



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

GUIDANCE AND APPLICATION INSTRUCTIONS

STATE COMMUNITY RESILIENCE COALITION (SCRC) GRANT PROGRAM

OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Address:

3930 Fairview Industrial Drive SE
Salem, OR 97302

Application Due Date: 8 a.m., Monday, April 28, 2025

https://emergencymanagement.qualtrics.com/jfe/form/SV_9AjRi8x7oaPNQA6

For questions or clarifications, or to receive this material in a different format, contact the Oregon Department of Emergency Management at quinn.butler@oem.oregon.gov.

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INTRODUCTION

State Community Resilience Coalition (SCRC) Grant Program

As defined by [Oregon Law 2023, Chapter 401](#), the Oregon Department of Emergency Management (OEM) shall identify existing Community Organizations Active in Disaster (COAD) in Oregon and provide grants for their support. See Oregon Revised Statutes (ORS) 401.123 “support for community organizations active in disaster” for more information. The bill appropriated to OEM for the biennium beginning July 1, 2023, out of the General Fund, the amount of \$74,805 to establish and administer this grant program, herein referred to as the State Community Resilience Coalition (SCRC) Grant Program. Additionally, ORS 401.121 directs OEM to provide technical assistance to local entities, whether public or private, that are active in emergency preparedness, response, or recovery.

Eligibility

Qualified applicants include any community organization active in disaster, as defined in ORS 401.123. This consists of any “cooperative organization comprising representatives of nonprofit, governmental, business and faith-based entities that works within a local community to prepare for, build resilience against and recover from emergencies by performing functions including any of the following:

- a) Providing local coordination of federal or state support
- b) Serving as a primary local disaster recovery organization
- c) Assessing local needs following a disaster and determining locally informed plans for action
- d) Facilitating communication with local communities, including vulnerable populations
- e) Leveraging philanthropic and other private funding and coordinating with philanthropic entities
- f) Facilitating disaster case management, including providing a central hub for allocating resources for unmet needs
- g) Providing emergency-related services and support to the local community.

The Oregon Department of Emergency Management is responsible for identifying existing community organizations active in disaster in Oregon and determining whether they meet the eligibility criteria described in this section. Any existing COAD, Voluntary Organization Active in Disaster (VOAD), or Long-Term Recovery Group that performs as part of its core mission, any one or more of the functions in the list above may be eligible to apply. The primary work (greater than 80 percent) of the Qualified Applicant must be in emergency preparedness, response, or recovery to be eligible to apply for these grant funds.

AVAILABLE FUNDING

State Community Resilience Coalition Grant Program Funds

A total of \$74,805 is available to support COADs with expanding and strengthening their networks and building their capabilities to help communities prepare for, build resilience against and recover from emergencies. The maximum grant award is \$24,935. Final award amounts may vary based on the number of Qualified Applicants, the Qualified Applicant’s demonstrated needs, and the strength of the application. The selection committee reserves the right to adjust award amounts to maximize the impact of this grant across the applicant pool. These funds are immediately available in full for selected grant recipients.

Application Evaluation Criteria

Through the application process, applicants will be scored based on the following data:

