

# EMPG FFY24 RPC Subgrant Program Applicant Briefing

Emily Harris, MPA

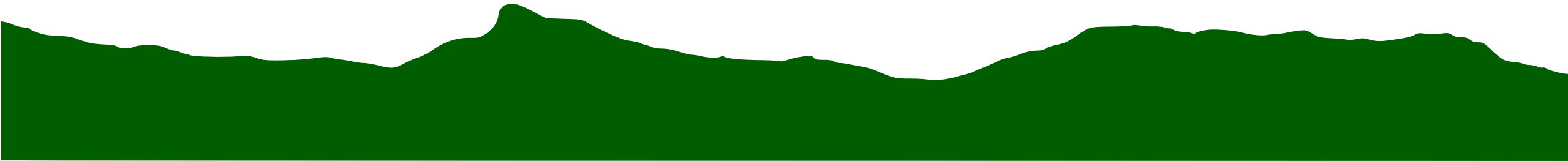
Engagement Section Chief

Vermont Emergency Management



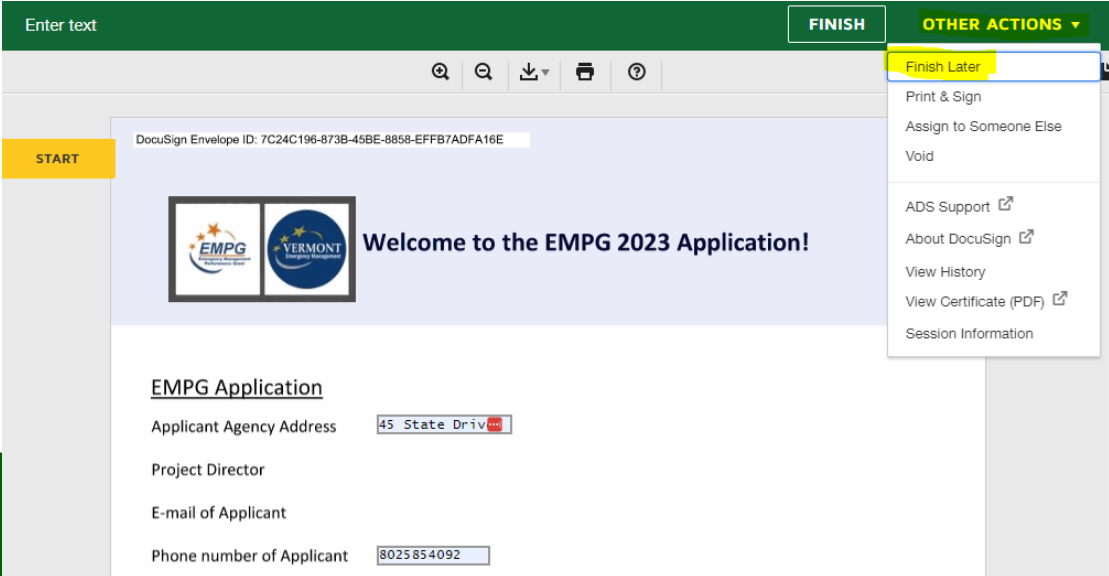
# Overview

- Briefly describe the application process
  - Review Scope of Work (SOW)
  - Review Notice of Funding Opportunity (NOFO)
  - Take a deeper dive into the DocuSign application
- 
- Applications are due by noon on August 29.



# Application Process

- Process remains in docuSign
- Multiple people can work on and “finish later” (Other Actions)
- Do not include \$ symbol in monetary fields, as it will cause formatting to not work
- Monetary fields can only be submitted by Financial Manager





Enter text

FINISH

OTHER ACTIONS ▾

START

DocuSign Envelope ID: 7C24C196-873B-45BE-8858-EFFB7ADFA16E

  **Welcome to the EMPG 2023 Application!**

EMPG Application

Applicant Agency Address

Project Director

E-mail of Applicant

Phone number of Applicant

Finish Later

Print & Sign

Assign to Someone Else

Void

ADS Support ↗

About DocuSign ↗

View History

View Certificate (PDF) ↗

Session Information

# Process

- SOW outlines all activities you must include in budget for each task
- Everything under SHALL must be included. Anything under MAY is allowable.



