

**FY2019**  
**Application Instructions**

# **HOMELAND SECURITY GRANT PROGRAM**

**OREGON EMERGENCY MANAGEMENT**  
[www.oregon.gov/OMD/OEM](http://www.oregon.gov/OMD/OEM)



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

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

**Application Due Date: 5:00 PM, Friday February 8, 2019**

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## **NATIONAL DIRECTION**

**This application is a competitive application package. All submitted applications must be for eligible projects with compelling justifications and support narrative.**

**The primary focus of the FY2019 State Homeland Security Grant is increasing Oregon's ability to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. New capabilities, through innovative partnerships, technologies and approaches are paramount to this focus. Jurisdictions are highly encouraged, however, to ensure their current capabilities are sustained before developing new capabilities.**

**Federal guidance clearly requires that development of new capabilities be deployable nationally.**

## Application Due Date

One original, one copy of the original, one digital copy of the entire application package in PDF format, and one complete digital set of the original formatted files for a **total of two (2) hard copies and two (2) digital copies** of the application must be received by Oregon Office of Emergency Management (OEM) no later than **5:00 PM, Friday February 8, 2019.**

Applicants are fully responsible for the timely delivery of grant applications to OEM. Late applications, facsimile copies, or post due date modifications to meet minimum qualifications **will not be accepted.**

### Mailing and Hand-Delivery Addresses

Oregon Emergency Management  
Phone: 503-378-2911

US Mail  
P.O. Box 14370  
Salem, OR 97309-5062

UPS/FedEx/Hand Delivered  
3225 State St., Room 115  
Salem, OR 97301

## APPLICATION EVALUATION

OEM will conduct a review of applications to determine whether the proposal meets the minimum qualifications of a responsive application. All projects deemed responsive will be forwarded to the grant review committee for review. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications may be deemed non-responsive for the following reasons:

1. Late applications will not be accepted. Applications must be **received (not post-marked) by 5:00 PM, Friday January 19, 2018**
2. Missing or incomplete Cover Sheet(s) or Project Worksheet form(s).
3. Missing or incomplete project budgets.
4. Missing or incomplete Project Worksheet
5. Projects inconsistent with the identified investment areas.
6. No evidence of NIMS compliance (NIMS form not completed/submitted).

An application checklist can be found at the OEM website <http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx> This checklist clearly identifies the requirements for submission, and jurisdictions are strongly encouraged to use it.

The grant review committee will be selected each year through an application process. The committee will be made of not more than 18 individuals select to represent the various geographic, disciplines and demographics of the applicant jurisdictions. The group will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation, and create a ranked list of projects.

The grant review committee recommendations will be approved by the Director of the Office of Emergency Management. The final ranked approved list will then be used once final funding levels are known. Applicants will receive notification of approved funding on or before July 1, 2019. A project which has a funding recommendation amount on ranked list, is NOT a guarantee of funding approval. DO NOT proceed with no cost actions until a notification letter is received. DO NOT obligate any funding until a grant agreement has been received.

Funding decisions will be based on:

1. Overall response to the Project Worksheet. Specifically, a project with a clearly identified gap and solution that aligns with the State's Strategy, State's Preparedness Report, State THIRA and projects identified within the State's Investment Justifications.
2. How well the Project Worksheet supports the project and demonstrated need for the request.
3. Impact the project has on the community.
4. Whether proposed projects are able to be implemented within the grant award period.
5. Whether projects will be sustained after grant funding expires.

## APPLICATION OVERVIEW

Applicants are required to submit a collaborative county/tribal wide or larger regional response to this application. Only ONE application will be accepted from each county or tribe.

Each Tribal or County application may contain as many projects as allowable by the appropriate Tier (see below). If a county or tribe is submitting a regional project for teams that support the entire state (e.g. bomb squads, hazmat, etc.) then one additional project may be submitted.

Tier 1 -	Population > 300k	-	10 projects
Tier 2 -	50k < Population < 300k	-	8 projects
Tier 3 -	Population < 50k	-	6 projects

Each project may include multiple partner agencies **but must be one cohesive project**, not multiple projects with a similar focus. Oregon Emergency Management will sub-grant awards to eligible individual agencies once the project has been approved. However, for purposes of this application process, applicants are required to submit one coordinated countywide application.

To the greatest extent possible, applicants should begin pursuing regional projects. During the FY 2019 process, responses to this application which are regional in nature, will receive additional review points in the competitive process. Future applications for grant funding may require the submission of a regional, rather than a countywide, response.

