

State Homeland Security Program Grant



Fiscal Year
2026 Grant
Guidance

TABLE OF CONTENTS

Introduction.....	2
Eligibility.....	2
Law Enforcement Terrorism Prevention-Oriented Activities.....	3
Available Funding	3
FY26 Update	3
Funding Distribution.....	3
Match Requirement	4
Supplanting	4
Duration of Funding	4
Funding Reimbursement.....	4
2026 Funding Priorities	5
Applicant Requirements.....	5
National Incident Management System.....	5
Applications.....	6
Eligible Project Guidance.....	6
Planning Projects.....	6
Training and Exercise Projects.....	7
Training Projects	7
Exercise	9
Report on Training and Exercise	11
Equipment.....	12
Unauthorized Equipment Costs.....	12
Emergency Communications Equipment.....	13
Equipment for Citizen Preparedness	14
Community Preparedness and CERT	14
Personnel Costs (Organizational)	15
Management and Administration (M&A) and Indirect Costs	16
Award Administration Information	16
Reporting and Reimbursements	16
Fiscal and Program Narrative Reports - Quarterly Progress Reports.....	16
RFR (Requests for Reimbursement).....	16
Suspension or Termination of Funding	17
Procurement Standards	18
Acronyms.....	20

Introduction

State Homeland Security Grant Program

In Oregon, the Homeland Security Grant Program (HSGP) focuses on two primary sub programs: the State Homeland Security Program (SHSP) and the Urban Area Security Initiative (UASI). The following program guidance is only for SHSP. The purpose of the SHSP is to assist states, Tribes, local, and county governments to prevent, respond to, prepare for, and respond to acts of terrorism. Use of SHSP funds must be consistent with and supportive of [the 2025-2028 Oregon State Homeland Security Strategy](#), the most recent [Capability Assessment or State of the State Report](#); and state and federal priority areas established in the [Federal Fiscal Year \(FY\) 2026 Notice of Funding Opportunity \(NOFO\)](#).

Projects submitted under SHSP must have a nexus with terrorism prevention, as well as reflect the capability needs established in the annual assessment. The Oregon Homeland Security Strategy includes a commitment to whole community preparedness and prevention efforts reflecting the needs of individuals with access and functional needs, including people with disabilities, older adults, children and youth, people with limited English proficiency, and other communities that may be disproportionately impacted by acts of terrorism.

Through the Integrated Preparedness Planning Workshops (IPPW) and the Capability Assessments, Oregon Department of Emergency Management (OEM) has identified the overarching needs statewide. Through consultation with state, local, and federal partners, the Oregon State Homeland Security Strategy identifies goals by which a more resilient and prepared community can be both built and enhanced.

For FY26, OEM recommends potential applicants prioritize funding to 1) establish a Homeland Security Anti-Terrorism Strategy (ATS) or Plan and/or 2) establish a multi-disciplinary, anti-terrorism steering committee or advisory board to promote information sharing, threat identification, and capabilities needed and/or available to address those threats.

Eligibility

Eligible applicants include local and Tribal units of government. “Local unit of government” means any county, 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, Indian Tribe with jurisdiction over Indian country, authorized Tribal organization, independent authority, special district, or other political subdivision of Oregon.

All local units of government applying for grant funding must be [National Incident Management System \(NIMS\)](#) compliant (see NIMS Section Below).

All projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, to be eligible for funding.

All applicants must coordinate with their Tribal or county emergency managers when applying. Only Tribal and county emergency managers or their assigned staff may submit applications to OEM.

Law Enforcement Terrorism Prevention-Oriented Activities

At least 35percent of SHSP funds must be in support of law enforcement terrorism prevention activities ([LETPA](#)) related to one or more core capabilities within the National Preparedness Goal.

Available Funding

FY26 Update

FEMA continues to place new and additional requirements on HSGP funding. FEMA has placed a new 20percent funding hold until OEM can demonstrate compliance with the election security national priority area 3percent minimum spend. There is also a minimum spend of 10percent on the border security national priority area. At the time of award, OEM will not have access to 33percent of the total SHSP award. OEM is partnering with the Secretary of State and the Department of Justice (DOJ) on the election security and border security requirements.

Oregon has joined several states in a lawsuit challenging the 20percent holds, more information available from DOJ [here](#). Until that case is settled, OEM cannot open applications for competitively funded projects due to lack of access to SHSP funds. As funds become available, OEM will open the application process for competitive funds. As in years past, allocation funds not claimed by applicants may roll over into the competitive funding pool. OEM reserves the right to retain unclaimed funds, as necessary, to meet federal requirements under the grant. See the FY26 SHSP Funding Methodology for more information on [the grant webpage](#).

Funding Distribution

In accordance with federal guidance, the State Administrative Agency (SAA) must obligate at least 80percent of funds to local units of government. Funds will be distributed through a hybrid allocation model combining a formula-based allocation (formula allocation) and a competitive application process (competitive awards).

While FEMA requires OEM to pass through 80percent of total SHSP award funds to local entities; OEM reserves the right to seek local approval to support projects which will fund the

Federal Priority Area minimum spending requirements, as well as projects that serve local entities throughout the state.

State Administrative Agencies (SAA) can retain 20 percent of SHSP funding. OEM may retain more than 20 percent if expenditures made by the state are on behalf of the local unit of government. This can occur only with the written consent of a local unit of government, specifying the amount of funds to be retained and the intended use of funds.

Match Requirement

The federal government does not require a match for State Homeland Security Program projects. There is no match for emergency communications equipment or end user radios like in years past. However, competitive funded projects that provide a local match of at least 20percent will receive priority. Matching funds must not be from other federal or state funding sources.

Supplanting

Federal funds may not supplant, replace, or offset state or local funds; they must be used solely to supplement the amount of funding that would otherwise be available for purposes consistent with the HSGP.

Duration of Funding

Successful applicants are awarded grants with a period of performance (POP) of 24 months. Projects must be completed—and grants closed—before the period of performance ends.

For FY26, the period of performance will begin ***sometime after October 1, 2026***, and end September 30, 2028. Extra time and funding to complete projects will be considered on a case-by-case basis. **Such requests can only be submitted to OEM within 90 days of the end of the contract's period of performance.** Requests will be automatically denied if the subrecipient is not current on their financial and program reporting requirements.

Funding Reimbursement

The SHSP is a reimbursement grant. Grant subrecipients must provide invoices and proof of payment to receive grant fund reimbursement for all eligible expenses. Further details and instruction on the reimbursement process can be found in the [OEM Request for Reimbursement \(RFR\) Guidance](#).

Request for reimbursement and quarterly report forms will be provided by OEM to subrecipients upon execution of grant agreements.

2026 Funding Priorities

Projects must implement at least one of the five Investment Justifications (IJ). Which can be found on [the grant webpage](#). FY26 IJs are based upon the Oregon State Homeland Security Strategy, the Capability Assessment and federal priority areas. Copies of the Investment Justifications guidance documents and supporting documents are all available on [the grant webpage](#).

FY26 Investment Justifications

- Training – State Qualification System (SQS)
- Planning, Assessment, and Exercise
- Soft Target Hardening & Counter Unmanned Aerial Systems (UAS)
- Emergency Communications and Interoperability
- Information Sharing

All applicants are expected to build and sustain capabilities to achieve the National Preparedness Goal and implement state homeland security strategies. Projects that integrate planning, training and exercises in addition to equipment procurement will be given priority during the review process for competitive awards.

See *“FY26 SHSP Investment Justifications”* guidance document on the [grant webpage](#).

Applicant Requirements

National Incident Management System

Only agencies that are NIMS compliant, or working to become NIMS compliant, are eligible for SHSP funding. You must have completed a NIMS assessment between January 1, 2025, and the date you submit your application. If you have completed the NIMS assessment to fulfill a requirement under EMPG, you do not need to complete it a second time for SHSP.

The state reserves the right to determine NIMS compliance requirements for Oregon’s participating jurisdictions.

You can access the assessment tool here: [OEM NIMS Assessment](#)

For additional information about NIMS requirements, please contact:

Sarah Puls

OEM Preparedness Planner

971-345-7255 | sarah.puls@oem.oregon.gov

Applications

Applications will be submitted by county or Tribal emergency managers and Regional Bomb Team Leads. County and Tribes must include this [Combined Coversheet](#), which shows the projects approved for submission to OEM. Projects not listed on the county or Tribe's coversheet will not be considered for funding. Each bomb team can apply directly to OEM and do not need a Combined Coversheet.

OEM expects county and Tribal emergency managers to coordinate with all partners within their geographic area to identify threats, vulnerabilities, and their capabilities to address them.

Counties and Tribes are not entitled to SHSP funds for their own objectives alone but must work with all partners to identify needs and projects to address those needs. The county and Tribal emergency Manager is responsible for selecting projects that will be submitted to OEM, but should do so as equitably, and transparently as possible. This may include consultation and coordination with organizations that represent individuals with access and functional needs, such as disability advocates, language access organizations, and Tribal health programs, or other organizations serving disproportionately impacted populations.

OEM highly encourages the alignment of projects with the state, county or Tribal homeland security Anti-terrorism Strategy (ATS).

Eligible Project Guidance

Projects must be consistent with—and in support of—the Oregon State Homeland Security Strategy, as well as the applicants' most recent capability assessments and applicable state and federal priority areas.

Planning, training and exercise activities being proposed through the State Homeland Security Program (SHSP) grant should be clearly identified and incorporated into the Integrated Preparedness Planning data submitted annually by county and Tribal nations. These activities should be aligned with local capability priorities and documented during the Integrated Preparedness Planning Workshops (IPPWs) held statewide to ensure coordinated, strategic investment in preparedness efforts.

Planning Projects

Planning activities must follow the scope limitations outlined in the FY26 SHSP Investment Justification Guide, found on [the grant webpage](#).

Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for

roles and responsibilities. Planning must include participation from all partners in the community that may have a role in executing plans. This includes community members with access and functional needs and the organizations that support them. This is to ensure plans address real-world barriers and improve operational equity during emergencies. Planning should be flexible enough to address incidents of varying types and magnitudes.

Agencies receiving SHSP funds for planning activities (e.g., EOP, annex, standard operating procedure) must validate the plan using a discussion-based exercise event. The exercise must be conducted within the period of performance and be facilitated and documented in accordance with the [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#).

Agencies must provide information in the project narrative and milestones indicating the scale and schedule of the exercise. If the agency chooses, it may request SHSP funds to support the exercise as part of the project.

For additional information about planning projects contact:

Curtis Peetz

OEM Operational Planner/ Plans Lead

971-600-5896 | curtis.peetz@oem.oregon.gov

Training and Exercise Projects

Training Projects

UPDATE: For FY26, all training projects must be coordinated through OEM's Training Program. The state training officer (STO) will assist the applicant if the training request requires another state agency endorsement or support. Applicants **MUST** verify with the STO that all training is allowed before the submission of the State Homeland Security Program grant application.

To the furthest extent possible, training should be consolidated to encourage increased attendance. OEM may be required to coordinate regional training events to support the delivery of training to maximize cost savings and increase attendance.

See FY26 SHSP Investment Justification guidance on [the grant webpage](#) for more information on training projects.

Allowable training-related costs under SHSP include supporting, conducting, and attending training approved by OEM or aligned with emergency preparedness training from other federal agencies or the current State Homeland Security Strategy. All training projects should also be identified and reported through the Integrated Preparedness Planning Workshops (IPPW).

Training activities should be coordinated across jurisdictions to the maximum extent possible to include the whole community and to better foster coordination and working relationships across the jurisdictions.

Allowable training related costs include, but are not limited to, the following:

- Delivering, and evaluating training (including costs related to administering training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment).
- Training which promotes individual, family, or community safety and preparedness.
- Conducting, hosting, or participating in training related to terrorism or catastrophic event preparedness, prevention, response, and recovery.
- Overtime and backfill for public employees.
- Travel costs (e.g., airfare, mileage, per diem, hotel).
- Hiring full-time or part-time staff, contractors or consultants.
- Training for the public or civilian volunteer programs.
- Food and snacks at per diem rate for attendees (See [RFR Guidance](#))
- Costs associated with disability accommodations such as ASL interpretation, captioning, or accessible formats as needed.

Unauthorized Training Costs:

- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the training (e.g., electronic messaging signs).
- Repair or replacement of equipment damaged or lost during training.
- Overtime and/or backfill for first responders or other agency staff to teach Citizen Corps or community training.
- Training courses that can be offered at zero costs through existing state or local contracts and agreements

For information about training requirements, please contact:

Elijah Davis

OEM State Training Officer

971-719-6537 | oem.training@oem.oregon.gov

Jordan Vogt

OEM Training Specialist

971-304-4956 | oem.training@oem.oregon.gov

Exercise

At a minimum, all grantees will validate the updated or developed plan through a discussion-based exercise event prior to the end of the Period of Performance.

Plan Type	Exercise Type	
Strategic Plan	Informative Seminar	
Tactical or Operational Plan	Discussion Based Exercise	Operations Based Exercise
		Drill
	Workshop	Functional Exercise
	Tabletop	Full Scale Exercise

- **Strategic Plan:** An informative seminar is required to educate key partners listed in the plan, and additional key preparedness or response partners, on roles, responsibilities, expectations, and next steps with the product.
- **Tactical or Operational Plan:** Exercise type options include tabletop, drill, functional or full-scale exercise to validate or implement the plan. This event will identify gaps to support further adjustments to the product.
- These exercise events must be developed, conducted, and followed-up consistently with the HSEEP, using project management tool scalable to the needs of the grantees exercise event. Homeland Security Exercise and Evaluation Program course (0146) is offered multiple times a year and provides a solid foundation of understanding the fundamentals of the HSEEP doctrine.

Supporting Exercise Documentation

To track completion of exercise requirements. AAR/IPs (After-Action Report/Improvement Plan) HSEEP consistent exercises will produce a suite of aligned documentation. Grantees must report their completed Tabletop Exercise, along with supporting documentation, to the OEM Exercise Program via an [Emergency Management Exercise Report \(EMER\)](#). The EMER process is used by OEM to track completion of exercise requirements. AAR/IPs (After-Action Report/Improvement Plan) must be submitted for each SHSP-funded exercise to OEM and include a list of corrective actions and lessons learned no later than **60 days** after completion of

Types of Submissions & Required Documentation

Discussion Based Exercises (seminar, workshop, tabletop) If you are reporting a discussion-based exercise, submit the following exercise documentation:

- Situation Manual
- After-Action Report OR Overview of Initial Lessons Learned
- Exercise Sign in Sheet

Operations Based Exercises (drill, functional, full scale)

If you are reporting an operations-based exercise, submit the following exercise documentation:

- Exercise Plan
- After-Action Report OR Overview of Initial Lessons Learned
- Exercise Sign in Sheet

Plan Maintenance Section Integration – Exercise Content

Organizations are encouraged to develop a realistic vision for exercising the plan using a progressive exercise approach. A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved while also considering prior lessons learned. Regardless of the exercise type, each exercise within the progressive series is linked to a set of common program priorities and designed to test associated capabilities.



Far too often plans are completed and never validated or implemented within a no-fault exercise environment prior to real world use. A progressive exercise approach detailed in the maintenance section of the plan will support organizations refine the product, engage relevant partners with their roles and responsibilities, and provide a roadmap for consistent interaction with the product.

A reminder that exercises don't have to be large-complex events, they just need to be useful in assessing that a product can be used and is accurate.

Allowable exercise-related costs include:

- Developing, delivering, and evaluating exercise (including costs related to administering exercises, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodation, and equipment).
- Overtime and backfill.
- Travel costs (e.g., airfare, mileage, per diem, hotel).
- Hiring full- or part-time staff or contractors/consultants.
- Exercises involving the public or civilian volunteer programs.
- Costs associated with disability accommodations such as ASL interpretation, captioning, or accessible formats as needed.

Unauthorized Exercise Costs:

- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging signs).
- Repair or replacement of equipment damaged or lost during an exercise.

For additional information about exercise requirements, please contact:

Robert Quinn

OEM State Exerciser Officer

971-345-7698 | oem.exercise@oem.oregon.gov

Zachary Glenn

OEM Exercise Specialist

971-719-0841 | oem.exercise@oem.oregon.gov

Report on Training and Exercise

Grantees must report their completed Tabletop Exercise, along with supporting documentation, to the OEM Exercise Program via an Emergency Management Exercise Report (EMER). The EMER process is used by the Oregon Department of Emergency Management to track completion of exercise requirements. The EMER submission link and guidance document can be found on the OEM Exercise Program Webpage under "Emergency Management Exercise Reporting." AAR/IPs (After-Action Report/Improvement Plan) for each HSGP-funded exercise to the Oregon Department of Emergency Management and include a list of corrective actions and lessons learned no later than **60 days** after completion of the exercise. Corrective actions should specifically address any identified barriers to participation, inclusion, or service delivery for individuals with access and functional needs. In accordance with HSEEP guidance, implementing corrective actions iteratively is an important component of the progressive exercise cycle.

UPDATE: EMER reporting is required to receive reimbursement for a Planning or Exercise Project.

EMER Program Contact

Zachary Glenn
Oregon Department of Emergency Management
971-719-0841 | Zachary.glenn@oem.oregon.gov

Equipment

Applicants must comply with all requirements set forth in 2 Code of Federal Regulations (CFR) Part 200 for the active tracking and monitoring of property/equipment. Applicants without adequate property/equipment tracking procedures will be disqualified from grant funding.

Equipment purchases will have additional reporting and closeout requirements, which include NIMS resource typing and submission of an inventory and general ledger report

All equipment requests must comply with state and federal laws and guidance. For FY26 SHSP, the following equipment will not be funded:

- Items listed in FEMA Policy 207-22-0002.ⁱ
- Drones, UAV, sUAV, sUAS, Photo Kites or any other aerial equipment requiring FEMA prior approval or FAA certification and special training.
- Items described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA).ⁱⁱ

UPDATE: Photos of equipment received or installed may be requested to qualify for reimbursement.

Unauthorized Equipment Costs

- Self-contained breathing apparatuses (SCBAs) requested for general use by fire departments
- Explosive device mitigation equipment for personnel outside of FBI-approved bomb teams
- Equipment, supplies and software intended for general use
- Equipment required by virtue of the occupation (e.g., bulletproof vests for law enforcement, turnout gear for fire)
- Equipment not supported by or associated with the scope of the project
- Land acquisition
- General use software, general use computers and related equipment
- Weapons and ammunition

- Shields and gas masks as PPE used in crowd control
- Vehicle licensing fees
- 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
- Stockpile type supplies with expiration dates (food, water, medication, medical supplies etc.)

Emergency Communications Equipment

All emergency communications equipment purchased with SHSP funds must align with SAFECOM, the Oregon Statewide Communication Interoperability Plan (SCIP) and a promulgated local communications plan and/or strategy, and, when applicable, be P25 compliant. More information about these [requirements](#) is provided by CISA.

Applicants are required 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. This coordination will ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. Competitive funding projects that are developed in coordination with these entities may receive priority by the grant review committee.

Emergency communications activities include the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol (VOIP) bridging or gateway devices.

All funding requests for emergency communications equipment will be reviewed by the SWIC and the SIEC. The SWIC will provide application forms for those seeking funding for Emergency Communications Equipment.

See Application Instructions on [the grant webpage](#) for Comms Equipment.

Restrictions on Covered Telecommunications Equipment or Services

See the most recent NOFO regarding *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*.

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Due to federal requirements on communication tower project preparation, tower projects are allowable but must include documentation regarding the permitting process in the grant application. Applicants interested in enhancing communication towers are required to consult with the SWIC prior to applying.

For additional information about emergency communications requirements, please contact:

Jon Lee

OEM Statewide Interoperability Coordinator / ESF-2

503-302-8971 | swic@oem.oregon.gov

Equipment for Citizen Preparedness

Any equipment purchased with SHSP funding in support of Community Emergency Response Teams (CERTs) must be used for terrorism specific preparedness, volunteer training, and/or by volunteers in carrying out their response functions. Equipment for CERT programs is not intended to be used by uniformed emergency responders, except to support training for citizens. Examples of equipment used to support training for citizens include items such as burn pans or volunteer response kits.

Community Preparedness and CERT

All grant recipients supporting CERT volunteer programs must register with the state CERT coordinator via email. Recipients are required to manage program and contact information with the state CERT coordinator.

Community preparedness funds may be used to support volunteer outreach, education of the public to ensure a whole community preparedness vision, and the creation and expansion of

public/private partnerships which benefit the response capability and overall resiliency of the community.

Overtime and/or backfill for first responders or agency employees to teach volunteer or community classes is not an eligible expense.

For additional information about CERT requirements, please contact:

Kayla Thompson

OEM Community Preparedness Coordinator

503-983-5633 | kayla.thompson@oem.oregon.gov

Personnel Costs (Organizational)

UPDATE: As required by the FY26 NOFO, if your project will fund personnel, those applications must include attestation, provided by OEM, to disclose the immigration status of those funded under the grant. This is not required of subcontracts entered into by local subrecipients.

Program funds may be used to support the hiring of full-time or part-time personnel to conduct program activities that are allowable under the FY26 SHSP (e.g., planning, training program management, exercise program management).

As directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412), all personnel and personnel-related costs, including those for intelligence analysts, are allowed up to 50percent of SHSP funding without time limitation placed on the period that such personnel can serve under the grant.

In general, the use of SHSP grant funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered “personnel” and “personnel-related,” and, therefore, count against the personnel cap of 50percent, include but are not limited to:

- Operational overtime
- Overtime/backfill to participate in approved training or exercise deliveries
- Salaries and personnel costs of intelligence analysts
- Overtime to participate in intelligence sharing activities
- Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators

The use of contractors to provide a delivery of plan documents, training courses, and/or exercise development and support are not considered personnel.

Management and Administration (M&A) and Indirect Costs

Subrecipients may retain a maximum of up to 5 percent of the funding passed through by the state solely for M&A purposes associated with the HSGP award. Management and administration costs must be described in the project application and the required budget. See the recent HSGP Notice of Funding Opportunity for more information on the limitations of activities that qualify for M&A costs.

Applicants for SHSP funds **may not** seek indirect funding costs.

UPDATE: M&A Costs are subject to the disclosure and attestation requirements under Organizational costs mentioned above.

Award Administration Information

Reporting and Reimbursements

Fiscal and Program Narrative Reports - Quarterly Progress Reports

Subrecipients will be required to submit quarterly progress reports that contain specific information regarding the activities carried out under the FY26 Homeland Security Grant Program. A template of the project-specific quarterly narrative progress report that includes approved milestones will be sent to subrecipients with executed agreements. Quarterly Reports must be submitted via email to shspadmin@oem.oregon.gov no later than 15 days following the end of each calendar quarter (March, June, September and December).

Progress reporting must clearly identify the efforts associated with the approved milestones listed in the project-specific narrative progress report form.

RFR (Requests for Reimbursement)

Reimbursements will be made only for actual expenses paid by the subrecipient. Subrecipients must use the appropriate RFR cover sheet provided by OEM to request reimbursement.

The updated HSGP Quarterly Report form meets the program and fiscal reporting requirements. If you do not spend funds during a reporting period, **you do not need to submit an RFR cover sheet for that period.** You do, however, need to submit a quarterly report and reflect fiscal information there.

All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Accurate and clear expenditure information will be required before reimbursement is made. Reimbursements are made only for equipment purchased and/or

services performed during the grant period. A project-specific electronic version of the RFR form that includes the approved budget will be sent to subgrantees with executed agreements.

Requests for reimbursement may be submitted as often as once a month, but no less than once a quarter, when funds have been spent.

Requests for reimbursement may be submitted via email toshspadmin@oem.oregon.gov **no later than 15 days** following the end of each calendar quarter (March, June, September and December). Reimbursements may be delayed if quarterly program narrative reports have not been submitted.

Please be clear, thoughtful, and consistent with the naming of your documents and attachments. If we must search your forms for answers, your reimbursement will be delayed.

As you upload your documents, please use descriptive names for your files to support efficient processing and review. [Item]_[County/Tribe/city]_[short title]_[application#]

For example, an application could be named

“Application_GreeneCo_EOP_2.”

“NIMS_GreeneCo_EOP_2”

“EHP_GreeneCo_EOP_2”

Suspension or Termination of Funding

OEM may suspend or terminate funding, in whole or in part, or impose other restrictions for any of the following reasons:

- Failing to make satisfactory progress toward the goals, objectives or strategies set forth in the project worksheet.
- Failing to follow grant agreement requirements, or standard or special conditions,
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the project would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.
- Rescission of Federal Funding by the Federal Government.

Before acting, the OEM will provide the subrecipient with notice of intent to impose restrictions and will make efforts to resolve concerns, according to the terms established in the award contract.

Please review the current year’s U.S. Department of Homeland Security’s HSGP NOFO with the understanding that any new terms and conditions, and assurances included in the NOFO will be included in grant contracts.

Procurement Standards

General – Agencies must follow the same policies and procedures used for procurement from non-federal funds, in accordance with the appropriate OMB Circular (OMB Circular A-110 or OMB Circular A-102).

Standards – Subrecipients must use their own procurement procedures and regulations, provided that the procurement conforms to or exceed applicable federal laws and standards.

Adequate competition – All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.

Sole Source Procurement (Non-Competitive)

All non-state procurement transactions must be conducted in a manner that provides, to the maximum extent, practical, open and free competition. However, should a subrecipient elect to award a contract without competition, sole source justification may be necessary.

Justification must be provided to OEM for all non-competitively procured goods and services, which cost more than \$100,000. Justification should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract non-competitively, time constraints, and any other pertinent information. Subrecipients must provide evidence of their due diligence and provide a local legal opinion for why the sole source procurement is justified and in accordance with local, state, and federal procurement law. *OEM will not reimburse projects that lack this documentation.*

Non-Competitive Practices

The subrecipient must be alerted to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, and/or requests for proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to the Oregon Department of Emergency Management.

Purchasing under a GSA schedule

When purchasing from a GSA schedule, eligible non-state entities, that are Tribal governments, local governments, and educational institutions, will satisfy the federal requirements for full and open competition provided that the GSA ordering procedures are followed. However, the eligible non-state entities will still need to follow the other federal procurement rules at 2 C.F.R. §§ 200.318 – 200.327, to include the socioeconomic affirmative steps, contractor oversight, cost and price analysis, and required contract provisions. For more information please visit the purchasing under FEMA award using GSA schedule [website](#)

Do not expend any funds until a grant contract has been received and fully executed with signatures from OEM and your organization. Subrecipients may proceed with no cost actions, such as seeking bids and quotes for goods and services, before receiving an executed agreement.

More information and guidance documents on procurement are available here:

- [Oregon Procurement and Grant Compliance Guidelines](#)
- [Procurement and Contractor Selection Justification Form](#)
-

Any questions regarding this document and its guidance should be directed to:
shspadmin@oem.oregon.gov

Acronyms

AAR/IP	After-Action Report / Improvement Plan
AEL	Authorized Equipment List
CAD	Computer-Aided Dispatch
DHS	U.S. Department of Homeland Security
DVE	Domestic Violent Extremist
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FY	Fiscal Year
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
ICS	Incident Command System
IJ	Investment Justification
IMT	Incident Management Team
IPP	Integrated Preparedness Planning
LETPA	Law Enforcement Terrorism Prevention Activities
NDAA	National Defense Authorization Act
NIMS	National Incident Management System
NQS / OR-SQS	National Qualification System / Oregon State Qualification System
OEM	Oregon Department of Emergency Management/
ODEM	Oregon Department of Emergency Management (alternate name/acronym used interchangeably)
P25	Project 25 (radio communications interoperability standard)
POETE	Planning, Organization, Equipment, Training, Exercises
SAFECOM	DHS Interoperable Communications Standards Program
SCIP	Statewide Communication Interoperability Plan
SHSP	State Homeland Security Program
SIEC	State Interoperability Executive Council
SPR	Partner Preparedness Review
SWIC	Statewide Interoperability Coordinator
THIRA	Threat and Hazard Identification and Risk Assessment
UAS	Unmanned Aircraft Systems
U.S.C.	United States Code

ⁱ Prohibited or Controlled Equipment Under FEMA Awards, FEMA Policy 207-22-0002

ⁱⁱ https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf