

HOMELAND SECURITY GRANT PROGRAM

FY2021 REALLOCATION OVERVIEW

MISSION

The Vermont Homeland Security Unit's mission is to support federal, state, local, and private sector efforts to prevent, protect against, and prepare for threats and acts of terrorism against the State and its visitors. Although counterterrorism is the main mission, many Homeland Security funded projects and initiatives support capabilities that can be applied to other threats and hazards as well.

GRANT PROGRAMS

- ❖ **State Homeland Security Grant Program (SHSP):** SHSP supports state, tribal, territorial, and local preparedness activities that address high priority gaps across all core capabilities that support terrorism preparedness.

TIMELINE

- November 6, 2023: RFPs Posted (tentative)
- December 8, 2023: Applications Due (from Local and State Agencies)
- December 2023: Application Review Period
- Winter 2024: Vermont FY21 Reallocation Application Prepared for Submission to FEMA
- Homeland Security Grant Program (HSGP) FY21 Reallocation Approval, Subawards Made
- August 2024: Period of Performance Ends

WHERE DO I LOOK FOR INFORMATION?

All information regarding open Request for Proposal (RFP) and Application templates can be found here: <https://hsu.vermont.gov/homeland-security-unit>

The Request for Proposal (RFP) outlines:

- Application instructions
- Eligibility information
- Allowable projects and costs

VISITING THE HOMELAND SECURITY UNIT (HSU) WEBSITE:

1. Visit www.hsu.vermont.gov
2. Choose Homeland Security Unit Grants – Funding Opportunities
3. Choose State Homeland Security Grant Program (SHSP)

The screenshot displays the Vermont Homeland Security Unit website. On the left is a navigation menu with the following items: DPS Home, Homeland Security Home, Homeland Security Unit Home (circled in red), Homeland Security Unit Grants - Funding Opportunities, Critical Infrastructure Protection, HSU Resources, Homeland Security Unit Contacts, Vermont Intelligence Center Home, Amber Alert, Blue Alert, Missing Persons, and Vermont Special Events Reporting. The main content area is titled "Homeland Security Unit" and features the Vermont HSU logo. Below the logo is a mission statement: "The Vermont Homeland Security Unit's (HSU) mission is to support federal, state, local and private sector... prevent, protect against and prepare for threats and acts of terrorism. Although counterterrorism is the primary mission, many of the programs and initiatives support... capabilities that can be applied to other threats and hazards as well." Below the mission statement are six program tiles: Nonprofit Security Grant Program (NSGP), State Homeland Security Grant Program (SHSP) (indicated by a red arrow), Operation Stonegarden (OPSG), Critical Infrastructure, HSU Contacts, and HSU Resources.

VISITING THE STATE HOMELAND SECURITY GRANT (SHSP) PAGE:

On the SHSP page you can find everything you need to know to apply including:

- The Request for Proposal (RFP)
- Application Signature Page
- A link to the DPS Pre-Award Risk Assessment
- The Authorized Equipment List
- Additional resources to help you complete your application.

DPS Home

Homeland Security Home

Homeland Security Unit Home

Homeland Security Unit Grants - Funding Opportunities

State Homeland Security Program (SHSP)

Nonprofit Security Grant Program (NSGP)

Operation Stonegarden Grant Program (OPSG)

Frequently Asked Questions

Policies, Procedures, and Grant Management Forms

Working Groups & Memorandums of Understanding

Critical Infrastructure Protection

HSU Resources

Homeland Security Unit Contacts

Vermont Intelligence Center Home

Amber Alert

Blue Alert

Missing Persons

Vermont Special Events Reporting

State Homeland Security Program (SHSP)

The State Homeland Security Grant Program Request for Proposals (RFP's) is currently closed.

The SHSP supports state, tribal, territorial, and local preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.

SHSP Application Materials

If you have trouble downloading or accessing any of the below materials please contact DPS.HSUGrants@vermont.gov.

