



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



Updated Grant Program Policy No. HSGP-2

TO: Homeland Security Grant Program Sub-Recipients *BMB 11-7-23*
THROUGH: Brenda Bergeron, Deputy Commissioner DESPP/DEMHS William
Turner, State Emergency Management Director *W. J. H. Turner 11/7/23*
FROM: DEMHS Strategic Planning, Community Preparedness, and Grants Unit *[Signature]*
DATE: November 7, 2023
SUBJECT: Used Equipment Purchases within Homeland Security Grant Program

The purpose of this updated Grant Policy is to provide Connecticut Homeland Security Grant Program sub-recipients with a grant policy update related to the purchase of used equipment utilizing funds from the Homeland Security Grant Program (HSGP).

Background

The State Homeland Security Grant Program assists state, local, tribal, and territorial (SLTT) efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. The HSGP allows for the purchase of used equipment to meet the National Preparedness Goal. The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories for HSGP are listed on the [Authorized Equipment List \(AEL\)](#). Purchase of used equipment requires prior approval from the Connecticut Division of Emergency Management and Homeland Security (DEMHS) and certain equipment types requires additional documentation and information.

Summary of Changes to Used Equipment Policy

The following changes have been made to the DEMHS Used Equipment Policy that barred the purchase of used equipment under HSGP. The changes made now allow the purchase of used equipment as outlined in the 2022 Federal Preparedness Grants Manual (and future iterations of referenced manual), the Code of Federal Regulations, Connecticut State Homeland Security Strategy (as amended), and Homeland Security Grant Program guidance:

- HSGP Sub-recipients may utilize grant funds to purchase used equipment instead of opting to purchase new equipment.
 - "Used Equipment" refers to any equipment that has previously been sold or utilized as a demonstration product.
 - Equipment being purchased must be in good working condition and have substantial "Life Expectancy" left.
 - Approval from DEMHS is necessary prior to any purchase of used equipment with HSGP funding.
 - DEMHS reserves the right to deny used equipment purchases for any reason.
- It is required for the sub-recipient to submit a [Used Equipment Request Form](#) listing the equipment and other applicable information.
- DEMHS suggests that a cost-benefit analysis be performed by the sub-recipient to determine if it is beneficial to opt for used equipment over buying new.



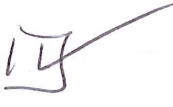
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Equipment Policies that remain unchanged at the issuance of this updated policy, include but are not limited to:

- Purchasing used computers, used communication equipment, and other used telecommunications equipment remains ineligible for funding under HSGP.
- Equipment Custodial Inventory Form Compliance.
- Equipment and Property Inventory Reporting requirement of equipment valued \$5,000 and over.
- Eligibility of equipment purchases should be confirmed by DEMHS Program Staff prior to procurement.
- Expenses/Projects must meet all HSGP requirements and follow existing procedures including budgeting, procurement, reporting, and tracking of regional equipment.
- If used equipment has an active manufacturer warranty, it is the responsibility of the Sub-recipient to comply with the requirements in place to maintain that agreement.
- The sub-recipient must obtain a warranty from either the manufacturer or seller for purchased used equipment. If no warranty is available, the sub-recipient may obtain a warranty from a third-party organization.
- FEMA Preparedness Grants Manual requirements for maintenance, equipment, and warranties including but not limited to:
 - *Preparedness grant funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses, and user fees. These contracts may exceed the period of performance if they are purchased incidental to the original purchase of the system or equipment as long as the original purchase of the system or equipment is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts.*
 - *When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty, and it may only cover equipment purchased with HSGP funds or for equipment dedicated for HSGP-related purposes. As with warranties and maintenance agreements, this extends to licenses and user fees as well.*
 - *The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the POP of the specific grant funds used to purchase the plan or warranty.*

Questions regarding the guidance provided in this Policy may be directed to the DEMHS Homeland Security Grant Program Staff at DEMHS.HSGP@ct.gov.

Approved 



Used Equipment Request Form

Subrecipient: _____

Submission Date: _____

Authorized Signatory: _____

Signature: _____

1. Will any of the equipment listed be replacing equipment previously purchased with HSGP or Preparedness grant funds (If yes, provide program, grant year, description, and the identified replacement in the comments section)? _____
2. Has similar equipment been purchased with HSGP funds in the past (If yes, identify equipment and year purchased in the comments section)? _____
3. If purchasing used equipment, please provide details of how and why this choice was made in the comments.
4. If used equipment is being purchased to replace equipment purchased with other Preparedness grant funds please identify in the comments.
5. **Purchase of used computers, used communication equipment, and used equipment with expiration dates are not permissible under HSGP.**
6. For used equipment please identify the method of purchase in the comments (auction, sealed bid, government surplus, direct acquisition, etc.,).
7. Please detail the prior use and prior owner/agency type of the used equipment in the comments (if known).
8. If used equipment requires known repairs or upgrades, please provide information in the comments.

Table 1: (Used Equipment Only)

Equipment Name or Description	Vendor	Condition	MSRP Price	Fair Market Value	Manufacturer Warranty Y/N	Photos attached Y/N	Custodian (attach agreement)	Estimated Life left (years)

Comments

Note:

1. Used equipment must be approved by DEMHS prior to purchase.
2. FEMA AEL: [Authorized Equipment List | FEMA.gov](https://www.fema.gov/authorized-equipment-list)
3. Submit any questions to DEMHS.HSGP@CT.gov



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Approvals	Signature	Date
HSGP Program Manager		
Grant Supervisor		
Operations and Logistics Manager		