



Welcome to the EMPG 2021 Application!

Please see instructions below and click "Next" to begin application.

Please only initiate one application per RPC. The system will allow you to save your form and continue to work on it later. It will also allow you to share a code with other staff members to complete part of the same form.

There are many required fields to ensure nothing is missed in the application process. We only want to receive complete applications, and this form is the only mechanism through which we are accepting applications.

This year we are only asking you to break down your budget for each of four (4) total task areas. You do not need to break down each subtask, but you do need to ensure you are budgeted for all the required elements outlined in the Scope of Work. Each task has an area for you to explain how you plan to complete the items in the task. This can just be a paragraph or two explaining your anticipated program for the year.

This is a new format for the application this year. If you need assistance with the form, please reach out to Lee Dorf at Lee.Dorf@vermont.gov or 802-585-0885.

Please be sure to save your work as you go to ensure you do not lose anything!

THANK YOU!

Save

Next

EMPG FFY21 – RPC Subgrant Program

Lee Dorf, MPH

VEM Planning Section Chief

Friday, August 13, 2021

Overview

- Briefly describe the new application process
- Review Scope of Work (SOW)
- Review Notice of Funding Opportunity (NOFO)
- Take a deeper dive into the **new [online application!](#)**
- Plenty of time for Q&A.

- REMINDER: Applications are due on September 1.

New Application Process

- There are two main reasons for the change in application process this year.
 - We have reduced the amount of information we are collecting to streamline the application process and reduce the administrative burden.
 - We moved to an online application to assist with submission and review.
- This new system may not be perfect, but it moves us in the right direction! Major adjustments will not be made to the form during the application cycle but there will be an opportunity for feedback.

Scope of Work - Tasks



Local Planning



Technical Assistance and Education



Regional Emergency Management
Committees (REMCs)



Statewide Emergency Response
Preparation

Key Changes - Process

- The SOW outlines all the activities you must include budget for each task.
- You only to need to budget up to the task level
- You do not need to provide position, # of hours, miles etc.
- Everything under SHALL, must be included and anything under MAY is allowable.



Local Planning



Technical Assistance and Education



Regional Emergency Management Committees (REMCs)



Statewide Emergency Response Preparation

Budget

	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Equipment	Other Direct Costs
Task 1: Local Planning						
Task 2: Technical Assistance and Education						
Task 3: Regional Emergency Management Committees						
Task 4: Statewide Emergency Response						

- You still need to have a breakdown, per task, of the budget categories.
- Each cell needs to be complete, so enter “0” if needed.
- While we are not defining %/task, please be sure to account for all required tasks.

Match

- Similar need for match.
- You need to complete a full ROW, but you do not need to complete all five if you do not have that many different sources.
- Additional fields:
 - Match Type (dropdown)
 - Match Source (free text)

	Match Type	Match Source	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Equipment	Other Direct Costs
Match Source #1	▼							
Match Source #2	▼							
Match Source #3	▼							
Match Source #4	▼							
Match Source #5	▼							

Click here for: [Match Type Descriptions](#)

Key Changes - Content

- Local Planning – slight rewording but generally same
- TA&E – There will be a quarterly in-person VEM/RPC regional meeting, so account for that in budget. Will be coordinated by RC and be within your region, so all will not need to travel to Waterbury.
- TA&E – Act 166 Inventory
- TA&E – The “may” categories have changed slightly, so make sure the work you are looking to do is covered in the SOW.

Key Changes – More Content

- REMCs – This section is a bit more clearly defined. The anticipated roll out is October 1, 2021, meaning this work will apply to the full period of performance.
- Response Prep – The biggest change is that the SEOC training curriculum was updated in May 2021. Questions can be directed to the [VEM Training Administrator](#).

SEOC Section Staff

- 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)
- Upon successful completion of those courses, individuals will be authorized to staff the SEOC, will be registered for VTAlert (to receive notification about SEOC activations), and WebEOC (the state's incident management software). Within 1 year of staffing the State Emergency Operations Center, individuals filling as SEOC Partner role are required to participate in:
 - IS 700 National Incident Management System Introduction
 - IS 800 National Response Framework Introduction
 - Incident Command System 200
 - G0191: Incident Command System/Emergency Operations Center Interface

NOFO

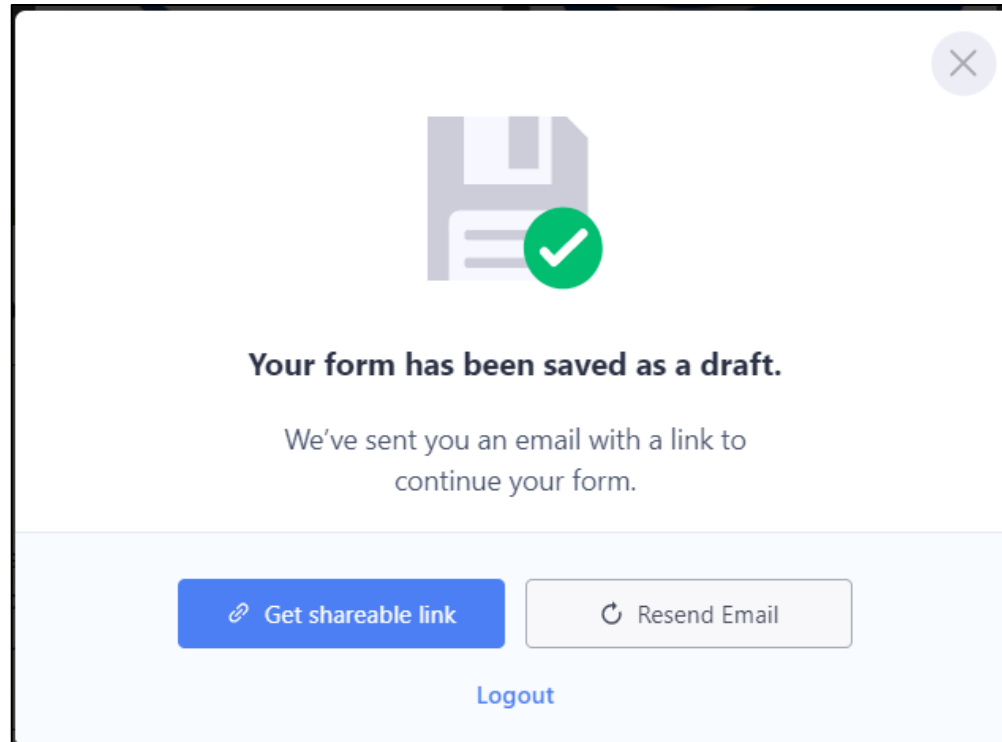
- Program is level-funded (\$605k) and the same formula was used as last year, only change is update population numbers.
- The requirement (support documentation) is the same, but all ~~can~~ must be submitted through the online application.
- Period of Performance:
 - October 1, 2021 – September 30, 2022

Any questions before I start?

Online Application Demo!

<https://form.jotform.com/211526229519153>

You can **SAVE** the application at any point and get a shareable link!



You must submit application when complete.

- You will get this thank you message when submitted.
- You will also receive an email, which will include a pdf of your application.
- VEM will only receive a notification once the form is submitted, not when save or partially filled out.



Thank You!

Your submission has been received.



Welcome to the EMPG 2021 Application!

Approval Status

In Progress

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THANK YOU!

EMPG Application

Applicant Agency	FINAL TEST
Address	45 State Drive Waterbury, VT, 05671
Project Director	Lee Dorf
E-mail of Applicant	Lee.Dorf@vermont.gov
Phone number of Applicant	(802) 585-0885
Signature	

Financial Information

Federal Tax ID #:	123123123
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DUNS #: 456456456

DUNS Expiration Saturday, September 4, 2021

Vermont Business Account #: 450-516516518F-02

Fiscal Entity Accounting Firm or RPC

Fiscal Entity Address 123 Main Street
Waterbury, VT, 05671

Fiscal Year Starts Thursday, July 1, 2021

Fiscal Year Ends Thursday, June 30, 2022

Fiscal Agent Name Sample Example

Fiscal Agent Email lee.dorf@vermont.gov

Fiscal Agent Signature



Federal Share Application

Mission Area: Preparedness

Task: Local Planning

Here is a list of the required elements of this task. Please be sure to include all of them in your budget.

Each RPC shall:

- A. Reach out to all municipalities within their region with the LEMP requirements and offers of assistance.
- B. Assist 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. Once completed LEMPs are received:
 - Review LEMP to ensure it contains the required elements, as noted on the municipal adoption form.
 - Send completed LEMP materials to VEM Regional Coordinator for their review and approval.
 - Enter LEMP information into provided SharePoint spreadsheet before the final Friday of each month.
 - Coordinate with the EMD for each city/town to verify public contact method. Input that public contact method into the provided LEMP SharePoint Spreadsheet.
- E. Reach out to the municipality to request updated contact information and update the SharePoint document with the new contact information if the LEMP information is incorrect.

