STATE HOMELAND SECURITY GRANT PROGRAM

OREGON EMERGENCY MANAGEMENT
www.oregon.gov/OEM

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

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

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

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INTRODUCTION
State Homeland Security Grant Program (SHSP)

SHSP supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise (POETE) needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. Use of SHSP funds must be consistent with, and supportive of, implementation of the State Homeland Security Strategy, the State Preparedness Report (SPR) and the State Threat and Hazard Identification and Risk Assessment (THIRA). Linkages between specific projects undertaken with SHSP funds, and strategic goals and objectives will be highlighted through regular recipient reporting.

Eligibility

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

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, independent authority, special district, or other political subdivision of Oregon."

Eligible projects clearly state a purpose to address an identified gap to prevent, protect against, mitigate, respond to and recover from acts of terrorism or other catastrophic events.

Law Enforcement Terrorism Prevention-Oriented Activities (LETPA)

States are required to ensure that at least 25 percent (25%) of the SHSP funds are dedicated towards law enforcement terrorism prevention activities linked to one or more core capabilities within the National Preparedness Goal (NPG).

Citizen Corps Program (CCP)

Although the Citizen Corps Program is no longer a separate grant program, it is supportable through SHSP. The Citizen Corps Program mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery.

FEDERAL FUNDING PRIORITIES

Oregon Office of Emergency Management (OEM) will use a ranked list created by the Grant Review Committee and ensure that all projects to receive funding for FY2019 are in line with the Federal Funding Priorities identified in the FY2019 Notice of Funding Opportunity when it is released. The ranked list created by the Grant Review Committee may need to change based upon as yet unknown Federal priorities.

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

STATE FUNDING PRIORITIES

The only eligible projects are those that implement the State's eight (8) investment justifications. State investment justifications are based upon the State THIRA, the State Capability Assessment Tool and the SPR and support the State Homeland Security Strategy. Copies of the State's Investment Justifications can be found at:
http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx

State Investment Justifications:

1. 2019 Planning Investment
2. 2019 Communications Investment
3. 2019 CBRNE Detection and Response Investment
4. 2019 Law Enforcement Terrorism Prevention Investment
5. 2019 Community Preparedness Investment
6. 2019 Emergency Operation Centers Investment
7. 2019 Mass Care and Mass Casualty Investment
8. 2019 Cyber Security Investment

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 Homeland Security Strategies; priorities for funding include projects that integrate planning, training, and exercises in addition to equipment procurement.

For FY2019, funding priority will be given to projects that have thoughtfully integrated planning, training, and exercise needs in addition to equipment requests.

AVAILABLE FUNDING

Funding Distribution

The State Administering Agency (SAA) must obligate at least 80 percent (80%) of the funds awarded under SHSP to local units of government.

The local 80% will be distributed through a competitive application process detailed in the FY2019 State Application Instructions.

The State may retain more than 20 percent (20%) of SHSP funding if expenditures made by the State are on behalf of the local unit of government. This may occur only with the written consent of the local unit of government, specifying the amount of funds to be retained and the intended use of funds. There are currently several projects which are managed by the State for local benefit. Funds will be maintained by the State for the following four projects:

1. Statewide OpsCenter systems Maintenance
2. Statewide COOP software maintenance
3. Statewide publications
4. Annual Oregon Emergency Preparedness Workshop

Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of approximately 12 – 24 months (depending upon project needs) which will begin on October 1, 2019. Final completion of proposed projects must be completed in no more than a 24 month period of performance. Projects MUST BE COMPLETED BY September 30, 2021.

APPLICANT REQUIREMENTS
National Incident Management System (NIMS)

To be eligible to receive FY2019 Homeland Security Grant Program (HSGP) funding, applicants must have met all FY2018 compliance requirements. The State reserves the right to determine NIMS compliancy requirements of Oregon's participating jurisdictions.

Important Update to NIMS Typing Reporting Requirements: SHSP grantees will report all HSGP-funded equipment or credentialing and training that were purchased to support NIMS-typed resources along with the NIMS-typed resource it supports.

