Central Vermont Regional Planning Commission

Central Vermont Regional Planning Commission Proposal for the Town of East Montpelier LHMP Planning Services

Central Vermont Regional Planning Commission

Cover photo by *Amy Kolb Noyes/VPR*

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Central Vermont Regional Planning Commission

March 13, 2024

East Montpelier Town Office
40 Kelton Road, East Montpelier, VT 05651
Attn: Gina Jenkins, Town Administrator

Re: Local Hazard Mitigation Plan - Request for Proposal (RFP)

Dear Gina,

The Central Vermont Regional Planning Commission (CVRPC) is pleased to respond to the Request for Proposals to update the Local Hazard Mitigation Plan (LHMP) for the Town of East Montpelier and submit the Plan for FEMA approval. CVRPC's ongoing service to your community and familiarity with your Town will result in a more wholistic LHMP update. CVRPC successfully worked with the Town of East Montpelier to update its previous Plan, adopted in December 2019; with demonstrated ability and capacity. We look forward to the opportunity to again assist Town of East Montpelier in the LHMP update and FEMA approval process.

CVRPC has extensive working knowledge and experience with a variety of federally-funded programs, including FEMA's Hazard Mitigation Grant Program and the Building Resilient Infrastructure and Communities (BRIC) program. CVRPC has the systems in place to meet federal requirements and has experience in complementary subject areas that bring a depth of interests together for LHMP development. We work collaboratively with Vermont Emergency Management and FEMA on behalf of municipalities to promote a timely and efficient plan review and approval process. CVRPC is positioned to assist the Town of East Montpelier in the required documentation and tracking of volunteer hours to meet and maximize the in-kind match. We look forward to working with the Town of East Montpelier and have proposed specific tasks in our proposal that can be accomplished by the Town as match activities.

Please direct any questions on this proposal to Christian Meyer at 802-229-0389 or meyer@cvregion.com.

Thank you for your consideration. We look forward to serving you.

Sincerely,
Christian Meyer
Executive Director

Central Vermont Regional Planning Commission

1. ABOUT CVRPC

Formed in 1967, the Central Vermont Regional Planning Commission (CVRPC) works with and for twenty-three municipalities in Central Vermont, including the 20 municipalities in Washington County and three towns in Orange County. CVRPC's mission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. We also work with area non-profits, other regional organizations, and State and Federal agencies.

As one of Vermont's eleven regional commissions, CVRPC is uniquely positioned to coordinate and guide activities between state and local governments. With an annual budget of over $1.8 million, ten staff provide a wide range of services and capabilities to member municipalities. For the Town of East Montpelier's LHMP update, CVRPC's project team will be composed of three core staff. See the **CVRPC Team** section of this proposal for detailed information about the team. Our team is experienced at working together in support of municipal LHMP development. In the last year, CVRPC assisted the Town of Orange, Fayston and Cabot with LHMP updates. We understand how to tailor meetings, public engagement, and project management to successfully and efficiently update the LHMP.

CVRPC will leverage its:

- in-depth understanding of hazard mitigation planning and implementation,
- extensive experience in GIS/mapping, community engagement and meeting facilitation, and
- data gathering informed by local and regional knowledge to assist the Town with a comprehensive update of its LHMP.

Hazard Mitigation Planning
Extensive experience working with municipalities to develop FEMA approved LHMPs. Worked with 20 municipalities to update LHMPs, including the Town of East Montpelier, since 2015. Understands the role of the LHMP in helping municipalities identify and mitigate hazards.

Community Engagement + Meeting Facilitation
Design and facilitate citizen input and stakeholder engagement utilizing various methods and techniques including virtual engagement. Experienced in tailoring strategies to provide meaningful input into the process.

Data Gathering + Analysis
Skilled at gathering and compiling data to inform hazard identification and analysis. Proven experience sourcing data and providing analyses that inform LHMPs.

GIS + Mapping
A leader in spatial and geographic data and utilization of geographic information systems (GIS). Maps guide local hazard mitigation and land use planning decision making.

Project Management
Extensive experience managing federal, state, and municipal contracts ranging from $5,000 to $400,000. Financial and project management systems ensure all contract requirements are met.

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2. PROJECT UNDERSTANDING

Town of East Montpelier is a small-town community with a population of 2,598 (2020 Census) and total area of 32.1 square miles located in Washington County. The 2019 LHMP and multiple field data collection activities provide a solid platform on which to develop a new LHMP.

