

**FY 2006-2007 REQUEST for PROPOSALS**  
**APPLICATION INSTRUCTIONS AND REQUIREMENTS**

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**HOMELAND SECURITY**  
**GRANT PROGRAM**

**OREGON EMERGENCY MANAGEMENT**  
**OREGON OFFICE OF HOMELAND SECURITY**

**Mailing address:**  
**P.O. Box 14370**  
**Salem, OR 97309-5062**

**Location address:**  
**3225 State Street**  
**Salem, OR 97301**

**APPLICATION DUE DATE: JUNE 2, 2006**



# Homeland Security Grant Program FY 2006-2007 Application for Funds

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## Introduction

This year marks a significant change in how Homeland Security Grant Program (HSGP) funds are allocated to each state. For the first time, the State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and the Law Enforcement Terrorism Prevention Program (LETPP) will be awarded through a semi-competitive process. Each state will receive a baseline allocation of 0.75 percent of the total allocation available nationwide with the remainder competitively distributed based on risk and need.

Risk is defined with three principle variables: degree of threat of an attack to an asset, the vulnerability of that asset to that particular threat, and the consequences of a specified attack to a particular asset. Risk will be determined at the federal level using a formula that takes into account two risk calculations: asset-based terrorist risk and geographically-based terrorist risk. These risk calculations are summed to produce a total terrorism risk score. The needs component will be determined by the State's submission of two required elements that will be evaluated through a competitive peer-review process:

- A) Program and Capability Enhancement Plan, which is a multi-year global program management plan for the *entire* homeland security program, and
- B) Investment Justifications, which identify *specific* investments that will go towards achieving Initiatives identified in the Enhancement Plan for which states will utilize their FY 2006 funding.

Each State was directed to conduct a Program and Capability Review as a means of assessing the State's strengths and weaknesses relative to the eight national priority **capabilities**:

- 1) Information sharing and dissemination
- 2) Law enforcement investigation and operations
- 3) Interoperable communications
- 4) CBRNE detection
- 5) Explosive device response operations
- 6) WMD / hazardous materials response and decontamination
- 7) Mass prophylaxis
- 8) Medical surge

that also link directly to the eight national **priorities**:

- 1) Expanded regional collaboration
- 2) Implement the National Incident Management System (NIMS) and the National Response Plan (NRP)
- 3) Implement the Interim National Infrastructure Protection Plan (NIPP)
- 4) Strengthen information sharing and collaboration capabilities
- 5) Strengthen interoperable communications capabilities
- 6) Strengthen CBRNE detection, response, and decontamination
- 7) Strengthen medical surge and mass prophylaxis capabilities
- 8) National review of Emergency Operations Plans and the status of catastrophic planning

To inform the State's submission for FY 2006 funds, Oregon Emergency Management conducted a three and a half-day workshop from January 24-27, 2006 in Salem to engage State, local, and Tribal stakeholders. The outcome of the capability review led to the development of the State Enhancement Plan and identification of statewide multi-year *Initiatives*. From input received during the workshop, and in consultation with the Governor's Office and direction from the Oregon Office of Homeland Security, the State ultimately submitted four *Investment Justifications* that were identified as priorities for FY 2006 funding. Accordingly, all applications for funding from State, Tribal, and local jurisdictions are restricted to the following four investment areas:

- 1) Regional collaboration
- 2) Interoperable communications
- 3) CBRNE detection, response, and decontamination
- 4) Intelligence / information sharing and law enforcement investigation and operations.

Copies of the State's Enhancement Plan and *Investment Justifications* may be downloaded at:

<http://egov.oregon.gov/OOHS/CJSD/sdpep.s.html>

### **FY 2006 State Homeland Security Program (SHSP)**

SHSP is the core homeland security assistance program that provides funds to build capabilities at the State, Tribal, and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in the State and UASI Homeland Security Strategies. SHSP funding also supports the four

mission areas of homeland security (prevent, protect, respond, and recover), addresses all of the National Priorities and the 37 Target Capabilities, as they relate to terrorism, and supports the implementation of the National Preparedness Goal, National Incident Management System (NIMS), and the National Response Plan (NRP).

### **FY 2006 Law Enforcement Terrorism Prevention Program (LETPP)**

LETPP specifically focuses upon the prevention of terrorist attacks and provides law enforcement and public safety communities, working with their private partners, funds to support the following activities: intelligence gathering and information sharing through enhancing / establishing fusion centers; hardening high value targets; planning strategically; continuing to build interoperable communications; and collaborating with non-law enforcement partners, other government agencies, and the private sector. LETPP funds should be focused on enhancing the Target Capabilities unique to terrorism.

### **FY 2006 Citizen Corps Program (CCP)**

Of the \$20 million available for grants supporting Citizen Corps preparedness activities, Oregon's allocation of FY 2006 Citizen Corps Program (CCP) funds is \$283,574. Allocations were determined using a base amount of 0.75 percent of the total allocation with the balance distributed on a population-share basis. The CCP is not part of the Federal competitive award process; however, even though the CCP is non-competitive at the Federal level, it will still be competitively awarded at the State level and must be included in your application. The Citizen Corps mission is to actively involve all citizens in hometown security

through personal preparedness, training, exercises, and volunteer service. CCP funds support Citizen Corps Council efforts to engage citizens in all-hazards prevention, protection, response, and recovery.

### **HSPD-5: National Incident Management System (NIMS)**

The NIMS provides a consistent framework for entities at all jurisdictional levels to work together to implement the NRP and manage domestic incidents, regardless of cause, size, or complexity. To promote interoperability and compatibility among Federal, State, local, and Tribal capabilities, the NIMS includes a core set of guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. Based on the criteria established in Homeland Security Presidential Directive (HSPD)-5, Incidents of National Significance are those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, Tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

The implementation of the NIMS within every State, Tribal, and local jurisdiction creates a common framework and system that, once established nationwide, will be the foundation for prevention, protection, response, and recovery operations. State, local, and

Tribal entities are required to become fully compliant with NIMS by the end of FY 2006 (September 30, 2006) and must meet the FY 2006 NIMS implementation requirements as a condition of receiving Federal preparedness funding assistance in FY 2007.

The NIMS web page, [www.fema.gov/nims](http://www.fema.gov/nims), is updated regularly with information about the NIMS and guidance for implementation. A document explaining NIMS compliance guidelines for Tribal and local jurisdictions can be found at: [http://www.fema.gov/pdf/nims/nims\\_tribal\\_local\\_compliance\\_activities.pdf](http://www.fema.gov/pdf/nims/nims_tribal_local_compliance_activities.pdf).

### **HSPD-8: National Preparedness**

On March 31, 2005, DHS issued the Interim National Preparedness Goal (the Goal) that establishes a vision for National Preparedness including National Priorities. The Target Capabilities List (TCL) identifies 37 capabilities integral to nationwide all-hazards preparedness, including acts of terrorism. In addition, the Goal establishes a framework that guides entities at all levels of government in the development and maintenance of the capabilities to prevent, protect against, respond to, and recover from major events, including Incidents of National Significance as defined in the NRP. The Goal is intended to assist entities at all levels of government in the development and maintenance of the capabilities to identify, prioritize, and protect critical infrastructure and key resources as described in the NIPP. [http://www.ojp.usdoj.gov/odp/docs/HSPD8\\_FAQ.pdf](http://www.ojp.usdoj.gov/odp/docs/HSPD8_FAQ.pdf).

## **National Response Plan (NRP)**

The NRP is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to State, local, and Tribal incident managers and for exercising direct federal authorities and responsibilities. The NRP assists in the important homeland security mission of preventing terrorist attacks within the United States; reducing the vulnerability to all natural and manmade hazards; and minimizing the damage and assisting in the recovery from any type of incident that occurs.

## **Implement the Interim National Infrastructure Protection Plan (NIPP)**

The interim NIPP, published in February 2005, establishes a process for bringing together a wide range of homeland security partners at the Federal, State, local, and Tribal level to establish the organized, unified, national risk-based approach to enhance the security and mitigate the risk facing the nation's critical infrastructure and key resources. The interim NIPP delineates roles and responsibilities for homeland security partners in carrying out these activities, while respecting the authorities, jurisdictions, and prerogatives of these partners. Importantly, the risk-based process established through the NIPP will assist authorities in determining which critical infrastructure and key resources are critical at the national level and those which are critical at the State level, thereby establishing a baseline understanding of how Federal and State

funding resources could be best leveraged to enhance security.

## **FY 2006 Appropriations and Available Funds**

The Department of Homeland Security Appropriations Act of 2006 set aside:

- \$550 million for formula-based State Homeland Security Program grants.
- \$400 million for Law Enforcement Terrorism Prevention Program grants.
- \$765 million for high-threat, high-density urban areas (UASI) grants with \$25 million available to nonprofit organizations that are determined to be at high-risk of international terrorist attack.

Oregon's share of the FY 2006 appropriation is a combination of two components: a baseline allocation of \$7.125 million from the combined SHSP and LETPP total and a risk- and need-based allocation as determined by a risk score and competitive peer-review process. Final allocations for each State and Urban Area will not be announced until May 31, 2006.

Similar to previous years, 80 percent of the SHSP and LETPP allocations must be provided to local units of government. There is no minimum pass-through requirement for CCP.

## **Allocation of FY 2006 Funds**

The State will award FY 2006 homeland security grant funds as follows:

- 60 percent of the baseline allocation (\$7.125 million) and CCP allocation (\$283,574) will be equally distributed among the five homeland security regions – approximately \$889,000 per region.
- The remaining funds will be competitively awarded based on the Application Evaluation criteria outlined on page 6.

Each county's request will be competitively reviewed against both the regional baseline allocation and remaining funds to be distributed competitively.

## **Duration of Funding**

Successful applicants will be awarded a grant for a period of 24 months commencing July 1, 2006 and ending June 30, 2008. Proposed projects must be completed within the 24-month period of performance. Projects that cannot be completed by June 30, 2008 will not be selected for funding.

## **Eligibility**

Eligible applicants include State, local, and Tribal units of government; and only these agencies are eligible to receive a direct award.

As defined in the Conference Report accompanying the Department of Homeland Security Appropriations Act of 2006, the term "local unit of government" means "any county, city, village, town, district, borough, parish, port authority, transit authority, intercity rail provider, commuter rail system, freight rail provider, water district, regional planning

commission, council of government, Indian tribe with jurisdiction over Indian country, authorized Tribal organization, Alaska Native village, independent authority, special district, or other political subdivision of any State."

## **Eligibility for Urban Areas Security Initiative (UASI) Jurisdictions**

Oregon jurisdictions defined in the Portland urban area / Urban Areas Security Initiative Grant program (City of Portland, Multnomah County, Washington County, Clackamas County, and Columbia County) are eligible to apply for SHSP, LETPP, and CCP funds. However, unlike previous years, the State will retain 20 percent of funds awarded under the distinct UASI allocation.

## **Match Requirement**

There is no match requirement for the State Homeland Security Program, Law Enforcement Terrorism Prevention Program, or Citizen Corps Program.

## **Supplanting**

Federal funds may not supplant, replace, or offset State or local funds, but will be used to supplement the amount of funds that, in the absence of Federal funds, would be made available for purposes consistent with the Homeland Security Grant Program.

## Application Due Date

**One original and fifteen copies** (16 total) of the application must be received by Oregon Emergency Management (OEM) no later than 5:00 PM (PST), Friday, **June 2, 2006**.

Applicants are fully responsible for the timely delivery of grant applications to OEM. Late applications, facsimile copies, or modifications to an original application to meet the mandatory requirements will not be accepted.

**Oregon Emergency Management  
Attn: FY 2006 Homeland Security  
Grant Applications**

**Mailing Address**

**P.O. Box 14370  
Salem, Oregon 97309-5062**

**Hand-Delivery Address**

**3225 State Street  
Salem, Oregon 97301**

## Application Evaluation

Representatives from the statewide Domestic Preparedness Work Group will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. OEM will conduct an initial review of applications to determine whether the proposal meets the application minimum qualifications. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive.

Applications will be deemed non-responsive for the following reasons:

1. Late applications. Applications must be **received (not post-marked) by 5:00 PM Friday, June 2, 2006**.
2. Excessive page length.
3. Missing or incomplete Cover Sheet(s) or Project Justification form(s).
4. Projects inconsistent with the identified investment areas.

Only those applications meeting eligibility criteria and determined to be responsive to the minimum qualifications will be considered for further evaluation.

The grant award recommendations will be forwarded to the Director of the Oregon Office of Homeland Security and the Governor, who will then make final award decisions. OEM will notify applicants on or about June 26, 2006 with final award decisions.

Funding decisions will be based on:

1. Applicant's standing based on the statewide Needs Assessment
2. Overall response to the Project Justification form. Specifically, how well distinct and holistic projects were identified and how closely projects were aligned with the State's Enhancement Plan and Investment Justifications.
3. How well the Project Justification supported the project and demonstrated need for the requested items.
4. Whether proposed projects can be implemented within the 24 month grant award period.
5. Whether projects will be sustained after grant funding expires.

## **Fiscal Year 2006 State Homeland Security Program (SHSP)**

Use of SHSP funds must be consistent with and supportive of implementation of the State Homeland Security Strategy. Linkages between specific projects undertaken with SHSP funds and strategic goals and objectives will be highlighted through regular required reporting mechanisms, including the Biannual Strategy Implementation Report (BSIR).

### **Allowable Planning Costs**

The State will facilitate all contracts for planning-related services that are identified in grant applications. Applicants who wish to receive funding for eligible planning projects must agree to allow the state to maintain any approved funding for contract services as allowed by the FY 2006 guidance.

The State will prepare an agreement that the unit of local government will sign to authorize the State to maintain the funding and facilitate the contractor / consultant portion of the proposed project. These funds will be earmarked from the 80 percent local share of the FY 2006 allocation. While ensuring consistency among planning products, this will also reduce the heavy search for multiple contractors and consultants.

The State will facilitate an RFP process in which the approved unit of local government will participate and assist with the creation of a scope of work, review, and approval of service providers. Approved units of local government will also assist in the review

of reports, overall project direction, and financial review.

Other costs such as grant administration, travel, workshops, meetings, staff, etc., may be provided directly to the applicant based on the proposed projects through reimbursement requests.

SHSP funds may be used for a range of homeland security planning activities, including the following:

- 1. *Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:***
  - Costs associated with the implementation and adoption HSPD-8 initiatives.
  - Costs associated with the implementation and adoption of NIMS.
  - Establishment or enhancement of mutual aid agreements.
  - Development of communications and interoperability protocols and solutions.
  - Development of related critical infrastructure terrorism prevention activities including:
    - Planning for enhancing security during heightened alerts, during terrorist incidents, and / or during mitigation and recovery.
  - Public information / education: printed and electronic materials, public service announcements, seminars / town hall meetings, web postings coordinated through local Citizen Corps Councils.
  - Citizen Corps activities in communities surrounding critical infrastructure sites, including Neighborhood Watch, Volunteers in

Police Service, and other opportunities for citizen participation.

- Evaluating Critical Infrastructure Protection (CIP) security equipment and / or personnel requirements to protect and secure sites.
  - CIP cost assessments, including resources (financial, personnel, etc.) required for security enhancements / deployments.
2. ***Develop and enhance plans and protocols, including but not limited to:***
- Develop or enhance emergency operations plans and operating procedures.
  - Develop terrorism prevention / deterrence plans.
  - Develop plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies.
  - Develop public / private sector partnership emergency response, assessment, and resource sharing plans.
  - Develop or update local or regional communications plans.
  - Development of plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies.
  - Development or enhancement of continuity of operations and continuity of government plans.
  - Development or enhancement of existing catastrophic incident response and recovery plans to include and integrate federal assets provided under the National Response Plan.

3. ***Develop or conduct assessments, including but not limited to:***

- Conduct point vulnerability assessments at critical infrastructure sites / key assets and develop remediation / security plans.
- Conduct cyber risk and vulnerability assessments.
- Conduct assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources.
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs.

**Allowable Training Costs**

FY 2006 SHSP funds may be used to enhance the capabilities of State, Tribal, and local emergency preparedness and response personnel through development of a State homeland security training program. Allowable training-related costs include:

1. ***Establishment of support for, conduct of, and attendance at preparedness training programs within existing training academies / institutions, universities, or junior colleges.*** Preparedness training programs are defined as those programs related to prevention, protection, response, and or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with national priorities as stated in the Goal. Examples of such programs include but are not limited to CBRNE terrorism, critical

infrastructure protection, cyber security, and citizen preparedness.

2. ***Overtime and backfill costs associated with attendance at Office of Grants and Training (G&T) -sponsored and approved training courses.*** SHSP may also be used for training citizens in awareness, prevention, protection, response, and recovery skills.

### **Allowable Exercise Costs**

SHSP funds may be used to design, develop, conduct, and evaluate exercises that:

- Provide homeland security preparedness personnel and volunteers a venue to practice prevention, protection, response, and recovery activities.
- Evaluate prevention and response plans, policies, procedures, and protocols, including NIMS and NRP.
- Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.
- Encourage coordination with surrounding jurisdictions in prevention, protection, response, and recovery activities.

Allowable expenses include costs for supplies that are expended or consumed during the course of the exercise and hiring full- or part-time staff and / or contractors to assist in the development, documentation, and evaluation of the exercise.

### **Allowable Equipment Costs**

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. State, Tribal, and local units of government may acquire advanced

levels of responder equipment in the following 21 categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection Equipment
8. Decontamination Equipment
9. Medical Supplies and Limited Types of Pharmaceuticals
10. Power Equipment
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Agricultural Terrorism Prevention, Response, and Mitigation Equipment
17. CBRNE Prevention and Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

Additional information on allowable equipment is provided at:

[www.rkb.mipt.org](http://www.rkb.mipt.org).

### **Allowable Administrative Costs**

No more than three percent of the total amount allocated to units of State (non-SAA), Tribal, or local government may be used for administrative purposes.

