

**Oregon Department of Human Services  
Office of Resilience and Emergency Management**

**Resilience Hubs and Networks Grant Application Instructions**

Thank you for your interest in the Oregon Department of Human Services Office of Resilience and Emergency Management Resilience Hubs and Networks grant!

These instructions will guide you through the application. If you have any additional questions, please contact [OREMGrants@odhs.oregon.gov](mailto:OREMGrants@odhs.oregon.gov).

If you would like assistance in completing the application, please click [here](#) to contact Portland State University (our grant partner).

If you do not want to apply for equipment, activities or funding in any section of this application, then leave that section blank.

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**Step 1:** Click on the button on the grant [website](#) or open the link in your email to get started:

**It's easy to apply**

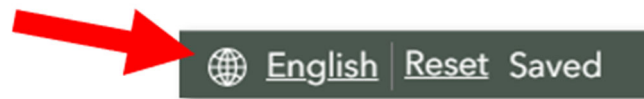
Complete the application online. If you would like help completing the application, you can contact our partners at Portland State University for assistance.

Complete the application

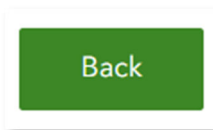
Instructions

Get help applying

At any time you may click the “Reset” button to clear all data entered into your application.

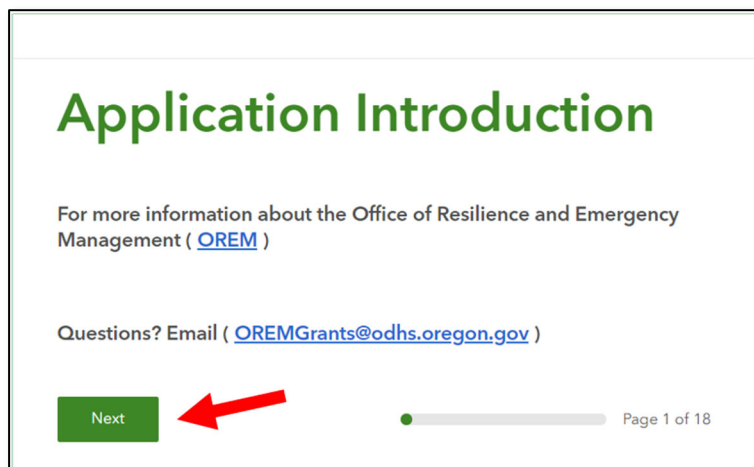


You may hit the “Back” button at anytime to return to the previous window. When you go back all your work will be saved and updates if any changes are made. You may go back to make changes at any time.



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**Step 3:** You are now looking at the Application Introduction page. Click “Next” to get started!



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**Step 4:** a) Enter the name of your organization.

b) Select the type of your organization (e.g. faith-based; Community-Based Organization, etc.).

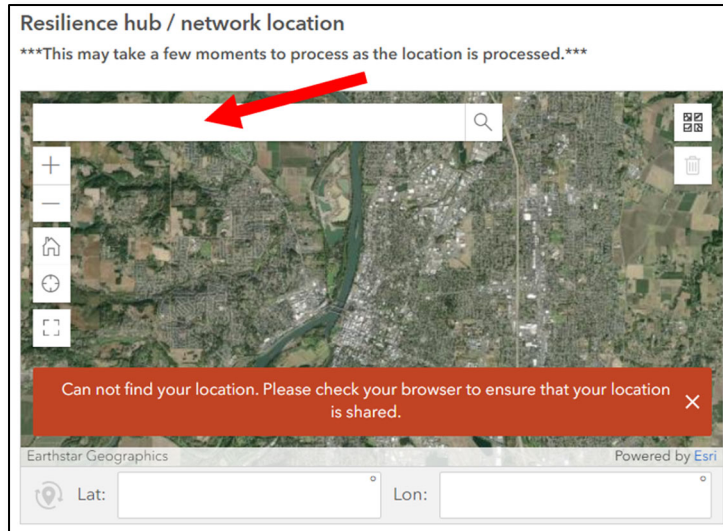
**c1)** If your type is not listed in the drop-down menu, then select “Other.”

