

April 24, 2025



Muni Mornings

Preparing for Summer Storms

Kathleen Ramsay, Municipal Operations Specialist
Vermont League of Cities and Towns

A Major Storm and/or Flooding is in the Forecast: Be Prepared for the Emergency



- Review your Local Emergency Management Plan (LEMP).
- **Contact your Emergency Management Director** – confirm availability for the anticipated duration of the event and discuss plan for information sharing between Vermont Emergency Management and other state agencies, local public safety, public works personnel and administrative personnel, elected officials and the public.



Be Prepared for the Emergency - continued

- **Develop/review communications plan for the event** including spokesperson and distribution outlets and formats.

Consider publishing an **e-newsletter** for your residents for routine matters – this form of communication will be invaluable to get updates out during an emergency.

Post updates on emergency response and recovery on the **Town's website** – make the updates easily accessible from the home page.



Be Prepared for the Emergency - continued



- Identify location for **Emergency Operations Center** (EOC), if needed.
- Identify location and parties responsible for **Emergency Shelter**, if needed.
- **Verify availability** of police, fire, emergency response, highway, water and wastewater personnel.

Be Prepared for the Emergency - continued

- Plan strategy for **volunteer management**. Consider designating one person/agency as the volunteer coordinator. The State of Vermont also offers a volunteer portal for storm recovery, vermont.gov/volunteer, where volunteers can register to help other Vermonters in times of need.
- Consider partnering with **Waze** to provide travelers with up-to-date navigation, see VLCT's How to Create a Waze Cities Account.





Department of Public Safety

Vermont Emergency Management

State of Vermont

Agency of Transportation

Although every storm does not result in a disaster declaration making repairs eligible for reimbursement, it is important to document damages and repairs if funding does become available.

It is not unusual for a disaster declaration to take several days, weeks or months!



Document all damages. Immediately photograph and label, measure (in linear feet/cubic yards), and record all damages your organization or community experienced, including costs related to responding to the event (municipal labor, equipment, materials, and volunteer hours, equipment and materials). The more documentation you capture, the easier it will be to present a detailed narrative to the Federal Emergency Management Agency (FEMA) and secure reimbursement from its Public Assistance (PA) Program.

Document! Document! Document!

FEMA's PA website, provides detailed information on the program and potential applicants are strongly advised to check FEMA's website for the most up-to-date guidance. For previous disasters, information required for documentation of damage and repair included:

- **Number** - assigning a number for each site is suggested for ease of tracking
- **Location** – be specific as possible, include road name, distance from nearest intersection or landmark. GPS Latitude/Longitude will be required for reimbursement and can be obtained after the event.
- **Date Damaged**
- **Description of Damage**
- **Photograph damaged sites from multiple angles**



Document! Document! Document!

Required documentation – continued

➤ Cause of Damage

➤ Debris Removal and Emergency Repair Measures – For each site note:

- **Labor** – employee/contractor/volunteer name and hours;
- **Equipment** – municipal/contractor/volunteer equipment used and hours;
- **Supplies and materials used**, whether purchased, on-hand and/or donated.
- **Volunteer hours and equipment should be tracked** – these donations can be used toward the Town's match for FEMA grant funds.



FEMA & Federal Highway Administration (FHWA) Funding Differs!



Federal Aid Highways. CAUTION: Funding for repair of damage to Federal Aid Highways differs from FEMA's Public Assistance Program. Check the Vermont Agency of Transportation's Federal Aid Highway Maps on the [Vermont Agency of Transportation's website](#) and contact your [District Transportation Administrator](#) in advance of the repair of damage on Federal Aid Highways!

Buildings, Equipment & Facilities



Buildings, Equipment & Facilities – collect all of the above information **AND**, if insured through the VLCT Property & Casualty Intermunicipal Fund (PACIF), contact us to file a claim through the online portal at <https://www.vlct.org/report-claim/report-claim> or 800-649-7915.

Providing prompt notice and maintaining close communication with adjusters can shorten the amount of time it takes to receive payment for covered losses.

Attend Vermont Emergency Management's Applicant Briefing

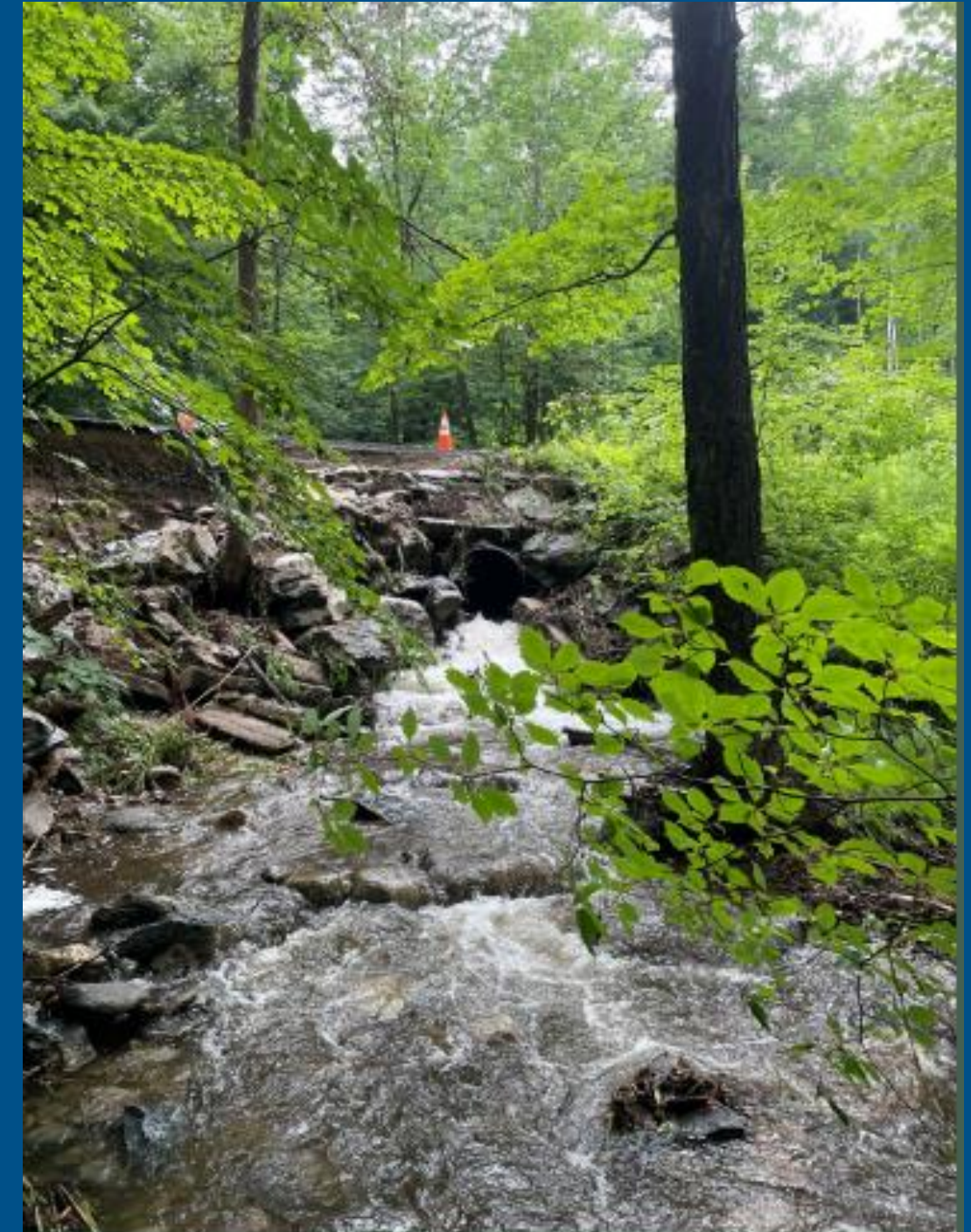


If a disaster is declared, Vermont Emergency Management (VEM) will hold a briefing for all Applicants interested in securing reimbursement through PA.

This briefing will contain information around key deadlines to keep in mind for your recovery process. Check [Vermont Emergency Management's Flood Resources](#) page for information about Applicant briefings.

Pro Tips!

- **Keep notes on each site as you go!** You have a lot on your mind – taking notes during the emergency will make your life easier now and when submitting requests for reimbursement!
- **Take pictures of damage before repairs are made and label them with the GPS coordinates.**
- **Make regular contact with your Town's Emergency Management Director (EMD).** The EMD will share this information with Vermont Emergency Management to support the declaration of an emergency, both locally and statewide, which is needed to make the event eligible for FEMA Funding.
- **Include everything!** Include everything you can think of in your damage assessments, even if you think FEMA won't cover it. Let FEMA be the ones to decide that. Also, it is much easier to drop things from an application than it is to add them later.
- **"Iffy" Projects** – Include them. They will not jeopardize other projects. And...they might get funded!
- **Take Care of Yourself!** You are essential to storm response and recovery efforts!



Planning Ahead for Emergency Events

- ❖ The Local Emergency Management Plan (LEMP) should be updated after Town Meeting and before June 1. There are updated requirements for the LEMP in 2025.
- ❖ **Maximize eligibility for reimbursement from the State's the Emergency Relief and Assistance Fund (ERAF)** which provides State funding to match FEMA Public Assistance (PA) after federally-declared disasters. The State of Vermont contributes an additional 7.5% toward the costs. For communities that take specific steps to reduce flood damage the State will contribute 12.5% or 17.5% of the total cost.
 - 12.5% - eligible communities have adopted four mitigation measures: National Flood Insurance Program; Town Road and Bridge Standards; Local Emergency Management Plan; and Local Hazard Mitigation Plan.
 - 17.5% - eligible communities also Protect river corridors from new encroachment; or Protect flood hazard areas from new encroachments and participate in the FEMA Community Rating System. ERAF 17.5% Criteria.

Planning Ahead for Emergency Events

- **Adopt federal-fund-compliant policies for procurement & conflicts of interest.** Sample policies are available on VLCT's Flood Recovery Page, <https://www.vlct.org/topics-all/flood-recovery>.
- **Consider entering into prepositioned contracts** for emergency repair work. *"[t]he use of prepositioned contracts allows applicants to conduct a deliberate procurement process outside of the pressure and immediate demands of a disaster. It also helps to ensure that applicants have contractors ready to perform work quickly after an incident occurs when needed most."* Contact VLCT's Municipal Operations Support Team's Project & Funding Specialist for additional information about this important tool.
- **Develop federal-fund-compliant contract documents.** Coming soon! VLCT Staff is in the process of updating sample contract documents to reflect recent changes in federal contracting requirements. Updated documents will be posted on VLCT's Flood Recovery Page, <https://www.vlct.org/topics-all/flood-recovery>.
- **Review cash on hand and reserves.** Reimbursement from FEMA, if any, can take more than a year to receive: will you have funds on hand to pay for repair expenses? If not, be prepared to contact your banking institution and VLCT's Government Finance Specialist to discuss available options.

Muni Mornings – Preparing for Summer Storms

Idea Exchange on Preparing for Emergency Events

- **Suggestions & thoughts from attendees:**
 - Create a Damage Assessment Team to help photograph and document damage.
 - Check your community's **Emergency Relief and Assistance Fund (ERAF)** reimbursement percentage, visit the State of Vermont's Flood Ready website, https://floodready.vermont.gov/assessment/community_reports#Flood. Scroll down to "Expanded Community Report" and select your community's name from the drop-down menu:

Expanded Community Report

Flood risk data, ERAF mitigation actions and dates, and status of plans.

Community: ▼

Muni Mornings – Resources for Preparing for Summer Storms

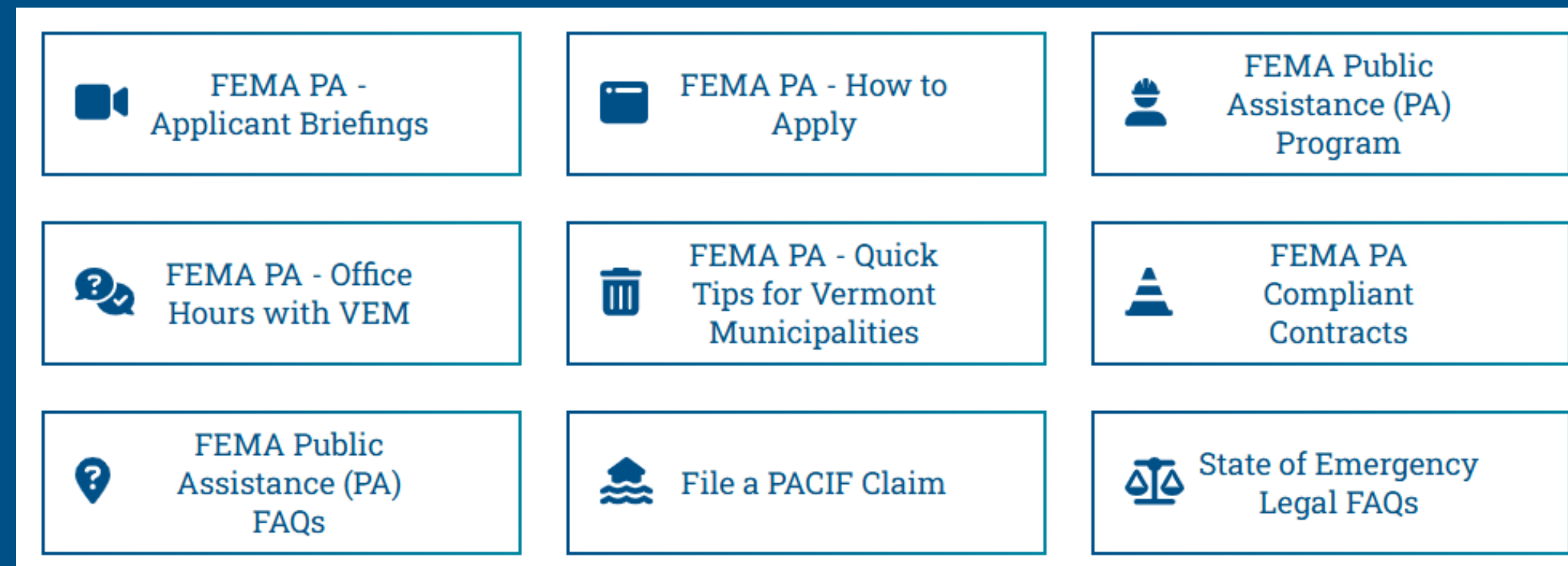
- A Major Storm and/or Flooding is in the Forecast: Be Prepared for the Emergency
- VLCT Tips for Documenting Disaster Response for DPW & Public Safety Personnel
- A Few Funding Tips for Disaster Response



Muni Mornings – Flood Response Resources



VLCT's Flood Recovery Page, <https://www.vlct.org/topics-all/flood-recovery>, provides complete information about FEMA's Public Assistance Program, (USDA), Emergency Relief Program for Federal-Aid Highways (FHWA), and filing claims with PACIF.



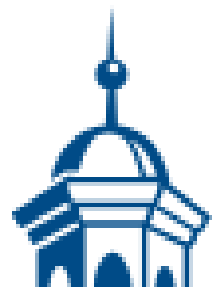
Muni Mornings - Thank You!

Thank you to Vermont Emergency Management, VLCT's Municipal Operations Support Program and VLCT PACIF staff for providing the technical expertise and resources used to develop this document.



Department of Public Safety

Vermont Emergency Management



Vermont League
of Cities & Towns

Municipal Operations Support

PACIF

Questions?

Contact the Municipal Operations Support Team!

