

1. Is exercising the LEMP a requirement?

*No, exercises 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.*

2. What is the funding cap and how was it determined?

*New this year, VEM proposed to VAPDA to determine the amount of EMPG funding an RPC can apply for using a formula based on population and municipalities. This was proposed to make EMPG funding amounts more equitable across the range of municipalities and populations that RPCs serve. The funding formula is set up so 80% of the total allocated amount is base funding across all RPCs; 60% of the remainder is based on the number of municipalities in an RPC region, and 40% of the remainder is accounted for by population. RPCs do not have to apply for the full amounts, rather the amount shown is the maximum amount an RPC can apply for. The funding caps are detailed in a table in the EMPG FY19 RPC RFP Memo.*

3. Why are special projects not a component of the application?

*New this year, special projects will not be included as a component of the EMPG FY19 RPC Sub Grant. After reviewing the application process for FY18, VEM decided to remove special projects as they should be applied for and reviewed separately from the general scope of work elements that all RPCs are required to meet. If funding remains after awarding to RPCs for the general scope areas, VEM will post a separate special project application round for RPCs to apply for.*

4. What is an EMD Roundtable and is it a requirement?

*Yes, RPCs are required to organize and host regional EMD Roundtables at a minimum twice during the period of performance. EMD Roundtables are intended to be a forum for communication, education, and best practice sharing between local Emergency Management Directors in the region. Meeting topics should vary to reflect current emergency management challenges in the area. EMD roundtables shall be free and open to all EMD in the region and shall not be members only or exclusive meetings. RPCs should coordinate with VEM Regional Coordinators for meeting planning.*

5. 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.*

6. 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 overall regional coordination through attendance at those meetings as a member of the community.*

7. Can RPCs use EMPG funds for administrative support of LEPCs?

*No, EMPG funds should not be used to provide administrative support, food, materials, etc. to LEPCs.*

8. Are Tier II reporting and Tier II projects allowable under EMPG?

*No, EMPG funds should not be used for Tier II reporting, Tier II data management or Tier II report deconfliction or projects that involve Tier II data use, mapping, etc.*

9. 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.*

10. Are the minimum and maximum training hours identified in Item 3. State-wide Emergency Response Preparation, 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.*

11. 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. Food and drink costs should adhere to state per diem rates, per person attending the meeting. The state food and drink per diem rates are listed below.*

*Breakfast \$5.00*

*Lunch \$6.00*

*Dinner \$12.85*

*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.*

12. Where can RPC staff find the list of required trainings needed to serve in the SEOC?

*When RPC staff are identified as being one of the individuals to serve in the SEOC, they will be required to create an account in [the Vermont Learning Management System](#). They will then be assigned the SEOC Basic and SEOC Staff curriculums in LMS. Through LMS, individuals can see the trainings they need to take, can sign up for trainings, can see which trainings they still need to take, and can sign up to be notified when a specific training is added.*

13. 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.*

14. 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	
<i>What</i>	<i>To</i>	<i>What</i>	<i>To</i>	<i>What</i>	<i>To</i>
LEMP/LEOP Contact and Resource Database (by the last Friday of every month)	VEM Regional Coordinators	RPC EMPG FY19 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 (basic description, timesheets, payroll reports, general ledger reports, invoices, receipts, etc.)	DPS Finance (Melissa Austin)				
Any additional information to justify expenditures	DPS Finance (Melissa Austin)				