The resources should be reported only after equipment is delivered, or after credentialing/training has occurred, and the corresponding grant funds have been expended.

The State will submit the reports biannually as an attachment to the performance report in the Federal Non-Disaster (ND) Grants system.

Sub-grantees must identify the specific resources; capability supported, and whether it is a Tier I or Tier II NIMS-typed resource; the cost; and whether the resource sustains current capabilities, or adds new capabilities. The description and listing of Tier I NIMS-typed resources can be found in individual documents under Resource Typing Definitions located at: https://rtlt.preptoolkit.org/Public .

Each NIMS-typed resource should list equipment and training on separate lines and include the total amount of grant dollars expended for equipment or training that supports the NIMS-typed resources. The equipment purchased column should include all equipment purchased with grant funds to support that NIMS-typed resource. If grant funds have supported both equipment and training for the same NIMS-typed resource, make note of this in the project description so that NIMS-typed resources are not double counted.

All grantees (State) will report the total number of defined NIMS-typed resources and core capabilities built utilizing the resources of this grant. For additional information on NIMS requirements, please contact the State NIMS POC:

Bill Martin
Oregon Office of Emergency Management
bill.martin@state.or.us
503-378-3514

Match Requirement

The Federal government requires no match for State Homeland Security Projects. The State of Oregon, however, does require a **10% match for all end user communication units submitted under the Communications Investment Justification**.

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 HSGP.

Application Due Date

One original, one copy of the original, one digital copy 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 no later than 5:00 PM, Friday, February 8, 2019. See the Application Forms and Instructions package for more details.

PROGRAM INFORMATION

Planning

FY2019 SHSP funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives One (Threat and Hazard Identification and Risk Assessment (THIRA)) and Two (Planning), by placing an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) that conforms to the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v.2. Planning efforts can also include the prioritizing of needs, building capabilities, updating preparedness strategies, allocating resources, assessing deficiencies, developing Citizen Corps initiatives, developing community resilience plans, and delivering preparedness programs across disciplines (e.g., Tribal governments, law enforcement, fire, EMS, health care systems, public health, behavioral health, public works, rural water associations, agriculture, information technology, and the general public, including people with disabilities) and levels of government.

Jurisdictions may elect to participate in the "If You See Something, Say Something™" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note that the Department of Homeland Security (DHS) requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the "If You See Something, Say Something™" campaign to ensure these materials are consistent with the Department's messaging and strategy for the campaign and the initiative's trademark.

Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing

the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

Planning activities should focus on the four homeland security mission areas of prevention, protection, response, and recovery. HSGP funds should also be leveraged to integrate specialized programs, such as the Regional Catastrophic Preparedness Grant Program and the Voluntary Private Sector Preparedness Accreditation and Certification Program (PS-Prep ™), into the overall framework at the State and Urban Area level. Grantees must use the *CPG 101v.2: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans,* in order to develop robust and effective plans. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Agencies receiving SHSP funds to create a plan (EOP, annex, SOP, etc.) must validate the plan through no less than a table top level exercise. The exercise must be conducted within the performance period of the grant, facilitated and documented using the HSEEP process, and the After Action Report and Improvement Plan submitted to the State Exercise Officer. Agencies must provide information in the project narrative and milestones indicating the scale and schedule of the exercise. If the agency chooses, they may request SHSP funds to support the exercise. These funds would be directly awarded to the agency. Questions regarding planning exercise requirements should be directed to the State Exercise Officer, Doug Jimenez.

Doug Jimenez
State Exercise Officer
Oregon Office of Emergency Management
doug.jimenez@state.or.us
503-378-3255

Training and Exercise
Grantees must develop long-term training and exercise priorities that examine, validate, and/or address the capability gaps identified through the State's annual THIRA and SPR by developing a multi-year Training and Exercise Plan (TEP).

Training
Allowable training-related costs under SHSP include the development, support, conduct, and attendance of training approved by FEMA and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT), or in line with the current State Homeland Security Strategy.