## PRIORITIES FOR FUNDING

The only eligible projects are those that implement the State's eight (8) investment areas. Copies of the State's Investment Justifications can be found at:

<https://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>

The eight investment areas are:

1. Planning Investment
2. Communications Investment
3. CBRNE Detection and Response Investment
4. Law Enforcement Terrorism Prevention Investment
5. Community Preparedness Investment
6. Emergency Operation Centers Investment
7. Mass Care and Mass Casualty Investment
8. Cyber Security

Priorities for funding include projects which implement the State Homeland Security Strategies, and fill gaps identified in the State THIRA, as well as integrate planning, training, and exercises in addition to equipment procurement.

Consistently denied equipment items or approaches include:

- General use SCBAs requested by fire departments.
- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads.
- Equipment and software intended for general use or equipment already required by virtue of the occupation (E.g. bulletproof vests for law enforcement, turn out gear for fire).
- Overtime/Backfill for uniformed responders and agency personnel to teach volunteer and community outreach courses.
- Equipment not supported or well documented in the Project Worksheet.
- Project items listed in budget without narrative to support or justification.

## **PROJECT SCOPE**

Applicants with large cost or scope projects should provide a phased approach, clearly identifying the steps taken now and in the future to realize the end state of the project. Jurisdictions should ensure proposals and project budgets are well explained. Very short descriptions or complex projects with single line item budgets do not provide the review group with adequate justification and insight into the project and could result in no support.

## **Application Contents**

A completed application will consist of all required parts and be in the following order:

- Combined Coversheet (one for the entire application)  
Each project should then be in the following order:
- Sub-applicant coversheet(s)
- Project Application
- Budget(s)
- NIMS Compliance form(s)
- EHP Screening memo(s)
- Appendices

All forms can be accessed through the OEM website at:

<http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>

## **SUBMITTED APPLICATION REQUIREMENTS**

You must provide one (1) signed original, one (1) copy of the signed original, one (1) digital copy of the entire application package in PDF format, and one (1) complete digital set of the original formatted files (i.e. Word, Excel) for a *total* of two (2) hard copies and two (2) digital copies. The application must be received by Oregon Emergency Management **no later than 5:00 PM, Friday February 8, 2019.**

- **An application checklist to track each application requirement is available through the OEM website. [Applicants are highly encouraged to use this tool.](#)**

**Digital copies** can be provided on a CD or thumb drive. Digital copies cannot be provided via Email. CD and/or thumb drives will not be returned.

- 2 Digital Copies
  - PDF of entire package.
  - Folder with individual application files in original format.
- 2 Hard Copies
  - Signed original of all documents
  - Copy of signed original documents.

### Overall Application Package

The **submitted package** must include the documents in the following order:

1. Submitting Jurisdiction: Combined Coversheet

### Each Project

1. Sub-Applicant Cover Sheet for each agency requesting direct funding
2. Project Application
3. Detailed line item budget for **each agency** requesting direct funding for each Project Worksheet
4. EHP Screening Memo – **MANDATORY FOR EVERY PROJECT**
5. Completed NIMS Compliance Form(s) for **each agency** requesting or directly benefiting from funds
6. Support letters for regional projects
7. Appendices (if applicable)

Copies of all required forms and supporting material can be found at:

<http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>

### Instructions by Form:

#### **Part 1: Combined Coversheet**

Combined Coversheet: A Combined Cover Sheet must be completed by the submitting county or tribe and included with the original application, with both the hard copies and digital versions of the application. If a county or tribe is submitting 10 projects plus a regional statewide impact project, add a second combined coversheet to include the 11<sup>th</sup> project.

- a. County or Tribal applicant, contact name, phone number and email should be the agency and individual submitting the application as a whole.
- b. Total Federal Funds Requested within the ENTIRE application.
- c. Amount of the TOTAL funding from all projects which is dedicated to Law Enforcement
- d. Project #s 1 – 10 Total funding requested for each project
- e. Total – total of Project #s 1 – 10 **HINT: this number should match the TOTAL FUNDS REQUESTED above.**
- f. The name of EVERY agency requesting a sub-grant agreement and the TOTAL funds requested by that agency in ALL projects. This is for all agencies that will receive a direct grant agreement from OEM.
- g. Total Requested is the total of each agency request **HINT: this number should match the TOTAL above and the TOTAL FUNDS REQUESTED above.**
- h. Add your County/Tribe name to support the four local projects (identified in the State Program Guidance) which are to be managed by the Oregon Office of Emergency Management.
- i. Title of the Authorized Official for the Agency
- j. Signature of the Authorized Official **MUST** be present

**Each Project must contain the following:**

**Part 2: Sub-Applicant Coversheet**

Sub-Applicant Coversheets: The Cover Sheet provides information directly related to the sub-grant agreement and must be completed in full. Cover Sheets must be completed for each agency that will directly receive funds.

