

FY2016
Application Instructions

HOMELAND SECURITY GRANT PROGRAM

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



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P.O. Box 14370
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3225 State Street
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Application Due Date: 5:00 PM, Friday January 22, 2016

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NATIONAL DIRECTION

This application is a competitive application package. All submitted applications must be for eligible projects with compelling justifications and support narrative.

The primary focus of the FY2016 State Homeland Security Grant is increasing Oregon's ability to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. New capabilities, through innovative partnerships, technologies and approaches are paramount to this focus. Jurisdictions are highly encouraged, however, to ensure their current capabilities are sustained before developing new capabilities.

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

Application Due Date

One original, one copy of the original, one digital copy of the entire application package 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 Office of Emergency Management (OEM) no later than **5:00 PM, Friday January 22, 2016.**

Applicants are fully responsible for the timely delivery of grant applications to OEM. Late applications, facsimile copies, or post due date modifications to meet minimum qualifications will not be accepted.

Mailing and Hand-Delivery Addresses

Oregon Emergency Management
Phone: 503-378-2911

US Mail
P.O. Box 14370
Salem, OR 97309-5062

UPS/FedEx/Hand Delivered
3225 State St., Room 115
Salem, OR 97301

APPLICATION EVALUATION

OEM will conduct a review of applications to determine whether the proposal meets the minimum qualifications of a responsive application. All projects deemed responsive will be reviewed by the grant review committee which will include representatives from the statewide Domestic Preparedness Working Group and other subject matter experts. The group will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications may be deemed non-responsive for the following reasons:

1. Late applications will not be accepted. Applications must be **received (not post-marked) by 5:00 PM, Friday January 22, 2016.**
2. Missing or incomplete Cover Sheet(s) or Project Worksheet form(s).
3. Missing or incomplete project budgets.
4. Missing or incomplete Project Worksheet
5. Projects inconsistent with the identified investment areas.
6. No evidence of NIMS compliance (NIMS form not completed/submitted).

An application checklist can be found at the OEM website

http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx . This checklist clearly identifies the requirements for submission, and jurisdictions are strongly encouraged to use it.

The grant review committee recommendations will be approved by the Director of the Office of Emergency Management, and submitted as a part of Oregon's Homeland Security Grant Program application. Applicants will receive notification of inclusion in the Homeland Security Grant Program Application on or around June 15, 2016.

Funding decisions will be based on:

1. Overall response to the Project Worksheet. Specifically, a project with a clearly identified gap and solution that aligns with the State's Strategy, State's Preparedness Report, State THIRA and projects identified within the State's Investment Justifications.
2. How well the Project Worksheet supports the project and demonstrated need for the request.
3. Whether proposed projects are able to be implemented within the grant award period.
4. Whether projects will be sustained after grant funding expires.

APPLICATION OVERVIEW

Applicants are required to submit a collaborative county/tribal wide or larger regional response to this application. Only ONE application will be accepted from each county or tribe. Each Tribal or County application may contain up to seven projects. Each project may include multiple partner agencies **but must be one cohesive project**, not multiple projects with a similar focus. Oregon Emergency Management will sub-grant awards to eligible individual agencies once the project has been approved. However, for purposes of this application process, applicants are required to submit one coordinated countywide application.

To the greatest extent possible, applicants should begin pursuing regional projects. During the FY 2016 process, responses to this application which are regional in nature, will receive additional review points in the competitive process. Future applications for grant funding may require the submission of a regional, rather than a countywide, response.

PRIORITIES FOR FUNDING

The only eligible projects are those that implement the State's six (6) investment areas. Copies of the State's Investment Justifications can be found at:

http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx

The six investment areas are:

1. Planning Investment
2. Communications Investment
3. CBRNE Detection and Response Investment
4. Law Enforcement Terrorism Prevention Investment
5. Community Preparedness Investment
6. Emergency Operations Centers Investment

Priorities for funding include projects which implement the State Homeland Security Strategies, and fill gaps identified in the State THIRA, as well as integrate planning, training, and exercises in addition to equipment procurement.

Consistently denied equipment items or approaches 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 (E.g. bulletproof vests for law enforcement, turn out gear for fire).
- 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 budget without narrative to support or justify.

PROJECT SCOPE

Applicants with large cost or scope projects 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. Very short descriptions or 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

A completed application will consist of all required parts and be in the order identified on page 6 (Submitted Application Requirements). All forms can be accessed through the OEM website at: http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx

SUBMITTED APPLICATION REQUIREMENTS

You must provide one (1) signed original, one (1) copy of the signed original, one digital copy of the entire application package in PDF format, and one complete digital set of the original formatted files (i.e. Word, Excel) for a *total* of two (2) hard copies and two (2) digital copies. The application must be received by Oregon Emergency Management **no later than 5:00 PM, Friday January 22, 2016.**

- **An application checklist to track each application requirement is available through the OEM website. [Applicants are highly encouraged to use this tool.](#)**

Digital copies can be provided on a CD or thumb drive. Digital copies cannot be provided via Email. CD and/or memory sticks will not be returned.

- 2 Digital Copies
 - PDF of entire package.
 - Folder with individual application files in original format.
- 2 Hard Copies
 - Signed original of all documents
 - Copy of signed original documents.

Overall Application Package

The **submitted package** must include the documents in the following order:

1. Submitting Jurisdiction: Combined Coversheet

Each Project

1. Sub-Applicant Cover Sheet for each agency requesting direct funding
2. Project Worksheet
3. Detailed line item budget for **each agency** requesting direct funding for each Project Worksheet
4. EHP Screening Memo – **MANDATORY FOR EVERY PROJECT**
5. Completed NIMS Compliance Form(s) for **each agency** requesting or directly benefiting from funds
6. Support letters for regional projects
7. Appendices (if applicable)

Copies of all required forms and supporting material can be found at:

http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx

Instructions by Form:

Part 1: Combined Coversheet

Combined Coversheet: A Combined Cover Sheet must be completed by the submitting county or tribe and included with the original application, with both the hard copies and digital versions of the application.

- a. County or Tribal applicant, contact name, phone number and email should be the agency and individual submitting the application as a whole.
- b. Total Federal Funds Requested within the ENTIRE application.
- c. Amount of the TOTAL funding from all projects which is dedicated to Law Enforcement
- d. Project #s 1 – 7 Total funding requested for each project
- e. Total – total of Project #s 1 – 7 **HINT: this number should match the TOTAL FUNDS REQUESTED above.**
- f. The name of EVERY agency requesting a sub-grant agreement and the TOTAL funds requested by that agency in ALL projects. This is for all agencies that will receive a direct grant agreement from OEM.
- g. Total Requested is the total of each agency request **HINT: this number should match the TOTAL above and the TOTAL FUNDS REQUESTED above.**

- h. Add your County/Tribe name to support the four local projects (identified in the State Program Guidance) which are to be managed by the Oregon Office of Emergency Management.
- i. Title of the Authorized Official for the Agency
- j. Signature of the Authorized Official MUST be present

Each Project must contain the following:

Part 2: Sub-Applicant Coversheet

Sub-Applicant Coversheets: The Cover Sheet provides information directly related to the sub-grant agreement and must be completed in full. Cover Sheets must be completed for each agency that will directly receive funds.

- a. Project title should clearly identify the project for the applicant
- b. Which County or Tribal application is this project a part of
- c. The legal name of the sub-applicant agency
- d. The total federal funds requested by THIS agency for this project
- e. 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
- f. Which Investment Justification does this project support
- g. The agency Federal Tax Identification Number will allow the subapplicant agency to receive reimbursements
- h. Data Universal Numbering System (DUNS) number is required
- i. System for Awards Management (SAM) registration and CAGE number are required
- j. Applicant agencies must have a property/equipment tracking and monitoring system which is 44 CFR Section 13 compliant to be eligible to receive funds
- k. Title of the Authorized Official for the applicant agency
- l. Authorized Official's signature

Part 3: Project Worksheet

A Project Worksheet must be completed for each proposed project. No more than seven (7) Project Worksheets may be submitted per county or tribe. 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, 2018**, and support specific State *Investment Areas* as well as goals and objectives in the State Homeland Security Strategy. The following identifies each part of the project worksheet along with instructions for each.

Project Information

- 1. County or Tribe:** Identify the county or tribe submitting the application.
- 2. Project Name:** Assign each project a unique title that succinctly describes the project.
- 3. Total Project Funding Requested:** Provide a complete project total amount.

4. **Regional Project (Point Value = up to 15):** If this is a project between two or more contiguous counties/tribes, select yes.
5. **If Regional, List Partners:** List all partner agencies actively participating in the project.

Investment Justification

6. **Identify State IJ:** Select one of the six IJs from the list.

Baseline: New or Ongoing Project

7. **Project Phase:** Select one of the options:

1. Sustaining or maintaining a core capability acquired with Federal funding
2. Sustaining or maintaining a core capability acquired without Federal funding
3. Developing or acquiring a new core capability

* **NOTE: If ANY Federal funds were used mark “Sustaining or maintaining a core capability acquired with Federal funding.”**

Description of Existing Capabilities: (Point Value = 5 Points)

- If Sustaining or Maintaining a capability: Clearly identify what has been accomplished to date, if the project has been supported by federal funds in the past, the phase of the project this request represents, a description of the entire project and projected future steps/phases.

If this is a new project describe what the current capability is.

Project Description: Provide a detailed description of the project.

8. **Description: (Point Value = 45 Points)**

- Discuss what capability gap has been identified and how it was identified (real event, assessment, exercise)
- Discuss how the project was determined to be the best way to fill the gap
- Discuss the project in detail (what will be done/purchased, who will do it, how will it be done, when will it be completed, where will the project be located, etc.), be sure to include ALL components
 - Budgeted items not discussed and justified in narrative will not be funded.
- Explain how the gap will be closed by the proposed project
- All required compliance issues should be referenced here (SCIP, SAFECOM, etc.)

Equipment or Services to be purchased for the project

9. **Project Outputs: (Point Value = 5)**

Identify the physical and measurable outputs for this project.

- Outputs can be represented in units of quantifiable products, such as the number of portable radios purchased, or as activities performed, such as exercises and training courses.
 - Additional sample outputs have been listed below:
 - Number of people trained.
 - Quantity of medications available.
 - Communications interoperable gateway.

Capabilities that will be created or enhanced by the project

10. Project Outcomes: (Point Value = 10)

Describe the outcomes for this project.

- Describe the outcomes that will indicate the project has been successful.
 - **Outcome** – Includes the ways in which the project has enhanced or developed the agency’s capability or capacity to serve the public. What performance shortfall identified in Question 6 will be corrected?
 - Sample outcomes include:
 - Increased ability to administer medications in the event of an emergency.
 - Increased operational coordination among responders.

State Strategy

Identify all goals and objectives in the State Homeland Security Strategy supported by this project. The state strategy can be found on the OEM website at:

http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx

11. Project Goals and Objectives: (Point Value = 5)

- Identify each State goal and objective this project supports. Clearly provide the name of both goals and objectives from the strategy.

Proposed Funding by Solution Area

Provide the proposed funding amount to be obligated by solution area (Planning, Organization, Equipment, Training, and Exercises (POETE)). Please provide amounts for all that apply.

12. Proposed Funding: (Point Value = 10)

Using the boxes provided, input the funding amount by solution areas.

- Amount of proposed funding \$: Use this column to identify the total amount of funding.
- Funds dedicated to Law Enforcement Terrorism Prevention Activities (LETPA): of the funding requested what amount, by solution area, will benefit Law Enforcement.*
 - Any funding that will benefit law enforcement must be identified in the column provided separate from the SHSP total.

*Funds identified in LETPA area are not in addition to the total project costs but are a part of the total.

Core Capabilities

Select all Core Capabilities supported by this Project. (Place an “X” in the corresponding boxes)

13. Project Core Capabilities: (Point Value = 0)

Check the Core Capability that best matches your project.

Milestones

Identify milestones by quarter, which will be achieved within the period of performance.

14. Project Milestones: (Point Value = 15)

- Space is provided for up to four (4) quarters of milestones, but not all four (4) may be necessary for the response.
- Limit responses to measurable milestones that are critical to this project.
 - Space provided will expand to allow adequate description and listing of tasks for each milestone.
- Identify milestones that are relevant to this project, only to FY2015 SHSP funds, and only to the award period.
- Milestones are to be measurable and attainable and will be the **basis for future narrative reporting.**

Sustainment

Identify how you will sustain the project.

15. Sustainment: (Point Value = 15)

Explain the long-term approach to sustaining and maintaining the capabilities created or enhanced by this project.

- Who will be responsible to maintain?
- How will you replace equipment, update plans, maintain training, or follow through with exercises?
- Any additional sources of funding to be used, other than Homeland Security Grants.
- Future plans or milestones for sustaining the project.
- Successful projects will clearly identify their approach and planned funding sources for sustaining and maintaining resources and capabilities supported in their application.

Part 4: Budget (Point Value = 15)

Each direct recipient included in your application must have its own unique budget for every project. All budgets must be completed on the provided budget sheet. The FY2015 Authorized Equipment List (AEL) is available at

<https://www.fema.gov/media-library/assets/documents/101566> (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 broken down 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.

LE	Law Enforcement
FS	Fire Service
PW	Public Works
EMS	Emergency Medical –non-fire based
EMA	Emergency Management
PH	Public Health
HC	Health Care
HAZ	Hazardous Materials
EMF	Emergency Medical – fire based
PSC	Public Safety Communications
GA	General Government

- 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.

Part 5: Environmental and Historical Preservation (EHP) Form

Each project must include an EHP screening memo regardless of type or scope.

- Section A Project Information
 - Applicant must ONLY address
 - Sub-Grantee
 - Sub-Grantee POC
 - Mailing Address
 - Email
 - Dollar Value of grant
- Section B
 - Applicant must address
 - 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 required narrative box to provide a complete project description.

Part 6: NIMS Compliance Form

Each agency requesting or benefiting from funding must complete a NIMS compliance form, and must meet each of the requirements as stated on the form to be eligible for the FY2015 grant funds. Check the box next to each NIMS action your organization has completed.

- The NIMS compliance form must be signed and dated by the authorized agency official.
- If the agency cannot verify compliance with all listed NIMS requirements, they will not be eligible to receive or benefit from the FY2015 funding.

Part 7: (Required) Support Letters for Regional Projects

To receive additional competitive points, all regional projects must have support letters from benefiting jurisdictions. These letters must describe the organization's participation in the project along with the benefit they will receive. Projects identified as regional in the application which do not have letters of support will not be given competitive regional scoring.

Part 8: Support Material / Appendices

Include all required support materials for the projects. Example: All communications projects must be supported with communications strategies and plans. These must be provided **in the digital version** for review along with the application. See State Homeland Security Investment Justifications document which can be found at http://www.oregon.gov/OMD/OEM/Pages/plans_train/grant_info.aspx