STATE HOMELAND SECURITY GRANT PROGRAM

FY24

Grant Program Guidance

Mailing address:
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Salem, OR 97309-5062

Applications Due:
10pm; Monday July 1, 2024

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INTRODUCTION
State Homeland Security Grant Program
The State Homeland Security Grant Program (SHSP) supports the implementation of state homeland security strategies to address planning, organization, equipment, training, and exercise (POETE) needs to prevent, prepare for, protect against, and respond to **acts of terrorism**. Use of SHSP funds must be consistent with and supportive of the State Homeland Security Strategy, the State Preparedness Report (SPR), State Threat and Hazard Identification and Risk Assessment (THIRA), and federal priority areas designated in the FY24 Notice of Funding Opportunity.

Eligibility
Eligible applicants for direct awards 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."

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

Law Enforcement Terrorism Prevention-Oriented Activities
At least 35 percent of SHSP funds must be in support of law enforcement terrorism prevention activities (LETPA) linked to one or more core capabilities within the National Preparedness Goal.

Citizen Corps Program
Although the Citizen Corps Program is no longer a separate grant program, it may be supported through SHSP. The Citizen Corps Program mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery. CERT teams qualify under this program.

AVAILABLE FUNDING
Funding Distribution
The state administrative agency (SAA) must obligate at least 80 percent of funds awarded to local units of government and may retain up to 20 percent of funds awarded. Funds will be distributed through a hybrid allocation model: a formula-based allocation (formula allocation) and a competitive application process (competitive awards).

Competitive Grants and the Review Committee

The grant review committee will be selected through an application process. The committee will include not more than 18 individuals selected to represent the various geographic areas, disciplines and demographics of the applicant jurisdictions. The group will conduct a comprehensive, fair, and impartial evaluation of competitive grant applications and create a ranked list of projects.

The grant review committee's recommendations will be submitted to the director of the Department of Emergency Management for approval. The final ranked approved list will be used once final funding levels are known. A project with a funding recommendation on the project ranked list, is NOT a guarantee of funding approval.

No project is officially funded until a contract has been issued to successful applicants. Contracts will be sent within 45 days following OEM receiving our award from FEMA, which typically occurs in the last quarter of the federal fiscal year. DO NOT obligate any funds until a grant contract has been received and fully executed with signatures from OEM and your organization. You may proceed with no cost actions, such as seeking bids and quotes for goods and services, before receiving an executed agreement.

Funding decisions will be based on:

1. Overall responsiveness to the required project application worksheets and forms.

2. How well the applicant describes the project with a clearly identified gap and solution that aligns with the State Preparedness Report (SPR), State Threat and Hazard Identification and Risk Assessment (THIRA), and the state investment justifications, including federal priority areas designated in the FY24 Notice of Funding.

3. The impact the project has on the applicant's community, especially underserved and underrepresented communities.

4. Whether proposed projects can be implemented within the two-year grant period of performance.

5. Whether projects will be sustained after grant funding expires.

State Administrative Agency (SAA) funds

DHS/FEMA requires OEM to pass through 80 percent 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.

The FY24 NOFO allows OEM, serving as the HSGP State Administrative Agency, to retain more than 20 percent of SHSP funding if expenditures made by the state are on behalf of the local unit of government. This may 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. Four projects have been managed by the state for local benefit in previous grant cycles:

1. Statewide Ops Center systems maintenance
2. Statewide continuity of operations software maintenance
3. Statewide publications
4. Oregon Prepared annual workshop.

OEM will be seeking support from locals to support the Titan Fusion Center, The Oregon State Police – Bomb Team, and the Secretary of State's Elections Division in order to meet the requirements established in the FY24 NOFO.

Duration of Funding

Successful applicants are awarded grants with a period of performance of 24 months. Projects must be completed, and grants closed before the period of performance ends once all milestones are complete. For FY24, the period of performance will begin October 1, 2024, and end September 30, 2026. 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 contracts period of performance.*

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. Quarterly reports describing activities that resulted in eligible expenses must be submitted with requests for reimbursement. Requests for reimbursements (RFR), must be submitted by the 15th of the month following an expense, Final or closeout RFRs and quarterly reports may not be processed if received after June 30, 2027.

==NEW GUIDANCE for FY24:== 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 coversheet for that period. You do, however, need to submit a quarterly report and provide fiscal information there.

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

STATE FUNDING PRIORITIES

Projects must implement at least one of the Seven Investment Justifications (IJ). FY24 IJs are based upon the State Homeland Security Strategy, the State Preparedness Report (SPR), State Threat and Hazard Identification and Risk Assessment (THIRA), and federal priority areas designated in the FY24 HSGP Notice of Funding. Investment justifications for federal priority areas are based on requirements in the HSGP FY24 Notice of Funding Opportunity. Copies of the Investment Justifications guidance documents and supporting documents are available at
http://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx

FY24 Investment Justifications

- Domestic Violent Extremism Prevention*
- Community Resilience*
- Intelligence Sharing with Federal, State, and Local Partners *
- Soft Target Hardening*
- Elections Security*
- EOC / NIMS / NQS
- Emergency Communications

*Denotes an IJ that aligns with a Federal Priority Area

Formula allocation and competitive award applicants are encouraged to build and sustain capabilities to achieve National Preparedness Goals 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 the FY24 NOFO and the OEM Investment Justification guidance document for more information about the investment justifications.

APPLICANT REQUIREMENTS
National Incident Management System (NIMS)
To be eligible to receive FY24 Homeland Security Grant Program (HSGP) funding, applicants must have met all FY24 compliance requirements. The state reserves the right to determine NIMS compliance requirements for Oregon's participating jurisdictions.

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, 2024 and the date you submit your application. You only need to complete the NIMS assessment once for FEMA grants each year. If you have completed the assessment for EMPG this year already, you do not need to complete it again.

You can access the assessment tool here: OEM NIMS Assessment

For additional information about NIMS requirements, please contact:

Sarah Puls
Preparedness Planner
Oregon Department of Emergency Management
Mobile: 971-345-7255
sarah.puls@oem.oregon.gov

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 20% will receive priority. Matching funds must not be from other federal or state funding sources, including ARPA.

Supplanting
Federal funds may not supplant, replace, or offset state or local funds but will be used to supplement the amount of funds that, in the absence of federal funds, would be made available for purposes consistent with the HSGP.

Applications
Applications will be submitted by County and Tribal Emergency Managers electronically through Basecamp and a Web-based sub-applicant cover sheet.

==New Guidance for FY24:== OEM expects County and Tribal Emergency Managers to coordinate with all stakeholders within their geographic area to identify threats, vulnerabilities, and their capabilities to address them. Counties and tribes are not entitled to those 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 those projects that will be submitted to OEM, but should do so as equitably, and transparently as possible. See OEM's updated guidance "FY24 Local Project Selection Guidance."

PROGRAM INFORMATION
Planning Projects
State Homeland Security Program funds may be used for a range of emergency preparedness and management planning activities that support performance objectives one (threat and hazard identification and risk assessment) and two (planning) emphasizing updating and maintaining a current emergency operations plan (EOP) that follows guidelines outlined in the Comprehensive Preparedness Guide (CPG) 101 v.2.

Planning efforts also can include the prioritizing of needs, building capabilities, updating preparedness strategies, allocating resources, assessing deficiencies, developing Citizen Corps initiatives, developing community resilience plans, and delivering preparedness programs across disciplines (e.g., tribal governments, law enforcement, fire, emergency medical services, health care systems, public health, behavioral health, public works, rural water associations, agriculture, information technology, and the general public, including people with disabilities) and levels of government.

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

stakeholders in the community who are able to contribute critical perspectives and may have a role in executing plans. Planning should be flexible enough to address incidents of varying types and magnitudes.

Planning activities should focus on four homeland security mission areas of prevent, prepare for, protect against, and respond to acts of terrorism and other catastrophic disasters.

Agencies receiving SHSP funds to create a plan (e.g., EOP, annex, standard operating procedure) must validate the plan through no less than a tabletop exercise. The exercise must be conducted within the performance period of the grant, be facilitated and documented using the HSEEP process. 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. These funds would be directly awarded to the agency.

For additional information about planning objective one – THIRA, please contact:

Sarah Puls
Preparedness Planner
Oregon Department of Emergency Management
971-345-7255
Sarah.PULS@oem.oregon.gov

For additional information about objective two – planning, please contact:

Curtis Peetz
Response Planner
Oregon Department of Emergency Management
971-600-5896
Curtis.PEETZ@oem.oregon.gov

Training and Exercise Projects

Grantees must develop long-term training and exercise priorities that examine, validate, and/or address the capability gaps identified through the State Preparedness Report (SPR), and the State Threat and Hazard Identification and Risk Assessment (THIRA) by developing a multi-year integrated preparedness plan (IPP).

Training Projects
> Allowable training-related costs under SHSP include the development of, support for, conduct of, and attendance at training approved by FEMA and/or in conjunction with emergency preparedness training by other federal agencies or aligned with the current State Homeland Security Strategy.
>
> Training conducted using SHSP funds must address performance shortfalls identified through an after-action report/improvement plan (AAR/IP) or other

assessments (e.g., National Emergency Communications Plan goal assessments) and contribute to building a capability that will be evaluated through a formal exercise. Conducting a Readiness: Training Identification Preparedness Planning process is recommended.

Grantees are encouraged to use existing training rather than developing new courses. If a jurisdiction wishes to develop a unique course that is not available through any provider, the proposed training must have a terrorism or catastrophic event nexus. Additionally, the training development must follow the "*Developing Training Utilizing SHSP Funds*" policy found on the OEM Website at: http://www.oregon.gov/oem/emresources/Pages/Training.aspx, and be coordinated through the state training officer to ensure all state and federal requirements are met.

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

Allowable training-related costs include, but are not limited to, the following:
- Developing, delivering, and evaluating training (includes costs related to administering training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment).
- Training that promotes individual, family, or community safety and preparedness.
- Developing, conducting, hosting, or participating in training related to terrorism or catastrophic event preparedness, prevention, response, and recovery.
- Overtime and backfill.
- Travel costs (e.g., airfare, mileage, per diem, hotel).
- Hiring of full- or part-time staff or contractors/consultants.
- Training for the public or civilian volunteer programs.

Unauthorized Training 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.

Training requests that identify overtime and backfill only typically have not been supported by the grant review committee. While overtime and backfill are eligible expenses, a training request for overtime and backfill would require a strong description of the newly identified need and a realistic sustainment plan for the future to receive grant funding.

Overtime and/or backfill for first responders or other agency staff to teach Citizen Corps or community training is not an allowable expense.

All training requests funded with State Homeland Security Program grant funds must be coordinated directly through the state training officer. Applicants MUST verify with the state training officer that all training is allowable before the submission of the State Homeland Security Program grant application.

For information about training requirements, please contact:

Elijah Davis
Training Officer
Oregon Department of Emergency Management
971-719-6537
Elijah.davis@oem.oregon.gov

Exercise

All grantees will develop and maintain a progressive exercise program consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).

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 taking into account 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.

Allowable exercise-related costs include:
- Developing, delivering, and evaluating exercise (includes costs related to administering exercises, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment).
- exercises that promote individual, family, or community safety and preparedness.
- Developing, conducting, hosting, or participating in exercise related to terrorism or catastrophic event preparedness, prevention, response, and recovery.
- Overtime and backfill.
- Travel costs (e.g., airfare, mileage, per diem, hotel).
- Hiring of full- or part-time staff or contractors/consultants.
- Exercises involving the public or civilian volunteer programs.

Exercise requests that identify overtime and backfill only, typically have not been supported by the grant review committee. While overtime and backfill are eligible expenses, a request for overtime and backfill would require a strong description of

the newly identified need and a realistic sustainment plan for the future to receive grant funding.
•

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.

Additional Exercise Information
• **The scenarios used in SHSP-funded exercises must be based on gaps identified in the** State Preparedness Report (SPR), State Threat and Hazard Identification and Risk Assessment (THIRA)**.** The scenarios used in HSGP-funded exercises must focus on testing capabilities; be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions, disciplines, and non-governmental organizations; and account for needs and requirements of individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the integrated preparedness plan.
• Special event planning: Special event planning should be considered as a training or exercise activity for the integrated preparedness plan.
• Exercise evaluation and improvement: Exercises should evaluate performance of capabilities against the level of capabilities required.
• <u>Exercise requests that identify overtime and backfill only typically have not been supported by the grant review committee</u>. While overtime and backfill are eligible expenses, an exercise request for overtime and backfill would require a strong description of the newly identified need and a realistic sustainment plan for the future to receive grant funding.

For additional information about exercise requirements, please contact:

Zachary Glenn
Exercise Specialist
Oregon Department of Emergency Management
971-719-0841
Zachary.GLENN@oem.oregon.gov

Reporting for Training and Exercise
• All grantees and sub-grantees are required to develop a multi-year integrated preparedness plan that identifies a combination of exercises, along with associated training requirements, to address the priorities identified in the Integrated Preparedness Planning Workshop. The integrated preparedness plan shall be submitted to the state training officer no later than **June 1, 2022**.
• Grantees must submit individual AAR/IPs 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. In accordance with HSEEP guidance, implementing corrective actions iteratively is an important component of the progressive exercise cycle.

If you are receiving EMPG funds, you may submit this report to the EMPG grant program coordinator. If you are only using SHSP funds, please send the report to the SHSP program coordinator. You only need to submit one.

<u>EMPG program Contact</u>
Carole Sebens
Oregon Department of Emergency Management
503-798-1938
Carole.L.sebens@oem.oregon.gov

<u>SHSP Program Contact</u>
Kevin Jeffries
Oregon Department of Emergency Management
971-719-0740
Kevin.jeffries@oem.oregon.gov

Equipment
Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. <u>Equipment requests must include a plan for sustainment.</u> Local units of government may acquire advanced levels of responder equipment from 21 authorized equipment categories. The authorized equipment list and additional information about allowable equipment is provided at https://www.fema.gov/authorized-equipment-list.

SHSP Equipment Categories
1. Personal protective equipment (PPE)*
2. Explosive device mitigation and remediation equipment
3. CBRNE operational and search and rescue equipment*
4. Information technology*
5. Cybersecurity enhancement equipment
6. Interoperable communications equipment*
7. Detection equipment
8. Decontamination equipment
9. Medical supplies and limited pharmaceuticals* / **
10. Power equipment*
11. CBRNE reference materials
12. CBRNE incident response vehicles
13. Terrorism incident prevention equipment
14. Physical security enhancement equipment
15. Inspection and screening systems
16. Agricultural terrorism prevention, response, and mitigation equipment**
17. CBRNE response watercraft
18. CBRNE aviation equipment

19. CBRNE logistical support equipment[*]
20. Intervention equipment
21. Other authorized equipment[*] / ^{***}

*Citizen Corps allowable

**Not allowable for law enforcement

***Items not identified on the authorized equipment list (AEL) must receive prior approval before applications are submitted.

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 squads
- Equipment and software intended for general use or equipment already required by virtue of the occupation (e.g., bulletproof vests for law enforcement, turnout gear for fire)
- Equipment not supported or well documented in the project worksheet
- 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
- NEW for FY24: Stockpile type supplies, until FEMA has approved the State, Tribal, or UASI stockpile inventory management plan.

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. If you think your project does not align with SAFECOM or the SCIP, you must seek approval from OEM before submitting your application. More information about these requirements is provided at https://www.cisa.gov/publication/emergency-communications-grant-guidance-documents.

Applicants are encouraged to coordinate with OEM's communications officer, Oregon's statewide interoperability coordinator (SWIC) and/or the State Interoperability Executive Council (SIEC) Technical Committee when developing an emergency communications project. 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.

Restrictions on Covered Telecommunications Equipment or Services
See the most recent Notice of Funding Opportunity (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 highly encouraged to participate in grant workshops or contact OEM for technical support before submitting applications.

For additional information about emergency communications requirements, please contact:

Doug Jimenez
Communications Officer
Oregon Department of Emergency Management
Mobile: 971-719-0970
Doug.JIMENEZ@oem.oregon.gov

Other Controlled Equipment

Small Unmanned Aircraft Systems (sUAS)
Small, unmanned aircraft systems are controlled equipment that require additional federal approval. If OEM agrees to fund an sUAS project, a funding hold will be placed on grant agreements until approval from FEMA is obtained. Please note that FEMA's approval process can take several months to complete. This review time is part of the period of performance. The period of performance begins when grant funds are awarded, not after the FEMA project review is completed.

Jurisdictions applying to purchase sUAS must include the following information with applications. The checklist and supporting information must be uploaded into Basecamp as part of your sUAS project application.

Please use the following check list to assist in gathering essential documents for your SHSP application.	
	State why the sUAS is needed; INCLUDE TERRORISM NEXUS
	State the grant program and funding year the sUAS will be funded from, and linkage to investment/project;
	Provide a complete description/specification(s) of the sUAS to include, but not limited to, make, model, operating weight, and manufacturer's country of origin;
	Provide a detailed price breakout and specify whether this a projected or firm quote
	Justify the need for the sUAS and how the requested platform best meets that need as compared to other options;
	Explain the types of terrorism prevention and incident response equipment/accessories with which the requested sUAS will be outfitted;
	Describe how this UAS will be used operationally, and which response assets will be deployed using the requested aircraft;
	Describe how this UAS will be utilized on a regular, non-emergency basis; and
	Certify the requester has reviewed and understand the DHS Cybersecurity and Infrastructure Security Agency (CSIA), Unmanned Aircraft Systems (UAS) Fact Sheets at https://www.cisa.gov/publication/uas-fact-sheetsand DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert (updated and located on the Homeland Security Information Network (HSIN)).

Policy/Standard Operating Procedure - The following information must be covered in the Non-Federal Entities standard operating procedure (SOP)/policy:
Authorized uses of sUAS
Policies on sUAS use requests

	Other agency requests
	Other jurisdiction request (mutual aid)
	EMAC or similar requests
Accountability	
	Audits and assessments to ensure compliance with SOPs
	Meaningful oversight/protection of individuals have access to collected information
	Review of program and policies no less than every three years
	Data-sharing agreements or policies, data use policies, and record management policies conform to applicable laws, regulations, and policies.
Policies on Information Collection by sUAS	
	Type of information collected
	Shall only collect information using a sUAS, or use sUAS- collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose **(EXACT OR SIMILAR LANGUAGE REQUIRED).**
	Efforts to avoid unauthorize information collection
	Storage of collected information
	Retention of information collected
	Retention of Information collected using a sUAS that may contain personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission of the retaining agency, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation **(EXACT OR SIMILAR LANGUAGE REQUIRED).**
	Dissemination of information collected
	Comply with the Privacy Act of 1974 (5 U.S.C. 552a) in applicable circumstances **(EXACT OR SIMILAR LANGUAGE REQUIRED)**
	Prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law **(EXACT OR SIMILAR LANGUAGE REQUIRED).**
Policies regarding Transparency of Operations and Use	
	Public Notice of policies and procedures
	Notice regarding sUAS Area of Responsibility/Response Area
	Public Notice of Operations
	Upcoming scheduled operations
	Year-end summary of operations
	Categories of missions flown, and the number of times the agency provides assistance to other agencies, or to State, local, tribal, or territorial governments
	Public notice of Complaints process/Civil Liberties Complaints Process
	Public form or access to complaint form
Policies protecting Civil Rights, Civil Liberties, and Privacy	
	Prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based

	upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law **(EXACT OR SIMILAR LANGUAGE REQUIRED)**
	Accordingly, agencies shall, prior to deployment of new sUAS technology and at least every three years, examine their existing sUAS policies and procedures relating to the collection, use, retention, and dissemination of information obtained by sUAS, to ensure that privacy, civil rights, and civil liberties are protected **(EXACT OR SIMILAR LANGUAGE REQUIRED).**
	Comply with the Privacy Act of 1974 (5 U.S.C. 552a) in applicable circumstances **(EXACT OR SIMILAR LANGUAGE REQUIRED)**

Equipment for Citizen Preparedness

Any equipment purchased with SHSP funding in support of CERT must be used for 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 includes items such as burn pans or volunteer response kits.

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.

Community Preparedness and CERT

All grant recipients supporting CERT volunteer programs must register on the CERT website (https://community.fema.gov/Register/). Recipients are required to manage programs and contact information on the CERT website. Interested parties must coordinate with the state CERT point of contact at OEM to ensure CERT programs are registered. Applicants seeking funds for CERT programs will need to provide evidence that CERT programs are registered.

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 (she/her) | Community Preparedness Coordinator
Preparedness Section

Oregon Department of Emergency Management
Office 503- 934-3287
Cell 503-983-5633
kayla.thompson@oem.oregon.gov

Personnel Costs
Program funds may be used to support the hiring of full- or part-time personnel to conduct program activities that are allowable under the FY24 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 50 percent of SHSP funding without time limitation placed on the period of time 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 50 percent 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 deliverable of plan documents, training courses, and/or exercise development and support are not considered personnel.

Management and Administration (M&A) and Indirect Costs
Sub recipients 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 FY24 HSGP Notice of Funding Opportunity for more information on the limitations of activities that qualify for M&A costs.

NEW GUIDANCE FOR 2024: Applicants for SHSP funds **may not** seek indirect funding costs.

REPORTING AND REIMBURSEMENTS

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 FY24 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.

Fiscal Report – RFR (Requests for Reimbursement)

Reimbursements will be made only for actual expenses paid by the awardee and when proper order. Awardees must use the appropriate RFR coversheet provided by OEM to request reimbursement.

<mark>NEW Guidance for FY24:</mark> 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 coversheet for that period. You do, however, need to submit a quarterly report and provide 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.

Actual 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 to shspadmin@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.

SUSPENSION OR TERMINATION OF FUNDING

The 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.

Before taking action, the OEM will provide the subrecipient with reasonable notice of intent to impose restrictions and will make efforts to resolve concerns.

AWARD ADMINISTRATION INFORMATION

For required assurances, please review the current year's U.S. Department of Homeland Security Grant Program Notice of Funding Opportunity (NOFO) with the understanding that any new assurances included in the NOFO will be included in grant agreements.

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 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 so as 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 in excess of $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:
https://www.fema.gov/fact-sheet/purchasing-under-fema-award-using-gsa-schedule

Any questions regarding this document and its guidance should be directed to:

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