

The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Securing the Cities Program (STC)

Appendix 1

Section A: STC Program Phases and Deployment Postures

STC Program Phases

The Department of Homeland Security (DHS) intends to enable State and local operations for nuclear detection through a four-phased Securing the Cities (STC) Program that provides for the implementation of nuclear detection capabilities in all eligible Urban Area Security Initiative (UASI) regions as defined in the accompanying funding opportunity. The four phases and their transition points are described below.

Phase I (Engagement): CWMD, along with Federal partners, engages directly with regional principal partners and operational partners to assist in establishing the regional program management structure and to identify regional participants, and determine baseline capabilities, operational requirements, and gaps. CWMD fosters increased understanding and awareness of the nuclear threat, the benefit of mutually supportive enhanced regional capabilities to detect and interdict nuclear threats, and increased cooperation and coordination among regional jurisdictions and agencies. Key milestones of Phase I include establishment of the regional program management office and governance (functional committee) structure, designation of all regional partners, and identification of regional requirements for training, equipment, and reporting/information exchange. **Phase I is expected to take up to one year.**

Phase II (Implementation): Phase II efforts focus on meeting immediate regional requirements to establish or enhance Initial Operational Capabilities (IOC) to detect and report the presence of R/N materials that are out of regulatory control. Key tasks to be completed include development of operations and deployment plans including alarm adjudication protocols, deployment of equipment, delivery of training and exercise support, and technical program assistance. Key milestones of Phase II include completion of a regional operations plan and proficient responders using R/N detection equipment in the field for Steady State/Enhanced Steady State operations and reporting in accordance with the Domestic WMD Detection Concept of Operations (CONOPS) and regional protocols. During this phase, the region is expected to execute its Multi-year Training and Exercise Plan (MYTEP). **Phase II is expected to take three years.**

Phase III (Integration): During Phase III, CWMD expects that a region will be fully mission capable (FMC) and successfully demonstrate the ability to integrate into a national detection framework. To that end, the region will conduct a series of exercises commencing with a table top exercises (TTX) and culminating with a full-scale exercise (FSE) that exercises the regional detection and reporting capability in the context of a an operational scenario that leads up to and includes a federally led operation. Successful completion of this exercise will be the criterion for transitioning to the Sustainment phase and for a region becoming eligible for Federal STC Program sustainment funding. **Phase III is expected to last one year.**

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Phase IV (Sustainment): At the five-year point, contingent upon successful completion of the regional FSE, a region enters the sustainment phase of the STC Program. CWMD continues to provide direct technical and financial support to sustain the regional capability. A region is expected to execute all plans supporting sustainment, including the regional MYTEP and comply with all reporting criteria required by CWMD. CWMD provides equipment maintenance and recapitalization for the region. To maintain eligibility for CWMD Federal sustainment funding, a region is expected to successfully complete the FSE cycle outlined in the Integration phase every five years. This requirement is intended to aid a region in setting intermediate and long-term goals that facilitate long term sustainment of the regional detection and reporting capability. It will require enduring program management to maintain eligibility for continued Federal support.

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Section B: Eligible Equipment

Equipment will be purchased through the CWMD STC Office and provided to principal partners. Equipment decisions will be made based upon the region's validated requirements and with concurrence of DHS CWMD and the regional partners. Eligible equipment for purchase is limited to those items that fall within the categories described below. If applicable, eligible equipment must be designed with the intent to meet or exceed the radiation detection requirements of the American National Standards Institute (ANSI) standard for each category. Where applicable, the appropriate military specification standards can be used in place of ANSI standards for eligible equipment types. Manufacturers offering new equipment for consideration should be asked to provide evidence of independent testing for compliance with these standards.

Special Requirements for Neutron Detection Equipment: Helium-3 (^3He) is an important element used in several national security, homeland defense, and medical applications. The supply of ^3He is extremely limited and, while research is currently being conducted to develop alternative devices for neutron detection, grantees developing NUCLEAR DETECTION capability may be unable to acquire ^3He gas for neutron detection equipment. Grantees seeking to develop or enhance neutron detection should contact the STC PMO to receive guidance about how to prepare their requests for ^3He if they require it.