Training conducted using SHSP funds must address performance shortfalls identified through an After Action Report/Improvement Plan (AAR/IP) or other assessments (e.g., National Emergency Communications Plan [NECP] Goal Assessments; conducting a Readiness: Training Identification Preparedness Planning process is highly recommended), and contribute to building a capability that will be evaluated through a formal exercise.

Grantees are encouraged to use existing training rather than developing new courses. If a jurisdiction wishes to develop a unique course that is not available through any provider, the proposed training must have a terrorism or catastrophic event nexus. Additionally, the

training development must follow the "*Developing Training Utilizing SHSP Funds*" policy found on the OEM Web site at:
http://www.oregon.gov/oem/emresources/Pages/Training.aspx, and be coordinated through the State Training Officer to ensure all State and Federal requirements are met.

Training activities should be coordinated across the jurisdiction(s) to the maximum extent possible to include the whole community, and to foster better coordination and working relationships across the jurisdiction.

Allowable training-related costs include, but are not limited to, the following:
• Developing, Delivering, and Evaluating Training. (Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment.)
• Training that promotes individual, family, or community safety and preparedness.
• Developing conducting, hosting, or participating in training related to terrorism or catastrophic event preparedness, prevention, mitigation, response and recovery.
• Overtime and backfill.
• Travel costs (e.g., airfare, mileage, per diem, hotel).
• Hiring of full or part-time staff or contractors/consultants.
• Training for the public or civilian volunteer programs.

❖ Training requests that only identify overtime and backfill have not traditionally been supported by the Grant Review Committee. While overtime and backfill are eligible expenses, a training request which is only for overtime and backfill would require a strong description of the newly identified need, and a realistic sustainment plan for the future to receive grant funding.

Overtime and/or backfill for first responders or other agency staff to teach Citizen Corps or community trainings is not an allowable expense.

All training requests funded with State Homeland Security Program grant funds must be coordinated directly through the State Training Officer. Applicants MUST verify with the State Training Officer that all training is allowable prior to submission of the State Homeland Security Program grant application.

Karen Layng
State Training Officer, SAA TPOC
Oregon Office of Emergency Management
karen.layng@state.or.us
503-378-3231

Exercise
All grantees will develop and maintain a progressive exercise program consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).

A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved while also taking into account prior lessons learned.

Regardless of the exercise type, each exercise within the progressive series is linked to a set of common program priorities and designed to test associated capabilities.

Allowable exercise-related costs include:
- Funds used to design, develop, conduct, and evaluate an exercise.
- Full or part-time staff may be hired to support exercise-related activities.
    - Grantees must follow their jurisdiction's formal written procurement policies.
- Overtime and backfill.
- Travel costs.
- Supply items that are expended or consumed during the course of the planning and conducting of the exercise project(s).
- Disability accommodations: materials, services, tools and equipment for exercising inclusion of people with disabilities (physical, programmatic, and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- Other eligible costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children, adults with disabilities, and those with access or functional needs

Unauthorized Exercise Costs
- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) **The only vehicle cost that is reimbursable is fuel/gasoline and mileage**
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging signs)
- Repair or replacement of equipment damaged or lost during an exercise

Additional Exercise Information
- **The scenarios used in SHSP-funded exercises must be based on gaps identified in the State THIRA and SPR.** The scenarios used in HSGP funded exercises must focus on testing capabilities, be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the *Multi-year Training and Exercise Plan*.
- Special Event Planning: Special event planning should be considered as a training or exercise activity for the purpose of the *Multi-Year Training and Exercise Plan*.
- Exercise Evaluation and Improvement: Exercises should evaluate performance of capabilities against the level of capabilities required.
- Exercise requests that only identify overtime and backfill have not traditionally been supported by the Grant Review Committee. While personnel overtime and backfill are eligible expenses, an exercise request which is only for overtime and backfill would require a strong description of the newly identified need, and a realistic sustainment plan for the future to receive grant funding.