- 1) **Past Activations (15):** If you have activated as a Community Organization Active in Disaster (COAD) in response to an emergency or disaster within the past five years and can provide documentation, you will receive 5 points for each activation to a maximum of 15 points. “Activation” means any instance where the COAD was actively monitoring the emergency or disaster and communicating needs and updates related to the incident with its member organizations via email or in-person, hybrid, or virtual meetings. The COAD does not need to have received a request to activate by the emergency management office in the locality it operates. “Documentation” means any activation materials produced by the COAD leadership and distributed to its member organizations such as email communication, meeting agendas, meeting minutes, or other materials.
- 2) **Recent Emergency Preparedness or Resilience Activities (15):** If within the past two years, you have conducted emergency preparedness or resilience activities as part of your community organization active in disaster (COAD), you will receive 5 points for each instance for a maximum of 15 points. Provide supporting documentation to demonstrate emergency preparedness or resilience activities. “Emergency Preparedness or Resilience Activity” means work conducted by the COAD and its member organizations to help the community in which it operates better prepare for (or build resilience against) emergencies and disasters. This could include meeting regularly with COAD member organizations, facilitating work groups or committees, attending or hosting community events, communicating, teaching, or presenting preparedness materials to the community or COAD members, etc.
- 3) **Disaster Recovery Activities (15):** If within the past five years, you have conducted disaster recovery activities as part of your Community Organization Active in Disaster (COAD), you will receive 5 points for each instance for a maximum of 15 points. Provide supporting documentation to demonstrate disaster recovery activities. “Disaster Recovery Activity” means activities such as serving as a primary local disaster recovery organization, assessing local needs following a disaster and determining locally informed plans for action, leveraging philanthropic and other private funding and coordinating with philanthropic entities, and facilitating disaster case management—including providing a central hub for allocating resources for unmet needs, etc.
- 4) **Investment Justification/Demonstrated Need (70):** Clearly describe the investment justification and the need that will be filled by these grant funds. *The proposed use of these grant funds should align with at least one of the key emergency preparedness, response, recovery, or resilience functions.* The applicant will receive 10 points for each investment justification provided with a detailed description of how they plan to use these grant funds to perform the function. The investment justifications are as follows:
 - a) Providing local coordination of federal or state support (10)
 - b) Serving as a primary local disaster recovery organization (10)
 - c) Assessing local needs following a disaster and determining locally informed plans for action (10)
 - d) Facilitating communication with local communities, including vulnerable populations (10)
 - e) Leveraging philanthropic and other private funding and coordinating with philanthropic entities (10)
 - f) Facilitating disaster case management, including providing a central hub for allocating resources for unmet needs (10)
 - g) Providing emergency-related services and support to the local community (10)
- 5) **Commitment to Partnership-Based Support (15):** The SCRC Grant, like all grants, seeks to provide the greatest level of benefit to the highest number of Oregon’s population as possible within the limits of the funding provided, particularly in areas with the greatest need. A maximum of 15 points will be

awarded to applicants who can provide a clear and detailed plan for engaging underserved communities. The proposal should outline clear strategies to connect with organizations and individuals in underserved communities who struggle to access the COAD's support.

- 6) **Letters of Support (20):** The first signed letter of support from a city, county, or Tribal government or community-based nonprofit organization awards you 10 points. While each additional partner letter of support awards you 5 points apiece, for a maximum of 20 points. The letters of support may come from individual member organizations within the COAD, or from the county emergency management agency within the locality in which the COAD operates. However, if the county emergency management agency is the applicant, they would need to seek a letter of support elsewhere.
- 7) **Detailed Budget (25):** A well-documented and detailed budget (25) is required for this application. The proposed costs should be reasonable and allowable based on the eligible expenses of this grant. The proposed budget should demonstrate efficient use of funds to maximize the organization's overall impact within the locality it operates.

ELIGIBLE EXPENSES

State Community Resilience Coalition Grant funds must be used by the grant recipient to perform any one of the functions that help the community organization active in disaster (COAD) perform functions pursuant to ORS 401.123. These functions include:

- a) Providing local coordination of federal or state support
- b) Serving as a primary local disaster recovery organization
- c) Assessing local needs following a disaster and determining locally informed plans for action
- d) Facilitating communication with local communities, including vulnerable populations
- e) Leveraging philanthropic and other private funding and coordinating with philanthropic entities
- f) Facilitating disaster case management, including providing a central hub for allocating resources for unmet needs
- g) Providing emergency-related services and support to the local community

Eligible expenses, for example, could include funding for a position to help the COAD facilitate communication within the community and expand its network (function "d" in the list above). In this example, grant funds could also be used to help cover outreach activities and associated costs such as travel and staff training in support of this function.

Additionally, administrative costs—not to exceed fifteen percent of the overall grant award—are considered eligible expenses.

The eligible expenses must be used by the grant recipient to support at least one of the functions listed above within the locality in which it operates. The Oregon Department of Emergency Management (OEM) maintains ultimate authority on whether the work proposed by the grant recipient is an eligible expense or not. The grant agreement between OEM and the grant recipient will describe the permissible purposes of the grant. The grant recipient is encouraged to check with OEM whether the proposed work is within one of the functions listed in this section to ensure it is an eligible expense.

INELIGIBLE EXPENSES

Ineligible activities include, but are not limited to:

- a) Facility leases or rentals

- b) The purchase of emergency preparedness equipment that would otherwise qualify for the State Preparedness and Incident Response Equipment (SPIRE) Grant Program
- c) Facility upgrades, repairs, maintenance, or other construction purposes and costs
- d) Funds provided directly to individuals impacted by an emergency or disaster
- e) Funds to *increase* the payroll or benefits of *existing* staff

APPLICATION INSTRUCTIONS

Any cooperative organization comprising representatives of nonprofit, governmental, business and faith-based entities that work within a local community to prepare for, build resilience against and recover from emergencies by performing functions as defined in ORS 401.123 may submit one application for the locality in which it operates.