Allowable administrative expenditures may include:

- Hiring of full- or part-time staff or contractors / consultants to assist with the management of HSGP, implementation of the State Homeland Security Strategy, application requirements, and compliance with reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to requests for information.
- Travel expenses.
- Overtime and backfill costs.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the Office of Grants and Training (G&T) Office of Grant Operations (OGO) Financial Management Guide at: [http://www.dhs.gov/interweb/assetlibrary/Grants\\_FinancialManagementGuide.pdf](http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf).)
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software, which may be required to support the implementation of the Homeland Security Strategy.
- Recurring fees / charges associated with certain equipment, such as cell phones and faxes during the period of performance of the grant program.
- Leasing and / or renting of space for newly hired personnel during the period of performance of the grant program.

## **Fiscal Year 2006 Law Enforcement Terrorism Prevention Program (LETPP)**

LETPP centers on prevention efforts, one of the four core homeland security mission areas. Prevention efforts are critical to effective State and local implementation of the Goal. Funds awarded under this program directly support several of the Target Capabilities in the Goal. These include Information Gathering and Recognition of Indicators & Warnings, Law Enforcement Investigation and Operations, Intelligence Analysis and Production, CBRNE Detection, Intelligence / Information Sharing & Dissemination, and Critical Infrastructure Protection.

### **Authorized Program Expenditures**

The FY 2006 LETPP will provide law enforcement agencies with funds for the following activities:

1. **Information Sharing to Preempt Terrorist Attacks.** These funds will allow law enforcement agencies to purchase equipment and support efficient and expeditious sharing of information and intelligence that could preempt possible terrorist attacks.
2. **Target Hardening to Reduce Vulnerability.** Funds provided under this category will allow law enforcement communities to make vulnerable targets more resistant to attack or more difficult to remove or damage.

3. **Threat Recognition.** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct additional training that assists in further recognizing the potential or development of a threat.
4. **Intervention Activities.** Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct activities to further enhance their capabilities to prevent domestic terrorism incidents.
5. **Interoperable Communications.** Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among, law enforcement agencies and other emergency service disciplines such as fire and emergency management.

All State, local, or Tribal entities using FY 2006 LETPP funds in support of information sharing and intelligence fusion and analysis centers must use the Homeland Security Information Network (HSIN) web-based system as the backbone for communication and collaboration with their member agencies and the Homeland Security Operations Center (HSOC).

### **Allowable Planning Costs**

The State will facilitate all contracts for planning-related services that are identified in grant applications. Applicants who wish to receive funding for eligible planning projects must agree to allow the State to maintain any approved funding for contract services as allowed by the FY 2006 guidance.

The State will prepare an agreement that the unit of local government will sign to authorize the state to maintain the funding and facilitate the contractor / consultant portion of the proposed project. These funds will be earmarked from the 80 percent local share of the FY 2006 allocation. While ensuring consistency among planning products, this will also reduce the heavy search for multiple contractors and consultants.

The State will facilitate an RFP process in which the approved unit of local government will participate and assist with the creation of a scope of work, review, and approval of service providers. Approved units of local government will also assist in the review of reports, overall project direction, and financial review.

Other costs such as grant administration, travel, workshops, meetings, staff, etc., may be provided directly to the applicant based on the proposed projects through reimbursement requests.

LETPP funds may be used for a range of law enforcement terrorism prevention planning activities, including the following:

- Development of and planning for information / intelligence sharing groups.
- Conducting point vulnerability analyses and assessments.
- Soft target security planning (public gatherings).
- Develop border security operations plans in coordination with Customs and Border Protection (CBP).
- Developing, implementing and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas.

- Updating and refining threat matrices.
- Acquiring systems allowing connectivity to Federal data networks, such as National Crime Information Center (NCIC), and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate.
- Designing and developing State and local geospatial data systems.
- Costs associated with the implementation and adoption of NIMS.
- Developing related terrorism prevention activities including:
  - Planning for enhancing security during heightened alerts, during terrorist incidents, and / or during mitigation and recovery.
  - Public information / education: printed and electronic materials, public service announcements, seminars / town hall meetings, web postings.
  - Citizen Corps volunteer programs and other activities to strengthen citizen participation.
  - Evaluating Critical Infrastructure Protection security equipment and / or personnel requirements to protect and secure sites.

## Allowable Organizational Activities

State, Tribal, and local units of government may use FY 2006 LETPP funds to support select organization activities. Applicants must justify proposed expenditures of LETPP funds to support organization activities within their Project Justification form using historical data and other analysis to substantiate their proposals. No more than 25 percent of the gross amount of the allocation for this program may be used for operational expenses and overtime costs for the three operational activities noted below:

1. **Operational overtime expenses associated with increased security measures at critical infrastructure sites during DHS-declared periods of heightened alert.** Up to 25 percent of FY 2006 LETPP funds may be used for costs incurred during Code Orange. Costs associated with border protection activities only are also eligible at Code Yellow, provided that those activities are conducted in accordance with previous guidance issued.

In support of these efforts for enhanced capabilities of detecting, deterring, disrupting, and preventing acts of terrorism, costs eligible for reimbursement under this policy are identical to those deemed allowable under previous Code Orange alerts. LETPP funds may only be used in the following authorized categories:

- Backfill and overtime expenses for staffing State or local EOCs.
- Hiring of contracted security for critical infrastructure sites.

- Public safety overtime.
- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package.
- Increased border security activities in coordination with Customs and Border Protection (CBP).

Consumable costs, such as fuel expenses, are *not* allowed except as part of the standard National Guard deployment package.

2. **Overtime costs are also allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security.** This includes activities such as anti-terrorism task forces, Joint Terrorism Task Force (JTTF), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and Terrorism Early Warning (TEW) groups.
3. **Hiring new staff and / or contractors to serve as intelligence analysts to support information / intelligence fusion capabilities.** In order to be hired as an Intelligence Analyst, staff and / or contractor personnel must have successfully completed training to ensure baseline proficiency in *intelligence analysis and production*. Furthermore, costs associated with hiring new intelligence analysts are allowable only for the period of performance of the FY 2006 LETPP programs. Upon closeout of the FY 2006 grants, applicants shall be

responsible for supporting the sustainment costs for those intelligence analysts.

The International Association of Law Enforcement Intelligence Analysts' (IALEIA) Educational Standard # 7 provides standards on the categories of training needed for intelligence analysts. These include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty. Successful completion of the following courses satisfies the intelligence analyst training requirement:

- Intelligence Analyst Training Program (FLETC).
- Foundations of Intelligence Analysis Training (International Association of Law Enforcements Intelligence Analysis).

Funding may not be used to supplant ongoing, routine public safety activities of State, Tribal or local law enforcement.

### **Allowable Training Costs**

LETPP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of State, Tribal, and local personnel, including the following:

- Training courses on building information sharing capacities.
- Training that includes methods of target hardening.
- Training for facility security personnel.
- Training for vessel and port law enforcement security personnel recognition of CBRNE, agriculture, and cyber threats.

- NIMS training.
- Weaponization of CBRNE, agriculture, and cyber threats.
- History of terrorism and social environments contributing to threats.
- Surveillance and counter-surveillance techniques.
- Identifying / assessing critical infrastructure assets, vulnerabilities, and threats.
- Intelligence analysis.
- Cyber security protective measures training.
- Multicultural training for undercover operations.
- Language training.
- Joint training with other homeland security entities (U.S. Secret Service, Customs and Border Protection, etc.).
- Training on the use of interoperable communications equipment.
- Critical Infrastructure Protection training.
- Training associated with the collection, analysis, mapping, integration, and dissemination of geospatial data and imagery.
- Geospatial database use, design, development, and management training.
- Agricultural / food security-related training.
- Training for citizens in terrorism awareness and for volunteer participation to support law enforcement activities.

Grantees who wish to use grant funds to support attendance of and / or development of non-G&T sponsored training, must receive approval from the State prior to using funds for this

purpose. Where a G&T sponsored and approved training course or module addresses an allowable training activity enumerated above, states and local jurisdictions are encouraged to adopt the G&T program of instruction, or ensure that materials developed using funds from this program comport with the G&T training.

In addition, allowable training-related costs include:

- Overtime and backfill funding for emergency preparedness and response personnel attending G&T-sponsored and approved training classes. Payment of overtime expenses will be for work performed by grant funded employees in excess of the established work week (usually 40 hours). Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
- Training Workshops and Conferences. Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.
- Full or Part-Time Staff or Contractors / Consultants. Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors / consultants may also be procured by the state in the design,

development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

- Travel. Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending G&T-sponsored courses. These costs must be in accordance with the State-approved travel policy.
- Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
- Other Items. These costs include the rental of space / locations for planning and conducting training, badges, etc.

### **Allowable Exercise Costs**

LETPP funds may be used to design, develop, conduct, and evaluate terrorism prevention related exercises, including the following:

- Exercises to evaluate the effectiveness of information sharing plans, policies, procedures and protocols.
- Exercises to evaluate NIMS implementation.
- Exercises to evaluate facility and / or vessel security protection.
- Exercises to evaluate area maritime security protection.

- Exercises to evaluate threat recognition capabilities.
- Exercises to evaluate cyber security capabilities.
- Exercises to evaluate agricultural food security capabilities.
- Exercises to evaluate prevention readiness and techniques.
- “Red Team” (force on force) exercises.
- Interoperable communications exercise.
- Critical infrastructure vulnerability, protection, and / or attack exercises.

