

To: Emergency Response Organization Managers and Town Officials
From: Captain Chris Reinfurt, Director, Vermont Homeland Security Unit
Date: June 30, 2006
RE: FFY 2006 State Homeland Security Program Grant and FFY 2006 Law Enforcement Terrorism Prevention Program Grant

The Department of Public Safety, Homeland Security Unit (HSU), has received a Federal Fiscal Year 2006 Homeland Security Grant Program from the U.S. Department of Homeland Security; broken down as follows:

<u>Program</u>	<u>Total Amount</u>
State Homeland Security Program (SHSP)	\$ 7,220,000
Law Enforcement Terrorism Prevention Program (LETPP)	\$ 3,520,000
Citizen Corps Program (CCP)	\$ 167,921
	\$10,907,921

The FFY 2006 State Homeland Security Program (SHSP) Grant will provide approximately **\$5,076,000** in federal funds for domestic preparedness equipment for local response organizations including fire, police, and emergency medical services (EMS). As outlined in Vermont's Application for the SHSP and following guidance established by DHS, the majority of these funds, to include the majority of all State SHSP funds, will be directed to the VCOMM Executive Board for implementation of Vermont's Interoperable Communications Plan.

The FFY 2006 Law Enforcement Terrorism Prevention Program (LETPP) Grant will **provide an additional \$2,566,000 specifically for local law enforcement organizations**. These funds, along with the majority of all State LETPP Funds, will also be directed to Vermont's Interoperable Communications Plan. The attached Request for Proposal (RFP) outlines the requirements for the SHSP equipment grant only.

As indicated in previous communications, preparation of Homeland Security Federal grant applications now includes a Capabilities Review. Vermont's Capabilities Review was conducted from December 2005 through March 2006 during which time a focus group of local and state representatives developed initiatives based on DHS guidance that required states to focus on the Seven National Priorities. These initiatives were then developed into Vermont's Investment Justifications (FY06 Application). For those of you who would like more information, we have posted the grant guidance (Volume 1 and 2 of the Capability Review Process and Grant Guidance for FY06) on our website at <https://www.vthomelandsecurity.org> in the "Library". The list of stakeholders who participated in Vermont's Capability Review is also posted on our website in the library.

As a result of Vermont's Capability Review, three Investment Justifications were developed: 1) Strengthen Vermont's Interoperable Communications Capability, 2) Strengthen Vermont's Capability to Respond to CBRNE Events and 3) Strengthen Vermont's Medical Surge Capacity.

The purpose of the attached RFP is to address ONLY Investment Justification 2) Strengthen Vermont's Capability to Respond to CBRNE Events, specifically in the following areas: MCI Trailers, Hazmat/Decon Trailers, and Swiftwater Capabilities. The Communications and Medical Surge Initiatives will be addressed separately.

Grant Applications will be more specific and more competitive in FFY06. The FFY06 Authorized Equipment List (AEL) is available online at <http://www.rkb.mipt.org>. The HSU, with concurrence of the Statewide Grants Review Committee, has developed additional guidelines regarding equipment acquisition to ensure that all departments in the state benefit from these grants. Please refer to the RFP for the additional guidelines.

The federal grant guidelines require that 80% of the grant funds must be committed to local organizations within 60 days after the grant award date. In order to meet the federal requirements, the deadline for proposals for this grant is July 31, 2006. All applications must be RECEIVED at the HSU office by this date. Proposals received after this date will NOT be eligible for consideration for the grants. To facilitate processing, grant proposals may be faxed to (802) 241-5349.

The HSU will post a listing of received applications on our website by August 4, 2006 at <http://www.vthomelandsecurity.org>.

Please ensure that your equipment proposal matches your organization's plan and procedures for response to and/or prevention of WMD/All Hazards incidents. The HSU requires local response organizations to coordinate equipment proposals with the appropriate departments in their mutual aid district as well as with local emergency planning committees and other regional response entities.

The FFY 2006 Sub-grants will be awarded on a statewide competitive basis. It is expected that requests will exceed funding capabilities; therefore not all applicants will receive funding for their proposals. Sub-grant awards will be selected based on the best use of grant funds in conjunction with the identified priority needs, in support of the State Homeland Security Strategy.

Please note this will be the last year RFPs are sent via postal mailings. The HSU anticipates the State will move toward an electronic grants management system in the future and the entire process will become electronic, including the RFP and Application Process. To this end, the HSU is requiring agencies to have two points of contact with valid email addresses.

Additional information on State and Local Domestic Preparedness Grants can be obtained at <http://www.vthomelandsecurity.org>. If you have any questions or require additional information, please contact Jason Gosselin for PSD A at (802) 241-5445 or jgosseli@dps.state.vt.us, and Nancy Webster at (802) 241-5414 or nwebster@dps.state.vt.us for PSDs B, C, or D.

Cc: Commissioner Kerry Sleeper, Department of Public Safety
Colonel Thomas Powlovich, Director-Vermont State Police
Public Safety District Managers
Local Emergency Planning Committees
Regional Planning Commissions
Vermont League of Cities and Towns

Request for Department of Homeland Security Equipment Grant Proposals

Federal Fiscal Year 2006

INTRODUCTION

The purpose of this request is to obtain proposals from local Vermont fire, police, and emergency medical (EMS) response organizations to acquire specialized equipment that will enhance the State's capability to respond to CBRNE incidents. Again, the purpose of this RFP is to address ONLY Investment Justification 2) Strengthen Vermont's Capability to Respond to CBRNE Events, specifically addressing the following areas: MCI Trailers, Hazmat/Decon Trailers, and Swiftwater Capabilities. Applications for other items will not be considered.

Grants are provided from 100% federal funds, therefore no match will be required.

All local equipment proposals will be forwarded to Statewide Review Working Groups, by the HSU, who will review all proposals with stakeholder representatives. Equipment sub-grant awards will be selected based upon the best use of grant funds in the interest of the State of Vermont. Proposals must address the requirements of the scope of work in order to be eligible.

The total funds available for local equipment acquisition by fire, police and EMS organizations from the State Homeland Security Program (SHSP) Grant are approximately \$600,000. This will be distributed statewide to the areas identified as highest priority with the most comprehensive plan in the three areas open for application.

REQUIREMENTS FOR SUBMISSION

The grant proposals must be **RECEIVED** at the following address by **July 31, 2006**:

Department of Public Safety
Homeland Security Unit
Attn: Grants Manager
103 South Main Street
Waterbury, VT 05671-2101

All organizations submitting grant proposals will be notified by mail of the disposition of their proposal within 60 days. All proposed awards will also be posted on the HSU website at <http://www.vthomelandsecurity.org>.

SCOPE OF SERVICES REQUESTED/PROPOSAL FORMAT

Please use the following format for your grant proposal:

1. Attach a narrative (on department/jurisdiction letterhead) describing how the requested equipment will be utilized by the jurisdiction, and how it fits within the scope of the State Strategy. Since all equipment must be utilized for response to other jurisdictions under mutual aid, please provide a copy of the applicable written Mutual Aid Agreement with your application. Applicants must demonstrate a knowledge/understanding of the capabilities in their region that already exist in the requested funding area.
2. Provide a proposed list of domestic preparedness equipment using the attached FFY 2006 Equipment Budget Detail Worksheet. Equipment items should be prioritized according to the needs of your organization.
3. The Application Cover Sheet must accompany the Budget Detail Worksheet and Narrative. All fields need to be completed or the application will be considered incomplete and will not be eligible for consideration for the grants. If an Agency is an appropriated division of a Town, then the Government/Town Official data must also be completed. *Note: If an Agency is an appropriated division of a Town and your RFP is approved and funded, the grant agreement will be issued to the Town Treasurer.*
4. **For Law Enforcement Agencies:** If you are applying for funds, please indicate in your proposal the equipment grant you are requesting funds from is SHSP.

ADDITIONAL EQUIPMENT GUIDELINES

1. As indicated earlier, equipment must be contained on the FFY 2006 Authorized Equipment List, available online at <http://www.rkb.mipt.org>. Requested equipment must also meet criteria contained in the Statewide Domestic Preparedness Strategy. For a copy of the State Strategy, please refer to the HSU website.

STATE EQUIPMENT GUIDELINES (continued)

2. Regarding individual items valued at \$2,500.00 and greater, subgrantees obtain at least three (3) costs estimates for proposed equipment from bona fide vendors whenever possible to ensure competitive pricing is obtained. Sole source acquisition is acceptable, with appropriate justification. All requests for sole source exception must be submitted to the HSU in writing for approval prior to the expenditure of any award.
3. The following three areas are the **ONLY** areas available for funding through this RFP in FFY06, and as such, only applications meeting the criteria detailed below will be considered:
 - **MCI Trailers** - As identified through the Capabilities Review and application process completed to obtain FFY06 Federal Funding, Vermont is looking to build a balanced capability in all Public Safety Districts (PSDs) in Mass Casualty Support. To this end, the HSU is accepting applications for enhancing and/or establishing MCI Trailers throughout the state. The goal in this initiative is to standardize the current trailers to a base level of capability and establish trailers in areas of the state that do not currently have this capability. If your agency or region currently has a MCI trailer (whether it was funded by the HSU or through other funding sources), please review the list of Standardized Equipment at <http://www.vthomelandsecurity.org/MCI> to determine if the trailer is equipped to the established standard. If the trailer does not meet these standards, please apply for the equipment necessary to meet them. Please be aware, funding is not available for restocking of the trailer as this is considered supplanting. If your region does not currently have a MCI Trailer, the HSU will consider applications for the establishment of a trailer based on the guidelines on our website. Applications that do not follow this standard will not be considered. Applications for establishing MCI Trailers should not exceed \$50,000. **In any application for MCI Trailer equipment, you must identify the existing MCI Trailers in your surrounding regions.**
 - **Hazmat/Decon Trailers** - As identified through the Capabilities Review and application process completed to obtain FFY06 Federal Funding, Vermont is looking to build a balanced capability in all PSDs in Hazmat/Decon Support. To this end, the HSU is accepting applications for standardizing and enhancing Hazmat/Decon Trailers throughout the state. The goal in this initiative is to standardize the current trailers to a base level of capability. If your agency or region currently has a Hazmat/Decon Trailer (whether it was funded by the HSU or through other funding sources), please review the list of Standardized Equipment at <http://www.vthomelandsecurity.org/Hazmat/Decon> to determine if the trailer is equipped to the established standard. If the trailer does not meet these standards, please apply for the equipment necessary to meet them. Please be aware, funding is not available for restocking of the trailer as this is considered supplanting.

- **Swiftwater Capabilities** - As identified through the Capabilities Review and application process completed to obtain FFY06 Federal Funding, Vermont is looking to establish a balanced Swiftwater capability in all PSDs. To this end, the HSU is accepting applications for the establishment of Type II (subject to DHS guidelines) only Swiftwater teams in PSDs B, C, and D. These applications should carefully consider and address location of agency, availability of team members, training required to establish and sustain the team, etc. These teams, while sponsored by one agency, can consist of members from more than one department. All training will be provided by the Vermont Police Academy and funding has been allocated specifically for this, and therefore does not need to be included in your cost estimates. Please refer to <http://www.vthomelandsecurity.org/swiftwater> for additional guidance regarding the Swiftwater teams. Applications for establishing a Swiftwater capability should not exceed \$15,000 in equipment requests. Applicants must describe how establishing a Swiftwater capability will impact their respective PSD. The narratives of these grant applications will be reviewed by DHS, as all marine vessels require DHS approval prior to awarding of the subgrant.
4. Please be advised that in order to be considered for Homeland Security Funding, in addition to the submission of the application, each applicant will need to be current and compliant with the annual Certificate of Audit and the Schedule of Federal Expenditures. Please work with the Vermont Department of Finance and Management to ensure that you are compliant with these requirements. Furthermore, in addition to the submission of the application, a Certificate of Insurance providing evidence of insurance coverage will need to be submitted along with the application. More information is available at <http://www.vthomelandsecurity.org> under the forms section.
 5. **NIMS** - The application narrative must verify that the agency is working towards NIMS compliance in accordance with FY06 Guidelines, and provide information detailing the progress made on NIMS. Please review Captain Reinfurt's memo of November, 05 available at <http://www.vthomelandsecurity.org> in the library section.
 6. Local Management and Administrative costs are not allowable without prior HSU approval.
 7. If your agency has had a Financial Audit or a Programmatic Monitoring Visit where follow-up work was required, all of this follow-up must be completed in order for your grant application to be considered.
 8. All grant awards will be subject to a Memorandum of Understanding (MOU) in which the subgrantee agrees to share the resources awarded within the PSD the subgrantee is located. If the subgrantee wishes to expand the MOU to include State, Interstate, or International areas, the HSU would encourage this, as well.