Reporting Requirements:

- A. Provide a summary in each quarterly report of the number of hours expended, number of completed LEMPs submitted, and major tasks accomplished.
- B. Provide any feedback to VEM Regional Coordinators regarding municipalities which required additional assistance in order to capture any potential problem areas.
- C. Provide LEMP information using the provided SharePoint document, and completed LEMPs to VEM before the final Friday of each month. LEMP spreadsheet update deadlines for the FY21 cycle are:

Oct 29, 2021	Nov 26, 2021	Dec 31, 2021	Jan 28, 2022
Feb 25, 2022	March 25, 2022	April 29, 2022	May 27, 2022
June 24, 2022	July 29, 2022	August 26, 2022	Sept 30, 2022

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

• Operational Coordination

• Planning

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

This is where I will explain my proposed work plan for Local Planning in 500 words or less. Describing the goals or milestones to achieve the requirements stated above.

Federal Share Application

Mission Area: Preparedness

Task: Technical Assistance and Education

Here is a list of the required elements of this task. Please be sure to include all of them in your budget.

Each RPC shall:

- A. Coordinate with the VEM Regional Coordinator to schedule, develop, and conduct cross-functional emergency management related trainings and/or exercises to meet local needs.
- B. Participate (at least one individual per RPC) in monthly conference calls with VEM staff. (1 hour per meeting)
- C. Participate (at least one individual per RPC) in quarterly regional meetings. These regional meetings will be facilitated by the VEM Regional Coordinator and will be an opportunity to coordinate with other RPCs and the VEM Regional Coordinator serving that region. Each RPC should expect to host one (1) meeting at their office, recognizing that in some regions this may be more or less. (4 hours per quarterly meeting to account for travel time should these be allowable in-person)
- D. Provide technical assistance for communities in emergency preparedness and hazard mitigation to include onboarding for EMDs and EMCs, and presentations for local officials.
- E. Act 166 – Inventory of Municipal Public Safety Resources. Act 166 requires that the RPCs generate an inventory of public safety resources in each of the municipalities in their region and supply that inventory back to the municipalities to promote mutual aid awareness. The work must be completed by 12/31/2021. This task should only take one to two hours per municipality.

Select additional optional subtasks you are including in your budget:

B. Provide Local Emergency Relief Assistance Fund (ERAF) assistance

E. State Emergency Management Initiatives (as defined)

F. Additional local support, including direct requests and invitations.

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

• Operational Coordination

• Planning

• Public Information and Warning

• Economic Recovery

Provide a brief narrative to explain your proposed work on this task. Please include required and optional subtasks in your description.

This is where I will explain my proposed work plan for Technical Assistance & Education in 500 words or less. Describing the goals or milestones to achieve the requirements stated above.

I will also specifically address the optional elements I am budgeting for. Ex: Plan to work with towns X, Y, and Z on adopted new LHMPs and meet ERAF requirements.

Federal Share Application

Mission Area: Preparedness

Task: Regional Emergency Management Committees

Effective July 1st, 2021, Regional Emergency Management Committees (REMCs) will be established. REMCs will coordinate emergency planning and preparedness activities across their regions to improve local preparation for, response to, and recovery from all-hazard disasters. Within the EMPG FY21 period of performance, RPCs will be the primary entity transitioning LEPCs and EMD Roundtables to REMCs, using the overall REMC concept and program that will be developed by VEM.

Please budget for at least 4 REMC meetings.

Each RPC shall:

- A. Develop region-specific REMC structure(s) and procedures with the VEM Regional Coordinator, build and support membership, and plan and coordinate long-term REMC goals and activities.
- B. Perform administrative tasks for the REMC including scheduling meetings, sending invitations, securing a location, soliciting presenters, and completing requirements of Vermont's Open Meeting Law. A minimum of 4 REMC meetings will be held each year.
- C. Support REMC activities in emergency planning and preparedness to improve local preparation for, response to, and recovery from all-hazard disasters.

Reporting Requirements:

- A. Provide a summary of hours expended, meetings attended or hosted, and progress made towards the REMC transition to include the communities/ partners involved in each quarterly report.
- B. Provide agendas and meeting minutes for REMC meetings hosted along with a quarterly report.

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

• Operational Coordination

• Planning

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

This is where I will explain my proposed work plan for Regional Emergency Management Committees in 500 words or less. Describing the goals or milestones to achieve the requirements stated above.

