2022 HSGP, OPSG, NSGP
APPLICATION CHECKLIST

To be completed by DPS staff
Official Grantee Name (applicant):

☐ State Homeland Security (SHSP) ☐ Operation Stonegarden Grant Program (OPSG) ☐ Nonprofit Security Grant Program (NSGP)
☐ Denied: Reason for denial: _____
☐ Follow up needed: yes / no
☐ Follow up completed: Initials: _____ Date: _____ Comments:
☐ Date application is complete: _____

Completion Checklist To be completed by DPS staff
Official Grantee Name (applicant):

	Complete? (initials or N/A)	Comments
Official Grantee Federal Tax ID (without dash or space):		
Official Grantee DUNS # (without dash or space):		

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Official Grantee DUNS # Expiration Date:		
The applicant must not be listed on the suspended and debarred list		
The applicant must not be listed on the DPS Restricted Parties List		
The applicant must be NIMS compliant according to the current Vermont Implementation plan found on the Vermont Emergency Management website.		
Applicants must have a valid DUNS number		
Financial risk assessment survey completed in the last 12 months		
Applicants must have read and understood the "Explanation of Application Requirements" as listed on the https://hsu.vermont.gov/homeland-security-unit/funding-opportunities		
Applicants must meet eligibility requirements under the "What Can I Apply For?" section of the RFP.		
Signature page submitted as a PDF		
Applicant must have written procurement standards per 2 CFR 200.318(a).		
Certificate of Insurance (COI) with current coverage		
Milestones included		
A copy of agency's Cash Advance Policy (if applicable)		
Three (3) equipment quotes for all single items valued at more than $100.00 per unit. Quotes may be from valid websites, catalogs, vendors, etc.		
A current pay chart identifying base and overtime rates. (SHSP, OPSG only)		
A vendor provided course description or syllabus and quotes as required by your organizations' procurement policy.		
Current FCC License and documentation that the applicant has coordinated with the Statewide Interoperability Coordinator (Terry.LaValley@vermont.gov) (SHSP, OPSG only)		
Completed Homeland Security Grant Program (HSGP) Property Records List		

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Personnel roster must be provided including name, rank and call number. (SHSP, OPSG only)		
Complete department vehicle roster must be provided, including vehicle plate number and use. (SHSP, OPSG only)		
A current Local or Regional Multi-year Training and Exercise Plan must be submitted. (SHSP local exercise only)		
Items are on the AEL and allowable		
Does this application need a waiver (UAVs, vehicles, PPE, etc.)		
Does this application need an EHP review?		
501c3 documentation (NSGP only: not required for Ideology-based/Spiritual/Religious organizations)		
Vulnerability Assessment (NSGP only)		
To be completed by DPS staff		
Federal Subrecipient or Contractor (Vendor) Determination Checklist Completed:		
Assessment of Applicants Prior Performance: ☐ Unacceptable ☐ Needs Improvement ☐ Acceptable ☐ Good ☐ Excellent		
COMMENTS:		

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HSGP and OPSG **(NSGP will not use this score sheet)** **Working Group Review Score Sheet** *Using a scale of 1 - 5, where 1 is not at all, 3 is no opinion, and 5 is excellent, assign a score to each applicable statement as it relates to the application under review.*	
The application addresses the 2022 National Priorities	
The applicant describes the proposed project in detail.	
The applicant describes the need for the proposed project and the gap(s) that it will fill.	
The applicant describes how the gap was identified using data and/or information from risk and gap assessments, training, exercises, and real-world incidents.	
The applicant explains how the proposed project is related to terrorism.	
The applicant describes how project success will be measured.	
The applicant describes the plan for sustaining this project.	
The application contains complete and realistic milestones.	
The applicant has demonstrated a willingness to participate and cooperate in the State's effort to improve Core Capabilities.	
The use of this subgrant opportunity will increase the applicant's ability to better serve its constituents.	
Reviewer is confident that the project will contribute to improving Vermont's Core Capabilities.	
Reviewer is confident in the applicant's ability to properly use, report, and document the funds to be awarded.	
Score	

COMMENTS:

NOTES ON PRIORITY / ADJUSTMENTS TO FUNDING: