

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

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO.

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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS) Countering Weapons of Mass Destruction Office

2. Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)

97.106.

3. Assistance Listings Title (formerly CFDA Title)

Securing the Cities Program

4. Funding Opportunity Title

Securing the Cities Program, 2021 STC Sustainment

5. Funding Opportunity Number

DHS-ST-21-106-STC-0001

6. Authorizing Authority for Program

Section 1928 of the Homeland Security Act of 2002, as amended (6 U.S.C. §596b).

7. Appropriation Authority for Program

Department of Homeland Security Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260), Division F Department of Homeland Security; Title IV Research Development, Training, and Services; Countering Weapons of Mass Destruction; Federal Assistance.

8. Announcement Type

New

9. Program Category (*Optional*)

Not Applicable

10. Program Overview, Objectives, and Priorities

1) Program Overview

The STC program enhances the ability of the United States to detect and prevent terrorist attacks and other high-consequence events utilizing nuclear or other radiological materials that pose a high risk to the homeland security in high risk urban areas. Support to recipients includes assistance in developing and integrating local or regional programs into a national detection structure, guiding the development of Concepts of Operations (CONOPs) and standard operating procedures, providing radiological/nuclear (R/N) detection equipment, providing training and exercise products to ensure detection is integrated into day-to-day activities and that partners

are proficient in the detection mission area. Capability is defined as trained and equipped personnel who are proficient in the use of R/N detection equipment and guided by detection and response protocols.

The STC Program supports the ‘Prevent Terrorism and Enhance Security’ Mission Area as specified in the 2018 Quadrennial Homeland Security Review and is a prevention program as defined in Presidential Policy Directive – 8 (PPD-8).

The STC Program is implemented in four phases; Phase I (Engagement), Phase II (Implementation), Phase III (Integration), and Phase IV (Sustainment). All recipients of this award have advanced to Phase IV, where they will be recapitalizing equipment and expanding capabilities along routes of ingress to the HRUA. Recipients in other phases may be funded under separate NOFOs.

1) Goals and Objectives

The STC Program has three primary goals:

- 1) Enhance regional capabilities to detect, analyze, report, and interdict radiological and nuclear materials that could be used by an adversary;
- 2) Guide the coordination of STC partners in their roles in a local, regional, and national defense in depth detection structure; and
- 3) Encourage participants to sustain their R/N detection program over time.

To accomplish the above goals, the STC Program has the four (4) following objectives:

Objective 1: Assist State, local, territorial and tribal governments in developing local radiological/nuclear detection architectures resulting in awareness, training, technical support, exercises, and capability development. The Countering Weapons of Mass Destruction Office (CWMD) will use a common strategy in each STC implementation that will then be tailored for the requirements of that area. This strategy will put in place a comprehensive structure for developing all architectural elements and will encompass all elements of capability development.

Objective 2: Provide a common information sharing environment. Establish information connectivity among domestically deployed detection systems and Federal, State, local, tribal, territorial, and regional data analysis centers, to include connectivity for technical reachback and adjudication support. Information exchange is critical to reducing the risk of any terrorist attack. An Operations Plan will document coordination protocols among operational partners and with federal agencies. Additionally, an Information Exchange Plan will ensure that proper and effective information sharing practices and policies are institutionalized within the region with respect to the STC Program.

Objective 3: Use a regional approach to coordinate activities and resources for all participating agencies. Establish administrative infrastructure to support a nuclear detection program.

Objective 4: Establish coordination mechanisms between operational partners that support the Domestic Detection Concept of Operations¹ and have concurrence from all principal STC partners. Further, an Information Exchange Plan is required, which documents the utilization of the CWMD STC methodology and DHS Geospatial Information Infrastructure (GII) system for exchanging information between partners, other STC implementations, and the Federal Government. The DHS GII houses the authoritative data set for all STC regions. All secondary screening alarms must be reported via CWMD STC approved mechanisms, in accordance with the Domestic Detection CONOPS.

