

# EMPG FFY23 RPC Subgrant Program Applicant Briefing

Emily Harris, MPA

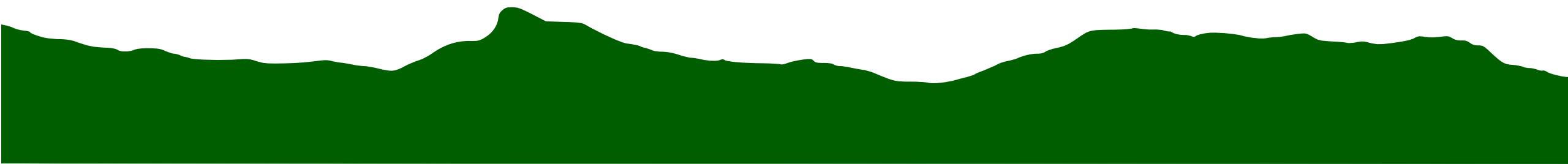
Engagement Section Chief

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 31.




# Application Process

- Process moved to 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

# Scope of Work - Tasks



Local Planning



Technical Assistance and Education



Regional Emergency Management  
Committees (REMCs)



Statewide Emergency Response  
Preparation

# Process

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



Local Planning



Technical Assistance and Education



Regional Emergency Management  
Committees (REMCs)



Statewide Emergency Response  
Preparation

# Scope of Work Content changes

## Overall:

- Updated SPR Priority areas
- All details are available in Scope of Work and Notice of Funding Opportunity. Please refer to those documents when completing your application.

## Tasks:

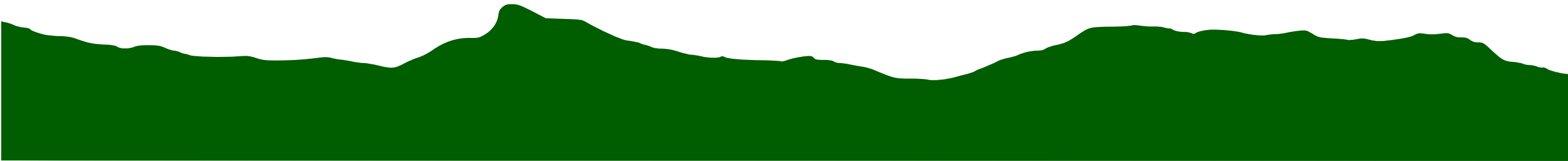
- Local Planning & REMC
  - No changes
- Technical Assistance & Education
  - Added MAY task for Hazard Mitigation Regional Support
- Statewide Emergency Response Preparation
  - Only 2 individuals are now required for SEOC Response. 3 individuals are still required for Local Liaison.



# Statewide Emergency Response Preparation Training Requirements

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

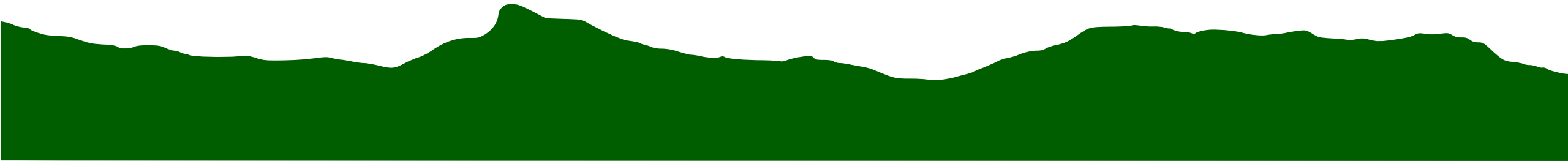
- Program is level funded and the same formula was used as last year.
- The requirement (support documentation) is the same, and all must be submitted through the online application.
- Period of Performance:
  - October 1, 2023 – September 30, 2024

<b>Regional Planning Commission (RPC)</b>	<b>EMPG FY23 Funding Allocation (the maximum Federal Share amount for which an RPC may apply under this RFP)</b>
ACRPC	\$56,191
BCRC	\$53,429
CVRPC	\$58,375
CCRPC	\$61,960
LCPC	\$51,479
MARC	\$51,391
NRPC	\$56,861
NVDA	\$69,300
RRPC	\$59,560
TRORC	\$60,954
WRC	\$58,501