For additional assistance with exercise requirements contact:

Doug Jimenez
State Exercise Officer
Oregon Office of Emergency Management
doug.jimenez@state.or.us
503-378-3255

Reporting for Training and Exercise
- Following the Training and Exercise Planning Workshop (TEPW), all grantees and sub-grantees are required to develop a multi-year training and exercise plan that identifies combination of exercises, along with associated training requirements, that address the priorities identified in the TEPW. The training and exercise plan shall be submitted to the State Exercise Officer no later than **June 1, 2019**.

- Grantees must submit individual AAR/IPs for each HSGP-funded exercise. AAR/IPs must be submitted to Oregon Office of Emergency Management, and include a list of corrective actions and lessons learned, no later than **60 days** after completion of the exercise. In accordance with HSEEP guidance, grantees are reminded of the importance of implementing corrective actions iteratively throughout the progressive exercise cycle.

Equipment
Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. Equipment requests must include a plan for sustainment. Local units of government may acquire advanced levels of responder equipment from 21 authorized equipment categories. The Authorized Equipment List and additional information on allowable equipment is provided at https://www.fema.gov/authorized-equipment-list .

SHSP Equipment 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 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 Response Watercraft

18.   CBRNE Aviation Equipment

19.   CBRNE Logistical Support Equipment*

20.   Intervention Equipment

21.   Other Authorized Equipment* / ***

*Citizen Corps Allowable

**Not allowable for law enforcement

***Items not identified on the Authorized Equipment List (AEL) must receive prior approval before applications are submitted.

Grantees that are using FY2019 SHSP funds to support emergency communications activities must comply with the FY2018 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications, which can be found at
https://www.dhs.gov/sites/default/files/publications/FY2018_SAFECOM_Guidance_FINAL_508 C_060518.pdf
Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as Voice-Over-Internet Protocol (VOIP) bridging or gateway devices.

Due to federal requirements on communication tower project preparation, tower projects are allowable but must include documentation regarding the permitting process in the grant application. Applicants interested in enhancing communication towers are highly encouraged to participate in the scheduled grant workshops or contact OEM for technical support prior to submitting their application.

Equipment for Citizen Preparedness
Any equipment purchased with SHSP funding in support of CCP must be used for specific preparedness, volunteer training, and/or by volunteers in carrying out their response functions. CCP equipment is not intended to be used by uniformed emergency responders, except to support training for citizens. Examples of equipment used to support training for citizens includes such items as burn pans or volunteer response kits.

Applicants must comply with all requirements set forth in 2 Code of Federal Regulations (CFR) Part 200 for the active tracking and monitoring of property/equipment. Applicants without adequate property/equipment tracking procedures will be disqualified from grant funding.

Equipment purchases will have additional reporting and closeout requirements, which include NIMS resource typing and submission of an inventory and general ledger report.

Unallowable Equipment costs
- Self-contained breathing apparatuses (SCBAs) requested for general use 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 (i.e. bulletproof vests for law enforcement, turnout gear for fire)
- Equipment not supported or well documented in the Project Worksheet
- Land acquisition
- General purpose vehicles (e.g. squad cars, executive transportation)
- General-use software, general use computers and related equipment
- Weapons and ammunition
- Vehicle licensing fees
- 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
- Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties
- Activities unrelated to the completion and implementation of the Homeland Security Grant Program
- Other items not in accordance with the AEL or previously listed allowable costs

Personnel

Program funds may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the FY2019 HSGP (i.e. planning, training program management, exercise program management, etc.).

As directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412), all personnel and personnel-related costs, including those for intelligence analysts, are allowed up to 50 percent (50%) of SHSP funding without time limitation placed on the period of time that such personnel can serve under the grant.

In general, the use of HSGP grant funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered "personnel" and "personnel-related", and therefore count against the personnel cap of 50 percent (50%) include, but are not limited to:
- Operational overtime
- Overtime/backfill to participate in approved training or exercise deliveries
- Salaries and personnel costs of intelligence analysts

- Overtime to participate in intelligence sharing activities
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators

The use of contractors to provide a deliverable of plan documents, training courses, and or exercise development and support are not considered personnel.