2) Priorities

This specific NOFO will focus on previous STC Program Recipients to sustain the regional capabilities and/or expanding those capabilities (by incorporating additional partners into the program), by recapitalizing the R/N detection equipment which has reached the end of its expected usable life cycle and funding the Regional Program Office to continue to manage the detection efforts within the region. This will enable the eligible applicants to continue to provide uninterrupted detection capabilities for their region and reducing the risk of R/N materials posing a threat to the high-risk urban area.

11. Performance Measures

Section D of the NOFO Appendix 1 details performance measures. The STC Program Management Office will monitor regional progress against the measures on a quarterly basis to determine progress in meeting the above objectives. Reporting on these performance metrics and measures is required and is directly tied to continuation awards from paragraph 8 above.

B. Federal Award Information

- | | |
|---|---------------------|
| 1. Available Funding for the NOFO: | \$650,000.00 |
| 2. Projected number of Awards (<i>Optional</i>): | 1 |

¹ DHS CWMD worked with the Federal Bureau of Investigation and the Department of Energy to create the Domestic Detection CONOPS to facilitate an effective “whole of government” response among mission partners to detect and communicate about potential or actual threats involving R/N materials within the United States. DHS will provide the Domestic Detection CONOPS to grant recipients as a basis for planning their regional CONOPS.

3. **Maximum Award Amount (*Optional*):** N/A
4. **Period of Performance:** *107 months*
5. **Projected Period of Performance Start Date(s):** 09/30/2021
6. **Projected Period of Performance End Date(s):** 08/31/2030
7. **Funding Instrument Type:** *Cooperative Agreement*

By and through the lead agency/recipient, DHS provides assistance to regional partners to:

- Closely coordinate planning, operations, and information exchange between regional partners, CWMD, and other Federal agencies.
- Conduct training and exercises to further the nuclear detection mission in the region and gain proficiency in detection operations.
- Develop a robust mobile architecture and equipment set for both land and maritime pathways focused on steady-state operations that is flexible enough to surge to enhanced detection postures.
- Execute the CWMD STC information exchange methodology so that multiple STC regions may exchange data amongst each other, CWMD, and other Federal partners.
- Achieve better integration of Federal, State, and local capabilities allowing regional support to national operations, in accordance with the Domestic Detection CONOPS. CWMD will provide the Domestic Detection CONOPS to grant recipients along with templates for regional and local operational plans and procedures.

C. Eligibility Information

1. Eligible Applicants

Only previously awarded lead agencies under the Securing the Cities grant number 16DNSTC00001 are eligible to apply. The City of Chicago Fire Department and the city of Houston were originally selected for funding in FY15 under NOFO DHS-15-DNDO-106-001. The City of Houston is already covered under a sustainment cooperative agreement. Therefore, the City of Chicago Fire Department is the only entity eligible to apply for the sustainment funding for the STC Program under this announcement. Refer to the Homeland Security Act of 2002 (“HSA”) (Pub. L. 107-296), as amended by section 2(a) (10) of the Countering Weapons of Mass Destruction Act of 2018 (Pub. L. 115-387), codified at 6 U.S.C. 596b.

2. Applicant Eligibility Criteria

This NOFO focuses on existing high-risk urban areas that were previous recipients under the STC Program and that are in the Sustainment phase under their original award. The STC Program recipient will submit only one application for their region from their Lead Agency, which will encompass the urban area as well as its regional partners.

The application must clearly identify the lead agency and all principal partners. **It is crucial to the success of the program for each principal partner to assign personnel sufficient rank and possessing necessary authority to be able to make decisions for their organizations.** Sub-partners should also be included in the resulting regional nuclear detection program and plans, but do not need to be identified in a region's application.

3. Other Eligibility Criteria

No other eligibility criteria applicable.

4. Maintenance of Effort (MOE)

There is no statutory maintenance-of-effort (MOE) requirement associated with this award of the funding in this Notice.

5. Cost Share or Match

There is no cost share or matching requirement associated with this award of the funding in this Notice.

D. Application and Submission Information

1. Key Dates and Times

- a. **Application Start Date:** 05/07/2021
- b. **Application Submission Deadline:** 06/07/2021 at 23:59:59
PM Eastern Daylight Time
- c. **Anticipated Funding Selection Date:** No later than 09/01/2021
- d. **Anticipated Award Date:** No later than 09/01/2021
- e. **Other Key Dates**

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline

Starting application in Grantsolutions.gov	Two weeks before actual submission deadline
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2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Application forms and instructions are available at Grantsolutions.gov. To access these materials, go to <http://www.Grants.gov>.

For a hardcopy of the full NOFO, please write or fax a request to:

*Janet Bailey
Office of Procurement Operations (MGMT I OPO)
245 Murray Lane SW
Mail Stop 0115
Washington, D.C. 20528-0115
Phone: 202-447-0362
Email: janet.bailey@HQ.DHS.GOV*

Applications will be processed through the Grants.gov portal

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
- b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;

- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Submit application in Grants.gov;
- i. Continue to maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well on all predecessors that have been awarded a Federal contract or grant within the last 3 years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements (if applicable), based off of
<https://www.grants.gov/web/grants/grantors/grantor-standard-language.html>:

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, the *DHS GFAD* requires applicants to submit applications through Grants.gov.

6. How to Register to Apply through Grants.gov

- a. *Instructions:* Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grantsolutions.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here:

<https://www.Grants.gov/web/grants/applicants/organization-registration.html>

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.Grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:

<https://www.Grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.Grants.gov/web/grants/applicants/registration.html>
- 4) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.Grants.gov/web/grants/applicants/registration/add-profile.html>

- 5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.Grants.gov/web/grants/applicants/registration/authorize-roles.html>

- 6) *Track Role Status*: To track your role request, refer to:
<https://www.Grants.gov/web/grants/applicants/registration/track-role-status.html>
- 7) *Electronic Signature*: When applications are submitted through Grantsolutions.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.Grants.gov/web/grants/applicants/workspace-overview.html>

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may

click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.Grants.gov/web/grants/applicants/adobe-software-compatibility.html>

- d. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- e. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
- f. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- g. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.Grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@Grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in [another grant system] (if applicable)

If the DHS FAO requires applicants to finish their application in another system, this section must include instructions for that process.

9. Timely Receipt Requirements and Proof of Timely Submission

- a. *Online Submission.* All applications must be received by 23:59:59 Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grantsolutions.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

- b. *If the application is submitted initially through Grants.gov and then finalized in another system, use language like this:* As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt, a tracking number (GRANTXXXXXXXXXX) from Grants.gov, and *[insert DHS FAO's tracking number or information]* with the successful transmission of the initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in *[DHS FAO's system]*. All applications must be received in *[DHS FAO's system]* by **HH:MM AM/PM Eastern Time on [Month Day, Year]**. *If applicable, add how the applicant will know whether its final*

submission in DHS FAO's system is successful & submitted on time, such as stating that there is an electronic date/time stamp generated in the system or that the applicant will receive an email to confirm receipt.

10. Content and Form of Application Submission

c. Mandatory Files:

SF 424 – Application for Federal Assistance

Applicants must complete an SF 424 application form. This form may be completed while on the Grants.gov Web site or it can be completed offline in its entirety. NOTE: Applications submitted through Grants.gov must use the SF 424 provided by Grants.gov. The SF 424 application form can only be viewed and downloaded once Adobe Reader has been installed. The SF 424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

SF 424A Application Budget

Applicants must complete the budget in its entirety. Applicants must provide budgets by object class (salaries, fringe, travel, indirect, etc.). Funds may be requested if the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions.

d. Project Narrative:

Applicants must complete a project narrative as part of their application. This narrative should address the following areas at a minimum:

1. Cost of program office sustainment
2. New Principle Partners or sub-partners – plans for pro-growth expansion
3. The age of the equipment being recapitalized
4. The condition of the equipment being recapitalized
5. The type and quantity of the equipment being recapitalized
6. A detailed schedule for the recapitalization of R/N detection equipment throughout the period of performance

e. Principal Partners:

Application must identify the lead agency (applicant) and all participating and planned principal jurisdictions (“principal partners”) by name only, accounting for the eligibility information above and include type of organization (city, county, etc.).

f. Existing Capability:

Capability, in this sense, is comprised of appropriately trained and equipped personnel, proficient in the use of radiation detection equipment, and guided by detection and response protocols. Describe the existing R/N detection capabilities of each NEW principal partner:

- Equipment: Make, model, quantity, and age
- Training: Number of personnel trained for each equipment type

g. Need for Assistance:

Given the age of some of the equipment procured with STC funding, it is imperative that this equipment be programed for recapitalization. This need should be clearly articulated in the application, in the Project Narrative section. This award will only be utilized to recapitalize R/N detection equipment, expand the R/N capability within the Region, and to sustain the STC Regional Program Office.

h. Coordination with other Federal Programs:

The Lead Agency will continue to serve as the focal point for coordination between STC partners. The applicant should describe how activities under the STC Program will complement, but not duplicate, activities under other U.S. government-funded programs.

i. Project Description:

Supply a detailed scope of work for assistance requested through this funding opportunity. This scope of work should harmonize with the Budget Narrative and Justification (see item below). At a minimum, the scope must include:

- Regional goals and objectives linked to STC Program goals and objectives listed in Section A: Notice of Funding Opportunity Description.
- The specific activities to meet each regional goal and objective.
- Metrics for success in meeting each regional objective. Provide a list of key performance indicators (KPIs) that you intend to use to measure progress against objectives listed in Section A.
- Plan of Actions and Milestones (POAM) or Gantt chart with detailed descriptions showing work tasks and project milestones associated with each major STC task. Include estimated dates for the beginning of regional training and exercises, operations plan development, commencement of information exchange between principal partners and CWMD, and, assuming the lead agency were to procure equipment with its funds, equipment selection, estimated procurement timelines, and deployment. This document must provide sufficient detail to allow DHS to evaluate the project schedule. A brief list of bullet points containing vague timeframes, with little or no explanation or illustration of task dependencies is unacceptable. This POAM or Gantt chart with detailed description will form the basis of the Regional Implementation Plan.
- How the architecture will be designed for steady state operations and be capable of surging to enhanced steady state and search operations.

j. Budget Narrative: Provide a cost breakdown of all items requested and a narrative establishing need.

k. Project Plan Requirements: The Lead Agency should verify that each of the following documents have been created and updated, as required, and provide certification to this fact or a projected date of completion. Each document will indicate concurrence by all STC principal partners. The CWMD STC Program Office will provide templates and help coordinate significant assistance in the production of these documents if required:

- Regional Strategic Plan
- Regional Organizational Chart
- Committee Charters
- Regional Implementation Plan
- Regional Operations Plan
- Regional Multi-Year Training and Exercise Plan/Calendar
- Regional Information Exchange Plan
- Life-Cycle Sustainment Plan

Once finalized, each of the above documents should be placed in a periodic review cycle to update as the program matures.

11. Other Submission Requirements

- a. All applicants for this award must:
 - 1. Be registered in SAM before submitting its application;
 - 2. Provide a valid DUNS number in its application; and
 - 3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- b. DHS is participating in the Grant Solution initiative to provide the grant community with a single site to find and apply for grant funding opportunities.

12. Intergovernmental Review (*Include if applicable*)

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372.

(See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>).

13. Funding Restrictions

DHS grant or cooperative agreement funds may only be used for the purpose set forth in the agreement and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds and non-monetary support may not be used for cost-sharing or matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

i) Equipment purchases.