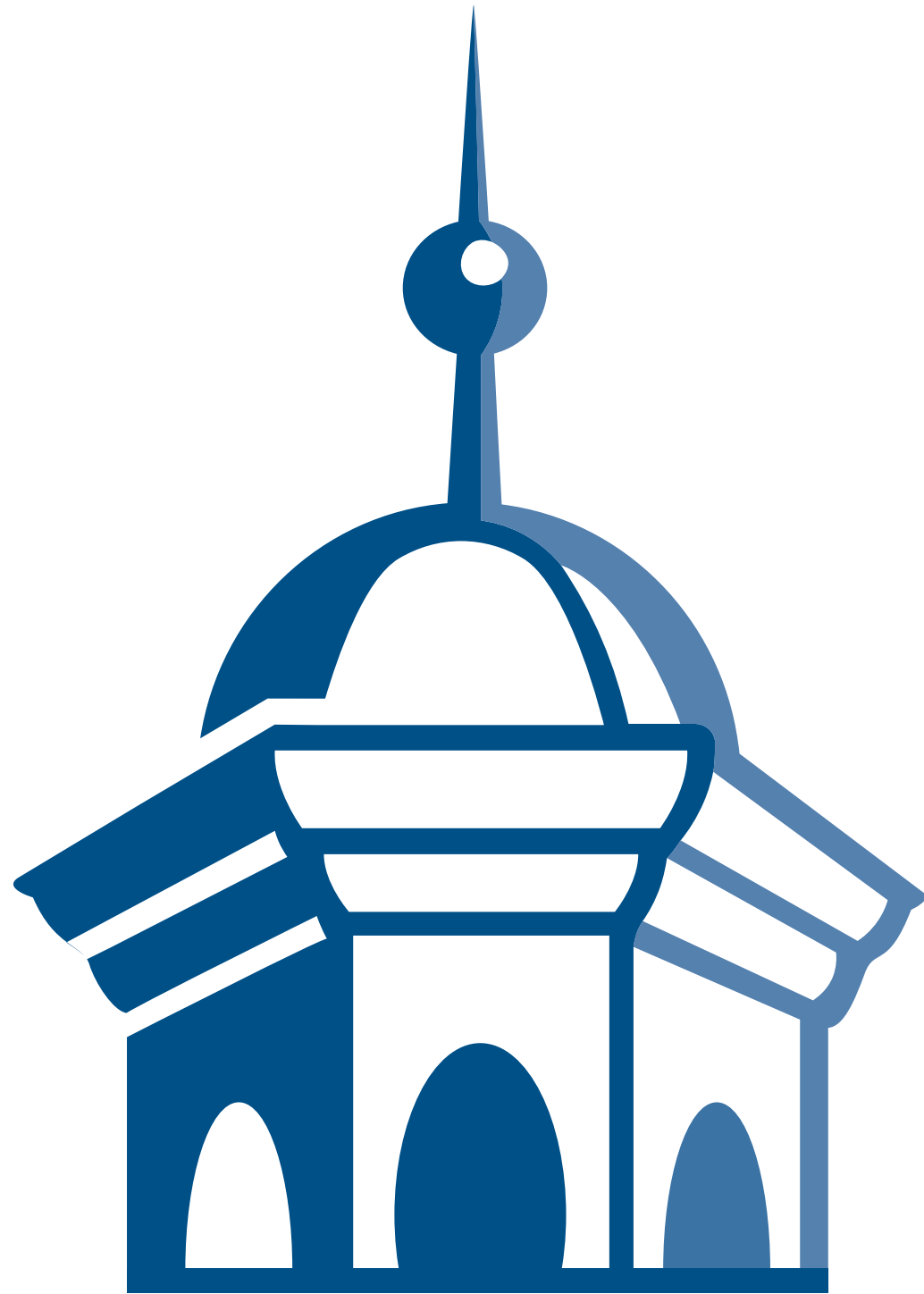
Our team has specialists in:

- Project Development & Financing
- Government Finance
- Municipal Operations

Find us: <https://www.vlct.org/municipal-operations-support>

Contact us: info@vlct.org or [Ask A Question](#)