Technical Assistance and Education



Regional Emergency Management Committees (REMCs)



Statewide Emergency Response Preparation

# Scope of work - changes

- Removed Local Planning task
- Technical Assistance & Education:
  - Removed quarterly in person meetings.
  - Removed Hazard Mitigation Grant Program from Grant Applications.
  - Removed conducting exercises and taking HSEEP training.
  - Added “Spring Flood Seminar” to list of meetings.
  - Clarified attendance at LEPC meeting.
  - Placed limit on direct work with other State Entities (8 hours per quarter)
  - Serving as a board member must be approved ahead of time.
- Regional Emergency Management Committee - No changes.
- Statewide Emergency Response Preparation
  - RPCs limited to roles in Planning & Situational Awareness
  - Limited to 2 SEOC trained staff
  - Removed minimum amount of training hours required (previously 1 – no minimum for budget)
  - Please be aware that the existing exercise budget of hours includes Binary Blizzard local host (October 2024). We’ll be updating the training policy for the SEOC in mid June, but there will be no impact on the RPCs – this is only to update requirements for other roles that RPCs don’t fill.

# Statewide Emergency Response Preparation Training Requirements

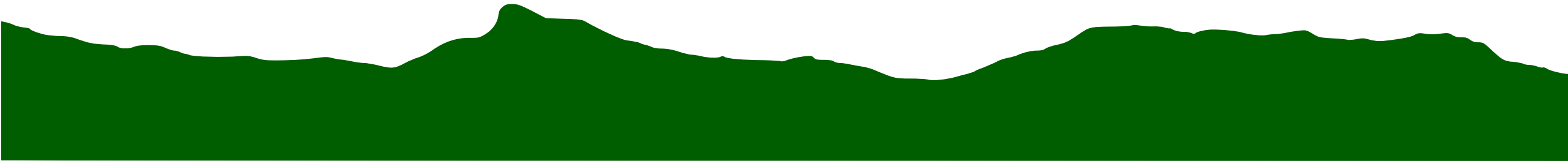
No change from last year. Before participating in the SEOC, any individual filling an SEOC Section Staff role is required to complete:

- Incident Command System 100
- State Emergency Operations Center Orientation
- WebEOC State User training
- Vermont SEOC Section Training (for the section they will be staffing)
- Incident Command System 200



# NOFO

- Equipment is no longer allowable.
- General Liability & Property Damage updated per December 2023 state policy.
- Budget has been updated with the overall 20% reduction, matching the stated formula, and including updated census and city/town numbers.
- Each application will require a list of items included as part of the indirect rate.
- Period of Performance:
  - October 1, 2024 – September 30, 2025

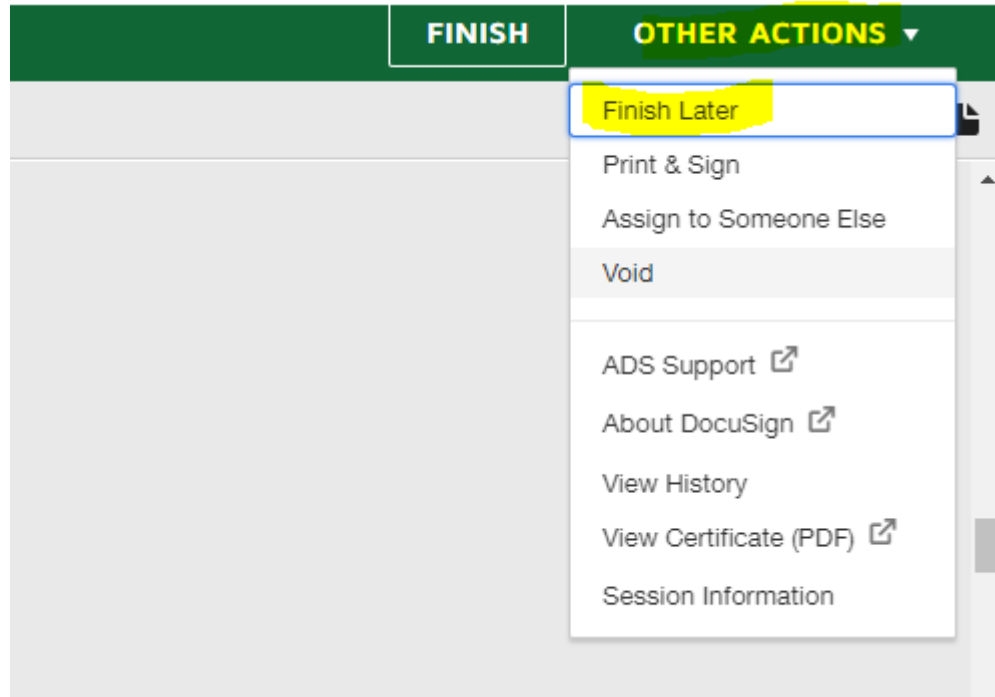


# Application Demo





You can **SAVE** the application at any point.