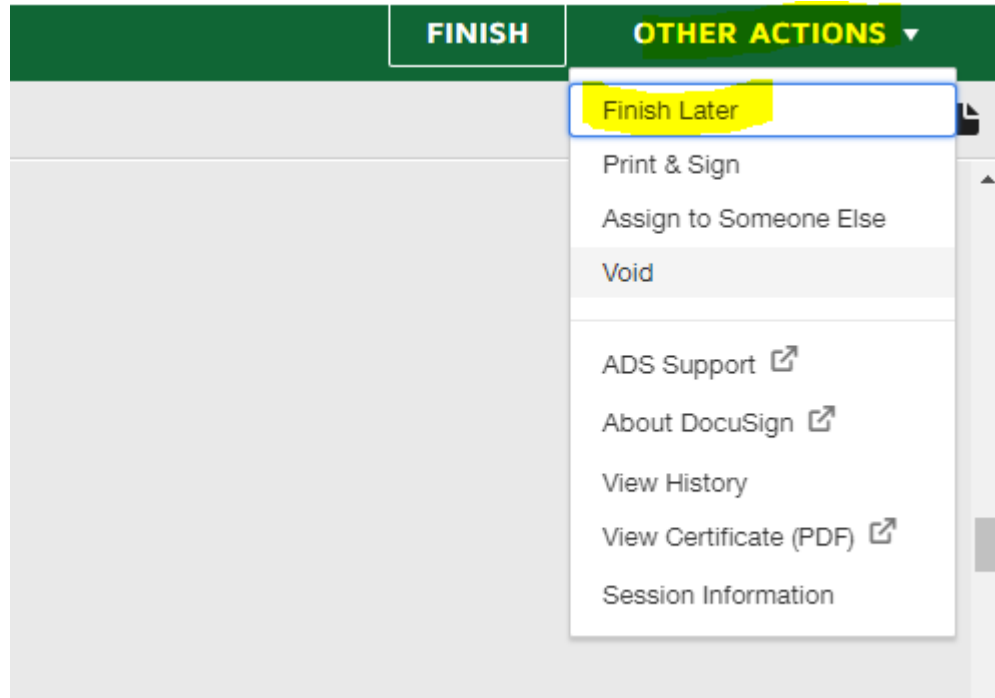


# Online Application - Changes

- Using DocuSign
- Unique Entity ID is now at top of form with other organization information
- FFATA Reporting of Subrecipient Executive Compensation is now an attachment, rather than separate mailing.
  - Please leave DPS Award Number blank
- 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.



## Welcome to the EMPG 2023 Application!

### EMPG Application

Applicant Agency Address

Project Director

E-mail of Applicant

Phone number of Applicant

Fax Number of Applicant

Unique Entity ID

### Financial Information

Federal Tax ID #

Vermont Business Account #

Fiscal Entity

Fiscal Entity Address

Fiscal Year Starts

Fiscal Year Ends

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.

REGIONAL PLANNING COMMISSIONS

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) – FEDERAL FISCAL YEAR 2023

SCOPE OF WORK FOR OCTOBER 1, 2023 – SEPTEMBER 30, 2024

The purpose of this document is to serve as guidance to assist Regional Planning Commissions (RPCs) in drafting applications for EMPG 2023 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 2023 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 in their Scope of Work, based on the 2022 Vermont Threat and Hazard Identification Risk Assessment and State Preparedness Report (THIRA/SPR) gaps. The following Core Capabilities were rated as high or medium priority in the 2022 SPR. 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. Local Planning

Regional Planning Commissions (RPCs) will work with their local municipalities to update and submit Local Emergency Management Plans (LEMPs). Municipalities will report adoption of LEMPs through their RPCs with a LEMP municipal adoption form and plan. Municipalities will coordinate with Regional Planning Commissions (RPCs) for assistance in developing and exercising their LEMPs. VEM Regional Coordinators will coordinate with RPCs on LEMP development. RPCs will work with local municipalities to update and submit their LEMPs in compliance with the standards outlined in the [LEMP Municipal Adoption Form](#).

LEMPs are due after Town Meeting Day but before May 1<sup>st</sup> of each year.

RPCs will compile LEMP information using a LEMP Spreadsheet provided by VEM before the final Friday of each month. The LEMP requires that a municipality's Emergency Management Director (EMD) be included as the first

- 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 Local Planning  
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"/>                            |
| <input type="checkbox"/> Supply Chain Integrity and Security |   |

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

**Federal Share Budget**

FED SHARE: Please define your DIRECT COST budget for each task. Please enter 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	7500			100		
Task 2: Technical Assistance and Education	9800			100		
Task 3: Regional Emergency Management Committees	5000		300	50		
Task 4: Statewide Emergency Response	6000			200		

FED SHARE: Salaries and Benefits Total 28,300.00

FED SHARE: Contractual Total 0.00

FED SHARE: Supplies Total 300.00

FED SHARE: Travel and Mileage Total 450.00

FED SHARE: Equipment Total 0.00

FED SHARE: Other Direct Costs Total 0.00

FED SHARE: TOTAL Direct Costs 29,050.00

Indirect Rate (%) 50

FED SHARE: Indirect Costs 17000

- 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 FY23 Funding Allocation (the maximum Federal Share amount for which an RPC may apply under this RFP)
ACRPC	\$56,191
BCRC	\$53,429
CVRPC	\$58,375
CCRPC	\$61,960
LCPC	\$51,479
MARC	\$51,391
NRPC	\$56,861
NVDA	\$69,300
RRPC	\$59,560
TRORC	\$60,954
WRC	\$58,501

**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	Equipment	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: Equipment Total 0.00

MATCH: Other Direct Costs Total 0.00

MATCH: TOTAL Direct Costs 34,000.00

Indirect Rate (%) 50

MATCH: Indirect Costs 17000

- 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:

Certificate of Insurance (COI)



Indirect Rate Memo



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.

**Application Summary**

Proposed Budget - Salaries and Benefits Total:	60,300.00
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
Proposed Budget- TOTAL Operating Expense:	36,750.00
Proposed Budget- TOTAL Program:	97,050.00
Proposed Budget- Local Match Required (Minimum 50%):	51,000.00
Proposed Budget- Total Federal Subgrant Amount:	46,050.00

**Signature Page**

Project Director Name:

Project Director Signature

Financial Director Name: Emily Harris

Financial Director Signature



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

Select the attachment field to add a document

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

**FINISH** OTHER ACTIONS ▾

- Finish Later
- Print & Sign
- Assign to Someone Else
- Void
- ADS Support ↗
- About DocuSign ↗
- View History
- View Certificate (PDF) ↗
- Session Information

NEXT



# Questions?

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