### **Allowable Equipment Costs**

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Power Equipment
8. CBRNE Reference Materials
9. CBRNE Incident Response Vehicles
10. Terrorism Incident Prevention Equipment
11. Physical Security Enhancement Equipment
12. Inspection and Screening Systems
13. CBRNE Prevention and Response Watercraft
14. CBRNE Logistical Support Equipment
15. Intervention Equipment

### 16. Other Authorized Equipment

Additional information on allowable equipment is provided at:

[www.rkb.mipt.org](http://www.rkb.mipt.org).

### **Allowable Administrative Costs**

No more than three percent of the total amount allocated to units of State (non-SAA), Tribal, or local government may be used for administrative purposes.

Allowable administrative expenditures may include:

- Hiring of full- or part-time staff or contractors / consultants to assist with the management of the LETPP, implementation of the State Homeland Security Strategy, application requirements, and compliance with reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to requests for information.
- Travel expenses.
- Overtime and backfill costs.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the Office of Grants and Training (G&T) Office of Grant Operations (OGO) Financial Management Guide at: [http://www.dhs.gov/interweb/assetlibrary/Grants\\_FinancialManagementGuide.pdf](http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf).)
- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software, which may be required to support the implementation of the Homeland Security Strategy.

- Recurring fees / charges associated with certain equipment, such as cell phones and faxes during the period of performance of the grant program.
- Leasing and / or renting of space for newly hired personnel during the period of performance of the grant program.

## Fiscal Year 2006 Citizen Corps Program (CCP)

FY 2006 CCP funds will be used to support Citizen Corps Councils with all-hazards planning, public education and communication, training, exercises, equipment, management of Citizen Corps programs and activities, and equipping volunteers who have a role in disaster response. The FY 2006 Citizen Corps funds provide resources for States, Tribal, and local communities to:

- Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- Develop and implement a plan for the community to engage all citizens in hometown security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities.
- Conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bioterrorism, and to encourage personal responsibility and action.
- Develop and implement Citizen Corps programs offering training and volunteer opportunities to support emergency management and emergency responders, disaster relief organizations, and community safety efforts, to include: Community Emergency Response Teams (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, and Citizen Corps affiliates.
- Enable citizens to participate in exercises and receive training and equipment.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness, training, and volunteer service. In addition to HSGP funding, state and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and economies of scope in pursuing this mission, and to make expenditures that benefit multiple programs.

1. Applicants must be a member of or register as a Citizen Corps Council to be eligible to receive funding.
2. Registered Citizen Corps Councils must have a plan to incorporate all active programs into the council (Neighborhood Watch, Volunteers in Police Services, Community Emergency Response Teams, Medical Reserve Corps, and Fire Corps) as well as other volunteer agencies/programs.

### Allowable Planning Costs

CCP funds may be used for a range of planning activities, including the following:

1. ***Establish and / or enhance Citizen Corps Councils, to include planning and evaluation.*** Costs associated with activities to develop and implement a state, regional, local, or tribal Citizen Corps all-hazards strategic plan to engage the full community in hometown security. Citizen Corps implementation plans are not required to be submitted to G&T, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Citizen Corps implementation plans should include:

- Evaluate the community's existing all-hazards plans, vulnerabilities, needs, and citizen preparedness and participation.
- Implement Citizen Corps programs at the community level to support local emergency responders, which include CERT, MRC, Neighborhood Watch, VIPS, Fire Corps, and affiliate programs.
- Conduct public education campaigns, including promoting the Ready.gov preparedness message.
- Provide training for citizens, trainers, and Council members.
- Develop targeted outreach for all ages, ethnic and cultural groups, persons with disabilities, and special needs populations.
- Provide opportunities for volunteers with special skills and interests.
- Ensure residents are connected to emergency alert systems.
- The use of citizens / volunteers for surge capacity.
- Organize special projects and community events.
- Encourage cooperation and collaboration among community leaders.
- Cross-leverage Citizen Corps programs.
- Leverage existing resources, such as SHSP, UASI, and other DHS programs, Special Volunteer Grants from the Corporation for National and Community Service, or those issued at the community level, to include private sector funding.

- Capture smart practices, and evaluate and report accomplishments.

In addition, efforts to include public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing advisory councils and task forces is allowable.

It is also critical to evaluate the impact Citizen Corps Councils and Citizen Corps programs have on the community. Expenditures to evaluate Citizen Corps Council programs and activities is allowable, to include assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost / benefit analysis.

2. **Public Education / Outreach.**

Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as: public safety announcements; printed advertising; billboards; promotional flyers; booth displays; conference backdrops; podium signs; recognition pieces for Citizen Corps participants; informational buttons, pins, key chains, clothing, badges, and

magnets; newsletters, posters, buck slips; and other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo whenever possible.

3. ***Citizen Participation / Volunteer Programs.*** One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness, and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, MRC, and Fire Corps; for the Citizen Corps affiliate programs; for other homeland security efforts at the state and local level; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to:

- Recruiting.
- Screening / assessing.
- Training.
- Retaining / motivating.
- System to track activities and participants (in compliance with applicable privacy laws).
- Recognizing.
- Evaluating volunteers.

- Purchase of or subscription to identification / credentialing systems to support the tracking of volunteers.

### **Allowable Organizational Activities**

Organization activities under the CCP program are limited to the development and support of citizen surge capabilities.

### **Allowable Training Costs**

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation / property damage prevention; safety in the home; Community Emergency Response Teams (CERT); search and rescue skills; principles of NIMS / ICS, community relations, volunteer management; any training necessary to participate in volunteer activities; or other training that promotes community safety.

Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, NGO, and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational / professional facilities. Pilot courses and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2006 Citizen Corps funding.

Allowable costs include:

- Instructor preparation and delivery time (to include overtime costs).
- Hiring of full or part-time staff or contractors / consultants to assist with conducting the training and / or managing the administrative aspects of conducting the training.
- Quality assurance and quality control of information.
- Creation and maintenance of a student database.
- Rental of training facilities.
- Printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications).
- Course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, mannequins.
- Outfitting trainees and volunteers with program related materials and equipment, e.g. issuing CERT kits, credentials / badges, identifying clothing.

### **Allowable Exercise Costs**

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation / shelter in place capabilities, family / business preparedness, and participating in table-top or full scale emergency responder exercises at the local, state, or national level, to include TOPOFF. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to, assisting with planning the exercise, implementation, to include CERT participation, back filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise.

### **Allowable Equipment Costs**

Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing Community Emergency Response Teams (CERT) kits, credentials / badges, and identifying clothing.

Authorized equipment purchases may be made in the following categories:

1. Information Technology
2. Cyber Security Enhancement Equipment
3. Medical Supplies and Limited Types of Pharmaceuticals
4. Power Equipment
5. CBRNE Reference Materials
6. Other Authorized Equipment

Additional information on allowable equipment is provided at:  
[www.rkb.mipt.org](http://www.rkb.mipt.org).

### **Allowable Administrative Costs**

No more than three percent of the total amount allocated to units of State (non-SAA), Tribal, or local government may be used for administrative purposes.

Allowable administrative expenditures may include:

- Hiring of full- or part-time staff or contractors / consultants to assist with the management of CCP, implementation of the State Homeland Security Strategy, application requirements, and compliance with reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to requests for information.
- Travel expenses.
- Overtime and backfill costs.
- Meeting-related expenses (for a complete list of allowable meeting-related expenses, please review the Office of Grants and Training (G&T) Office of Grant Operations (OGO)

Financial Management Guide at:  
[http://www.dhs.gov/interweb/assetlibrary/Grants\\_FinancialManagementGuide.pdf](http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf).

- Acquisition of authorized office equipment including personal and laptop computers, printers, LCD projectors, and other equipment or software, which may be required to support the implementation of the Homeland Security Strategy.
- Recurring fees / charges associated with certain equipment, such as cell phones and faxes during the period of performance of the grant program.
- Leasing and / or renting of space for newly hired personnel during the period of performance of the grant program.

## Application Overview

Applicants are required to submit a collaborative countywide or larger regional response to this application. Only ONE application will be accepted from each county. To the greatest extent possible, applicants should begin pursuing a regional response to this application. Future applications for grant funding may require the submission of a regional, rather than a countywide, response.

Oregon Emergency Management will subgrant awards to eligible individual agencies once the application has been approved; however, for purposes of this application process you are required to submit one coordinated countywide or larger regional application.

## Priorities for Funding

As previously stated, the only eligible projects are those that implement:

1. Regional collaboration
2. Interoperable communications
3. CBRNE detection, response, and decontamination
4. Intelligence / information sharing and law enforcement investigation and operations

In accordance with grant program guidance intended to streamline efforts in obtaining resources that are critical to building and sustaining capabilities to achieve the National Preparedness Goal and implement State and Urban Area Homeland Security Strategies, priorities for funding include projects that integrate planning, training, and exercises in addition to equipment procurement. Applicants are strongly encouraged to develop a holistic approach in identifying

distinct projects. In the past, applications were heavily focused on equipment procurement.

For FY 2006, funding priority will be given to projects that have thoughtfully integrated planning, training, and exercise needs in addition to equipment requests.