The Town is seeking LHMP Planning Consultant Services to update a LHMP in compliance with 44 C.F.R. Part 201. The process of developing the plan will align with the steps outlined in the RFP and in the FEMA Review Tool. For estimated dates of completion, CVRPC hours, and cost projections, see the **Summary Table of Project Steps and Cost Projections** section.

CVRPC Experience Working with the Town of East Montpelier

CVRPC has partnered with Town of East Montpelier on a variety of successful projects:

2019: Completed Local Hazard Mitigation Plan
2019: Completed Ash Tree Management Plan
2023: Provided mapping services for zoning and flood hazard areas per town request

These projects highlight CVRPC's working relationship with the Town and the diverse capabilities of the RPC staff.

3. CVRPC TEAM

CVRPC has experience with a variety of federally-funded programs, has the systems in place to meet federal requirements, and has experience in broad subject areas that bring a depth of interests together in LHMP development. CVRPC has a history of working collaboratively and effectively with VEM, FEMA, VTrans, and its twenty-three municipalities toward community resilience with successful grant applications to implement mitigation strategies and actions. CVRPC has successfully assisted communities in grant programs and projects related to emergency management, hazard mitigation, transportation, water quality, brownfields,

municipal planning, among others. Town of East Montpelier has been a primary beneficiary of these efforts and services.

The CVRPC project team for the LHMP update will be composed of:

Christian Meyer, Executive Director
Keith Cubbon, Planner
Sam Lash, Planner
Brian Voigt, Program Manager
Planning Technicians

Professional biographies of each team member are enclosed within.

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Christian Meyer, *Executive Director*

Christian brings over a decade of regional project management experience on state and federal planning initiatives. He was appointed to the role of executive director in 2023. Prior to this professional transition, Christian served as the Senior Transportation Planner with CVRPC.

- Master's Degree in Urban Planning and Public Policy
- 13+ years experience working in housing, conservation, hazard mitigation, transportation and federal and state regional program implementation.

Christian's work has included managing the federal transportation planning process at a regional council of governments in Connecticut, overseeing federal and state planning work, and program development and administration. He has helped draft a regional hazard mitigation plan and plan a local business natural hazard resilience workshop.

At CVPRC he manages the oversees the commission's diverse work program and provides administrative and financial oversight for the organization. He represents our RPC in statewide planning efforts and serves on the governing boards of several partner organizations.

Christian will ensure the availability of resources, help resolve scheduling conflicts, and administer overall quality assurance and quality control on this contract.

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Keith Cubbon, *Planner*

Keith coordinates CVRPCs Emergency Management program and field transportation services. He provides municipal and regional transportation support, assisting municipalities in grant applications both for transportation and for hazard mitigation grant opportunities. He coordinates the Regional Emergency Management Committee and supports the Transportation Advisory Committee.

- 15+ years of team leadership, data management, and community and institutional relationships management
- Earned Post-Baccalaureate Certificate in GIS
- Focus Areas: Data collection/management and public engagement

Keith has 15 years of experience in the energy industry and many years of data collection in the field. He has developed hands on expertise volunteering with non-profit organizations in leadership roles both at the local and regional level, and he is skilled in aiding diverse groups to come together build consensus.

Keith will serve as the *LHMP Update Project Manager,* coordinating CVRPC's project team, ensuring all project milestones and deliverables are met and completed on-time, and serving as the Town's primary point of contact. He will ensure the Town's goals and decisions are incorporated into the LHMP.

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Samantha Lash, *Planner*

Sam coordinates the Region's climate and energy programs to build municipal resilience. She assists municipalities to develop and implement enhanced energy plans and climate action plans, which includes Local Hazard Mitigation Plans.

- 10+ years of team leadership, data management, and community and institutional relationships management
- Earned Master's degrees in Archeology and in Earth, Environmental and Planetary Sciences
- Focus Areas: Municipal resilience and diversity and inclusion

Sam served as a landscape archeologist with Brown University and the University of Vermont's field archeology program. Most recently, she used climate change to understand how local land use and cultural transformed rural landscapes. Her past work in climate change, policy, and operations helps move plans to action.

