



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

STATE HOMELAND SECURITY GRANT PROGRAM

FY24

Application Instructions

Basecamp / MS Forms

Mailing address:
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Applications Due:
10pm; Monday July 1, 2024



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For FY24 SHSP, each county and tribe will submit applications through Basecamp. Counties and tribes will have an application folder assigned to them. If your county or tribe has not been invited to join your Basecamp application folder, please reach out to Kevin Jeffries at kevin.jeffries@oem.oregon.gov

Applications must be submitted to their application folder in Basecamp by Monday July 1, 2024, by 10pm Pacific Time.

In the SHSP application folder, you will find three sub-folders. One contains the forms you will need to complete your application. The other two folders are labeled “Competitive” and “Allocation.” Please upload your allocation funded application packet(s) into the Allocation folder and your competitive funded application packet(s) into the Competitive folder.

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”

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

Applicants are responsible for the timely delivery of grant applications to OEM. Late applications or post-dated modifications to meet minimum qualifications will not be accepted. If you need assistance with applications, request assistance from Kevin Jeffries before the deadline.

Kevin Jeffries
Grants Coordinator
Oregon Department of Emergency Management
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APPLICATION EVALUATION

OEM will review applications to determine whether proposals meet minimum qualifications described in the FY24 State Program Guidance and FY24 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO). Qualified Allocation projects will be presented to the OEM director for final approval. Qualified Competitive projects will be presented to the SHSP Grant Review Committee for review and recommendations. Those recommendations will be presented to the OEM director for final approval.

FUNDING DISTRIBUTION

Formula-based Allocations

Each county and tribe may submit as many projects as desired in order to utilize all formula-based funds. Refer to the posted FY24 Allocation Funding Methodology document to determine your jurisdiction's funding level. Allocation project applications can originate and serve any eligible recipients within the county or tribe's geographic area. They may also submit applications on behalf of a broader regional project.

Competitive Funds

NEW Guidance for FY24: For FY24, each county or tribe can submit **up to six** Competitive projects, regardless of the size of their county or tribe. Applications that are submitted on behalf of a regional project are not counted against the county or tribe's six projects. However, each county or tribe may submit only one regional project.

To the greatest extent possible, applicants should pursue regional projects. During the FY24 grant cycle, regional projects will receive priority in the competitive review process.

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

For example,

- A cache of anti-vehicle barriers can be supported by 3 counties and shared amongst them for special events.
- A Tribe can host a regional exercise involving neighboring counties, cities and or tribes.
- A radio tower upgrade would benefit all jurisdictions within 80 miles of the tower.
- A Bomb Team can serve communities throughout their region*.

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

PROJECT SCOPE

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

APPLICATION CONTENTS

All applications must be completed and submitted through your SHSP application folder in Basecamp. This process must be completed for formula-based allocation *and again for competitive applications*.

A completed county or tribal application packet will include:

- Combined coversheet (*Word document*)
- For each project, in the following order:
 - Sub-applicant coversheet for each project requesting funding, (*MS Forms*)
 - Project application (*Word*)
 - Include the date of your last NIMS assessment
 - Detailed line-item budget for each project requesting funding (*Excel*)
 - EHP screening memo(s) (pdf)
 - Signed support letters for regional projects (pdf)
 - Appendices or other supporting documents
 - For sUAV/ sUAS systems all required documentation must be provided at the time of application or they will be disqualified. See FY24 SHSP program guidance, page 15 for more information.

APPLICATION INSTRUCTIONS

Step 1: Combined Coversheet

Combined coversheet: A combined coversheet must be completed by the submitting county or tribe and included with the original application. Please list the regional project after local projects and place [*] next to the applying agency's name. *Funding requests, and project names must be consistent throughout the application packets or risk disqualification.*

- a. County or tribal contact name, phone number and email (*should be the agency and individual submitting the application packet into Basecamp*)
- b. Total funds requested within the entire application packet

- c. Name of local agency requesting funds (per project)
- d. Funding requested for each project
- e. Name of projects

The combined coversheet does not need to be signed. Please submit it to OEM as a Word document, not a PDF.

Step 2: Sub-applicant Coversheet

The sub-applicant coversheet has been updated to a Microsoft Forms tool for FY24. <https://forms.office.com/g/vceTfBnnSC>

Please follow these instructions carefully. Failure to complete this step could result in your application being disqualified.

For each project listed on the combined coversheet, a sub-application coversheet must be completed. A link to that questionnaire is embedded in the combined coversheet. You also can access the questionnaire here: <https://forms.office.com/g/vceTfBnnSC>

The sub-applicant coversheet questionnaire provides information directly related to subgrant agreements and must be completed in full. Coversheets must be completed for each agency that will directly receive funds. Information included in the coversheet questionnaire includes:

- Type of funding [competitive or allocation]
- Name of the county or tribe applying
- Name of the agency seeking funds
- Project title
- Project combined coversheet assigned number
- Amount of funds requested
- Program and fiscal contact and information, including mailing address, should be the individual who will be able to answer questions regarding the project throughout the life of the grant
- Investment justification for the project
- Agency federal tax identification number
- EU-ID number (replaced DUNS number)*
- Sub-applicant agencies must have a property/equipment tracking and monitoring system that is 2 CFR 200 compliant

***Additional information on the new SAMS UE-ID number:**

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

NEW STEP: How to Save and Submit the Sub-applicant Coversheet

When you have completed the questionnaire, your information will be automatically stored in a database. You also must print a copy BEFORE you click submit on the Forms questionnaire.

To save your work, right-click on the questionnaire and select Print to Save as a PDF. You will need to save a copy for your records as well as upload it with your application(s) on Basecamp.

Step 3: Project Application

A project application must be completed for each proposed project. Each project may include multiple partner agencies but must be one cohesive project, not multiple projects with a similar focus. All proposed projects must be completed no later than **September 30, 2024**,

All projects must meet the following criteria:

- Address core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism
- Address specific investment justifications, which include the State Investment Justifications and the five Federal Priority Areas.
- Align with goals and objectives in the State Homeland Security Strategy. Information on the State Homeland Security Strategy can be found here: https://www.oregon.gov/oem/Documents/SHSP_State_Homeland_Security_Strategy.pdf

I. General Project Information

First, select the type of grant funds seeking: Competitive or Allocation

County or tribe: Identify the county or tribe applying.

Applicant agency: Identify the agency or agencies that will receive direct awards.

Project Application number: This should align with the combined coversheet.

Project title: Assign each project a unique title that concisely describes the project. Please make sure this title is consistent throughout all your documents.

Federal funds requested: Provide the total funds requested through the grant.

Amount of project funding dedicated to LETPA: Provide the amount of project funding dedicated to law enforcement terrorism prevention activities. This should be a dollar amount, not a percentage.

Project budget defined by POETE: Provide a detailed budget based on the provided categories. POETE = Planning, Organization, Equipment, Training, Exercises

Investment Justification: Designate which of the seven Investment justifications the project supports.

Project core capability: Designate which core capability/capabilities the project supports. This should align with the THRIA/SPR capability cap you will be addressing.

II. Requirements

Describe your Project: What will you do to address a capability to prevent, prepare for, protect against, and/or respond to acts of terrorism?

Describe the terrorism/catastrophic nexus of this project: Clearly describe how the project will enhance capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

Describe how the project addresses Core Capability Gaps: Clearly describe how the project addresses core capability gaps. This should be consistent with the core capability selected in part I of the application.

III. Unique Project Specification Requirements

The appropriate requirements for your chosen investment justification and project type will be visible in the application. You will be required to complete only information based upon your chosen investment justification.

Planning

Will this project result in a new/revised plan? Yes or No. Deliverables such as assessments are not plans.

If yes, what type of exercise will be held to test the plan: e.g., tabletop, drill, functional, etc.

If No, what is the deliverable of this project: (e.g., assessment, engineering study, training on existing plan, exercise of existing plan, etc.)

Emergency Communications

Does the jurisdiction have a current communications plan? If the answer is No, this is not an eligible project.

Provide the page and paragraph of the communications plan to which this project ties. Include the language pertaining to this project in the appendices to your application

Is the project P25 compliant: If applicable, all projects must be P25 compliant.

If P25 is not applicable to the project, describe why: Please make this description clear.

Does the project align with the Oregon Statewide Communication Interoperability Plan (SCIP)? Projects must align with the SCIP.

Provide the page and paragraph of the SCIP that supports this project: Reference page and paragraph of the plan the project ties to.

<https://www.oregon.gov/siec/Pages/Interoperability-Communications-Plan.aspx>

Does the project tie to SAFECOM? Projects must align with SAFECOM.

SAFECOM guidance can be found here: <https://www.cisa.gov/publication/emergency-communications-grant-guidance-documents>

Describe how the project aligns with SAFECOM: This is a narrative explanation.

Does the jurisdiction have a radio repair and replacement plan? This is a requirement to purchase communications equipment.

If yes, describe the radio repair and replacement plan: Summarize the jurisdiction's plan.

Have you coordinated with the OEM Communications officer, the state SWIC, or the State SIEC in the development of this project? 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. Competitive projects that coordinate with the state's subject matter experts may receive priority during the review process.

Please contact OEM's Communications Officer for more information on Communications Projects.

Doug Jimenez

Communications Officer
Oregon Department of Emergency Management
971-719-0970

doug.jimenez@oem.oregon.gov

Emergency Operations Centers

Is this project for the jurisdictions primary EOC? Allowable projects are for primary or secondary EOCs only.

Is this project for the jurisdictions secondary EOC? Allowable projects are for primary or secondary EOCs only.

Provide the Emergency Operation Plan (EOP) page and paragraph which identifies the project location as the primary or secondary EOC. Include the language in the appendices.

Community Resilience and Engagement-IJ // Mass Care and Mass Casualty

Does the jurisdiction have a mass care or mass casualty plan? This is a requirement to purchase mass care or mass casualty equipment and supplies.

Provide the page and paragraph of the plan which this project is implementing. Include the language in the appendices.

IV. General Project Details

Are there multiple counties/tribes/jurisdictions/agencies involved in this project, if yes list here: Complete this section only if the project involves multiple counties/tribes.

Have you received quotes for the costs of the items, training, or services described above? This is a yes or no question.

V. Project Impact

Describe who in the community will be directly impacted by this project and how.

Describe what impact this project will have on the whole community: Provide details of who is specifically impacted by this project and how it will impact the whole community.

Describe how the project will enhance the core capability for the jurisdiction: Provide details regarding the specific core capability enhancement.

VI. Capability History

Describe the jurisdiction's current functionality in the chosen core capability: Give a detailed description of the current state of the chosen core capability.

Was the current functionality developed using any federal funds? If any federal funds were used, please answer Yes.

VII. Gap Information

Describe how the gap was identified (real event, exercise, assessment): Describe in detail the event that identified the gap.

Describe what the agency/community has done to fill the gap so far: Provide details regarding any work that has already been done.

Describe how the proposed project will fill the gap: Will the project completely solve the issues, or will it get the agency/jurisdiction a percentage of the way there? What else will be needed to fill the gap?

VIII. Sustainment

Describe the jurisdiction's plan to sustain the capabilities built by this project:

Provide specific details about the jurisdiction's future plans.

IX. Milestones

Provide specific, measurable milestones for each quarter the project will be running. Not all projects will need a full two years. Limit responses to measurable milestones which are critical to this project.

X. NIMS

Provide the date of your most recently completed NIMS [assessment](#).

Step 4: Environmental and Historical Preservation (EHP) Form

All EHP forms must be submitted through your SHSP Application Folder in Basecamp.

NEW for FY24

ONLY Equipment, Training, and Exercises project must include an EHP screening memo regardless of project scope. Planning projects do not need to submit an EHP.

- Section A: Project Information
 - Applicant must complete
 - Sub-grantee
 - Sub-grantee point of contact
 - Mailing address
 - Email
 - The dollar value of the grant
- Section B
 - Applicant must complete
 - Check all the blocks that best fit the scope of the project.
 - Complete all identified areas that follow based on selections.
 - **Provide a complete project description:** Just before section C, there is a box in which you are required to provide a complete project description.

If after OEM reviews Sections A and B and determines a full EHP review is required, you will be notified and instructed to submit a completed EHP with supporting details of your project. You will not be authorized to spend funds for reimbursement until FEMA has approved your EHP, even if you have a fully executed agreement.

Part 5: NIMS Assessment and compliance

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](#)

If you have questions on the NIMS form, please contact OEM's Preparedness Planner.



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

Part 6: Budget

Each direct recipient must have its own unique budget for every project. All budgets must be completed on the provided budget sheet. The budget must be submitted through SHSP Application Folder in Basecamp.

The current Authorized Equipment List (AEL) is available at <https://www.fema.gov/authorized-equipment-list> (Note: The AEL has been updated and should be reviewed closely.)

For **Equipment** costs, include:

- State investment justification: Number
- Core capability: Identify the appropriate core capabilities based on dropdown.
- Equipment category: PPE, Interoperable Communications, CBRNE Logistical Support, etc.
- The specific equipment identified by item and AEL reference number, unit cost, and quantity.

- Which agency and discipline will receive the equipment (law enforcement, fire, HazMat, public works, public health, emergency management, etc.)? Identify the quantity allocated for each agency and/or discipline that will receive the equipment.
- Equipment-specific training must be listed on the equipment budget tab as a separate line item using the AEL number of **21GN-00-TRNG**.

For **Training** costs, the budget must:

- Specify the name of the course.
- Specify how many participants will attend the training (by discipline and function).
- Include a line-item breakdown of expenses (facility rental, materials, instructor fees, etc.).

For **organizational, planning and exercise** costs, the budget must include a line-item breakdown including the following expenses: personnel, contractual services, travel, supplies, rent and utilities, etc.

Consistently denied equipment items or approaches include:

- Explosive Device Mitigation equipment for personnel outside of FBI approved bomb squads.
- Overtime/backfill for uniformed responders and agency personnel to teach volunteer and community outreach courses.
- Equipment not supported or well documented in the project worksheet.
- Project items listed in the budget without narrative to support or justification.

See FEMA Policy 207-22-0002 for more information.

Part 7: Support Letters for Regional Projects

Support letters are required for regional projects. Letters should be in Word or PDF form and uploaded into your SHSP Application Folder in Basecamp.

Part 8: Support Material / Appendices

Include all required support materials for the projects. If the project requires submission of promulgated plans, the page and paragraph being referenced in the application must be submitted in the appendices. For example, all communications projects must be supported with communications strategies and plans. See the Investment Justifications document which can be found at

<https://www.oregon.gov/OEM/emresources/Grants/Pages/HSGP.aspx>

Supporting Materials/Appendices should be uploaded into your SHSP Application Folder in Basecamp.

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

Kevin Jeffries

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