



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: June 16, 2026
Subject: LSP Request - JFO #3283

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3283: One (1) limited-service position, Hazard Mitigation Grants manager, to the VT Department of Public Safety, Emergency Management. The position will manage expected funding distributions through previously approved FEMA grants (full list of JFO request numbers on page 2 of this packet). The position is funded through July 2029. *[Received June 8, 2026]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Please submit concerns by **June 30, 2026**, or we will assume that you agree to consider as final the Governor's acceptance of this request.

STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Safety - Vermont Emergency Management Date: 9/19/2025

Name and Phone (of the person completing this request): Stephanie A. Smith, 802-989-6793

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO #

DR-4720 - JFO 3165; DR-4744 - JFO 3200; DR-4762 - JFO 3209;
 DR-4770 - JFO 3218; DR-4810 - JFO 3238; DR-4816 - JFO 3254;
 DR-4826 - JFO 3237

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

FEMA, Hazard Mitigation Grant Program (HMGP) funding following the DR-4720 (July 2023) and DR-4810 (July 2024) funding rounds. While these management costs are not yet awarded by FEMA, approximately \$10 million is available under July 2023 and July 2024 funding rounds. While we wait for a FEMA award, this funding is coming out of the hazard mitigation general fund allocation.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Hazard Mitigation Grants Manager	1	Vermont Emergency Management Hazard Mitigation Team	July 2029

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

In order to continue the implementation of project applications under FEMA's hazard mitigation program funding, additional state capacity is needed. This capacity is currently being filled at significantly greater cost through the Guidehouse consulting team. The need at this time is to decrease the footprint of the Guidehouse team by bringing the majority of the work back into state program operations. This position will be able to get up to speed on existing work and being to take over a portion of the remaining Guidehouse portfolio.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are

Signed by: David Fuller Title: Director of Emergency 32 VSA Sec. 5(b)
 Digitally signed by David Fuller
 Date: 2026.01.20 13:00:09 -05'00'

Signature of Agency or Department Head David Fuller Date 12/11/2025

Approved/Denied by Department of Human Resources Adam Greshin Date _____
 Digitally signed by Adam Greshin
 Date: 2026.03.31 13:38:22 -04'00'

Approved/Denied by Finance and Management Nick Kramer Date 4/2/2026 | 10:14:30 EDT

Approved/Denied by Secretary of Administration [Signature] Date 6/4/26

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date _____

Comments:

U.S. Department of Homeland Security
FEMA Region I
220 Binney Street
Cambridge, MA 02142



FEMA

Sent Via Email

September 24, 2025

Eric Forand
Director
Vermont Emergency Management
45 State Drive
Waterbury, VT 05671

Re: Major Disaster Declaration: FEMA-4816-DR-VT
Program: Hazard Mitigation Grant Program, Assistance Listing #97.039
Recipient: Vermont Emergency Management
Subrecipient: Vermont Emergency Management
Project: DR-4816-VT Recipient Management Costs # HMGP-4816-1M
Application Ceiling: \$379,126.58
Recipient Maximum Management Costs: \$50,550.21
Amount Awarded: \$17,621.99

Dear Director Forand,

Vermont Emergency Management (“Recipient”) submitted a request for federal funding in the amount of \$18,167.00 to the Federal Emergency Management Agency (“FEMA”), U.S. Department of Homeland Security based on the 6-month lock in letter dated May 14, 2025, to develop applications and submit eligible and complete applications under Hazard Mitigation Grant Program (“HMGP”) and subsequently manage and administer FEMA approved projects. The Recipient has requested actual and projected expenditures for budget year one starting on September 10, 2024 through budget year four ending December 10, 2029.

Per the 2023 HMA Guide, FEMA may advance management costs to Recipients in the first year, prior to establishing the HMGP ceiling amount or HMGP Post Fire available assistance amount, based on the 30-day and 6-month estimates. Regardless of when subawards are obligated, if the total amount of the award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 10% cap based on updated calculations. For HMGP, recipient management costs are available for actual documented expenses up to 10% of the total amount of contributions based on sub-applications submitted when the HMGP application period closes or when the total HMGP ceiling is determined, whichever is later.

Following my review of the justification and documentation included with the application, I am approving the request in the amount of \$17,621.99 which is 97% of the total approved project cost of \$18,167.00. FEMA will withhold \$545.01, which is 3% of the total approved budget of \$18,167.00. There is no additional cost-share requirement for this project.

Please remember that management cost quarterly reconciliation must be submitted to FEMA along with progress and financial reporting. Recipients are required to report deviations from budget, project scope, or objectives in accordance with 44 C.F.R. § 206.438 and 2 C.F.R. § 200.328. Recipients must request prior approvals from FEMA for budget and program plan revisions. Prior approval from FEMA is needed to amend a subaward and move project costs to management costs if management costs were obligated prior to the application deadline.

It is important to recognize that the approval of management costs funding for this Disaster does not constitute a final approval of project costs or federal funding. FEMA will make these final determinations during the project closeout process.

By accepting this Federal award, you acknowledge that the terms and conditions set forth in the following documents are incorporated into the terms and conditions of this award and will ensure that you incorporate them into any subaward to the subapplicant.

- FEMA-State Agreement for FEMA-4816-DR-VT
- FY 2023 Department of Homeland Security Standard Terms and Conditions, v. 2
- Hazard Mitigation Assistance Guide (2023)
- Acknowledgment of Programmatic Requirements (enclosed)
- Obligation Report (enclosed)

If you have any questions, please contact Kathleen Bauer, Grants Division, FEMA Region I at kathleen.bauer@fema.dhs.gov.

Sincerely,

**RICHARD H
VERVILLE**

Digitally signed by RICHARD H
VERVILLE
Date: 2025.09.25 06:09:43
-04'00'

Richard H. Verville
Acting Director, Mitigation Division
FEMA Region I

Enclosures

cc: Melissa Austin, Financial Administrator, Vermont Department of Public Safety
Stephanie Smith, Deputy Director, Vermont Emergency Management
Lisa Kolb, Hazard Mitigation Grants Manager, Vermont Emergency Management

INFORMATION CONCERNING THE FEDERAL AWARD
Hazard Mitigation Grant Program
Major Disaster FEMA-4816-DR-VT
Project No.: HMGP-4816-1M

Recipient Name:	Vermont Emergency Management
Recipient's Unique Entity Identifier (UEI):	LALMDNWSYKT1
Subrecipient Name:	Vermont Emergency Management
Subrecipient's Unique Entity Identifier (UEI):	LALMDNWSYKT1
Assistance Listing Number and Title:	97.039, Hazard Mitigation Grant Program
Federal Award Identification Number (FAIN):	4816DRVTP00000005
HMGP Project Number:	HMGP-4816-1M
Federal Award Date:	September 10, 2024
Period of Performance Start and End Date:	9/10/2024 – 12/10/2029 Project Completion – HMGP Management Cost Projects: 12/10/2029
Budget Period Start and End Date:	9/10/2024 – 12/10/2029
Total Amount of Federal Funds Obligated:	\$17,621.99
Total Approved Cost Sharing or Matching:	Not applicable
Federal Award Description:	Recipient Management Cost
Name of Federal Awarding Agency and Contact Information for Awarding Official:	Federal Emergency Management Agency Richard Verville, Acting Director, Mitigation Division Email: Richard.verville@fema.dhs.gov Phone: (857) 205-2841
Indirect Cost Rate for the Federal Award:	Indirect Cost Rate for 7/1/2023 – 6/30/2024 is 21.2%. Indirect Cost Rate for 7/1/2024 – 6/30/2025 is 25.3%. Indirect Cost Rate for 7/1/2025 – 6/30/2026 is 17.7%.

APPROVED BUDGET BY CATEGORIES

Object Class Categories	Cost
Personnel	8,093.84
Fringe Benefits	5,006.16
Travel	1,000.00
Equipment	0.00
Supplies	500.00
Contractual	0.00
Construction	0.00
Other	0.00
Indirect Costs	3,567.00
Subtotal:	18,167.00
3% Withholding	-545.01
Total:	\$17,621.99

INFORMATION CONCERNING THE FEDERAL AWARD
Hazard Mitigation Grant Program
Major Disaster FEMA-4816-DR-VT
Project No.: HMGP-4816-1M

I. FINAL MITIGATION PROJECT REQUIREMENTS

The financial assistance provided for this project is conditioned upon the delivery of the following components: Recipient Management Cost (RMC) funds requested under FEMA-4816-DR-VT (“Disaster”) will include funds to support the Recipient’s staff in its administration of the Hazard Mitigation Program and related grant activities. The Recipient’s mitigation staff will utilize the available management costs to solicit, review, and process subapplications and subawards; provide technical assistance (e.g. plan reviews, planning workshops, training) to support the implementation of mitigation activities; managing awarded subapplications (e.g. quarterly reporting, closeout); and complete technical monitoring (e.g. site visits, technical meetings).

The financial assistance provided for this project is conditioned upon the delivery of the following:

- a. The Recipient must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state’s own funds. In addition, the Recipient’s financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award; must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award as required by 2 C.F.R. § 200.302.
- b. The Recipient must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the Recipient entity must cover each program, function, or activity as required per 2 C.F.R. § 200.329.
- c. The Recipient must provide quarterly progress reports on management cost funds as required by the FEMA-State Agreement.
- d. The Recipient has primary responsibility for the closeout tasks associated with both the program and subrecipient requirements. Complying with each program’s performance period requirement, the Recipient must conduct final inspections for projects, reconcile subrecipient expenditures, resolve negative audit findings,

obtain final reports from subrecipients, and reconcile the closeout activities of subrecipients under this disaster.

- e. The Recipient is reminded that Uniform audit requirement is 2 C.F.R. § 200.501 – 200.507 apply to all assistance provided under management costs.
- f. The Recipient must retain records, including source documentation to support expenditures/costs incurred for management costs, for 3 years from the date of submission of the final Financial Status Report to FEMA that is required for under this disaster.
- g. The Recipient is responsible for resolving questioned costs that may result from audit findings during the 3-year record retention period and returning any disallowed costs from ineligible activities.

II. USE OF MANAGEMENT COSTS FUNDS

- a. The Recipient must use management cost funds in accordance with 2 C.F.R. Part 200, Subpart E – Cost Principles.
- b. The Recipient must ensure all costs are allowable, allocable, reasonable, and necessary to the administration of this disaster.
- c. The Recipient must use management costs funds only for costs related to administration of this disaster.
- d. The Recipient is reminded that all costs must meet the general criteria in 2 C.F.R. § 200.403 – Factors affecting allowability of costs, to be allowable.
- e. All post-award expenditures must be adequately documented. Records must identify adequately the source and application of funds for federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest.

III. SCOPE OF WORK CHANGES

- a. The Recipient must request and obtain FEMA approval for a change in the scope of work as detailed in the *Hazard Mitigation Assistance Guide* and 2 C.F.R. § 200.308 before the Recipient or subrecipient commences work on any such change.
- b. Any change in the scope of work initiated before FEMA's approval may jeopardize the funding for the project.
- c. All approvals to a change in scope of work are committed entirely to FEMA's discretion.

IV. BUDGET CHANGES

- a. The Recipient is required to report deviations from approved budget and request prior approval as detailed in 2 C.F.R. § 200.308.
- b. The Recipient is required to report to FEMA in real time and via the Quarterly Progress Report any deviations from budget, project scope, or objectives.
- c. Modifications to the subawards must be reported, requested, and processed during the implementation phase of the subaward.
- d. Additional Recipient Management Costs (RMC) cannot be applied for after the application deadline. If RMC are approved prior to the end of the application period, they can be amended as needed, using the budget and scope of work change procedures.
- e. Recipients must request prior approvals from FEMA for budget and program plan revisions.
- f. If the subrecipients reduce or move funds from a project budget to a Subrecipient Management Cost (SRMC) budget, the amount of assistance available for the RMC will also be reduced. Additionally, FEMA will adjust RMC awards to ensure that the amount available for management costs does not exceed the permitted amount. If the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed allowed amounts.
- g. RMC are available for actual documented expenses up to 10% of the total amount of the grant award. The total amount of the grant award means the total amount of contributions based on subapplications submitted with the HMGP application period closes or when the HMGP ceiling is determined, whichever is later.

V. MONITORING

The Recipient is responsible for oversight of the Federal award supported activities. Upon award and following execution of a Grant Agreement, the Recipient must monitor the subrecipients to ensure the approved scope of work is implemented in accordance with the approved estimated time of completion of the approved activities and assure compliance with applicable Federal requirements and performance expectations are being achieved.

a. Audit Procedures

- i. The Recipient must monitor the subrecipient throughout the entire Grants Management life cycle, through site visits, desk monitoring via customer

service interactions (Contact Log), Quarterly Progress Reports, and final site visits.

- ii. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. See 2 C.F.R. § 200.332 – Requirements for Pass-through Entities.
- iii. On a quarterly basis, the Recipient must document and show evidence that each individual subaward is being monitored. Reports are distributed by the Recipient to FEMA Portfolio and Grants Financial managing unit to collect written confirmation of the review of each subaward.

b. Monitoring Steps

- i. Meet with subrecipient regularly to review subrecipient progress.
- ii. Ensure invoices/financial reports are timely, compliant with the terms of the subaward agreement, accurate, and contain the appropriate certification.
- iii. Obtain Recipient written confirmation/signature approving all payments (Note: Designee refers to the individual whom the Recipient has delegated for subrecipient invoice approval responsibility and who has first-hand knowledge of the Recipient’s award(s) and programmatic progress of the subrecipient.)
- iv. For any questionable expense(s), request additional backup from the subrecipient specific to the charge(s) prior to payment.
- v. Request additional supporting detail for all financial invoices and expenses in accordance with the subaward terms and conditions.
- vi. Document and retain communications regarding project performance.
- vii. Report any significant issues to FEMA through the Recipient immediately. The Recipient and/or FEMA may recommend further action, such as:
 - i. Withholding payments
 - ii. Corrective Action Plan
 - iii. Performing an audit or site visit

- iv. Terminating the subaward

VI. REPORTING

a. Quarterly Performance Reporting

The Recipient shall submit a Quarterly Progress Report to FEMA indicating the status and completion date for each measure funded. At a minimum, the Recipient will ensure the non-federal performance reports meet the requirements of FEMA Form FF-206-F HMGP Quarterly Progress Reports – OMB 1660-0076. Any problems or circumstances affecting completion dates, scope of work, or project costs which are expected to result in noncompliance with the approved grant conditions shall be described in the report.

b. Quarterly Financial Reporting

The Recipient must relate financial data and accomplishments to performance goals and objectives of the Federal award. Cost information must be provided to demonstrate cost effective practices (e.g. through unit cost data).

- i. The Recipient will reconcile Subrecipient management costs against actual costs of the total award on a quarterly basis.
- ii. The Recipient will submit management costs reconciliation to FEMA on a quarterly basis.
- iii. FEMA will validate management cost funding against actual costs on a quarterly basis.

VII. FUNDING PERIOD

The Recipient can incur new obligations to carry out the work authorized under the Federal award up to whichever of the following occurs first:

- a. 180 days after work is completed on the last non-management cost HMGP project for this disaster.
- b. 180 days after the latest performance period of the last non-management cost HMGP project for this disaster.
- c. Eight years from the date of this disaster.

VIII. EXTENSIONS

Extensions to management costs will be processed only at the justified, written request of the Recipient, with the recommendation of the Regional Administrator and with the approval of the Chief Financial Officer. The Recipient must notify FEMA in

writing 90 calendar days before the end of the project completion specified in the Federal award. The request must include:

- a. Description of management costs work performed by Recipient personnel and/or contract support.
- b. A cost estimate for the remainder of the award period of performance. The cost estimate must identify costs by budget year (Recipient fiscal year or federal fiscal year). The cost estimate must also describe personnel costs by position and number of labor hours anticipated for the activity or general category of activities. The cost categories to include are:
 - i. Salaries (with overtime)
 - ii. Fringe benefits
 - iii. Operating expenses
 - iv. Contracts
 - v. One-time expenditures
 - vi. Equipment
 - vii. Vehicles
 - viii. Equipment purchased/leased and the anticipated disposal method
- c. A scope of work and project schedule for remaining period of performance that includes a staffing organizational chart identifying the responsibilities of each position.
- d. A copy of scope of work for any contracts used to support Recipient management cost activities.
- e. A copy of the Administrative Plan. The plan must be updated to include Quarterly Progress Report procedures so FEMA can adequately measure progress and the plan of action for closing the award and metrics for the number of projects to be closed per year.
- f. Accurate current quarterly financial and progress reports

FEMA analyzes if costs have been incurred outside of the period of performance date and if the Quarterly Progress Report is accurate at the time of the extension request. FEMA may deny a period of performance extension request if payments have been made outside of the period of performance or if the quarterly financial and progress reports are not accurate.

IX. CLOSEOUT

a. Closeout Withholding

To ensure management costs are closed out in a timely manner, FEMA will withhold three percent (3%) of the Recipient management cost award. FEMA will provide the withheld funding after the Recipient closes the last non-management cost HMGP project.

b. Closeout

Upon completion of the last non-management cost subaward, the Recipient must submit a letter to FEMA, signed by the governor's authorized representative, tribal authorized representative, or an executive with authorized signature authority, certifying that the reported costs were incurred in the management of the HMA award. The letter must include:

- i. A final accounting of eligible management costs. In addition, as cost underruns are identified, the Recipient must submit de-obligation requests to FEMA.
- ii. Confirmation that the Recipient has time and attendance records on file. The actual records do not need to be sent to FEMA; however, FEMA must confirm they are retained.
- iii. A statement confirming that additional supporting documentation for management cost expenditures is available upon request.

The Recipient must liquidate all obligations incurred under the period of performance no later than 120 calendar days after the period of performance expiration, unless FEMA authorizes an extension. FEMA will de-obligate any assistance not liquidated by the Recipient.

- i. A Recipient must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. If the non-federal entity does not submit all reports in accordance with 2 C.F.R. § 200.344, and the terms and conditions of the Federal Award, FEMA must proceed to close out with the information available within one year of the period of performance end date.
- ii. If the non-federal entity does not submit all reports in accordance with 2 C.F.R. § 200.344 within one year of the period of performance end date, FEMA must report the non-federal entity's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently SAM.gov). FEMA may also pursue other enforcement actions per 2 C.F.R § 200.339.

U.S. Department of Homeland Security
FEMA Region 1
220 Binney Street
Cambridge, MA 02142



FEMA

Sent Via Email

March 2, 2026

Eric Forand
Director
Vermont Emergency Management
45 State Drive
Waterbury, VT 05671

Re: Major Disaster Declaration: FEMA-4826-DR-VT
Program: Hazard Mitigation Grant Program, Assistance Listing #97.039
Recipient: Vermont Emergency Management
Subrecipient: Vermont Emergency Management
Project: DR-4826-VT Recipient Management Costs # HMGP-4826-1M
Recipient Maximum Management Costs: \$345,205.28
Amount Awarded: \$125,580.08

Dear Director Forand,

Vermont Emergency Management (“Recipient”) submitted a request for federal funding in the amount of \$129,464.00 to the Federal Emergency Management Agency (“FEMA”), U.S. Department of Homeland Security based on the 12-month lock-in letter dated November 11, 2025 to develop and submit eligible and complete applications under FEMA-4826-DR-VT Hazard Mitigation Grant Program (“HMGP”) and subsequently manage and administer FEMA approved projects.

Per the 2024 HMA Program and Policy Guide, FEMA may advance management costs to Recipients in the first year, prior to establishing the HMGP ceiling amount or HMGP Post Fire available assistance amount, based on the 30-day and 6-month estimates. Regardless of when subawards are obligated, if the total amount of the award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 10% cap based on updated calculations. For HMGP, recipient management costs are available for actual documented expenses up to 10% of the total amount of contributions based on sub-applications submitted when the HMGP application period closes or when the total HMGP ceiling is determined, whichever is later.

FEMA is approving the request in the amount of \$125,580.08, which is 97% of the total approved project cost of \$129,464.00. FEMA will withhold \$3,883.92, which is 3% of the total approved budget of \$129,464.00. There is no additional cost-share requirement for this project.

Management cost quarterly reconciliation must be submitted to FEMA along with progress and financial reporting. Recipients are required to report deviations from budget, project scope, or objectives in accordance with 44 C.F.R. § 206.438 and 2 C.F.R. § 200.328. Recipients must

request prior approvals from FEMA for budget and program plan revisions. Prior approval from FEMA is needed to amend a subaward and move project costs to management costs if management costs were obligated prior to the application deadline.

By accepting this Federal award, you acknowledge that the terms and conditions set forth in the following documents are incorporated into the terms and conditions of this award and will ensure that you incorporate them into any subaward to the subapplicant.

- FEMA-State Agreement for FEMA-4826-DR-VT
- FY 2024 Department of Homeland Security Standard Terms and Conditions, v. 2
- Hazard Mitigation Assistance Guide (2024)
- Acknowledgment of Programmatic Requirements (enclosed)
- Obligation Report (enclosed)

If you have any questions, please contact Kathleen Bauer, Grants Division, FEMA, Region 1 at kathleen.bauer@fema.dhs.gov.

Sincerely,

**ANTHONY J
GALLUZZO**

Digitally signed by ANTHONY J
GALLUZZO
Date: 2026.03.17 09:12:09
-04'00'

Anthony J. Galluzzo

Chief (Acting) Hazard Mitigation Assistance Branch, Mitigation Division
FEMA, Region 1

Enclosures

cc: Melissa Austin, Financial Administrator, Vermont Department of Public Safety
Stephanie Smith, Deputy Director, Vermont Emergency Management
Lisa Kolb, State Hazard Mitigation Officer, Vermont Emergency Management