As a Municipal Resilience Coordinator with The Nature Conservancy (TNC) of Rhode Island, she supported seven municipalities through a Community Resilience Building workshop process. This included assisting the municipalities to identify high priority projects using a combination of screening tools, nurturing stakeholder relationships, analyzing workshop results, and writing reports to support grant applications to take action. Her focus on equity and inclusion guided TNC to include community members from communities on the front lines of climate change impacts.

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Dr. Brian Voigt, *GIS Planner/ Program Manager*

Brian coordinates the Region's Geographic Information System (GIS) program, manages the Clean Water Service Provider program, and is our natural resources planner. He assists municipalities and CVRPC to plan and implement projects and programs involving water and mineral resources, agriculture, forests, and wildlife habitat and habitat connectors; foster a robust working landscape economy; and address invasive species impacts. He leads CVRPC's Clean Water Service Provider (CWSP) effort, water quality programs, and forest integrity work.

- 25+ years of land use planning, natural resource management, and GIS experience
- Doctor of Natural Resources- UVM
- Focus areas: Data literacy, integration, utilization, and display

Brian has worked extensively with municipalities to utilize GIS to update LHMPs, to create web-based municipal maps, and to develop maps that inform and integrate into local plans. Brian has been making improvements to our overall GIS mapping ability and has recently begun creating all of our maps with color schemes that increases accessibility for those with color vision deficiencies.

Brian will perform all spatial analysis and create customized digital and paper LHMP maps.

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Planning Technicians

Planning technicians receive close oversight from experienced staff and are deployed when possible for data collection and in early drafting and outlining. These are usually college students or recent college graduates beginning their careers in the field of planning. They bring great enthusiasm and help the CVRPC efficiently deploy staffing resources where needed, providing the best value to municipalities.

- Training next generation of planners
- Bring state of the art training from their recent academic experiences
- Focus Areas: Data collection and public engagement

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4. RELEVANT PLANNING SKILLS + EXPERTISE

The Central Vermont Regional Planning Commission has successfully worked with its 23 municipalities to develop FEMA-approved LHMP's since 2003. Initially, CVRPC developed a regional, multi-jurisdictional Plan with municipal annexes. Since 2008, CVRPC has worked with its member municipalities to transition to single jurisdictional LHMPs with updates every five years. The transition to single jurisdictional plans allowed municipalities more flexibility with plan updates and allowed CVRPC to be nimbler in responding to requests for assistance.

Hazard Mitigation Planning Services

2023-2024: Cabot, Waitsfield, Barre City, & Waterbury

2022-2023: Fayston & Orange (*LHMPs under VEM review*)

2019-2021: Completed LHMPs Marshfield, Montpelier, and Calais LHMPs simultaneously

2013-2023: Full update services provided to 19 municipalities

2013-2023: LHMP assistance provided to 22 towns; as needed mapping services, guidance and assistance with plan elements, and/or adoption assistance provided to Barre City, Duxbury, East Montpelier, and Plainfield, Orange, & Fayston

CVRPC is highly qualified, with a proven track record to provide the Town of East Montpelier with consultant services to update the 2018 LHMP. CVRPC's local and regional knowledge, its use of templates and tools to reduce the work burden on volunteers and allow municipalities to focus on policy and strategy development, and its willingness to customize services and tools to local needs results in a best-fit product and planning process for each municipality.

Ongoing collaboration with VEM and FEMA and open dialogue with State and Federal reviewers has resulted in CVRPC Plan submittal with quick turn around and limited revisions, if any. CVRPC completed a draft LHMP with the Town of Woodbury in six weeks. FEMA approval was received in a record three months from project initiation. The effort – described as a "one-and-done" review by State staff – relied on continued coordination and communication between CVRPC and VEM staff throughout the project. The accelerated timeline ensured Woodbury retained a previously-awarded FEMA grant to buy out a frequently flooded property in its village center.

CVRPC actively encourages professional development and training of its staff. CVRPC keeps updated on the latest changes to the FEMA requirements and the areas of emphasis in plan development for robust Plans. Professional development workshops and trainings also provide

a valuable forum to share ideas, best-practices, and strategies used by others so that CVRPC's work always represents best practices.

CVRPC's day-to-day relationship with its member municipalities, including the Town of East Montpelier, means our staff will continue to be available after the Plan update is complete to assist the Town with Plan implementation. For example, CVRPC assisted the Town of Calais to update its LHMP in 2021. Subsequently, CVRPC worked with the Town to develop and submit a Building Resilient Infrastructure and Communities (BRIC) grant to implement mitigation actions in the LHMP. CVRPC's extensive experience analyzing project components and building funding packages helps to leverage limited municipal resources.

