

# VERMONT EMERGENCY MANAGEMENT MEMORANDUM



**TO:** Vermont Regional Planning Commissions  
**FROM:** Eric Forand, Interim Director, Vermont Emergency Management  
**DATE:** July 26, 2023  
**SUBJECT:** Request for Proposals- Emergency Management Performance Grant (EMPG) 2023 Regional Planning Commission Support

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## **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 #1-4 outlined in the scope of work. The application caps for each RPC were determined using a formula based on 2019 population and number of municipalities in an RPC region. Amounts were determined using an 80% baseline; 75% of the remainder is based on the number of municipalities, and 25% of the remainder is accounted for by population. See the application funding allocations below.**

<b>Regional Planning Commission (RPC)</b>	<b>EMPG FY23 Funding Allocation (the maximum Federal Share amount for which an RPC may apply under this RFP)</b>
<b>ACRPC</b>	<b>\$56,191</b>
<b>BCRC</b>	<b>\$53,429</b>
<b>CVRPC</b>	<b>\$58,375</b>
<b>CCRPC</b>	<b>\$61,960</b>
<b>LCPC</b>	<b>\$51,479</b>
<b>MARC</b>	<b>\$51,391</b>
<b>NRPC</b>	<b>\$56,861</b>
<b>NVDA</b>	<b>\$69,300</b>
<b>RRPC</b>	<b>\$59,560</b>
<b>TRORC</b>	<b>\$60,954</b>
<b>WRC</b>	<b>\$58,501</b>

**This application will not include optional special projects. Any funding remaining after this application round may be considered for a separate special project application at the VEM Director's discretion.**

The priorities and eligible work items for each sub-grant are listed on the attachment named "EMPG 2023 RPC Scope of Work". The sub-grant term will be from **October 1, 2023** through **September 30, 2024**.

### **Application Requirements:**

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

i. **Complete EMPG 2023 Application:**

The application must detail how each RPC proposes to complete the tasks in the Scope of Work and the cost associated. The FY 2023 EMPG RPC Subgrant program has a cost-share requirement. The budget must identify the source(s) of 50% match requirement for these funds. Match may be cash (hard match) or documented third-party in-kind time/services (soft match) (provided these are for activities that would ordinarily be paid for under the grant), or other types allowed by 44 CFR 13.24. Eligible EMPG RPC Subgrant program recipients shall agree to make available non-Federal funds to carry out an EMPG award in amount not less than 50 percent of the total project cost. In other words, the Federal share applied toward the EMPG budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award. 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 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.*

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

**D. 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. (<https://www.fema.gov/grants/tools/authorized-equipment-list>)

**E. System for Award Management information:**

Applicants must have and report a valid Unique Entity ID number.

**F. 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://forms.office.com/Pages/ResponsePage.aspx?id=O5O0IK26PEOcAnDtzhVZxmpAMrQrIKtDrx0P6QMCKfhUQjhTSUgyTTFsUkE5VDNFNEpVMFRTVzFDUy4u>). This must be completed by your agency's fiscal agent annually.

**G. 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->

#### **H. FFATA Reporting of Subrecipient Executive Compensation.**

This form is required to be completed and submitted with your application. Please leave DPS Award # blank.

#### **I. Subrecipient Annual Report**

Please ensure your [Subrecipient Annual Report](#) was submitted within 45 days after the end of your fiscal year.

#### **J. Environmental and Historical Preservation (if applicable)**

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: [https://www.fema.gov/sites/default/files/documents/fema\\_ehp-screening\\_form\\_ff-207-fy-21-100\\_5-26-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf)

#### **Program Reimbursement:**

On a quarterly basis, sub-grantees will need to submit with each reimbursement request:

- DPS Financial Report Form;
- Detailed Reimbursement Sheet;
- Detailed supporting documentation for all expenditures- including match (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 [DPS.EMPGGroup@vermont.gov](mailto:DPS.EMPGGroup@vermont.gov)

#### **Application Deadline:**

All applications must be **SUBMITTED** at the Vermont Emergency Management office by **noon on Thursday August 31, 2023**. Applications are only being processed through an online form from docuSign. Please contact [DPS.EMPGGroup@vermont.gov](mailto:DPS.EMPGGroup@vermont.gov) if you have not received the docuSign link.

#### **Application Evaluation:**

- 1) Each application will be reviewed based on the criteria outlined in the Scope of Work and quality of application details. Applications should be submitted using the online 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 will be accomplished through a task, as defined in the **Reporting Requirements** of the Scope of Work document.
  - c. Milestones:
    - i. Definition of milestones that will show progress toward completion of one or more deliverables.
  - d. Core Capability:

- i. What core capability gap does this improve or sustain? A list of identified core capability gaps from the 2021 THIRA/SPR can be found in the Scope of Work document.
  - e. Direct Costs:
    - i. Total cost per task broken down by cost center (salaries and benefits, contractual, mileage, etc.)
  - f. Overall Cost:
    - i. Overall cost to complete the task.
  - g. Match:
    - i. Match source(s) should be clearly defined and the work being done with match funds clearly outlined.
    - ii. Match must be at least 50% of the total award.
- 2) VEM will review 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 capabilities.