

FY21

Application Instructions

**HOMELAND SECURITY
GRANT PROGRAM**

OREGON EMERGENCY MANAGEMENT

www.oregon.gov/OMD/OEM



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Application Due Date: April, 18, 2021, 11:59 p.m. PDT

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Applications will be submitted online through the new SHSP Application portal. Access to the portal can be found on the Oregon Office of Emergency Management (OEM) Homeland Security Grant Program Web page:

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

Applications must be submitted through the application portal by **11:59 p.m. (PDT), April 18, 2021.**

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.

APPLICATION EVALUATION

OEM will review applications to determine whether proposals meet minimum qualifications described in the FY21 State Program Guidance and FY21 Notice of Funding Opportunity. Grant funds will be distributed for accepted proposals through formula-based allocations and a competitive grant process.

FUNDING DISTRIBUTION

Formula-based allocations

Each County and Tribe may submit as many projects as needed to use their formula-based allocation.

Competitive funds

Each County or Tribe may submit proposals for as many projects as allowed by the appropriate tier described below. If a County or Tribe is submitting a regional project for teams that support the entire state (e.g. bomb squads, hazmat, communications), 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. The Oregon Office of Emergency Management will provide sub-grant awards to eligible individual agencies after multi-agency projects are approved.

To the greatest extent possible, applicants should pursue regional projects. During the FY21 grant cycle, regional projects will receive additional review points in the competitive process.

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. 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

All applications must be completed and submitted through the SHSP Application Portal. A completed application will include:

- Combined coversheet (one for the entire application)
- For each project, in the following order:
 - Sub-applicant coversheet for each agency requesting direct funding
 - Project application
 - Detailed line-item budget for each agency requesting direct funding
 - NIMS compliance form for each agency requesting or directly benefiting from grant funds
 - EHP screening memo(s)
 - Support letters for regional projects
 - Appendices

An application checklist, required forms and supporting materials are available through the SHSP Application Portal. Applicants can access the SHSP Application Portal at <http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>

APPLICATION INSTRUCTIONS

Step 1-Part 1: Combined Coversheet

Combined coversheet: A combined coversheet must be completed by the submitting county or tribe and included with the original application. If a county or tribe is submitting 10 projects plus a regional statewide impact project, add a second combined coversheet to include the regional 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 total funding from all projects dedicated to law enforcement terrorism prevention activities (LETPA)

Step 1- Part 2: Project List

- a. Project agency names
- b. Names of projects
- c. Funding requested for each project
- d. A brief (50 words or less) description of the project.

Step 2: Sub-applicant Coversheet

The name of the agency, project and funds requested will be populated automatically. At this step, you will need to provide additional information about each of the sub-applicants.

The sub-applicant coversheets provide information directly related to sub-grant agreements and must be completed in full. Coversheets must be completed for each agency that will directly receive funds. Information included in the coversheet includes:

- a. 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

- b. Agency Federal Tax Identification Number
- c. Data Universal Numbering System (DUNS) number
- d. System for Awards Management (SAM) registration and CAGE numbers
- e. Sub-applicant agencies must have a property/equipment tracking and monitoring system which is 2 CFR 200 compliant
- f. Name of the authorized official for the sub-applicant agency

Step 3: Project Application

A 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, 2023**, and support specific State *Investment Justifications* as well as goals and objectives in the State Homeland Security Strategy. Projects addressing one of the five federal priority areas should designate the relevant federal priority.

General Project Information

County or Tribe: Identify the county or tribe submitting the application. This will be auto-populated based on information submitted in steps 1 and 2.

Applicant agency: Identify the agency or agencies that will receive direct awards. This will be auto-populated based on information submitted in steps 1 and 2.

Project title: Assign each project a unique title that succinctly describes the project. This will be auto-populated based on information submitted in steps 1 and 2.

Federal funds requested: Provide the total funds requested through the grant. This will be auto-populated based on information submitted in steps 1 and 2.

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

Amount of project funding in support of the five federal priority areas for FY21: Provide the amount of the project funding that supports the following investments:

- Enhancing Cybersecurity
- Enhancing the Protection of Soft Targets/ Crowded Places
- Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS
- Addressing Emergent Threats
- Combating Domestic Violent Extremism

Project budget defined by POETE: Provide detailed budget based on the provided categories.

State investment justification: Designate which of the seven state investment justifications the project supports.

Project core capability: Designate which core capability/capabilities the project supports.

State strategy goal: Designate which goal from the State Homeland Security Strategy the project supports.

State strategy objective: Designate which objective from the State Homeland Security Strategy the project supports.

Requirements

Describe the terrorism/catastrophic nexus of this project: Clearly describe how the project will enhance capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

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

Investment Justification Specific Requirements

The appropriate requirements for your chosen investment justification will be visible in the online application. You will be required to complete only information based upon your chosen investment justification.

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? The Cascadia Rising 2022 exercise is a priority for FY21 SHSP funds. Projects related to the exercise will receive a 10-point bonus during competitive award review. The deadline to submit extent of play agreements for this exercise was Feb. 26, 2021. Status of extent of play agreements will be verified during grant application review.

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 Statewide Communication Interoperability Plan (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.

SAFECOM guidance can be found here: <https://www.cisa.gov/publication/emergency-communications-grant-guidance-documents>

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 jurisdiction's 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 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 jurisdiction's 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 cannot 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.

Step 4: Environmental and Historical Preservation (EHP) Form

All EHP forms must be submitted through the SHSP Application Portal.

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 point of contact
 - 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.

If after OEM reviews Section A and B and determines a full EHP review is required, you will be notified and instructed to submit a completed EHP with supporting details of your project. You

will not be authorized to spend funds for reimbursement until FEMA has approved your EHP, even if you have a fully executed agreement.

Part 5: NIMS Compliance Form

NIMS Compliance Forms must be submitted through the SHSP Application Portal. 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 FY21 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 point of contact 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, it will not be eligible to receive or benefit from the FY21 funding

Part 6: Budget

Each direct recipient must have its own unique budget for every project. All budgets must be completed on the provided budget sheet. The budget must be submitted through the SHSP Application Portal.

The current 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.

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.

Part 7: Support Letters for Regional Projects

Support letters are required for regional projects. Letters should be in Word or PDF form and can be emailed to shspadmin@oem.state.or.us with the subject "Support Letter for [Agency Name-Project Name]."

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. 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 can be emailed to shspadmin@oem.state.or.us with the subject "Support Materials [Agency Name-Project Name]."

For Questions or issues with your application, please contact the Homeland Security Grant Program coordinator, Kevin Jeffries.

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