



Vermont Department of Public Safety Subaward Application

Submit to:
Department of Public Safety
Financial Office
45 State Drive
Waterbury, VT 05671-1300

Not later than: 04/15/19
Financial Administrator Contact:
Rhonda Camley

1. Applicant Information and Identification:

Applicant Agency: Local Emergency Planning Committee #5
 Address: c/o CVRPC, 29 Main Street, Suite 4
Montpelier, VT 05602 County: Washington
 Authorizing Official: Katina Johnson Title: Chair
 Signature: 
 Project Director: Katina Johnson Title: Chair
 Telephone: 802-229-6284 / 802-595-1507 Fax: _____
 E-Mail: chair.lepc5@gmail.com

Federal Tax Id #: 03-0225677 DUNS#: 158842195 Expiration: _____
 Vermont Business Account Number: 430-0030-225677F-01
 Fiscal Entity: Central Vermont Regional Planning Commission
 Address: 29 Main Street, Suite 4
Montpelier, VT 05602
 Fiscal Year: Start: July 1 End: June 30
 Fiscal Agent: Bonnie Waninger Title: Executive Director
 Signature:  Email: waninger@cvregion.com

Proposed Budget Summary	TOTAL
Salaries And Benefits	\$ 7,552
Contractual	\$ 0
Supplies	\$ 0
Travel And Mileage	\$ 84
Equipment	\$ 0
Other Direct Costs	\$ 1,510
Indirect Costs	\$ 9,120
Required Match (If Applicable)	\$ 0
Total Expenses	\$ 18,266

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2. Project Title:

LEPC5 SERC FY20 - HazChem Grant

3. Problem Statement:

LEPC5 lacks capacity to fulfill and carry out the functions and mandates in accordance with federal and state regulations.

LEPC5 needs to expand its outreach to facility coordinators in the LEPC district and engage them in the LEPC5 as active participants.

LEPC5 needs to coordinate with the Regional Planning Commission to develop and maintain a web page for the LEPC as part of the Regional Planning Commission's web page.

LEPC5 needs personnel to receive, process, manage, and coordinate the Tier II facility data reports for facilities within the 23 municipalities of the district, including but not limited to developing a summary report by municipality for inclusion in the LEPC5 Emergency Management Plan and local emergency management plans.

The LEPC5 Chair has requested assistance from CVRPC to support increased learning about duties, responsibilities, and engagement of non-LEPC participants.

LEPC5 has designated its existing funds for use in developing its emergency management plan, which is anticipated to be completed after the SERC template is complete. LEPC5 subcommittees need technical assistance, training and support to carry out its duties. This is especially true for conducting the review of facility plans for compliance and compatibility with the LEPC and State Plans and implementing Tier II facility site visits.

In 2017, LEPC5 developed and performed a tabletop exercise with the planning support, coordination, and facilitation of Vermont Emergency Management (VEM) and Central Vermont Regional Planning Commission (CVRPC). Another tabletop exercise has been scheduled for September 2019 at the VT Creamery facility in Barre. To continue the momentum, LEPC5 needs to develop and perform another tabletop exercise before the end of 2020.

This Hazchem grant award will assist the LEPC5 in furthering its ability to implement and administer duties of the local emergency planning committee.

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4. Project Goals And Objectives:

Goal:

The goal of LEPC5 is to carry out successfully duties of Local Emergency Planning Committees as described in 20 V.S.A. Section 32 and EPCRA 42 USC Chapter 116 as well as additional LEPC activities.

LEPC5 does not have the capacity to conduct all activities under the SERC 20 Hazchem Scope of Work (from 20 V.S.A. section 32) during the period of performance. It will take LEPC5 several years to methodically conduct all the activities. This grant focuses on achieving objectives for the 12-month period of July 1, 2019 through June 30, 2020.