- (1) Except in limited circumstances, CWMD will not provide cooperative agreement funds for recipients to use to buy equipment. At its discretion, CWMD may provide monetary assistance for the procurement of equipment by the recipient, if CWMD determines that monetary assistance is in the Government's best interest as a means to meet the needs of an applicant in a particular instance. CWMD will work with recipients to identify the appropriate equipment for their operations and procure that equipment for them. Personal Radiation Detectors (PRDs) will become the property of the recipients. Other equipment will remain the property of the Federal Government, loaned to the recipients for their use as long as they participate in the STC program, or until they need to be replaced. CWMD STC will maintain or replace all equipment as needed, as funding permits.
- (2) The Recipient shall be responsible for maintaining records of the location, functionality, status of the instrument and other related information, using the STC Inventory template. The recipient shall also be responsible for notifying the CWMD STC-designated regional asset management point of contact, to regularly report changes in instrument status and to provide an updated STC Inventory spreadsheet on a quarterly basis.
- (3) Title of PRDs will remain with the Recipient until closeout when disposition will be provided in writing by the DHS within 120 days of submission of final reports. Title of all other equipment will remain with CWMD.

- ii) Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.
- iii) Foreign travel is not permitted under this announcement.
- iv) Construction costs are not allowable under this funding opportunity.
- v) Training is limited to CWMD STC allowable courses.
- vi) Funds may be restricted in the event of the submission of an incomplete, untimely, or noncompliant application.

14. Allowable Costs

a) **Pre-Award Costs**

Pre-Award Costs are not allowable, unless prior written approval is received from the CWMD Assistant Secretary. Requests for Pre-Award Costs will require the submission of written justification on letterhead from the Executive level of the jurisdiction applying for the STC award.

b) **Management and Administration (M&A) Costs**

M&A costs are allowable. M&A are not operational costs but are necessary costs incurred in direct support of the grant or cooperative agreement or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such these can be itemized in financial reports.

An application must provide in the Project Narrative a detailed description of these expenses. DHS recommends the grant recipient establish a STC Program office to manage the day-to-day administration of the program. This office should consist of a qualified full-time program manager and other part-time personnel required to manage the program locally (i.e. part-time financial specialist familiar with grant administration, a part-time program analyst familiar with nuclear detection operations, and administrative specialists to perform clerical duties). **At a minimum, an initial region-wide program manager is required.** Applicants should propose the minimum staff and supplies required for the program. DHS will allow the salary for this initial region-wide program manager to be an allowable M&A cost until CWMD hires and provides a federal employee to coordinate the STC program.

c) **Indirect Facilities & Administrative (F&A) Costs**

Indirect costs are allowable. Provide a copy of the latest rate agreement negotiated with a cognizant Federal agency. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant's organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

d) **Supplanting of Funds**

Funds approved under this Award will be used to supplement and not to supplant other funds dedicated to this effort.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Consistent with the Homeland Security Act of 2002 (“HSA”) (Pub. L. 107-296), as amended by section 2(a)(10) of the Countering Weapons of Mass Destruction Act of 2018 (Pub. L. 115-387), codified at 6 U.S.C. 596b., subsection 1928(c), the Secretary of Homeland Security has designated eligible STC Program implementation cities/regions from among the FEMA Administrator’s designated section 2003’s high-risk urban areas that are also which are located in the proximity of FBI Level 5 Stabilization Teams. The STC eligibility requirement is based on Urban Area Security Initiative eligibility; however, CWMD has added the Stabilization Team alignment to the eligibility requirements to synchronize with the FBI in critical areas of the country by leveraging partnerships and unique capabilities that the FBI has established in these regions.

b. Financial Integrity Criteria

Prior to making a federal award, the *DHS GFAD* is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet management standards.
- 3) History of performance in managing federal award.
- 4) Reports and findings from audits.
- 5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- 1) *DHS GFAD* is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS) and is accessible through the [beta.sam](#) website.
- 2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.

