



**EXECUTIVE COMMITTEE**

**September 12, 2017**

6:45 p.m. at CVRPC's Office

Page **AGENDA**

**6:45<sup>1</sup> Adjustments to the Agenda**

**Public Comment**

**2 6:50 Contract/Agreement Authorization (enclosed)<sup>2</sup>**

- a) VT Dept. of Public Safety, Emergency Management Performance Grant (EMPG) – Notice to Proceed for annual emergency management agreement for Planning, Training & Exercise, Technical Assistance, and Response & Recovery Support.**

**7:00 Adjourn**

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<sup>1</sup> All times are approximate unless otherwise advertised



## MEMO

Date: September 11, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Agreement Approval

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I am requesting Executive Committee approval of the following agreement:

### GRANT AND SERVICE AGREEMENTS

#### VT Dept. of Public Safety, Emergency Management Performance Grant (EMPG)

**Scope of Work:** Annual emergency management agreement for Planning, Training & Exercise, Technical Assistance, and Response & Recovery Support.

**Funding:**

Grant Amount: Unknown; likely between \$35-48,500 (federal)

Match Amount: 50% (equal to grant award)

Match Source: Global cash-in-kind match of CVRPC ACCD regional planning funds, and in-kind match from local participation in meetings and other activities.

**Performance Period:** 10/01/17 – 09/30/18

**CVRPC Staff:** Laura Ranker (program manager); all staff may participate in individual activities include in this program as applicable to their positions.

**Notes:** The Notice to Proceed allows work to take place in advance of the application being submitted and the final agreement being signed. This award was included in the FY18 budget with a conservative award estimate at \$25,000. CVRPC has demonstrated excellent performance for the two years it has operated the program internally. For instance, town compliance for completing Local Emergency Operations Plans jumped from 33% in 2014 to 100% in 2016.

I recommend approval of the service agreements.



Department Of Public Safety  
45 State Drive  
Waterbury, Vermont 05671-1300

Advance Notice to Proceed Form (NTP)  
State and Federally Funded Grant – Permission to Incur Pre-Award Costs

Project Title: Emergency Management Performance Grant 2017  
Recipient Name: Central Vermont Regional Planning Commission  
Briefly describe grant scope: Funding opportunities for work on Planning, Training & Exercise, Technical Assistance and Response & Recovery Support for VEM.

Effective date\* of this NTP: 10/1/2017

Provide information as specific as possible to identify the limited activities covered by the NTP: Activities at this time should be as outlined in your current EMPG 16 subgrant.

Recipient accepts and agrees to comply with the conditions in Addendum A of this document and all applicable regulations.

For DPS:

For Recipient:

\_\_\_\_\_  
Thomas D. Anderson, Commissioner      Date  
Or Christopher Herrick, Deputy Commissioner

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Name and Title

\* See State of Vermont Agency of Administration Bulletin 5 for the definition of effective date/execution date.

Cc: Program Workcenter

GMU-203 Advance Notice to Proceed- March 2016

Addendum A - Conditions**Purpose**

This form, once signed by all required parties, serves as permission to incur pre-award costs as defined per **2 CFR 200.458** *"Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency."*

Permission to incur costs in advance of the effective date of an official award of funds is granted under the following conditions:

1. DPS may reimburse recipients for pre-award costs incurred from the beginning of the funding period established in the grant agreement if such costs would have been allowable if incurred after the award. Such costs must be specifically identified in the grant application DPS approves.
2. The applicant incurs pre-award costs at its' own risk. (i.e., the awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).
3. Applicant remains fully accountable for meeting the obligations and performance goals of the approved project within budget and within the agreed upon timeframes when/if grant is fully executed, regardless of any pre-award spending.
4. The applicant must maintain compliance with all Federal and State regulations when incurring pre-award expenditures as approved by this document
5. DPS is under no obligation to reimburse such costs unless they are included in an approved grant application.
6. Allowable pre-award costs incurred as a result of this agreement will not be reimbursed until after the award is fully executed.

Specific Federal and State regulations that govern this pre-award: