FY2022 Oregon State Homeland Security Program (SHSP)
# Application Training

Overview

- State of the State and regional capabilities – Regional Coordinator (15 min)

- SHSP Program Guidance walk through – Kevin Jeffries (45 min)
  - Break
- Investment Justifications – Kevin Jeffries (45 min)
  - Break
- Application instructions – Kevin Jeffries (45 min)
  - Break
- Program/grant management- 30 min.

SHSP Program Overview
Part 1

THIRA/SPR

Terrorism Nexus

SHSP Program 101
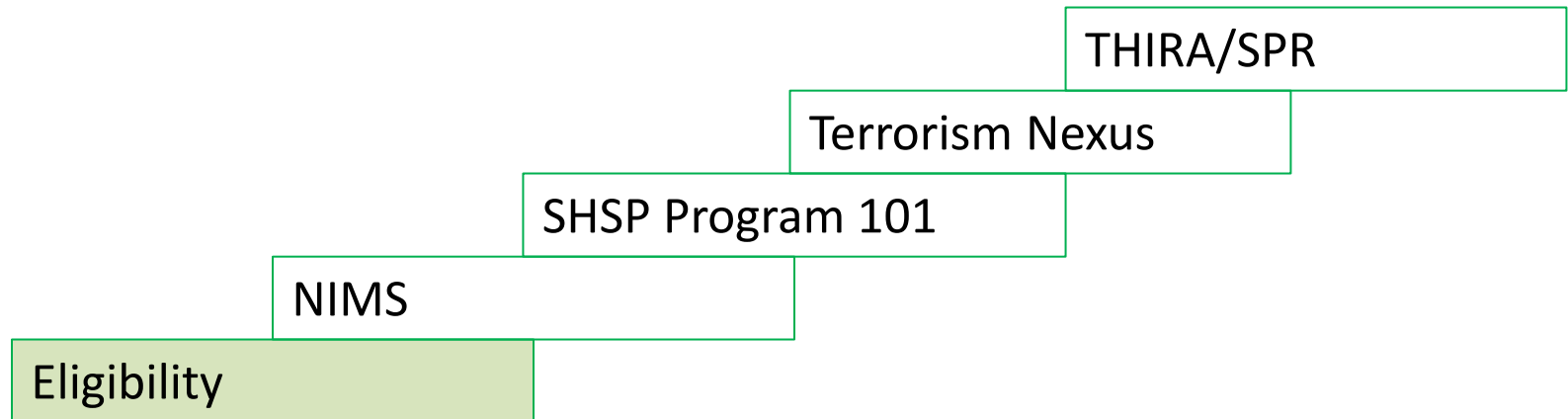
NIMS

Eligibility

Eligibility

- Who can apply?
  - Counties / Tribes
  - Sub-applicants
- What are the requirements?
  - NIMS
  - Reporting

Program Guidance

Eligible applicants include <u>Local and Tribal units of government</u>; only these agencies are eligible to receive direct awards.

Official units of government are defined on page 3 in state Homeland Security Program Guidance **<u>in accordance with</u>** the Oregon Administrative Rules.

Eligible applicants for direct awards include:

Counties and Tribes

- city
- village
- town
- district
- borough
- parish
- port authority
- transit authority
- intercity rail provider

- commuter rail system
- freight rail provider
- water district
- regional planning commission
- council of government
- independent authority
- special district
- or other political subdivision of Oregon

Common Questions around Eligibility

- Are public schools and universities eligible to apply for SHSP funds?

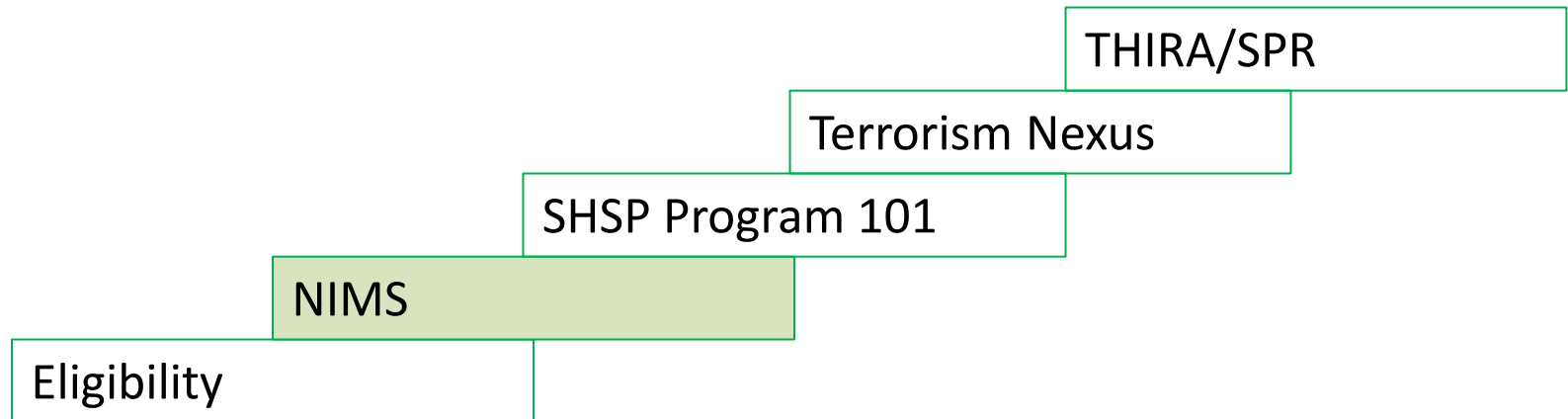- Are non-profit organizations eligible to apply for funding?

Answer:

No, not directly. They can partner with eligible applicants on a project.

If they are going to receive equipment or other "direct" support, they need to be NIMS compliant as well.

SHSP Program Overview
Part 1

THIRA/SPR

Terrorism Nexus

SHSP Program 101

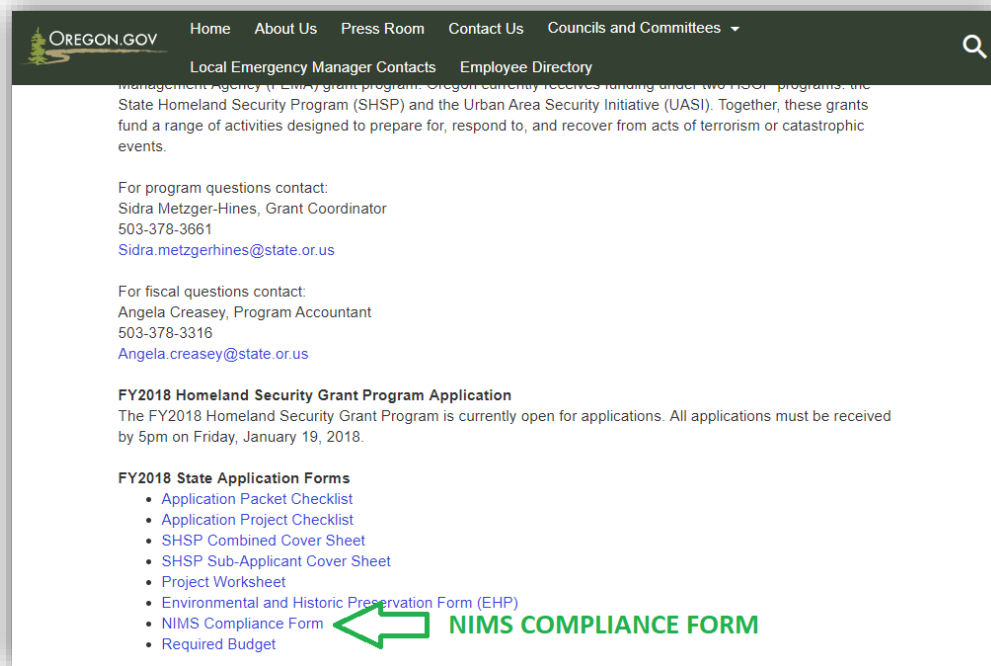NIMS

Eligibility

NIMS Compliance

- Each agency receiving "<u>direct</u> benefit"
  - Ex. Communications equipment purchased by county emergency management to place in schools.
    - Schools receive <u>*direct* benefit</u> and will need to be NIMS compliant

- Not those receiving "<u>indirect</u> benefit"
  - Ex. Communications tower purchased by county emergency management.
    - Others in community may receive an *indirect* benefit from tower

NIMS Compliance

What does "compliant" mean?

- For the purpose of the grant, refer to the **NIMS Compliance Form.**

NIMS Compliance

What if we are not currently "compliant"?

- Establish a **Corrective Action Plan** with OEM *before* the application deadline

- Simple form and agreement to guide progress towards NIMS compliance

- Failure to follow corrective action plan may result in loss of awarded funding

- **NOTE**: To access this form and to establish a **Corrective Action Plan** please reach out directly to **Sarah Puls,** sarah.puls@state.or.us

NIMS

https://www.youtube.com/watch?v=2b_Fd4ko3VI

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

NIMS

NIMS Compliance

All agencies, including those receiving direct benefit, must verify compliance with all listed NIMS requirements in order to be eligible to receive grant funds.

Questions regarding NIMS requirements:

Sarah Puls

Preparedness Planner

Oregon Office of Emergency Management

Mobile: 971-345-7255

sarah.puls@state.or.us

National Incident Management System

Third Edition
October 2017

FEMA

SHSP Program Overview
Part 1

THIRA/SPR

Terrorism Nexus

SHSP Program 101

NIMS

Eligibility
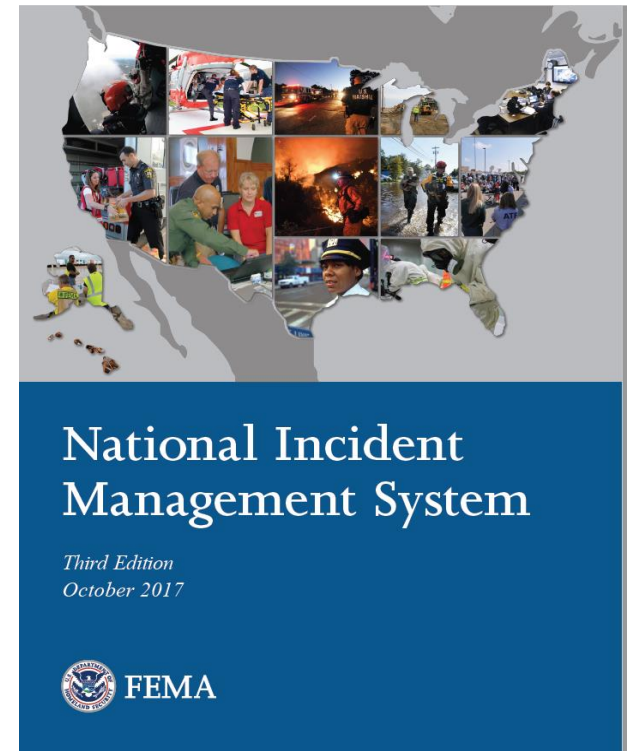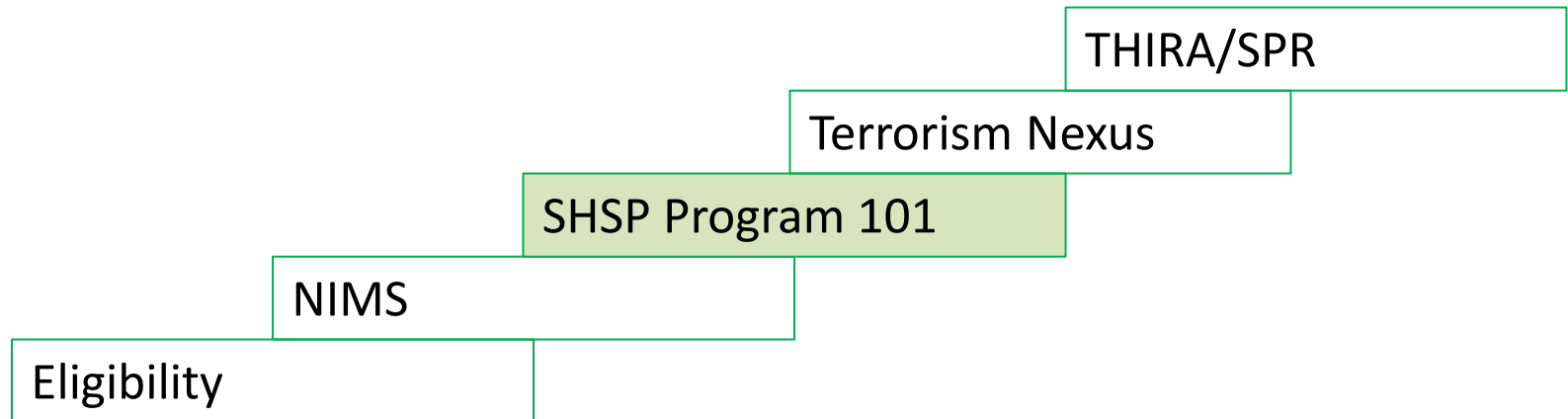
SHSP Program
high level overview

- DHS/FEMA federally funded
- 24 months period of performance
- Designed to address gaps identified in the THIRA/SPR
- Projects must be focused with clear deliverables
- Regular reporting is mandatory
  - If you are currently out of compliance with reporting, your FY22 project may be rejected.
- Must address Terrorism…and other catastrophic events.

The National Preparedness Goal, five mission areas :

Prevention: Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.

Protection: Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

Mitigation: Reduce the loss of life and property by lessening the impact of future disasters.

Response: Respond quickly to save lives; protect property and the environment; and meet basic human needs in the aftermath of an incident.

Recovery: Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by an incident.

SHSP Program Overview
Part 1

THIRA/SPR

Terrorism Nexus

SHSP Program 101

NIMS

Eligibility
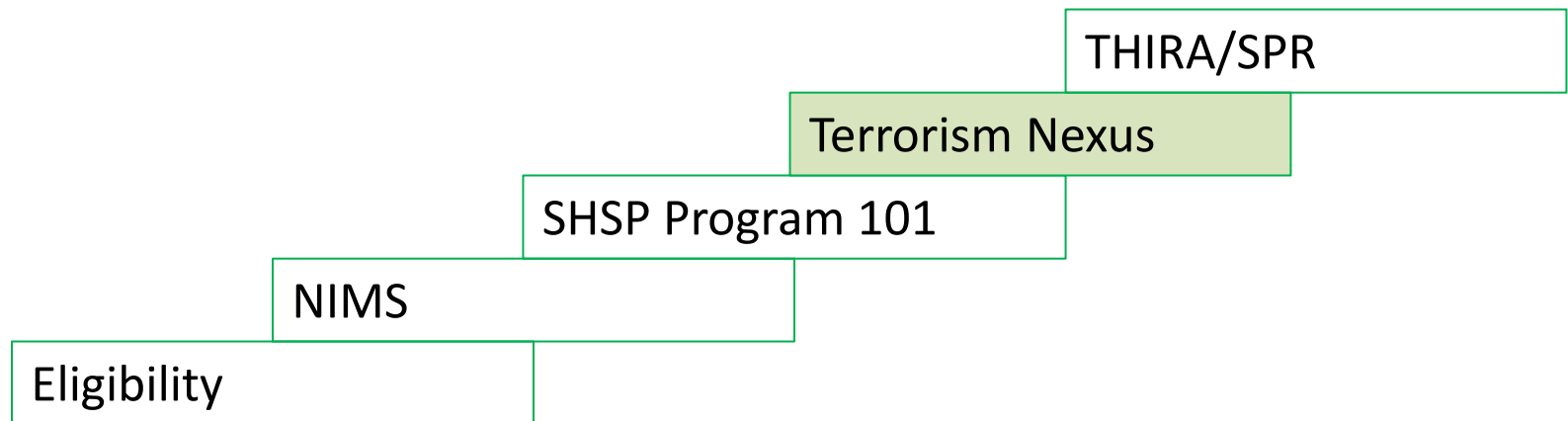
All projects **must** have a terrorism nexus

Program Guidance

Terrorist Incident:

"*A terrorist incident is a violent act or an act dangerous to human life, in violation of the criminal laws of the United States, or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.*

– Federal Bureau of Investigation

SHSP Program Overview
Part 1

THIRA/SPR

Terrorism Nexus

SHSP Program 101

NIMS

Eligibility
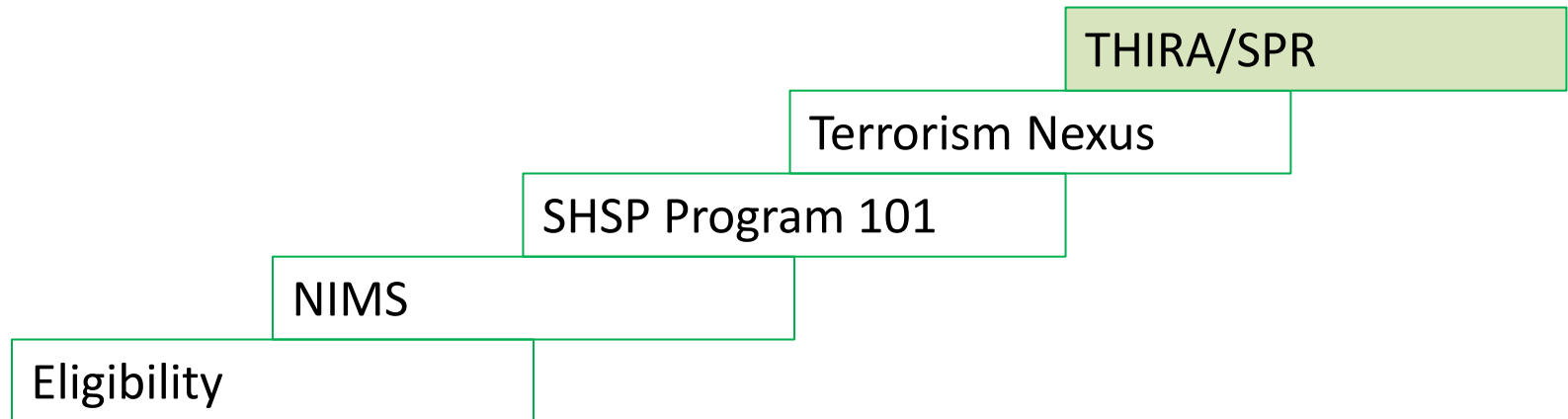
Program Guidance: THIRA/SPR

All projects **must** have a **direct tie** to the State
Threat & Hazard Identification Risk Assessment (THIRA)
and
the Stakeholder Preparedness Review (SPR)
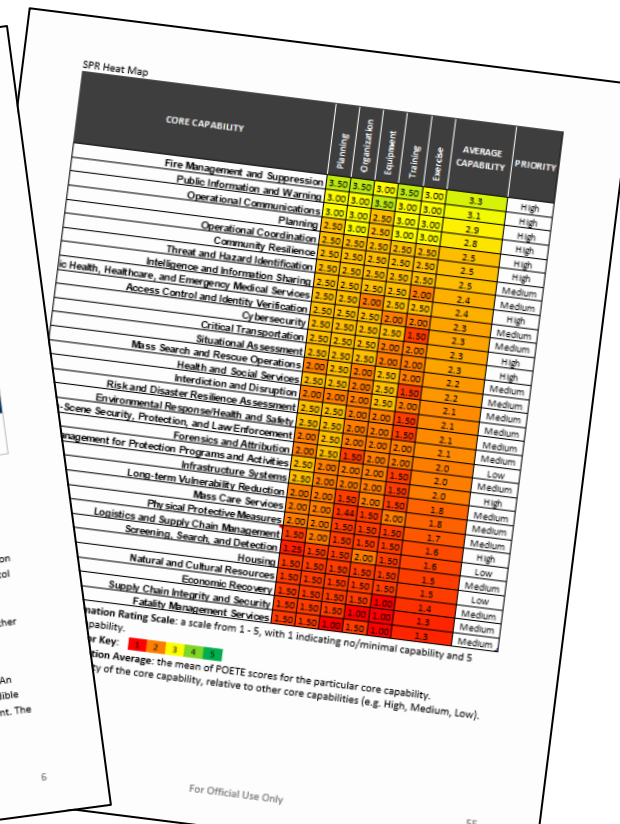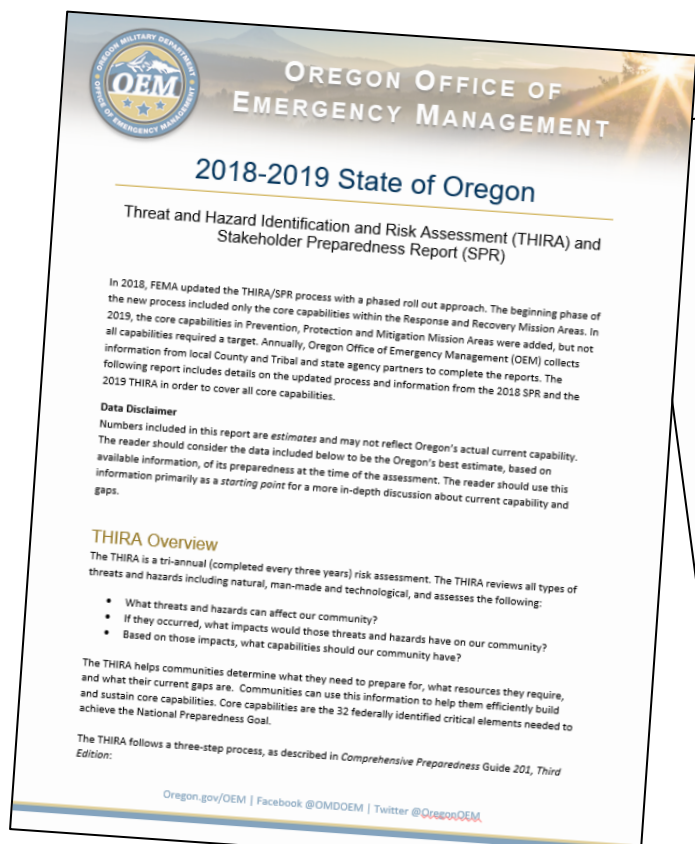
THIRA/SPR

Visit the Homeland Security Grant Program webpage

http://www.oregon.gov/oem/emresources/Grants/Pages/HSGP.aspx

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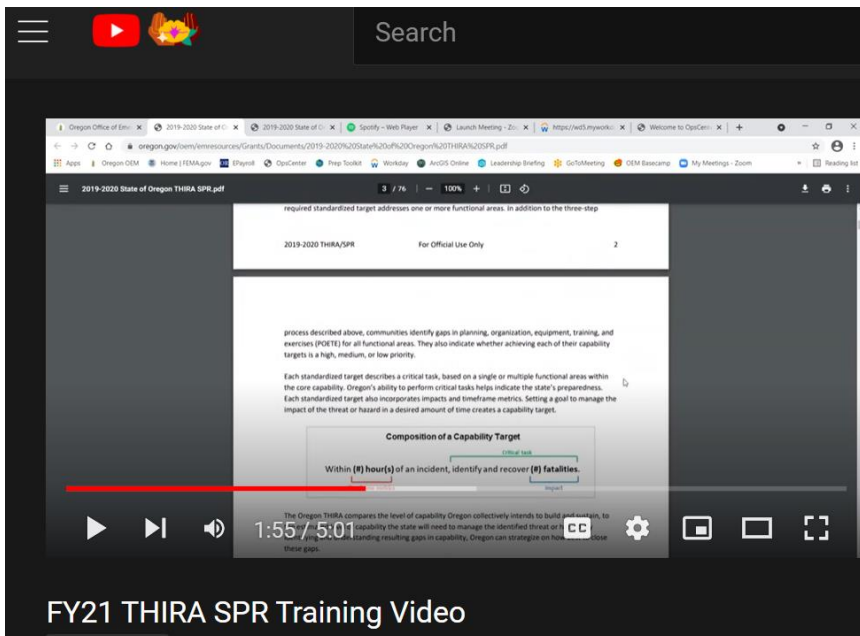
Sarah Puls
Preparedness Planner
Oregon Office of
Emergency Management
Mobile: 971-345-7255
sarah.puls@state.or.us

Review

- Must have catastrophic or terrorism nexus
- Must tie to THIRA/SPR
  - THIRA (ex. scenario, capability target)
  - SPR (ex. capability score, priority)
- NIMS
  - Compliance (7 implementation objectives)
  - Corrective Action Plan (form and agreement)

SHSP Program Overview
Part 2

Good to know

POETE

Competitive Grants

Allocation Grants

FY22 SHSP
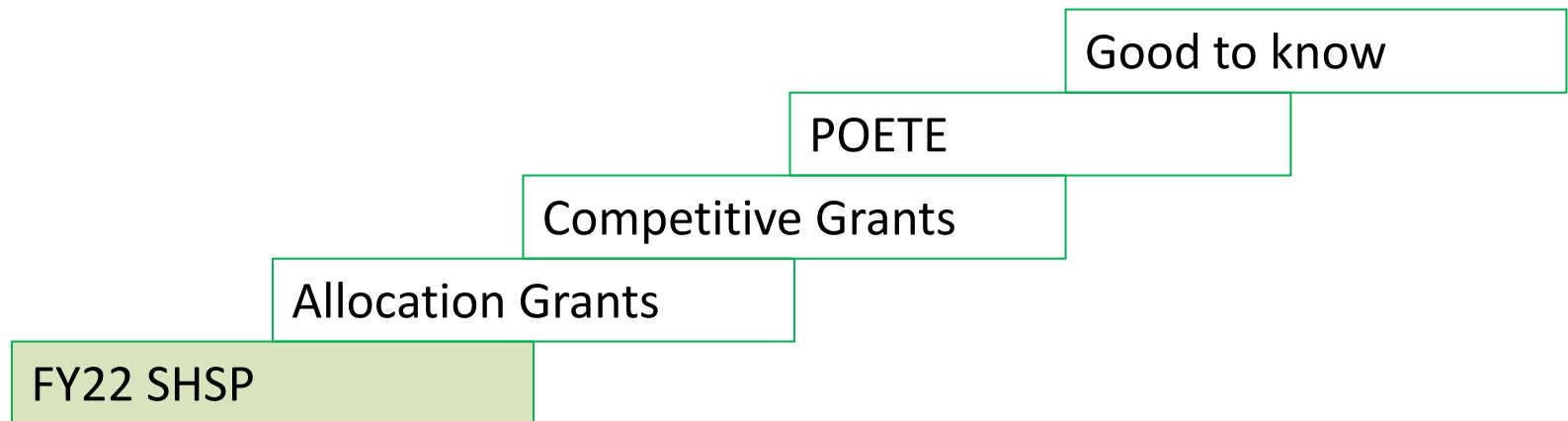
Opportunities for FY 22

- Formula Based Allocation
  - Base Rate ($25,407.41)
  - Population rate ($00.27/per person)

- Competitive Project Funds
  - $TBD, based on NOFO and remainder of Allocation

- Online Application Portal (Basecamp)

- Federal Priority Areas (5)

SHSP Program Overview
Part 2

Good to know

POETE

Competitive Grants

Allocation Grants

FY22 SHSP
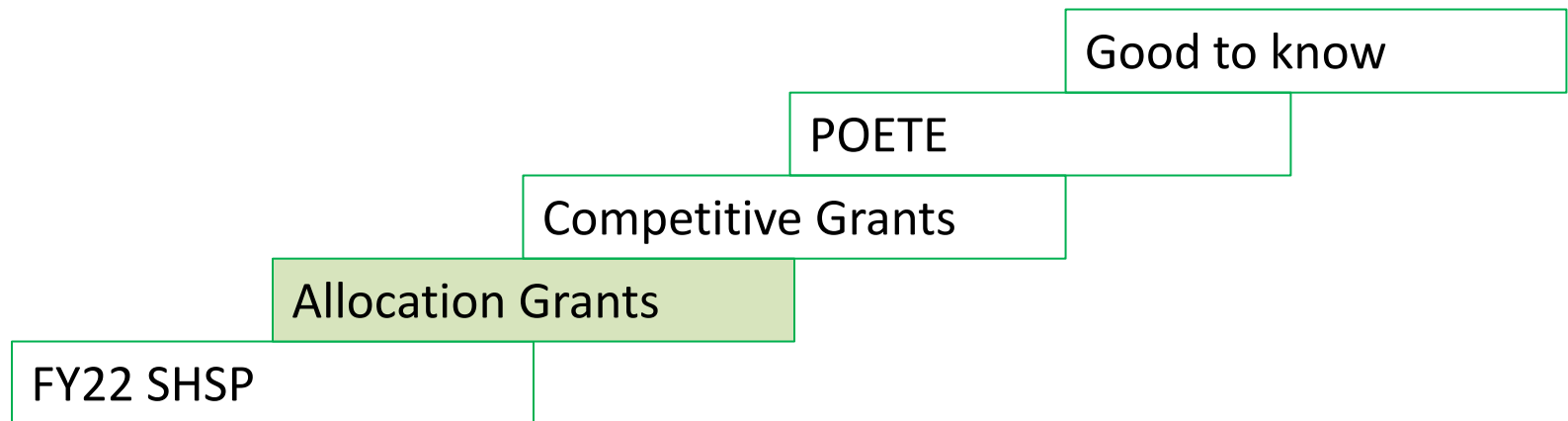
Allocation Based Projects

- Complete applications before 11:59 PM (PDT) on Sunday April 3, 2022.

- Projects must meet the following standards:
  - Clear nexus to Terrorism prevention, response, and/or recovery
  - Clearly relates to the Oregon THIRA/SPR
  - Addresses Oregon's Homeland Security Goals and Objectives
  - Recipients are NIMS compliant
  - Passes Environmental and Historic Preservation (EHP) review
  - All other requirements outlined in the FY22 program guidance

Allocation Based Projects

- No limit on the number of projects you can submit, as long as it's within your allocation.

- Unused funds, or unclaimed funds will be passed-through to Competitive Project funding.

- **<u>Quick turnaround on application review</u>** = You may get more than one shot, if a project is rejected.
    - If in doubt, get it in early and contact Kevin Jeffries

SHSP Program Overview
Part 2

Good to know

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FY22 SHSP
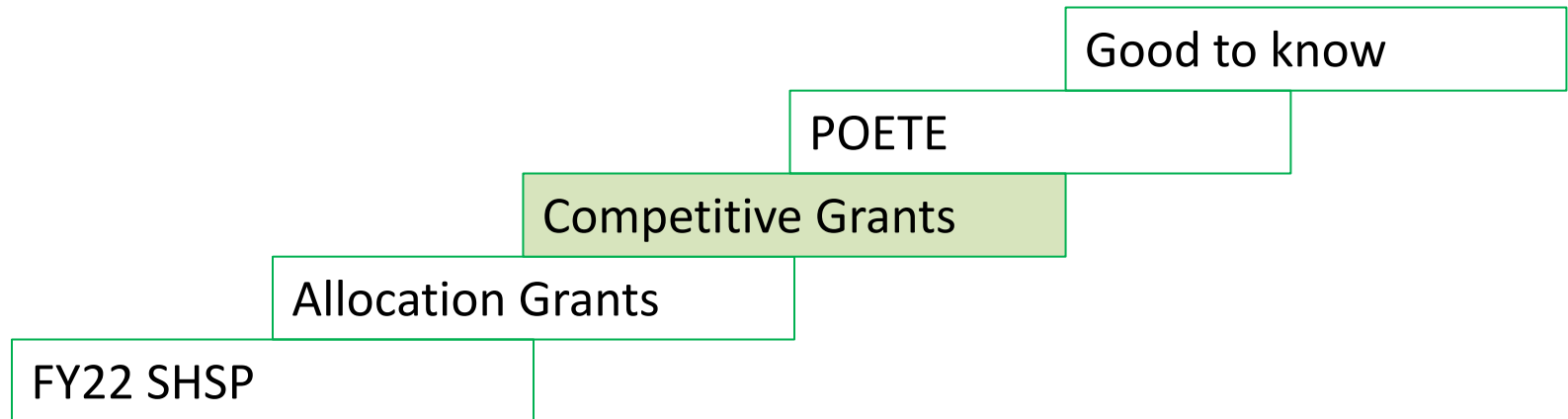
Competitive Projects

Complete applications before 11:59 PM (PDT) on Sunday April 3, 2022.

For Competitive Project Funds:

- Number of projects is a tiered approach:
  - Tier 1   Population > 300k   -   10 projects
  - Tier 2   50K < Population > 300k -   8 projects
  - Tier 3   Population < 50k   -   6 projects

- If a county or tribe is applying for a STATEWIDE team, they can have an extra project

- If the county or tribe is applying for a regional project, they can have an extra project.

Competitive Projects

- Phase projects
- Can be associated with Allocation projects
- Complete and accurate application
- Quotes / Bids are encouraged
- Clear terrorism nexus
- Must address Gaps in THIRA/SPR
- Clear project description
- Clear deliverables
- Sustainment plan

SHSP Program Overview
Part 2

Good to Know

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FY22 SHSP
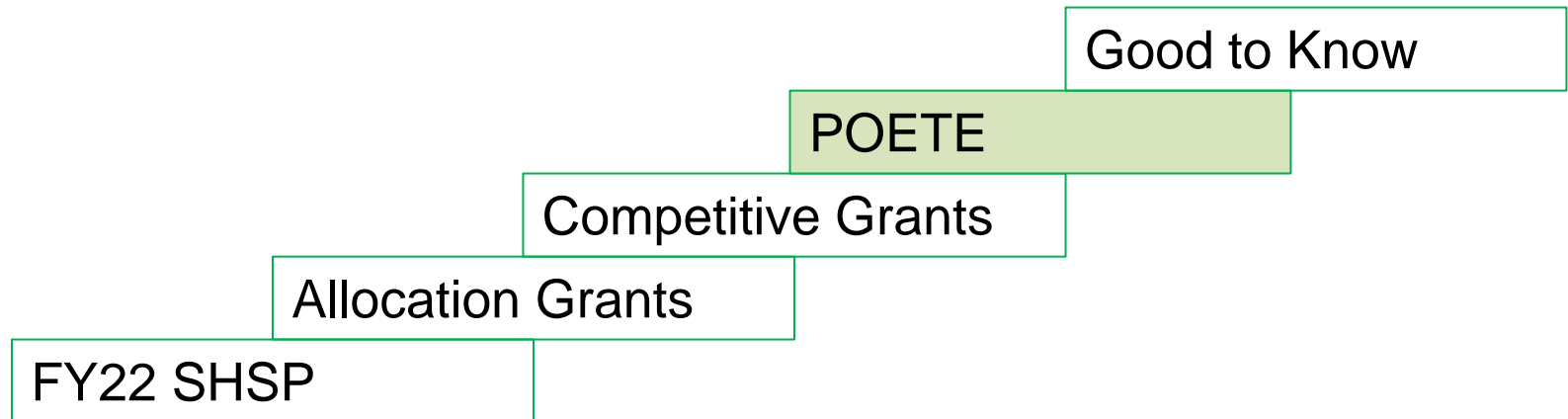
POETE
5 Elements of Capabilities

- Planning
- Organization
- Equipment
- Training
- Exercise

POETE

Planning

All planning projects **must** complete <u>at least one</u> table top exercise using HSEEP doctrine and submit the After Action Report and Improvement Plan to the State Exercise Officer.

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Training and Exercise Specialist
OEM
Mobile: 971-719-0850
kimber.townsend@mil.state.or.us

POETE

Planning (Assessments and Plans)

Funds may be used for a range of planning activities

- Performance objective one (threat and hazard identification and risk **assessment**)
- Performance objective two (**planning**) by placing an emphasis on updating and maintaining a current emergency operations plan (EOP)

Assessments

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Preparedness Planner
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Planning

Bill Martin
Catastrophic and Homeland Security Planner
OEM
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bill.martin@state.or.us

<u>P</u>OETE

Planning

Communications assessments and planning should fall under Planning investment Justifications, *not Communications*

POETE

Organization

Program funds may be used to support the hiring of full or part time personnel to conduct allowable program activities.

Program funds may not be used to hire personnel to perform standard First Responder duties.

Be careful not to Supplant funds. Supplanting is strictly prohibited.

No more than ½ of total SHSP award can be spent on personnel, state-wide.

POETE

Equipment

Applicants must comply with all requirements set forth in 2 CFR Part 200 for active tracking & monitoring of property/equipment

Applicants without adequate property/equipment tracking procedures will be disqualified from grant funding

Proper tracking of equipment includes, individual tagging, tracking and regular inventory schedules.

6-year record retention from start of your agreement.

POETE

Communications Equipment

- P25 Compliant
- 10% match for handheld radios

- **BANNED:** Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation. [*2 C.F.R. § 200.216*]

POETE

Authorized Equipment List (AEL)

- a list of approved equipment types allowed under FEMA's preparedness grant programs

https://www.fema.gov/grants/guidance-tools/authorized-equipment-list

SAMS.gov: Check to see if a vendor/contractor is authorized to receive Fed. funding

POETE

- You must have an inventory tracking system in place

- Always check with OEM before disposing or selling equipment purchases with SHSP funds

- 6 year record retention from start of grant

POE_T_E

Training

All training must be coordinated through Oregon Office of Emergency Management prior to any funds being obligated.