CVRPC's most recent and relevant experience with grant funded projects, focused on hazard mitigation, and particularly funded by FEMA or Vermont Emergency Management are noted in the ***Hazard Mitigation Planning Services*** textbox on the previous page and below.

Recent Local Hazard Mitigation Plans (2017 to present)

Recognizing the multiple benefits of having an adopted LHMP, CVRPC has served as the consultant for individual municipalities to develop their Plan. Similar to the RPC's work with the development of the 2019 Town of East Montpelier LHMP, CVRPC has been responsible for:

- facilitating Planning Team meetings to review the plan process, rank hazards, and develop mitigation strategies and actions;
- drafting plan text based on municipal goals and decisions;
- updating data and developing/customizing maps to incorporate the latest information;
- assisting with community engagement to gather input on hazards and feedback on the draft plan; and
- coaching municipalities through State and FEMA reviews and LHMP adoption.

CVRPC's LHMP work demonstrates local understanding and familiarity with municipal planning processes, working collaboratively with local and State partners, and understanding the federal LHMP process and requirements. See below for a table listing recent LHMPs, demonstrating CVRPC's ability to continually evolve, build on our knowledge, and assist municipalities.

Town	Past Experience - Unique Aspects	Contact
Montpelier (2021)	Coordinated LHMP Committee with 10+ members across multiple City departments. Worked with Committee to ensure update process aligned with Community Rating System (CRS) requirements to achieve CRS points.	Cameron Neidermayer Assistant City Manager*
Calais (2021)	Successfully worked with Planning Committee to develop and adopt LHMP via virtual platform.	Denise Wheeler Select board Chair 802-456-8730
Marshfield (2021)	Successfully worked with Select board that had limited capacity to develop and adopt LHMP within 6-month timeline via virtual platforms.	Bobbi Brimblecombe Town Clerk 802-426-3305
Plainfield (2020)	Draft plan developed by Town. CVRPC assisted Town to address comments received through State review.	Sasha Thayer Former Select board Chair 802-454-1131
East Montpelier (2019)	Town Administrator started the Plan, then experienced time constraints. CVRPC brought plan to completion and carried it through the adoption process.	Bruce Johnson Town Administrator*
Washington (2019)	Adapted to Town's need to utilize phone calls rather than virtual platform for meetings at the start of COVID-19 pandemic.	Harry Roush Assistant Town Clerk*
Woodbury (2019)	Successfully advocated to the State to include lack of cell service as a hazard at the Town's request. Used online document sharing to facilitate multi-party access to draft Plan for text development and information sharing. Completed draft plan in six weeks to meet Town's needs.	Michael Gray Former Select board Chair 802-456-1983
Worcester, Middlesex (2018)	Towns requested basic plan to meet Federal requirements. CVRPC focused plan on transportation infrastructure, the Towns' greatest need.	Katie Winkeljohn Worcester, 802-223-6941 Sarah Merriman Middlesex, 802-223-6915

*-Designates that contact employee is no longer with the municipality

Local Hazard Mitigation Plan (LHMP) update 2020

Hazard mitigation is any action that reduces or eliminates long-term rish to people and property from disasters and their impacts.

The goals of the hazard mitigation plan are to:

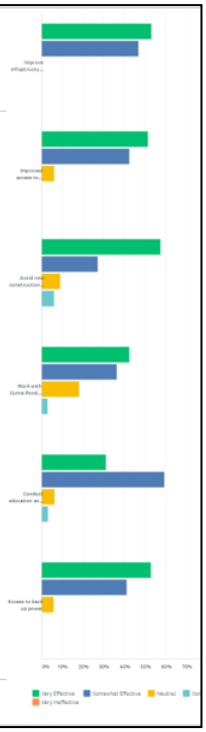
- Reduce or eliminate threats to life and property,
- Ensure that a comprehensive review of all possible activities and mitigation measures is conducted so that the most appropriate solutions will be implemented to address the hazard,
- Ensure that the recommended activities meet the goals and objectives of the community, are in coordination with land use and comprehensive planning, do not create conflicts with other activities, and are coordinated so that the cost of implementing individual activities are reduced,
- Solve repetitive problems,
- Build public and political support for activities and projects that prevent new problems and reduce losses.
- Build a constituency that sees the plan's recommendations implemented.

A hazard mitigation plan can help the community understand how natural hazards impact the immediate environment and aid with development siting and design to limit damages from natural hazards.

Having a Local Hazard Mitigation Plan makes towns eligible for FEMa grants such as the Hazard Mitigation Grant Program, Flood Mitigation Assistance, and the Pre Disaster Mitigation Competitive Grant.

LHMP Webpage, City of Montpelier

Q4: How effective would the following actions be in reducing or eliminating the risk of future damages?



50% or more think that these actions would be very effective:
- Improve infrastructure
- Improve access to broadband
- Avoid new construction in areas subject to flooding/erosion
- Access to back up power

- 42% think working w/ Curtis Pond Assn would be very effective
- 31% think education and awareness programs would be very effective
- Other
  - Fixing Curtis Pond Dam
  - Removing overhanging branches/trees along roads that could cause harm during excessive wind/rain
  - Emerald Ash Borer mitigation

Takeaways:
- Think about mitigation actions around these topics

Powered by SurveyMonkey

LHMP Survey Summary, Town of Calais

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Emergency Management Services (2013 to present)

CVRPC provides annual services to Vermont Emergency Management (VEM), Department of Public Safety at the local and state level. Funding is provided through the federal Emergency Management Performance Grant (EMPG) for training and planning activities and a Memorandum of Agreement for disaster response.

CVRPC provides assistance with multiple phases of emergency management: Mitigation, Preparedness, Response, and Recovery. CVRPC works with municipalities to *mitigate* the impacts of disasters by reducing a community's vulnerability through actions such as drafting flood plain regulations and strengthening infrastructure. CVRPC supports communities with *preparedness* activities, like helping local Emergency Management Directors/Coordinators (EMD/EMC) understand and implement their duties, and organizing trainings for municipal officials and volunteers, or assisting with Continuity of Operations Plans and Local Emergency Management Plans (LEMPs). CVRPC provides disaster *response* staffing to the State Emergency Operations Center (SEOC) to build situational awareness and link local communities to response programs. We support community *recovery* through development and implementation of strategic recovery plans. These activities give CVRPC a unique understanding among consultants about community needs. We leverage this knowledge for LHMP development.

Finally, CVRPC has the unique ability to work with municipalities to move their LHMP mitigation strategies to implementation. CVRPC assistance continues after the LHMP is adopted through an array of programs – land use, transportation, emergency management/ climate change, natural resources, GIS/mapping – designed to ensure municipalities successfully move their plans to actions.

Contact: Harry Schoppman, VEM Emergency Management Regional Coordinator
802-585-5387

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5. PLAN OF IMPLEMENTATION

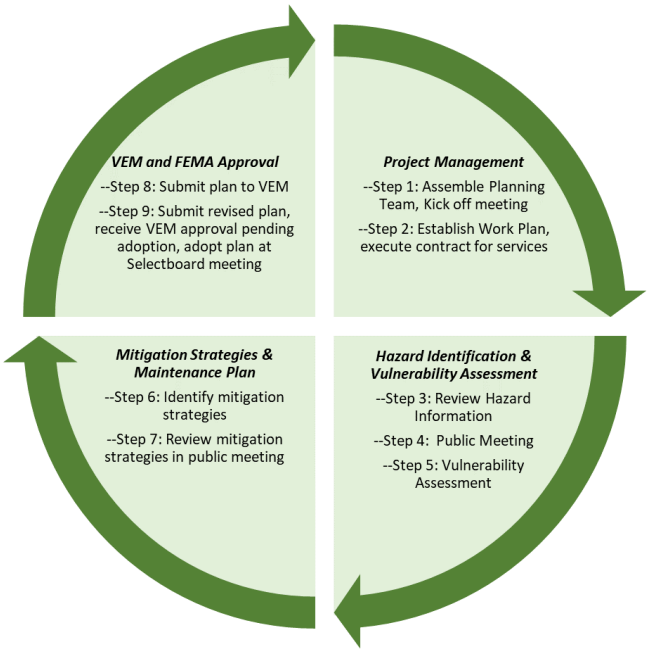
For the purposes of this proposal, the term "*Planning Team*" denotes either the Select Board or a Planning Team made up of stakeholders. The Planning Team is based on the Town's capacity.

CVRPC anticipates that meetings will take place in a hybrid fashion unless otherwise requested by the Town. During development of the final work plan, CVRPC and the Town will identify which meetings will be held with the Planning Team, Planning Commission, Select board, etc. as these are local decisions. For estimated dates of completion, consultant hours, and cost projections, see the **Section 6: Summary Table of Project Steps and Cost Projections**.

Important Stakeholders to Engage in LHMP Process

- Road Supervisor
- Fire and Ambulance personnel
- EMD
- Planning Commission
- Select Board
- School principals
- Local and regional agencies, commissions and committees
- Town of East Montpelier residents
- Neighboring communities (Warren, Northfield, Fayston, Duxbury, and Moretown)

Work of the Planning Team and other volunteers on the Plan update and planning process will be tracked for in-kind match using an easy-to-use form provided by the CVRPC at the kick off meeting. Each individual will report separately their hours and costs throughout the performance of the grant. This assists the Town to track and maximize in-kind hours towards its required match.



The following pages describe how CVRPC will work with the Town through the four phases of the LHMP update process, including eight steps FEMA looks for when reviewing LHMPs.

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PHASE 1: PROJECT KICKOFF

CVRPC will assemble the Planning Team, review the LHMP planning process, and confirm what outreach strategy is desired by the Town. This phase will include a **kick off meeting** with Town stakeholders. CVRPC will work with the Town to **determine outreach methods** (survey, public webpage, meetings, etc.).

Virtual Outreach Strategies

- Article/press release announcing update process in town newsletters/social media
- Survey Monkey
- Poster boards outside designated locations with QR code to link to survey, or paper survey
- Survey using ArcGIS online allowing residents to place "pins" on areas of concern
- Post meeting links to Front Porch Forum, town websites, and CVRPC weekly news blasts

CVRPC will work with the Town to **modify the work plan, deliverables timeline, and roles and responsibilities**, for incorporation into the contract for services.

CVRPC Contracting Experience

- Well versed in the Federal and State pass through provision and assurances that are customary with FEMA awards.
- Adheres to the policies regarding conflicts of interest, equal opportunity, non-discrimination, retention of and access to records, and audit requirements.
- Registered with SAMS.gov and has an active UEI.

PHASE 2: HAZARD ASSESSMENT AND IDENTIFICATION

CVRPC will work with the Planning Team to review information on natural hazards and man-made hazards based on best available data. This phase will result in **1) hazards identification; and 2) a presentation to Planning Team.**

Hazard Assessment Data Sources

- National Center for Environmental Information (NCEI)
- FEMA Declared Disasters
- 2018 State Hazard Mitigation Plan
- Vermont Dam Safety Program
- National Flood Insurance Program
- Town records
- Community knowledge

CVRPC engages with each Planning Team member to rank hazards in a table format to provide an easy to understand, quantitative ranking. See image below for a partial example of this table.

Table 7: 2021 Montpelier Hazard Table							
Hazard Impact	**Probability**	**Potential Impact**					**Score***
		Infrastructure	Life	Economy	Environment	Avg.	
Snow	3.7	2.4	2.1	1.6	1.6	1.9	**7.7**
Inundation Flooding	2.6	2.9	2.6	2.4	2.3	2.5	**7.6**

Following hazard identification, CVRPC will work with the Planning Team to conduct a **vulnerability assessment**. The purpose of a vulnerability assessment is to identify the extent of each hazard and impacts associated with that hazard, ranging from economic impacts and life safety to infrastructure impacts. See textbox for what the vulnerability assessment will examine. This phase provides opportunity for Planning Team members to consider any changes in development, progress in local mitigation efforts, and changes in priorities that would affect potential hazard impacts, and incorporate local knowledge and information to strengthen the plan.

