

## REGIONAL PLANNING COMMISSION

### EMERGENCY MANAGEMENT PERFORMANCE GRANT – FEDERAL FISCAL YEAR 2019

#### SCOPE OF WORK FOR OCTOBER 1, 2019 – SEPTEMBER 30, 2020

This document is intended to be the guidance to assist Regional Planning Commissions (RPCs) in drafting their EMPG 2019 funding applications and scopes of work. Detailed descriptions of the work elements identified below and staff hours required will be required for applications to be considered complete. **Incomplete applications or applications requiring additional information will be returned for clarification.**

Each RPC applying under EMPG 2019 will be required to perform the work elements outlined below. To receive reimbursement of the tasks accomplished, RPCs must follow the **Reporting Requirements** outlined under each work element.

### Preparedness:

#### 1. Local Planning

RPCs will work with their local municipalities to update and submit Local Emergency Management Plans (LEMPs). Municipalities will report adoption of LEMPs through their Regional Planning Commission (RPC) with a LEMP municipal adoption form and plan. Municipalities will coordinate with Regional Planning Commissions (RPCs) for assistance in developing and exercising their LEMPs. Regional Coordinators will actively coordinate with RPCs on exercise and LEMP development. While exercising is not required for LEMPs, RPC staff may serve on the planning teams for municipal LEMP exercises. RPCs will work with local municipalities to update and submit their LEMPs in compliance with the standards outlined in the [LEMP Municipal Adoption Form](#).

LEMPs are due after Town Meeting Day but before May 1<sup>st</sup> of each year.

RPCs will compile LEMP information using the SharePoint document (LEMP Contact and Resource Database) before the final Friday of each month. The LEMP requires that a municipality's EMD be included as one of the three points of contact listed in the LEMP. These three points of contact are used to compile the EMD listserv.

#### **Each RPC shall:**

- a. Reach out to all municipalities within their region with the LEMP template, and offers of assistance.
- b. Provide assistance to municipalities in completing their LEMP as requested, partnering with VEM Regional Coordinators.
- c. Conduct municipal training, as appropriate, for new municipal officials in how to complete their LEMP.
- d. If needed, coordinate with the VEM Training Administrator to verify the LEMP signatories have the appropriate trainings.
- e. Provide assistance to municipalities that decide to exercise their LEMP utilizing the Homeland Security Exercise and Evaluation Program, partnering with VEM Regional Coordinators, as appropriate. (Note - if an RPC is planning to **conduct** an LEMP exercise, they must attend and pass the Homeland Security Exercise and Evaluation Program basic 2-day class and the exercise must use the HSEEP methodology).
- f. Once completed LEMPs are received:
  - i. Review LEMP to ensure it contains the required elements, as noted on the municipal adoption form.

- ii. Send completed LEMP materials to Regional Coordinators at VEM for their review and approval.
- iii. Enter LEMP information, into provided SharePoint document before the final Friday of each month.

**Reporting Requirements:**

- i. Provide a summary in each quarterly report of the number of hours expended, number of completed LEMPs submitted, and major tasks accomplished.
- ii. Provide any feedback to VEM Regional Coordinators regarding municipalities which required additional assistance in order to capture any potential problem areas.
- iii. Provide LEMP information using the provided SharePoint document, and report pending exercises and completed LEMPs to VEM before the final Friday of each month. LEMP spreadsheet submission dates for the FY19 cycle are:

Oct 25, 2019	Nov 29, 2019	Dec 27, 2019	Jan 31, 2020	Feb 28, 2020
March 27, 2020	April 24, 2020	May 29, 2020	June 26, 2020	July 31, 2020
August 28, 2020	Sept 25, 2020			

**2. Technical Assistance and Education**

RPCs will provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.

RPCs are encouraged to work with their RPC counterparts to ensure trainings and/or exercises (as able) will be cross-jurisdictional and reach a wider audience. Courses which are coordinated between multiple RPCs can be claimed on each RPC’s quarterly report.