Management and Administration (M&A) and Indirect Costs

Management and Administrative costs are not eligible and will not be reimbursed for this FY2019 Grant. In accordance with 2 CFR 200.414 indirect charges will be allowable for all eligible expenditures within eligible projects. To be eligible for indirect costs, the sub-recipient must include indirect costs in the application package. Indirect costs are not allowable on projects which are equipment purchases only.

For assistance with indirect cost questions, please contact the Grant Accountant directly:

Angela Creasey
Grant Accountant
Oregon Office of Emergency Management
angela.creasey@state.or.us
503-378-3316

Community Preparedness and Citizen Corps

All grant recipients supporting Citizen Corps volunteer programs must register their Council on the Citizen Corps website (https://community.fema.gov/Register/). Recipients are required to manage their program and contact information located on the site. Interested parties must coordinate with the State CCP point-of-contact at OEM to ensure their Citizen Corps Council is registered.

Jurisdictions interested in participating in the "If You See Something, Say Something™" campaign see guidance on page 6 above.

Community Preparedness funds may be used to support the capitalization on volunteer outreach, education of the public to ensure a whole community preparedness vision, and the creation and expansion of public/private partnerships which benefit the response capability and overall resiliency of the community.

Overtime and/or backfill for first responders or agency employees to teach volunteer or community classes is not an eligible expense.

For additional information on CCP requirements, please contact the State CCP Program Coordinator:

Erik Rau
Emergency Planner
Oregon Office of Emergency Management
erik.rau@state.or.us.
503-378-3252

REPORTING AND REIMBURSEMENTS
Program Narrative Reports/Progress Reports
Applicants will be required to submit progress reports: quarterly narrative progress reports that contain specific information regarding the activities carried out under the FY2019 Homeland Security Grant Program. An electronic version of the project specific quarterly narrative progress report which includes the approved milestones will be sent to sub-grantees with the executed agreements. Narrative progressive reports must be submitted electronically to shspadmin@oem.state.or.us no later than 30 days following the end of each calendar quarter (March, June, September and December)

- o **Progress reporting must clearly identify efforts associated with the approved milestones from the application.**

Requests for Reimbursement (Fiscal Report)
Reimbursements will only be made for actual expenses. Requests for Reimbursements (RFR) **must** be submitted quarterly but may be submitted as often as monthly. 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. A project specific electronic version of the RFR form which includes the approved budget will be sent to sub-grantees with the executed agreement. RFRs may be submitted electronically to shspadmin@oem.state.or.us or by mail to **PO Box 14370, Salem, OR 97309-5062** no later than 30 days following the end of each calendar quarter (March, June, September and December).
Reimbursements may be withheld if any program narrative reports are outstanding.

Note: A Request for Reimbursement (RFR) is due every quarter even if there were no expenses incurred during the quarter. A "Zero RFR" is required that reflects no expenses incurred and no funds requested during the reporting period.

Reporting Due Dates
Reports are due 30 days following the calendar quarter. (March, June, September and December)

SUSPENSION OR TERMINATION OF FUNDING
Oregon Office of 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 Worksheet
- 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

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

AWARD ADMINISTRATION INFORMATION

For required assurances, please review the U.S. Department of Homeland Security Fiscal Year 2018 Homeland Security Grant Program Notice of Funding Opportunity (NOFO) with the understanding that any new assurances included in the Fiscal Year 2019 Homeland Security Grant Program NOFO will be included in the sub-grantee agreement.

Procurement Standards

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

Standards – Sub-recipients must use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal laws 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.

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 sub-recipient 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 non-competitively, time constraints, and any other pertinent information. <u>Sub-recipients must obtain prior written approval from Oregon Office of Emergency Management for any sole source procurements in excess of $100,000.</u>

- Sole Source procurement approval form is available from OEM upon request.

Justification for Sole Source Procurement

The following outline provides the recommended format for sub-recipients to use when pursuing 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

Non-Competitive Practices
The sub-recipient 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 (RFPs) 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 Office of Emergency Management.