

## 2019 RDPO Project Application Process, Schedule and Instructions

September 18, 2018, marks the kickoff date for the 2019 RDPO project application process, more commonly known as the “Projects Pipeline.” This process is the vehicle used by the RDPO to develop, prioritize, and approve projects in preparation for upcoming funding opportunities. The process begins with work groups and task forces developing and submitting project proposals for consideration. The proposals are then evaluated by the RDPO Manager and Grants Coordinator using Steering Committee-approved criteria. The process concludes with vetting, prioritizing and approving the proposals through the [RDPO organizational structure](#), including steps for both the Program and Steering committees. The approved and prioritized set of projects are then placed “in the pipeline” for Urban Area Security Initiative (UASI) grant or RDPO member contribution funding. This process is used for both funding streams.

Below is a more detailed description of the steps, dates, and responsible parties in the process. If you have questions, concerns, or need assistance, please contact Beth Crane, Grants Coordinator at 503 823-2027, or via email at [Elizabeth.crane@portlandoregon.gov](mailto:Elizabeth.crane@portlandoregon.gov).

Activity	Dates	Responsible Party
Launch 2019 Project Application Process	Sept 18	Beth Crane
Develop and prioritize projects	Sept 18-Dec 10	Work Groups & Task Forces
<b>Submit projects no later than Dec 10</b>	<b>Dec 10</b>	Work Groups & Task Forces
Proposal Evaluation (Complete/Criteria)	On Submission	RDPO Manager & Grant Coord.
Project Review #1	Dec 17	Program Committee
Project Review #2	Jan 21	Program Committee
Agreement on Prioritized Projects		
Package to Submit to the Steering Committee	Feb 18	Program Committee
Joint Review of Proposed Projects	March 4	Program & Steering Committees
Review and Final Project Approval	April 1	Steering Committee
Estimated release of UASI FY’19 Grant NOFO	May	FEMA
Meeting to Select and Approve Projects for funding	May	Program & Steering Committees

Please note that an application packet includes three documents: Project Proposal Application Form, the Detailed Budget Form and the Environmental and Historic Preservation (EHP) Screening Form.

### Application Instructions

In response to partner feedback, we have made some revisions to the application form to make it simpler to use. The revised application form is a MS Word document to make it easier to apply spelling and grammar checks, use bullet points, and other narrative organizational tools. Please use the format provided and use Calibri 12-point font for readability. Where there are text boxes, remove “your response here” and replace it with your text within each section’s word limit. The box will expand automatically as it fills with text. Be succinct but provide

enough information so that a reader who may not share your discipline's expertise understands the proposal's value to the region. To check boxes, highlight the box and click the enter key.

We have provided links to documents or websites where they are referenced for your convenience. It is not necessary to include letters of support, appendices, or extensive supporting documentation for each project.

## Section 1, Project Overview

This section describes your project in detail. Refer to the Project Criteria Checklist (see below and attached document) to ensure your proposal meets the UASI and RDPO minimum requirements and fits into the desirable elements for RDPO projects (Note: the last part of the checklist are not requirements, but projects that fit these elements will score higher in the evaluation and prioritizing processes). Be sure to identify how your proposal fits within the [RDPO 2017-2021 Strategic Plan](#). In terms of scalability, describe if and how your project could be broken into phases or segmented if necessary to manage scope or costs in smaller increments. Briefly describe how the principles of equity and inclusion relate to your proposal. Sustainability relates to how the capability will be managed in the future, particularly if equipment maintenance is required to ensure readiness, safety or other operational ability and how those costs will be handled after the end of this project. Be sure to address if there is a connection to counter-terrorism and if the project addresses multiple threats or hazards, NIMS compliance, interoperability (if relevant), and relationship to existing related capabilities.

## Section 2, Project Management and Implementation

This section outlines the project management structure, including roles and responsibilities, to achieve the project goals and outcomes. When developing your timeline, consider the day-to-day work requirements of project managers to respond to incidents/events, administrative work, leaves, etc., so you can build a realistic and manageable project timeline.

## Section 3, Commitments

To clarify organizational commitments to projects over time, a new section has been included that identifies the involved organizations and a brief overview of what the expected work is for each organization. It is not necessary to provide the documentation of the commitment with the application (documentation could be an email, letter, etc.). It is possible that if the project is approved, based on experience and best practices, documentation of this commitment could be requested post award.

## Section 4, Estimated Project Costs

The estimated project costs table in the application form serves as a high-level summary of funding being requested and organizing that request into the areas of planning, organization, exercise, training, and equipment (POETE). The Detailed Budget Form requires more detailed cost information. Federal rules require that any equipment requested with UASI grant funds be on [the Approved Equipment List](#) (AEL), and the AEL number and estimated cost must be on the Detailed Budget Form. For UASI purposes, all material purchases, regardless of cost, are

considered equipment. That would include vests and helmets, personal protective equipment, laptop computers, radios, and vehicles. For equipment, when the individual cost exceeds \$5,000/unit, the owner of the equipment must be prepared to inventory, track, capitalize and depreciate the asset over the asset's lifetime. Project managers should speak with the appropriate finance/grants staff in their jurisdiction to ensure compliance. Administrative overhead and indirect costs are not allowed by federal rules. Administrative costs can be included if they are direct costs.

## Section 5, Certifications

This section outlines the steps and ensures that the relevant work groups and task forces (and oversight committees) have reviewed and approved the projects prior to them being submitted for consideration. Please include the dates when approval was obtained in the space indicated. Documentation of the project's approval should also be reflected in work group or task force meeting minutes. Documentation of these approval steps may be requested as part of the compliance process post award. Each proposal should be signed by the primary owner/project manager. A signed proposal attests that the proposal meets the regional and funding requirements outlined in the Project Criteria Checklist.

When all the required steps have been completed, scan the signed application form and save it using the following convention: Work Group\_Project Name (e.g., REMTEC\_EQ Impact Mapping Phase II proposal). Apply the same convention for the detailed budget and EHP forms.

Proposals are submitted via email with all three attachment(s) to [PBEM-UASIGrants@portlandoregon.gov](mailto:PBEM-UASIGrants@portlandoregon.gov)

**Proposals must be received no later than 5 PM, December 10, 2018.** Late proposals cannot be considered.

## Project Criteria Checklist

The Project Criteria Checklist is provided as a reference document to help you write your proposal. It includes three parts and is provided so proposers know what the criteria are and how RDPO staff evaluates proposals for completeness and against various regional or funder requirements. Proposers do not need to fill out the checklist. The RDPO Grant Coordinator and RDPO Manager will evaluate proposals and provide scoring to the Program Committee for consideration. This is the first step in the prioritization of the complete set of projects.

The first part outlines the mandatory criteria for RDPO projects. Projects that do not meet these foundational requirements will not be considered for any available funding stream.

The next part describes the requirements for UASI funding. Projects must meet these criteria to be eligible for UASI funding. If proposals do not meet one or more of these requirements, it's possible the project could be considered for funding from RDPO member contributions. The

amount of RDPO member contribution funding is more limited than the UASI grant but is more flexible in how it can be used.

The last part of the criteria table relates to RDPO priorities as established in the [2017-2021 RDPO Strategic Plan](#) and the most recent homeland security disaster preparedness priorities described in the UASI 2018 Notice of Funding Opportunity. Proposals are awarded points by reviewers based on the project's relevance to these elements. Points are totaled and assist in establishing a prioritized list of projects "in the pipeline" for upcoming grant applications (for example, the UASI Notice of Funding Opportunity is generally released in May).