Venue, food and drink costs for meetings are allowable expenses, 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

**Each RPC shall:**

- a. Specifically identify any trainings and/or exercises requested to schedule and provide justification, outlining how it will benefit jurisdictions within your RPC. Send training requests to the VEM Training Administrator.
- b. Coordinate with the VEM Regional Coordinator to schedule, develop, and conduct cross-functional emergency management related trainings and/or exercises to meet local needs.
- c. Participate (at least one individual per RPC) in monthly conference calls and quarterly in-person meetings with VEM staff.

- d. Provide technical assistance for communities in emergency preparedness, response, and hazard mitigation. In their application, RPCs will need to outline which towns they anticipate working with to provide this assistance, within reason.

RPCs may assist municipalities in applying for grants applications to include grants from the following:

- Homeland Security Grant Program
- Hazard Mitigation Grant Program
- Pre-Disaster Mitigation
- Flood Mitigation Assistance
- all other grant application assistance must be approved by VEM.

Local ERAF assistance, to include, but not limited to:

- NFIP compliance
- Local Hazard Mitigation Plan development assistance

- e. Provide regional emergency management coordination and support; partnering with VEM Regional Coordinators, municipalities, private entities, hospitals, higher education, fire departments, law enforcement, and other stakeholders to meet RPC and state emergency management initiatives. This coordination and support may include:

- i. Technical support and outreach to local communities, CERT, Citizens Corps programs, VOADs, COADs, and other local/regional/statewide emergency teams.
- ii. Staff attendance at LEPC meetings as a statutory member of the LEPC, attendance at State Emergency Response Commission (SERC) meetings, the THIRA/SPR workshop, VEM meetings, the State Training and Exercise Planning Workshop, the Annual Emergency Preparedness Conference, etc.
- iii. Assisting in needs assessments.
- iv. Assisting in scheduling of emergency management training and exercises for communities.

- f. Organize and host regional EMD Roundtables at a minimum twice during the period of performance, ensuring coordination with VEM Regional Coordinators. EMD Roundtables shall be free and open to all EMDs in the region and shall not be members only or exclusive. EMD Roundtables are intended to be a forum for communication, education, and best practice sharing regarding local Emergency Management Director duties. Meeting topics should vary to reflect current emergency management challenges in the area.

- g. In the EMPG Sub Grant application, RPCs should identify which core capability gaps they are working on improving and/or sustaining, based on the 2018 Vermont Threat and Hazard Identification Risk Assessment and State Preparedness Report (THIRA/SPR) gaps. The following Core Capabilities were rated as having below 60% of the target achieved, and/ or a high or medium priority in the areas of Planning, Organization, and Training in the 2018 THIRA and SPR. For further information on these areas, core capabilities and the THIRA/SPR process, see the [FEMA Comprehensive Preparedness Guide 201](#), and the [FEMA website for Core Capability definitions](#). See the identified core capability gaps below:

- Community Resilience
- Long-term Vulnerability Reduction

- Economic Recovery
- Housing
- Planning
- Public Information and Warning
- Operational Coordination
- Environmental Response, Health and Safety
- Mass Care Services
- Mass Search & Rescue
- Operational Communication
- Public Health, Healthcare and Emergency Medical Services
- Natural and Cultural Resources

h. Direct requests and invitations. While understanding that many requests for assistance (from VEM and/or local contacts) will come throughout the year and cannot be 100% accurately represented in the application up front, RPCs are asked to build their budget and staff time as best as possible based on known or anticipated assistance which will be required in the coming grant cycle.

**Reporting Requirements:**

- i. For any trainings not scheduled through the Learning Management System, provide verification of the training (i.e. course announcement, sign in sheet), on a quarterly basis, once completed.
- ii. Provide a summary of hours expended, meetings attended or hosted, and goals achieved through technical assistance to include the topic and communities/ partners involved in each quarterly report.

**Response:**

**3. State-wide Emergency Response Preparation**

RPCs will ensure a minimum of three individuals are identified in the EMPG Sub Grant application, and then quarterly in the EMPG Quarterly Reports, that may operate within the State Emergency Operations Center (SEOC) during and outside of normal business hours. RPCs will also identify those staff that will act as Local Liaisons in EMPG Quarterly Reports. Staff identified as Local Liaisons can be different than the minimum three staff identified to serve in the SEOC. RPCs will provide any appropriate updates for Local Liaison staff or SEOC staff (at a minimum, quarterly, in the Quarterly Reports) to ensure contact information is up-to-date.

To ensure an appropriate statewide level of response can be attained, RPCs will assist VEM in providing staff to the SEOC during activations (exercises or actual events). To this end, RPCs will need to ensure their staff is appropriately trained and obtains experience in supporting the SEOC. VEM will work with identified RPC staff to determine appropriate primary and secondary SEOC roles.

The tasks identified within this section (State-wide Emergency Response Preparation) are intended to train and prepare RPC staff to serve the role of Local Liaison or SEOC staff during real world emergencies. During real world emergencies, the VEM/RPC MOA serves as the mechanism for work scope and payment to the RPCs for the assistance of RPC staff in carrying out the State’s duties in performing certain emergency management

functions. All work related to training and exercising for those roles should be covered under this EMPG RPC Sub Grant.

**Each RPC shall:**

- a. Ensure each individual identified as SEOC support is trained to the minimum SEOC level in at least one role in the SEOC. RPCs are required to work towards completion of the Emergency Management Director Certification curriculum, and the SEOC Basics and SEOC Staff curriculums in accordance with the SEOC Training Curriculum and EMPG Sub Grant recipient training requirements.
- b. Ensure each individual identified as a Local Liaison is familiar with the Local Liaison reporting process. RPCs may reach out to the VEM Emergency Management Planner ([Marianne.wolz@vermont.gov](mailto:Marianne.wolz@vermont.gov)) to provide and overview of the Local Liaison process to any RPC staff identified as a Local Liaison.
- c. All RPCs will ensure that by the end of the contract period, at least one individual (of the three qualified individuals identified) has GIS experience sufficient to serve as a Mapping and Display Specialist in the SEOC. Other roles can be in the Mission and Resource Support, Center Support, Situational Awareness, or Planning Sections and will be determined based on SEOC need. RPCs will receive a minimum of 10 and a maximum of 40 hours total for each of the 3 identified staff members to complete trainings as identified in the SEOC Training Curriculum.
- d. Budget 20 hours for each individual identified as SEOC support to participate in one SEOC exercise per year in addition to the Cat 4 Exercise. This time will include any pre- and post-exercise briefings. Participation over this amount will be completed as funding allows.
- e. Participation in Catastrophic Exercise 4 including filling the role of Local Liaison, SEOC staff, and staffing the SIM cell.
  - For RPC staff that can serve in the SEOC, budget for three staff to serve at least one full operational period (12 hours plus applicable travel time per individual), to be able to participate in the Cat 4 exercise in October. If traveling over 40 miles to the SEOC in Waterbury, RPCs may budget for a hotel room pre or post exercise shift.
  - Budget for one operational period (12 hours) for at least one staff person (per RPC) to work in the SIM Cell for Cat 4. If traveling over 40 miles to the SEOC in Waterbury, RPCs can budget for a hotel room pre or post exercise shift.
- f. Participate in after action meetings and in the improvement planning process for any SEOC activations. This may include meetings and/or conference calls relating to Local Liaison activations or exercises/ incidents which required RPC personnel within the SEOC. Budget 8 hours plus applicable travel time per individual in attendance.

**Reporting Requirements:**

- i. Provide verification of RPC point of contacts (even if no change) in each quarterly report, or if changes occur. RPCs shall ensure both Local Liaisons and SEOC staff are identified. Minimum contact information should include name, phone, email and roles the individual can fill in the SEOC, and

trainings (as outlined in the SEOC Training Curriculum) they will need to take to accomplish this. Provide number of hours (based on the number of training hours per course) and load certificates of course completion into the [DPS Learning Management System](#).

- ii. Provide the number of hours and staff participation in AAR/ IPs in each quarterly report.
- iii. Provide names of RPC staff and availability for work in the SEOC and SIM Cell for Cat 4 to the State Exercise Administrator ([eric.forand@vermont.gov](mailto:eric.forand@vermont.gov)).