

**GUIDANCE AND APPLICATION INSTRUCTIONS**

**STATE PREPAREDNESS AND INCIDENT  
RESPONSE EQUIPMENT (SPIRE)  
GRANT PROGRAM**

**OREGON OFFICE OF EMERGENCY MANAGEMENT**

[www.oregon.gov/OMD/OEM](http://www.oregon.gov/OMD/OEM)



Mailing address:  
P.O. Box 14370  
Salem, OR 97309-5062

Physical address:  
3225 State Street  
Salem, OR 97301

**Application Due Date: 5:00 PM, Friday, March 1, 2019**

**TABLE OF CONTENTS**

**INTRODUCTION ..... 3**

**State Preparedness and Incident Response Equipment Grant (SPIRE) ..... 3**

**Eligibility ..... 3**

**AVAILABLE FUNDING..... 3**

**Resiliency Grant Fund ..... 3**

**Application Evaluation Criteria ..... 3**

**Possession of Equipment ..... 4**

**Equipment Grant ..... 4**

**ELIGIBLE EXPENSES ..... 4**

**Equipment ..... 4**

**APPLICATION INSTRUCTIONS ..... 5**

**Project Worksheet..... 5**

**Application Due Date ..... 6**

**AWARD INFORMATION..... 6**

**Applicant Notification ..... 6**

**Grant Award ..... 6**

**IMPLEMENTATION INFORMATION..... 6**

**PROCUREMENT STANDARDS ..... 6**

**Standards..... 6**

**SUSPENSION OR TERMINATION OF AGREEMENT ..... 6**

**Reporting ..... 7**

**Narrative Reporting..... 7**

**Inspection Reporting ..... 7**

**EQUIPMENT LIST ..... 7**

## INTRODUCTION

### State Preparedness and Incident Response Equipment Grant (SPIRE)

As defined by House Bill 2687, Oregon Office of Emergency Management will create a grant to distribute emergency preparedness equipment, which may include vehicles or other property, to eligible applicants. The bill established the Resiliency Grant Fund, herein referred to as the State Preparedness and Incident Response Equipment (SPIRE) Grant Program. The fund will contain \$5,000,000. Funds will be made available by a bond sale through the State of Oregon, taking place in the March/April 2019 timeframe.

### Eligibility

Qualified applicants include any organization responsible for or containing expertise in emergency preparedness and that is a local government, as defined by ORS 174.116, special government body, or a private organization eligible for tax exempt status under 501(c)(3) of the Internal Revenue Code. All equipment must be made available through ORS 402 Oregon Resources Coordination Assistance Agreement (ORCAA).

## AVAILABLE FUNDING

### Resiliency Grant Fund

Individual items purchased must qualify for depreciation under Oregon law, and therefore have a minimum cost of \$5,000 *per item*, and must be selected from an approved list, found on pages 8-9. ***Leases, rentals, training, software, subscriptions or partial funding will not be eligible.***

### Application Evaluation Criteria

Through the application process, applicants will be scored based upon the following data:

- ***Demonstrated need:*** Clearly describe the need that will be fulfilled by this request. This may be based on historical data, upcoming events or other forecasted variables.
- ***Ability to keep and maintain equipment:*** The applicant must demonstrate that it has the means to safely store the equipment, maintain and transport it. Please provide narrative that addresses each of these in your application.
- ***Inventory process:*** Although ownership will be maintained by the OEM, the applicant must include the equipment in its inventory, including all appropriate tracking.
- ***Commitment to partnership based support:*** The SPIRE Grant, like all grants, seeks to provide the greatest level of benefit to the greatest number of Oregon's population as possible, within the limits of the funding provided. In order to accomplish that goal, greater weight will be given to applicants who seek acquisition of equipment for greater benefit than just one organization. Equipment will fall into one of four categories. In descending order of importance, they are: Regional, County, Community, and Individual Organization. Regional based support efforts will earn the highest score in the application process, followed by County, Community (city), and Individual Organization.
  - ***Regional:*** A "region" is defined as two or more contiguous counties. Regional projects must include two or more county emergency managers as the applicant

and or partner organization. *All partner organizations must provide a letter of support to be included with the application.*

- *County: A “county” application must include a county emergency manager as the applicant and/or partner organization. All partner organizations must provide a letter of support to be included with the application.*
- *Community: A “community” application is defined as a jurisdiction smaller than a county. All partner organizations must provide a letter of support to be included with the application.*
- *Individual Organization: An “individual organization” application is defined as a non-profit, fire or police department.*

**Purpose of Equipment:** Each piece of equipment has been assigned to one of four priorities under the grant. Each of these purposes will carry different weight in the application process. In descending order, they include: 1. Saving or Sustaining Lives, 2. Obtaining or Maintaining Situational Awareness, 3. Incident Stabilization, or 4. Recovery (see below).

#### **Possession of Equipment**

Unless reclaimed or repurposed, the equipment will remain with the grantee for the duration of its useful life. The State will work with each grantee after the equipment’s useful life for final disposition.

#### **Equipment Grant**

The SPIRE Grant Program is an equipment grant. Successful applicants will receive a grant agreement with the specific legal requirements of the grant. Once the agreement is signed by OEM and the grantee, the project can begin and the equipment will be issued once available.

### **ELIGIBLE EXPENSES**

#### **Equipment**

Identified equipment will be purchased by OEM and provided to the grantee. Additional equipment expenditures or items necessary to operate the equipment, such as installation, connectors, maintenance or any other expense, will be the responsibility of the applicant and will not be covered under the grant. See Equipment List attachment for detailed equipment list and approved items.

### **INELIGIBLE EXPENSES**

No expenditures outside of OEM procurement will be covered outside of the approved equipment list for any reason. This includes, but is not limited to: payroll, benefits, management and administration costs, engineering fees or other professional services, consulting fees, etc. ***Leases, rentals, or partial funding of equipment are not eligible.***

## **OWNERSHIP**

The Oregon Office of Emergency Management will retain ownership of all equipment dispersed under the grant, and can reclaim the item(s) at any time and for any duration based on: Failure to meet requirements of grant agreement, community needs, or any other purpose, as determined solely by the OEM.

Possible reasons for OEM reclamation:

- Equipment has not been maintained
- Grantee refuses to deploy to a needed location
- Jurisdiction decides to return

At the end of the equipment’s useful life, the OEM may sell the equipment to the jurisdiction, permanently transferring ownership, for any price that does not to exceed fair market value.

## **APPLICATION INSTRUCTIONS**

### **Project Worksheet**

The applicant will provide one Project Planning Work Sheet for EACH piece of qualifying equipment it is applying for. There is no limit on the number of Project Planning Worksheets that can be included in an application. The Project worksheet must contain the following information:

- Box 1: Applicant organization and address
- Box 2: Project contact Name
- Box 3: Project fiscal contact
- Box 4: Applicant Organization Federal Tax ID number
- Box 5: Is this Regional, County, Community or Individual Organization application?
- Box 6: List partners for this project? (N/A for individual organizations) All partner organizations must submit letter of support.
- Box 7: Identify State Priority
- Box 8: Complete description of the equipment selected from the Approved Equipment List, and define the capability this will create.
- Box 9: Sustainment. Clearly describe the additional resources that will be committed to the project for the purposes of costs that are not covered under the grant, such as maintenance, storage, transportation, installation, etc.
- Box 10: Name and signature of Authorized Official for applicant organization.

Only completed applications with all requested information will be accepted and reviewed. The **Project Worksheet** will be scored based upon the criteria stated in this guidance and the Project Worksheet. Applicants will be scored individually and an applicant may receive all or a portion of the equipment included in the application. As indicated above, priority will be given to regional applications, followed by county, community, and individual projects, and further evaluated by equipment priority category (see approved equipment list).

### **Application Due Date**

One original copy and one digital copy (on a thumb drive or CD) of the application package must be postmarked or received by Oregon Office of Emergency Management no later than **5:00 PM, Friday March 01, 2019**.

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

## **AWARD INFORMATION**

### **Applicant Notification**

Applicants will receive notification of the status of their application within 60 days of the application deadline.

### **Grant Award**

Successful Applicants will receive a grant agreement within 90 days of notification. The grant agreement is a legal contract between the awarding agency (Oregon Office of Emergency Management) and the recipient (successful applicant). The agreement will include details regarding each specific piece of equipment and the location for use or storage. The agreement will include all legal commitments of both parties.

## **IMPLEMENTATION INFORMATION**

The equipment and materials provided through SPIRE Grant Program are as provided. Any local, specific materials additional equipment, training, configuration, fuel or service subscriptions or other costs to make the equipment mission capable and deployable are the sole responsibility of the receiving grantee. The SPIRE Grant Program will not be responsible for any installation or follow on costs related to the provided materials.

## **PROCUREMENT STANDARDS**

### **Standards**

All items under the grant will be procured by the State of Oregon and delivered to grantees.

## **SUSPENSION OR TERMINATION OF AGREEMENT**

Suspension or termination of agreement occurs only when the OEM has determined that the Grant Agreement has not been followed and is subject to termination. Recipients will be given not less than 72 hours to prepare the equipment for removal by the OEM if termination of funding occurs. In addition, the OEM may suspend or terminate the agreement, in whole or in part, or impose other measures for any of the following reasons:

- Failing to follow grant agreement requirements or standard or special conditions.
- Implementing substantial project changes, to the extent that, if originally submitted, the item would not have been selected for funding.
- Failing to submit required reports.

- Failing to comply with inspections for any reason.
- Filing a false certification in this application or other report or document, including correspondence with the OEM by any medium.
- Determined that the equipment could be of greater use to the community elsewhere.

Before taking action, Oregon Office of Emergency Management will provide the recipient with reasonable notice (Not less than 72 hours) of intent to impose measures and will make efforts to resolve the problem.

## **Reporting**

### **Narrative Reporting**

A narrative report will be required to be submitted to Oregon Office of Emergency Management annually. OEM will provide a report template to grantees.

### **Inspection Reporting**

The equipment will be subject to inspection by the Oregon Office of Emergency Management at any time, with or without notice, and will occur at least once per year. Failure to comply with inspections could result in suspension or termination of agreement.

## **EQUIPMENT LIST**

Eligible types of equipment will include the following. This list is simply a summary and a more detailed description can be found under the “Equipment List” Document, attached to this packet. Greater weight will be given to equipment higher on the priority list, 1-4, below.

### **Priority 1: Save/Sustain Lives**

- Portable power generation
- Fuel tankers
- Water purification/desalinization
- Mass Casualty Incident Support Trailers/Soft Sided Kits
- High-axle rescue vehicles
- Rescue watercraft

- Unmanned search/rescue/imaging vehicles

### **Priority 3: Incident Stabilization**

- Portable lighting
- Soft-sided mobile mass-care shelter kits/trailers
- Durable 10+pax transport vehicles
- Sandbagging machines

### **Priority 2: Obtain/Maintain**

#### **Situational Awareness**

- Communications units/sets
- Cellular-on-wheels (COWS)
- Public Information/Community Communication trailers

### **Priority 4: Initiate Recovery**

- Soft-sided mobile emergency operations center kits