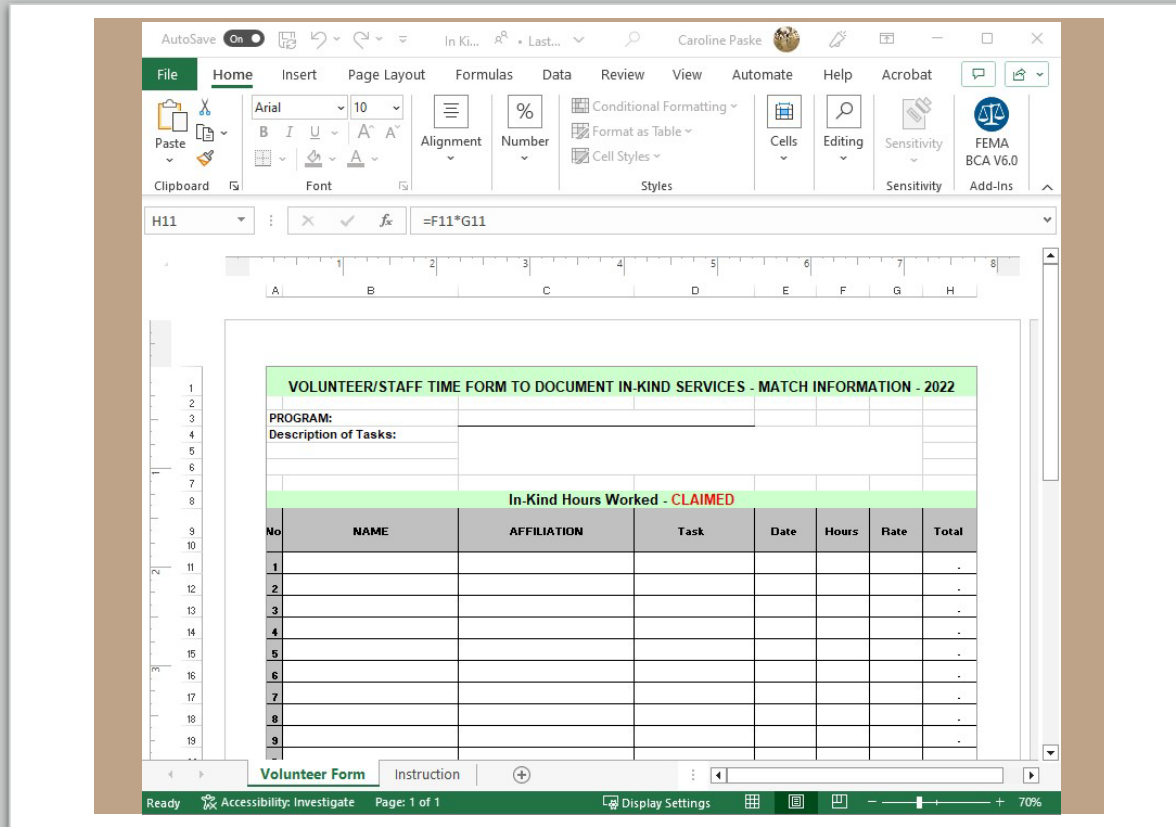
Page 1

Report 1 Report 2 Report 3 Report 4 Report 5 Rep ...

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In-Kind Tracking

- Forms will be sent after the agreements are executed
- Submit in-kind tracking forms to count time spent by staff and volunteers on the plan towards your local match
- Use GSA approved mileage reimbursement rate
- Use independentsector.org to determine volunteer rate – be sure to do this at the time of the meeting to ensure correct rate



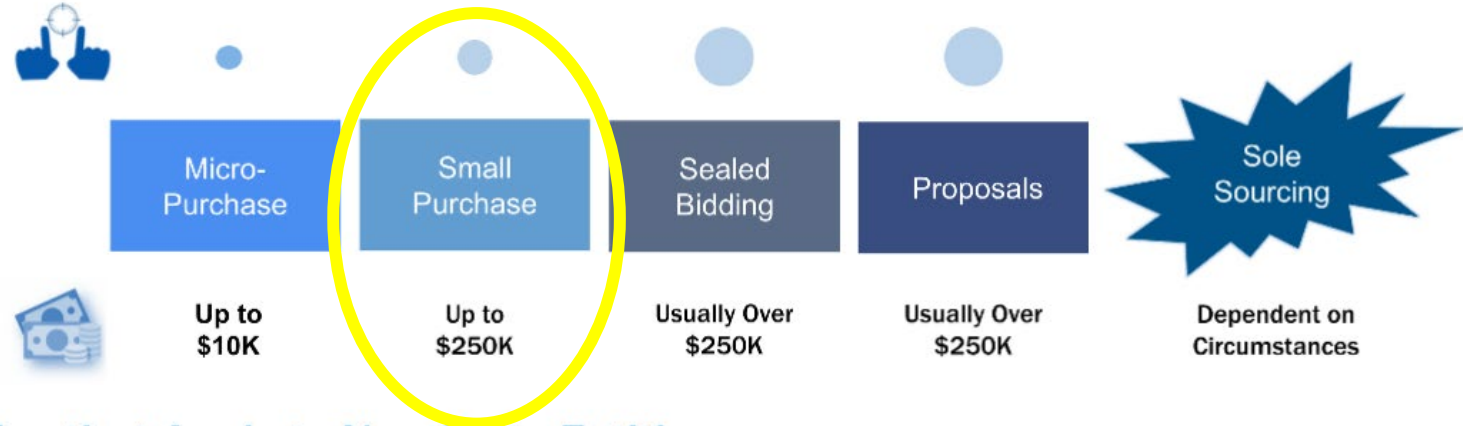
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Hiring a Planning Consultant

Going Out to Bid

- Follow local, state, and federal procurement standards
- We will send an RFP template after the agreement with DPS is executed.
- Post the RFP to <http://www.vermontbusinessregistry.com/>
- If you are reaching out directly to potential consultants, still make sure procurement requirements are followed
 - There is no prescribed minimum number of consultants you must seek proposals from, at least three attempts to request a proposal is generally accepted as adequate.
- Establish the evaluation criteria and the relevant importance for each factor if you are selecting based on qualifications and not cost alone.

