2023 RDPO Project Pipeline
Schedule and Instructions

RDPO

SUMMARY

The RDPO uses a process (aka "the project pipeline") to develop, prioritize, and approve projects in preparation for upcoming funding opportunities. To be considered, all proposals must be approved by at least one work group.

SCHEDULE OVERVIEW

Activity	Dates	Responsible Party
2023 Pipeline Application Posted	Sept 15	Toni Slightam, RDPO Grants Coordinator
Technical assistance (schedule below)	Sept 15-Nov 30	RDPO Staff
Work Groups develop/review proposals	Sept 15-Nov 30	Work Group Chairs & Proposers
Applications due	**Nov 30**	Proposers and Work Group Chairs
Project concept presentations	Dec 6 and Jan 10	Proposers and Program Committee
Review and score project proposals	Jan-Feb	Evaluation Committee
Review and rank project proposals	Feb 2022	Program Committee
FEMA cities eligible to apply for UASI funding	Feb/March	FEMA
Environmental & Historic Preservation Form due	March 1, 2023	Proposers
Review/discussion of proposal, scoring, ranking	March	Joint Program and Steering Committees
Review and act on proposals	March/April	Steering Committee
Estimated release of UASI FY'23 Grant NOFO	Mid-April	FEMA
Meet to approve final package based on NOFO requirements (if needed)	Late-April/Early May	Steering Committee
Final approved proposals announced	May	RDPO Staff
Prepare and submit 2023 UASI application	May	RDPO Staff
Announce federal awards	Mid July 2023	FEMA
OEM/PBEM intergovernmental agreement executed	Oct. 2023 (approx.)	OEM/RDPO/PBEM staff
PBEM grant agreements with counties executed and work can commence	Jan. 2024 (approx.)	RDPO/PBEM/County staff

Notes:

1. **Sept 15:** Pipeline kickoff. All documents available on rdpo.net/uasi-23.
2. **Sept 15-Nov 30:** RDPO staff will offer technical assistance to those who request it. Contact Toni Slightam at tonia.slightam@portlandoregon.gov to schedule an appointment.
3. **Nov 30:** Project Forms are due. Email to PBEM-UASIgrants@portlandoregon.gov with "2023 Pipeline [your project name]" in the subject line. Please copy the discipline specific representative on the Steering Committee (view roster). Proposers may submit the Environmental and Historic Preservation Form by March 1, 2023.

4. **Dec 6 or Jan 10:** Each project sponsor will give a 5–8-minute presentation to the RDPO Program Committee via Zoom. Presentations will be recorded and available on YouTube for viewing.
5. **January-February 2023:** The Evaluation Subcommittee will evaluate and score project concepts. The subcommittee is composed of Steering and Program Committee leadership, RDPO staff, and work group members. They will present to the Program Committee at the February meeting about recommended and ranked proposals. **Proposers are STRONGLY encouraged to be familiar with the evaluation criteria and the point system the Evaluation Committee uses to score proposals**. These criteria are described in the Proposal Evaluation Matrix.
    - **Projects that score 50 or fewer points will not move forward in the evaluation process.**
6. The Program and Steering Committees will receive the entire list of submitted projects and their evaluation scores.
7. **March 2023:** Program Committee presents recommendations and ranked proposals to Steering Committee in a joint meeting. The Steering Committee makes final decisions on proposals for the UASI grant application or local funds.
8. **March 1, 2023:** Environmental and Historic Preservation Form forms are due.
9. **April-May:** FEMA typically announces the UASI Grant NOFO in March. The Steering Committee will meet in late-April or early-May to approve a final package based on the NOFO requirements and funding level(s). Once determined, RDPO staff will announce awards via email.

QUESTIONS?

If you have questions, concerns, or need technical assistance, please contact Toni Slightam at tonia.slightam@portlandoregon.gov.

COMPLETING APPLICATION FORMS

- Where there are text boxes, remove “your response here” and replace it with your text. Please follow each section’s word limit. The box will expand automatically as it fills with text.
- To check boxes, highlight the box and click the enter key.
- Do not include letters of support, appendices, quotes, or extensive supporting documentation beyond the required forms.
- A complete application will include:
    - Project Concept Form
    - Budget Form
    - Project Management Plan
    - Environmental and Historic Preservation Form (Due March 1, 2023)
    - Capability Development Plan (required only if the project requests recurring funding year over year.)

PROJECT CONCEPT FORM

Section 1 - Overview

Description (up to 30 points):

- Describe your proposal by providing information so that someone who may not be familiar with your discipline can understand why the concept is important to the region and worthy of time and funding.
- Describe if this project is part of a previously approved project or is the first installment of a multi-phased project.
- Avoid jargon and technical terms and spell out acronyms.
- Describe the purpose of the project.
- Describe the project's goals and objectives.
- Describe the outcomes and deliverables.

Justification (up to 20 points):

- Identify how the project aligns with Steering Committee Guidance. All projects **must** fit into at least one of these categories**.**
    - Proposals that incorporate more than one area established by the Steering Committee guidance will score higher than those that address a single area.
- Describe the connection to counterterrorism, response to a terrorist incident, or catastrophic disaster.
    - Projects supported by UASI funding must comply with this requirement. If a project does not meet it, they may be considered for RDPO regional funding support.
- Identify if the project aligns with one of the 2022 National Priority Areas (Q11 in the linked document). **It is not required that all projects align with a federal priority area**. The 2022 National Priority Areas are provided for context. However, it is possible the federal program will change, add, or eliminate these priorities for the 2023 funding opportunity. More information will be provided as it becomes available.
- Identify how the project addresses multiple threats or hazards, interoperability (if relevant), and relationship to existing projects.

Scalability:

- Describe if and how your project could be broken into phases or segmented to manage scope or costs in smaller increments or scaled up if additional funding is received.

Equity and Inclusion (up to 15 points):

- Describe how the proposal aligns with the RDPO Equity Resolution.
- Click here to read more about equity and inclusion in the context of emergency management.[1]
- Describe how the principles of equity and inclusion relate to your proposal.
- Have people who will be impacted by or involved with this project been directly consulted during project development?
- **All concepts should describe equity and inclusion strategies and impacts**.
- Technical assistance is available upon request.

[1] Sabina Roan, Jayne Cromwell, "Equity in Emergency Management", Metroscape, Winter 2019 Issue. Institute of Portland Metropolitan Studies, Portland State University.

Sustainability (up to 5 points):

- If this project requires recurring funding year over year, a Capability Development Plan is required and you can reference that here to satisfy this area.
    - If there is **an existing Capability Development Plan**, update it with how the capability has advanced since the previous investment and activities were completed, and how the requested investment will further the capability.
- Describe how the capability will be maintained in the future without RDPO resources, particularly if equipment maintenance is required to ensure readiness, safety, or other operational ability.
- Describe how those costs will be handled after the end of this project.

Section 2 – Development and Implementation

Engagement of RDPO Workgroups/Jurisdictions (up to 10 points)

- Work groups meet at different times during the project development period. **Plan ahead to get time on a work group's agenda** to share a proposal in advance of submitting it. For information about how to contact a workgroup, contact Toni Slightam.
- Describe how you have coordinated with RDPO work groups or community groups that may be stakeholders. Chose from: consulted, co-developed, or formally reviewed and endorsed.
- Proposals that **document formal support/approval (by chair signature on the proposal)** of more than one work group will receive higher scores.
- Proposals that **benefit multiple jurisdictions** will receive higher scores.
- Proposals that **discuss future engagement** of multiple work groups will score lower.

Section 3 - Estimated Costs

Budget (up to 10 points)

- Use the Budget Form.
- Projects supported by federal or locally contributed funds have specific administrative requirements that may include compliance with 2 CFR 200 (UASI funding) and potential ongoing agency costs to maintain equipment. **Collaborating on the proposal with the implementing agency's fiscal staff is highly recommended.**
- Describe any other sources of funding that may support this project, and how much and when funding may be available. Projects that leverage multiple sources of funding (local, state or federal, or other funds) may receive higher scores.
- Contact Toni Slightam if you have questions or need help with developing a budget.

Section 4 - Equipment (if applicable)

- All requests for purchasing supplies or equipment **MUST** include the Authorized Equipment List (AEL) number.
- Radio communications equipment purchases must align with the Oregon Statewide Communications Interoperability Plan (SCIP).

- Equipment costing more than $5,000/unit requires an ongoing commitment from the receiving agency to depreciate the asset, track and report it on an inventory form every two years, and maintain the equipment during its usable life.
- **Consulting with the fiscal staff of the receiving agency is highly recommended.** All UASI supported projects must comply with federal requirements. See 2 CFR 200 for specific information.

Section 5 – Project Management and Implementation

NIMS Compliance:

- Agencies receiving UASI funding must be NIMS compliant. The Steering Committee requires NIMS compliance at the time of submitting a proposal.

Project Team, Plan, and Schedule (up to 10 points)

- Use the Project Management Plan.
- Describe 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, the current emergency management environment, other current or potential emergencies, potential deployments, administrative work, leaves, etc. This will help build a realistic and manageable project timeline.
- Keep the implementation timeframe to a maximum of 24 months to ensure completion, including final invoicing/requests for reimbursement.
- If a proposal is approved and funded, the dates and deliverables described in this section will become part of the grant agreement the implementing agency will receive to execute the project.

Section 6 - Certifications

- **Project Proposers must sign and date the form.**
- **At least one work group chair must sign and date.**
- Additional points may be based on documentation of multiple work group approval/support of the proposal.
- While developing your proposal, **plan ahead to ensure you have reserved time to get on work group calendars/agendas if you are seeking their support.**
- A signed proposal attests that the proposal meets the regional and funding source requirements outlined in the Proposal Evaluation Matrix.

PROJECT EVALUATION CRITERIA

- The Proposal Evaluation Matrix is provided as a reference to help write proposals and is provided so proposers know what the criteria are and how proposals will be evaluated against regional or funding requirements.
- Proposers do not need to fill out the form.
- The evaluation subcommittee will evaluate proposals based on the Project Evaluation Criteria.
- Part A outlines the **RDPO mandatory criteria** for projects. **Projects that do not meet these requirements will not be considered for any available funding stream.**

- Part B describes the **FEMA 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 still 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.
- Part C relates to Steering Committee Guidance and how well the proposal aligns with the criteria outlined in the Matrix. Proposals are awarded points by reviewers based on the project's relevance to these elements. **Proposers should be familiar with the evaluation criteria to have the best opportunity for a successful proposal.**
- **Proposals that score 50 or fewer points will not move forward in the evaluation process.**
- Program and Steering Committees will receive a complete list of all submitted proposals and their scores.