

**EXPLANATION OF APPLICATION REQUIREMENTS**

<b>Item Required (as applicable to application):</b>	<b>Explanation:</b>
Eligibility	<ul style="list-style-type: none"> <li>• Eligible applicants must be a public safety organization (or applying on behalf of such organizations).</li> </ul>
Eligibility Requirements:	<ul style="list-style-type: none"> <li>• Regional dispatch services should encompass a minimum of ten (10) public safety organizations and represent regional service to an area of the state. Projects that serve a larger number of law enforcement, fire service, and emergency medical services agencies will be more favorably received.</li> <li>• Projects should be managed by a representative governance structure among all stakeholders, which may include police, fire, and EMS personnel, select board members, project managers and others with oversight responsibilities of the project, or via a contract for service structure that serves the needs of participating agencies. Applicants must clearly demonstrate and define their governance or contracting structure.</li> <li>• There must be collective support among all participating jurisdictions. This should include Memorandum of Understanding (MOU) agreements and/or letters of intent from representing select boards or town/city managers.</li> <li>• Funding is competitive and a limited resource. For this reason, project proposals should show how operational costs will be sustained and budgeted by participating agencies going forward. Agencies are encouraged to also seek other funding sources to support their regional dispatch/communication project.</li> </ul>
The applicant must not be listed on the suspended and debarred list:	<ul style="list-style-type: none"> <li>• The Department of Public Safety will validate that each applicant is not on the suspended and debarred list: <a href="http://www.bgs.vermont.gov/purchasingcontracting/debarment">http://www.bgs.vermont.gov/purchasingcontracting/debarment</a></li> </ul>
The applicant must not be listed on the Restricted Parties List:	<ul style="list-style-type: none"> <li>• The Department of Public Safety will validate that each applicant is not on Department of Public Safety Restricted Parties List. Applications received by agencies on the Restricted Parties List will not be reviewed.</li> </ul>
Unique Entity ID (UEI):	<ul style="list-style-type: none"> <li>• Applicants must have a valid <a href="#">Unique Entity ID</a>.</li> <li>• Ensure that your organization has an active Unique Entity ID (UEI) number. To obtain a UEI number for your agency, please go to the SAM.gov website at: <a href="https://sam.gov/content/home">https://sam.gov/content/home</a>.</li> </ul>

<p>Financial risk assessment survey complete:</p>	<ul style="list-style-type: none"> <li>The Department of Public Safety will validate that each applicant has completed the <a href="#">Department of Public Safety Risk Assessment Survey</a> in the last 12 months.</li> </ul>
<p>Signature Page</p>	<ul style="list-style-type: none"> <li>The signature page can be found: <a href="https://hsu.vermont.gov/regional-communications">https://hsu.vermont.gov/regional-communications</a></li> <li>The signature page must be signed by both the Official Grantee Authorized Representative and the Fiscal Agent person if the Fiscal Agent is not the same person as the Official Grantee Authorized Representative.</li> <li>The signature must be a physical or a digital signature. A typed name will not be accepted.</li> <li>The signature page must be signed and submitted with application materials as a PDF.</li> </ul>
<p>Certificate of Insurance (COI) with current coverage:</p>	<ul style="list-style-type: none"> <li>All applications must include a copy of your Certificate of Insurance validating current insurance coverage that meets the limits listed below.</li> <li>Before commencing work with grant funds, applicants must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State. <ul style="list-style-type: none"> <li>Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.</li> <li>General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to: <ul style="list-style-type: none"> <li>Premises - Operations Products and Completed Operations Personal Injury Liability Contractual Liability</li> <li>The policy shall be on an occurrence form and limits shall not be less than: <ul style="list-style-type: none"> <li>\$1,000,000 Per Occurrence</li> <li>\$1,000,000 General Aggregate</li> <li>\$1,000,000 Products/Completed Operations Aggregate</li> <li>\$50,000 Fire/ Legal/Liability Party shall name the State of Vermont and its officers and</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<p>employees as additional insureds for liability arising out of this Agreement</p> <ul style="list-style-type: none"> <li>○ Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.</li> </ul> <p>Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement</p>
Agencies Served Form:	<ul style="list-style-type: none"> <li>● Applicants must complete the Agencies Served Form outlining which agencies will be being served by the applicant/dispatch center.</li> <li>● The form can be found at <a href="https://hsu.vermont.gov/regional-communications">https://hsu.vermont.gov/regional-communications</a></li> </ul>
Limited Cash Advance	<ul style="list-style-type: none"> <li>● If applying for Limited Cash Advance, a copy of applicant’s Cash Advance Policy, meeting the Cash Advance requirement listed below, must be included in the application:</li> <li>● If your project is too large for your organization to accomplish in a reimbursement (after-the-fact) in arrears of expenses, you may request pre-payment on a “Limited Cash Advance” basis. A possible justification may be a large, required purchase by a low-budget organization. Large purchases as the sole justification will not be approved</li> <li>● If requesting a cash advance, your organization’s cash advance policy must be included in your application and meet the following requirement: <ul style="list-style-type: none"> <li>○ A subrecipient must have procedures in place to be compliant with 2 CFR §200.305 as well as 15 USC 1601 Electronic Fund Transfer Act. The subrecipient must deposit cash advance in an interest-bearing account (with some regulatory exceptions) and report any federal grant interest annually to the U.S. Department of Human Services, Payment Management Division.</li> </ul> </li> </ul>
Equipment Quotes	<ul style="list-style-type: none"> <li>● A quote must be submitted for all single items valued at more than \$100. Per unit. <ul style="list-style-type: none"> <li>○ Applicants who are approved for funding will be required to follow their local purchasing policies. If requested by the Working Group, purchasing policies will need to be provided.</li> </ul> </li> <li>● 2. Geographical preference and/or sole source will not be sufficient.</li> <li>● 3. Code of Federal Regulations, 2 CFR parts 317-327, requires full and open competition while procuring grant-funded</li> </ul>

	<p>equipment. Please refer to the Procurement Standards guidance included ensure compliance.</p>
Current FCC License	<ul style="list-style-type: none"> <li>• A copy of your valid narrowband FCC License or application must be provided with your application.</li> <li>• If a narrowband license has been applied for, but not received proof of the license, application must be provided with the application documents. In this scenario the Communications Working Group will review the request; however, if the request is approved an award will not be issued until a copy of the approved narrowband FCC license is provided. Ask your radio vendor or visit <a href="http://www.fcc.gov">www.fcc.gov</a> for more information.</li> </ul>
Communications and Video Prohibitions	<ul style="list-style-type: none"> <li>• Applicants should read and be aware of prohibitions on certain telecommunications and video surveillance service equipment. Prohibition information can be located here: §200.216 Prohibition on certain telecommunications and video surveillance services or equipment.</li> </ul>
Milestone(s)	<ul style="list-style-type: none"> <li>• Milestones should be specific, measurable, actionable, realistic, and time-bound, and should reflect the steps necessary to complete this project. If milestones are not adequate, your application may be denied, or you may be contacted by HSU to improve them. <ul style="list-style-type: none"> <li>○ Examples may include: order equipment, inspect equipment, deploy equipment, conduct training, request reimbursement, install, update SOPs, etc.</li> </ul> </li> <li>• Identify your proposed milestones in chronological order.</li> </ul>
Extra Justifications	<ul style="list-style-type: none"> <li>• If providing extra justification outside of the supporting documentation that is being provided, please provide the forms on agency letterhead outlining your justification.</li> </ul>