



STATE HOMELAND SECURITY GRANT-PROVIDED EQUIPMENT POLICY

Adopted by Vote of the Council: September 4, 2018

This policy shall govern the request of, use, maintenance, and disposal of equipment, including vehicles, and approved provided through grants authorized by the Central Region Homeland Security Advisory Council (CRHSAC, or “Council”).

1. Equipment Requests

- 1.1. Only equipment listed on the Federal Emergency Management Agency (FEMA) Authorized Equipment List (AEL), for use under the State Homeland Security Program (SHSP) will be considered for approval, unless otherwise modified by the Council (see Section 4 *Council Exceptions to AEL*).
- 1.2. All requests for equipment shall be made on forms provided by the Central Region Homeland Security Advisory Council (Council), and approved by the Executive Office of Public Safety and Security (EOPSS).
- 1.3. The municipality, agency, and/or entity requesting equipment shall have a plan for sustainability, which shall be included in the request (See Section 3).
- 1.4. The Council will review requests for equipment requests. If approved, all requests will also be reviewed by EOPSS.
 - 1.4.1. Approved equipment requests will be procured by fiduciary agents the Metropolitan Area Planning Council (MAPC), and the Central Massachusetts Regional Planning Commission (CMRPC), using Massachusetts (M.G.L. c 30B) and Federal procurement laws, as appropriate.
 - 1.4.2. The entity requesting the equipment shall provide CMRPC staff with specifications, including quantity, item description, size, color, etc.
 - 1.4.3. Once procurement is complete, the requesting entity may be asked to review the bids for conformity to specifications.

2. Responsibilities of Municipality/Agency/Entity Receiving SHSP-Funded Equipment

- 2.1. All equipment will be inventoried by CMRPC staff. Inventory labels shall remain affixed to the equipment for the life of the equipment.
- 2.2. The Municipality/Agency/Entity (“entity”) receiving such equipment shall provide CMRPC with the physical location where equipment and/or vehicle is housed for inventory purposes.
 - 2.2.1. It is the responsibility of the entity to notify CMRPC whenever the location where equipment is housed is changed.
- 2.3. The entity shall be responsible for storage and safety of the equipment.
- 2.4. The entity shall be responsible for ensuring that the equipment is maintained, properly registered (where required), insured, and equally available and accessible to all CRHSAC communities.
 - 2.4.1. The entity receiving equipment shall be responsible for all maintenance costs – the CRHSAC will not provide funding for routine maintenance items, including, but not limited to batteries, routine repair costs, meter calibration sensors, etc.
- 2.5. Said equipment is subject to periodic inspections by FEMA, EOPSS, CRHSAC, and/or CMRPC personnel.
- 2.6. Equipment may not be disposed of, traded in, or given or sold to another entity without permission of the CRHSAC AND EOPSS. Once approval for disposition is received, the entity shall follow all CRHSAC and EOPSS provisions and guidelines for disposition.

3. Sustainability

- 3.1. Due to funding limitations, the CRHSAC cannot fund the replacement of equipment purchased using SHSP funding.
 - 3.1.1. Prior to seeking SHSP funding for equipment and/or vehicles, the entity requesting equipment/vehicles shall have a plan for replacing SHSP-funded equipment that does not include the use of SHSP grant funding when said equipment reaches the end of its useful service life. The CRHSAC will require each entity to provide a plan for sustainability during the application process described in Section 1. Equipment Requests.

4. Council Exceptions to AEL

4.1. Due to current funding limitations, the CRHSAC voted to not fund the following vehicles:

4.1.1. 12TR-00-MOVR: A vehicle used to tow equipment trailers, such as a semi-trailer tractor. It would be used with items such as the trailers in 12TR-00-TEQP and 12TR-00-H2OT.

4.1.2. 12VE-00-ABUS: Specialized vehicles such as "Ambulance Buses".

4.1.3. 12VE-00-CMDV: Mobile command vehicles for use at incident scene.

4.1.4. 12VE-00-MISS: Vehicle, Specialized Mission, CBRNE, such as vehicles designed to support specific CBRNE mission area requirements.

Examples include deployment vehicles, tactical intervention vehicles, hazmat units, communications units, bomb response units, mobile morgue units, and special transport units such as all-terrain vehicles (ATVs), 2-wheeled personal transports for fully suited bomb technicians, and robot trailers designed to accommodate special mission equipment and accessories.

4.1.5. 12VE-00-SPEC: Vehicle, Specialized Emergency Management, such as specialized vehicles for emergency management operations. This category includes special-purpose vehicles for the transport of response equipment and personnel to incident sites which may have limited or restricted access as a result of an emergency or disaster.

5. APPENDIX A

**Executive Office of Public Safety and Security (EOPSS)
Office of Grants & Research
Homeland Security Division**

Disposition and Sale of Equipment Purchased via HSGP Funds Guidance

August 2009

Any proposed disposal and/or sale of non-expendable items must first be reviewed by and approved by the respective Council/UASI. Non-expendable items are defined as items having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If approved by the Council/UASI, a letter must be sent to EOPSS detailing the proposal. Council letters must be signed by the Council Chair, Council Fiduciary, and (if a different entity) the title holder (owner). UASI letters must be signed by the City of Boston, Mayor's Office of Emergency Preparedness and (if a different entity) the title holder (owner). The letter shall include the following information:

- Item(s) disposal/sale is requested for;
- Purchase price;
- Appraisal price, appraisal date, and appraisal information;
- Funding Year and Program used to procure item *;
- Acquisition Date;
- Item owner information;
- Reason for disposal/sale;
- Statement signed by the item owner certifying that the owner will follow applicable laws and procedures governing disposal and/or sale of equipment;
- If a sale of the item(s) is proposed, any funds resulting from the sale must be used, within the same municipal fiscal year that the sale occurred, and per U.S. DHS, on a purchase that provides a similar service and benefits the region.

* Please note that if the grant program is still 'open' then DHS may stake claim to any funds received through a sale.

Final written approval must be given by EOPSS prior to any disposal/sale of non-expendable property. EOPSS will strive to provide its approval or request additional information within 30 days of receipt of proposal letters.

Please contact your EOPSS Program Coordinator with any questions about this guidance.