

**VERMONT EMERGENCY MANAGEMENT  
MEMORANDUM**



**TO:** Vermont Regional Planning Commissions  
**FROM:** Erica Bornemann, Director, Vermont Emergency Management  
**DATE:** August 7, 2019  
**SUBJECT:** Request for Proposals- Emergency Management Performance Grant (EMPG) 2019 Regional Planning Commission Support

**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.

**RPCs may apply for up to a set amount to complete work elements #1-3. 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; 60% of the remainder is based on the number of municipalities, and 40% of the remainder is accounted for by population. This is the maximum amount an RPC can apply for; RPCs do not need to apply for the full amount. See the application funding caps for RPCs below.**

<b>RPC</b>	<b>EMPG FY19 Funding Cap (the maximum amount an RPC can apply for)</b>	<b>RPC</b>	<b>EMPG FY19 Funding Cap (the maximum amount an RPC can apply for)</b>
ACRPC	\$52,515	NVDA	\$63,591
BCRC	\$51,263	RRPC	\$55,885
CVRPC	\$55,485	SWCRPC	\$48,565
CCRPC	\$61,767	TRORC	\$56,722
LCPC	\$50,045	WRC	\$54,833
NRPC	\$54,330		

**This application will not include optional special projects. Any funding remaining after this application round will be used for a separate special project application round that will be assessed competitively.**

The priorities and eligible work items for each sub-grant are listed on the attachment named “EMPG 2019 RPC Scope of Work”. The sub-grant term will be from **October 1, 2019** through **September 30, 2020**.

**Application Requirements:**

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

- i. **Complete EMPG 2019 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 organizational audit.**

**C. A copy of your most recent Certificate of Insurance:**

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

*The above is from Attachment C: Standard State Provisions from State of Vermont Bulletin 3.5, Procurement and Contracting Procedures, revised July 1, 2016.*

**D. A copy of your approved indirect rate proposal.**

**E. Quotes for equipment purchases (if applicable)**

- i. Equipment Quotes (if applying for equipment):
- ii. Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit. Because the Code of Federal Regulations, 2 CFR part 225, requires full and open competition while procuring grant-funded equipment, a sub-recipient must obtain and provide multiple quotes for any equipment purchased with federal funds. Geographical preference and/or sole source will not be sufficient to comply with the competitive procurement requirements.
- iii. If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted.
- iv. The applicant must indicate in their application the AEL# of any requested equipment.

**F. 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).

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

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

**H. Procurement Policy**

- i. Organizations 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 VEM. Procurement policies must 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>)

**I. Environmental and Historical Preservation**

In order to facilitate any construction projects (equipment or facility), organizations should ensure they submit a FEMA Environmental and Historical Preservation (EHP) form. This form is required by FEMA to ensure there will be no adverse impacts to EHP for the proposed project. DPS will facilitate in the submittal of this form to FEMA, however, applicants must ensure they complete the form as best as possible. The form is found here: <http://bit.ly/2wiclla>

### **Program Reimbursement:**

On a monthly 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. Assistance in completing the application or additional questions can be forwarded to Marian Wolz at 802-585-5119 or [marianne.wolz@vermont.gov](mailto:marianne.wolz@vermont.gov).

### **Application Deadline:**

All applications must be **RECEIVED** at the Vermont Emergency Management office by ***Close of Business on Wednesday, September 04, 2019***. To facilitate processing, grant applications should be sent electronically to Marian Wolz at [marianne.wolz@vermont.gov](mailto:marianne.wolz@vermont.gov).

If you are unable to send your application electronically, you may mail it to the Department of Public Safety Grants Management Unit, 45 State Drive, Waterbury, VT, 05671-2101, **however, it must be RECEIVED no later than the due date and time listed above.**

### **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.