INFORMATION CONCERNING THE FEDERAL AWARD

Hazard Mitigation Grant Program

Major Disaster FEMA-4826-DR-VT

Project No.: HMGP-4826-1M

Recipient Name:	Vermont Emergency Management
Recipient's Unique Entity Identifier (UEI):	LALMDNWSYKT1
Subrecipient Name:	Vermont Emergency Management
Subrecipient's Unique Entity Identifier (UEI):	LALMDNWSYKT1
Assistance Listing Number and Title:	97.039, Hazard Mitigation Grant Program
Federal Award Identification Number (FAIN):	4826DRVTP00000005
HMGP Project Number:	HMGP-4826-1M
Federal Award Date:	March 2, 2026
Period of Performance Start and End Date:	9/26/2024 – 12/26/2029 Project Completion – HMGP Management Cost Projects: 12/26/2029
Budget Period Start and End Date:	9/26/2024 – 12/26/2029
Total Amount of Federal Funds Obligated:	\$125,580.08
Total Approved Cost Sharing or Matching:	Not applicable
Federal Award Description:	Recipient Management Cost
Name of Federal Awarding Agency and Contact Information for Awarding Official:	Federal Emergency Management Agency Richard H. Verville, Acting Director, Mitigation Division Email: Richard.verville@fema.dhs.gov Phone: (857) 205-2841
Indirect Cost Rate for the Federal Award:	Indirect Cost Rate for 7/1/2024 – 6/30/2025 is 25.3%. Indirect Cost Rate for 7/1/2025 – 6/30/2026 is 17.7%.

APPROVED BUDGET BY CATEGORIES

Object Class Categories	Cost
Personnel	62,241.68
Fringe Benefits	38,282.32
Travel	2,000.00
Equipment	0.00
Supplies	1,000.00
Contractual	0.00
Construction	0.00
Other	0.00
Indirect Costs	25,940.00
Subtotal:	129,464.00
3% Withholding	-3,883.92
Total:	\$125,580.08

INFORMATION CONCERNING THE FEDERAL AWARD
Hazard Mitigation Grant Program
Major Disaster FEMA-4826-DR-VT
Project No.: HMGP-4826-1M

I. FINAL MITIGATION PROJECT REQUIREMENTS

The financial assistance provided for this project is conditioned upon the delivery of the following components: Recipient Management Cost (RMC) funds requested under FEMA-4826-DR-VT (“Disaster”) will include funds to support the Recipient’s staff in its administration of the Hazard Mitigation Program and related grant activities. The Recipient’s mitigation staff will utilize the available management costs to solicit, review, and process subapplications and subawards; provide technical assistance (e.g. plan reviews, planning workshops, training) to support the implementation of mitigation activities; managing awarded subapplications (e.g. quarterly reporting, closeout); and complete technical monitoring (e.g. site visits, technical meetings).

The financial assistance provided for this project is conditioned upon the delivery of the following:

- a. The Recipient must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state’s own funds. In addition, the Recipient’s financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award; must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award as required by 2 C.F.R. § 200.302.
- b. The Recipient must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the Recipient entity must cover each program, function, or activity as required per 2 C.F.R. § 200.329.
- c. The Recipient must provide quarterly progress reports on management cost funds as required by the FEMA-State Agreement.
- d. The Recipient has primary responsibility for the closeout tasks associated with both the program and subrecipient requirements. Complying with each program’s performance period requirement, the Recipient must conduct final inspections for projects, reconcile subrecipient expenditures, resolve negative audit findings,

obtain final reports from subrecipients, and reconcile the closeout activities of subrecipients under this disaster.

- e. The Recipient is reminded that Uniform audit requirement is 2 C.F.R. § 200.501 – 200.507 apply to all assistance provided under management costs.
- f. The Recipient must retain records, including source documentation to support expenditures/costs incurred for management costs, for 3 years from the date of submission of the final Financial Status Report to FEMA that is required for under this disaster.
- g. The Recipient is responsible for resolving questioned costs that may result from audit findings during the 3-year record retention period and returning any disallowed costs from ineligible activities.

II. USE OF MANAGEMENT COSTS FUNDS

- a. The Recipient must use management cost funds in accordance with 2 C.F.R. Part 200, Subpart E – Cost Principles.
- b. The Recipient must ensure all costs are allowable, allocable, reasonable, and necessary to the administration of this disaster.
- c. The Recipient must use management costs funds only for costs related to administration of this disaster.
- d. The Recipient is reminded that all costs must meet the general criteria in 2 C.F.R. § 200.403 – Factors affecting allowability of costs, to be allowable.
- e. All post-award expenditures must be adequately documented. Records must identify adequately the source and application of funds for federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest.

