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, subsection, Content and Form of Application Submission.

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A. Program Description

Issued By
U.S. Department of Homeland Security (DHS)*, Countering Weapons of Mass Destruction Office*

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.106

Assistance Listings Title (formerly CFDA Title)
Securing the Cities Program

Notice of Funding Opportunity Title
Securing the Cities Program, 2019 STC: Phoenix, AZ; San Francisco, CA; Denver, CO; Miami, FL; Atlanta, GA; Seattle, WA

NOFO Number
DHS-ST-19-106-STC-0001

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

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141), Title IV Research, Development, Training, and Services; Domestic Nuclear Detection Office; Federal Assistance.

Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6), Title IV Research, Development, Training, and Services; Countering Weapons of Mass Destruction; Federal Assistance.

Program Type
Existing

Program Overview, Objectives, and Priorities
The STC program seeks to reduce the risk of a successful deployment of a weapon of mass destruction or the movement of materials into major metropolitan areas and regions of the nation. Support 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 has three primary goals:

- Enhance regional capabilities to detect, analyze, report, and interdict radiological and nuclear materials that could be used by an adversary;
- Achieve a unified approach to defense that leverages federal, state, local, tribal, and territorial assets providing defense in depth in large geographic regions; and
- Maximize deployment of primary screening equipment to state, local, tribal, and territorial agencies to support federal CWMD priorities and speed response by federal assets.

To accomplish the above goals, the STC Program has the following objectives:

Objective 1: Provide technical assistance to build nuclear detection capabilities. Assist State, local, and tribal governments in developing local radiological/nuclear detection capability resulting in awareness, equipment, 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 particular 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, private 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 practices among partners and with CWMD. 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 within a national concept of operations. An Operations Plan that supports the Domestic Detection

Concept of Operations[1] and has concurrence from all principal STC partners is the key document defining coordination within and outside the region. Further, an Information Exchange Plan is required to document the intended methodology for exchanging information between partners, other STC implementations, and the Federal Government. All secondary screening alarms must be reported via STC approved mechanisms, in accordance with the Domestic Detection CONOPS.

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 an 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.

DHS has selected six (6) eligible regions under this announcement, and each selected region will partner with DHS for an overall program period of performance of up to ten years (subject to extension). The funding provided through this NOFO will only be for the first year of the anticipated overall period of performance. Funding for additional years will be subject to funds availability. Additionally, awardees who wish to receive additional continuation awards under this program will be required to submit additional application and budget materials to DHS for its consideration prior to receiving additional awards. DHS will consider the applicant's additional application and budget materials, as well as the awardee's prior compliance with requirements of the cooperative agreement, when determining whether to award additional funds. All additional awards of funding under this program will be at DHS's discretion, and additional funding is not guaranteed.

Performance Metrics

Section I 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.

[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.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $12,000,000.00

Projected number of Awards: Six (6)

Period of Performance: *Overall anticipated period of performance totaling one hundred and twenty (120) months, to be allocated amongst ten (10) twelve (12) month budget periods. Funding for the first budget period will be provided under this NOFO. Should further funding become available for additional budget periods, applicants will need to submit additional applications and budget materials for continuation awards to support additional budget periods.*

Extensions are allowable. See Section H, Additional Information – Extension.

Projected Period of Performance Start Date(s): Budget period start date: **09/11/2020**

Projected Period of Performance End Date(s): Budget period end date: 10/30/2029

Funding Instrument
Cooperative Agreement.

Substantial Involvement
DHS intends an overall ten-year program period of performance with incremental funding to build an R/N detection program in each eligible STC region. During the period of performance, continuation applications will be required to receive annual funding and/or equipment replacements.

