

## Memorandum of Understanding

### Purpose of the Agreement

This Memorandum of Understanding (MOU) entered into between the Vermont Department of Public Safety, Division of Emergency Management and Homeland Security and the Vermont State Training & Exercise Working Group, representing the Vermont Whole Community, outlines the terms and conditions for the allocation and usage of U.S. Department of Homeland Security grant funds for the purposes of homeland security funded training and exercises for agencies comprising the Vermont Whole Community.

WHEREAS, the Fiscal Year 2016 State Homeland Security Grant Program provides funding for training and exercises, for the Vermont Whole Community. The federal grant guidance requires that 80% of grant funds be obligated to local units of government.

WHEREAS, the federal grant guidance allows that states may hold portions of the 80% allocation of grant funds on behalf of local units of government providing that local organizations enter into a memorandum of understanding specifying the amount of funds to be retained by the State. The Division of Emergency Management and Homeland Security agrees to provide up to **\$655,000, as detailed below**, during the period of performance of this federal grant award to be utilized by the Division of Emergency Management and Homeland Security to be used for the purposes of providing training and exercises to the Vermont Whole Community.

WHEREAS, the Division of Emergency Management and Homeland Security is providing federal grant funds for homeland security training and exercises, the parties listed below agree to the use of local grant funds to support the development and implementation of the Multi-year State Training & Exercise Plan.

### Funding & Financial Responsibilities

**Federal Grant Award:** EMW-2016-SS-00054

#### **Total Allocation Breakdown:**

Description	Funding Amount
Local - T&E - Exercise- Southern Exercise Planner Salary	\$106,000.00
Local - T&E - Exercise - Conduct and evaluation of exercises at the local level	\$240,000.00
Local - T&E - Training - HS Training Coordinator	\$100,000.00
Local - T&E - Training - EM, ICS, WMD Trainings - LMS	\$60,000.00
Local - T&E - Training - EM, ICS, WMD Trainings - Contract Instructors	\$85,000.00
Local - T&E - Training - EM, ICS, WMD Trainings – DPS Staff Instructors	\$15,000.00
Local - T&E - Training - EM, ICS, WMD Trainings - Supplies	\$19,000.00
Local - T&E - Training - Preparedness Conference	\$30,000.00
Total	\$655,000.00

#### Project Descriptions:

- Funding will support the exercise program within Vermont, including the salary of the Southern Exercise Planner and the conduct and evaluation of exercises at the local level.
- Funds will be used to support the training program within Vermont, including the salary of the training coordinator, course instruction, materials, supplies and Learning Management System.

**Source of Funds:**

Federal Funds 100 %

CFDA Title: State Homeland Security Grant Program

CFDA Number: 97.067

Award Name: FY 16 State Homeland Security Grant Program

Award Number: EMW-2016-SS-00054

Award Year: 2016

Federal Granting Agency U.S. Department of Homeland Security

Research and Development Grant? Yes  No

**Duration of Memorandum & Termination Process**

*This agreement shall be effective from acceptance of the FY 2016 Homeland Security Grant Program through the expiration of the program.*

**\*Membership of the Working Group**

One (1) representative from the following disciplines will be chosen from the Training & Exercise Plan Workshop Invitee list: fire, EMS, Law Enforcement, and municipality. If representation does not include a department from each Public Safety District, the Department of Public Safety will nominate one (1) person from each District not represented to serve on the Working Group.

One (1) representative from Vermont Volunteer Organizations Active in Disasters will be appointed by the President of Vermont Volunteer Agencies Active in Disasters.

One (1) representative from the Vermont Hazmat Response Team will be appointed by the Chief of the Vermont Hazmat Response Team.

One (1) representative from the Vermont National Guard will be appointed by the Director of Military Support.

One (1) representative from the Vermont Fire Academy will be appointed by the Chief of the Vermont Fire Academy.

One (1) representative from the Vermont Criminal Justice Training Council will be appointed by the Director of the Vermont Criminal Justice Training Council.

Two (2) representatives from the Regional Planning Commissions will be appointed by the Vermont Association of Planning and Development Associations. Representation should include one (1) representative from the northern part of Vermont and one (1) representative from the southern part of Vermont.

The Training & Exercise Administrator from the Vermont Department of Health will be a member of this Working Group.

The EMS Training Coordinator from the Vermont Department of Health will be a member of this Working Group.