Equipment Category	Standard
Alarming Personal Radiation Detectors (PRDs)	ANSI/IEEE N42.32
Portable Radiation Detection Instrumentation	ANSI/IEEE N42.33
Hand-held Instruments for the Detection & Identification of Radionuclides	ANSI/IEEE N42.34
Mobile and Transportable Radiation Monitors. While detection systems configured to fit into helicopters and maritime vessels are authorized, helicopters and maritime vessels are not an allowable expense	ANSI/IEEE N42.43
Alarming Electronic Personal Emergency Radiation Detectors	ANSI/IEEE N42.49A
Non-Alarming Personal Emergency Radiation Detectors	ANSI/IEEE N42.49B
Non-Spectroscopic Backpack-based Radiation Detection Systems	ANSI/IEEE N42.53
Equipment necessary to facilitate response protocols, information	NA
Sealed radiation sources for training. Sealed radiation sources for system calibration and/or function checks. Storage lockers, if necessary, to maintain physical security of sources	Various
Equipment associated with preventive nuclear detection system calibration or maintenance, excluding vehicle maintenance	NA

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Section C: Eligible Training

DHS FEMA certified/approved training courses and CWMD approved operational workshops described below are eligible as allowable cost items under this announcement. In addition, vendors of equipment listed in Section B may offer familiarization seminars on the operation, calibration, and maintenance of their equipment. Vendor familiarization seminars may be eligible, when obtained from the specific vendor from which Section B equipment is purchased and with STC Program Manager approval

Training Course/Category:

- AWR-140 WMD Rad/Nuc Awareness
- AWR-140-1 WMD Rad/Nuc Awareness Train the Trainer (TTT)
- PER-243 WMD Rad/Nuc Personal Radiation Detection (PRD)
- PER-243-01 WMD Rad/Nuc Personal Radiation Detector (PRD) TTT
- PER-245 Secondary Screener/Radiation Isotope Identifier Device (SS/RIID)
- PER-246 Primary Screener Backpack Basic (PS/BB)
- PER-247 Secondary Screener/Radiation Detection Kit Operations and Strategies Course (SS/RDK)
- PER-300 Primary Screener (PRD) Refresher (Instructor Led, TTT, Web based)
- PER-349 Primary Screener (Backpack) Refresher (Instructor Led Training TTT, Web based)
- PER-355 Equipment Employment (PS and SS)
- HSEEP Homeland Security Exercise Evaluation Program Training
- CWMD Sponsored STC Operational Workshops (this includes Radiation Safety Officer Training, both initial and refresher)
- Courses necessary for the authorized transportation, storage, and use of sealed radiation sources, based on NRC or NRC Agreement State regulations
- Other Radiological/Nuclear Detection related courses approved on a case-by-case basis by STC Program Manager

To receive funding for self-delivered training courses, agencies must have a cadre of instructors who are certified through an instructor development course. Hardcopy course materials are sent to requesting agencies for delivery at their local training sites, by the local agency's certified instructors. The following courses are FEMA approved courses for self-delivery by stakeholders:

- DHS-013-PREV Primary Screening: PRD Basic Operator
- DHS-014-PREV Primary Screening: Backpack
- DHS-012-PREV Primary Screening: Mobile Detection System
- DHS-015-PREV Secondary Screening: RIID

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Section D: Reports

Quarterly Performance Report: Quarterly performance reports must be submitted within 30 days of the end of each reporting quarter during the period of performance. Quarters end on the last day of March, June, September, and December. The below format shall be used to document performance based upon Gantt chart or other program-based documents. The STC Program Office requires one regional report from the principal grantee each quarter. Each principal partner must submit this report to Lead Agency for inclusion in the overall quarterly report.