1. The STC Program requires substantial DHS involvement with awardee ("recipient" or "lead agency") to include:
    - DHS and recipient will collaborate or jointly participate in the performance of the assisted activities.
    - DHS has highly prescriptive requirements limiting recipient's discretion with respect to scope of services offered, organizational structure, staffing, mode of operation, and other management processes, coupled with close DHS monitoring or operational involvement during performance.
    - DHS requires regional coordination between the STC local program office and the STC Federal program office. DHS will provide a federal employee to each STC region to work with the STC local program office.
    - Generally, CWMD will work with recipients to identify the appropriate equipment for their operations and procure that equipment for them. 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 the lead agency and the FBI Level 5 Stabilization Team to determine which regional agencies will be trained and equipped to conduct secondary screening.

2. DHS responsibilities under the cooperative agreement, in addition to the required monitoring and technical assistance, include the following. DHS will:
    - Work with recipients to identify the appropriate equipment for specific regional operations and procure identified equipment for the region. Primary screening equipment procured by DHS will become the property of the recipients. Secondary screening 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 the equipment needs to be replaced. DHS will replace equipment if doing so is in the Government's best interest, based upon the recipient's need, funds availability, and operational/logistical resources.
    - Assist in the establishment of Federal interagency partnerships, collaboration and cooperation for carrying out the project.
    - Provide training and training materials for participating jurisdictions and provide updates to eligible training courses, subject to availability of funds.
    - Provide technical assistance to STC partners in developing regional Operations Plan.
    - Attend and participate in appropriate meetings initiated by State and local stakeholders, including meetings of the STC committees, subcommittees, and working groups as applicable. Subject matter experts may periodically attend, participate and advise the local program managers as necessary.
    - Provide technical assistance workshops as deemed necessary by DHS.

C. Eligibility Information

Eligible Applicants

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 located in the proximity of FBI Level 5 Stabilization Teams[2] (STAB 5). The STC eligibility requirement is based on Urban Area Security Initiative (UASI) eligibility; however, CWMD has added the

[2] The FBI administers the Stabilization Program to train and equip teams of law enforcement and technical experts from federal, state, and local agencies to identify, isolate, diagnose, and provide render safe options for an improvised nuclear device or a radiological dispersal device. Level 5 teams have the greatest capability of the teams in the Stabilization Program.

Stabilization Team proximity to the eligibility requirements as a way 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. Proximity with the regions supported by Level 5 Stabilization Teams also allows the STC Program to better protect population centers by shifting focus from the adversary's potential targets to include the threat pathways into and within the region and the United States.

In FY19 STC is expanding to all of the following eligible UASI/STAB 5 regions that were not previous recipients under the STC Program: Phoenix, AZ; San Francisco, CA; Denver, CO; Miami, FL; Atlanta, GA; Seattle, WA. Each STC Program UASI recipient will choose its lead agency (applicant) and submit only one application for its region, which will encompass the UASI as well as its regional partners. The following entities within eligible Urban Area Security Initiative (UASI) areas may apply directly to DHS under this solicitation:

- State government(s) (non-operational)
- City or township governments
- County governments
- Others (see below for clarification)

The applicant is termed the lead agency (applicant).

Eligibility Criteria

Eligible lead agencies (applicant) include government entities residing within the FEMA defined UASI regions defined above. UASI working group and/or Council of Governments are eligible as lead agency (applicant). Interstate and state agencies that support the UASI region may be a principal partner; however, interstate agencies may not serve as lead agency (applicant). "Other" eligible lead agencies include law enforcement, first response, or emergency management agencies that are part of the city, township, or county included in the UASI regions defined above.

DHS envisions three levels of participants:

- Lead agency (applicant);
- Principal partners (the region's law enforcement agencies, fire services, radiation health agency, special district government entities such as regional transit authorities, Native American tribal government [federally recognized], and maritime components including members of the Area Maritime Security Committee [AMSC], if applicable); and
- Sub-partners (agencies that are represented by a principal partner).

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, but do not need to be identified in a region's application. The application may involve jurisdictions beyond the FEMA defined UASI area, provided that the lead agency is within the UASI area, in order to ensure alignment with the area supported by the local Level 5 Stabilization Team. The Project Plan must identify all such jurisdictions.

