

**VERMONT EMERGENCY MANAGEMENT
MEMORANDUM**



TO: Vermont Regional Planning Commissions
FROM: Eric Forand, Director, Vermont Emergency Management
DATE: June 25, 2024
SUBJECT: Request for Proposals- Emergency Management Performance Grant (EMPG) 2024 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 outlined in the scope of work. The application caps for each RPC were determined using a formula based on 2020 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.

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

This application will not include optional special projects.

The priorities and eligible work items for each sub-grant are listed on the attachment named “EMPG 2024 RPC Scope of Work”. The sub-grant term will be from **October 1, 2024** through **September 30, 2025**.

Application Requirements:

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

A. Complete EMPG 2024 Application

The application must detail how each RPC proposes to complete the tasks in the Scope of Work and the cost associated. The FY 2024 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

The following is from Vermont State Insurance Specification revised November 1, 2023

1. Applicability and Definitions.

- a. This Specification applies to providers of goods or services under a contract or grant (either is “the Agreement”) for the State of Vermont and is incorporated, whether directly or by reference, into the Agreement.
- b. “Party” shall mean the Contractor or Grantee as stated in the Agreement.

2. Operation of this Specification.

- a. Before commencing work under the Agreement, the Party must provide certificates of insurance to show that each and all of the minimum insurance coverages listed below, which are or may be applicable, are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State throughout the term of this Agreement.
- b. The State does not warrant that the coverages and limits listed in this document or otherwise required for the Agreement 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.
- c. It is the Party’s responsibility to timely ask the State and seek clarification if Party is uncertain of any particular application of any provision.

3. Additional coverages or amounts required although not stated in this Specification.

In many circumstances, the Party is required by the State to have insurance coverages in addition to those stated in this Specification, or to have higher limits or terms for listed coverages beyond what is required in this Specification. Those additional requirements may be stated in the Agreement or in other attachments or exhibits to the Agreement. It is the Party’s responsibility to meet such additional requirements in the manner and according to the terms stated for coverages listed in this Specification.

4. General Liability and Property Damage: With respect to all operations performed under the Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- a. Premises - Operations
- b. Products and Completed Operations
- c. Personal Injury Liability
- d. Contractual Liability
- e. The policy shall be on an occurrence form and limits shall not be less than:
 - i. \$1,000,000 Each Occurrence

- ii. \$2,000,000 General Aggregate
 - iii. \$1,000,000 Products/Completed Operations Aggregate
 - iv. \$1,000,000 Personal & Advertising Injury
- f. If the performance of the Agreement involves construction, then:
- i. a “per project” aggregate endorsement is required; and
 - ii. completed operations coverage must be carried for three years post project completion.
5. **Automotive Liability:** If motor vehicles will be or are used in connection with the Agreement, 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. For Contracts involving construction or when performance under the Contract would require a commercial or other specialized driver’s license, limits shall not be less than \$1,000,000. When performance includes interstate commerce or transport of hazardous products or materials regulated by the Federal Motor Carrier Administration and set forth in 49 C.F.R. § 387.9, the coverage shall include the MCS-90 endorsement.
6. **Umbrella or Excess Liability:** For Contracts involving construction, or when performance under the Contract would require a commercial or other specialized driver’s license, the Party shall carry umbrella or excess liability insurance covering over the underlying general and automotive liability policies. Coverage shall be on an occurrence form and limits shall not be less than \$1,000,000 per occurrence, \$1,000,000 general aggregate, unless higher limits are required by the State of Vermont. This requirement need not be met if the Party’s applicable underlying coverages meet or exceed \$2,000,000.
7. **Additional Insured:**
- a. The General Liability, Property Damage, and Umbrella/Excess coverages required for performance of the Agreement shall include the State of Vermont and its agencies, departments, officers, and employees as Additional Insureds using ISO forms CG2010 and CG2037 or their equivalents.
 - b. If performance of the 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.
 - c. If third-party cyber liability coverage is required, such coverage shall include the State of Vermont and its agencies, departments, officers, and employees as Additional Insureds.
 - d. Additional Insured coverage shall be primary and non-contributory with any other insurance and self-insurance and shall include a waiver of subrogation in favor of the State of Vermont.
8. **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. The State 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. For work involving construction, workers compensation coverage shall include a waiver of subrogation in favor of the State of Vermont.
9. **Professional Liability Insurance:** Whenever the performance of the Agreement is to involve any of:
- (a) licensed professional services, such as, but not limited to, attorneys, medical providers, financial professionals like accountants or actuaries, architects, engineers, management consultants, and providers of services requiring occupational licenses;
 - (b) technology professional services; or
 - (c) when otherwise required by the Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under the Agreement, with minimum coverage of \$1,000,000 per claim, or such higher minimum so provided.

Party shall maintain such professional liability insurance for a period of two years following completion of services under the Agreement.

10. **Cyber Liability and Breach Response Insurance Coverage:** When the Party's performance involves hosting confidential State data, or services in or on State information technology systems where confidential State data may reside, the Party shall have and maintain cyber liability and breach response insurance coverage at no less than \$1,000,000 per claim, \$2,000,000 aggregate. Such policy shall expressly provide, but not be limited to, coverage for losses arising from the following:
 - a. unauthorized use of or access to: computer systems (including mobile devices), servers, client's data, or software;
 - b. defense of any regulatory action involving a breach of privacy;
 - c. failure to protect the confidential or proprietary information (personal and commercial information) and intellectual property from unauthorized disclosure or unauthorized access;
 - d. failure to adequately protect physical security of servers and systems including from cyber terrorism;
 - e. the costs for: notification (whether or not required by statute), credit file or identity monitoring, identity restoration, public relations, or legal experts;
 - f. third-party liability;
 - g. cyber extortion and cyber terrorism; and
 - h. no exclusion for actual or alleged breaches of professional services agreements associated with the above.

11. **Notice of Cancellation or Change:** With respect to all required coverage, there shall be no cancellation, change, potential exhaustion of aggregate limits, or non-renewal of insurance coverage(s) without thirty (30) days prior written notice to the State.

C. A copy of your current approved indirect rate proposal as approved by the Agency of Transportation. Your application must also include a list (or attachment) with all items that are included within your indirect rate.

D. System for Award Management information

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

E. 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.

F. Procurement Policy

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>)

G. FFATA Reporting of Subrecipient Executive Compensation.

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

H. Subrecipient Annual Report

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

Note: Equipment and construction projects are not eligible under this NOFO.

Program Reimbursement:

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

- DPS Financial Report Form & Detailed Reimbursement Sheet;
- Programmatic Report
- Detailed supporting documentation for all expenditures- including match (timesheets, payroll reports, general ledger reports, invoices, receipts, etc.);

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

Application Deadline:

All applications must be **SUBMITTED** at the Vermont Emergency Management office by ***noon on Thursday August 29, 2024***. Applications are only being processed through an online form from docuSign. Please contact 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 include 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 2023 THIRA/SPR can be found in the Scope of Work document.
 - e. Direct Costs:
 - i. Total cost per task broken down by cost category (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.