- 3) *DHS GFAD* will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

This is an initial announcement for application for a new multi-year cooperative agreement centered on sustainment and expansion of existing STC implementations. This is a non-competitive process open only to those eligible as defined in Section C.

In FY21, STC will focus this NOFO on all STC regions that are previous recipients under the STC Program, have received their fifth year of funding under the program, and which have R/N detection equipment that has exceeded or is at the end of its expected lifecycle.

The Applicant will be required to submit a new budget that will go through a cost analysis review and justification for any changes in scope.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself at a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.”

Applications from eligible applicants under this NOFO will be reviewed by the STC Program Office and the GFAD personnel to ensure that the application contains all the required information and that the project aligns with the priorities of the STC Program. If additional information is required, the appropriate DHS point of contact will contact the Lead Agency to coordinate the required documentation. DHS may withhold making an award until the required documentation is received or make an award with restrictions depending on the requirement needing to be met.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards.

Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

The applicant can expect to receive a cooperative agreement award via Grants Solution and by email executed by a DHS Grants Officer authorized to obligate DHS funding.

2. Pass-Through Requirements

There are no pass-through requirements.

3. Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

4. Reporting

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#)

b. Programmatic Performance Reporting Requirements

Quarterly operations reporting is required and is a vital tool for the STC Federal Program Office's monitoring of the implementation process and the overall effectiveness of the program. Quarterly Operations Reports will include detailed information from cities on achieving key performance metrics and program milestones and enforcing reporting requirements on performance during exercises. The quarterly operations reporting is directly tied to the performance measures and completing the report enables the CWMD STC Program Office to monitor progress and continually improve the implementation process.

- 1) Quarterly Operations and Grant Progress Reports will be uploaded in Grants Solution and submitted to the DHS STC Program Officer.

- 2) The Recipient will submit quarterly Operations Reports within 30 days of the end of each reporting period. Quarterly Performance Reports will describe accomplishments in terms of the approved project objectives as detailed in a Plan of Actions and Milestones or Gantt chart. The Quarterly Operations Reports will include information on:
 - i. Operations, such as use of equipment for steady-state, enhanced steady-state operations, and search operations;
 - ii. Equipment, such as how many of each type of equipment CWMD provided to the grant recipient during the quarter, and how many are operational;
 - iii. Training, such as the numbers of instructors, the numbers of courses conducted and of which types, and the total number of qualified operators;
 - iv. Exercises, such as the number and types of drills and exercises planned and conducted, along with status of after-action reports and improvement plans;
 - v. Reachback and reporting, such as the number of alarms adjudicated, and how many were resolved locally, through National Reachback (DOE Triage), or through the CBP Laboratory Sciences S Desk; andProgram management, such as numbers of press releases, numbers of district attorneys, judges, and executive leaders briefed, and amount of backfill and overtime dollars expended for training and exercises.

c. Additional Reporting Requirements

Other Progress Reports will be submitted as required and include operational reports such as exercise after action summaries, deployment summaries, etc.

1. The Quarterly Performance Report Template is located in Section I of NOFO Appendix 1.
2. Formats and instructions concerning these reports will be provided by the CWMD STC Implementation Team after award.

d. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

- 1) The final request for payment, if applicable;
- 2) The final FFR (SF-425);
- 3) The final progress report detailing all accomplishments;
- 4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
- 5) Other documents required by this NOFO, terms and conditions of the award, or other *DHS GFAD* guidance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by *DHS GFAD*, a closeout notice will be completed to close out the grant. The notice will indicate the period of

performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.344. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to *DHS GFAD* during the closeout of their prime grant award.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

e. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with *DHS GFAD*, the recipient must notify *DHS GFAD* if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- 1) Are presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- 3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- 4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to *DHS GFAD* in accordance with 2 C.F.R. § 180.350.

f. Reporting of Matters Related to Recipient Integrity and Performance (*if applicable*)

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an

award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.329, DHS GFAD, through its authorized representatives, has the right, at all reasonable times, to conduct desk reviews, make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS GFAD will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS GFAD, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS GFAD requests for information relating to the grant program.