Training Reports: Student training roster information must be submitted within 5 business days after Preventative Radiological and Nuclear Detection (PRND) training concludes. Reports must be submitted via the STC Student Training Web Application or using the STC provided excel template. The below information must be provided in advance of reporting, in order to update the database for each region. All of the data on the STC excel template must be reported, in addition, including but not limited to the data below:

- Attendee first/last name
- Regional Training Site address
- Instructor first/last name
- Attendee Agency affiliation
- Agency Work Duty Station/Address

Operational Activity Report: Operational activity reporting must be submitted within 5 business days of completion of the Enhanced Steady State/Search operation. (Note: Steady State operations must also be reported in the Quarterly Performance Reports – See Section I). Reports must be submitted via Survey123 application or STC provided fillable .pdf document.



STC Operational Activity Report Form Generic July 17 2019 final.pdf

Secondary Screening Asset Deployment/Alarm Report: Minimizing delays in the notification to federal response assets is critical. The protocols discussed herein do not prohibit or preclude domestic first responder agencies from using and employing their own organic reachback and adjudication capabilities (State and Local-Level Reachback). Mission partners will use their agency SOP and will contact either DOE/NNSA Triage or LSSD-TC when the responder cannot resolve an alarm in the field and/or when any of the triggers for National-Level Reachback are present, per the Domestic Detection CONOPSSTC Secondary Screening Alarms should be reported using one of the approved STC tools.

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When a Local-Level Reachback capability is used, a concurrent notification to a National-Level Reachback entity and the local FBI WMD Field Office should commence without delay. The DHS NOC CWMD Desk is positioned to facilitate this notification. All domestic first responder PRND protocols and SOPs should adhere to this principle of concurrent notification of the National-Level Reachback and State and Local-Level Reachback entities.

Quarterly Drill/Exercise Reports: Quarterly Drill/Exercise reports must be submitted within 30 days of the end of each reporting quarter during the period of performance. Quarters end on the last day of March, June, September, and December. Reports must be submitted via Survey123 application or STC provided fillable .pdf document.



STC Drill and Exercise Reporting Form Generic July 17 2019 FOUO final.pdf

Quarterly Financial Reporting: Lead Agencies shall include as an attachment on the quarterly basis a detailed Standard Form – Federal Financial Report (SF-FFR/SF-425) spending information on drawdowns from the Payment Management System (PMS). The information must be reported by the following budget categories:

- Salary and Wages
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Costs

Quarterly Performance Reporting: Lead Agencies must submit a quarterly performance report that includes a summary of the accomplishments and activities, progress toward meeting milestones and deliverables including percentage complete, planned activities for the next reporting period, and identified risks or issues encountered.

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STC Quarterly Performance Report FOR OFFICIAL USE ONLY

Directions: Principal stakeholder should fill out all blank fields.

AGENCY INFORMATION	
Agency Name:	
Date:	
Point of Contact:	
Email:	
Telephone:	
SECTION 1.0 OPERATIONS	
Number of instruments deployed daily – steady state operations	
Percentage of instruments deployed daily - steady state operations	
Number of enhanced steady state deployments	
Number of instruments deployed per day of enhanced steady state	
Percentage of instruments deployed per day of enhanced steady state	
Number of search operation deployments	
Number of instruments deployed per day of search operations	
Percentage of instruments deployed per day of search operations	
Number of rad/nuc detection capable vehicle and/or vessel patrols	
Frequency of rad/nuc detection capable vehicle and/or vessel patrols	
Duration of rad/nuc detection capable vehicle and/or vessel patrols	
Average time between initial detection and final resolution	
Number of operational activity reports submitted to CWMD	
SECTION 2.0 EQUIPMENT	
Number of PRDs provided by CWMD this quarter	
Number of Backpacks provided by CWMD this quarter	
Number of Mobile Systems provided by CWMD this quarter	
Number of RIIDs provided by CWMD this quarter	
Number of PRDs fully operational this quarter	
Percentage of PRDs fully operational this quarter	
Number of Backpacks fully operational this quarter	
Percentage of Backpacks fully operational this quarter	
Number of Mobile Systems fully operational this quarter	
Percentage of Mobile Systems fully operational this quarter	
Number of RIIDs fully operational this quarter	
Percentage of RIIDs fully operational this quarter	
Number of PRDs requiring maintenance actions this quarter	
Number of Backpacks requiring maintenance actions this quarter	
Number of Mobile Systems requiring maintenance actions this quarter	
Number of RIIDs requiring maintenance actions this quarter	

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SECTION 3.0 TRAINING	
Number of certified rad/nuc instructors	
Number of initial Primary Screening approved or certified training courses conducted	
Number of refresher Primary Screening approved or certified training courses conducted	
Number of initial Secondary Screening approved or certified training courses conducted	
Number of refresher Secondary Screening approved or certified training courses conducted	
Number of qualified operators	
SECTION 4.0 EXERCISES	
Number of drills and exercises scheduled	
Number of drills and exercises conducted	
Number of discussion based exercises (seminars, workshops, table tops) conducted	
Number of operations based exercises (functional, drills, full scale) conducted	
Number of Reachback drills conducted at state or local level	
Number of Reachback drills conducted at National-Level (Triage)	
Number of after action reports pending	
Number of improvement plans pending	
Number of drills/exercise reports submitted to CWMD	
SECTION 5.0 REACHBACK AND REPORTING	
Number of alarms adjudicated and resolved at local level and reported to STC GIS app	
Number of alarms adjudicated and resolved through National Reachback (Triage)	
Number of alarms submitted through DHS CWMD Desk	
Number of anomaly reports submitted to state and local fusion centers	
SECTION 6.0 PROGRAM MANAGEMENT	
Number of press and media releases	
Number of DAs and/or judges briefed	
Percentage of DAs and/or judges briefed	
Number of executive leaders and/or managers briefed	
Percentage of executive leaders and/or managers briefed	
Backfill and overtime dollars expended to execute training courses this quarter	
Backfill and overtime dollars expended to execute drills and exercises this quarter	
SECTION 7.0 COMMENTS	
General Comments	

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Submit Form

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Section E: Final Performance Reports

Final Performance Reports shall be submitted 90 days after the expiration date of the Performance Period. STC Program Office requires the lead agency (applicant) to provide a final report.

FINAL REPORT

STC Implementation: _____ **Date:** _____

Principal Author: _____

Title: _____

Phone: _____

Prepare a brief narrative report discussing the highlights of the project. Address the following topics (use additional pages if necessary).

Summary:

1. Training Issues:

Solutions:

2. Exercise/Drills Issues:

Solutions:

3. Equipment Issues:

Solutions:

4. Protocol Issues:

Solutions:

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Section F: Eligible Costs

Definitions of eligible costs under each task area:

- Planning & Organization
- Training
- Exercises

Planning & Organization

- Developing and enhancing plans and protocols
- Developing information exchange plans
- Reviews, assessments, and inspections
- Developing communications and interoperability protocols and solutions
- Designing automated information systems to assist in accomplishing the objectives of the STC Program
- Planning to enhance security during heightened alerts, during nuclear terrorist incidents
- Planning responses to terrorist use of radiological or nuclear devices
- Planning and conducting public education campaigns, limited to the allowable costs for such activities explained in 2 CFR Part 225 Cost Principles For State, Local, And Indian Tribal Governments (OMB Circular A-87)
- Development of Memoranda of Understanding or Mutual Aid Agreements
- Developing and maintaining databases of equipment and trained personnel
- Developing and maintaining deployment schedules and operational readiness status
- Development of operational plans and associated logistics, for venue screening (e.g. stadiums) or heightened periods of alert
- Conferences to facilitate planning
- Supplies necessary for planning
- Management of the resultant Cooperative Agreement, including compliance with reporting and data collection requirements
- Development of operating plans for information collection and processing necessary to respond to DHS data calls
- Travel/per diem related to planning activities
- Overtime or backfill costs for the above planning and organization items, and/or hiring full- or part-time staff or contract/consultants to assist with planning activities
- Other planning and organization activities with prior approval of DHS

Equipment

-
- Equipment necessary to deliver any Section C course
- Equipment maintenance, calibration and logistics of Section B items
- Travel/per diem related to allowable maintenance, calibration and logistics of Section B items
- Overtime or backfill costs for Section B maintenance, calibration and logistics, and/or hiring full- or part-time staff or contract/consultants to assist with equipment

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purchase, maintenance, calibration and logistics activities

- Other equipment items with prior approval of DHS

Training

- Conferences or workshops to develop training plans
- Contracts for delivery of any Section C course
- Backfill or overtime costs for attending or instructing any Section C course
- Travel/per diem to attend or instruct any Section C course
- Supplies necessary to deliver any Section C course
- Other training courses or activities with prior approval of DHS

Exercises

- Design, develop, conduct and evaluate a **Homeland Security Exercise and Evaluation Program** (HSEEP) compliant exercise
- Exercise planning workshops
- Full- or part-time staff or contractors/consultants to design, develop, conduct and/or evaluate the exercise
- Overtime or backfill costs, including expenses for part-time and volunteer law enforcement or emergency response personnel participating an HSEEP compliant exercise
- Travel/per diem for the above exercise activities
- Supplies for the above exercise activities
- Other exercise activities with prior approval of DHS

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Section G: Sample Budget Format

OBJECT CLASS	Equipment	Exercise Planning	Exercise Execution	Training Costs	Workshop Costs	Total
Personnel	0	\$10	\$5	\$25	\$110	
Fringe Benefits	0	\$1	\$2	\$2	2	\$7
Travel	0	\$20	\$32	\$7	7	\$66
Equipment	\$100	0	0	0	0	\$100
Supplies	0	2	\$33	\$35	\$15	\$85
Contractual	0	\$50	\$96	\$65	\$40	\$309
Construction	0	0	0	0	0	\$0
Other	\$100	0	0	0	0	\$0
Total Direct Charges	0	\$83	\$271	\$134	\$89	\$677
Indirect Charges	\$100	\$2.2	\$11.4	\$5.40	\$5.40	\$24
TOTAL	\$200	\$85	\$283	\$139	\$94	\$702

Where appropriate for a task (at a minimum, equipment purchases, training costs, exercise costs, etc.), support these task budget summaries with a jurisdiction-by-jurisdiction breakout using the same object class categories. Example:

Task Budget: Equipment	Purchase A	Purchase B	Purchase C	Purchase D	Total
Personnel	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Travel	25	0	0	0	25
Equipment	25	25	25	25	100
Supplies	0	0	0	0	0
Contractual	0	0	0	0	0
Construction	0	0	0	0	0
Other	25	0	0	0	25
Total Direct Charges	75	25	25	25	150
Indirect Charges	25	0	0	0	25
TOTAL	100	25	25	25	175

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TASK BUDGET: Exercise	Execution Jurisdiction A	Jurisdiction B	Jurisdiction C	Jurisdiction D	Total	
Personnel	10	12	11	15	48	
Fringe Benefits	2	2.5	1.5	3	9	
Travel	30	25	6	0	61	
Equipment	0	0	0	0	0	
Supplies	3	7	2	13	25	
Contractual	0	0	0	0	0	
Construction	0	0	0	0	0	
Other	0	0	0	0	0	
Total Direct Charges	45	46.5	20.5	31	143	
Indirect Charges	2.4	2.9	2.5	3.6	11.4	
TOTAL	47.4	49.4	23	34.6	154.4	

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Section H: Memorandum of Understanding Template

A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
- Identify the staff responsible for completing the specific responsibilities;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

MEMORANDUM OF UNDERSTANDING

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency.*

A. Purpose. *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program;*

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- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

- C. Reporting Requirements.** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

- D. Timeframe.** *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____.

- F. Confidentiality.**

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In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement between _____ and _____; it may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official: _____

Signature

Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

AGENCY B

Authorized Official: _____

Signature

Printed Name and Title

Address: _____

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Telephone(s): _____

E-Mail Address: _____