ARPA reporting is due by April 30, 2025

EVERYONE MUST REPORT

**THE PORTAL IS OPEN NOW AND EVERYONE MUST REPORT
EVEN IF YOU HAVE SPENT ALL YOUR ARPA FUNDS - NO
EXCEPTIONS**

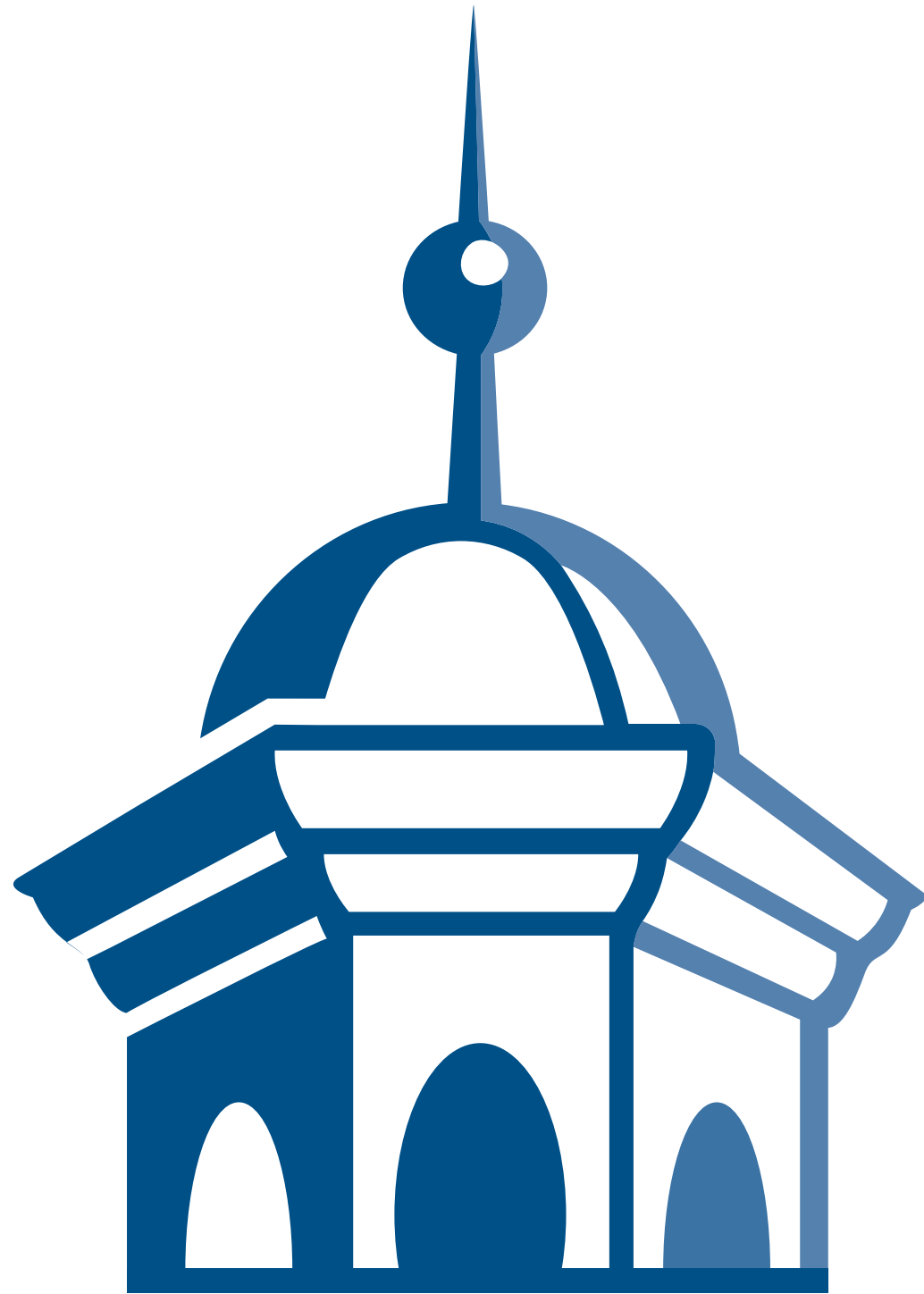
Link to Treasury's reporting portal:

<https://portal.treasury.gov/compliance>

[HELP: ARPA Reporting](#)

[HELP: Accessing Treasury's Reporting Portal](#)

[ARPA FAQs](#)



VLCT Announcements!

PACIF Board Vacancy – Nominate a qualified local official before May 9,

<https://www.vlct.org/news/pacif-seeks-board-member-nominations-1>

PACIF's Commercial Motor Vehicle Operations

Manual is fully revised to help members handle complex federal regulations,

<https://www.vlct.org/handbook/commercial-motor-vehicle-operations-manual-municipalities>.

VLCT's online store, <https://www.vlct.org/store> – The central location for all on demand recordings of our trainings, which are FREE throughout 2025.

Next Up!



Muni Mornings

- **Hiring your First Town Administrator or Administrative Assistant to the Selectboard**
 - **Monday, May 19th**
- **Highway Hiring – Focus on Commercial Motor Vehicle (CMV) Operations Manual & Attracting Applicants – Thursday, June 26th**

Thank you to our Business Alliance Program Sponsors!



Sponsored by [Acrisure](#), VLCT's exclusive broker partner in providing life and disability insurance and health insurance advisory services to participating VLCT members.



ESTABLISHED 1975