G. DHS Awarding Agency Contact Information

a. Contact and Resource Information

The NOFO must give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The intent of this requirement is to be as helpful as possible to potential applicants, so the DHS FAO should consider approaches such as giving:

DHS Grants Officer:
Janet Bailey
DHS Grants Officer
Janet.Bailey@hq.dhs.gov
202-447-0362

DHS Program Officer:
Christopher Magrino
Christopher.Magrino@hq.dhs.gov
202-254-7443

Component web address: <https://www.dhs.gov/operations-support-directorate>

H. Additional Information

a. Period of Performance Extensions

Extensions to the period of performance under this program are *allowed*.

Extensions to the Period of Performance can only be authorized in writing by the DHS Grants Officer.

- 2) The extension request will be submitted to the DHS Grants Officer sixty (60) days prior to the expiration date of the performance period.
- 3) Requests for time extensions to the Period of Performance will be considered, but will not be granted automatically, and must be supported by adequate justification to be processed. The justification is a written explanation of the reason or reasons for the delay; an outline of remaining resources/funds available to support the extended Period of Performance; and a description of performance measures necessary to complete the project. Without performance and financial status reports current and justification submitted, extension requests will not be processed.
- 4) DHS has no obligation to provide additional resources/funding as a result of an extension.

Extensions will be considered on a case by case basis. An awardee must demonstrate significant operational or procurement issues to be considered for an extension.

b. Other

Obligation by DHS/GFAD

Publication of this Notice of Funding Opportunity (NOFO) does not obligate the Department of Homeland Security (DHS), Grants and Financial Assistance Division (GFAD) to award any specific number of grants and/or cooperative agreements or to obligate any particular amount of funding.

Program Income

No program income is anticipated to be generated under the award(s) at this point. However, if program income generates during the implementation of the program, the Grants Officer reserves his/her rights in determining exactly how that income will be treated and considered under the award, in line with 2 CFR 200.307. Otherwise, the following will be observed:

For U.S. Organizations, the following paragraph (e) (1) of the 2 CFR 200.307 must apply:

“(1) Deduction. Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.” For non-U.S. organizations, see the provision named “Program Income.”

c. Appendices

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Disclosure

Risk Assessment Evaluation

DHS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation may assist funding decisions. If an award is made, DHS may apply special conditions that correspond to the degree of risk of the award.

In evaluating risks, DHS may consider the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- Applicant's record in managing previous DHS awards, cooperative agreements, or procurement awards, including:
 1. Timeliness of compliance with applicable reporting requirements
 2. Accuracy of data reported
 3. Conformance to the terms and conditions of previous federal awards
 4. If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
 5. Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS), Duns and SAM
 6. Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 C.F.R. Part 200 and findings and reports of any other available audits
 7. Applicant organization's annual report
 8. Publicly available information, including information from the applicant organization's website
 9. Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

In addition, organizations who have not received prior DHS Grants and Financial Assistance Division (GFAD) awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

Applicant Disclosure of High-Risk Status

Applicants are to disclose if they are currently designated as high risk by a federal awarding agency. This includes, but is not limited to, any status requiring additional oversight by a federal awarding agency due to past programmatic, administrative or financial concerns. If an applicant is designated as high risk by a federal awarding agency, it should provide an explanation with the application package and include the following information:

- The federal awarding agency that assigned the high-risk status;
- The federal awarding agency's point of contact for the risk status, including name, phone number and email address;
- Date of the risk status designation;
- Reason(s) for the risk status.

