



# **OREGON** DEPARTMENT OF **EMERGENCY MANAGEMENT**

## **STATE HOMELAND SECURITY GRANT PROGRAM**

**FY25**

### **Application Instructions**

**Applications Due:**

**Wednesday October 8, 2025 by 10pm**



The application process for FY25 SHSP has been updated. Please read through these instructions carefully.

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For FY25 SHSP, each county and tribe will submit applications through Basecamp. Counties and tribes will have an application folder assigned to them. If your county or tribe has not been invited to join your Basecamp application folder, please reach out to the SHSP Program at [shspadmin@oem.oregon.gov](mailto:shspadmin@oem.oregon.gov)

Applications must be submitted to their application folder in Basecamp by **Wednesday October 8, 2025 by 10pm.**

In the SHSP application folder, you will find three sub-folders. One contains the forms you will need to complete your application. The other two folders are labeled “Competitive” and “Allocation.” Please upload your allocation funded application packet(s) into the Allocation folder and your competitive funded application packet(s) into the Competitive folder.

As you upload your documents, please use descriptive names for your files to support efficient processing and review. [Item]\_[County/tribe/city]\_[short title]\_[application#]

For example, an application could be named

“Application\_GreeneCo\_EOP\_2.”

“NIMS\_GreeneCo\_EOP\_2”

“EHP\_GreeneCo\_EOP\_2”

**All steps described in this document apply to formula-based allocation and competitive applications. You must complete every step for formula-based allocation applications and competitive applications.**

**Applicants are responsible for the timely delivery of grant applications to OEM. Late applications or post-dated modifications to meet minimum qualifications will not be accepted. If you need assistance with applications, request assistance from Kevin Jeffries before the deadline.**

Kevin Jeffries  
Grants Coordinator  
Oregon Department of Emergency Management  
971-719-0740  
[kevin.jeffries@oem.oregon.gov](mailto:kevin.jeffries@oem.oregon.gov)

## **APPLICATION EVALUATION**

OEM will review applications to determine whether proposals meet minimum qualifications described in the FY25 State Program Guidance and FY25 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO). Qualified Allocation projects will be presented to the OEM director for final approval. Qualified Competitive projects will be presented to the SHSP Grant Review Committee for review and recommendations. Those recommendations will be presented to the OEM director for final approval.

For FY25 all emergency communications projects will be reviewed and scored by the SWIC and the SIEC. The Emergency Communications Review Committee will approve allocation funded projects, and will score and recommend for funding those competitively funded emergency communications projects.

## FUNDING DISTRIBUTION

### Formula-based Allocations

Each county and tribe may submit as many projects as desired in order to utilize all formula-based funds. Refer to the posted FY25 Allocation Funding Methodology document to determine your jurisdiction's funding level. Allocation project applications can originate and serve any eligible recipient within the county or tribe's geographic area. They may also submit applications on behalf of a broader regional project.

### Competitive Funds

Each county or tribe can submit up to six Competitive projects, regardless of the size of their county or tribe. Applications that are submitted on behalf of a regional project are not counted against the county or tribe's six projects. However, each county or tribe may submit only one regional project.

**Regional projects** are defined as projects that benefit adjacent or regional county or tribal jurisdictions. Partnering jurisdictions must be outside the applying county or tribal geographic area. Regional projects must include letters of support from all beneficiaries named in the application. Regional projects must also describe how resources, training, or exercise will be shared.

For example,

- A cache of anti-vehicle barriers can be supported by 3 counties and shared amongst them for special events.
- A Tribe can host a regional exercise involving neighboring counties, cities and or tribes.
- A radio tower upgrade would benefit all jurisdictions within 80 miles of the tower.
- A Bomb Team can serve communities throughout their region\*.

*\*Bomb teams must submit applications through their respective county. Not collectively through one city or county.*

## PROJECT SCOPE

Applicants with large costs or broad scopes 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. Short descriptions of 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

All applications must be completed and submitted through your SHSP application folder in Basecamp. This process must be completed for formula-based allocation *and again for competitive applications*.

A completed county or tribal application packet will include:

- Combined coversheet (*Word document*)
- For each project, in the following order:
  - Sub-applicant coversheet for each project requesting funding, (*MS Forms*)
  - Project application (PDF)

- EHP screening memo(s) (pdf)
- Signed support letters for regional projects (pdf)

## **APPLICATION INSTRUCTIONS**

In response to local feedback, OEM has updated the application process. The only document required at time of application is the Investment Specific Investment Justification Application. Counties and Tribes will need to submit a Combined Coversheet to ensure only those projects recommended for funding from the county or tribal Emergency Manager are reviewed by OEM.

### **Step 1: Combined Coversheet**

County/Tribal Combined coversheet: A combined coversheet must be completed by the submitting county or tribe and included with the original application. Please list the regional project after local projects and place [\*] next to the applying agency's name. *Funding requests, and project names must be consistent throughout the application packets or risk disqualification.*

- County or tribal contact name, phone number and email (*should be the agency and individual submitting the application packet into Basecamp*)
- Total funds requested within the entire application packet
- Name of local agency requesting funds (per project)
- Funding requested for each project
- Name of projects

**2025 UPDATE:** Applicants no longer need to fill out the MS Forms "Sub-Applicant Coversheet." The required information will be provided in the application form.

### **Step 2: Project Application**

**2025 UPDATE:** Project application forms are unique to each investment justification you are seeking funds under. For example, if your project will update locks at the courthouse, you would use the "Soft Target Hardening" Investment Justification form. If your project will create an anti-terrorism strategy, you would use the "Combating Domestic Violent Extremism" investment justification form.

An investment justification specific project application must be completed for each proposed project. 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, 2027**,

All projects must meet the following criteria:

- Address core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism
- Clearly align with the investment justification you are applying under
- Clearly describes your current Risk, Vulnerabilities, and Consequences this project is going to address
- Clearly describe your proposed solutions to address Risk, Vulnerabilities, and Consequences.

**Form instructions:**

Part 1 – Applicant information: Applicants will provide the name organization seeking funds, the address of the project, the Unique Entity ID Number, and other details about the organization seeking funds, as well as the type of project to be funded (Planning/Organization/Equipment/Training/Exercise).

Part 2 – Risk: Applicants will describe the threat, vulnerabilities, and consequences of the capability gap needing to be filled.

Part 3- Solutions: applicants will describe the project proposed to address the risk described in the previous section. This will also include a simplified budget form where applicants will outline the vulnerabilities and solutions, as well the cost of described solutions.

Part 4- Milestones and time projections: Applicants will describe their milestones to complete the project and the estimated time to complete each phase of the project. This should be described in number of weeks or months, not a specific date of completion.

Under this section, applicants will also be required to describe measurable outcomes, the project team members and how the capability will be sustained.

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**FY25 UPDATE:** No Environmental Historical Protection (EHP) forms will be required at the time of application. OEM will contact applicants if their project will require an EHP, in which case, your award's funds will be on hold until your EHP is completed and FEMA approves your project design.

**FY25 UPDATE:** No separate budget document is required. Project budget information will be provided in the application form.

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**Step 3: Support Letters for Regional Projects ( if applicable)**

Support letters are required for regional projects. Letters should be in Word or PDF form and uploaded into your SHSP Application Folder in Basecamp.

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**Step 4: Support Material / Appendices ( If applicable)**

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. For example, all communications projects must be supported with communications strategies and plans. See the Investment Justifications document which can be found at

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

Supporting Materials/Appendices should be uploaded into your SHSP Application Folder in Basecamp.

For questions or issues with your application, please contact the Homeland Security Grant Program coordinators.

**Kevin Jeffries or Carin Sherman**  
Homeland Security Grant Program  
Oregon Department of Emergency Management  
shspadmin@oem.oregon.gov

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