

EXPLANATION OF APPLICATION REQUIREMENTS

If you have questions or need assistance in completing the application can be obtained by contacting DPS.HSUGrants@vermont.gov.

Item required (as applicable to application)	Explanation
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Eligibility

State Homeland Security Grant (SHSP)

Only eligible applicants may apply for State Homeland Security Grant Program. Eligible applicants include those defined in the [Department of Homeland Security Act of 2002](#):

Local units of government: Homeland Security Act of 2002 (6 U.S. Code § 101): The term “local government” means—

- a. a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government;
- b. an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
- c. a rural community, unincorporated town or village, or other public entity.

State Agencies: State agencies may apply for grant funds. Under SHSP, the State Administrative Agency (SAA) may retain more than 20 percent of funding for expenditures made by the state on behalf of the local unit(s) of government. This may occur only with the written consent of the local unit of government, specifying the amount of funds to be retained and the intended use of funds. This written consent is accomplished by executing MOUs, handled by the Department of Public Safety.

Operation Stonegarden Grant Program (OPSG)

Operation Stonegarden Grant Program (OPSG) eligible subrecipients are local units of government at the county level or equivalent level of government and Federally

recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing United States Border Patrol (USBP) operations coordinated through a CBP sector office to be eligible for OPSG funding.

Nonprofit Security Grant Program (NSGP)

Eligible nonprofit organizations are those organizations that are:

1. Described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.

Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

2. Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack.

The applicant must not be listed on the suspended and debarred list:

- The Department of Public Safety will validate that each applicant is not on the suspended and debarred list: <http://www.bgs.vermont.gov/purchasing-contracting/debarment>
- Applications received by agencies not in compliance will not be reviewed.

The applicant must not be listed on the Restricted Parties List:

- 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.

NIMS Compliant:

- All applicants for Homeland Security funds must ensure and maintain adoption and implementation of National Incident Management System (NIMS). For additional information, please refer to:

[Vermont NIMS Implementation Plan](#)

[NIMS Implementation and Training](#)

UEI

- Applicants must have a valid [Unique Entity ID](#).
- Ensure that your organization has an active Unique Entity ID (UEI). To obtain a UEI for your organization, please go to the D&B website at: <https://sam.gov/content/home>.

Financial risk assessment survey complete:

- The Department of Public Safety will validate that each applicant has completed the [Department of Public Safety Risk Assessment Survey](#) in the last 12 months.
- To meet the Code of Federal regulations, the Vermont Department of Public Safety requires all agencies to complete a financial risk assessment survey. The financial risk assessment survey should be completed annually by your organization's fiscal agent. The applicant must have completed the following: [Department of Public Safety Risk Assessment Survey](#)

Procurement Standards:

- The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in [2 CFR part 200](#).
 1. Subrecipient must comply with proper competitive bidding procedures as required by the applicable federal and state rules.
 2. The subrecipient entity must maintain written standards of conduct covering conflict of interest and governing the actions of its employees and engaged in selection, award, and administration of contracts.
 3. The subrecipient must take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms re used when possible. Please see 2 CFR § 200.321 for the affirmative steps that must be taken.
 - All applicants are strongly urged to seek out their procurement department/individual to seek guidance on implementing the grant requirements into the procurement of any grant funded item or service. In accordance with this requirement, if awarded funds, sub-recipients should
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document actions that demonstrate compliance with the “full and open” regulation. See [CFR 200 \(§200.320\)](#) for more information.

Conflict of Interest:

- The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. See [2 CFR part §317-328](#).

Signature Page:

- The signature page can be found: <https://hsu.vermont.gov/homeland-security-unit/funding-opportunities>
- 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.
- The signature must be a physical or a digital signature. A typed name will not be accepted.

The signature page must be signed and submitted with application materials as a PDF.

Certificate of Insurance (COI) with current coverage:

- All applications must include a copy of your Certificate of Insurance validating current insurance coverage that meets the limits listed below.
- 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.

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.

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:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

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.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement

Limited Cash Advance:

- 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:
 - 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
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required purchase by a low-budget organization. Large purchases as the sole justification will not be approved.

- If requesting a cash advance, your organization’s cash advance policy must be included in your application and meet the following requirement:
 - 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.

Equipment Quotes:

- Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit.
 - Solicit price quotations from 3 or more qualified Vendors. Price quotations may be obtained through: telephone or verbal quotes, facsimile quotations, e-mail quotes or written bids. All communications with the Vendors to obtain price quotes must be documented (emails, fax, notes from phone calls, etc.). If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted.
 - Geographical preference and/or sole source will not be sufficient to comply with the competitive procurement requirements.
 - Code of Federal Regulations, 2 CFR parts §317-328, requires full and open competition while procuring grant-funded equipment. Please refer to the Procurement Standards guidance included ensure compliance.
 - Subrecipients may use their own procurement procedures that reflect applicable local laws and regulations, if the procurements conform to applicable Federal law and the standards identified in [2 CFR part §317-328](#).
 - **HSGP and OPSG:** Equipment must be listed on the [DHS Authorized Equipment List \(AEL\)](#) and State Homeland Security Program/ Operation Stonegarden must be listed under “FEMA Related Grant Programs. The applicant must indicate in their application the Authorized Equipment List number of any requested equipment., etc.
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- Please note limitations may exist. Pay attention to the section entitled “Grant Notes” for any specific limitations, uses, requirements, waivers, etc. If applicable, additional documentation may be needed

Overtime and backfill costs (in accordance with operational Cost Guidance):

- A current pay chart identifying base and overtime rates for all personnel.

SHSP: Please note that overtime and backfill for training and exercise are only allowable in the following circumstances:

Training:

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes only.
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training only.

