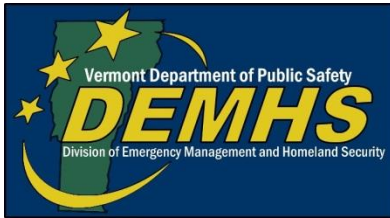


DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY MEMORANDUM



TO: Vermont Municipalities
FROM: Christopher Herrick, Director, Division of Emergency Management and Homeland Security
DATE: October 23, 2015
SUBJECT: Request for Proposals- Emergency Management Performance Grant (EMPG) Emergency Operations Center Improvement Funding

Overview

The Division of Emergency Management and Homeland Security (DEMHS) has funding available to support local Emergency Operations Center (EOC) improvement projects. This funding, provided through the Emergency Management Performance Grant (EMPG), will allow municipalities to make infrastructure and equipment upgrades to local and/or regional EOCs. Improvements include, but are not limited to auxiliary power, technology, communications, and operational aids to enhance EOC capabilities. Preference will be given to municipalities that work collaboratively with others to maximize resources within a region.

Please note that this funding opportunity requires a **50% LOCAL, NON-FEDERAL MATCH**. Awards will be based on the number of applications, costs, regional applicability, and ability of sub-recipient to provide match. The proposal scoring framework is provided below. If proposed projects require construction or modifications to existing infrastructure, and review will need to be completed by FEMA Environmental Planning and Historic Preservation (EHP) before the award is granted. The grant agreement will need to be executed **BEFORE** any funding may be expended. Sub-grant amounts are capped at \$25,000 per sub-recipient. The sub-grant performance period ends on August 31, 2016.

*** Applications will not be reviewed unless all requirements are met at the time of application review. This includes signatures by all appropriate parties on the cover page; assistance in completing the application can be obtained by contacting Erica Bornemann, or (802) 241-5054. ***

Application Requirements

Municipalities that wish to apply for EMPG funding must review the Guidelines and Requirements outlined below prior to completing the application documents. All application packages must include the following documents:

A. Vermont Sub-grant Application

- i. See instructions on pages 6-8 on completing the application.
- ii. Please make sure to complete, sign the cover page, initial and date page 5 for submittal on EMPG Eligibility Requirements.
- iii. The Application can be found by accessing the following link:
www.hsu.vermont.gov/funding

B. Cash Advance Request

- i. If your project is too large for your agency to accomplish in a Reimbursement (after-the-fact) in arrears of expenses, you may request pre-payment on a "Limited Cash

Advance” basis. Check the box in 8a and provide justification for consideration. A possible justification may be a large required purchase by a low-budget agency or organization. Large purchases as the sole justification will not be approved.

- ii. You must provide a copy of your Agency’s Cash Advance Policy if you are requesting a Cash Advance.

C. Quotes

- i. Three (3) quotes or justification as to why three (3) quotes could not be obtained.

D. Memorandum of Endorsement

- i. A memorandum of endorsement from a public safety agency within the community applying must be included in the application package providing acknowledgement that the primary purpose of the project is to enhance EOC capabilities within the community, as outlined in the application.

E. Procurement Standards

- i. Sub-recipients will use their own procurement procedures which reflect applicable local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in **2 CFR part 200**
<http://www.ecfr.gov/cgi-bin/text-idx?SID=289fd4edcc40f3b0cb6a4bd62aa39dbf&node=pt2.1.200&rgn=div5>

F. Certificate of Insurance

- i. A copy of your Certificate of Insurance validating current insurance coverage.
- ii. Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party’s operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers’ compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement

G. Necessary Permits

- i. A copy of necessary permits, where applicable
- ii. Local and state permitting requirements must be met prior to submitting an application

Eligibility Requirements Include:

1. Complete Application Submitted

No application will be reviewed by DEMHS if **all** requirements under “Application Guidelines” and “Eligibility Requirements” are not submitted and complete. Assistance in completing the application can be obtained by contacting Erica Bornemann, erica.bornemann@vermont.gov or (802) 241-5054.