The interested applicant should demonstrate a need for the specific eligible expenses proposed and the ability to use the grant award to address the identified need and enhance local or regional emergency preparedness, response, recovery, or resilience capabilities.

Applicants should propose a budget that aligns with their project scope and objectives. While funding is not guaranteed at the requested level, applicants should clearly outline how varying funding levels (e.g., full vs. partial award) would impact their project outcomes.

Only completed applications with all requested information will be accepted and reviewed. Applications will be scored based on the criteria stated in this guidance. Applications will be scored individually.

Please complete all sections of the online application form and be prepared to submit the following along with your application:

- a) Proposed budget
- b) Documentation examples of past activations
- c) Documentation examples of recent emergency preparedness or resilience activities
- d) Documentation examples of disaster recovery activities
- e) Letters of support

Online Form Notes

There is a field on the application: "Please add any additional information here you believe is relevant and not covered elsewhere in your application." This field is available for you to submit comments or any other correspondence that does not fit elsewhere. We have also added a field for attachments if you need to provide additional support for descriptions. Please be sure your application is complete before submitting.

Application Due Date

All application packages must be submitted online through the following link

https://emergencymanagement.qualtrics.com/jfe/form/SV_9AjRi8x7oaPNQA6 no later than **8 a.m. on Monday, April 28, 2025**. You will receive an e-mailed copy of your submittal. Save this copy for your records and proof of submittal.

Because internet connections can be unstable, we highly recommend you submit your application well before the application deadline. Applicants are fully responsible for the timely delivery of grant applications. Late applications, or past-due date modifications to meet minimum qualifications, will not be accepted under any circumstances.

REVIEW PROCESS

Applications submitted by the deadline that meet all requirements will be forwarded to a statewide committee for review and scoring. The review team will consist of OEM staff, representatives from the Emergency Preparedness Advisory Council or the Local Government Emergency Management Advisory Council, and others with expertise in this field as determined by OEM. All review committee members will score all proposals using the matrix included in this guidance. If a committee member has a conflict of interest with an application, they will not score that application. All members will declare their conflicts of interest at the beginning of each meeting and will not participate in any review if they have a conflict. All reviews and scores must be completed the day before the scheduled review meeting.

Applications will be reviewed and discussed together in the order of their scores per allocation, with the highest scoring discussed first. The statewide committee will forward their funding recommendations to the OEM director for final approval. Those not recommended for the first allocation will remain in ranked order to be reviewed for possible funding if there are funds remaining following the purchase of awarded equipment.

AWARD INFORMATION

Applicant Notification

Applicants will receive notification of the status of their application within 30 days of the application deadline or an updated timeline in the event of extenuating circumstances.

Grant Award

Successful applicants will receive a grant agreement within 90 days of notification. The grant agreement is a legal contract between the awarding agency (Oregon Department of Emergency Management) and the recipient (successful applicant). The agreement will include all legal commitments of both parties.

SUSPENSION OR TERMINATION OF AGREEMENT

Suspension or termination of the agreement occurs only when OEM has determined that the Grant Agreement has not been followed and is subject to termination. OEM may suspend or terminate the agreement, in whole or in part, or impose other measures for any of the following reasons:

- Failing to follow grant agreement requirements or standard or special conditions
- Implementing substantial project changes, to the extent that, if originally submitted, the item would not have been selected for funding
- Failing to submit required reports
- Filing a false certification in this application or other report or document, including correspondence with OEM by any medium

Before acting, OEM will provide the recipient with reasonable notice (no less than 72 hours) of intent to impose measures and will make efforts to resolve the problem.

REPORTING

Narrative Reporting

A narrative report will be required to be submitted to OEM quarterly. OEM will provide a narrative report template for grantees. This section of the reporting should include information about how the grant recipient has used the grant funds to support the organization's work and the impact on the community. This narrative report will include information about the organization's progress in achieving the goals and objectives of the grant, specifically how the grant funds have been used to support the investment justifications. Though not

required, this section will also be an opportunity for the grant recipient to share any challenges, lessons learned, and recommendations for improving this grant program for future recipients.

Financial Reporting

In addition to the narrative report, a quarterly financial report will be submitted to OEM. OEM will provide a financial report template for grantees. This section of the report should include detailed information about the grant recipient's use of grant funds. Detailed expenditures and relevant receipts should be compiled into one PDF document and submitted to OEM.