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

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

Key Dates and Times

Application Start Date:	*06/15/2020*
Application Submission Deadline:	07/29/2020 *at 23:59:59 Eastern Daylight Time Late applications are neither reviewed nor considered*
Anticipated Funding Selection Date:	*08/11/2020*
Anticipated Award Date:	*09/11/2020*

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 Grants.gov	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." Enter the Assistance Listings (formerly CFDA) and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

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. Hard copies will not be accepted.

Content and Form of Application Submission

****IMPORTANT!**** To avoid submission errors you must ONLY CREATE, SAVE, & SUBMIT application in an Adobe Reader version compatible with Grants.gov documents. Applications packages should be prepared using the same version of Adobe Reader.

Applications must be submitted electronically through Grants.gov. If the applicant encounters difficulties, please contact the Grants.gov Help Desk at 1-800-518-4726 to report the problem and obtain assistance with the system.

Once the application is submitted and accepted in Grants.gov, applicant should email Lisa.Johnson1@hq.dhs.gov and Mike.Simon@hq.dhs.gov and provide the Grants.gov tracking number shown on your submission receipt.

To submit an application through Grants.gov, applicants must use Adobe Reader. You must use a version of Adobe Reader that is compatible with Grants.gov. Adobe Reader is available from Grants.gov at no charge.

The applicant must have a DUNS number to submit an application through Grants.gov.

The application consists of three sections: the Project Narrative, the Budget Description, and the Management Process Description. The applicant must fully and completely address all the items in each of the three sections of the application. As this is a non-competitive award, CWMD personnel and the DHS Grants Office will work closely with each applicant to complete the application.

1. Project Narrative

Principal Partners: Application must identify the lead agency (applicant) and all participating principal jurisdictions ("principal partners") taking into account eligibility information above and include type of organization (city, county, etc.), organization name, total number of sworn officers/first responders, street address, city, county, state, and zip code. Provide a primary contact person for each principal partner, including name, telephone, and email. **Primary points of contact should be of sufficient rank and possessing the necessary authority to be able to make decisions for their organizations.**

Memorandums of Understanding (MOUs) and Letters of Commitment: The applicant must provide letters of commitment signed by an authorized representative of each principal partner indicating their intention to participate in the regional STC implementation. The letters of commitment should be addressed to the lead agency (applicant). Letters of Commitment are sufficient for the application but, upon award, the awardee must provide signed MOUs between the lead applicant and each principal partner. MOUs will include (but are not limited to) verbiage indicating:

- Willingness to work in a coordinated fashion with CWMD and regional partners;
- Details dealing with transfer of equipment ownership between lead agency and principal partners when applicable;
- Willingness to exchange law enforcement sensitive nuclear detection information and programmatic data among principal partners and CWMD; and
- Willingness to share lessons learned from operational and training deployments.

Applicants are advised that signed MOUs trigger the release of funds and should speak only to administrative requirements. MOUs should not be overly complex or prescriptive. The lead agency (applicant) does not need a MOU with DHS but does need MOUs with all

principal partners. DHS requires all signed MOUs to be delivered to the Grants Officer and the STC Program Manager within six months of award. See Appendix 1, Section M, *MOU Template*.

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 nuclear detection capabilities of each principal partner:

- Equipment: Make, model, and quantity
- Training: Number of personnel trained for each equipment type
- Exercises: R/N Detection drills and exercises held over last three years
- R/N Detection Operations Plan: Summarize existing protocols and coordination mechanisms
- Sustainment: Describe funding source for existing equipment repair, training, and exercises
- Information Exchange: Describe any current protocols, systems, and agreements for sharing situational information, alarm reports, and instrument data, especially as it relates to R/N detection
- Mutual Aid: Describe existing law enforcement or first responder mechanisms for mutual aid or coordinated operations between principal partners

Need for Assistance: Bearing in mind the goals and objectives of DHS/CWMD, explain proposed new capabilities for the region and why financial and non-monetary assistance to support these capabilities is needed. Applicant must commit to sharing nuclear detection information among principal partners and with CWMD. Describe how assistance acquired through this funding opportunity will enable principal partners to proceed together with development of the regional detection approach/architecture.

