

State Homeland Security Grant



FY26 Application
Instructions

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General

For the FY26 State Homeland Security Program (SHSP), each county, Tribal and bomb team will submit applications through Qualtrics. A link to the application portal will be provided. Please reach out to the SHSP Program at shspadmin@oem.oregon.gov if your county, Tribal, or bomb team did not receive a link.

Applications must be submitted through the portal by **Wednesday October 21, 2026 by 10pm**.

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

Applicants are responsible for the timely delivery of grant applications to OEM. Late applications will not be accepted. Applicants may not make changes after the deadline for purpose of meeting minimum eligibility or qualification requirements. If you need assistance with applications, request assistance from the HSGP team before the deadline at shspadmin@oem.oregon.gov.

Application Evaluation

OEM will review applications to determine whether proposals meet minimum qualifications described in the FY26 State Program Guidance and FY26 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO). Qualified allocation projects will be presented to the OEM Director for concurrence and submitted to FEMA for final approval.

For FY26, all emergency communications projects will be reviewed and scored by the SWIC and the SIEC. The Emergency Communications Review Committee will approve allocation funded projects and will score and recommend for funding those competitively funded emergency communications projects.

Funding Distribution

Formula-based Allocations

Each county, Tribal and bomb team may submit as many projects as desired to use all formula-based funds. Refer to the posted **FY26 Allocation Funding Methodology** document on the [grant webpage](#) to determine your jurisdiction's funding level. Allocation project applications can originate and serve any eligible recipient within the county or Tribal's geographic area. Jurisdictions may also submit applications on behalf of a broader regional project.

FY26 Update Regarding Competitive Funds

Until the 33 percent funding holds are removed, OEM will not be accepting competitively funded project applications.

Bomb Teams

Bomb teams have been approved by the Homeland Security Advisory Workgroup (HSAW) to work through the county in which they are based to submit individualized funding requests from the allocated funds, prioritizing these teams as critical to the security of our state.

Regional Projects

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

For example:

- A cache of anti-vehicle barriers can be supported by 3 counties and shared amongst them for special events.
- A Tribal can host a regional exercise involving neighboring counties, cities and or Tribals.
- A radio tower upgrade would benefit all jurisdictions within 80 miles of the tower.

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

Project Scope

Applicants with large costs or broad scopes should provide a phased approach, clearly identifying the steps taken now and, in the future, to realize the end state of the project. Jurisdictions should ensure proposals and project budgets are well explained. Short descriptions of complex projects with single line-item budgets do not provide the review group with adequate justification and insight into the project and could result in no support.

Application Contents

All applications must be completed and submitted through Qualtrics. You will receive a confirmation email that your application was received, once submitted.

A completed county or Tribal application packet will include:

- Investment Justification Specific Application submitted online
- Combined coversheet (*Word document*) to be emailed to SHSPAdmin@oem.oregon.gov
- Signed support letters for regional projects (pdf) to be emailed to SHSPAdmin@oem.oregon.gov

Application Instructions

In response to local feedback, OEM has updated the application process. The only document required at time of application is the Investment Specific Investment Justification Application submitted through Qualtrics.

Counties, Tribes and Bomb Teams will need to submit a Combined Coversheet to ensure only those projects recommended for funding, officially, are reviewed by OEM.

Step 1: Combined Coversheet

A combined coversheet must be completed by the submitting county, Tribal and bomb team and must be emailed to SHSPAdmin@oem.oregon.gov. Please list the regional project after local projects and place [*] next to the applying agency's name. *Funding requests and project names must be consistent throughout the application packets or risk disqualification.*

- a. County or Tribal contact name, phone number and email (*should be the agency and individual submitting the application packet.*)
- b. Total funds requested within the entire application packet
- c. Name of local agency requesting funds (per project)
- d. Funding requested for each project
- e. Name of projects

Step 2: Project Application

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

An investment justification specific project application must be completed for each proposed project. Each project may include multiple partner agencies but must be one cohesive project, not multiple projects with a similar focus. **All proposed projects must be completed no later than September 30, 2028.**

All projects must meet the following criteria:

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

Form instructions:

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

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

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

Part 4- Milestones and time projections: Applicants describe their milestones to complete the project and the estimated time to complete each phase of the project. This should be described in number of weeks or months, not a specific date of completion. Under this section, applicants will also be required to describe measurable outcomes, the project team members and how the capability will be sustained.

EHP Update: No Environmental Historical Protection (EHP) forms will be required at the time of application. OEM will contact applicants if their project requires an EHP, in which case, your awarded funds will be on hold until EHP approval is completed, and FEMA approves project design.

Budget Update: No separate budget document is required. Project budget information will be provided in the application form.

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

Support letters are required for regional projects. Letters should be in Word or PDF form and emailed to shspadmin@oem.oregon.gov.

Step 4: Support Material / Appendices (If applicable)

Include all required support materials for the projects. Supporting materials are required only when applicable and must be submitted by email at the time of application to shspadmin@oem.oregon.gov.

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.

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

Kevin Jeffries or Carin Sherman

OEM Homeland Security Grant Program

shspadmin@oem.oregon.gov