

DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY  
MEMORANDUM



**TO:** Vermont's Special Operations Community  
**FROM:** Joe Flynn, Director, Division of Emergency Management and Homeland Security  
**DATE:** January 16, 2015  
**SUBJECT:** Homeland Security Grant Program (HSGP) – Special Operations Capabilities Enhancement Grant

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The Division of Emergency Management and Homeland Security (DEMHS) is seeking applications for the items listed below. This funding, provided through the Homeland Security Grant Program (HSGP) Program, will allow the member agencies of the Urban Search & Rescue Team, Wildland Search & Rescue, or the Vermont Bomb Squad to enhance their Capabilities. DEMHS application review will be in coordination with the Special Operations Working Group,

Please note that this funding opportunity is for Federal Fiscal Year 2015, which will not be awarded to the DEMHS until sometime in mid-fall, calendar year 2015. FEMA has modified the way in which States apply for funding which requires States to provide detailed information as to who the subrecipients of the funding will be at the time of application. This changes our methodology of how we award grants and causes us to release an RFP, review applications from local and state entities and make decisions on potential subgrants prior to the DEMHS applying for the funding. This means that as a local or state entity, you will not receive a grant agreement for items approved for purchase until mid-fall, calendar year 2015 when we receive the funding. The grant agreement will need to be executed **BEFORE** any equipment can be ordered or purchased, as is currently the practice.

DEMHS will be holding several grant outreach meetings in late January and early February 2015 to provide program updates, answer questions on allowable items for application, and to assist in the development of applications. Dates and locations are being finalized. As soon as this is done, the schedule will be emailed out to all parties.

\*\*\* Applications will not be reviewed unless all requirements are met at the time of application review. This includes signatures by all appropriate parties on the cover page; assistance in completing the application can be obtained by contacting Jessica Stolz, [Jessica.stolz@state.vt.us](mailto:Jessica.stolz@state.vt.us) or (802) 241-5094. \*\*\*

The Special Operations Working Group will consider requests for items detailed below. The Working Group will prioritize requests based on the need outlined in the grant application.

**A. Purchase of Equipment**

- Agencies may apply for equipment in the following categories:
  - Bomb Team Equipment:
    - Robots
    - Bomb suits
    - X-ray tools
  - Urban Search & Rescue or Wildland Search & Rescue Equipment
    - Swift water equipment
    - Personal Protective Equipment (PPE)

- Equipment movement devices
- Asset tracking equipment
- Accountability equipment
- Rope
- Air systems
- Shoring devices
- Lifting, moving and patient packaging equipment
- Portable power supplies
- Cutting and breaching equipment
- Other equipment identified through training as necessary
- Equipment must be listed on the Federal Authorized Equipment List
- Applications will be reviewed for geographical coverage and current placement of equipment

## **GRANT APPLICATION GUIDELINES & REQUIREMENTS:**

### **Application Guidelines:**

Departments that wish to apply for HSGP funding must review the Guidelines and Requirements outlined below prior to completing the application documents. All application packages must include the following documents:

#### **A. Vermont Subgrant Application**

- i. See instructions on pages 6-8 completing the application.
- ii. Please make sure to complete, sign the cover page, initial and date page 5 for submittal on HSGP Eligibility Requirements.
- iii. The Application can be found by accessing the following link:  
[www.hsu.vermont.gov/funding](http://www.hsu.vermont.gov/funding)

#### **B. Cash Advance**

- i. 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. Check the box in 8a and provide justification for consideration. 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.
- ii. You must provide a copy of your Agency’s Cash Advance Policy if you are requesting a Cash Advance.

#### **C. Quotes**

- i. Three (3) quotes or justification as to why three (3) quotes could not be obtained.

#### **D. Memorandum of Endorsement**

- i. A memorandum of endorsement from a public safety agency within the community applying must be included in the application package providing acknowledgement that the primary purpose of the project is to enhance public safety communications within the community, as outlined in the application.
- ii. This is only necessary if the entity applying for the funds is not a public safety agency within the community where the equipment is going to be located.