[2019 State Homeland Security Grant Program Signature Page - November 2021 Release](#)

[Department of Public Safety Pre-Award Risk Assessment](#) (link to Microsoft Form)

[2021 Explanation of Application Requirements](#) (still applicable 2019 Rerelease)

[FEMA Authorized Equipment List \(AEL\)](#) (At the link, you may find it helpful to download and utilize the Excel formatted AEL to locate your project AEL number)

SHSP Additional Resources

[Environmental and Historic Preservation \(EHP\) Information](#) (an EHP review may be required if your proposed project(s) have the potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities.)

[DPS Financial Compliance Guide](#)

[DPS Affirmative Steps Job Aid](#)

[Property Records List](#)

[FEMA Core Capabilities Definitions](#)

[2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(link\)](#)

[FEMA Guidance: Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity \(NFE\) Contracts Under Federal Awards](#)

2021 STATE HOMELAND SECURITY GRANT PROGRAM POWERPOINT

FREQUENTLY ASKED QUESTIONS

POLICIES, PROCEDURES AND FORMS

2021 SHSP Webinar

State Homeland Security Grant Progra...

Submit a Complete Application

PRE-WORK

Watch on **YouTube**

WHEN ARE APPLICATIONS DUE?

All applications and supporting documentation must be RECEIVED by the Homeland Security Unit office by **Friday, December 8th, 2023, at 5:00 p.m. EST.**

Proposals received after this date and time will NOT be eligible for consideration.

To facilitate processing, completed grant application and supporting documentation should be sent via email to DPS.HSUGrants@vermont.gov.

REQUESTED PROJECTS MUST:

- ❖ Meet all requirements listed in the applicable RFP
- ❖ If equipment, equipment must be listed on the FEMA Authorized Equipment List and be allowable per the RFP
- ❖ Describes the need for the proposed project and the gap(s) that it will fill
- ❖ Explain how the proposed investments nexus to terrorism (see next slide)

NEXUS TO TERRORISM

Explain how the proposed project is related to terrorism. The HSGP funding supports investments that improve the ability of jurisdictions nationwide to:

- ❖ Prevent a threatened or an actual act of terrorism;
- ❖ Protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States;
- ❖ Mitigate the loss of life and property by lessening the impact of future catastrophic events;
- ❖ Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or

WHAT DO I NEED TO APPLY?

To be eligible:

- Must be eligible for funding as outlined in the “[Funding Eligibility](#)” section of this RFP
- 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 (<https://vem.vermont.gov/programs/nims>).
- Applicants must have a valid [UEI](#) number and be currently active with the [System for Award Management \(SAM\)](#).
- Financial risk assessment survey (via [Microsoft Forms](#)) completed in the last twelve months
- Applicants must meet eligibility requirements under section “What Can I Apply For?”
- Applicant must read and comply with [2 CFR 200.318 to 2 CFR 200.326](#) regulations.
- Applicant must have written procurement standards per [2 CFR 200.318\(a\)](#).
- Applicant must have written conflict of interest standards per [2 CFR 200.318\(c\)](#).
- Applicant must take necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible per [2 CFR 200.321](#).

AND

WHAT DO I NEED TO APPLY?

The following **MUST** be submitted:

- Complete application submitted as an excel document
- Signature page submitted as a PDF
- Certificate of Insurance (COI) with current coverage
- Supporting documentation as required on the following slides, based on your proposed project

AND

If your project...	You must provide the following:
<i>is too large for your agency to accomplish in a reimbursement (after-the-fact) in arrears of expenses, you may request pre-payment on a "Limited Cash Advance" basis.</i>	<p>A copy of agency's Cash Advance Policy must be included in the application <u>AND</u> your Agency's cash advance policy must meet the following requirement:</p> <p>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.</p>
<i>is requesting equipment</i>	<ol style="list-style-type: none"> 1. Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit. 2. NEW IN 2023: A completed Quote Request Overview Form. 3. Geographical preference and/or sole source will not be sufficient. 4. Code of Federal Regulations, 2 CFR parts 317-319, requires full and open competition while procuring grant-funded equipment. Please refer to the Procurement Standards guidance included ensure compliance. 5. If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted. 6. Equipment must be listed on the DHS Authorized Equipment List (AEL) and State Homeland Security Program 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. <ol style="list-style-type: none"> a) 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.
<i>is requesting Overtime or Backfill</i>	A current pay chart identifying base and overtime rates.
<i>is requesting a vendor-offered training</i>	A vendor provided course description or syllabus and quotes as required by your organizations' procurement policy.
<i>is requesting communications equipment</i>	Current FCC License and documentation that the applicant has coordinated with the Statewide Interoperability Coordinator (Corey.Chase@vermont.gov)
<i>is requesting an increase in the quantity of HSGP-funded equipment already owned by the applicant.</i>	Completed Homeland Security Grant Program (HSGP) Property Records List. A template for the Property Records List can be found by accessing the following link: https://hsu.vermont.gov/homeland-security-unit/funding-opportunities/faq Note: replacement equipment will not be funded.
<i>is requesting items to be assigned or used by individual members of the department/ agency</i>	Personnel roster must be provided including name, rank and call number.
<i>is requesting items to be assigned to a vehicle</i>	Complete department vehicle roster must be provided, including vehicle plate number and use.

If your project...

is requesting sUAS equipment (small unmanned aircraft systems)

You must provide the following:

1. Successful applicants will agree to respond immediately anywhere in the state to support other agencies responses to terror attacks, natural disasters, missing persons, criminal investigations etc.
2. Applications must contain the following information:
 - A. Provide a detailed justification letter addressing:
 - a) The need for the aircraft and how the requested platform best meets that need as compared to other options;
 - b) How the requested aircraft fits into the State integrated operational plans;
 - c) Types of terrorism incident response and prevention equipment with which the requested aircraft will be outfitted;
 - d) How the aircraft will be used operationally and which response assets will be deployed using the requested aircraft; and
 - e) How the aircraft will be utilized on a regular, non-emergency basis.
 - B. Provide copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the sUAS equipment, see Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued February 20, 2015 (<https://obamawhitehouse.archives.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua>)
 - C. Participating agencies must have a policy that addresses the retention and use of the sUAS metadata gathered as a result of the use of sUASs associated with this project.
 - D. Written letter of support from authorizing authority of civilian oversight, i.e. Select Board, Town Manager etc.
 - E. Participating agencies must have FAA licensed operators to be qualified to receive the grant award. Agencies must keep accurate, up to date training and licensing records and agree to produce said records whenever requested by VTSSU or DHS.
3. Participating agencies must follow their own records retention policy when it comes to the video obtained through the use of sUASs associated with this project.
4. Participating agencies and sUAS operator must sign a Memorandum of Understanding (MOU) with the Department of Public Safety agreeing to respond anywhere within Vermont with HSGP funded equipment, when requested.
5. Participating law enforcement agencies must report all sUAS usage in accordance with the following State statute: 20 V.S.A. § 4624.

HOW ARE APPLICATIONS SCORED?

- ❖ Each member of the Working Group will review applications independently;
- ❖ The Working Group will award a score of 1 (lowest) to 10 (highest) for each application as a group.
- ❖ The Working Group may choose to ask for additional documentation to review, as they see appropriate, to assist in the review and award process.
- ❖ If an agency has not met all of the eligibility requirements, a notification email is sent to the applicant, providing an opportunity for documentation to be provided to complete the application.

QUESTIONS?

**FOR APPLICATION RELATED AND ANY GENERAL QUESTIONS PLEASE CONTACT:
DPS.HSUGRANTS@VERMONT.GOV**

Christian Pedoty, Homeland Security Program Chief:
Christian.Pedoty@vermont.gov

Laney Knapp, Homeland Security Program Manager:
Laney.Knapp@vermont.gov

Cally Audet, Homeland Security Program Manager:
Cally.Audet@vermont.gov