- a. Project title should clearly identify the project for the applicant
- b. Which County or Tribal application is this project a part of
- c. The legal name of the sub-applicant agency
- d. The total federal funds requested by THIS agency for this project
- e. Program and Fiscal contact and information, including mailing address, should be the individual who will be able to answer questions regarding the project throughout the life of the grant
- f. Which Investment Justification does this project support
- g. The agency Federal Tax Identification Number will allow the subapplicant agency to receive reimbursements
- h. Data Universal Numbering System (DUNS) number is required
- i. System for Awards Management (SAM) registration and CAGE number are required
- j. Applicant agencies must have a property/equipment tracking and monitoring system which is 2 CFR 200 compliant to be eligible to receive funds



- k. Title of the Authorized Official for the applicant agency
- l. Authorized Official's signature

### **Part 3: Project Application**

A Project Application must be completed for each proposed project. No more than ten (10) Project Applications may be submitted per county or tribe. Each project may include multiple partner agencies but must be one cohesive project, not multiple projects with a similar focus. All proposed projects must be completed no later than **September 30, 2021**, and support specific State *Investment Areas* as well as goals and objectives in the State Homeland Security Strategy. The following identifies each part of the project application along with instructions for each.

#### **General Project Information**

**County or Tribe:** Identify the county or tribe submitting the application.

**Applicant Agency:** Identify the agency or agencies who will receive direct awards.

**Project Title:** Assign each project a unique title that succinctly describes the project.

**Federal Funds Requested:** Provide the total funds being requested through the grant.

**Amount of Project Funding Dedicated to LETPA:** Provide the amount of project funding dedicated to Law Enforcement Terrorism Prevention Activities.

**Project Budget Defined by POETE:** Break down the budget based upon the provided categories.

**State Investment Justification:** Which State Investment Justification is this project applying under?

**Project Core Capability:** Which Core Capability will this project enhance?

**State Strategy Goal:** Which GOAL from the **State Homeland Security Strategy** does this project directly tie to?

**State Strategy Objective:** Which OBJECTIVE from the **State Homeland Security Strategy** does this project directly tie to?

#### **Requirements**

**Describe the terrorism/catastrophic nexus of this project:** Clearly describe how the project will enhance prevention, preparedness, response, or recovery from an act of terror or an otherwise catastrophic event.

**Describe how the project ties to the THIRA/SPR:** Clearly describe the how the project ties to a specific area of the THIRA/SPR.

#### **IJ Specific Requirements**

**COMPLETE ONLY THE SECTION WHICH TIES TO THE APPROPRIATE IJ**

## **PLANNING**

**Will this project result in a new/revised plan:** Yes or No (Deliverables such as assessments are NOT plans)

**If Yes, what type of exercise will be held to test the plan:** e.g. table top, drill, functional, etc.

**If No, what is the deliverable of this project:** (e.g. assessment, engineering study, training on existing plan, exercise of existing plan, etc.)

## **COMMUNICATIONS**

**Does the Jurisdiction have a current Communications Plan:** If the answer is NO, this is NOT an eligible project.

**Provide the page and paragraph of the communications plan to which this project ties. Include the language in the appendices.**

**Is the project P25 compliant:** If applicable, all projects must be P25 compliant.

**If P25 is not applicable to the project, describe why:** Please make this description clear.

**Does the project tie to the Oregon SCIP:** Projects MUST tie to the SCIP.

**Provide the page and paragraph of the SCIP the project ties to:** Reference page and paragraph of the plan the project ties to.

**Does the project tie to SAFECOM:** Projects MUST tie to SAFECOM.

**Describe how the project ties to SAFECOM:** This is a narrative explanation.

**Does the jurisdiction have a radio repair and replacement plan:** This is a requirement to purchase communications equipment.

**If Yes, describe the radio repair and replacement plan:** Summarize the jurisdictions plan.

## **EMERGENCY OPERATIONS CENTERS**

**Is this project for the jurisdictions primary EOC:** Allowable projects are for primary or secondary EOCs only.

**Is this project for the jurisdictions secondary EOC:** Allowable projects are for primary or secondary EOCs only.

**Provide the Emergency Operation Plan (EOP) page and paragraph which identifies the project location as the primary or secondary EOC. Include the language in the appendices.**

## **MASS CARE AND MASS CASUALTY**

**Does the jurisdiction have a mass care or mass casualty plan:** This is a requirement to purchase mass care or mass casualty equipment and supplies.

**Provide the page and paragraph of the plan which this project is implementing. Include the language in the appendices.**

**Capability History**

**Describe the jurisdictions current functionality in the chosen core capability:** Give a detailed description of the current state of the chosen core capability.