Consistently denied equipment items include:

- SCBAs requested by fire departments.
- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads.
- Equipment and software intended for general use (i.e., not CBRNE specific) or equipment already required by virtue of the occupation (i.e. bulletproof vests for law enforcement, turn out gear for fire).
- Equipment not supported or well documented in the Project Justification.

## Application Contents

A completed application will consist of up to five parts:

1. Cover Sheet(s) for the county submitting agency and each agency that will directly receive funds
2. NIMS Compliance Form(s) from each agency requesting or benefiting from funding. This form may be downloaded at: <http://egov.oregon.gov/OOHS/CJSD/sdpep.shtml>
3. Up to five Project Justifications completed in the required format (see Appendix A). This form may be downloaded at:

<http://egov.oregon.gov/OOHS/CJSD/sdp ep.shtml>

4. Detailed line item budget for each Project Justification(s). A sample budget format is provided on page 34.
5. Applications may include up to two pages of appendices per Project Justification.

Parts two and three of the application must be completed on the NIMS compliance and Project Justification forms provided and may not exceed the given space for each question. The Cover Sheet(s) and detailed budget(s) must include all of the information shown on the sample forms.

You must provide one original and fifteen copies (16 total) of the submitting county's (master) Cover Sheet, completed NIMS Compliance Form(s), up to five Project Justifications, detailed budget for each Project Justification(s), and appendices (if applicable). Please note: only the original copy of the application requires the Cover Sheets for each agency that will directly receive funds.

### **PART 1: COVER SHEET**

The Cover Sheet provides identifying information and must be completed in full as shown on page 35. This sheet must be placed at the beginning of the application. A master Cover Sheet must be completed by the submitting county agency and included with the original application and 15 copies. Cover Sheets must also be completed for each agency that will directly receive funds; however, copies of these Cover Sheets are only required for the original application (not the 15 copies).

### **PART 2: NIMS COMPLIANCE FORM**

State, local, and Tribal entities are required to become fully compliant with NIMS by September 30, 2006. Each agency requesting or benefiting from funding must complete a NIMS Compliance Form.

- Check the box next to each NIMS action that your organization has completed.
- Provide a one-page summary of the plan and timeline to complete and fully implement the actions that have not been accomplished.
- The NIMS Compliance Form must be signed and dated by the authorized agency official.

### **PART 3: PROJECT JUSTIFICATION FORM**

You must prioritize projects for funding. Given limited funding, your prioritization assists review board members in the review and evaluation process.

A Project Justification form must be completed for each proposed project. No more than five projects may be submitted per county / regional application. All proposed projects must be completed by June 30, 2008 and support specific, State *Investment Justifications* as well as goals and objectives in the State Homeland Security Strategy and / or Urban Area Homeland Security Strategy.

#### **Project Priority #**

Identify the priority number for this project.

#### **County**

Identify the county applicant agency.

**Project Title**

Assign each project a unique title that succinctly describes the project.

**Funding Table**

- Enter the dollar amount requested for this specific project in each category of funding (planning, training, etc.) and from each grant source (SHSP, LETPP, CCP).
- Enter the totals for each category and grant program.

**Question 1: Choose the best description for this project.**

Selected responses are from the Biannual Strategy Implementation Report (BSIR) and must be used to complete this required semi-annual progress report.

- Check the box next to the one description that best suits this project.

**Question 2: Provide a summary description of this project and its purpose.**

Describe the purpose of this project, including what you hope to accomplish and what the intended result will be for FY 2006 HSGP funds. Include a description of the expected outcomes (such as enhanced capabilities, interoperable communications), how the outcomes are related to the overall purpose, and how the outcomes will be achieved.

Oregon UASI counties must additionally describe why funds for this project cannot be leveraged through the UASI allocation.

**Question 3: List up to four National Priorities this project primarily supports.**

From the dropdown field, choose the National Priority that best supports this project.

- Up to four National Priorities may be chosen, but only one is required.

**Question 4: List up to six Target Capabilities this project primarily supports.**

Identify each Target Capability that this project primarily supports.

- Up to six may be chosen, but only one is required.

**Question 5: List the State Goal this project primarily supports.**

All projects must support at least one of the eight goals identified in the State Homeland Security Strategy. A copy of the State Homeland Security Strategy is available at:

<http://egov.oregon.gov/OOHS/CJSD/sdpep.shtml>

- Identify the primary goal this project supports.

**Question 6: Explain how this project will support the implementation of at least one of the four State priority investment areas, and the achievement of goals and objectives from the State and / or Urban Area Homeland Security Strategy.**

Projects should directly support 1) one or more of the State priority investment areas and 2) at least one State and / or Urban Area Homeland Security Strategy goal(s) and objectives. Applicants must:

- Identify which of the four investment area(s) this project supports.
- Describe how this project relates to the investment(s) identified.

- Discuss the specific capabilities and outcomes of the investment that will be addressed or furthered by this project.
- Explain how the project supports the achievement of the identified goals and objectives from the State and / or Urban Area Homeland Security Strategy.

**Question 7: Describe the geographic area covered by this project and the agencies / disciplines that will benefit from funding.**

Identify the geographic area that is specifically affected by this project and the agencies and / or disciplines that will benefit from funding. Describe whether this project has the potential to affect areas and / or agencies / disciplines outside those identified.

**Question 8: Clearly identify how this project is supported by the current countywide / regionwide plans such as communications or CBRNE / terrorism response.**

Applicants proposing to purchase interoperable communications equipment must certify that they have an implementation plan for the equipment that includes governance structures, policies, procedures, training, and planned exercises to ensure that key elements of planning, governance, and training are addressed before the communications equipment is procured.

Applicants interested in enhancing or creating radio communications capabilities must clearly identify that they have a written and promulgated communication strategy and plan. Jurisdictions without a written and promulgated plan will **not** be provided funding for communications equipment.

- Describe how this project and the requested equipment is consistent with an existing communications, CBRNE / terrorism, emergency operations, or other approved plan.

**Question 9: Discuss the collaboration process you have, or will establish, with other regions and jurisdictions (inter- and intra-State) within or beyond the geographic area of this project. Discuss when and how you will engage stakeholders from those regions in specific support of this project.**

Consider if you will have to engage entities and stakeholders from other regions / areas to successfully implement this project.

- Identify the collaboration processes and communication strategies already in place with other regions and jurisdictions.
- Discuss who you will reach out to, who you have already reached out to, why those individuals / groups were selected, and why / how they will benefit from this project.
- Explore possible / existing collaboration and coordination strategies, and the timeline for engaging those external stakeholders.

In addition, Oregon counties defined in the Urban Area must describe how they will take into account the needs of all agencies in the county-specific defined Urban Area, especially those that have not previously received UASI or SHSP funds.

**Question 10: Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines).**

Your response should focus on the implementation aspect only.

- Describe the necessary steps and stages that will be required for successful implementation of the project.
- Describe potential implementation challenges i.e., identify areas of possible concern or potential pitfalls.
- Explain why those areas present the greatest challenge to successful project implementation.

**Question 11: Discuss funding resources beyond FY 2006 HSGP that have been identified and will be leveraged to support the implementation and sustainment of this project.**

Discuss other funding sources (e.g., non-HSGP grant programs, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and / or continued sustainment of this project.

- If no other funding resources have been identified, or if none are necessary, provide a rationale as to why the requested FY 2006 HSGP funding is sufficient for the implementation and sustainment of this project.

**Question 12: Provide a high-level timeline, including milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions / purchases, training, exercises, and**

**process / policy updates. Space is provided for up to 7 milestones, but not all 7 may be necessary for the response.**

Limit responses to high-level milestones that are critical to this project.

- Identify milestones that are relevant only to this project, only to FY 2006 HSGP funds, and only to the 24-month award period.
- Include major tasks and dates for all milestones.

**PART FOUR: BUDGET**

Each project identified in your application must have its own unique budget. At a minimum, each project budget must contain all of the information shown on the sample budget format on page 34.

Equipment costs should be itemized to the greatest extent practicable. The FY 2006 Authorized Equipment List (AEL) is available at [www.rkb.mipt.org](http://www.rkb.mipt.org).

For **equipment** costs include:

- The equipment category (for SHSP there are 21 eligible categories, for LETPP there are 16, and for CCP there are 6).
- The specific equipment broken down by item, unit cost, and quantity.
- Which agency and discipline will receive the equipment (law enforcement, fire, HazMat, public works, public health, emergency management, etc.). Identify the quantity allocated for each agency and / or discipline that will receive the equipment.

For **training** costs, the budget must also:

- Specify how many participants will attend the training (by discipline and function).
- Include a line-item breakdown of expenses.

Applicants must demonstrate that the user's training is at a level that complies with applicable regulatory standards for the equipment requested and the agency is prepared to 1) provide initial and on-going training and 2) maintain the equipment.

For **organizational, planning, and exercise** costs include a line-item breakdown of expenses (personnel, contractual services, travel, supplies, rent, and utilities).

For **management & administrative (M&A)** costs, limit expenses to no more than three percent of the total project budget. Specify what M&A costs will be used for (e.g., overtime / backfill, staff to manage grant, travel, etc.).

#### **PART FIVE: APPENDICES**

Appendices are not required. Applicants that elect to submit additional items to support their projects may provide up to two pages of appendices per Project Justification form. Items that may be submitted as Appendices include: MOUs, maps / charts, plans, policies / procedures, letters of support, etc.