You must “finish” application when complete

- Financial Manager & Project Director both need to select “finish” when their sections are complete.
- If you select finish but haven’t completed required fields, it won’t let you “finish” – it will direct you to where required fields are still missing.
- VEM will only receive a notification once both individuals complete required sections and select finish.

### EMPG Application

Applicant Agency Address 45 State Drive

Project Director

E-mail of Applicant

Phone number of Applicant 8025854092

Fax Number of Applicant 802-888-8888

Unique Entity ID LXQNDPFAV5H3

### Financial Information

Federal Tax ID # 30283498

Vermont Business Account # 460-040223047-06

Fiscal Entity RPC Name

Fiscal Entity Address 123 place Street, city, state zip

Fiscal Year Starts July 1, 2023

Fiscal Year Ends June 30, 2024

Financial Director Name Emily Harris

Fiscal Director Email Address emily.harris@vermont.gov

- Fields your position is required to complete before submitting are highlighted in red
- Project Director & Email, and Financial Director & Email are pre-populated.

The purpose of this document is to serve as guidance to assist Regional Planning Commissions (RPCs) in drafting applications for EMPG 2024 funding. Detailed descriptions of the work elements and associated tasks identified below, and staff hours 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 2024 will be required to perform the work elements outlined below. Items listed under “Each RPC shall” must be referenced in all applications, while items listed under “Each RPC may” are allowable in applications, but not required. To receive reimbursement of the tasks accomplished, RPCs must follow the [Reporting Requirements](#) outlined under each work element.

In the application, RPCs should list which core capability gaps they are working on improving and/or sustaining for each task area in their Scope of Work, based on the 2023 State Preparedness Report (SPR) high priority Core Capabilities. 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:

- Planning
- Public Information and Warning
- Operational Coordination
- Physical Protective Measures
- Cybersecurity
- Supply Chain Integrity and Security
- Risk Management for Protection Programs and Activities
- Infrastructure Systems
- Long-Term Vulnerability Reduction
- Intelligence and Information Sharing

#### 1. 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](#) will be cross-jurisdictional and reach a wider audience. Courses or exercises 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 must adhere to US General Services Administration per diem rates, per registered participants attending the meeting. The US General Services Administration per diem rates vary by location but are, at a minimum:

- Each task area only includes FEMA Core Capabilities and narrative.
- For details about that task area, please see Scope of work

#### Federal Share Application Project Details – Task 1: Technical Assistance and Education Mission Area: Preparedness

Select all applicable FEMA Core Capabilities you are including in your budget:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning                            | <input type="checkbox"/> Risk Management for Protection Programs and Activities |
| <input type="checkbox"/> Public Information and Warning      | <input type="checkbox"/> Infrastructure Systems                                 |
| <input type="checkbox"/> Operational Coordination            | <input type="checkbox"/> Long-Term Vulnerability Reduction                      |
| <input type="checkbox"/> Physical Protective Measures        | <input type="checkbox"/> Intelligence and Information Sharing                   |
| <input type="checkbox"/> Cybersecurity                       | <input type="checkbox"/> Other: <input type="text" value="Text"/>               |
| <input type="checkbox"/> Supply Chain Integrity and Security |   |

Provide a brief narrative to explain your proposed work on this task:

Text

**Federal Share Budget**

FED SHARE: Please define your DIRECT COST budget for each task. Please enter information into the table and the totals will populate the field below. You will need to input your indirect rate and calculate the indirect costs after.

	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Other Direct Costs
Task 1: Technical Assistance and Education	555	444	111	444	777
Task 2: Regional Emergency Management Committees	666	333	222	555	888
Task 3: Statewide Emergency Response	777	222	333	666	999

FED SHARE: Salaries and Benefits Total 1,998.00

FED SHARE: Contractual Total 999.00

FED SHARE: Supplies Total 666.00

FED SHARE: Travel and Mileage Total 1,665.00

FED SHARE: Other Direct Costs Total 2,664.00

FED SHARE: TOTAL Direct Costs 7,992.00

Indirect Rate (%) 5

FED SHARE: Indirect Costs 567

- Do not include \$ symbols or calculations will not work
- Check NOFO for maximum federal share
- Indirect rate and Indirect costs must be manually entered, as each RPC calculates indirects differently.