Exercises:

- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises.

Vendor Offered Training:

- The applicant must provide a description of the course or syllabus provided by the vendor offering the training.
- Solicit price quotations from 3 or more qualified Vendors. Price quotations may be obtained through: telephone or verbal quotes, facsimile quotations, e-mail quotes or written bids. All communications with the Vendors to obtain price quotes must be documented (emails, fax, notes from phone calls, etc.). If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted.

Current FCC License:

- A copy of your valid narrowband FCC License or application must be provided with your application.
- 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 www.fcc.gov for more information.

Communications and Video Prohibitions

- 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.](#)
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Coordination with Statewide Interoperability Coordinator:

- If requesting communications equipment, the applicant must demonstrate that they have coordinated with and received written approval from the Statewide Interoperability Coordinator (SWIC) (Terry.LaValley@vermont.gov). Email messages are acceptable.
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Completed Homeland Security Grant Program (HSGP) Property Records List:

- The Property Records List should include all Homeland Security Grant Program funded purchases that have not exceeded their useful life. If you are requesting new equipment, a Property Records List is not required, but this must be noted in your application that equipment is new.
 - The Property Records List should include all items you are seeking replacement of, regardless of whether or not they were purchased with grant funds.
 - All fields must be completed, including location. Location should be specific location of the equipment, not just the name of the department. If location is a vehicle, please include the vehicle plate number and use of the vehicle.
 - A template for the Property Records List can be found by accessing the following link: <http://hsu.vermont.gov/homeland-security-unit/funding-opportunities>.
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Personnel Roster(s):

- If your organization is applying for items to be assigned or used by individual members of the department, a complete department roster must be provided including name, rank and call number.
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Vehicle Roster(s):

- If your organization is applying for items to be assigned to a vehicle, a complete department vehicle roster must be provided, including vehicle plate number and use.
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Local or Regional Multi-year Training and Exercise Plan:	<ul style="list-style-type: none"> • A template for a Training and Exercise Plan utilizing the Homeland Security Exercise and Evaluation Program (HSEEP) methodology can be found: https://preptoolkit.fema.gov/web/hseep-resources/program-management
Milestone(s):	<ul style="list-style-type: none"> • 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"> ○ Examples may include: order equipment, inspect equipment, deploy equipment, conduct training, request reimbursement, install, update SOPs, etc. • Identify your proposed milestones in chronological order.
Justification Letter/Waiver for special equipment	<ul style="list-style-type: none"> • Please note limitations may exist. Pay attention to the section entitled “Grant Notes” for a specific limitations, uses, requirements, waivers, etc.
(i.e. planes, boats, vehicles, SUVs, etc).	<ul style="list-style-type: none"> • If applying for Operation Stonegarden and/ or State Homeland Security Grant Program Special Equipment (i.e. planes, boats, vehicles, SUVs, etc), a justification letter must be submitted. Please contact DPS.HSUGrants@vermont.gov for assistance.
Vulnerability/Risk Assessment (Nonprofit Security Applicants only):	<ul style="list-style-type: none"> • Each applicant must include its vulnerability/risk assessment on which the request(s) in the Investment Justification is based. It is recommended that applicants work with local police departments to complete a vulnerability assessment and/or notify police of identified vulnerabilities. • Resources to complete a self-assessment can be found here: <ul style="list-style-type: none"> ○ The Homeland Security Unit has developed self-assessment tool can be found by accessing the following link: http://hsu.vermont.gov/homeland-security-unit/funding-opportunities. ○ Cybersecurity & Infrastructure Security Agency (CISA) has developed a baseline security self-assessment that is designed for a person, with little to no security experience, to complete a security assessment. (This assessment is geared towards

Houses of Worship, but can be used for any NSGP applicant): <https://www.cisa.gov/houses-of-worship>

- Please note that it is very important that the project applied for clearly addresses the vulnerabilities identified in vulnerability/ risk assessments. For instance, if you are requesting door locks, the vulnerability assessment should explain what weaknesses exist in access control throughout the building.

Specialized Equipment Requests

- Some equipment listed on the FEMA Authorized Equipment List will outline that the equipment is not for routine use, only allowable for a specialized team such as a SWAT team, or to be used only to supplement normal stores. If applying for equipment for a specialized team you will need to provide justification that you have a specialized team including:
 - Explaining how your organization/team meets the definition of a specialized team outlined in the AEL.
 - Explain the training your team members have received relevant to this designation.
 - Does your team have any regional response capability (MOUS with other agencies, etc.). If so, explain.
 - Providing, if in place, policies and procedures within your organization outlining the formation and standards of the specialized team.
- If applying for equipment that is outlined to be used to supplement normal stores, please provide justification including:
 - Explain how the equipment is used to supplement normal stores for CBRNE response.
 - Explain the current equipment capacity and use.

501c3 documentation

- Applicant organizations that are not Ideology-based/Spiritual/Religious organizations must submit documentation from the IRS demonstrating that they are a 501c3.
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- It is recommended that applicants seek out their procurement/financial department to seek appropriate documentation.

Nexus to Terrorism

- Explain how the proposed investments will support the applicant's efforts to:
 - Prevent a threatened or an actual act of terrorism;
 - Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
 - Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
 - Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.)

NOTE: Multiple Purpose or Dual-Use of Funds: Many activities that support the achievement of core capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all SHSP-funded projects must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

Quote Request Form

- Applicants must complete and submit a quote request form if requesting equipment valued at more than \$100.00 per unit. Each section of the form should be completed for each piece of equipment valued at more than \$100.00 and should correspond to the quotes being submitted with the application.
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