**C2)** If you selected “Other,” then enter your organization’s type in the field that appears below.

The image shows two screenshots of a web form. The top screenshot is titled "Organization information" and contains two fields: "Name of organization" and "Type of organization". A red arrow labeled "a)" points to the "Name of organization" text input field. The "Type of organization" field is a dropdown menu currently showing "-Please select-". A red arrow labeled "b)" points to this dropdown menu. The bottom screenshot is titled "Type of organization" and shows the dropdown menu now displaying "Other". A red arrow labeled "c1)" points to the "Other" selection. Below this, there is a text input field labeled "Specify other organization type". A red arrow labeled "c2)" points to this text input field.

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**Step 5:** Enter a physical address of your community facility or a physical address within the area of your resilience network into the field on the map. This physical address will be used to calculate the objective score of your application. The map may take several seconds to process the information. Please be patient.



**Step 6:** a) Enter a mailing address.

b) Click “Next.”

**Mailing address:**  
Enter the full address: street, city, state and zip code

**Mailing address suite, room, building or apartment number:**

Page 2 of 9

The image shows a form with two text input fields. A red arrow labeled 'a)' points to the first input field. Below the second input field, there are two green buttons labeled 'Back' and 'Next'. A red arrow labeled 'b)' points to the 'Next' button. To the right of the buttons is a progress indicator and the text 'Page 2 of 9'.



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**Step 8:** Select the boxes that answer these questions. Then click “Next.” These answers will not affect your application’s score.

**General questions**

These questions DO NOT affect your application's score.

If applying for resilience hub grant, is your facility ADA accessible?


Yes  No  I don't know

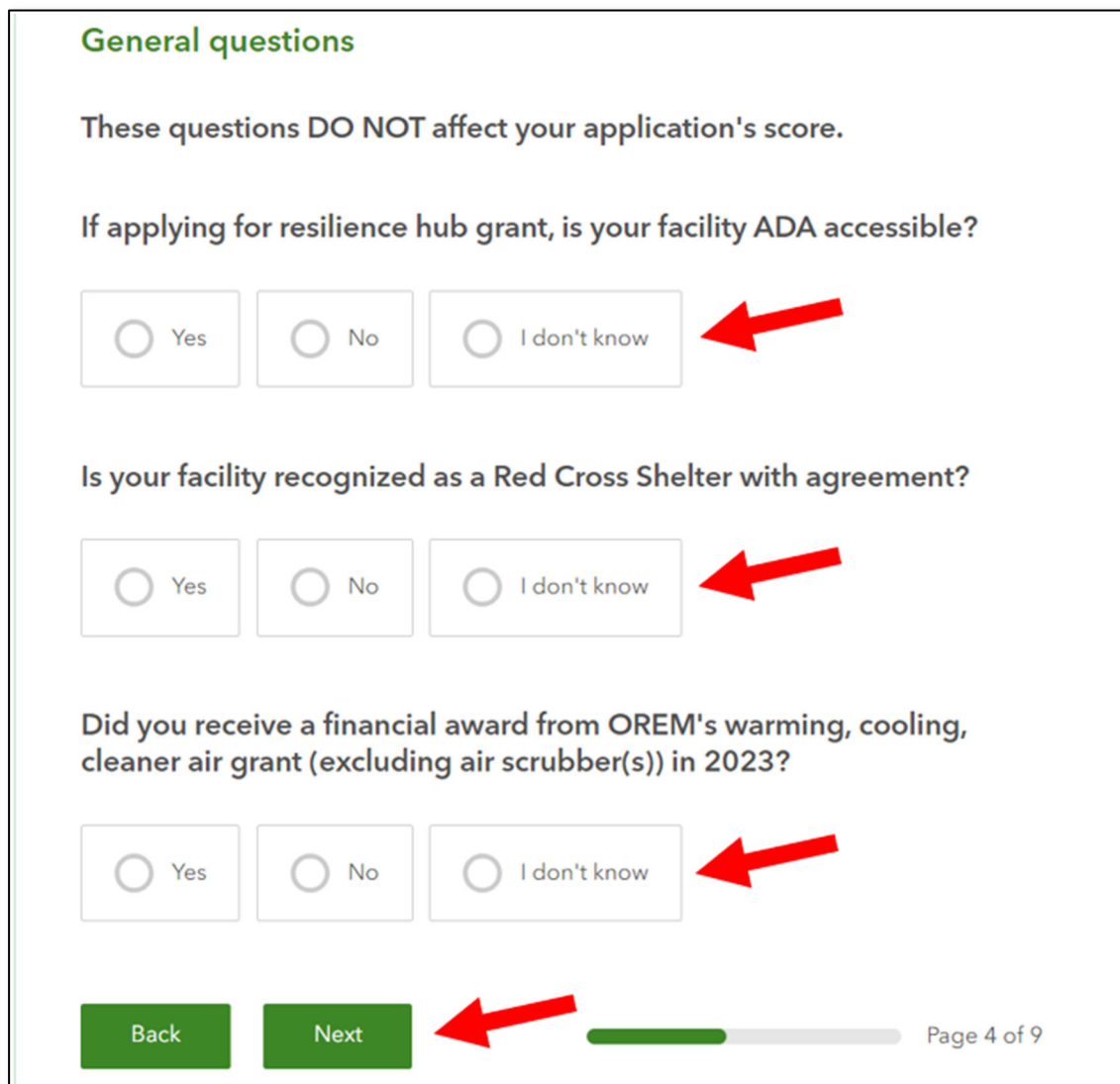
Is your facility recognized as a Red Cross Shelter with agreement?