#### **Unallowable Costs**

Federal limitations prohibit the use of grant funds for:

1. Land acquisition.
2. General purpose vehicles (squad cars, executive transportation)

3. General-use software, general use computers and related equipment other than for allowable administrative activities.
4. Weapons and ammunition.
5. Vehicle licensing fees.
6. Construction and renovation is generally prohibited. Construction and renovation shall be strictly limited and allowable when it is a necessary component of a security system at critical infrastructure facilities.
7. Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties.
8. Activities unrelated to the completion and implementation of the Homeland Security Grant Program.
9. Other items not in accordance with the AEL or previously listed allowable costs.

#### **Suspension or Termination of Funding**

Oregon Emergency Management may suspend or terminate funding, in whole or in part, or impose other measures for any of the following reasons:

- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the Project Justification.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the project would not have been selected for funding.
- Failing to submit required reports.

- Filing a false certification in this application or other report or document.

Payments will be withheld if any BSIR is outstanding.

Before taking action, Oregon Emergency Management will provide the grantee with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

### **Reporting Due Dates**

The Biannual Strategy Implementation Report (BSIR), semi-annual progress reports (PR), and Requests for Reimbursement (RFR) are due on the following dates:

### **Biannual Strategy Implementation Reports (BSIR) / Progress Reports**

Applicants will be required to submit two types of reports: 1) semi-annual narrative progress reports that contain specific information regarding the activities carried out under the FY 2006 Homeland Security Grant Program and how they address the goals and objectives of the State or UASI Homeland Security Strategy, and 2) web-based aggregate level data information on project implementation entered into an electronic web-based template. These reports are captured via the Biannual Strategy Implementation Report (BSIR).

<u>Reporting Period</u>	<u>Date Due</u>	<u>Report Due</u>
07/01/2006-09/30/2006	10/31/2006	RFR
07/01/2006-12/31/2006	01/15/2007	BSIR, PR
10/1/2006-12/31/2006	01/31/2007	RFR
01/01/2007-03/31/2007	04/30/2007	RFR
01/01/2007-06/30/2007	07/16/2007	BSIR, PR
04/01/2007-06/30/2007	07/31/2007	RFR
07/01/2007-09/30/2007	10/31/2007	RFR
07/01/2007-12/31/2007	01/15/2008	BSIR, PR
10/1/2007-12/31/2007	01/31/2008	RFR
01/01/2008-03/31/2008	04/30/2008	RFR
01/01/2008-06/30/2008	07/15/2008	BSIR, PR
04/01/2008-06/30/2008	07/31/2008	RFR
90 days after grant		Final BSIR, Final PR

### **Requests for Reimbursement**

Reimbursements will only be made for actual expenses. Reimbursements will be made on a quarterly or semi-annual basis unless otherwise agreed between OEM and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Accurate and clear expenditure information will be required before reimbursement is made.

Reimbursements are made only for equipment purchased and / or services performed during the grant period.

## **Drug-Free Work Place, Debarment, and Lobbying**

Grantees must agree to certain conditions required by federal law. These conditions include: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and prohibition from using funds for lobbying Members of Congress.

## **Compliance with Federal Civil Rights Laws and Regulations**

Grantees are required to comply with Federal civil rights laws and regulations. Specifically, grantees are required to provide assurances as a condition for receipt of Federal funds from DHS that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.* – no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance.
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* –

discrimination on the basis of gender is eliminated in any education program or activity receiving Federal financial assistance.

- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. Grantees are also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

## **Services to Limited English Proficient (LEP) Persons**

Recipients of G&T financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and gender in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency.

To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons

served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see <http://www.lep.gov>.

## **Integrating Individuals with Disabilities into Emergency Planning**

Executive Order #13347, "Individuals with Disabilities in Emergency Preparedness" signed in July 2004, requires the Federal government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Consequently, Federal agencies are required to: 1) encourage consideration of the unique needs of persons with disabilities in emergency preparedness planning; and 2) facilitate cooperation among Federal, State, local, and Tribal governments, private organizations, NGOs, and the general public in the implementation of emergency preparedness plans as they relate to individuals with disabilities. A January 2005 letter to Governors from then-Homeland Security Secretary Tom Ridge asked States to consider several steps in protecting individuals with disabilities:

- Ensure that State's existing emergency preparedness plans are as comprehensive as possible with regard to the issues facing individuals with disabilities.
- Ensure that emergency information and resources are available by

accessible means and in accessible formats.

- Consider expending Federal homeland security dollars on initiatives that address and / or respond to the needs of individuals with disabilities for emergency preparedness, response, and recovery.

Further information can be found at the Disability and Emergency Preparedness Resource Center at [www.dhs.gov/disabilitypreparedness](http://www.dhs.gov/disabilitypreparedness). This resource center provides information to assist emergency managers in planning and response efforts related to people with disabilities. In addition, all HSGP grant expenditures should be mindful of Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination based on disability by recipients of Federal financial assistance.

## **Freedom of Information Act (FOIA)**

G&T recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA

Office, and may likely fall within one or more of the available exemptions under the Act. Applicants are encouraged to consult their own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. Applicants may also consult their G&T Preparedness Officer regarding concerns or questions about the release of information under State and local laws.

Grantees should be familiar with the regulations governing Protected Critical Infrastructure Information (6 C.F.R. Part 29) and Sensitive Security Information (49 C.F.R. Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

## **Procurement Standards**

**General** – Agencies must follow the same policies and procedures it uses for procurement from non-Federal funds, in accordance with the appropriate OMB Circular (OMB Circular A-110 or OMB Circular A-102).

**Standards** – Grantees must use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal law and standards.

**Adequate Competition** - All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

All sole-source procurements in excess of \$100,000 must receive prior written

approval from Oregon Emergency Management. Interagency agreements between units of government are excluded from this provision.

**Non-competitive Practices** - The grantee must be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, and / or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to Oregon Emergency Management.

## **Sole Source Procurement (Non-Competitive)**

All non-state procurement transactions must be conducted in a manner that provides, to the maximum extent practical, open and free competition. However, should a grantee elect to award a contract without competition, sole source justification may be necessary. Justification must be provided for non-competitive procurement and should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints, and any other pertinent information. Grantees must obtain approval from Oregon Emergency Management.

**Justification for Non-Competitive Procurement (Sole-Source Justification)**

The following outline provides the recommended form for grantees to use when pursuing a sole source procurement.

**Paragraph 1:**

- A brief description of the program and what is being contracted

**Paragraph 2:**

- Explanation of why a non-competitive contract is necessary, to include the following:
  - Expertise of the contractor
  - Management
  - Responsiveness
  - Knowledge of the program
  - Experience of personnel

**Paragraph 3:**

- Time Contracts
- When contractual coverage is required and why
- Impact on program if dates are not met
- How long would it take another contractor to reach the same level of competence? (Equate to dollars if desired)

**Paragraph 4:**

- Uniqueness of the vendor, product, services to be procured, or work to be performed

**Paragraph 5:**

- Other points that should be covered to make a convincing case

**Paragraph 6:**

- A declaration of how this action is in the best interest of the agency

# SAMPLE BUDGET FORMAT

## STATE HOMELAND SECURITY PROGRAM (SHSP)

### Project One: Enhance countywide interoperable communications system

Equipment Category	Item	Quantity	Unit Cost	Total Cost	Agency	Discipline
Interoperable Communications	Motorola XTS portable radios w/ batteries, charger, case	20	\$4,300	\$86,000	ABC Emergency Management	LE (8), Fire (2), EM (5), PW (5)
Interoperable Communications	VHF base station	1	\$7,300	\$7,300	123 Sheriff's Office	Law Enforcement
Other	Installation costs			\$1,200	123 Sheriff's Office	Law Enforcement
Power Equipment	Generator	1	\$100,000	\$100,000	911 Communications	Dispatch
Interoperable Communications	Satellite phones	3	\$2,886	\$8,858	DEF Fire Department	Fire
<b>Planning / Description of expense</b>				<b>Total Cost</b>	<b>Agency</b>	
Hire contractor to develop countywide communications and interoperability plan-1 year contract				<b>\$32,000</b>	ABC Emergency Management	
<b>PROJECT TOTAL</b>				<b>\$235,358</b>		

### Project Two: Enhance first responder preparedness

Equipment Category	Item	Quantity	Unit Cost	Total Cost	Agency	Discipline
Personal Protective Equipment	CBRNE PAPR	15	\$3,100	\$46,500	DEF Fire Department	Fire
Personal Protective Equipment	NFPA 1994 Class 1 Ensembles w/ gloves & booties	10	\$2,200	\$22,000	DEF Fire Department	Fire (7), HazMat (3)
CBRNE Search and Rescue	Air bag system	1	\$15,000	\$15,000	DEF Fire Department	Fire
Explosive Device Mitigation	EOD Bomb Suit	1	\$14,500	\$14,500	456 Police Department-Bomb Squad	Law Enforcement
Training Category	Item	Number trained	Total Cost		Agency	Discipline
Advanced Incident Command System	Travel and overtime expenses	30 people	\$8,000		XYZ Emergency Management	LE (10), Fire (10), EM (10)
<b>PROJECT TOTAL</b>				<b>\$106,000</b>		

# FY 2006 HOMELAND SECURITY GRANT PROGRAM COVER SHEET

The county submitting agency and each agency that requests a direct award must submit a Cover Sheet

Program Title: \_\_\_\_\_

County Applicant Agency: \_\_\_\_\_

Collaborating Agency: \_\_\_\_\_

Agency size: \_\_\_\_\_

Number of full time employees \_\_\_\_\_ Number of part-time employees \_\_\_\_\_

Number of volunteers \_\_\_\_\_

Population served by agency \_\_\_\_\_ Geographic area served by agency \_\_\_\_\_  
as reported by the Population Research Center at Portland State University:

<http://www.upa.pdx.edu/CPRC/publications/annualorpopulation.html>

Federal Funds Requested: \$ \_\_\_\_\_ (SHSP)

\$ \_\_\_\_\_ (LETPP)

\$ \_\_\_\_\_ (CCP)

Program Start Date: July 1, 2006

Program End Date: June 30, 2008

Agency Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Contact/Phone number: \_\_\_\_\_/(\_\_\_\_\_)\_\_\_\_\_

e-mail \_\_\_\_\_ fax number: (\_\_\_\_\_)\_\_\_\_\_

Fiscal Contact/Phone Number: \_\_\_\_\_/(\_\_\_\_\_)\_\_\_\_\_

Agency Federal Tax Identification Number: \_\_\_\_\_

Authorized Official for the Agency: \_\_\_\_\_

Signature of authorized official: \_\_\_\_\_

I have reviewed the application and concur with the project prioritization \_\_\_\_\_ (initial)

I have reviewed the application and do not concur with the project prioritization \_\_\_\_\_ (initial)

**APPENDIX A**

**PROJECT JUSTIFICATION FORM**

## Project Justification Form

(To move through the form fields click on the gray shaded area or use the Tab key.  
Answers may not exceed the space provided)

**Project Priority #:**

**County:**

**Project Title:**

Funding Table	FY 2006 Homeland Security Grant Program			Requested Total
	SHSP	LETPP	CCP	
Planning	\$	\$	\$	\$
Organization	\$ NA	\$	\$	\$
Equipment	\$	\$	\$	\$
Training	\$	\$	\$	\$
Exercises	\$	\$	\$	\$
M&A	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**1. Choose the best description for this project.**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Administer and manage the FY06 Homeland Security Grant</li> <li><input type="checkbox"/> Adopt and implement NIMS to include integration of core concepts into plans and procedures</li> <li><input type="checkbox"/> Assess vulnerability of and/or harden/protect critical infrastructure and key assets</li> <li><input type="checkbox"/> Build/enhance a pharmaceutical stockpile and/or distribution network</li> <li><input type="checkbox"/> Develop/enhance homeland security/emergency management organization and structure</li> <li><input type="checkbox"/> Develop/enhance interoperable communications systems</li> <li><input type="checkbox"/> Develop/enhance plans, procedures, and protocols</li> <li><input type="checkbox"/> Enhance capabilities to respond to CBRNE events</li> <li><input type="checkbox"/> Enhance capability to support international border and waterway security</li> <li><input type="checkbox"/> Enhance integration of metropolitan area public health/medical and emergency management capabilities</li> <li><input type="checkbox"/> Establish/enhance citizen/volunteer initiatives</li> <li><input type="checkbox"/> Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures</li> <li><input type="checkbox"/> Establish/enhance mass care shelter and alternative medical facilities operations</li> <li><input type="checkbox"/> Establish/enhance sustainable Homeland Security Planning Program</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish/enhance emergency plans and procedures to reflect the National Response Plan</li> <li><input type="checkbox"/> Establish/enhance Citizen Corps Councils</li> <li><input type="checkbox"/> Establish/enhance a public health surveillance system</li> <li><input type="checkbox"/> Establish/enhance a terrorism intelligence/early warning system, center, or task force</li> <li><input type="checkbox"/> Establish/enhance agro-terrorism preparedness capabilities</li> <li><input type="checkbox"/> Establish/enhance cyber security program</li> <li><input type="checkbox"/> Establish/enhance emergency operations center</li> <li><input type="checkbox"/> Establish/enhance explosive ordnance disposal units/bomb squads</li> <li><input type="checkbox"/> Establish/enhance public-private emergency preparedness program</li> <li><input type="checkbox"/> Establish/enhance regional response teams</li> <li><input type="checkbox"/> Establish/enhance sustainable homeland security exercise program</li> <li><input type="checkbox"/> Establish/enhance sustainable homeland security training program</li> <li><input type="checkbox"/> Manage, update, and/or implement the State Homeland Security Strategy</li> <li><input type="checkbox"/> Manage, update, and/or implement the Urban Area Homeland Security Strategy</li> <li><input type="checkbox"/> Transit Security Grant Program</li> </ul> |
|--|---|

2. Provide a summary description of this project and its purpose.

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**3. List up to four National Priority(ies) this project primarily supports.**

1. Choose National Priority
2. Choose National Priority
3. Choose National Priority
4. Choose National Priority

**4. List up to six Target Capability(ies) this project primarily supports.**

- |  |   |
|--|---|
| <input type="checkbox"/> Animal Health Emergency Support                           | <input type="checkbox"/> Mass Care (Sheltering, Feeding, and Related Services)              |
| <input type="checkbox"/> CBRNE Detection   | <input type="checkbox"/> Mass Prophylaxis   |
| <input type="checkbox"/> Citizen Preparedness and Participation                    | <input type="checkbox"/> Medical Supplies Management and Distribution                       |
| <input type="checkbox"/> Citizen Protection: Evacuation and/or In-Place Protection | <input type="checkbox"/> Medical Surge  |
| <input type="checkbox"/> Critical Infrastructure Protection                        | <input type="checkbox"/> On-Site Incident Management  |
| <input type="checkbox"/> Critical Resource Logistics and Distribution              | <input type="checkbox"/> Planning   |
| <input type="checkbox"/> Economic and Community Recovery                           | <input type="checkbox"/> Public Health Epidemiological Investigation and Laboratory Testing |
| <input type="checkbox"/> Emergency Operations Center Management                    | <input type="checkbox"/> Public Safety and Security Response                                |
| <input type="checkbox"/> Emergency Public Information and Warning                  | <input type="checkbox"/> Restoration of Lifelines   |
| <input type="checkbox"/> Environmental Health and Vector Control                   | <input type="checkbox"/> Risk Analysis  |
| <input type="checkbox"/> Explosive Device Response Operations                      | <input type="checkbox"/> Search and Rescue  |
| <input type="checkbox"/> Fatality Management                                       | <input type="checkbox"/> Structural Damage Assessment and Mitigation                        |
| <input type="checkbox"/> Firefighting Operations/Support                           | <input type="checkbox"/> Terrorism Investigation and Apprehension                           |
| <input type="checkbox"/> Food and Agriculture Safety and Defense                   | <input type="checkbox"/> Triage and Pre-Hospital Treatment                                  |
| <input type="checkbox"/> Information Collection and Threat Recognition             | <input type="checkbox"/> Volunteer Management and Donations                                 |
| <input type="checkbox"/> Information Sharing and Collaboration                     | <input type="checkbox"/> WMD/Hazardous Materials Response and Decontamination               |
| <input type="checkbox"/> Intelligence Fusion and Analysis                          | <input type="checkbox"/> Worker Health and Safety   |
| <input type="checkbox"/> Interoperable Communications                              |   |
| <input type="checkbox"/> Isolation and Quarantine                                  |   |

**5. List the State Goal this project primarily supports. The State Strategy can be found at <http://egov.oregon.gov/OOHS/CJSD/sdpep.shtml> .**

- Goal 1: Enhance communications interoperability among public safety agencies.
- Goal 2: Increase the ability to investigate, disrupt, deter, and dismantle international and domestic terrorist efforts in Oregon.
- Goal 3: Enhance Oregon's capability to recover from CBRNE/WMD and all hazards events.
- Goal 4: Enhance Oregon's statewide ability to plan, prepare for, and respond to CBRNE/WMD and all hazards events.
- Goal 5: Ensure Emergency Management all hazard planning and program infrastructure is maintained and enhanced statewide.
- Goal 6: Enhance Oregon's Citizen Corps (CC) and Voluntary Organization based programs statewide.
- Goal 7: Enhance cyber security capabilities.
- Goal 8: Enhance Oregon's state and local public health and healthcare capabilities to respond to chemical, biological, nuclear, and explosive terrorism incidents and other public health emergencies, including natural disaster.

**6. Explain how this project will support the implementation of at least one of the four State priority investment areas, and the achievement of goals and objectives from the State and/or Urban Area Homeland Security Strategy.**

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**7. Describe the geographic area covered by this project and the agencies/disciplines that will benefit from funding.**

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**8. Clearly identify how this project is supported by the current countywide/regional plans such as communications or CBRNE/terrorism response. (Applicants requesting funding for communications MUST have a written and promulgated communication strategy and plan).**

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**9. Discuss the collaboration process you have, or will establish, with other regions and jurisdictions (inter- and intra-State) within or beyond the geographic area of this project. Discuss when and how you will engage stakeholders from those regions in specific support of this project.**

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**10. Identify potential challenges to the effective implementation of this project (e.g., stakeholder buy-in, sustainability, aggressive timelines).**

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**11. Discuss funding resources beyond FY 2006 HSGP that have been identified and will be leveraged to support the implementation and sustainment of this project.**

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12. Provide a high-level timeline, including milestones and dates, for the implementation of this project. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases, training, exercises, and process/policy updates. Space is provided for up to 7 milestones, but not all 7 may be necessary for the response.

