

## EXPLANATION OF APPLICATION REQUIREMENTS

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

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

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

1. The Department of Public safety will validate that each agency 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:

1. All agencies applying for Homeland Security funds must comply with National Incident Management System (NIMS) activities set forth in [Vermont NIMS Implementation Plan](#).

DUNS:

1. Applicants must have a valid [Data Universal Numbering System \(DUNS\)](#).

System for Award Management (SAM):

1. Applicants must be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA) (<https://www.sam.gov/portal/public/SAM/>).

Financial risk assessment survey complete:

1. 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 by your agency's fiscal agent annually.
2. The applicant must have completed the following and not have been identified as high risk: <https://www.surveymonkey.com/r/VTDPSrisksurvey>
3. The Department of Public safety will validate that each agency has completed the Financial Risk Assessment Survey. Applications received by agencies not in compliance will not be reviewed.

Signature Page:

1. The signature page can be found: <https://hsu.vermont.gov/homeland-security-unit/funding-opportunities>

2. The signature page must be signed by both the Authorizing Official and the Fiscal Contact. These must be different people.
3. The signature must be a physical or a digital signature. A typed name will not be accepted.
4. The signature page must be signed and submitted with application materials as a PDF.

#### Procurement Standards

1. Subrecipients will 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 200](#).
2. A copy of the procurement procedures must be submitted with the application.

#### Certificate of Insurance (COI) with current coverage:

1. All applications must include a copy of your Certificate of Insurance validating current insurance coverage that meets the limits listed below.
2. Before commencing work with HSGP 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

OPSG Special Equipment (i.e. planes, boats, vehicles, SUVs, etc).

1. If applying for Operation Stonegarden Special Equipment (i.e. planes, boats, vehicles, SUVs, etc), please contact [Natalie.Elvidge@vermont.gov](mailto:Natalie.Elvidge@vermont.gov) for a justification letter template.

Limited Cash Advance

1. If applying for Limited Cash Advance, a copy of agency's Cash Advance Policy, meeting the Cash Advance requirement listed below, must be included in the application:
2. If your project 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. A possible justification may be a large required purchase by a low-budget agency or organization. Large purchases as the sole justification will not be approved.
3. If requesting a cash advance, your Agency's cash advance policy must be included in your application and meet the following requirement:
  - a. 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:

1. Three (3) quotes must be submitted for all single items valued at more than \$100.00 per unit. Because the Code of Federal Regulations, 2 CFR part 225, requires full and open competition while procuring grant-funded equipment, a sub-recipient must obtain and provide multiple quotes for any equipment purchased with federal funds. **Geographical preference and/or sole source will not be sufficient to comply with the competitive procurement requirements.**
2. If (3) quotes are not provided, the applicant must explain the reason why three quotes were not submitted.

3. The applicant must indicate in their application the [Authorized Equipment List](#) number of any requested equipment.

Overtime or Backfill:

1. A current pay chart identifying base and overtime rates for all personnel that may be attending training.

Vendor Offered Training:

1. The applicant must provide a description of the course or syllabus provided by the vendor offering the training.

Current FCC License:

1. A copy of your valid narrowband FCC License or application must be provided with your application.
2. 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](http://www.fcc.gov) for more information.

Completed Homeland Security Grant Program (HSGP) Property Records List:

1. 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.
2. The Property Records List should include all items you are seeking replacement of, regardless of whether or not they were purchased with grant funds.
3. 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.
4. A template for the Property Records List can be found by accessing the following link: <http://hsu.vermont.gov/homeland-security-unit/funding-opportunities>.

Personnel Roster(s)

1. If your agency 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.

Vehicle Roster(s)

1. If your agency is applying for items to be assigned to a vehicle, a complete department vehicle roster must be provided, including vehicle plate number and use.

Local or Regional Multi-year Training and Exercise Plan

1. 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)

1. 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.
2. Identify your proposed milestones in chronological order.
  - a. Examples may include: order equipment, inspect equipment, deploy equipment, conduct training, request reimbursement, install, update SOPs, etc.