Coordinate with OEM training team as you build your project application.

Karen Layng
State Training Officer
503-378-3231
karen.layng@state.or.us

POETE

Training Requirement

Allowable:

- Conducting approved training

- Attending approved training

- Training development

- Overtime & backfill associated with approved training*
  - *No OT/BF for agency employees or responders to teach volunteer or community courses.

POETE

Exercise Requirements

- Must be managed and executed following the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines

- Must be NIMS compliant

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Karen Layng
State Training Officer
OEM
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karen.layng@state.or.us

POETE

Exercise Requirements

Exercise Scenarios

- Scenarios must validate existing capabilities

- Must be large enough to include multiple tasks, jurisdictions & disciplines

- Should be based on the Multi-year Training and Exercise Plan

POETE

Exercise Requirements

Exercise Evaluation

- Final AAR with IP must be submitted to OEM within 60 days

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SHSP Program Overview
Part 2

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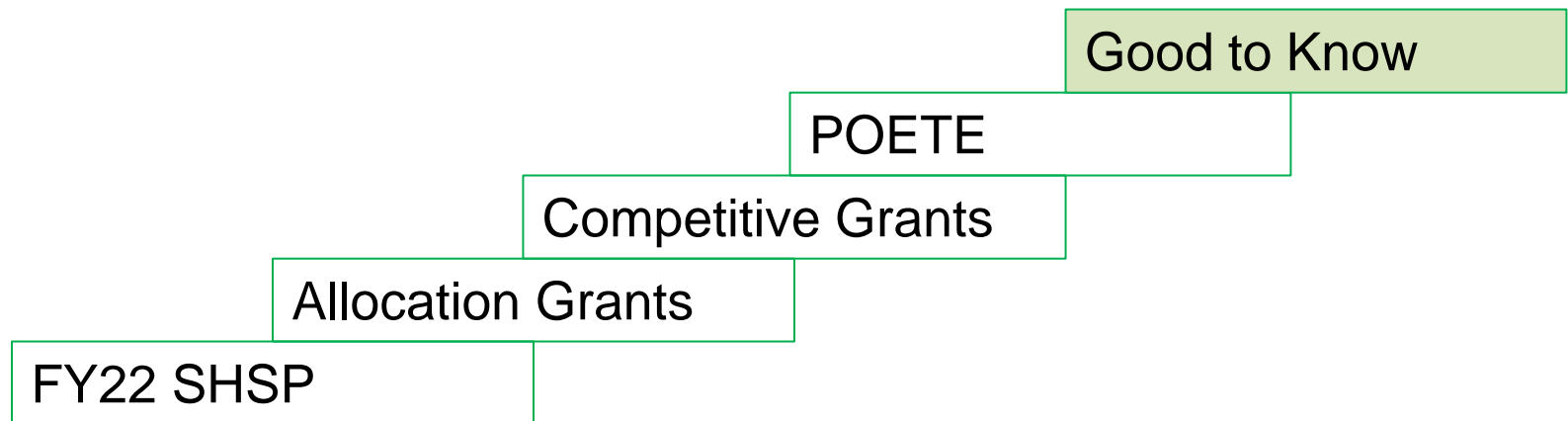
Good To Know

- Communications Equipment
  - SCIP
  - SAFECOM
  - P25
  - SME Coordination

Doug Jimenez

Communications Officer

Oregon Office of Emergency Management

Mobile: 971-719-0970

doug.jimenez@state.or.us

Good To Know

Drones / sUAS Equipment

- FEMA must approve prior to purchase

Follow Program guidance Checklist

- Users must have policies in place
- Civil Rights
- Records retention
- Check SAMS.gov on vendors

Continued Reading

- FY22 SHSP Program Guidance
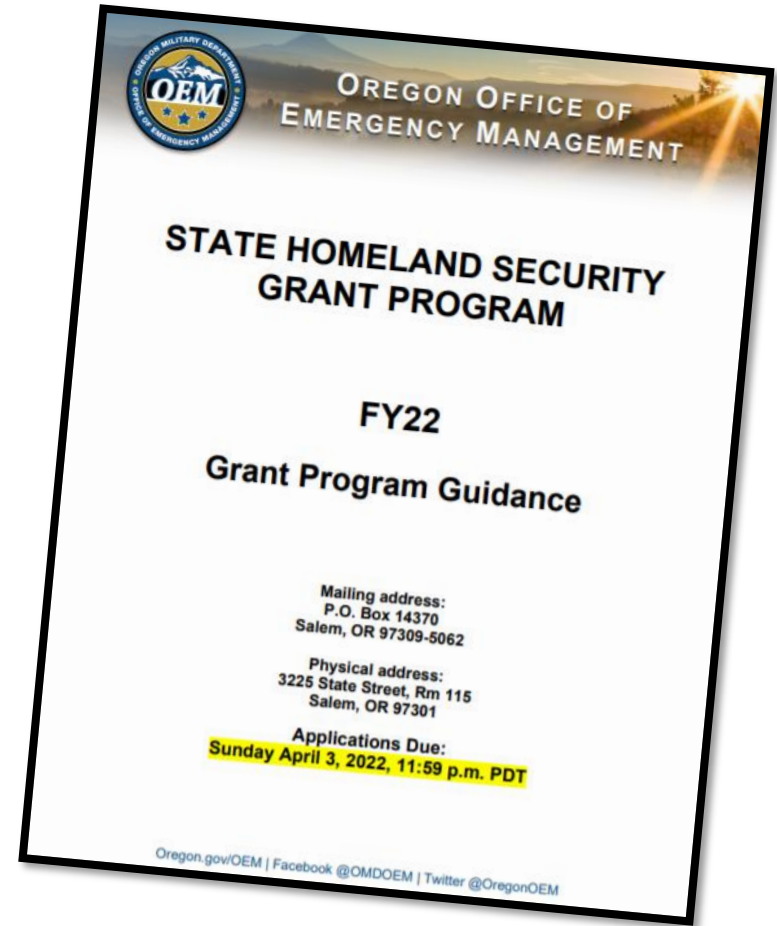
https://www.oregon.gov/oem/emresources/Grants/Pages/HSGP.aspx

OREGON OFFICE OF EMERGENCY MANAGEMENT

STATE HOMELAND SECURITY GRANT PROGRAM

FY22

Grant Program Guidance

Mailing address:
P.O. Box 14370
Salem, OR 97309-5062

Physical address:
3225 State Street, Rm 115
Salem, OR 97301

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

Oregon.gov/OEM | Facebook @OMDOEM | Twitter @OregonOEM

SHSP FY22 Investment Justifications State IJs

Emergency Ops Center

Community Resilience and Engagement

CBRNE

Emergency Comms

Planning

Planning IJ

Addresses identified gaps, with a focus on:

- Assessing and surveying capabilities,
- Creating, or enhancing emergency operations planning throughout the state,
- Supporting the training, implementation and exercising/validation of developed plans.

Planning IJ

- Assessments
- Maintain / enhance plans related to NIMS
- Communications
- Critical unfractured
- Cyber Security
- Vulnerable Populations
- EOC planning

- COOP planning
- Implementation of the THIRA process

Planning IJ

Priority capabilities and gaps that could align with this IJ include:

- Operational communications
- Public health, healthcare and EMS
- Community resilience
- Public information and warning
- Situational assessment
- Supply chain integrity and security
- Logistics and supply chain management
- Mass care services

SHSP FY22 Investment Justifications
State IJs

Emergency Ops Center

Community Resilience and Engagement

CBRNE

Emergency Comms

Planning

Communications IJ

This investment addresses:

- Communications equipment,
- Training and exercise activities that include projects that support voice/data operability/interoperability

Communications IJ

- There is a 10% local match for End-User radio unit.

If it has a microphone on it, it's an End-User unit

Communications IJ

- Requested equipment must align with these authorized equipment list (AEL) categories:
- 4 – information technology
- 6 – interoperable communications
- 10 – power
- 14-SW-01 – physical security enhancements
- 21-GN-00-INST – installation.

Local Match on Budget Form

Subapplicant: _____

Project Number: _____

Project Name: _____

IJ	Core Capability	Equipment Category	Item	AEL Reference Number	Quantity	Unit Cost	Total Cost
6. Communications (SIJ)	Operational Communications	Interoperable Communications Equipment		21-GN-00 INST	1	$1,000	$1,000
							$0
				Local Match	-10%	$1,000	-$100
							$0
							$0
							$0
							$0

Equipment Subtotal	**$900**
Planning Subtotal	**$0**
Training Subtotal	**$0**
Exercise Subtotal	**$0**
PROJECT TOTAL	**$900**

Communications IJ

Comms Equipment must be:

- P25 Compliant
- Aligned with SAFECOM
- Aligned with the SCIP
- Aligned with promulgated local Comms plan.

Communications IJ

Authorized Equipment List (AEL)

A list of approved equipment types allowed under FEMA's preparedness grant programs

https://www.fema.gov/grants/guidance-tools/authorized-equipment-list

SAMS.gov: Check to see if a vendor/contractor is authorized to receive Fed. funding

Communications IJ

Applicants are encouraged to coordinate with:

- OEM's communications officer,

- Oregon's statewide interoperability coordinator (SWIC)

- State Interoperability Executive Council (SIEC) Technical Committee.

