

# HOMELAND SECURITY GRANT PROGRAM

FY2024 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.

## GRANT PROGRAMS

---

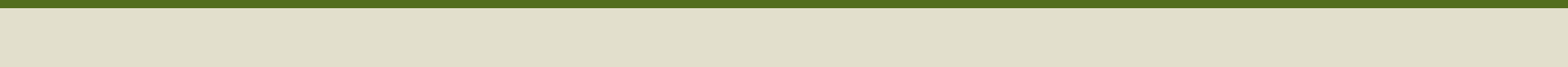
- ❖ **Operation Stonegarden (OPSG):** OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada as well as states and territories with international water borders. State, local, tribal, and territorial (SLTT) law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority as a result of participation in OPSG.

2020	2021	2022	2023	2024	2025	2026	2027
FFY20: 9/1/2020 - 8/31/2024							
	FFY21: 9/1/2021 - 8/31/2024						
		FFY22: 9/1/2022 - 8/31/2025					
			FFY23: 9/1/2023 - 8/31/2026				
				FFY24: 9/1/2024 - 8/31/2027			

## **TIMELINE**

---

Winter 2023:	WG meetings, Budget Drafting, and Request for Proposal (RFP) Development
mid-January 2024:	RFPs Posted
March 1, 2024:	Applications Due (from Local and State Agencies)
April 2024:	Application Review Period
Spring 2024:	Vermont FY24 Application Prepared for Submission to FEMA
Fall 2024:	Homeland Security Grant Program (HSGP) Funding Accepted, Subawards Made



## **WHERE DO I LOOK FOR INFORMATION?**

---

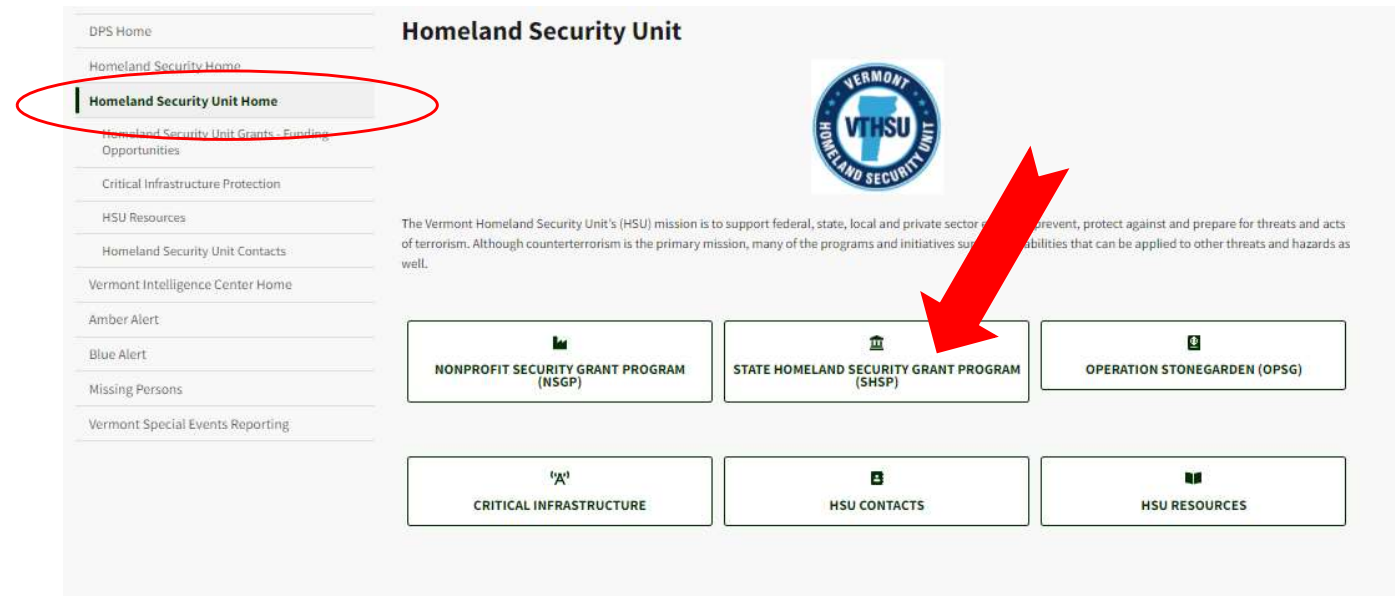
All information regarding open Request for Proposal (RFP) and Application templates can be found here: <https://hsu.vermont.gov/homeland-security-unit>