#### **E. Completed HSGP Asset List**

- i. The asset list should include all Homeland Security Grant Program funded purchases that have not exceeded their useful life. If you are requesting new equipment, no Asset List is required.

- ii. A template for the asset list can be found by accessing the following link:  
[www.hsu.vermont.gov/funding](http://www.hsu.vermont.gov/funding).

**F. Department Roster**

- i. A complete department roster should be provided including name, rank and call number, where applicable.

**G. FCC License**

- i. A copy of your valid narrowband FCC License or application
- ii. 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 Vermont Communications Board 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.

**H. Procurement Standards**

- i. Subrecipients will use their own procurement procedures which reflect applicable local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in **2 CFR part 200**  
(<http://www.ecfr.gov/cgi-bin/text-idx?SID=289fd4edcc40f3b0cb6a4bd62aa39dbf&node=pt2.1.200&rgn=div5>)

**I. Certificate of Insurance**

- i. A copy of your Certificate of Insurance validating current insurance coverage.
- ii. Before commencing work on this Agreement the Party 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

**J. Necessary Permits**

- i. A copy of necessary permits, where applicable
- ii. Local and state permitting requirements must be met prior to submitting an application

**Eligibility Requirements Include:**

**1. Complete Application Submitted**

No application will be reviewed by the Steering Committee if **all** requirements under “Application Guidelines” and “Eligibility Requirements” are not submitted and complete. Assurances in completing the application can be obtained by contacting Jessica Stolz, [Jessica.stolz@state.vt.us](mailto:Jessica.stolz@state.vt.us) or (802) 241-5094.

**2. National Incident Management System**

All agencies applying for Homeland Security funds must be in compliance with National Incident Management System (NIMS) activities set forth in Vermont’s NIMS Implementation Plan, including having a current local Emergency Operations Plan on file at the Division of Emergency Management & Homeland Security. Applications received by agencies not in compliance will not be reviewed. The Division of Emergency Management & Homeland Security will validate each agency’s compliance for meeting NIMS Objectives by referencing the Vermont NIMS Implementation Plan and FEMA NIMS Implementation Objectives documents. The Vermont NIMS Implementation Plan can be found here: [www.hsu.vermont.gov/NIMS](http://www.hsu.vermont.gov/NIMS)

**3. National Incident Based Reporting System**

Pursuant to *VSA Title 20, Section 2054*, all state Special Operations agencies, sheriff departments, and municipal police departments shall report their crime statistics to the Vermont Criminal Information Center in compliance with the National Incident Based Reporting System (NIBRS) and in a format prescribed by VCIC as a condition for any and all grant awards.

**4. National Suspicious Activity Initiative**

In an effort to support the national priority to sustain the Special Operations terrorism prevention capability, DHS has established a top priority to educate Special Operations on the National Suspicious Activity Initiative (NSI). This initiative standardizes suspicious activity reporting nationwide. In collaboration with the DHS, the IACP has created a one hour on-line training to ensure standardized identification and reporting of suspicious criminal activity. It is recommended that all Vermont law enforcement agencies’ sworn personnel (part and full time) participate in this one hour online training. Agencies may access the Vermont training via the following link: <https://www.jpmaweb.com/etrain/index.asp?o=162>. Should you have any questions please contact Captain Rick Hopkins, [Richmond.hopkins@state.vt.us](mailto:Richmond.hopkins@state.vt.us).

**5. National Fire Incident Reporting System**

Pursuant to *VSA Title 20, Section 2833 - Reports to fire marshal*, incident reports must be submitted to the National Fire Incident Reporting System (NFIRS) within 15 days after the end of the previous month as a condition for any and all grant awards. All agencies applying for

Division of Emergency Management and Homeland Security funds must submit a current copy of their completed NIFRS report with their application. Instructions on how to print this report can be found online at

<http://hsu.vermont.gov/sites/vhs/files/Using%20web%20based%20reports.pdf>

**6. Financial Risk Assessment Survey**

To meet the Code of Federal regulations, the Vermont Department of Public Safety requires all agencies to complete a financial risk assessment survey

(<https://www.surveymk.com/s/SFVZSTB2013>). This should be completed by your agency's fiscal agent annually.