Vulnerability Assessment

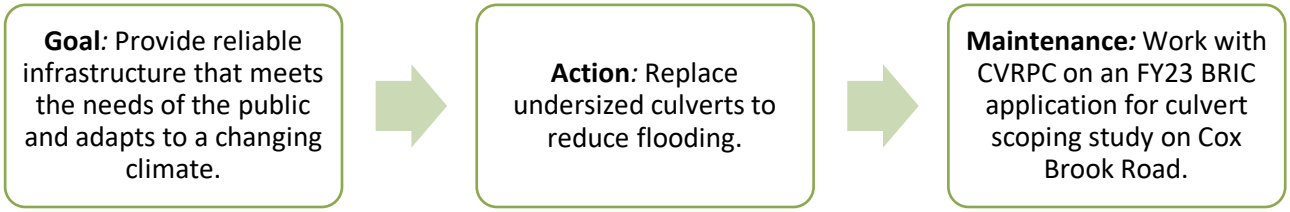
The assessment will include evaluation of historical data, consideration of changes in climate trends, and stakeholder feedback while performing the assessment by examining:

- Frequency of occurrence (probability of hazard occurring)
- Infrastructure impacts (effects on roads, bridges, structures, homes)
- Life safety issues (health and welfare of population)
- Economic impacts (direct recovery costs to municipality and residents)
- Environmental impacts (effects to municipal operations and environment)

PHASE 3: MITIGATION STRATEGIES AND MAINTENANCE PLAN

This phase will involve working with the Planning Team to develop draft mitigation strategies for the LHMP. A mitigation strategy includes: 1) Mitigation goals for the next 5 years; 2)

Mitigation actions that align with these goals; and 3) Maintenance plan to ensure the Plan remains relevant to municipal goals. See graphic on next page for example.



Mitigation Strategy= Goals, Actions, and Plan Maintenance

CVRPC and the Planning Team will review the previous LHMP mitigation strategies and actions, noting completed actions, actions that are no longer a priority, or actions that should be carried forward in the updated Plan. CVRPC will **present draft mitigation actions in a public meeting** (Planning Team or Select board).

Information to Inform Mitigation Strategy

- Town officials
- Town studies, inventories
- Annual Town Reports
- Capital Improvement Plans
- Damage assessments
- Public Input
- Mitigation strategies from other communities with similar vulnerabilities

To develop a **maintenance plan** that provides a framework for the next 5 years**,** CVRPC and the Town will consider the Town's capacity and assistance available from CVRPC and other entities over the next 5 years to monitor progress towards mitigation actions and strategies.

PHASE 4: PLAN ADOPTION PROCESS

CVRPC will work closely with Planning Team, VEM, and FEMA reviewers during the Plan review process to ensure compliance with FEMA standards and requirements. This will include:

- Submitting draft plan to VEM for review,
- Working with the Planning Team to address VEM comments/edits,

- Publishing a draft LHMP for public comment and distributing it to neighboring municipalities,
- Gathering public comments and incorporating them into the Plan,
- Submitting a revised draft LHMP and Review Tool to VEM (VEM issues further comments, or issues Adoption Pending Approval (APA)), and
- Assisting the Town with adoptions of the LHMP, submitting it to VEM for Final Approval (VEM notifies notifying FEMA of the approval), and
- Sending the final FEMA Approved Plan, final Plan Review Tool, and formal FEMA letter to the Town.

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6. SUMMARY TABLE OF PROJECT STEPS AND COST PROJECTIONS

COST PROPOSAL

Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
1. Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.	Executive Director	$140	2	$280		Contract oversight throughout project	Kick Off meeting participation and coordination; and review and confirm of education outreach strategy.
	Planner	$102	4	$510		Kick off meeting	
	Planning Tech	$43	0	$0			
	GIS Planner	$112	0	$0			
	Task Subtotal		*6*		*$688*		
2. Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.	Executive Director	$140	0	$0		Finalize workplan; Select board meeting as needed	Work Plan development and Contract preparation and execution.
	Planner	$102	8	$816			
	Planning Tech	$43	0	$0			
	GIS Planner	$112	0	$0			
	Task Subtotal		*8*		*$816*		
3. Review information on natural hazards and on man-made hazards based on best available data.	Executive Director	$140	0	$0		Review data analysis; planning team meeting Research & data gathering; planning team meeting	Research, identification, and prioritization of hazards; and meeting with consultant.
	Planner	$102	8	$816			
	Planning Tech	$43	10	$430			
	GIS Planner	$112	0	$0			
	Task Subtotal		*18*		*$1246*		

