

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:

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.

AND

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

2. A consortium of eligible nonprofit organizations as outlined in the 2024 Nonprofit Security Grant Program National Security Supplemental Notice of Funding Opportunity.
 - A consortium application is an opportunity for an eligible nonprofit organization to act as a lead and apply for funding on behalf of itself and any number of other eligible NSGP-NSS eligible nonprofit organizations.
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- The lead nonprofit organization must fill out the Investment Justification to represent the collective of the consortium.
 - Consortium applicants are required to fill out and submit a Consortium Workbook to their SAA which captures the necessary data for all participating consortium nonprofit organizations.
 - All nonprofit organizations in the consortium application must be compliant with the NSGP-NSS eligibility requirements listed above.
 - Nonprofit organizations may not apply both individually and as part of a consortium.
 - The lead nonprofit organization and its partners must be the intended beneficiaries of the requested funding.
 - The lead nonprofit organization shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner nonprofit organizations or other ineligible organizations.
 - **If successful, the lead consortium member will accept the subaward on behalf of the consortium, implement the approved projects/contracts for all consortium member sites, and manage the subaward throughout the period of performance, to include ensuring that all terms and conditions of the subaward are met.**

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 the Department of Public Safety Restricted Parties List. Applications received by agencies on the Restricted Parties List will not be reviewed.

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>.
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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 businesses, women's business enterprises, and labor surplus area firms are 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 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
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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.
- Please be sure to reference Vermont Department of Public Safety as the Certificate Holder.
- 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, 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:
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- 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 &
Quote Request Overview
Form:**

- A completed **Quote Request Overview Form** must be submitted .

The Quote Request Overview Form can be found by accessing the following link:

<https://hsu.vermont.gov/homeland-security-unit/funding-opportunities/SHSP>

-AND-

- Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit.
 - *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.).*

Quotes are required even if the intended project is building on an existing project supported by grant funding.

- 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 to 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
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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.
- A completed **Quote Request Overview Form** must be submitted .

The Quote Request Overview Form can be found by accessing the following link:

<https://hsu.vermont.gov/homeland-security-unit/funding-opportunities/SHSP>

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.](#)

Completed Homeland Security Unit 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 for, 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 the location is a vehicle, please include the vehicle plate number and use of the vehicle.
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- A template for the Property Records List can be found by accessing the following link:
<http://hsu.vermont.gov/homeland-security-unit/funding-opportunities>.

Local or Regional Multi-year Training and Exercise Plan:

- 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):

- 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.
 - Examples may include: order equipment, inspect equipment, deploy equipment, conduct training, request reimbursement, install, update SOPs, etc.
- Identify your proposed milestones in chronological order.

Investment Justification

- For Individual Applicants:
 - Complete the required Investment Justification and submit in PDF format (If applying for more than one site, a separate IJ is required for each location).
 - For Consortium Applicants:
 - The IJ must summarize the goal for the consortium investments proposed for funding.
 - The investments or projects described in the IJ must: Address an identified risk or risks, including threat and vulnerability, that will be mitigated by the consortium investment.
 - The consortia lead nonprofit organizations are required to self-identify with one of the following categories in the IJ as part of the application process:
 - Ideology-based/Spiritual/Religious (Houses of Worship, Educational
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Institutions, Medical Facilities, etc.);

- Educational (secular);
- Medical (secular); or
- Other.

Mission Statement

- For Individual Applicants:
 - Each sub-applicant must include its Mission Statement and any mission implementation policies or practices that may elevate the organization's risk.
- For Consortium Applicants:
 - Each consortium must submit Mission Statements for all participating nonprofit organizations in the consortium and any mission implementation policies or practices that may elevate the organization's risk to the SAA.

Vulnerability/Risk Assessment (Nonprofit Security Applicants only):

- 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:
 - 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
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instance, if you are requesting door locks, the vulnerability assessment should explain what weaknesses exist in access control throughout the building.

- **For Consortium Applicants:**
 - Consortia have the option to either submit either individual vulnerability/risk assessments for each nonprofit in the consortium or a shared vulnerability/risk assessment that reflects the collective risks faced by all consortium members as summarized in the IJ.

**Consortium Workbook
(For organizations
applying as a consortium
only)**

- The Consortium Workbook must expand upon the information provided in the consortium lead nonprofit organization's IJ.
- The Consortium Workbook must contain the number of nonprofit organizations within the consortium and the following information for each nonprofit organization within the consortium:
 - Demographic information, including the name, address, nonprofit organization type, organization function, and organization affiliation;
 - Required programmatic information, including eligibility information, UEI number (lead consortium member only), past funding history, total funding requested per site, and a point of contact for each nonprofit organization; and
 - Additional narrative information, including how each nonprofit organization's projects address the objective of the consortium application as outlined in the lead nonprofit organization's IJ.

**501c3 documentation
(NSGP Only)**

- Applicant organizations that are not Ideology-based/Spiritual/Religious organizations must submit documentation from the IRS demonstrating that they are a 501c3.
- 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:
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- 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.

FFATA Executive Compensation Reporting Form

- Applicants must complete and submit the FFATA Executive Compensation Reporting Form if requesting an amount exceeding \$30,000.
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