The State Training Officer from Division of Emergency Management and Homeland Security will be a member of this Working Group.

The State Exercise Officer from Division of Emergency Management and Homeland Security will be a member of this Working Group.

The State Administrative Agency (SAA) Training Point of Contact from Division of Emergency Management and Homeland Security will be a member of this Working Group.

Support for the Working Group will be provided by the Department of Public Safety's Financial Office and the Division of Emergency Management and Homeland Security.

The Chair will be contacted if a member is in need of an excused absence. If a member has two (2) consecutive unexcused meeting absences, the Chair of the Working Group will send a letter or email to the member's Supervisor detailing the absences and requesting method to correct.

The Working Group will review the membership annually to identify if any changes need to be made to the structure. Members will appoint a Chair of the Working Group annually when the membership is reviewed.

The role of the Chair will be to facilitate the meeting, excuse absences, and work closely with the Division of Emergency Management and Homeland Security Support persons to coordinate meetings and agendas.

### **Meetings & Reporting**

The Working Group will meet quarterly at a minimum. The next meeting date will be set prior to the adjournment of each meeting.

Department of Public Safety Division of Emergency Management and Homeland Security personnel will be responsible for securing the meeting location, setting the agenda, taking minutes and distributing them for each meeting.

A quorum is required for each meeting. A quorum will consist of 50% of the membership plus one additional member.

### **Expenditures of Grant Funds**

The Working Group will be responsible for identifying which projects will be considered for inclusion in the Homeland Security Grant Program Application, through the development of the Multi-year Training & Exercise Plan that will be updated annually. Once projects have been approved by the Division of Emergency Management and Homeland Security, the Working Group will review the Investment Justification or applicable application forms to be submitted with the Homeland Security Grant Program Application developed by the Division of Emergency Management and Homeland Security.

Once Homeland Security Grant Program Funds have been awarded, the Division of Emergency Management and Homeland Security will work with the Financial Office to ensure that the proper documentation is in place and that funds are able to be utilized as intended by the Training & Exercise Working Group.

The Training & Exercise Working Group will review progress made towards reaching the goals outlined in the State Multi-year Training & Exercise Plan at each meeting. If redirection or refocus is found to be necessary by the Working Group, they will provide that guidance to the Division of Emergency Management and Homeland Security Exercise support for inclusion at the next Training & Exercise Plan Workshop.



**Municipality**

**Name:**

**Phone Number:**

**Agency:**

**Email:**

**State Exercise Officer**

**Name:** Richard Cogliano

**Phone Number:** (802) 241-5097

**Agency:** DEMHS

**Email:** [Richard.cogliano@vermont.gov](mailto:Richard.cogliano@vermont.gov)

**RPC Representative North**

**Name:** Shaun Coleman

**Phone Number:** (802) 524-5958

**Agency:** Northwest Regional Planning Committee

**Email:** [scoleman@nrpcvt.com](mailto:scoleman@nrpcvt.com)

**RPC Representative South**

**Name:**

**Phone Number:** (802)

**Agency:**

**Email:**

Training & Exercise Working Group  
By:

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VDH Representative  
Date Signed: \_\_\_\_\_

*Anne M. Apodril*  
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VOAD Representative  
Date Signed: *October 5, 2016*

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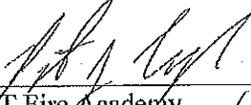
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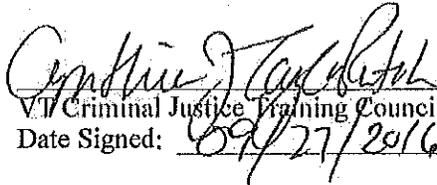
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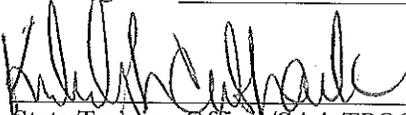
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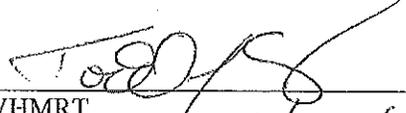
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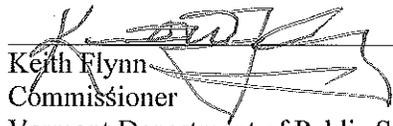
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Keith Flynn  
Commissioner

Vermont Department of Public Safety

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