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Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
4. Review hazard data in one public meeting.	Executive Director	$140	0	$0			Organization, notification, and publicity for public meeting event; development of public meeting materials and public engagement tools; meeting logistics; attendance and active participation at public meeting; compilation of public comments and meeting summation.
	Planner	$102	4	$408		Public meeting preparation & participation	
	Planning Tech	$43	5	$215		Public meeting preparation & participation	
	GIS Planner	$112	0	$0			
	Task Subtotal		*9*		*$623*		
5. Complete vulnerability assessment to quantify the extent of each hazard.	Executive Director	$140	0	$0			Engage in and assist with completion of vulnerability assessment and prioritization; review draft Plan text; meeting with consultant.
	Planner	$102	14	$1428		Review plan text; planning team meeting	
	Planning Tech	$43	8	$344		Draft plan text; planning team meeting	
	GIS Planner	$112	10	$1,120		Planning team meeting & map development/revisions	
	Task Subtotal		*32*		*$2,892*		
6. Identify mitigation strategies.	Executive Director	$140	0	$0		Provide knowledge for strategies	Review and update status of 2015 mitigation strategies; develop and prioritize new strategies for next 5 years; draft and finalize Action Plan; review and draft text for town capabilities and capacity, goals, and integration with other town plans and regulations.
	Planner	$102	8	$816		Develop mitigation strategies; evaluation/prioritization methodology; planning team meeting; draft plan review	
	Planning Tech	$43	4	$172		Draft text	
	GIS Planner	$112	0	$0			
	Task Subtotal		*14*		*$988*		

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Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
7. Review mitigation strategies in a public meeting.	Executive Director	$140	0	$0			Organize, coordinate and hold public outreach event on mitigation strategy; develop and warn notice and publicize event; event logistics; materials development; notes; documentation of volunteer hours; documentation and compilation of public comments and event summation notes.
	Planner	$102	4	$510		Public meeting preparation & participation	
	Planning Tech	$43	3	$172		Public meeting preparation	
	GIS Planner	$112	0	$0			
	Task Subtotal		*7*		*$537*		
8. Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	Executive Director	$140	3	$420		Quality assurance/control of draft plan	Update & develop Community Profile; help develop process for Plan evaluation, maintenance, annual review, monitoring, and update; provide review of Plan drafts; publicize & distribute draft Plan for public comment; and assist with Plan revisions and public comments.
	Planner	$102	8	$816		Review text; Selectboard meeting participation; plan submission	
	Planning Tech	$43	0	$0		Draft text	
	GIS Planner	$112	0	$0			
	Task Subtotal		*9*		*$1,236*		

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Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
9. Submit revised plan to FEMA, revise if necessary, and adopt plan.	Executive Director	$140	0	$0		Review Plan revisions as needed; plan submission; assist with adoption process Plan revisions as needed; compilation of final document	Assist in addressing any review comments; review final Plan; warn, publicize and hold public hearing on Plan adoption; provide documentation of Plan adoption.
	Planner	$102	4	$510			
	Planning Tech	$43	0	$0			
	GIS Planner	$112	0	$0			
	Task Subtotal		*4*		*$408*		
Project Total			**107**		**$9,434**		

NOTES:

a. Town In-Kind Activities based on CVRPC's previous municipal LHMP experience. CVRPC will provide a FEMA-compliant form to assist the Town to document how it met its match requirement.

b. Should the Town be unable to complete its in-kind match activities, CVRPC could complete those activities for an additional fee.

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7. LHMP UPDATE TIMELINE

Phase	Tasks	June-24	Aug.-24	Sep.-24	Oct.-24	Nov.-24	Dec.-24
1	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.						
2	Establish work plan with deliverables, timelines for completion, and confirmed roles and responsibilities.						
3-4	Review information on natural hazards and on man-made hazards based on best available data. Review hazard data in one public meeting.		Public meeting				
5	Complete vulnerability assessment to quantify the extent of each hazard.						
6-7	Identify mitigation strategies. Review mitigation strategies in a public meeting.			Public meeting			
8	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	Work on draft text will occur throughout this period			Submittal & VEM review	Revise as needed	
9	Submit revised plan to FEMA, revise if necessary, and adopt plan.					Submittal & FEMA/VEM review	Adoption & final FEMA approval

NOTES:

a. CVRPC will try to move the timeline forward as much as possible to try and expedite the town LHMP to increase the town ERAF score.
b. Tasks are expected to be completed before the end of the grant award unless matters occur outside of the control of CVRPC. The above timeline requires Planning Team to be fully engaged and working diligently with the Consultant. Dates are estimates if possible staff will try to complete faster than timeline given. Delays may occur due to unforeseen scheduling conflicts.