**Overview**

Vermont Emergency Management has funding available to support Local Emergency Management and Emergency Operations Center (EOC) improvement projects. This funding, provided through the Emergency Management Performance Grant (EMPG), will allow municipalities to build capacity at the local and regional levels of Vermont and increase preparedness, capabilities, and resources to adequately respond to threats and hazards. Improvements include, but are not limited to auxiliary power, technology, communications, and operational aids to enhance EOC capabilities. Preference will be given to municipalities that work collaboratively with others to maximize resources within a region.

Please note that this funding opportunity requires a **50% local, non-federal match**. Awards will be based on the number of applications, costs, regional applicability, and ability of sub-recipient to provide match. For this program, Applicants are allowed to use American Recovery Plan (ARPA) funds to meet the match requirement. The proposal scoring framework is provided below. If proposed projects require construction or modifications to existing infrastructure, a review will need to be completed by FEMA Environmental Planning and Historic Preservation (EHP) before the award is granted. The grant agreements will need to be executed **BEFORE** any funding may be expended. Sub-grant amounts are capped at $50,000 per sub-recipient. The sub-grant performance period ends on September 15, 2023.

\*\*\* Applications will not be reviewed unless all requirements are met at the time of application review. This includes signatures by all appropriate parties on the cover page; assistance in completing the application can be obtained by contacting Richard Cogliano. \*\*\*

**Application Requirements**

Municipalities that wish to apply for EMPG funding must review the Guidelines and Requirements outlined below prior to completing the application documents. All application packages must include the following documents:

* 1. **Vermont Sub-grant Application**
     1. See instructions on pages 5-8 on completing the application.
     2. Please make sure to complete, sign the cover page, initial and date page 1 for submittal on EMPG Eligibility Requirements.
     3. The Application can be found by accessing the following link: <https://vem.vermont.gov/funding>
  2. **Cash Advance Request**
     1. If your project is too large for your agency to accomplish in a Reimbursement (after-the-fact) in arrears of expenses, you may request pre-payment on a “Limited Cash Advance” basis. Check the box in 8a and provide justification for consideration. A possible justification may be a large required purchase by a low-budget agency or organization. Large purchases as the sole justification will not be approved.
     2. You must provide a copy of your Agency’s Cash Advance Policy if you are requesting a Cash Advance.
  3. **Quotes**
     1. Proposed equipment purchases must be accompanied by three (3) quotes or justification as to why three (3) quotes could not be obtained.
  4. **Memorandum of Endorsement**
     1. A memorandum of endorsement from an agency serving the community applying must be included in the application package providing acknowledgement that the primary purpose of the project is to enhance EOC capabilities within the community, as outlined in the application.
  5. **Procurement Standards**
     1. Sub-recipients will use their own procurement procedures which reflect applicable local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in **2 CFR part 200**

(<http://www.ecfr.gov/cgi-bin/text-idx?SID=289fd4edcc40f3b0cb6a4bd62aa39dbf&node=pt2.1.200&rgn=div5>)

* 1. **Certificate of Insurance**
     1. A copy of your Certificate of Insurance validating current insurance coverage.
     2. 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 the 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.

*General Liability and Property Damage*:  With respect to all operations performed under the contract, 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 Per Occurrence

$1,000,000 General Aggregate

$1,000,000 Products/Completed Operations Aggregate

$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

*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: $1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement

* 1. **Necessary Permits**
     1. A copy of necessary permits, where applicable
     2. Local and state permitting requirements must be met prior to submitting an application

**Eligibility Requirements Include:**

1. **Eligible Applicants**

Only Vermont Cities, Towns, Villages, Regional Emergency Management Committees (REMC), and Tribal governments with identified projects in Appendix A of this funding notice are eligible to apply.

1. **Applicant Eligibility Criteria**

City/Town/Village: Adopted LEMP, NIMS Compliance

REMC: 70% of towns with adopted LEMPs, NIMS Compliance if applicable. REMC’s should vote on this matter and approve before submitting application. If a quorum is not present to vote, parties at the meeting should agree on the project and funding. If the project is awarded, then an official vote ratifying the project shall be taken at the earliest opportunity.

To see the LEMP status of a community, click here: <https://floodready.vermont.gov/assessment/community_reports#ERAF>

1. **Complete Application Submitted**

No application will be reviewed by VEM if **all** requirements under “Application Guidelines” and “Eligibility Requirements” are not submitted and complete. Assistance in completing the application can be obtained by contacting VEM at [DPS.EMPGGroup@Vermont.gov](mailto:DPS.EMPGGroup@Vermont.gov).