Federal Share Application

Mission Area: Response

Task: Statewide Emergency Response

Each RPC shall:

- A. Ensure each individual identified as SEOC support is trained to the SEOC Section Staff level in accordance with the May 2021 SEOC Training Curriculum.
- B. Ensure each individual identified as a Local Liaison is familiar with the Local Liaison reporting process. RPCs may reach out to the VEM Planning Section to provide an overview of the Local Liaison process to any RPC staff identified as a Local Liaison.
- C. Ensure that by the end of the award period of performance, 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, Situational Awareness, or Planning Sections and will be determined based on SEOC need. RPCs should budget 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 8 hours for each individual identified as SEOC support to participate in one SEOC exercise per year. This time will include any pre- and post-exercise briefings. Participation over this amount will be completed as funding allows.
- E. 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:

- A. Provide verification of RPC points of contact (even if no change) in each quarterly report, or as changes occur. Notifying VEM of changes to points of contact should not wait until the quarterly report, but at a minimum should be updated quarterly. 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) each staff member will be using towards this task.
- B. Provide the number of hours and staff participation in State AAR/IPs in each quarterly report.

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

• Operational Coordination

• Public Information and Warning

• Intelligence and Information Sharing

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

This is where I will explain my proposed work plan for Statewide Emergency Response Preparation in 500 words or less. Describing the goals or milestones to achieve the requirements stated above.

Federal Share Budget

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

	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Equipment	Other Direct Costs
Task 1: Local Planning	10000	0	100	200	0	0
Task 2: Technical Assistance and Education	15000	5000	300	200	0	75
Task 3: Regional Emergency Management Committees	7500	0	300	300	0	75
Task 4: Statewide Emergency Response	7500	0	100	300	0	0

FED SHARE: Salaries and Benefits Total 40000

FED SHARE: Contractual Total 5000

FED SHARE: Supplies Total 800

FED SHARE: Travel and Mileage Total 1000

FED SHARE: Equipment Total 0

FED SHARE: Other Direct Costs Total 150

FED SHARE: TOTAL Direct Costs 46950

Indirect Rate (%) 58%

FED SHARE: Indirect Costs 27231

Match Application (50% non-federal share)

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

This is where I will describe the activities I plan to do with match funds. These must be EMPG-related tasks. This can be hard match (cash), soft match (cash), or soft match (in kind).

MATCH: Please define your DIRECT COST budget for each task.

	Match Type	Match Source	Salaries and Benefits	Contractual	Supplies	Travel and Mileage	Equipment	Other Direct Costs
Match Source #1	Hard (cash) match	ACCD	10000	10000	0	500	0	0
Match Source #2	Soft (cash) match	AOT	15000	7500	950	1000	0	0
Match Source #3	In-kind match	Meeting attendance	0	0	0	1000	0	1000
Match Source #4								
Match Source #5								

MATCH: Salaries and Benefits Total 25000

MATCH: Contractual Total 17500

MATCH: Supplies Total 950

MATCH: Travel and Mileage Total 2500

MATCH: Equipment Total 0

MATCH: Other Direct Costs Total 1000

MATCH: TOTAL Direct Costs 46950

Indirect Rate (%) 58%

MATCH: Indirect Costs 27231

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 (<https://www.surveymonkey.com/r/VTDPSrisksurvey>). This should be completed by your agency's fiscal agent annually.

Date last DPS Financial Risk Assessment submitted? Monday, August 2, 2021

Certificate of Insurance (COI)



VEM Plan and Procedures Initiation and Appr...

Indirect Rate Memo



Local Liaison Southern VT Report 07-30-21.pdf

Procurement Policy



Comcast_8773 50 028 0119840_06282021.pdf

Application Summary

Proposed Budget: Salaries and Benefits Total	65000
Proposed Budget: Contractual Total	22500
Proposed Budget: Total Personnel Services	87500
Proposed Budget: Supplies Total	1750
Proposed Budget: Travel and Mileage Total	3500
Proposed Budget: Equipment Total	0
Proposed Budget: Other Direct Costs Total	1150
Proposed Budget: TOTAL Indirect Costs	54462
Proposed Budget: TOTAL Operating Expense	60862
Proposed Budget: TOTAL Program	148362
Proposed Budget: Local Match Required (Minimum 50%)	74181
Proposed Budget: Total Federal Subgrant Amount	74181

Submit Application

Please confirm that all information is correct prior to submitting applications. Please direct any program or SOW questions to the VEM Planning Section Chief, Lee.Dorf@vermont.gov. If you have any finance-related questions, please contact Casey.Fuller@vermont.gov.

Approval Activity History

Approvers	Approver Actions	Date
 Lee Dorf Lee.Dorf@vermont.gov	Waiting for Lee Dorf's action.	Thursday, August 12, 2021