Yes  No  I don't know

Did you receive a financial award from OREM's warming, cooling, cleaner air grant (excluding air scrubber(s)) in 2023?

Yes  No  I don't know

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**Step 9:** In this window you will select all the activities or equipment you want to apply for, except the option to apply for grant writing assistance for other grants outside of this grant; that option appears later in the application. Select all the categories of equipment or activities you are applying for by


clicking in the box next to that category. You may select none or one or more. When you have selected all the categories you want to apply for, then click “Next.”


**What are you applying for?**

Check all the categories you are applying for:

- Continuity of operations plan:** to ensure organizations can continue performance of essential functions under a broad range of circumstances.
- Equipment** (Typed packages, ShakeAlert products, vehicle, generator, shelter supplies, etc.)
- Training** (community emergency response team (CERT), shelter management, emergency response, first aid, etc.)
- Operational expenses** (utilities, lease, etc.)
- AmeriCorps RARE member**
- Staffing expenses**

- Community outreach**
- Building expenses** (e.g. repair, maintenance, upgrade, accessibility, etc. with maximum cost of \$25,000)
- Exercise expenses** (e.g. contractor to develop and or facilitate tabletop exercises, full scale exercises, etc.)
- Other items**

[Back](#) [Next](#)  Page 5 of 9



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Once you have selected your categories, then only those categories’ windows will appear in your application. You will not see the windows of the categories you did not select. If you selected “Continuity of operations plan,” then you will not receive any more windows or questions about your request.

You may not see some of the screens shown below if you did not select the described category, you may skip ahead in these instructions to the categories you selected.

Remember, you click the “Back” button at the bottom left of any window/page of the application to go back and make changes or click the “Reset” button at the top of the screen to clear all data entered and start over.

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## **Equipment**

If you did not select “Equipment” on the previous page (page 5), then you will not see this window in Step 10.

You do not have to complete all the information below. You only need to complete the information for each piece of equipment you wish to apply for. If you do not wish to apply for a type of equipment, then please leave that section blank.

## **Typed Packages**

If you selected “Equipment” then you are looking at a window that begins with “Typed package(s).” To learn more about each Typed Package, click “here” to open a new tab in your browser that will open a page with the information on each Typed Package.

- a) Select the Typed Package you wish to apply for by entering the quantity of the Typed Package in the field below each type.



b) For each Typed Package you select, you may choose to apply for the package with or without Conex containers. If you choose to apply for only the equipment of any Typed Package without the Conex container, then select “No” below the quantity field.

**Itemized equipment request information**

a. Typed package(s) ▼

For more Typed Package information ( [Info](#) )

Typed package 1 quantity

a)

Do you want to include the three 40 ft conex boxes?

Yes

No b)

Typed package 2 quantity

### ShakeAlert Earthquake Early Warning products

If you are interested in a ShakeAlert system, please contact:

**Kelly Missett | ShakeAlert Engagement Coordinator**

(541) 346-4654 | [kmissett@uoregon.edu](mailto:kmissett@uoregon.edu)

If you decide you would like to submit for one of the systems available, please return to this application and enter the dollar amount requested. If there is a subscription cost, please include 1- year of that as well.

Total ShakeAlert amount (\$):

## Vehicle

*Note: You can only receive funds for a vehicle if your application is selected for an award; we cannot purchase a vehicle for you.*

If you wish to apply for a vehicle, then:

- a) Enter the Make of the vehicle you wish to apply for (e.g. Ford; GMC; Dodge; etc.)
- b) Enter the Model of vehicle you wish to apply for (e.g. F-150; etc.)
- c) Enter any special features you request (e.g. wheelchair accessible; heated or cool food storage, etc.)
- d) Enter the amount requested to purchase the vehicle (e.g. \$45,000)

c. Vehicle (1)

**1**

Make a)

Model b)

Special features c)

Amount (\$): d)

12<sup>3</sup> 0

If you wish to apply for more than one vehicle, then click on the “+” sign next to the number “1” under the word “Vehicle”

c. Vehicle (1)

**1**

Make

## Generator

If you are applying for more than one generator, then click the “+” button under the word “Generator”

d. Generator (1)

**1**

Make

If you wish to apply for a generator(s), then please enter:

- a) The name of the make or manufacturer (e.g. Champion, Honda, Generac, etc.)
- b) The model of generator you wish to apply for.
- c) The amount of electric kilowatt output produced by the generator.

The image shows a screenshot of a web form titled "d. Generator (1)". At the top, there are three icons: a trash can, a green circle with the number "1", and a plus sign in a circle. Below these are three input fields. The first field is labeled "Make" and has a red arrow pointing to it from the label "a)". The second field is labeled "Model" and has a red arrow pointing to it from the label "b)". The third field is labeled "kW output" and has a red arrow pointing to it from the label "c)". At the bottom of the form, the text "Mobility type" is partially visible.

Now enter the type of the generator's mobility:

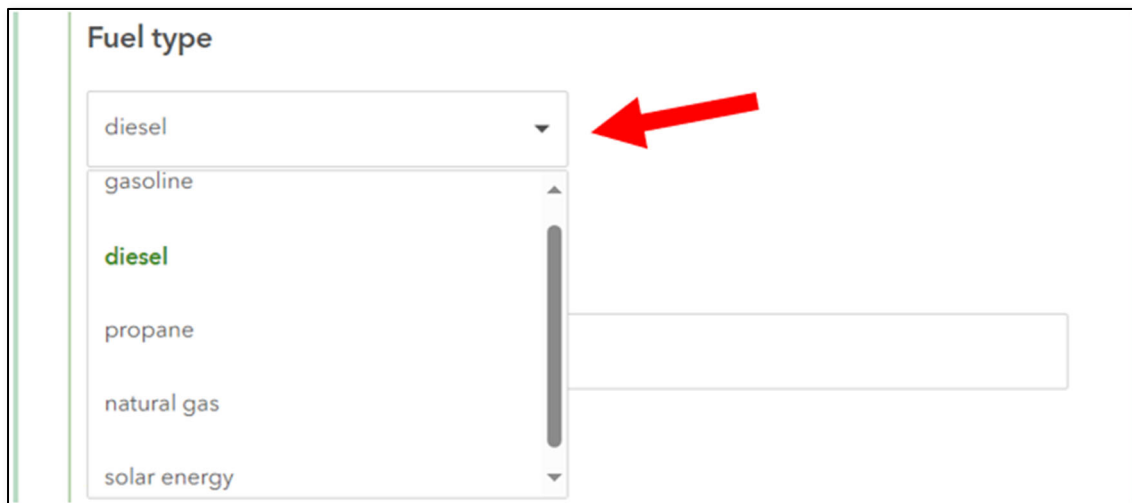
- "stationary" means the generator is designed to be bolted to the ground or attached to a structure.
- "trailer-mounted" means the generator comes attached to a trailer to pull behind a vehicle.

- “portable” means the trailer is able to be carried moved by one person and can be transported in a regular light duty pick-up truck or van.
- “other” means a type of generator not listed above.



The image shows a form field titled "Mobility type" with four radio button options: stationary, trailer-mounted, portable, and other.

Now select the type of fuel the generator you are applying for uses from the drop-down menu by clicking the down arrow on the right of the field.



The image shows a form field titled "Fuel type" with a dropdown menu open. The menu lists "diesel", "gasoline", "diesel", "propane", "natural gas", and "solar energy". A red arrow points to the down arrow on the right of the field.

Now enter:

- a) Enter any special features the generator(s) has.
- b) Enter the cost to purchase the generator(s).

Special features

Amount (\$):

## Communication Equipment

- a) If you wish to order more than one of the same type of equipment, for example 3 of the same type of hand-held radio, then click the “+”. If you are applying for many types of different equipment, such as a base station radio, antenna, hardware, etc. then do not click “+”, leave the quantity at “1” and list your equipment in the field with red arrow b).
- b) Enter the type of communications equipment (e.g. satellite broadband/internet; amateur radio equipment, repeaters, etc.)
- c) Enter a description of the equipment. For example, “Qty-3 Acme Brand Model 200 Repeaters, Qty-1 15’ Antenna;” or “Acme Brand satellite internet antenna, hardware and equipment, plus a one-year subscription for the service.”
- d) Enter the total cost for all equipment and any related subscription service for one-year.

The image shows a screenshot of a web form titled "e. Communication equipment (1)". At the top left, there is a trash icon, a green circle with the number "1", and a plus sign icon. A red arrow labeled "a)" points to the plus sign icon. Below this is a text input field labeled "Type of communication equipment", with a red arrow labeled "b)" pointing to it. Underneath is a larger text area labeled "Brief description of the communication equipment", with a red arrow labeled "c)" pointing to it. At the bottom, there is a numeric input field labeled "Amount (\$):" containing the value "123 0", with a red arrow labeled "d)" pointing to it.

## Shelter supplies

If you want to apply for shelter supplies, then:

- a) Enter the shelter supplies you want to apply for. Be as specific as possible. For example, "Qty-15 38"x60" cot frames, Qty-15 38"x60" cot cushions."
- b) If you wish to attach a file with additional or support information, then click on the field with the red arrow **b)**.
- c) Please enter the total cost to purchase all shelter supplies.

**f. Shelter supplies** ▾

Brief description of the shelter supplies or a supporting document listing the shelter supplies

Supporting documentation file:  
optional

Amount (\$):

## Other Equipment

If you want to apply for a type of equipment that is not listed above, then please enter information about it in this section. For example, a water purification system or flashlights.

If you want to apply for other equipment, then:

- a)** If you want to apply for more than one of the same other equipment, then click the “+” under the words “Other Equipment.” If you want to apply for many different types of other equipment, the leave the quantity at “1.”
- b)** Enter the type of other equipment. For example, “flashlights,” “go-bags,” or “water purification straws.”
- c)** Describe the type(s) of other equipment you are applying for. Be as specific as possible with make/model, list all



quantities, and any additional detail available, like you were making a shopping list for someone else.

**d)** Enter the total cost to purchase all other equipment.

The screenshot shows a form titled "g. Other Equipment (1)". At the top left, there are three circular icons: a trash can, a green circle with the number "1", and a plus sign. A red arrow labeled "a)" points to the plus sign. Below this is a text input field labeled "Other equipment type", with a red arrow labeled "b)" pointing to it. Underneath is a larger text area labeled "Brief description of the equipment", with a red arrow labeled "c)" pointing to it. At the bottom, there is a text input field labeled "Amount (\$):" containing the value "12<sup>3</sup> 0", with a red arrow labeled "d)" pointing to it.

When you have entered all information for the Equipment section, click “Next.”

The screenshot shows a navigation bar at the bottom of the page. It contains two green buttons: "Back" and "Next". A red arrow points to the "Next" button. To the right of the buttons is a progress indicator consisting of a green bar followed by a grey bar. Further right, the text "Page 6 of 18" is displayed.

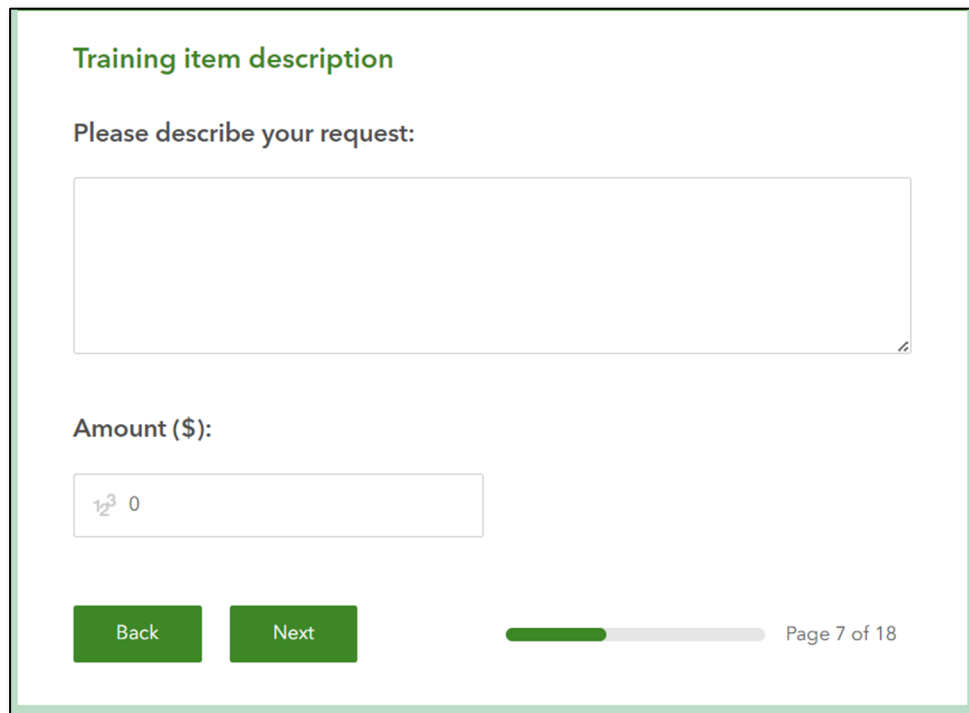
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## Training item description

If you want to apply for training, then please enter that information here. Please be as specific as possible. Include the type of training or name of the training, the number of people to be trained, the duration for the training (e.g. 2 hours, or 3 8-hour days), the location of the training, the goal of the training, and any other additional detail.

Enter the total cost of the training.

Click “Next”



The screenshot shows a web form titled "Training item description" in green text. Below the title is the instruction "Please describe your request:" followed by a large, empty text input box. Underneath this is the label "Amount (\$):" and a smaller input box containing the text "123 0". At the bottom left are two green buttons labeled "Back" and "Next". To the right of these buttons is a progress indicator consisting of a green bar followed by a grey bar, and the text "Page 7 of 18" is displayed to the right of the progress bar.

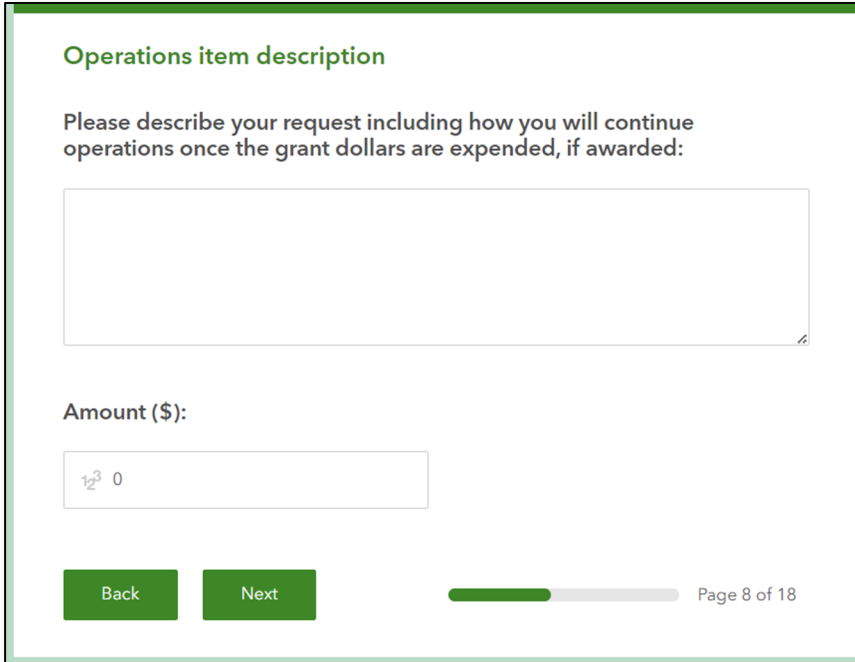
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## Operations item description

If you want to apply for operations funding, then please enter detailed information here. For example, “Building lease of 123 Main Street, Anytown, OR. Rent is \$3,000 per month. We are applying for one-year, or \$36,000.” *Be sure to describe how you*

*will continue operations after the grant dollars are expended if you are awarded.*

When you have entered all your operations item description, then click “Next.”



The screenshot shows a web form with the following elements:

- Title:** Operations item description
- Instruction:** Please describe your request including how you will continue operations once the grant dollars are expended, if awarded:
- Text Area:** A large empty text area for entering the description.
- Amount (\$):** A label above a text input field containing the value "12<sup>3</sup> 0".
- Navigation:** Two green buttons labeled "Back" and "Next".
- Progress:** A green progress bar and the text "Page 8 of 18".

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## **AmeriCorps RARE Member**

If you would like to apply for an AmeriCorps Resource Assistance for Rural Environments (RARE) member, then you must click on the Info and Application button (red arrow **a**)). A new tab will open in your browser, and you must complete the entire RARE application and submit it. You must also complete and submit this application.

AmeriCorps RARE Host Organization Applications for the 2024 – 2025 Service Year are due April 1st by 5:00pm PT.




### Call for Host Organization Applications

Join Communities Across Oregon for a Year with the RARE AmeriCorps Program



**Applications for the 2024-25 Service Year NOW OPEN!**

Scroll down the page to click the “Apply now” button, and follow the instructions to complete the RARE Host application:




### Applications for the 2024-25 Service Year NOW OPEN!

You might be surprised by what one of our amazing RARE AmeriCorps members can accomplish for your community! Whether it is collaborating with planners and residents to help rebuild wildfire-affected communities; conducting critical community outreach and engagement around rural solar or broadband; creating a downtown master plan; coordinating a food trail; or helping ignite the local entrepreneurial ecosystem - our members help create catalytic change in the communities we serve.

*If this sounds like the support your community needs, apply for a RARE AmeriCorps member!*

Join us for an upcoming information session to learn more:  
[February 6](#) | [March 7](#)

**Host Organization Applications due April 1st by 5:00pm PT**

**Apply Now!** 

## What is RARE?

The AmeriCorps RARE application is reviewed independently by the AmeriCorps RARE program, and the Oregon Department of Human Services, Office of Resilience and Emergency Management has no control or influence over that decision.

Select “Yes” by the red arrow **b)** and then \$26,000 will automatically appear in the Amount field, **c)**.

**AmeriCorps RARE member** a)

You will need to complete an application with AmeriCorps RARE ( [Info and Application](#) )

If you are selected to be a host site by the RARE AmeriCorps Program, this grant will cover the entire \$26,000 match. Additional information regarding selection criteria can be found in the following Host Site Opportunity Description. PLEASE NOTE: Host site selection is competitive and at the full discretion of the RARE AmeriCorps Program. OREM does not have any influence in the host site selection process.

Are you applying for an AmeriCorps RARE member?

Yes b)

No

Amount (\$):

c)

When you have selected “Yes” or “No” you may click, “Next.”

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## Staffing item description

If you would like to apply for funds to pay for staffing, then please enter as much detail as possible here. Please include the description of the staff(s) position, the number of staff, the duration of the staffing, the cost per unit (e.g. \$36,000 per year, or \$30 per hour), the location of the staff's employment, and the purpose of the staff. *Be sure to describe how you will continue staffing (if necessary) after the grant dollars are expended if you are awarded.* Please include any additional detail available including salary and any benefit costs.

### Staffing item description

Please describe your request including how you will continue staffing and how long will the staffing with the grant requested.

Amount (\$):

Back

Next

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When all the Staffing item description information is entered, then, click “Next.”

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### **Community outreach**

If you wish to apply for funds for community outreach, then please enter that information here. Please include as much detail as possible, including the purpose of the outreach, the location or area of the outreach, the medium of outreach (e.g. in-person, social medial, mailings, hosting a meeting, going door-to-door, etc.), the target audience of the outreach, and any additional details available. *Be sure to describe how you will continue outreach (if applicable) after the grant dollars are expended if you are awarded.*

## Community outreach item description

Please describe your request including how you will continue outreach once the grant dollars are expended, if awarded:

Amount (\$):

Back

Next

Page 11 of 18

When you have entered all the Community outreach information, click, “Next.”

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## Building item description

If you want to apply for a building item, then please enter all available information here. Please include the description of the building item. For example, “fixing the roof,” or “wheelchair ramps,” or “heating/ventilation/air conditioner upgrade.”

Please provide as much detail as possible, including contractor quotes, cost of time and materials, and the purpose of the building item. In the Amount field please enter the total cost to achieve the Building item.



## Building item description

Please describe your request:

repair/maintenance/upgrade/accessibility (maximum of \$25,000)

Amount (\$):

Back

Next

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When you have entered all the Building item information, please click “Next.”

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## Exercise expenses item description

If you want to apply for exercise expenses, then please enter all available information here. Please include the type of exercise (e.g. tabletop, full scale, etc.), the purpose of the exercise, the people participating in the exercise, the location of the exercise, the duration of the exercise, and any other additional information.

## Exercise expenses item description

Please describe your request:

(e.g. contractor to develop and or facilitate tabletop exercises, full scale exercises, etc.)

Amount (\$):

Back

Next

Page 13 of 18


When you have entered all the Exercise information, then click “Next.”





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### Other item description


If you wish to apply for an item or service not listed in this application, then please enter all available details in this section. If you wish to apply for more than one of the exact same item , then click the “+” button next to red arrow **a)**. Enter the name of the Other item in the field next to red arrow **b)**. Please include all available detail in the field next to red arrow **c)**.

**Other item description**


**Other item (1)** 

Name of other requested item



Please describe your request:



When all Other item information is entered, click “Next.”

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### **Grant application assistance**

If you would like to apply for grant writing assistance with applying for other grants not offered by the Oregon Department of Human Services, then click “Yes.”

## Grant application assistance

Are you interested in working with a contractor to apply for additional grants not offered by ODHS?

This would be at no cost to you or your organization if awarded.

Yes

No

Back

Next

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After you click “Yes” or “No” click “Next.”

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### Step 10: Essay Questions

You must complete all six essay questions to be considered for a grant award. Any application without an answer to each question will not be considered for an award. Please read the essay question carefully and respond with as much detail as possible. Each essay question is limited to 3,000 characters including spaces.

### Essay questions


Please provide your plan for implementing specific strategies to build resilience in a community, illustrating how this resource will serve the community every day.





How will this resource support the community during a disaster?

A description of the project's ability to serve vulnerable populations and communities traditionally underrepresented in the public process, including communities of color, communities experiencing lower incomes, tribal communities, rural communities, coastal communities, communities with limited infrastructure, seniors, youth and persons with

You may attach any Letters of Support by clicking here the field with red arrow **a)**. If you want to attach more than one Letter of support, then click “+” next to red arrow **b)**.

If applicable attach letters of support.


Support letter(s) (1) 

Name of supporting organization

Letter of support file:

Drop file here or select file (doc, docx, pdf, xls, xlsx, pptx, ppt, txt)



If you are awarded a grant, describe how you plan to communicate the

When you have completed the essay answers to the best of your ability, then click “Next.”

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### **Requested items prioritization**

If you applied for more than one item, then please select your top three items in the priority of your desire here. Please enter enough information to describe which item for each priority.

### Requested items prioritization

If applying for more than one item, equipment or service, then please list them in priority below:

First priority item:

Second priority item:

Third priority item:

When you have entered your items by priority, then click “Next.”

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### **CONGRATULATIONS!**

You have completed this grant application! You may click “Back” at any time to review your entries or make changes. When you have completed the application to your satisfaction, click “Submit”!

Back

Submit