**7. System for Award Management**

Applicants must have a valid DUNS number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA).

**8. Plans and Procedures**

Please ensure that your equipment proposal matches your organization's plans and procedures for response to and/or prevention of WMD incidents. The Division of Emergency Management and Homeland Security requires local response organizations to coordinate equipment proposals with the appropriate departments in their mutual aid district and other regional response entities.

**9. Procurement Policy**

Agencies receiving funding must follow their own established procurement policies or revert to the State of Vermont's procurement policy. The agency's policy must be in writing and submitted to the Division of Emergency Management and Homeland Security.

**10. Funding Opportunities**

Those wishing to apply for HSGP funds should visit the Funding Opportunities section of the Division of Emergency Management & Homeland Security web site at

[www.hsu.vermont.gov/funding](http://www.hsu.vermont.gov/funding).

**11. SUBMISSION OF APPLICATION**

All applications must be RECEIVED at the Division of Emergency Management & Homeland Security office by **Friday, February 27, 2015 at 3:00 p.m.** **Proposals received after this date and time will NOT be eligible for consideration.** To facilitate processing, grant applications should be sent electronically to Deb Hamilton at [deb.hamilton@state.vt.us](mailto:deb.hamilton@state.vt.us). If you are unable to send your application electronically, you may mail it to the Grants Management Unit, 103 South Main Street, Waterbury, VT 05671-2101. **It must be received at our office no later than the due date and time listed above.**

Applicants must submit separate applications for each equipment category, i.e. Morphotrack, MDTs, Tablets, or LPRs.

**Application Evaluation Criteria:**

- 1) Each member of the Special Operations Working Group will review each application independently.

- 2) The Special Operations Working Group will award a score of 1 to 5 to each evaluation criteria outlined in the table below. One (1) is not at all, three (3) is no opinion, and five (5) is excellent.
- 3) A score will be taken for each application. If the Criteria is not applicable to the agency applying, then the total possible points will be adjusted accordingly.
- 4) A score of 50 or below will result in an award NOT being issued. A score greater than 50 does not guarantee an award.
  - a. The Special Operations Working Group may choose to ask for additional documentation for review, as they see appropriate, to assist in the review and award process.

<b><u>Evaluation Criteria</u></b>	<b><u>Possible Points</u></b>
Complete Vermont Sub-grant Application	5
Copy of agency's Cash Advance Policy (if applying for Limited Cash Advance)	5
Three (3) quotes or justification as to why three (3) quotes could not be obtained	5
Memorandum of Endorsement	5
Complete HSGP Asset list provided and complete	5
Roster provided	5
FCC License provided	5
Procurement Standards provided	5
Copy of Certificate of Insurance with current coverage	5
Copies of necessary permits	5
NIMS Compliant based on the 2014 Vermont NIMS Implementation Plan	5
NIBRS up to date	5
NSI up to date	5
NFIRS up to date	5
Financial risk assessment survey complete	5
Valid DUNS number and registration with SAM complete	5
The application identifies and quantifies the need for the proposed equipment (Problem Statement).	5
The application identifies the acquisition proposed to improve the need identified (Proposed Countermeasure).	5
The application identifies the link between the proposed acquisition and the identified need (Linkage).	5
The application identifies the data to be collected to evaluate the success of the acquisition (Measurement/evaluation).	5
Reviewer is confident in the applicant's proposed acquisition will contribute to progress in the State's goals and objectives.	5
The applicant has demonstrated a willingness to participate and cooperate in the State's effort to improve Capabilities.	5
The use of this subgrant opportunity will increase the applicant's ability to better deliver services to constituents.	5
Reviewer is confident in the applicant's ability to properly use, report and document the funds to be subgranted.	5
<b>TOTAL POINTS</b>	120

If you have questions or require additional information regarding the Homeland Security Grant Program, please contact Jessica Stolz at [jessica.stolz@state.vt.us](mailto:jessica.stolz@state.vt.us) or (802) 241-5094.

**ALL COMPLETE APPLICATIONS ARE DUE NO LATER THAN FRIDAY, February 27, 2015 at 3:00 p.m.. APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED.**