**Was the current functionality developed using any federal funds:** If ANY federal funds were used, please answer YES.

**Gap Information**

**Describe the current gap in the capability:** What is it the jurisdiction can NOT do?

**Describe how the gap was identified (real event, exercise, assessment):** Describe in detail the event which identified the gap.

**Describe what the agency/community has done to fill the gap so far:** Provide details regarding any work which has already been done.

**Describe how the proposed project will fill the gap:** Will the project completely solve the issues, or will it get the agency/jurisdiction a percentage of the way there?

**Project Details**

**Are there multiple counties/tribes involved in this project, if yes list here:** Complete this section ONLY if the project involves multiple counties/tribes.

**Are there multiple county/tribal agencies/jurisdictions involved in this project, if yes list here:** If there are multiple agencies/jurisdictions within the same county/tribe, list them here.

**Describe the project:** Give an in depth description of all aspects of the project.

**List equipment or products purchased through the project:** Provide a list of what, specifically, the grant funds will be used for.

**Project Impact**

**Describe the impact the project will have on the overall preparedness or resilience of the whole community:** Provide details of the impact this project will have on the community

**Describe how the project will enhance the core capability for the jurisdiction:** Provide details regarding the specific core capability enhancement.

**Describe how the project will enhance the core capability for the state:** Provide details regarding how the project will improve the core capability across the state.

**Sustainment**

**Describe the jurisdiction's plan to sustain the capabilities built by this project:** Provide specific details about the jurisdictions future plans.

**Milestones**

**Provide specific, measurable, milestones for each quarter the project will be running. Not all projects will need a full two years. Limit responses to measureable milestones which are CRITICAL to this project.**

**Part 4: Budget**

Each direct recipient included in your application must have its own unique budget for every project. All budgets must be completed on the provided budget sheet. The FY2016 Authorized Equipment List (AEL) is available at <https://www.fema.gov/authorized-equipment-list> (Note: The AEL has been updated and should be reviewed closely)

For **Equipment** costs, include:

- State Investment Justification: Number
- Core Capability: Identify the appropriate Core Capabilities based on dropdown.
- Equipment Category: PPE, Interoperable Communications, CBRNE Logistical Support, etc.
- The specific equipment broken down by item and AEL reference number, 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.

LE	Law Enforcement
FS	Fire Service
PW	Public Works
EMS	Emergency Medical –non-fire based
EMA	Emergency Management
PH	Public Health
HC	Health Care
HAZ	Hazardous Materials
EMF	Emergency Medical – fire based
PSC	Public Safety Communications
GA	General Government

- Equipment specific training must be listed on the equipment budget tab as a separate line item using the AEL number of **21GN-00-TRNG**.

For **Training** costs, the **Budget Must:**

- Specify the name of the course.
- Specify **how many participants** will attend the training (by discipline and function).
- Include a line-item breakdown of expenses (facility rental, materials, instructor fees, etc.).

For **organizational, planning, and exercise** costs, the budget **must** include a line-item breakdown including the following expenses: personnel, contractual services, travel, supplies, rent and utilities, etc.

**Part 5: Environmental and Historical Preservation (EHP) Form**

Each project must include an EHP screening memo regardless of type or scope.

- Section A Project Information
  - Applicant must **ONLY** address
    - Sub-Grantee
    - Sub-Grantee POC
    - Mailing Address
    - Email
    - Dollar Value of grant
- Section B
  - Applicant must address
    - Check all the blocks that best fit the scope of the project.
      - Complete all identified areas that follow based on selections.
    - Provide a complete project description: **Just before section C there is a required narrative box to provide a complete project description.**

**Part 6: NIMS Compliance Form**

**Each** agency requesting or benefiting from funding must complete a NIMS compliance form, and must meet each of the requirements as stated on the form to be eligible for the FY2019 grant funds. Check the box next to each NIMS action your organization has completed.

- The NIMS compliance form must be signed and dated by the authorized agency official.
- If the agency cannot verify compliance with all listed NIMS requirements, they will not be eligible to receive or benefit from the FY2019 funding.

**Part 7: (Required) Support Letters for Regional Projects**

To receive additional competitive points, all regional projects must have support letters from benefiting jurisdictions. These letters must describe the organization’s participation in the project along with the benefit they will receive. Projects identified as regional in the application which do not have letters of support will not be given competitive regional scoring.

**Part 8: Support Material / Appendices**

Include all required support materials for the projects. If the project requires submission of promulgated plans, the page and paragraph being referenced in the application must be submitted in the appendices. Example: All communications projects must be supported with communications strategies and plans. These must be provided **in the digital version** for review along with the application. See State Homeland Security Investment Justifications

document which can be found at

<https://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>