Objectives:

- Increase participation in LEPC5 bimonthly meetings by:
 - maintaining 10-12 regular participants from FY19 to FY20,
 - increasing regular attendance by 1-2 new members from FY19 to FY20, and
 - increasing the Chair's confidence in carrying out the Chair's role and building connections with LEPC5 members, other organizations, and Tier II facilities.
- Increase knowledge of Tier II reporting responsibilities as reflected in:
 - increased number of non-reporting entities submitting reports (at least 1),
 - percent of Tier II training participants reporting they would recommend the course to others (at least 75%), and
 - number of Tier II facilities presenting response plans at LEPC5 meetings (at least 2)
- Increase the understanding of the roles and responsibilities of LEPC5 by increasing the accessibility and transparency of its activities through:
 - issuance of 3 press releases,
 - completing monthly website and Facebook postings,
 - requests for additional information by at least 3 participants in the Central Vermont Job Fair,
 - percent of tabletop exercise participants reporting the activity enhanced their understanding of a Tier II facility response plan (at least 75%),
 - percent of tabletop exercise participants reporting they would recommend participation in an exercise to others (at least 75%), and
 - at least 2 Tier II facility site visits are completed.
- Increase Tier II facility awareness by municipal government through:
 - increased use of Tier II facility report list or location in 100% of Local Emergency Management Plans,
 - increased use of Tier II facility location in 2-3 Local Hazard Mitigation Plan updates, including municipal discussion of facilities at risk from potential natural hazard impacts, and
 - completing 1 tabletop exercise related to a Tier II facility response plan.

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5. Project Description:

LEPC5 proposes to implement the following services, programs and activities to meet its objectives using LEPC5 members, executing service agreements with CVRPC, and the SERC.

LEGEND: L = Lead Party X = Participating Party

TASK	PARTY				
	VEM	LEPC Chair	LEPC Members	CVRPC	Other
Executed service agreement for LEPC5 support and Tier II data management		X	X	L	
Develop & distribute press release on the award, the exercise, and the Tier II training		X		L	
Provide on-going support & training for LEPC Chair at the Chair's request		L		X	
Develop & distribute LEPC informational materials as requested by the Chair and VEM		X	X	L	
Maintain LEPC5 membership and distribution list monthly		X		L	
Maintain LEPC5 webpage as requested by the Chair		X		L	
Maintain LEPC5 Facebook page as requested by the Chair and members		X	X	L	
Set up book & participate in April 2020 Central Vermont Job Fair		L	X		
Coordinate with members, partners, & others as needed	X	X	X	L	
Secure Tier II facility speakers for 2 LEPC meetings		L		X	Tier II Facilities
Plan & host 1/2-day Tier II facilities training	L	X	X	X	EPA
Plan & host Tabletop Exercise with VEM	L	X	X	X	
Develop & distribute FY19 Tier II facility report & map by municipality for FY20 use				L	
Support LEPC Facility Review Committee		X	X	L	SERC
Support LEPC5 Emergency Management subcommittee			X	L	

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6. Project Schedules And Milestones:

LEGEND: FY19 Award . FY20 Application .

TASK	2019						2020					
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Develop service agreement for LEPC5 support and Tier II data management												
Develop & distribute press release on award												
Provide support & training for LEPC Chair												
Develop & distribute LEPC informational materials												
Maintain LEPC5 membership and distribution list												
Maintain LEPC5 webpage												
Maintain LEPC5 Facebook page												
Participate in Central Vermont Job Fair												
Coordinate with members, partners, & others												
Secure Tier II facility speakers for LEPC meetings												
Host 1/2-day Tier II facilities training												
Plan & host Tabletop Exercise												
Develop & distribute Tier II facility report & map by municipality												
Support LEPC5 Facility Review Committee												
Support LEPC5 Emergency Management subcommittee												

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7. Project Evaluation Plan:

The success of this grant award will be measured by the activity evaluation and impact evaluation methods. Success will be measured by the following.

1. LEPC5 fulfills its statutory responsibilities to the extent possible.
 - A current LEPC5 representative list is provided to the SERC with quarterly reports.
 - LEPC5 meeting participation is maintained at 10-12 members and/or increased by 1-2 new members.
 - A tabletop exercise is executed with an After Action Report developed.
 - At least two Tier II facility plan reviews and site visits are completed.
 - At least two Tier II facility coordinators present at two different LEPC5 meetings.
 - LEPC5 Emergency Management Plan subcommittee meets as needed.
2. LEPC5's activities are accessible and transparent to its members, Tier II facilities, and the public.
 - Grant award announcement is posted on social media and distributed to the local paper.
 - LEPC5 maintains an active web and Facebook page.
 - Meeting and informational materials are posted to LEPC5's website and distributed to its members.
 - Central Vermont Job Fair booth setup is documented, and a signup sheet tracks participants that connected with LEPC5.
3. Tier II facility representatives understand their roles and responsibilities for Tier II reporting.
 - Sign in sheet of attendees at the ½ day seminar on Tier II training and education on Tier II reporting. Goal to have 20 – 30 Tier II facilities attend.
 - Change in the participation of new members/representatives from Tier II facilities from FY19 to FY20.
 - Change in the number of Tier II facilities reporting from May 2019 to May 2020.
4. Municipalities understand the nature and extent of Tier II facilities in their communities.
 - 100% of Central Vermont municipalities use the Tier II summary and maps in LEMPs.
 - 2-3 Central Vermont municipalities use the Tier II summary and maps in LHMPs.