**Milestone #1**

**Start Date:**

**End Date:**

**Description**

**Related Activities**

**Milestone #2**

**Start Date:**

**End Date:**

**Description**

**Related Activities**

**Milestone #3**

**Start Date:**

**End Date:**

**Description**

**Related Activities**

**E**

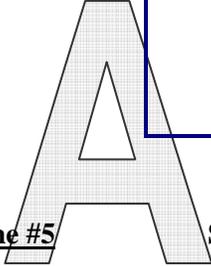
**Milestone #4**

**Start Date:**

**End Date:**

**Description**

**Related Activities**



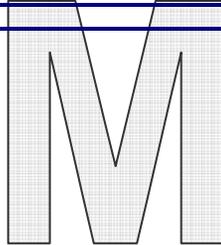
**Milestone #5**

**Start Date:**

**End Date:**

**Description**

**Related Activities**



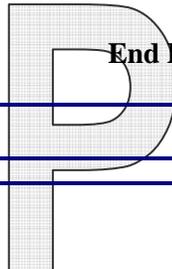
**Milestone #6**

**Start Date:**

**End Date:**

**Description**

**Related Activities**



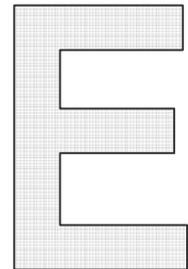
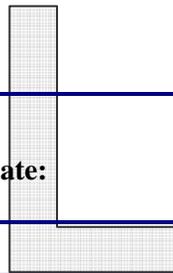
**Milestone #7**

**Start Date:**

**End Date:**

**Description**

**Related Activities**



# OVERVIEW OF ALLOWABLE COSTS

## FY 2006 HSGP Authorized Program Expenditures

### Allowable Planning Costs

HSGP funds may be used for the following types of planning activities:

Allowable Planning Costs	S H S P	L E T P P	C C P
Public Education/Outreach	✓	✓	✓
Develop and implement homeland security support programs and adopt ongoing DHS national initiatives	✓	✓	✓
Develop and enhance plans and protocols	✓	✓	✓
Develop or conduct assessments	✓	✓	✓
Establish, enhance, or evaluate Citizen Corps-related volunteer programs	✓	✓	✓
Hiring of full or part-time staff or contractors / consultants to assist with planning activities (not for the purpose of hiring public safety personnel)	✓	✓	✓
Conferences to facilitate planning activities	✓	✓	✓
Materials required to conduct planning activities	✓	✓	✓
Travel / per diem related to planning activities	✓	✓	✓
Overtime and backfill costs	✓	✓	✓
Other projects areas with prior approval from G&T	✓	✓	✓

### Allowable Organizational Activities

HSGP funds may be used for the following organizational activities:

Authorized Organizational Activities	S H S P	L E T P P	C C P
Overtime for information, investigative, and intelligence sharing activities (limited to 25%)		✓	
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites, incurred during periods of DHS-declared Orange Alert (limited to <b>25%</b> of the allocation) Funds may only be used in the following of authorized categories <ul style="list-style-type: none"> <li>• Backfill and overtime expenses for staffing state or local EOCs</li> <li>• Hiring of contracted security for critical infrastructure sites</li> <li>• Public safety overtime</li> <li>• National Guard deployments to protect critical infrastructure sites</li> <li>• Increased border security activities in coordination with CBP.</li> </ul>		✓	
Hiring of full or part time staff or contractors for emergency management activities			✓
Hiring of contractors / consultants for participation in information / intelligence analysis and sharing groups or fusion centers (limited to <b>25%</b> )		✓	

**Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities.**

**Allowable Equipment Costs**

This table highlights the allowable equipment categories for HSGP. A comprehensive listing of the FY 2006 Authorized Equipment List (AEL) may be downloaded from the Responder Knowledge Base (RKB) at <http://www.rkb.mipt.org>.

Authorized Equipment Cost Categories	S H S P	L E T P P	C C P
Personal Protection Equipment (PPE)	✓	✓	
Explosive Device Mitigation and Remediation Equipment	✓	✓	
CBRNE Operational Search and Rescue Equipment	✓	✓	
Information Technology	✓	✓	✓
Cyber Security Enhancement Equipment	✓	✓	✓
Interoperable Communications Equipment	✓	✓	
Detection Equipment	✓		
Decontamination Equipment	✓		
Medical Supplies and Limited Pharmaceuticals	✓		✓
Power Equipment	✓	✓	✓
CBRNE Reference Materials	✓	✓	✓
CBRNE Incident Response Vehicles	✓	✓	
Terrorism Incident Prevention Equipment	✓	✓	
Physical Security Enhancement Equipment	✓	✓	
Inspection and Screening Systems	✓	✓	
Agricultural Terrorism Prevention, Response, and Mitigation Equipment	✓		
CBRNE Response Watercraft	✓	✓	
CBRNE Aviation Equipment	✓		
CBRNE Logistical Support Equipment	✓	✓	
Intervention Equipment	✓	✓	
Other Authorized Equipment	✓	✓	✓

## Allowable Training Costs

HSGP may be used for the following training activities:

Allowable Training-related Costs	S H S P	L E T P P	C C P
<p><b>Overtime and backfill funding for emergency preparedness and response personnel attending G&amp;T- sponsored and approved training classes</b> - Payment of overtime expenses will be for work performed by employees in excess of the established work week (usually 40 hours). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that the training being attended is G&amp;T sponsored training. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state, tribal, or unit(s) of local government and has the approval of the state. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.</p>	✓	✓	✓
<p><b>Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&amp;T training</b></p>	✓	✓	✓
<p><b>Training Workshops and Conferences</b> - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.</p>	✓	✓	✓
<p><b>Full or Part-Time Staff or Contractors / Consultants</b> - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state. The services of contractors/consultants may also be procured by the state in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.</p>	✓	✓	✓
<p><b>Travel</b> - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending G&amp;T-sponsored courses. These costs must be in accordance with State guidelines. For further information on federal law pertaining to travel costs please refer to <a href="http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf">http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf</a>.</p>	✓	✓	✓
<p><b>Supplies</b> - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and nonsterile masks).</p>	✓	✓	✓
<p><b>Other Items</b> - These costs include the rental of space/locations for planning and conducting training, badges, etc.</p>	✓	✓	✓

**Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities.**

**Allowable Exercise Costs**

HSGP funds may be used for the following exercise activities:

Allowable Exercise-related Costs	S H S P	L E T P P	C C P
<b>Exercise Planning Workshop</b> - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.	✓	✓	✓
<b>Full or Part-Time Staff or Contractors / Consultants</b> - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state, Tribal or unit(s) of local government and have the approval of the state. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.	✓	✓	✓
<b>Overtime and backfill costs</b> – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises or for part-time and volunteer emergency response personnel participating in G&T exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments and backfill costs associated with sending personnel to exercises are allowable, provided that the event being attended is an G&T sponsored exercise. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.	✓	✓	✓

<b>Travel</b> - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state guidelines. For further information on federal law pertaining to travel costs please refer to <a href="http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf">http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf</a> .	✓	✓	✓
<b>Supplies</b> - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, non-sterile masks, and disposable protective equipment).	✓	✓	✓
<b>Other Items</b> - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.	✓	✓	✓

**Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities.**

### Allowable Management and Administrative (M&A) Costs

HSGP funds may be used for the following M&A costs.

Allowable M&A Costs	S H S P	L E T P P	C C P
<b>Hiring of full-time or part-time staff or contractors / consultants:</b> To assist with the management of FY 2006 HSGP programs. To assist with the implementation and administration of the SHSS, as it may relate to the individual grant program.	✓	✓	✓
<b>Hiring of full-time or part-time staff or contractors / consultants and expenses related to:</b> Meeting compliance with reporting / data collection requirements, including data calls.	✓	✓	✓
<b>Development of operating plans for information collection and processing necessary to respond to DHS/G&amp;T data calls</b>	✓	✓	✓
<b>Travel expenses</b>	✓	✓	✓
<b>Meeting-related expenses</b> (for a complete list of allowable meeting-related expenses, please review the Office of Grants and Training (G&T) Office of Grant Operations (OGO) Financial Management Guide at <a href="http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf">http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf</a> )	✓	✓	✓
<b>Acquisition of authorized office equipment</b> , including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy	✓	✓	✓
<b>The following are allowable only within the period of performance of the grant program:</b>	✓	✓	✓

## Unauthorized Program Expenditures

HSGP funds may **not** be used for the following activities:

Unauthorized Program Expenditures	S H S P	L E T P P	C C P
Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons and ammunition.	✓	✓	✓
Construction and Renovation	✓	✓	✓
Activities unrelated to the completion and implementation of the SHSP	✓	✓	✓
Other items not in accordance with the AEL or previously listed as allowable costs.	✓	✓	✓