Regional Planning Commission (RPC)	EMPG FY24 Funding Allocation (the maximum Federal Share amount for which an RPC may apply under this RFP)
ACRPC	\$45,034
BCRC	\$42,506
CVRPC	\$46,789
CCRPC	\$49,646
LCPC	\$41,225
MARC	\$41,182
NRPC	\$45,542
NVDA	\$55,017
RRPC	\$47,807
TRORC	\$48,612
WRC	\$47,041

**Match Application (50% non-federal share)** <https://vem.vermont.gov/funding/match>

Please describe the planned EMPG match activities to support this application.

We will use staff hours paid for by other non-federal grants through a specific state agency, as well as documented volunteer time, that is verified to not be paid for by federal funding sources and not be used as match for other purposes.

MATCH: Please define your DIRECT COST budget for each task

	Match Type	Match Source	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Other Direct Costs
Match Source #1	Soft (Cash)	Staff hours	28000		1500	500	
Match Source #2	Soft (3rd)	Volunteer hours	4000				
Match Source #3	-- select --						
Match Source #4	-- select --						
Match Source #5	-- select --						

MATCH: Salaries and Benefits Total 32,000.00

MATCH: Contractual Total 0.00

MATCH: Supplies Total 1,500.00

MATCH: Travel and Mileage Total 500.00

MATCH: Other Direct Costs Total 0.00

MATCH: TOTAL Direct Costs 34,000.00

Indirect Rate (%)

MATCH: Indirect Costs

- Match must at least be 50%. You may choose to exceed that.
- Volunteer hours
- You need to complete a full row for each match source, but you do not need to complete all five if you do not have that many different sources.
- Match type descriptions available at: <https://vem.vermont.gov/funding/match>

**Required Attachments**

To meet the Code of Federal regulations, the Vermont Department of Public Safety (DPS) requires all agencies to complete a financial risk assessment survey. This must be completed by your agency's fiscal agent annually.

Risk assessment survey

Date last DPS Financial Risk Assessment submitted:

text

Certificate of Insurance (COI)



Indirect Rate Memo



List of items included in Indirect Rate (from your annual audit document) or attach cost policies which detail direct/indirect

text



Procurement Policy



FFATA Reporting of Subrecipient Executive Compensation



- Please attach all files. Once attached, box will turn grey and items will be added to the end of the document.
- You can either attach your cost policies which detail you direct vs indirect rate, or you can type in the items that are included in your indirect rate.

Application Summary

Proposed Budget – TOTAL Salaries and Benefits:	3,108.00
Proposed Budget- TOTAL Contractual:	2,220.00
Proposed Budget- TOTAL Personnel Services:	5,328.00
Proposed Budget- TOTAL Supplies:	1,998.00
Proposed Budget- TOTAL Travel and Mileage:	2,553.00
Proposed Budget- TOTAL Other Direct Costs:	3,552.00
Proposed Budget- TOTAL Indirect Costs:	572.00
Proposed Budget- TOTAL Operating Expense:	8,675.00
Proposed Budget- TOTAL Program:	14,003.00
Proposed Budget- Local Match Required (Minimum 50%):	5,444.00
Proposed Budget- Total Federal Subgrant Amount:	8,559.00

**Signature Page**

Project Director Name: Emily Harris

Project Director Signature

DocuSigned by:  
*Emily Harris*  
E002C95F334D45C...

- Verify that all costs appear to be pulled over correctly.
- If not, verify you did not use \$ symbol
- Sign and finish when complete.

The screenshot shows a document review interface. At the top, there is a green header with the text "Select the attachment field to add a document" and a "FINISH" button circled in red. To the right of the "FINISH" button is an "OTHER ACTIONS" dropdown menu. Below the header is a table with the following data:

Proposed Budget- Contractual Total:	0.00
Proposed Budget- Total Personnel Services:	60,300.00
Proposed Budget- Supplies Total:	1,800.00
Proposed Budget- Travel and Mileage Total:	950.00
Proposed Budget- Equipment Total:	0.00
Proposed Budget- Other Direct Costs Total:	0.00
Proposed Budget- TOTAL Indirect Costs:	34,000.00

At the bottom left of the table area, there is a yellow "NEXT" button. The "OTHER ACTIONS" dropdown menu is open, showing options: "Finish Later", "Print & Sign", "Assign to Someone Else", "Void", "ADS Support", "About DocuSign", "View History", "View Certificate (PDF)", and "Session Information".

# Questions?

- [DPS.EMPGGroup@vermont.gov](mailto:DPS.EMPGGroup@vermont.gov)