III. SCOPE OF WORK CHANGES

- a. The Recipient must request and obtain FEMA approval for a change in the scope of work as detailed in the *Hazard Mitigation Assistance Guide* and 2 C.F.R. § 200.308 before the Recipient or subrecipient commences work on any such change.
- b. Any change in the scope of work initiated before FEMA's approval may jeopardize the funding for the project.
- c. All approvals to a change in scope of work are committed entirely to FEMA's discretion.

IV. BUDGET CHANGES

- a. The Recipient is required to report deviations from approved budget and request prior approval as detailed in 2 C.F.R. § 200.308.
- b. The Recipient is required to report to FEMA in real time and via the Quarterly Progress Report any deviations from budget, project scope, or objectives.
- c. Modifications to the subawards must be reported, requested, and processed during the implementation phase of the subaward.
- d. Additional Recipient Management Costs (RMC) cannot be applied for after the application deadline. If RMC are approved prior to the end of the application period, they can be amended as needed, using the budget and scope of work change procedures.
- e. Recipients must request prior approvals from FEMA for budget and program plan revisions.
- f. If the subrecipients reduce or move funds from a project budget to a Subrecipient Management Cost (SRMC) budget, the amount of assistance available for the RMC will also be reduced. Additionally, FEMA will adjust RMC awards to ensure that the amount available for management costs does not exceed the permitted amount. If the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed allowed amounts.
- g. RMC are available for actual documented expenses up to 10% of the total amount of the grant award. The total amount of the grant award means the total amount of contributions based on subapplications submitted with the HMGP application period closes or when the HMGP ceiling is determined, whichever is later.

V. MONITORING

The Recipient is responsible for oversight of the Federal award supported activities. Upon award and following execution of a Grant Agreement, the Recipient must monitor the subrecipients to ensure the approved scope of work is implemented in accordance with the approved estimated time of completion of the approved activities and assure compliance with applicable Federal requirements and performance expectations are being achieved.

a. Audit Procedures

- i. The Recipient must monitor the subrecipient throughout the entire Grants Management life cycle, through site visits, desk monitoring via customer

service interactions (Contact Log), Quarterly Progress Reports, and final site visits.

- ii. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. See 2 C.F.R. § 200.332 – Requirements for Pass-through Entities.
- iii. On a quarterly basis, the Recipient must document and show evidence that each individual subaward is being monitored. Reports are distributed by the Recipient to FEMA Portfolio and Grants Financial managing unit to collect written confirmation of the review of each subaward.

b. Monitoring Steps

- i. Meet with subrecipient regularly to review subrecipient progress.
- ii. Ensure invoices/financial reports are timely, compliant with the terms of the subaward agreement, accurate, and contain the appropriate certification.
- iii. Obtain Recipient written confirmation/signature approving all payments (Note: Designee refers to the individual whom the Recipient has delegated for subrecipient invoice approval responsibility and who has first-hand knowledge of the Recipient’s award(s) and programmatic progress of the subrecipient.)
- iv. For any questionable expense(s), request additional backup from the subrecipient specific to the charge(s) prior to payment.
- v. Request additional supporting detail for all financial invoices and expenses in accordance with the subaward terms and conditions.
- vi. Document and retain communications regarding project performance.
- vii. Report any significant issues to FEMA through the Recipient immediately. The Recipient and/or FEMA may recommend further action, such as:
 - i. Withholding payments
 - ii. Corrective Action Plan
 - iii. Performing an audit or site visit

- iv. Terminating the subaward

VI. REPORTING

a. Quarterly Performance Reporting

The Recipient shall submit a Quarterly Progress Report to FEMA indicating the status and completion date for each measure funded. At a minimum, the Recipient will ensure the non-federal performance reports meet the requirements of FEMA Form FF-206-F HMGP Quarterly Progress Reports – OMB 1660-0076. Any problems or circumstances affecting completion dates, scope of work, or project costs which are expected to result in noncompliance with the approved grant conditions shall be described in the report.

b. Quarterly Financial Reporting

The Recipient must relate financial data and accomplishments to performance goals and objectives of the Federal award. Cost information must be provided to demonstrate cost effective practices (e.g. through unit cost data).

- i. The Recipient will reconcile Subrecipient management costs against actual costs of the total award on a quarterly basis.
- ii. The Recipient will submit management costs reconciliation to FEMA on a quarterly basis.
- iii. FEMA will validate management cost funding against actual costs on a quarterly basis.