2. National Incident Management System

All agencies applying for Homeland Security funds must be in compliance with National Incident Management System (NIMS) activities set forth in Vermont’s NIMS Implementation Plan, including having a current local Emergency Operations Plan on file at the Division of Emergency Management & Homeland Security. Applications received by municipalities not in compliance will not be reviewed. The Division of Emergency Management & Homeland Security will validate each agency’s compliance for meeting NIMS Objectives by referencing the Vermont NIMS Implementation Plan and FEMA NIMS Implementation Objectives documents. The Vermont NIMS Implementation Plan can be found here: www.hsu.vermont.gov/NIMS

3. Financial Risk Assessment Survey

To meet the Code of Federal regulations, the Vermont Department of Public Safety requires all agencies to complete a financial risk assessment survey (<https://www.surveymk.com/s/SFVZSTB2013>). This should be completed by your agency’s fiscal agent annually.

4. System for Award Management

Applicants must have a valid DUNS number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA).

5. Procurement Policy

Municipalities receiving funding must follow their own established procurement policies or revert to the State of Vermont’s procurement policy. The policy must be in writing and submitted to the Division of Emergency Management and Homeland Security.

6. SUBMISSION OF APPLICATION

All applications must be RECEIVED at the Division of Emergency Management & Homeland Security office by **Thursday, December 31, 2015 at 3:00 p.m.** **Proposals received after this date and time will NOT be eligible for consideration.** To facilitate processing, grant applications should be sent electronically to Karen Mae Smith at

karenmae.smith@vermont.gov. If you are unable to send your application electronically, you may mail it to the Department of Public Safety Grants Management Unit, 45 State Drive, Waterbury, VT 05671-2101. **It must be received at our office no later than the due date and time listed above.**

Application Evaluation Criteria:

- 1) Each member of the DEMHS review committee will review each application independently.
- 2) The group will award a score of 1 to 5 to each evaluation criteria outlined in the table below. One (1) is not at all, three (3) is no opinion, and five (5) is excellent.
- 3) A score will be taken for each application. If the Criteria is not applicable to the agency applying, then the total possible points will be adjusted accordingly.
- 4) A score of 30 or below will result in an award NOT being issued. A score greater than 30 does not guarantee an award.

<u>Evaluation Criteria</u>	<u>Possible Points</u>
Complete Vermont Sub-grant Application	5
Copy of agency's Cash Advance Policy (if applying for Limited Cash Advance)	5
Three (3) quotes or justification as to why three (3) quotes could not be obtained	5
Memorandum of Endorsement	5
Procurement Standards provided	5
Copy of Certificate of Insurance with current coverage	5
Copies of necessary permits	5
NIMS Compliant based on the 2014 Vermont NIMS Implementation Plan	5
Financial risk assessment survey complete	5
Valid DUNS number and registration with SAM complete	5
The application identifies and quantifies the need for the proposed equipment (Problem Statement).	5
The application clearly links the completion of the project with identified local goals and objectives.(Project Goals and Objectives)	5
The Reviewer is confident in the applicant's ability to complete the project within the performance period (Project Schedules and Milestones).	5
The use of this sub-grant opportunity will increase the applicant's ability to better deliver services to constituents.	5
Reviewer is confident in the applicant's ability to properly use, report and document the funds to be sub-granted.	5
The applicant has demonstrated how the funding will improve regional emergency management capabilities.	5
TOTAL POINTS	80

If you have questions or require additional information regarding the Emergency Management Performance Grant, please contact Erica Bornemann at Erica.bornemann@vermont.gov or (802) 241-5054.

ALL COMPLETE APPLICATIONS ARE DUE NO LATER THAN THURSDAY, DECEMBER 31, 2015 AT 3:00 PM. APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED.