

**FY2015 State Homeland Security
Program Guidance**

STATE HOMELAND SECURITY GRANT PROGRAM

OREGON EMERGENCY MANAGEMENT
www.oregon.gov/OMD/OEM



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Application Due Date: 5:00 PM, Friday February 13, 2015

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INTRODUCTION

State Homeland Security Grant Program (SHSP)

SHSP supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Law Enforcement Terrorism Prevention-Oriented Activities (LETPA)

States are required to ensure that at least 25 percent (25%) of the SHSP funds are dedicated towards law enforcement terrorism prevention activities linked to one or more core capabilities within the National Preparedness Goal (NPG).

Citizen Corps Program (CCP)

Although the Citizen Corps Program is no longer a separate grant program it is supportable 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.

Eligibility

Eligible applicants include local and tribal units of government; and only these agencies are eligible to receive a direct award.

The term “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.”

FEDERAL FUNDING PRIORITIES

Oregon Office of Emergency Management will use the ranked list created by the Grant Review Committee and ensure that all projects to receive funding for FY2015 are in line with the Federal Funding Priorities identified in the FY2015 Federal Funding Opportunity Announcement when it is released.

STATE FUNDING PRIORITIES

The only eligible projects are those that implement the State’s five (5) investment areas.

Copies of the State’s Investment Justifications can be found at:

http://www.oregon.gov/OMD/OEM/plans_train/grant_info.shtml

The five investment areas are:

1. Oregon 2015 Cascadia Rising Exercise 2016 Investment
2. Oregon 2015 Planning Investment
3. Oregon 2015 Interoperable Communications Investment
4. Oregon 2015 Special Teams Investment
5. Oregon 2015 Citizen Preparedness Investment

In accordance with grant program guidance intended to streamline efforts in obtaining resources that are critical to building and sustaining capabilities to achieve the National Preparedness Goal and implement State Homeland Security Strategies, priorities for funding include projects that integrate planning, training, and exercises in addition to equipment procurement.

For FY2015, funding priority will be given to projects that have thoughtfully integrated planning, training, and exercise needs in addition to equipment requests.

The primary focus of the FY2015 State Homeland Security Grant is the Cascadia Rising functional exercise, as well as, sustainment and maintenance of current capabilities. Jurisdictions are highly encouraged to ensure their current capabilities are sustained before developing new capabilities.

Federal guidance clearly requires that development of new capabilities must be deployable nationally.

AVAILABLE FUNDING

Funding Distribution

The State Administering Agency (SAA) must obligate at least 80 percent (80%) of the funds awarded under SHSP to local units of government.

The local 80% will be distributed through a competitive application process detailed in the FY2015 State Application Instructions.

The State may retain more than 20 percent (20%) 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 the local unit of government, specifying the amount of funds to be retained and the intended use of funds. There are currently several projects which are managed by the State for local benefit. Funds will be maintained by the State for the following four projects:

1. Statewide OpsCenter systems Maintenance
2. Statewide COOP software maintenance
3. Strategic Technology Reserve (STR) non-emergency check out
4. Annual Oregon Emergency Preparedness Workshop

Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of approximately 12 months which will begin on October 1, 2015. All proposed equipment purchases must be completed within the first 8 months of the project. Final completion of proposed projects must be completed within the 12 month period of performance. Projects MUST BE COMPLETED BY September 30, 2016.

APPLICANT REQUIREMENTS:

HSPD-5: National Incident Management System (NIMS)

To be eligible to receive FY2015 HSGP funding, applicants must have met all FY2014 compliance requirements. The State reserves the right to determine NIMS compliancy requirements of Oregon's participating jurisdictions.

Important Update to NIMS Typing Reporting Requirements: SHSP grantees will report all HSGP-funded equipment or credentialing and training that were purchased to support NIMS-typed resources along with the NIMS-typed resource it supports.

The resources should be reported only after equipment is delivered or after credentialing/training has occurred and the corresponding grant funds have been expended.

The State will submit the reports biannually as an attachment to the performance report in the Federal Non-Disaster (ND) Grants system.

Sub-grantees must identify the specific resources; capability supported, and whether it is a Tier I or Tier II NIMS-typed resource; the cost; and whether the resource sustains current capabilities, or adds new capabilities. The description and listing of Tier I NIMS-typed resources can be found in individual documents under Resource Typing Definitions located at: <http://www.fema.gov/resource-management>.

Each NIMS-typed resource should list equipment and training on separate lines and include the total amount of grant dollars expended for equipment or training that supports the NIMS-typed resources. The equipment purchased column should include all equipment purchased with grant funds to support that NIMS-typed resource. If grant funds have supported both equipment and training for the same NIMS-typed resource, make note of this in the project description so that NIMS-typed resources are not double counted.

All grantees (State) will report the total number of defined NIMS-typed resources and core capabilities built utilizing the resources of this grant.

OEM will provide more details concerning this requirement to any approved sub-grantee in their grant agreement.

For additional information on NIMS requirements, please contact the State NIMS POC:

Zachary Swick
Preparedness Planner
Oregon Emergency Management
Zach.swick@state.or.us
503-378-2911 ext. 22233

Match Requirement

There is no match requirement for the State Homeland Security Program.

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 Homeland Security Grant Program.

Application Due Date

One original, one copy of the original, one digital copy in PDF format, and one complete digital set of the original formatted files for a total of two (2) hard copies and two (2) digital copies of

the application must be received by Oregon Emergency Management no later than 5:00 PM, Friday, February 13, 2015. See the Application Forms and Instructions package for more details.

PROGRAM INFORMATION

State Homeland Security Program (SHSP)

Use of SHSP funds must be consistent with, and supportive of, implementation of the State Homeland Security Strategy. Linkages between specific projects undertaken with SHSP funds, and strategic goals and objectives will be highlighted through regular reporting mechanisms.

- Planning

FY2015 SHSP funds may be used for a range of emergency preparedness and management planning activities and that support Performance Objectives One (Threat and Hazard Identification and Risk Assessment (THIRA)) and Two (Planning), by placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v.2, as well as development and maintenance of a THIRA. Planning efforts can also include the prioritizing of needs, building capabilities, updating preparedness strategies, allocating resources, development of Citizen Corps initiatives, and delivering preparedness programs across disciplines (e.g., Tribal governments, law enforcement, fire, EMS, 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.

Jurisdictions may elect to participate in the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note that the Department of Homeland Security (DHS) requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the “If You See Something, Say Something™” campaign to ensure these materials are consistent with the Department’s messaging and strategy for the campaign and the initiative’s trademark.

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 the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

Planning activities should focus on the four homeland security mission areas of prevention, protection, response, and recovery. HSGP funds should also be leveraged to integrate specialized programs, such as the Regional Catastrophic Preparedness Grant Program and the Voluntary Private Sector Preparedness Accreditation and Certification Program (PS-Prep™), into the overall framework at the State and Urban Area level. Grantees must use the *CPG 101v.2: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans* in order to develop robust and effective plans. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Questions regarding planning projects should be directed to:

Zach Swick
Preparedness Planner
Oregon Office of Emergency Management
Zach.swick@state.or.us
503-378-2911 ext. 22233

Agencies receiving SHSP funds to create a plan (EOP, annex, SOP, etc.) must validate the plan through no less than a table top level exercise. The exercise must be conducted within the performance period of the grant, facilitated and documented through the HSEEP process, and the After Action Report and Improvement Plan submitted to the State Exercise Officer. Agencies must provide information in the project narrative and milestones indicating the scale and schedule of the exercise. If the agency chooses, they may request SHSP funds to support the exercise. These funds would be directly awarded to the agency. Questions regarding planning exercise requirements should be directed to the State Exercise Officer, Doug Jimenez.

Doug Jimenez
State Exercise Officer
Oregon Emergency Management
doug.jimenez@state.or.us
503-378-2911 ext. 22248

Citizen Preparedness and Citizen Corps:

All grant recipients supporting Citizen Corps volunteer programs must register their Council on the Citizen Corps website (<http://www.citizencorps.gov/>). Recipients are required to manage their program and contact information located on the site. Interested parties must coordinate with the State CCP point-of-contact at OEM to ensure their Citizen Corps Council is registered.

Jurisdictions interested in participating in the “If You See Something, Say Something™” campaign see guidance on page 6 above.

Citizen Preparedness funds may be used to support the capitalization on 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.

For additional information on CCP requirements, please contact the State CCP Program Coordinator:

Erik Rau
Emergency Planner
Oregon Office of Emergency Management
erik.rau@state.or.us
503-378-2911 ext. 22252

Training and Exercise

Grantees must develop long-term training and exercise priorities that examine, validate, and/or address the capability gaps identified through their annual THIRA and SPR by developing a multi-year Training and Exercise Plan (TEP).

Reporting

Following the Training and Exercise Planning Workshop (TEPW), all grantees and sub-grantees are required to develop a multi-year training and exercise plan that identifies combination of exercises, along with associated training requirements, that address the priorities identified in the TEPW. The training and exercise plan shall be submitted to the State Exercise Officer no later than 90 days after the TEPW.

- Training

Allowable training-related costs under SHSP include the development, support, conduct, and attendance of training approved by FEMA and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT), or in line with the current State Homeland Security Strategy.

Training conducted using SHSP funds should address performance shortfalls identified through an After Action Report/Improvement Plan (AAR/IP) or other assessments (e.g., National Emergency Communications Plan [NECP] Goal Assessments), and contribute to building a capability that will be evaluated through a formal exercise. Exercises should be used to provide the opportunity for demonstrating and validating skills learned in training, as well as to identify additional training shortfalls. Any training or training shortfalls, including those for vulnerable populations including children, the elderly, pregnant women, and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the jurisdiction's training goals.

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 Web site at:

http://www.oregon.gov/OMD/OEM/plans_train/docs/shsgp/Developing_Training_Utilizing_SHSP_Funds.pdf, and be coordinated through the State Training Officer to ensure all State and Federal requirements are met.

Exercise and training activities should be coordinated across the jurisdiction(s) to the maximum extent possible to include the Whole Community, and to foster better coordination and working relationships across the jurisdiction.

FY 2015 SHSP funds may be used to support attendance to allowable training deliveries and programs, as described below. FEMA funds must be used to supplement, not supplant, existing funds that have been appropriated for the same purpose. Allowable training-related costs include, but are not limited to, the following:

- Developing, Delivering, and Evaluating Training. (Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment.)
- Training that promotes individual, family, or community safety and preparedness.

- Conducting, hosting, or participating in training related to IED prevention, protection, mitigation, or response.
 - Overtime and backfill.
 - Travel costs (e.g., airfare, mileage, per diem, hotel).
 - Hiring of full or part-time staff or contractors/consultants.
 - Training and exercises for the public or civilian volunteer programs.
- ❖ Training requests that only identify overtime and backfill have not traditionally been supported by the Grant Review Committee. While overtime and backfill are eligible expenses, a training request which is only 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.

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 prior to submission of the State Homeland Security Program grant application.

Jim Adams

State Training Officer, SAA TPOC
 Oregon Emergency Management
james.adams@state.or.us
 503-378-2911 ext. 22232

Exercise

Validating Capabilities

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.

Reporting

- Grantees must submit individual AAR/IPs for each HSGP-funded exercise. AAR/IPs must be submitted to Oregon Office 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, grantees are reminded of the importance of implementing corrective actions iteratively throughout the progressive exercise cycle.

Exercises conducted with SHSP funding should be managed and executed in accordance with HSEEP. For guidance on the HSEEP requirements contact the State Exercise Officer.

Allowable exercise-related costs include:

- Funds used to design, develop, conduct, and evaluate an Exercise.
- Full or part-time staff may be hired to support exercise-related activities.

- Grantees must follow their state's formal written procurement policies.
- Overtime and backfill.
- Travel costs.
- Supplies items that are expended or consumed during the course of the planning and conduct of the exercise project(s).
- Disability accommodations. Materials, services, tools and equipment for exercising inclusion of people with disabilities (physical, programmatic, and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- Other eligible costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children, adults with disabilities, and those with access or functional needs

Unauthorized Exercise Costs

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline and mileage
- 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

Exercise requests that only identify overtime and backfill have not traditionally been supported by the Grant Review Committee. While personnel overtime and backfill are eligible expenses, an exercise request which is only 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.

Additional Exercise Information

- If HSGP funds are used to conduct an exercise(s), it is encouraged they complete a progressive exercise series. Exercises conducted by local jurisdictions may be used to fulfill similar exercise requirements required by other grant programs.
- Exercise Scenarios. **The scenarios used in HSGP-funded exercises must be based on the State 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 and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the *Multi-year Training and Exercise Plan*.
- Special Event Planning. Special event planning should be considered as a training or exercise activity for the purpose of the *Multi-Year Training and Exercise Plan*.
- Exercise Evaluation and Improvement. Exercises should evaluate performance of capabilities against the level of capabilities required.
- HSEEP Fundamental Principles. States are expected to develop an exercise program based on the following principles:
 - Guided by Elected and Appointed Officials;
 - Capability-based, Objective-driven;

- Progressive Planning Approach;
- Whole Community Integration;
- Informed by Risk; and
- Common Methodology.

Detailed information regarding the principles can be found in HSEEP.

- The Role of Non-Governmental Entities in Exercises. Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, conclusion, and evaluation of an exercise. State, local, Tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, disability, volunteer, and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies. The scenarios used in HSGP-funded exercises must take into account the needs and requirements for individuals with disabilities.

For additional assistance with exercise requirements contact:

Doug Jimenez
State Exercise Officer
Oregon Emergency Management
doug.jimenez@state.or.us
503-378-2911 ext. 2224

- Equipment

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies. Local units of government may acquire advanced levels of responder equipment from 21 authorized equipment categories. The Authorized Equipment List and additional information on allowable equipment is provided at

<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>.

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. Cyber Security 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.

Grantees that are using FY2015 SHSP funds to support emergency communications activities must comply with the FY2014 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as Voice-Over-Internet Protocol (VOIP) bridging or gateway devices.

Due to a Federal Broadband project stop order, broadband related projects which are not planning related will not be allowable. For further clarification refer to DHS/FEMA IB 386. All communications projects supported with FY2015 HSGP funds must comply with FY2014 SAFECOM guidance, which can be found at <http://www.safecomprogram.gov/grant.html>.

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 the scheduled grant workshops or contact OEM prior to submitting their application for technical support.

Equipment for Citizen Preparedness

Any equipment purchased with SHSP funding in support of CCP must be used for specific preparedness, volunteer training, and/or by volunteers in carrying out their response functions. CCP equipment 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 such items as burn pans or sample volunteer response kits.

Overtime and backfill for uniformed emergency responders to teach citizen corps or citizen preparedness classes will not be supported.

All equipment purchases must be completed within the first 8 months of the award.

Applicants must comply with all requirements set forth in 44 CFR Section 13 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.

- Personnel:

Program funds may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the FY2015 HSGP (i.e. planning, training program management, exercise program management, etc.).

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 (50%) 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 HSGP 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 (50%) 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**

Management and Administrative costs are not eligible and will not be reimbursed for this FY2015 Grant. In accordance with 2 CFR 200.414 indirect charges will be allowable for all eligible projects.

UNALLOWABLE COSTS

- **Consistently denied equipment items include:**

- SCBAs requested 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 (i.e. bulletproof vests for law enforcement, turn out gear for fire)
- Equipment not supported or well documented in the Project Worksheet

- **Consistently denied planning, training and exercise costs include:**

- Projects which the only budget line item is for overtime/backfill
- Project which do not have a CLEAR tie to terrorism and/or catastrophic events

- **Federal limitations prohibit the use of grant funds for:**

- Land acquisition
- General purpose vehicles (squad cars, executive transportation)
- General-use software, general use computers and related equipment-
- Weapons and ammunition
- Vehicle licensing fees
- Construction and renovation is generally prohibited. Construction and renovation shall be strictly limited and allowable when it is a necessary component of a security system at critical infrastructure facilities
- 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

REPORTING AND REIMBURSEMENTS

Program Narrative Reports/Progress Reports

Applicants will be required to submit progress reports: quarterly narrative progress reports that contain specific information regarding the activities carried out under the FY2015 Homeland Security Grant Program and how they address the goals and objectives of the State Homeland

Security Strategy. An electronic version of the project specific quarterly narrative progress report which includes the approved milestones will be sent to sub-grantees with the executed agreements.

- **Progress reporting must clearly identify efforts associated with the approved milestones from the application.**

Requests for Reimbursement (Fiscal Report)

Reimbursements will only be made for actual expenses. Requests for Reimbursements (RFR) **must*** be submitted quarterly but can be submitted as often as monthly. 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. Reimbursements may be withheld if any program narrative reports are outstanding. A project specific electronic version of the RFR form which includes the approved budget will be sent to sub-grantees with the executed agreement.

***Note: A Request for Reimbursement (RFR) is due every quarter even if there were no expenses incurred during the quarter. A “Zero RFR” is required that reflects no expenses incurred and no funds requested during the reporting period.**

Reporting Due Dates

Reports are due quarterly and will be defined in the approved grant agreement.

SUSPENSION OR TERMINATION OF FUNDING

Oregon Emergency Management may suspend or terminate funding, in whole or in part, or impose other measures 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, Oregon Emergency Management will provide the subgrantee with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

AWARD ADMINISTRATION INFORMATION

(All related expenditures must be completed within 12 months of award.)

For required assurances, please review the U.S. Department of Homeland Security Fiscal Year 2014 Homeland Security Grant Program FOA with the understanding that any new assurances included in the Fiscal Year 2015 Homeland Security Grant Program FOA will be included in the sub-grantee agreement.

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 – Subgrantees 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. All sole-source procurements in excess of \$100,000 must receive prior written approval from Oregon Emergency Management.

Non-competitive Practices – The subgrantee must be alert 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 (RFP) 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 Oregon Emergency Management.

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 subgrantee elect to award a contract without competition, sole source justification may be necessary. Justification must be provided for non-competitive procurement and should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints, and any other pertinent information. Subgrantees must obtain prior written approval from Oregon Emergency Management.

- Sole Source procurement approval form is available from OEM upon request.

Justification for Non-Competitive Procurement

(Sole-Source Justification)

The following outline provides the recommended format for subgrantees to use when pursuing sole source procurement.

Paragraph 1:

- A brief description of the program and what is being contracted

Paragraph 2:

Explanation of why a non-competitive contract is necessary, to include the following:

- Expertise of the contractor
- Management
- Responsiveness
- Knowledge of the program
- Experience of personnel

Paragraph 3:

- Time Contracts
- When contractual coverage is required and why
- Impact on program if dates are not met
- How long would it take another contractor to reach the same level of competence?
(Equate to dollars if desired)

Paragraph 4:

- Uniqueness of the vendor, product, services to be procured, or work to be performed

Paragraph 5:

- Other points that should be covered to make a convincing case

Paragraph 6:

- A declaration of how this action is in the best interest of the agency