1. **National Incident Management System**

All agencies applying for funds must be in compliance with National Incident Management System (NIMS) activities set forth in Vermont’s NIMS Implementation Plan, including having a current Local Emergency Management Plan on file at Vermont Emergency Management. Applications received by municipalities not in compliance will not be reviewed. Vermont Emergency Management will validate each agency’s compliance for meeting NIMS Objectives by referencing the Vermont NIMS Implementation Plan and FEMA NIMS Implementation Objectives documents. The Vermont NIMS Implementation Plan can be found here: <https://vem.vermont.gov/programs/nims>

1. **Financial Risk Assessment Survey**

To meet the Code of Federal regulations, the Vermont Department of Public Safety requires all agencies to complete a financial risk assessment survey <https://forms.office.com/Pages/ResponsePage.aspx?id=O5O0IK26PEOcAnDtzHVZxmpAMrQrIKtDrx0P6QMCKfhUQjhTSUgyTTFSUkE5VDNFNEpVMFRTVzFDUy4u>). This should be completed by your agency’s fiscal agent annually.

1. **System for Award Management**

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

1. **Procurement Policy**

Municipalities receiving funding must follow their own established procurement policies or revert to the State of Vermont’s procurement policy. The policy must be in writing and submitted to Vermont Emergency Management.

1. **Executive Compensation**

For potential awards over $30,000, applicants must fill out the Department of Public Safety’s FFATA Reporting of Subrecipient Executive Compensation.

1. **SUBMISSION OF APPLICATION**

All applications must be RECEIVED at Vermont Emergency Management by ***Tuesday November 15, 2022 at 3:00 p.m.*** Proposals received after this date and time will NOT be eligible for consideration. To facilitate processing, grant applications should be sent electronically to VEM at DPS.EMPGGroup@vermont.gov. If you are unable to send your application electronically, you may mail it to Vermont Emergency Management, 45 State Drive, Waterbury, VT  05671-2101. It must be received at our office no later than the due date and time listed above.

**Application Evaluation Criteria:**

1. Each member of the VEM review committee will review each application independently.
2. The group will award a score of 1 to 5 to each evaluation criteria outlined in the table below. One (1) is not at all, three (3) is no opinion, and five (5) is excellent.
3. A score will be taken for each application. If the Criteria is not applicable to the agency applying, then the total possible points will be adjusted accordingly.
4. A score of 20 or below will result in an award NOT being issued. A score greater than 20 does not guarantee an award.

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| **Evaluation Criteria** | **Possible Points** |
| The application identifies and quantifies the need for the proposed project (Problem Statement). | 5 |
| The application clearly links the completion of the project with identified local goals and objectives. (Project Goals and Objectives) | 5 |
| The Reviewer is confident in the applicant’s ability to complete the project within the performance period (Project Schedules and Milestones). | 5 |
| The use of this sub-grant opportunity will increase the applicant’s ability to better deliver services to constituents. | 5 |
| Reviewer is confident in the applicant’s ability to properly use, report and document the funds to be sub-granted. | 5 |
| The applicant has demonstrated how the funding will improve local or regional emergency management capabilities. | 5 |
| CITY/TOWN/VILLAGE ONLY: Applicant has an approved Hazard Mitigation Plan (2pts), Adopted 2013 or later Town Road and Bridge Standards (2pts), Participate or Apply for National Flood Insurance Program (1pts) | 5 |
| **TOTAL POINTS** | 35 |

If you have questions or require additional information regarding the Emergency Management Performance Grant, please contact VEM ad [DPS.EMPGGroup@Vermont.Gov](mailto:DPS.EMPGGroup@Vermont.Gov)

**ALL COMPLETE APPLICATIONS ARE DUE NO LATER THAN Tuesday November 15, 2022 AT 3:00 PM. APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED.**

Attachment A: Eligible Projects

The Following outlines the eligible projects and activities for the Local Emergency Management and EOC Enhancement Grant. Items not included on this list may be applied for and will be evaluated by the review committee.

1. Qualifying Activities/Projects:
   1. Permanent Generators and generator installation or portable generator and building hookup
   2. Information Technology (IT) equipment to enhance local EOC or shelter including computers, tablets, and projectors
   3. Situation Awareness aids to include maps
   4. Communications: Base stations to support communication with State, Local, and/or Amateur Radio partners
   5. Interior Construction and Reconfiguration: Minimal construction inside existing facilities to support enhancement of the local EOC. This may include electrical, HVAC, reconfiguring or addition of partitions and walls.
   6. Equipment to include AEDs, Electronic messaging boards, shelter cots, supplies
   7. Project funding: Plan development, exercise design and conduct, training acquisition and hosting
   8. Fixed public alert and warning systems
   9. Public education initiatives to increase preparedness
   10. Shelters: Equipment and supplies necessary to run a local shelter, warming center, or cooling center.
2. Ineligible Activities/Projects:
   1. Construction of new facilities or additions to existing buildings
   2. Vehicles including Trailers, All Terrain Vehicles, Side-by-Sides
   3. Equipment to be used primarily by first responders such as traffic cones, mobile or portable radios, pagers, sirens, IT equipment for mobile use
   4. Software packages for computers, disaster management, user license fees, notification software, etc.