

FY2020
Application Instructions

HOMELAND SECURITY GRANT PROGRAM

OREGON EMERGENCY MANAGEMENT
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 January 17, 2020

Table of Contents

Table of Contents

NATIONAL DIRECTION	2
APPLICATION DUE DATE	3
APPLICATION EVALUATION.....	3
APPLICATION OVERVIEW	4
PRIORITIES FOR FUNDING	4
PROJECT SCOPE.....	5
APPLICATION CONTENTS.....	5
SUBMITTED APPLICATION REQUIREMENTS	5
Instructions by Form:	6
Part 1: Combined Coversheet	6
Part 2: Sub-Applicant Coversheet.....	7
Part 3: Project Application	7
Part 4: Budget.....	10
Part 5: Environmental and Historical Preservation (EHP) Form	11
Part 6: NIMS Compliance Form.....	12
Part 7: (Required) Support Letters for Regional Projects.....	12
Part 8: Support Material / Appendices	12

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 FY2020 State Homeland Security Grant is increasing Oregon's ability to prevent, protect against, mitigate, respond to and recover from acts of terrorism. 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

Applications will be submitted on-line through the capability assessment tool. The application must be received by Oregon Office of Emergency Management (OEM) no later than **5:00 PM, Friday January 17, 2020.**

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

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 by 5:00 PM, Friday January 17, 2020**
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, 2020. 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.
6. Support for the Cascadia Rising 2022 exercise.

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 2020 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:

- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads.
- 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

Applications must be submitted on-line through the capability assessment tool. The application must be received by Oregon Emergency Management **no later than 5:00 PM, Friday January 17, 2020.**

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

Overall Application Package

The **submitted package** must include the documents:

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 11th 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 (with one additional allowed IF a project for a statewide team is submitted). 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, 2022**, 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.

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

THE APPROPRIATE REQUIREMENTS FOR YOUR CHOSEN IJ WILL BE VISIBLE IN THE ON-LINE APPLICATION. YOU WILL ONLY BE REQUIRED TO COMPLETE INFORMATION BASED UPON YOUR CHOSEN 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.)

Does this project support the Cascadia Rising 2022 exercise? 10 extra points will be awarded during review for projects in support of this national level exercise.

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.

Project Details

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

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 who in the community will be directly impacted by this project and how.

Describe what impact this project will have on the whole community: Provide details of who is specifically impacted by this project and how it will impact the whole community.

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

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?

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 FY2020 grant funds. Check the box next to each NIMS action your organization has completed. If an agency has not completed all actions, a corrective action plan can be created by working with the State NIMS POC to meet the requirement.

- 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 FY2020 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. See State Homeland Security Investment Justifications document which can be found at

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