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](http://www.hsu.vermont.gov)
2. Choose Homeland Security Unit Grants – Funding Opportunities
3. Choose State Homeland Security Grant Program (SHSP)





# 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 Stovengarden 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](mailto: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)

[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 \(NEF\) 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 Program

Submitting 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, March 1<sup>st</sup>, 2024, 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](mailto: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

## 2024 FEDERAL PRIORITIES (TENTATIVE)

---

For the Fiscal Year 2024 grant cycle, the following projects will be prioritized for funding to align with National Priority Areas set by the Department of Homeland Security:

- ❖ Enhancing Cybersecurity,
- ❖ Enhancing the Protection of Soft Targets/ Crowded Places,
- ❖ Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS,
- ❖ Enhancing community preparedness and resilience,
- ❖ Enhancing election security, and
- ❖ Combatting domestic violent extremism.

*Information on the 2024 National Priorities is forthcoming.*

DHS/FEMA has determined that these six priorities should be addressed by allocating specific percentages of HSGP funds to each of these six areas, for a total of 30 percent. The State of Vermont will be required to invest 12 percent across four of these areas (3 percent each) with the remaining 18 percent across the six areas.

Priorities are subject to change but anticipated to remain in effect for the 2024 grant cycle. For definitions and additional information on the 2023 National Priorities, please refer to the [2023 Notice of Funding Opportunity](#).

# 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 on general procurement.
- 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**



<b>If your project...</b>	<b>You must provide the following:</b>
<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"> <li>1. A completed <a href="#">Quote Request Overview Form</a>.</li> <li>2. Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit.</li> <li>3. Geographical preference and/or sole source will not be sufficient.</li> <li>4. Code of Federal Regulations, <a href="#">2 CFR parts 317-319</a>, requires full and open competition while procuring grant-funded equipment. Please refer to the Procurement Standards guidance included ensure compliance.</li> <li>5. <b>If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted.</b></li> <li>6. Equipment must be listed on the <a href="#">DHS Authorized Equipment List (AEL)</a> 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"> <li>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.</li> </ol> </li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Current FCC License, and</li> <li>2. Documentation that the applicant has coordinated with the Statewide Interoperability Coordinator (<a href="mailto:Corey.Chase@vermont.gov">Corey.Chase@vermont.gov</a>)</li> </ol>
<i>is requesting an increase in the quantity of HSGP-funded equipment already owned by the applicant.</i>	<p>Completed Homeland Security Grant Program (HSGP) Property Records List. A template for the Property Records List can be found by accessing the following link: <a href="https://hsu.vermont.gov/homeland-security-unit/funding-opportunities/faq">https://hsu.vermont.gov/homeland-security-unit/funding-opportunities/faq</a></p> <p>Note: replacement equipment will not be funded.</p>
<i>is requesting items to be assigned or used by individual members of the department/ agency</i>	<p>Personnel roster must be provided including name, rank and call number.</p> <p><b>NEW 2024 – <a href="#">Personnel Roster Template</a></b></p>
<i>is requesting items to be assigned to a vehicle</i>	<p>Complete department vehicle roster must be provided, including vehicle plate number and use.</p> <p><b>NEW 2024 – <a href="#">Vehicle Roster Template</a></b></p>



<p><b>If your project...</b></p> <p><i>is requesting sUAS equipment (small unmanned aircraft systems)</i></p>	<p><b>You must provide the following:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Applications must contain the following information: <ol style="list-style-type: none"> <li>A. Provide a detailed justification letter addressing: <ol style="list-style-type: none"> <li>a) The need for the aircraft and how the requested platform best meets that need as compared to other options;</li> <li>b) How the requested aircraft fits into the State integrated operational plans;</li> <li>c) Types of terrorism incident response and prevention equipment with which the requested aircraft will be outfitted;</li> <li>d) How the aircraft will be used operationally and which response assets will be deployed using the requested aircraft; and</li> <li>e) How the aircraft will be utilized on a regular, non-emergency basis.</li> </ol> </li> <li>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 (<a href="https://obamawhitehouse.archives.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua">https://obamawhitehouse.archives.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua</a>)</li> <li>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.</li> <li>D. Written letter of support from authorizing authority of civilian oversight, i.e. Select Board, Town Manager etc.</li> <li>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 VTHSU or DHS.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>5. Participating law enforcement agencies must report all sUAS usage in accordance with the following State statute: 20 V.S.A. § 4624.</li> </ol>
<p><i>If total request exceeds \$30,000</i></p>	<p><a href="#">FFATA Executive Compensation Reporting Form</a> is to be submitted.</p>

## 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.

# POST-AWARD REQUIREMENTS

---

## ❖ If awarded funding:

1. Receive grant agreement
2. Environmental Historic Preservation (EHP) Review, if applicable
3. 2024 National Cybersecurity Review (NCSR), if applicable
  - The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment.
  - The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2024 NCSR is estimated to be open from October 2024 – February 2024.  
<https://www.cisecurity.org/ms-isac/services/ncsr>

## 4. Submit Program Progress Reports

- *Must be submitted biannually at a minimum*  
Reporting Periods:

*July 1 – December 31 (Report due Jan. 15)  
January 1 – June 30 (Report due July 15)*

- *Must be submitted with all Requests for Reimbursement (RFR)*
  - *A final report is due within 30 days of the end date of the grant agreement.*
5. Requests for Reimbursement (RFR) – *Progress report, invoice, proof of payment & RFR form*
  6. Maintain equipment list, if applicable

# WHAT IF I HAVE QUESTIONS?

The Homeland Security Unit will hold outreach webinars and technical assistance sessions for the SHSP program to provide program updates, answer questions on allowable items for the application, and assist in the development of applications.

To register for one of the webinars please complete the Microsoft Form registration page here:  
<https://forms.office.com/g/xpXC7UyBBx>.

Registration will close 24 hours before the meeting and dial-in information will be distributed at that time.

<b>Homeland Security Grant Program Information Session</b>	
<b>Webinar Sessions</b>	<b>Technical Assistance Sessions</b>
Friday, January 19 <sup>th</sup> , 2024 10:00-11:00 a.m.	Thursday, January 25 <sup>th</sup> , 2024 11:00 a.m. -12:00 p.m.
Wednesday, January 24 <sup>th</sup> , 2024 11:00 a.m.-12:00 p.m.	Friday, February 2 <sup>nd</sup> , 2024 1:00-2:00 p.m.
Thursday, February 1 <sup>st</sup> , 2024 1:00-2:00 p.m.	Thursday, February 8 <sup>th</sup> , 2024 11:00 a.m. – 12:00 p.m.
Wednesday, February 7 <sup>th</sup> , 2024 11:00 a.m. – 12:00 p.m.,	Tuesday, February 13 <sup>th</sup> , 2024 3:00 – 4:00 p.m.
Monday, February 12 <sup>th</sup> , 2024 3:00 – 4:00 p.m.	Thursday, February 29 <sup>th</sup> , 2024 10:00 a.m. – 11:00 p.m.
	Thursday, February 29 <sup>th</sup> , 2024 1:00 – 2:00 p.m.

# QUESTIONS?

---

**FOR APPLICATION RELATED AND ANY GENERAL QUESTIONS PLEASE CONTACT:  
[DPS.HSUGRANTS@VERMONT.GOV](mailto:DPS.HSUGRANTS@VERMONT.GOV)**

Cally Audet, Homeland Security Program Manager:  
[Cally.Audet@vermont.gov](mailto:Cally.Audet@vermont.gov)

Laney Knapp, Homeland Security Program Manager:  
[Laney.Knapp@vermont.gov](mailto:Laney.Knapp@vermont.gov)

A decorative horizontal bar at the bottom of the page, consisting of a thin dark green line on top and a wider light beige line below it.