DHS seeks this information to ensure appropriate federal oversight of all grant awards. The disclosure of an organization's risk status does not disqualify it from receiving an award; however additional grant oversight may be required. If necessary, this information will be provided in the award documentation. Failure to disclose high risk status may result in award termination or other remedies.

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.**

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.

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 Real Time Data Streaming, Sharing and Reporting: Primary screening equipment purchased with STC funds (by state and local agencies or provided through CWMD procurements to STC stakeholders), must transmit near real time data to the STC Information Sharing Environment (DHS GII) via an approved transmission method, protocols, schemas and other guidance provided by the DHS CWMD STC PMO. This also applies to special equipment which may be approved by the CWMD STC PM, if data transmission is deemed necessary. Secondary screening equipment purchased with STC funds (by state and local agencies or through CWMD procurements) must be fully configurable and functional with an Android OS tablet. This includes setting up instrument parameters, changing settings and downloading spectral files to the tablet. It must be possible to download data to the Android tablets, without the use of a third-party applications (e.g. downloading

using the OS of the Android). The RIIDs must be able to download data in at least two ways. One way must use a physical connection (cable) or SD card. The second way must be using an approved wireless method (traditional, non-tethering Bluetooth or secure WIFI). Secondary screening data shall be reported using one of the STC approved GIS/Reachback tools.

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 may be limited. Grantees developing NUCLEAR DETECTION capability may be unable to acquire ^3He gas for neutron detection equipment and should seek alternatives.

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

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

Section D: Reports

CWMD STC Program Office Reports

Quarterly Operations Report: Quarterly operations 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 STC Program Office requires one regional report from the Lead Agency each quarter. Each principal partner must submit this report to Lead Agency for inclusion in the overall quarterly operations report.



STC Quarterly Operations 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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v4.3 March 2021

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**STC Quarterly Operations Report
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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-Level Reachback(Triage)	
SECTION 6.0 PROGRAM MANAGEMENT	
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	

FOR OFFICIAL USE ONLY

v4.3 March 2021

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Submit Form

Student Training Rosters: 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 reports 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 Operations Reports – See Section I). Reports must be submitted via the STC geospatial report form in the Survey123 application. The STC provided fillable .pdf document may be used in special circumstances, pending arrangements with the CWMD STC PMO



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

Secondary Screening 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 reach back and adjudication capabilities (State and Local-Level Reach back). 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 Reach back are present, per the Domestic Detection CONOPS. STC Secondary Screening Alarms must be reported using one of the approved STC geospatial tools.

The local FBI WMD Field Office must be notified, per local agency SOPs, whenever secondary screeners are dispatched.

Drill/Exercise Reports: Drill/Exercise reports must be submitted upon the completion of the drill/exercise. Reports must be submitted via the STC geospatial report form in the Survey123 application. The STC provided fillable .pdf document may be used in special circumstances,

pending arrangements with the CWMD STC PMO.



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

DHS Grants Office Reports

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

6. 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:

7. 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
- Planning to enhance security during heightened alerts, during nuclear terrorist incidents
- Development of Memoranda of Understanding or Mutual Aid Agreements
- 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
- Supplies necessary for planning
- Management of the resultant Cooperative Agreement, including compliance with reporting and data collection requirements
- 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 (for RIIDs and mobile systems) 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 purchase, maintenance, calibration and logistics activities
- Other equipment items with prior approval of DHS

Training

- 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 Full Scale or Table-Top Exercises that the STC region is required to conduct per the STC Implementation Plan
- 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

8. 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	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	75	25	25	25	150
Indirect Charges	25	0	0	0	25
TOTAL	100	25	25	25	175

TASK BUDGET: Exercise	Execution					
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	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	

9. 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
- Reporting and information sharing requirements of DHS CWMD and responsibilities of each partner
- Equipment, training and Backfill and Overtime reimbursement
- Confidentiality agreement related to handling of STC related data and information
- 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;*
- 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
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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.

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: _____

Telephone(s): _____

E-Mail Address: _____