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 1st 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

of the three points of contact listed in the LEMP. These three points of contact are used by VEM to compile the EMD listserv.

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:
    1. Review LEMP to ensure it contains the required elements, as noted on the municipal adoption form.
    2. Send completed LEMP materials to VEM Regional Coordinator for their review and approval.
    3. Enter LEMP information into provided LEMP database before the final Friday of each month.
    4. Coordinate with the EMD for each city/town to verify public contact method. Input that public contact method into the provided LEMP database.
E. Reach out to the municipality to request updated contact information and update the LEMP database 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. Submit LEMPs and LEMP information through the LEMP database to VEM before the final Friday of each month.

2. **Technical Assistance and Education**

RPCs will provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.

RPCs are encouraged to work with their RPC counterparts to ensure trainings and/or exercises (as able) will be cross-jurisdictional and reach a wider audience. Courses or exercises which are coordinated between multiple RPCs can be claimed on each RPC's quarterly report.

Venue, food, and drink costs for meetings are allowable expenses, but should be kept to a minimum. Food and drink costs must adhere to US General Services Administration per diem rates, per registered participants attending the meeting. The US General Services Administration per diem rates vary by location but are, at a minimum:

- Breakfast $13
- Lunch $15
- Dinner $26

(Source: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=VT&fiscal_year=2023&zip=&city=)

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.

Each RPC may:

A. **Grant Applications:** Assist municipalities in applying for grant applications, as long as these administrative costs are not eligible under the grant. Assistance can include grants from the following:
- Homeland Security Grant Program
- Hazard Mitigation Grant Program
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- State Hazard Mitigation Program
- Flood Resilient Communities Fund
- all other grant application assistance must be approved by VEM.
B. **ERAF:** Provide Local Emergency Relief Assistance Fund (ERAF) assistance to municipalities, to include but not limited to:
- National Flood Insurance Program (NFIP) compliance to include:
  - Supporting towns with NFIP or River Corridor bylaw development or updates
  - Supporting towns in maintaining NFIP compliance
  - Supporting towns in joining NFIP or Community Rating System (CRS)
  - Participating in floodplain manager trainings
  - Participating in NFIP re-mapping processes
- Local Hazard Mitigation Plan (LHMP) development assistance if there is no other funding assistance for LHMP development.

EMPG funds may <u>not</u> be used for the following tasks:

- RPCs can apply on behalf of towns for Local Hazard Mitigation (LHMP) development, however FEMA will not cover their indirect rate for staff hours. EMPG funds can be used for developing hazard mitigation project applications for municipalities. If a town asks an RPC for LHMP grant development assistance, the RPC should forward their request to the VEM Hazard Mitigation Team. The Hazard Mitigation Team can assist towns with application development and will apply on behalf of towns.
- If there is any Hazard Mitigation Assistance (HMA) funding for a town to develop an LHMP, EMPG cannot be used to assist that town with LHMP development. If there is funding through HMA, there should be no duplication of billing to other federal sources.

C. **Training Attendance:** Budget for attendance at trainings that allow RPCs to better assist their municipalities with the above programs. Trainings external to VEM will need to be approved by the EMPG subgrant manager prior to registration and attendance.

D. **Conducting exercises:** Work with municipalities to exercise their LEMP. If the RPC is conducting an exercise without support from the VEM Regional Coordinator, the individual conducting the exercise must attend and pass the Homeland Security Exercise and Evaluation Program (HSEEP) basic 2-day class and the exercise must use the HSEEP methodology.

E. **Hazard Mitigation Regional Support:** Provide regional support for the creation and adoption of Local Hazard Mitigation Plans. This work may include items such as:
    i. Developing a Local Hazard Mitigation Plan template that identifies regional hazards, meets FEMA's minimum requirements, and simplifies the process for towns to adopt a Local Hazard Mitigation Plan.
    ii. Developing local stakeholder lists that include local and regional agencies involved in hazard mitigation activities; entities that have the authority to regulate development; neighboring communities; representatives of businesses, schools/academia, and other private organizations that sustain community lifelines; and representatives of nonprofit organizations including community-based organizations that work directly with or provide support to vulnerable populations or frontline communities.

F. **State Emergency Management Initiatives:** Provide local and regional coordination and support; partnering with VEM Regional Coordinators and other stakeholders to meet RPC and state emergency management initiatives. This may include:
    i. Staff participation at the SPR workshop, Integrated Preparedness Planning Workshop, Annual Emergency Preparedness Conference, and VEM meetings.
    ii. Assisting in regional needs assessments.
    iii. Support the State Emergency Response Commission (SERC) as the RPC representative or designee. Only select RPCs should be budgeting for this.
    iv. Support the Local Emergency Planning Committee (LEPC) as the RPC or REMC representative. Only select RPCs should be budgeting for this.
    v. Additionally, RPCs can budget a small amount of time for SERC/LEPC meeting minute review.

G. **Additional Local Support:** Provide coordination and support to local entities.
    i. Technical support and outreach to local communities, Citizens Corps programs, VOADs, COADs, and other local/regional/statewide emergency management teams.
    ii. Assisting in scheduling of emergency management training and exercises for communities.
    iii. Budget for direct requests and invitations. Understanding that many requests for assistance (from VEM and/or local contacts) will come throughout the year and cannot be 100% accurately represented in the application up front, RPCs are asked to build their budget and staff time as best as possible based on known or anticipated assistance which will be required in the coming grant cycle.

Reporting Requirements:

    i.   For any trainings not scheduled through the Learning Management System, provide verification of the training (i.e. course announcement, sign-in sheet), on a quarterly basis.

    ii.   Submit the [Food and Drink Per Diem Form](#) with quarterly reimbursement requests if food or drink was purchased for meetings that quarter.

   iii. Provide a summary of hours expended, meetings attended or hosted, pending trainings and exercises, and goals achieved through technical assistance to include the topic and communities/ partners involved in each quarterly report.

3. **Regional Emergency Management Committee**

Regional Planning Commissions will continue implementing the overall Regional Emergency Management Committee (REMC) program developed by VEM.

Each RPC shall:

a. 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. Provide VEM with a link to a website where meeting minutes and agendas can be accessed.
d. Support REMC activities in emergency planning and preparedness to improve local preparation for, response to, and recovery from all-hazard disasters.

Reporting Requirements:

    i.   Provide a summary of hours expended, meetings attended or hosted, and the communities/ partners involved in each quarterly report.

    ii.   Submit the [Food and Drink Per Diem Form](#) with quarterly reimbursement requests if food or drink was purchased for meetings that quarter.

4. **Statewide Emergency Response Preparation**

The tasks identified within this section (Statewide Emergency Response Preparation) are intended to train and prepare RPC staff to serve the role of Local Liaison and/or State Emergency Operations Center (SEOC) staff during real world emergencies. During real world emergencies, the VEM/RPC MOA serves as the mechanism for work scope and payment to the RPCs for the assistance of RPC staff in carrying out the State's duties in performing certain emergency management functions. All work related to training and exercising for those roles should be covered under this EMPG RPC Subgrant.

RPCs will ensure two individuals are identified in the EMPG Subgrant application and in the EMPG Quarterly Reports that may operate within the SEOC during and outside of normal business hours. To ensure an appropriate statewide level of response can be attained, RPCs will assist VEM in providing staff to the SEOC during activations (exercises or actual events). To this end, RPCs will need to ensure their staff members are

appropriately trained and obtain experience in supporting the SEOC. VEM will work with identified RPC staff to determine appropriate primary and secondary SEOC roles.

RPCs will also identify a minimum of three staff that will act as Local Liaisons in the EMPG Subgrant application and in the EMPG Quarterly Reports. Staff identified as Local Liaisons can be different than the staff identified to serve in the SEOC. RPCs will provide any appropriate updates for Local Liaison staff or SEOC staff (at a minimum in the Quarterly Reports) to ensure contact information is up to date.

Each RPC shall:

a. Ensure each individual identified as SEOC support is trained to the SEOC Section Staff level in accordance with the October 2022 SEOC Training Policy.
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 two qualified individuals identified) has GIS experience sufficient to serve as a Information Analysis Unit Leader in the SEOC. Other roles will be determined based on SEOC need. RPCs should budget a minimum of 1 and a maximum of 40 hours total for each of the 2 identified staff members to complete trainings as identified in the SEOC Training Curriculum.
d. Budget 16 hours for individuals identified as SEOC support or Local Liaisons to participate in one SEOC exercise per year. 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.

Reporting Requirements:

i. 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. Provide number of hours (based on the number of training hours per course) each staff member will be using towards this task.
ii. Provide the number of hours and staff participation in State AAR/IPs in each quarterly report.