VII. FUNDING PERIOD

The Recipient can incur new obligations to carry out the work authorized under the Federal award up to whichever of the following occurs first:

- a. 180 days after work is completed on the last non-management cost HMGP project for this disaster.
- b. 180 days after the latest performance period of the last non-management cost HMGP project for this disaster.
- c. Eight years from the date of this disaster.

VIII. EXTENSIONS

Extensions to management costs will be processed only at the justified, written request of the Recipient, with the recommendation of the Regional Administrator and with the approval of the Chief Financial Officer. The Recipient must notify FEMA in

writing 90 calendar days before the end of the project completion specified in the Federal award. The request must include:

- a. Description of management costs work performed by Recipient personnel and/or contract support.
- b. A cost estimate for the remainder of the award period of performance. The cost estimate must identify costs by budget year (Recipient fiscal year or federal fiscal year). The cost estimate must also describe personnel costs by position and number of labor hours anticipated for the activity or general category of activities. The cost categories to include are:
 - i. Salaries (with overtime)
 - ii. Fringe benefits
 - iii. Operating expenses
 - iv. Contracts
 - v. One-time expenditures
 - vi. Equipment
 - vii. Vehicles
 - viii. Equipment purchased/leased and the anticipated disposal method
- c. A scope of work and project schedule for remaining period of performance that includes a staffing organizational chart identifying the responsibilities of each position.
- d. A copy of scope of work for any contracts used to support Recipient management cost activities.
- e. A copy of the Administrative Plan. The plan must be updated to include Quarterly Progress Report procedures so FEMA can adequately measure progress and the plan of action for closing the award and metrics for the number of projects to be closed per year.
- f. Accurate current quarterly financial and progress reports

FEMA analyzes if costs have been incurred outside of the period of performance date and if the Quarterly Progress Report is accurate at the time of the extension request. FEMA may deny a period of performance extension request if payments have been made outside of the period of performance or if the quarterly financial and progress reports are not accurate.

IX. CLOSEOUT

a. Closeout Withholding

To ensure management costs are closed out in a timely manner, FEMA will withhold three percent (3%) of the Recipient management cost award. FEMA will provide the withheld funding after the Recipient closes the last non-management cost HMGP project.

b. Closeout

Upon completion of the last non-management cost subaward, the Recipient must submit a letter to FEMA, signed by the governor's authorized representative, tribal authorized representative, or an executive with authorized signature authority, certifying that the reported costs were incurred in the management of the HMA award. The letter must include:

- i. A final accounting of eligible management costs. In addition, as cost underruns are identified, the Recipient must submit de-obligation requests to FEMA.
- ii. Confirmation that the Recipient has time and attendance records on file. The actual records do not need to be sent to FEMA; however, FEMA must confirm they are retained.
- iii. A statement confirming that additional supporting documentation for management cost expenditures is available upon request.

The Recipient must liquidate all obligations incurred under the period of performance no later than 120 calendar days after the period of performance expiration, unless FEMA authorizes an extension. FEMA will de-obligate any assistance not liquidated by the Recipient.

- i. A Recipient must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. If the non-federal entity does not submit all reports in accordance with 2 C.F.R. § 200.344, and the terms and conditions of the Federal Award, FEMA must proceed to close out with the information available within one year of the period of performance end date.
- ii. If the non-federal entity does not submit all reports in accordance with 2 C.F.R. § 200.344 within one year of the period of performance end date, FEMA must report the non-federal entity's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently SAM.gov). FEMA may also pursue other enforcement actions per 2 C.F.R § 200.339.



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Eric Forand**

Public Information
Officer
Mark Bosma

**Deputy Director
Stephanie Smith**

**Operations and Logistics
Section**

**Recovery
Section**

**Hazard Mitigation
Section**

**Planning and Preparedness
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**Section Chief
Brett LaRose**

Administrative
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EM Support
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Caroline Paske

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Grants Manager
Laney Knapp

State Hazard
Mitigation Planner
Matt Hand

State Hazard Temp
Steve Libby
Vicky Arthur

Hazard Mitigation
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Max Kennedy**

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Nathan Severance

EM Planner I
Elizabeth Roach

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Hillarie Scott

ICS Instructors
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Bill Baron
Jonathan Scott
Alex Spencer

**Section Chief
Emily Harris**

Regional Coordinators
Taiga Christie
Windham & Windsor
Counties
Sid Pollock
Orange & Washington
Counties
Harry Schoppmann
Addison & Chittenden
Counties
William Jones
Bennington & Rutland
Counties
Zack Borst
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Michaela Foody
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