



OREGON OFFICE OF EMERGENCY MANAGEMENT

STATE HOMELAND SECURITY GRANT PROGRAM

FY22

Application Instructions

Basecamp / MS Forms

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Applications Due:
Sunday April 3, 2022, 11:59 p.m. PDT

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Each county and tribe have an application folder on Basecamp. All applications will be submitted in/by their county's or tribe's SHSP application folder on Basecamp. If your county or tribe has not been invited to join your Basecamp application folder, please reach out to Kevin Jeffries at kevin.jeffries@state.or.us.

Applications must be submitted to the application folder on Basecamp by **11:59 p.m. (PDT) on April 3, 2022.**

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 formula-based allocation application packet(s) into the Allocation folder and your competitive 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. For example, an application could be named "Application_GreeneCo_COOP_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 Office of Emergency Management
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APPLICATION EVALUATION

OEM will review applications to determine whether proposals meet minimum qualifications described in the FY22 State Program Guidance and FY22 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 formula-based allocations. Refer to the posted FY22 Allocation Funding Methodology document to determine your jurisdiction's funding level.

Competitive Funds

Each county and 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 awards to eligible individual agencies after multi-agency projects are approved.

To the greatest extent possible, applicants should pursue regional projects. During the FY22 grant cycle, regional projects will receive additional review points in the competitive process.

PROJECT SCOPE

Applicants with large cost or wide 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 your SHSP application folder on Basecamp. This process must be completed for formula-based allocation and competitive applications.

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, through MS Forms
 - 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 or other supporting documents (including sUAS request)

An application checklist required forms and supporting materials are available through Basecamp. Check your email or connect with Kevin Jeffries to ensure access to SHSP application folders on Basecamp.

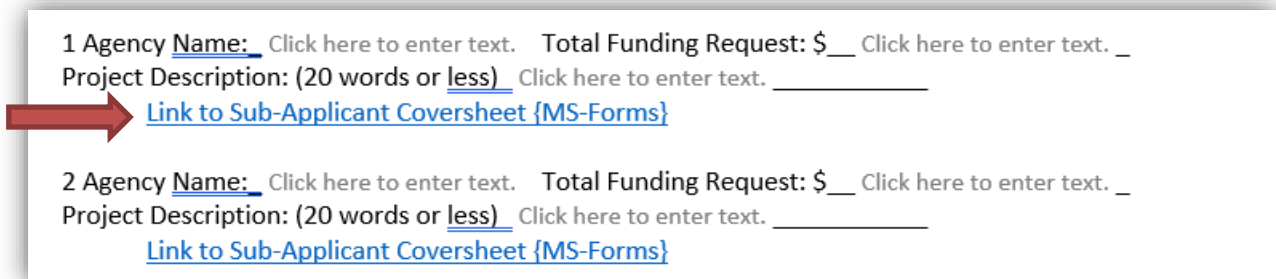
APPLICATION INSTRUCTIONS

Step 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. Project agency names
- d. Names of projects
- e. Funding requested for each project
- f. A brief (20 words or less) description of the project.

A new feature of the combined coversheet is a hyperlink to the sub-applicant coversheet questionnaire.



1 Agency Name: [Click here to enter text.](#) Total Funding Request: \$__ [Click here to enter text.](#) _
Project Description: (20 words or less) [Click here to enter text.](#) _____
[Link to Sub-Applicant Coversheet {MS-Forms}](#)

2 Agency Name: [Click here to enter text.](#) Total Funding Request: \$__ [Click here to enter text.](#) _
Project Description: (20 words or less) [Click here to enter text.](#) _____
[Link to Sub-Applicant Coversheet {MS-Forms}](#)

For each project listed in your combined coversheet, use the corresponding link to access an online questionnaire to complete the sub-applicant coversheet. You may need to press Ctrl on your keyboard when clicking on the link to access the hyperlink.

The combined coversheet does not need to be signed. Please submit it to OEM as a word document, not a PDF.

Step 2: Sub-applicant Coversheet

The sub-applicant coversheet has been updated to a Microsoft Forms tool for FY22.

Please follow these instructions carefully. Failure to complete this step could result in your application being disqualified.

For each project listed on the combined coversheet, a sub-application coversheet must be completed. A link to that questionnaire is embedded in the combined coversheet. You also can access the questionnaire here: <https://forms.office.com/g/xzjMzsGnBX>

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

- Type of funding [competitive or allocation]
- Name of the county or tribe applying
- Name of the sub-applicant who seeking funds
- Project title
- Project priority ranking
- Amount of funds requested
- 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
- Investment justification for the project
- Agency federal tax identification number
- SAM unique entity id number (replaced DUNS number) *
- Sub-applicant agencies must have a property/equipment tracking and monitoring system that is 2 CFR 200 compliant
- Name of the authorized official for the subapplicant agency

***Additional information on the new SAMS UE-ID number:**

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

NEW STEP: How to Save and Submit the Sub-applicant Coversheet

When you have completed the questionnaire, your information will be automatically stored in a database. You also must print a copy BEFORE you click submit on the Forms questionnaire.

To save your work, right-click on the questionnaire and select Print to Save as a PDF. You will need to save a copy for your records as well as upload it with your application(s) on Basecamp.

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, 2024**,

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
- Address specific investment justifications, which include the State Investment Justifications and the five Federal Priority Areas.
- Align with goals and objectives in the State Homeland Security Strategy. Information on the State Homeland Security Strategy can be found here: https://www.oregon.gov/oem/Documents/SHSP_State_Homeland_Security_Strategy.pdf

I. General Project Information

First, select the type of grant funds seeking: Competitive or Allocation

County or tribe: Identify the county or tribe submitting the application.

Applicant agency: Identify the agency or agencies that will receive direct awards.

Project priority rank: This should align with the combined coversheet. Please work with your local stakeholders to determine the priority ranking, especially as it pertains to competitive grant funds.

Project title: Assign each project a unique title that concisely describes the project. Please make sure this title is consistent throughout all your documents.

Federal funds requested: Provide the total funds 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: Provide detailed budget based on the provided categories. POETE = Planning, Organization, Equipment, Training, Exercises

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

Project core capability: Designate which core capability/capabilities the project supports. This should align with the THRIA/SPR capability cap you will be addressing.

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.

NIMS-Typed Resources: indicate whether this is a NIMS-Typed resource, if yes, is it a Tier I or Tier II resource?

II. 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. This should be consistent with the core capability selected in part I of the application.

III. 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-IJ

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., tabletop, 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.)

Emergency Communications-IJ

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 pertaining to this project in the appendices to your application

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.

<https://www.oregon.gov/siec/Documents/SCIP/2021%20OR%20SCIP%20w%20Appendix%20B.pdf>

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.

Have you coordinated with the OEM Communications officer, the state SWIC, or the State SIEC in the development of this project? Applicants are encouraged to coordinate with OEM's communications officer, Oregon's statewide interoperability coordinator (SWIC) and/or the State Interoperability Executive Council (SIEC) Technical Committee when developing an emergency communications project. Competitive projects that coordinate with the state's subject matter experts may receive priority during the review process.

Please contact OEM's Communications Officer for more information on Communications Projects.

Doug Jimenez

Communications Officer
Oregon Office of Emergency Management
Mobile: 971-719-0970
doug.jimenez@state.or.us

Emergency Operations Centers-IJ

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.

Community Resilience and Engagement-IJ // 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.

Cyber Security-IJ

Have you performed a formal cyber security assessment?

Do you have a formal cyber security plan or strategy?

IV. 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. What will you do to fill the gap or sustain the core capability you described earlier in your application?

List equipment or products purchased through the project: Provide a list of the equipment you will purchase and whether they are NIMS-Typed resources.

V. 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.

VI. 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.

VII. Gap Information

Describe the current gap in the capability: What is it the jurisdiction cannot do? Refer to your THIRA/SPR gap assessment.

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? What else will be needed to fill the gap?

VIII. Sustainment

Describe the jurisdiction's plan to sustain the capabilities built by this project: Provide specific details about the jurisdiction's future plans.

IX. 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 measurable milestones which are critical to this project.

Step 4: Environmental and Historical Preservation (EHP) Form

All EHP forms must be submitted through your SHSP Application Folder in Basecamp.

Each project must include an EHP screening memo regardless of project type or scope.

- Section A: Project Information
 - Applicant must complete
 - Sub-grantee
 - Sub-grantee point of contact
 - Mailing address
 - Email
 - Dollar value of grant
- Section B
 - Applicant must complete
 - 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 box in which you are required 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 Folder in Basecamp. 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 FY22 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, the application/applicant will not be eligible to receive or benefit from the FY22 funding

If you have questions on the NIMS form, please contact OEM's Preparedness Planner.

Sarah Puls
Preparedness Planner
Oregon Office of Emergency Management
Mobile: 971-345-7255
sarah.puls@state.or.us

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 SHSP Application Folder in Basecamp.

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 uploaded into your SHSP Application Folder in Basecamp.

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 should be uploaded into your SHSP Application Folder in Basecamp.

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

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