Doug Jimenez
Communications Officer, OEM
Mobile: 971-719-0970
doug.jimenez@state.or.us

SHSP FY22 Investment Justifications State IJs

Emergency Ops Center

Community Resilience and Engagement

CBRNE

Emergency Comms

Planning

CBRNE IJ

Chemical, Biological, Radiological, Nuclear and high-yield Explosives (CBRNE) Detection and Response

CBRNE IJ

CBRNE Detection & Response

- equipment
- related training
- related exercises

Priority Capabilities and CBRNE

Priority capabilities and gaps that could align with this IJ include

- Community resilience,

- Public information and warnings,

- Situational assessment,

- Supply chain integrity and security.

SHSP FY22 Investment Justifications
State IJs

Emergency Ops Center

Community Resilience and Engagement

CBRNE

Emergency Comms

Planning

Community Resilience and Engagement IJ

Whole community involvement in a community's preparedness efforts:

- CERT volunteer programs
- Public/private partnerships
- Mass care and casualty projects
- Public information and alerts, including overcoming cultural or language barriers.

Community Resilience and Engagement IJ

Mass care or mass casualty projects should focus on:

- Equipment and supplies,
- Training and/or exercises directly related to the implementation of mass care and mass casualty plans.

To be eligible for this investment justification, applicants must have a promulgated Mass Care plan

Community Resilience and Engagement IJ

Good to know:

- SHSP program cannot spend more than $100,000 on shelf stable foods and water.

- OR-Alert is the state provider for public alerts. An alternative system may not pass review without strong justifications.

- OT/BF for emergency responders or agency staff to teach volunteers is not covered by SHSP grant funds

Priority Capabilities Community Resilience and Engagement IJ

Priority capabilities and gaps that could align with this IJ include:

- Public health, healthcare and EMS

- Community resilience

- Public information and warnings

- Logistics and supply chain management

- Mass care services

SHSP FY22 Investment Justifications
State IJs

Emergency Ops Center

Community Resilience and Engagement

CBRNE

Emergency Comms

Planning

EOC IJ

Emergency Operation Centers

Provides capability improvements for primary and secondary EOCs as identified in a promulgated Emergency Operations Plan.

EOC IJ

Emergency Operation Centers

All gaps addressed by this investment must have been identified in an EOC assessment, or through the After-Action Report/Improvement Plan (AAR/IP) from an exercise or real event.

EOC IJ

Emergency Operations Centers

- Equipment

- Training

- Exercise

EOC IJ Priority Capabilities

Priority capabilities and gaps that could align with this IJ include:

- Operational communications,
- Public information and warnings [JIC],
- Situational assessment,
- Logistics and supply chain management.

SHSP FY22 Investment Justifications
Federal Priority Areas

Emergent Threats

Combating Domestic Violent Extremism

Information Sharing

Soft Target Hardening

Cyber Security

Enhancing Cyber Security IJ FPA

Enhancing Cyber Security

This IJ will fund implementation of cyber security measures identified in a formal assessment or cyber security plan.

- Software
- Hardware
- Staff time
- Training

- Exercise
- @.gov updates
- Risk assessments
- System updates

Enhancing Cyber Security IJ FPA

Priority capabilities and gaps that could align with this IJ include:

- Situational assessment
- Supply chain integrity and security.

Enhancing Cyber Security IJ FPA

Good to know

Nationwide Cyber Security Review (NCSR)

- Required for all SHSP recipients even if not funding a cyber security project.

Projects under this IJ should be based on a propagated plan, assessment, or AAR.

SHSP FY22 Investment Justifications
Federal Priority Areas

Emergent Threats

Combating Domestic Violent Extremism

Information Sharing

Soft Target Hardening

Cyber Security

Enhancing the Protection of Soft Targets/Crowded Places

This IJ will fund the purchase of:

- Equipment,
- Risk assessments
- Training

Applicants are encouraged to approach this IJ with creative and holistic projects.

Enhancing the Protection of Soft Targets/Crowded Places

Examples of projects under this IJ

- Retractable Bollards

- Fencing

- Lighting and Camara

- Training

- Event Organizing and trainings focused on public safety

    **Farmers market staff

    **Festival staff/volunteers

- "See something. Say something"

Enhancing the Protection of Soft Targets/Crowded Places

Priority capabilities and gaps that could align with this IJ include:

- Operational communications
- Public health
- Healthcare and EMS
- Community resilience
- Public information and warnings
- Situational assessment

SHSP FY22 Investment Justifications
Federal Priority Areas

Emergent Threats

Combating Domestic Violent Extremism

Information Sharing

Soft Target Hardening

Cyber Security

Enhancing Information and Intelligence Sharing and Analysis and Cooperation with Federal Agencies
FPA

This IJ funds projects that will:

- Create or increase information and intelligence sharing
- Analysis with outside agencies, including federal agencies.

The Oregon Titan Fusion Center is an example of an activity that can be funded under this IJ.

Projects that address information gathering and analysis as well as trainings related to this IJ are allowed.

Information Sharing IJ FPA

Priority capabilities and gaps that could align with this IJ include:

- Operational communications
- Situational assessment.

SHSP FY22 Investment Justifications
Federal Priority Areas

Emergent Threats

Combating Domestic Violent Extremism

Information Sharing

Soft Target Hardening

Cyber Security

Combating Domestic Violent Extremism
FPA

This IJ will fund projects that address the rise in domestic violent extremism.

- law enforcement terrorism prevention activities (LETPA) projects

Applicants are encouraged to approach this IJ in creative and holistic ways

Combating Domestic Violent Extremism
FPA

Examples of holistic approaches to this IJ could include:

- Contracting with community-based conflict mediation organizations
- Mental health service
- Social media monitoring programs
- See Something Say Something™ campaigns
- Social service activities which could prevent or identify lone-wolf radicalization
- Bomb Teams
- Analysis and coordination with Titan Fusion Center

Combating Domestic Violent Extremism
FPA

Priority capabilities and gaps that could align with this IJ include:

- Operational communications
- Public health
- Healthcare and EMS
- Community resilience
- Public information and warnings
- Situational assessment.

SHSP FY22 Investment Justifications
Federal Priority Areas

Emergent Threats

Combating Domestic Violent Extremism

Information Sharing

Soft Target Hardening

Cyber Security

Addressing Emergent Threats FPA

This IJ will fund projects that:

- Address emergent threats to local communities.
- Help local partners and public safety officials identify threats to:
  - Organizations
  - Events
  - Critical infrastructure

Addressing Emergent Threats FPA

Priority capabilities and gaps that could align with this IJ include:

- Operational communications
- Public health, healthcare and EMS
- Community resilience
- Public information and warnings
- Situational assessment
- Supply chain integrity and security
- Logistics and supply chain management

General Project Info

Unallowable Costs:

- Land acquisition

- Construction and renovation is generally prohibited

  - Possible with DHS/FEMA approval

- Weapons and ammunition, including training for their use. Including shields and gasmasks (crowd control)

Unallowable Costs

- Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties

- Activities unrelated to the completion and implementation of the Homeland Security Grant Program

- Other items not in accordance with the AEL or previously listed allowable costs

- Vehicle licensing fees

- OT/BF for employees/responders teaching community/volunteers

Time for a Break
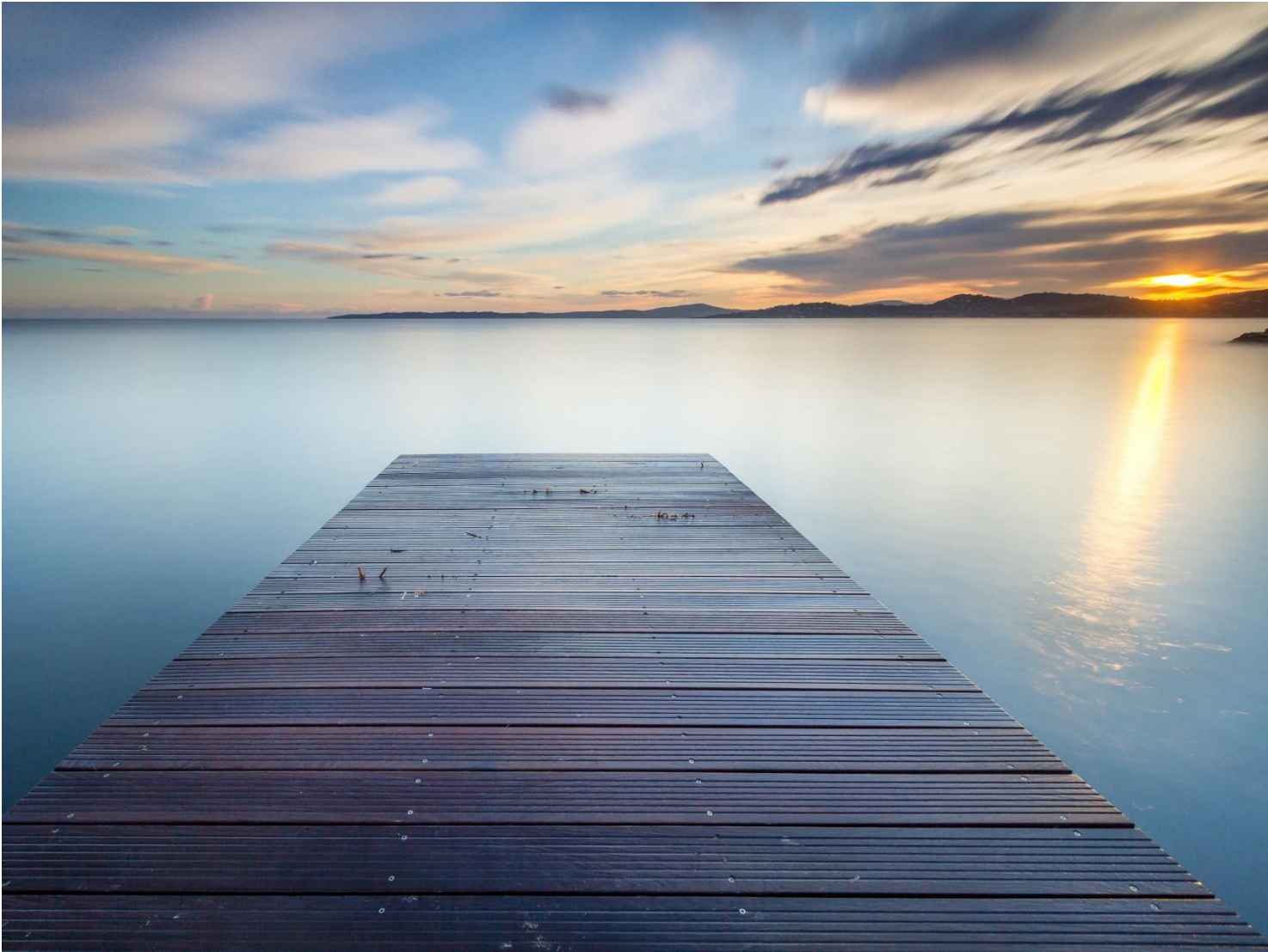
SHSP FY22 Application Instructions

EHP

Budget

NIMS forms

Project Applications

Subapplicant Coversheet

Combined Coversheet

Application Instructions
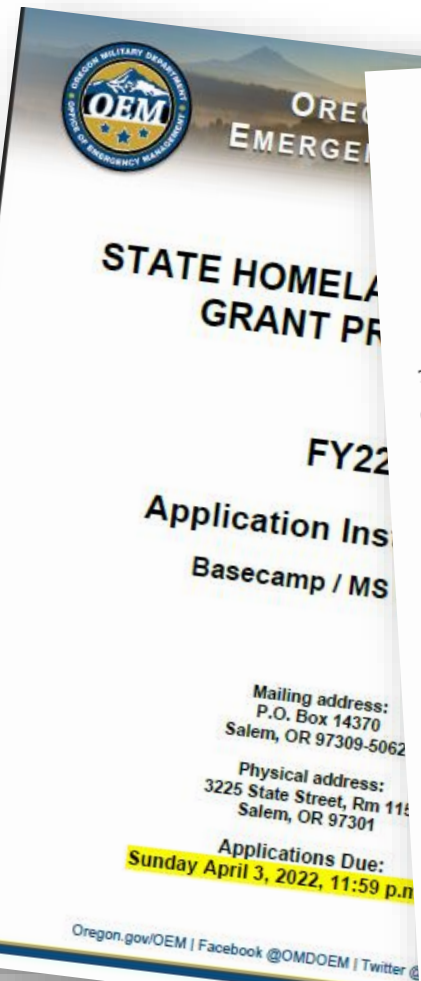
2022 State Homeland Security
Grant Program

Combined Coversheet

Combine all sub-applicant requests within your county or tribe on this coversheet

Type of Grant Funding: Choose One

County or Tribe:_ Click here to enter text.

Name of Primary Point of Contact for this application:__ Click here to enter text.

Mailing Address:___ Click here to enter text.

Primary Phone Number: Click here to enter text.   Secondary Phone Number Click here to enter text.

Email: _ Click here to enter text.

Total Federal Funds Requested: $_ Click here to enter text.

Sub-Applicant Information:

Please provide agency name, total funds requested and a brief description of the project (20 words or less).

Example:
Agency Name:___*Anytown Fire Department*_____   Total Funding Request: $__*$30,000*_____
Project Description: (20 words or less)___*Updating City Emergency Plans*_____

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}

3 Agency Name:_ Click here to enter text.   Total Funding Request: $__ Click here to enter text. _

SHSP Sub-Applicant Coversheet

Please use this form to complete your Sub-Applicant Coversheet. **Before you click submit**, you will need to right click on your mouse and select **Print** to print and save a copy. You will need to submit this save form with your application in Basecamp.

* Required

1. Type of Grant Funding *

   ○ Competitive

   ○ Allocation (non-competitive)

2. Name of County or Tribe *

   Enter your answer

3. Official name of Sub-Applicant seeking funds (City, Tribe, County, District etc.)
   This name needs to match the one associated with your SAM ID number. *

   Enter your answer

4. Project Name or Title *

   Enter your answer

Submitting your Sub-Applicant Coversheet

NEWS 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, however you will also need to print a copy BEFORE you click submit on the web-tool.

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 in Basecamp.

Fiscal Year 2022
State Homeland Security Program
Project Application

Overview

This project application is for jurisdiction applying for the FY2022 State Homeland Security Program (SHSP) grant. Every project submitted by a county or tribe must complete this application. No more than 10 project applications may be turned in per county or tribe.

Type of Grant Funding: Choose One ▾

I.	General Project Information

County/Tribe

Applicant Agency (agencies)

Project Priority Rank (See your Combined Cover Sheet)

Project Title

Federal Funds Requested
$

Amount of Project Funding Dedicated to LETPA

Project Budget Defined by POETE

Planning $
Organization $
Equipment $
Training $
Exercises $

State Investment Justification
Choose One

Project Core Capability
Choose One

State Strategy **GOAL #**

State Strategy **OBJECTIVE #**

Will this project result in a NIMS-Typed resource?
resource?
Choose One

If yes, will this be a Tier I or Tier II

Choose One

National Incident Management System (NIMS)
Compliance Form

This NIMS Compliance Form **MUST** be completed by **EACH** agency requesting or benefiting from funding.

In Federal Fiscal Years 2005-2020, all recipients of (and those receiving direct benefit from) federal preparedness funding are required to comply with the National Incident Management System (NIMS) requirements. Oregon NIMS compliance guidance can be found at: http://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/NIMS.aspx

PLEASE NOTE: If your organization cannot verify compliance with all listed NIMS requirements, you are not eligible to receive or benefit from the FY2020 federal grants. However, organizations that have not yet achieved/maintained NIMS compliance may be eligible if the organization establishes and submits (**before** the application deadline) a Corrective Action Plan (CAP) with the NIMS Point of Contact for becoming fully NIMS compliant.

If you have questions about NIMS compliance and/or need to create a CAP to be eligible for the grant awards, contact the State NIMS Point of Contact, Alaina Mayfield, by email at alaina.mayfield@state.or.us or phone at (503) 378-3233.

Please <u>CHECK THE BOX</u> next to each action your organization has completed.

☑ **NIMS Adoption Implementation Objectives**
- Formally adopt NIMS for your jurisdiction/organization
- Designate a NIMS single point of contact for your jurisdiction/organization
- Ensure agencies/departments within the jurisdiction/organization receiving Federal preparedness funds (or benefit from) are NIMS compliant

☐ **Planning Implementation Objectives**
- Revise Emergency Operations Plans to incorporate updated NIMS components, principles, and policies
- Develop and maintain intrastate and interagency Mutual Aid Agreements, and assistance agreements for your jurisdiction (including private sector and nongovernmental organizations)

☐ **Training Implementation Objectives**
- Develop a training plan encompassing all current and in-coming personnel <u>with a current or anticipated role in emergency response</u> to include some or all of the following NIMS courses*:
  - **IS-100** (Intro to ICS)
  - **IS-200** (ICS)
  - **ICS-300** (Intermediate ICS – classroom only)
  - **ICS-400** (Advanced ICS – classroom only)
  - **IS-700** (Intro to NIMS)
  - **IS-703** (NIMS Resource Management)
  - **IS-706** (NIMS Intrastate Mutual Aid)
  - **IS-800** (National Response Framework)

  *NOTE: Each agency/department must identify within your jurisdiction/organization "who" must take "what" training. For more information on who needs to take any, some, or all of the above courses reference OEM's "Who Takes What" on the NIMS webpage.

☐ **Exercises Implementation Objectives**
- Incorporate NIMS concepts and principles into all appropriate training/exercises
- Incorporate corrective actions (identified in exercises) into preparedness and response plans and procedures

☐ **Communications and Information Management**
- Use plain language and common/consistent terminology (for example, not using 10 or 12-code)
- Enable interoperable and secure communications within and across jurisdictions and organizations
- Develop and maintain procedures for data collection, analysis and dissemination for situational awareness

☐ **Resource Management**
- Identify and inventory all deployable resources, using NIMS resource typing definitions for qualified assets
- Adopt NIMS terminology for qualification, certification and credentialing of incident personnel
- Utilize the NIMS Resource Management Process during incidents (identify, order and acquire, mobilize, track and report, demobilize, reimburse and restock)

☐ **Command and Coordination**
- Apply the Incident Command System (ICS) as the standard approach to on-scene command, control and coordination of incidents
- Implement Joint Information Systems (JIS) for the dissemination of incident information to the public, incident personnel, media and other stakeholders
- Utilize Multi-Agency Coordination (MAC) groups/Policy groups among elected and appointed officials to enable decision making during incidents
- Organize and manage EOCs and EOC teams consistent with NIMS guidance

Authorized signature: _____ Date: _____

Name (please type or print clearly) _____

Title: _____ Organization: _____

Subapplicant: _____

Project Number: _____

Project Name: _____

(See pages 10 and 11 of application instructions, Point Value = 5)

IJ	Core Capability	Equipment Category	Item	AEL Reference Number	Quantity	Unit Cost	Total Cost	Agency	Discipline
							$0		
							$0		
							$0		
							$0		
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							$0		

Equipment Subtotal	$0
Planning Subtotal	$0
Training Subtotal	$0
Exercise Subtotal	$0
PROJECT TOTAL	$0

Subapplicant:	
Project Number:	
Project Name:	

(See pages 10 and 11 of application instructions, Point Value = 5)

IJ	Core Capability	Planning/Description of Expense	Total Cost	Agency	Discipline
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
		Planning Subtotal	$0		

IJ	Core Capability	Training Course	Item/Expense	Number Trained	Total Cost	Agency	Discipline
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
				Training Subtotal	$0		

IJ	Core Capability	Exercise/Description of Activities	Total Cost	Agency	Discipline
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
		Exercise Subtotal	$0		
		Equipment Subtotal	$0		
		PROJECT TOTAL	$0		

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2020

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process*. You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (https://www.fema.gov/media-library/assets/documents/90195. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: https://www.fema.gov/environmental-planning-and-historic-preservation-compliance

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number:

Grant Program:

Grantee:

     Grantee POC:

     Mailing Address:

     E-Mail:

Sub-Grantee:

     Sub-Grantee POC:

     Mailing Address:

     E-Mail:

Estimated cost of project:

Project title:

Project location (physical address or latitude-longitude):

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site.

Basecamp

Regional Projects

Two definitions for regional projects:

- Two or more Counties/Tribes working together
  - Counties/Tribes are contiguous
  - Project benefits all parties involved

- Combined into one application

Regional Projects

Support Letters

- Jurisdiction's level of participation

- Jurisdiction's benefit

- Jurisdiction's support & authorized point of contact

Statewide Teams

- A jurisdiction may add an extra project for statewide assets
  - Bomb Squads
  - HazMat Teams
  - Incident Management Teams (typed only)

- If you are unsure, call OEM

Summary

- All projects must have a terrorism nexus
- 24 month period of performance
- Projects must tie to the THIRA/SPR
- All agencies receiving direct benefit must be NIMS compliant
- Projects must clearly fit within one of the seven IJs
- Project implementation must apply with all applicable rules and regulations
- OEM will accept ONE collaborative application per county or tribe
- Each application may have multiple projects

Procurement Standard

- Agencies must follow their local policies/procedures

- If one vendor will be receiving over $100k, a copy of the contract and RFP must be provided to our office prior to or with submission of the Request for Reimbursement (RFR)

- Reimbursements will not be processed without this documentations

Sole Source Justification

- All local guidelines must be met prior to submitting a justification to Oregon Office of Emergency Management

- All sole source procurements in excess of $100k must receive <u>prior</u> written approval from Oregon Office of Emergency Management

- See **<u>Pg. 17</u>** of FY22 SHSP Program Guidance

Budget/financial documentation POC:
Natalie Day, Finance Manager
Oregon Office of Emergency Management
Office: 503-378-3931
natalie.day@state.or.us

Sole source justification is an <u>exception</u> to the procurement standards and has additional requirements that <u>must</u> be followed to ensure full reimbursement of funds.

Property Records

- Description
- Serial number or other ID number
- Source of property
- Title holder
- Acquisition date
- Cost of equipment
- Percentage of federal portion
- Location
- Use and condition
- Disposition data

Property Records

- Physical inventory must be performed at least once every two years

- Control system must be developed (safeguards)

- Adequate maintenance procedures must be developed

- Disposition policies and/or guidelines

- Not just equipment but a capability

Request for Reimbursement

- Correlate to a pre-approved budget

- Submitted **at least** quarterly

- Submitted with latest Quarterly Report to show contexts

- Include detailed vendor invoices
  - Zeroed RFRs should be submitted if there are no expenditures
    - $00.00
- Include any other supporting documentation, rosters, contracts and/or request for proposal, purchase orders, **proof of payment**, detailed general ledger

Requests for Reimbursement

REQUEST FOR REIMBURSEMENT

Note: Please refer to the approved budget in your grant agreement.
All expenditures must have adequate supporting documentation.

Agency:	Cheefin County	**Grant Number:**	18-298
Address:	Cheefin County Sheriff's Office	**Report Period:**	
	1255 N Porpoise Lane		
	Savanah, OR 97777		
Contact Person:	Joseph Turnridge		
Phone Number:	541-221-3456		
E-mail:	steve.sieczkowski@co.lane.or.us		

Budget Category	Expenses Paid this Period	Cumulative Expenses	BUDGET
CBRNE Operation/Search & Rescue			
Tactical Kit			$4,129
CBRNELogistical Support			
Voice, Text and Data Cellular Extender			$891
On-Ear Wireless Headphone			$580
Interoperable Communications			
CINT Commander II w/Tactical Video Phone			$21,769
Total Grant Funds Requested	$0	$0	$27,369

Progress Reports

- Submitted via email
  - shspadmin@oem.state.or.us

- Narrative **programmatic** reports are due quarterly

- Based on milestones from your approved application

Subgrantee: Green County		Grant Number: 22-000

Project Title: CERT Jackets Citizen Corps- County Project	Grant Reporting Period: ☒ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4 ☐ Quarter 5 ☐ Quarter 6 ☐ Quarter 7 ☐ Quarter 8
Report Completed By: Phil Connors	Anticipated Completion Date: ___ Check if this is your final report ☐

This is a cumulative report. After initial submission, each reporting period narrative will be added to previously provided material.

Milestones: As indicated from Grant Application Worksheet. If a milestone is amended place a "N/A" next to the milestone. Mark new milestones with an asterisk *

Activities: Provide a brief narrative discussing activities associated with each milestone identified. If there was no activity during the reporting period, please explain what road blocks the project is experiencing and what is being done to complete the project in a timely fashion.

Milestone/Project Benchmarks	Date Achieved
1 Identify vendor and acquire current contract pricing for requested items	
2 Place order, inventory jackets and distribute to the four CERT chapters	
3 Conclude grant and finalize project	
4 Submit final RFR and Quartey Report to OEM	
5	
6	
7	
8	

Report Quarter 1 (10/01/22 to 12/31/22) Reported Activities: Check if amended ☐
Research initiated for best vendor for best price pending finalization of contract with State.

Changes / Amendments

Notify us of ANY changes that occur with the grant:

- Change of contact (program or fiscal)

- Phone number

- Email address

- Mailing address

Changes to the original approved budget or project scope require a formal amendment request form and an updated line-item budget.

All amendments must be approved BEFORE work or project is adjusted!

Oregon Military Department
Office of Emergency Management
Homeland Security Grant Amendment Request Form

Complete and email with a revised budget (when applicable) to
Jennifer.staub@state.or.us

Agency Name:	Grant Number:
Contact Name:	Phone Number:
Email Address:	

Type of Amendment: Check the box that applies and proceed to the corresponding section.

☐ Grant Extension ☐ Budget Amendment ☐ Other (please explain on reverse)

Grant Extension

☐ 1 Month ☐ 3 Months ☐ Other: _____ Months

Justification:

Budget Amendment

☐ Transferring Funds Amount: $_____

From: Choose Category To: Choose Category

☐ Requesting New Item(s) ☐ Purchasing Additional Quantities

Item	Quantity	Unit Cost	Total Cost
_____	_____	$_____	$_____
_____	_____	$_____	$_____
_____	_____	$_____	$_____

Justification:

Other Amendment

Explanation:

Justification:

Please attach a revised budget (if applicable) and any additional supporting documentation

Monitoring

As a sub-recipient you can expect, during your Period of Performance:

- To receive an on-site visit
- Desk-top review of program and financial management

OEM staff will be available to you throughout your project

Record Retention

Grant documentation

- Federal requirement = three years (from end of Period of Performance)

- State of Oregon requirement = six years (start of PoP)

- City of Portland requirement = ten years

At a minimum, jurisdictions must retain grant documentation for at least six years unless your local jurisdiction requirements have a longer retention period.

Pre-Award Activities

You can perform any pre-planning work that does not obligate funds

- Drafting RFP

- Researching specifications

- Updating quotes

- Planning meetings

- Finalize EHP, if needed

- Etc.

Pre-Award Activities

All of the no cost "preparation" work can be completed prior to receipt of the grant agreement.

When agreement is received, the project will be ready to begin

Grant agreements may be released with a hold on funds in 2022. Be sure to review the agreements thoroughly to ensure all funds have been released. Funds could be held for:

- EHP approval
- Controlled equipment approval

If your agreement has a hold on funds, DO NOT obligate funds prior to release of hold.

Suspensions & Terminations

- Failure to communicate

- Failure to make satisfactory progress

- Failure to follow grant requirements

- Substantial plan changes

- Failure to submit required reports

- Filing a false certification in this application or other report or document

Applications must be **received** by OEM
no later than **11:59 pm**
Sunday April 3, 2022

Contact Information

Program Questions
Kevin Jeffries
503-378-3661
Kevin.jeffries@state.or.us

Financial Questions
Natalie Day, Finance Manager
Office: 503-378-3931
natalie.day@state.or.us