8. Resources Needed:

Technical support and assistance from SERC for LEPC5 Facility Review subcommittee. Specific training on how to review a plan for compliance and compatibility with LEPC5 and State EMPs.

A comprehensive database list from DPS that expands on the current EHS list by including the phone numbers and email addresses for facility coordinators.

Technical support from an exercise planner and facilitator for the tabletop exercise.

Availability of the SERC is required to provide answers to questions, supply resource materials, a

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statewide Emergency Management Plan template, training opportunities, and technical assistance.

8a. Request for “Limited Cash Advance” Justification:

None requested.

9. Cost Narrative/Detail

a) Personnel Costs: Use the Salary Report attached to detail FICA, Workers comp, etc. Summarize anticipated personnel activity hours and costs here.

<i>Personnel</i>	<i>Hours</i>	<i>Direct Rate</i>	<i>Cost</i>
Jonathan DeLaBruere, Assistant Planner	157	\$25.14	\$3,947
Nancy Chartrand, Office Manager	65	\$35.14	\$2,284
Bonnie Waninger, Executive Director	5	\$58.35	\$292
Ashley Andrews, Planner	30	\$34.29	\$1,029
<i>Total</i>	262		\$7,552

b) Contract Services:

N/A

c) Supplies:

N/A

d) Mileage/Travel (Instate and out of state):

<i>Activity</i>	<i>Miles</i>	<i>Cost at 58¢ Per Mile</i>
Tier II seminar	30	\$18
Job Fair	24	\$14
Tabletop Exercise	90	\$52
<i>Total</i>	144	\$84

e) Equipment:

N/A

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f) Other Operating Expenses:

<i>Item</i>	<i>Total</i>
Computer software: Microsoft Office Suite annual license fee	\$30
Food/beverage <i>LEPC meetings: 9 meetings at \$100/meeting = \$900</i> <i>Tier II Seminar: 1 \$40 per event</i> <i>Tabletop Exercise: 1 exercise at \$100 = \$100</i>	\$1,040
Notice of LEPC regular meeting date in 1 local paper	\$90
Postage: 1,000 pieces @.35/piece	\$350
<i>Total Other Expenses</i>	<i>\$1,510</i>

g) Indirect Costs (If allowed): Submit Federal form with % allowed

CVRPC's approved indirect rate for FY20 is 120.77%. See attached approval letter from VTrans.

h) Required Match (If Applicable): May be hard or soft match resources

N/A

i) Other Program Income: List Sources and amounts anticipated

N/A

PROJECT PARTICIPANT SALARY

STRAIGHT TIME

Normally Available from Payroll Division/Payroll summary report acceptable substitute

Agency: Central Vermont Regional Planning Commission								Date: 04/08/19		
Name	Full Time	Straight Hourly Rate	FICA	Workers Comp.	Unemp Ins	Retirement	Health	Dental	Life/Disab Ins	TOTAL HOURLY COST
			7.65%			5.00%				
Jonathan DeLaBruere	Y	\$19.06	\$1.46	\$0.00	\$0.00	\$0.95	\$3.46	\$0.21	\$0.00	\$25.14
Nancy Chartrand	N	\$25.50	\$1.95	\$0.00	\$0.00	\$1.28	\$6.20	\$0.21	\$0.00	\$35.14
Bonnie Waninger	Y	\$42.47	\$3.25	\$0.00	\$0.00	\$2.12	\$9.82	\$0.69	\$0.00	\$58.35
Ashley Andrews	Y	\$21.11	\$1.61	\$0.00	\$0.00	\$1.06	\$9.82	\$0.69	\$0.00	\$34.29
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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