Methods of Procurement



Rules that Apply to Non-State Entities

Are You a Non-State Entity?

- Local Governments
- Tribal Governments
- Hospitals (some)
- Institutions of Higher Education (some)
- Other Private Non-Profit Organizations

Applicable Rules



318	General Procurement Standards
319	Competition
320	Procurement Methods
321	Socioeconomic Contracting
322	Domestic Preferences (new)
323	Recovered Materials
324	Contract Cost or Price
325	Acquisition Review
326	Bonding Requirements
327	Contract Provisions



PROCUREMENT REFERENCES

- Document the process of consultant selection (2 C.F.R. 200.337 Record Retention)
- Visit FEMA's website for detailed guidance on federal procurement standards and sample language
- Follow the socioeconomic affirmative steps to use target firms where possible
 - Small businesses
 - Minority businesses
 - Women's business enterprises
 - Labor surplus area firm
- More questions? Our audit team can help you so please email us. Do not ask your RPC as they must participate in a competitive bid for the contract.

6 Steps

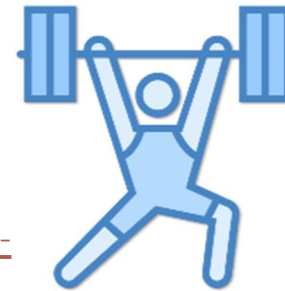
1. **Place qualified** target firms on **solicitation lists**
2. **Assure** that target firms are **solicited** whenever they are potential sources
3. **Divide total requirements**, when feasible, into smaller tasks or quantities to permit maximum participation by target firms
4. **Establish delivery schedules**, when feasible, which encourage participation by target firms
5. **Use the services** and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
6. **Require the prime contractor**, if **subcontracts** are to be let, to take the 5 previous steps

Procurement Rules Online

www.ecfr.gov

2 C.F.R. §§ 200.317-327

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>



Contractor Responsibility Determination
www.SAM.gov



PDAT Website
fema.gov/grants/procurement

- Contract Provisions Template
- Webinar Series
- Fact Sheets, Checklists and more


<https://www.fema.gov/grants/procurement>



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PLANNING,
APPROVAL,
and
ADOPTION

Steps to Approval

- 
- 1. Secure Funding:** The municipality can request funding to create or update their Local Hazard Mitigation Plan (LHMP) from FEMA through VEM. This may take one year to process through FEMA's grant programs. Apply for funding 2-3 years before the LHMP expires to allow for application review, execution of agreements, soliciting bids, and reaching plan approval and adoption. VEM advises that municipalities hire a consultant to assist the community in conducting community outreach and drafting the plan.
 - 2. Draft the Plan:** The local community, a consultant, and/or the Regional Planning Commission (RPC) drafts the LHMP. Plan developers are encouraged to contact the State Hazard Mitigation Planner during plan development for any technical assistance needs or to review components of the LHMP as it is being developed.
 - 3. Submit the Plan for Review:** Once a draft is completed, the LHMP and FEMA Review Tool are submitted to the State Hazard Mitigation Planner (caroline.paske@vermont.gov) for review. The review tool must have the top section filled in as well as the relevant sections or page numbers where each element is addressed. Plans are required to be reviewed within 45 days of receipt by VEM.
 - 4. Make Requested Revisions:** Plans are typically returned with comments on how to meet the Federal requirements. Notes will be included within the Review Tool with additional guidance on how to meet the requirements. The State Hazard Mitigation Planner is available to answer questions or meet with the plan developer to review comments and assist them in meeting the requirements.
 - 5. Resubmit the Plan:** Once necessary revisions are completed the plan is submitted back into State review with updated page numbers/sections noted in the review tool.



Steps to Approval

6. **Approval Pending Adoption:** If all requirements are met, VEM will notify the plan developer and the community that the plan is Approvable Pending Adoption (APA). If all requirements are not met, the Review Tool will be returned with updated comments.
7. **Adopt the Plan:** When a plan receives the APA notice, the plan developer should not make any changes to the plan, with the exception of removing any references to the plan being a draft and update any dates (e.g. the APA date) on the cover page. The plan developer then works with the local jurisdiction to adopt the LHMP.
8. **Submit the Plan for Approval:** Following local adoption, the plan developer submits the final plan to VEM. The State Hazard Mitigation Planner will then issue a notice to the plan developer and the community that the plan has been Approved. The approval date will be the date that this approval is issued.
9. **VEM Notifies FEMA:** VEM will then notify FEMA that the LHMP has been approved and FEMA will issue an official approval letter to VEM. VEM will send the formal approval letter to the community and plan developer to be included in the final planning document. The LHMP should be made available to the public.
10. **Implement and Maintain:** The community then has five years from the date of approval to implement the LHMP before the plan expires and an updated plan is due for approval.





Thank You

Caroline Paske

Caroline.Paske@vermont.gov

<https://vem.vermont.gov/hm-planning-resources>