Coordination with other Federal Programs: If applicable, describe how activities under the STC Program will complement, but not duplicate, activities under other U.S. government-funded programs.

Management Experience: Describe the applicant's experience in managing a regional effort that includes State, county, and local government entities, and other interstate or intrastate entities.

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 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.

The documents listed below are the artifacts to codify the local implementation of STC. They are not due with the application; however, working drafts of these documents are due to the STC Federal Program Manager by the time period indicated after the validation date. The validation date will be set after award and will correspond with the region's emplacement of a local initial STC Program Manager. DHS expects work to commence on each of these documents early in the implementation process. Documents such as the Information Exchange Plan and the Life-Cycle Sustainment Plan are significant efforts and will require at least twelve to eighteen months to complete. Each document will indicate concurrence by all STC principal partners. The STC Program Office will provide templates and significant assistance in the production of these documents as required:

- Regional Strategic Plan – six (6) months from validation date.
- Regional Organizational Chart – six (6) months from validation date.
- Committee Charters (if applicable) – six (6) months from validation date.
- Regional Implementation Plan – nine (9) months from validation date.
- Regional Operations Plan – twelve (12) months from validation date.
- Regional Multi-Year Training and Exercise Plan – twelve (12) months from validation date.
- Information Exchange Plan – eighteen (18) months from validation date.
- Life-Cycle Sustainment Plan – twenty-four (24) months from validation date.

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

2. Budget Narrative and Justification

In the initial application, the applicant must provide detailed budget numbers for year one, with rough order of magnitude numbers for years two through ten listing approximate breakdown of funding within the respective task areas of planning and organization, equipment, training, and exercises.

DHS recommends the recipient establish a STC Program office to manage the day-to-day administration of the program. This office should initially consist of a qualified full-time program manager and other part-time personnel required to locally manage the program (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). The applicant will be provided initial funding to hire a full-time region-wide program manager to coordinate STC activities in the recipients' cities for a minimum of two (2) years. CWMD will also hire a full-time CWMD employee who will assume the full-time responsibilities of the program manager with oversight of all STC Program recipients. At the end of the two (2) years, CWMD anticipates that most of the regional program management functions will be performed by the CWMD regional federal employee. The recipient will continue to have program management responsibilities associated with their role as applicant. In the third year, the recipient may apply to CWMD for funding for some program management staff support to perform functions that are not covered by the CWMD regional federal employee. The recipient must provide justification for each specific personnel need.

Each year, three (3) months before the end of the current period of performance, before incremental funding is added, DHS requires a detailed budget submission showing how the added funding will be used and how the scope and the activities of the project will be supported by these additions.

Describe the key personnel and their activities, as well as how funds will be allocated to project activities. The budget narrative must include a full budget justification (see Section G, *Sample Budget Format* - of this announcement for cost categories to be addressed in the budget justification).

DHS strongly encourages applicants to use a budget justification format that documents the proposed budget by major task/activity and apply the object class categories listed in Section C of this announcement. For a sample budget format that might be helpful to applicants see Appendix 1, Section L, *Sample Budget Format*.

3. Management Process Description

Applicant must designate an initial region-wide program manager and provide a description of how participants will be organized to ensure unified effort resulting in a coordinated regional plan. Wiring diagrams depicting relationships would be appropriate. In addition to addressing the items listed above in the Project Narrative, the applicant must submit a Management Process Description explaining the working arrangements among all of the principal partners, including the applicant, and with the CWMD program manager beginning in year three.

DHS requires a lead agency (applicant) that distributes funding and equipment/services to principal partners; however, other models proposed in the Management Process Description portion of the application will be considered provided that other models ensure proper handling of Federal funds/assets/property and record keeping.

The Management Process Description should include the following items but is not limited to:

- How each principal partner will receive assistance (which can include equipment, training, and technical assistance).

- The arrangements for the implementation and administration of sub-awards. Describe the proposed business process for sub-awarding and describe payment procedures for sub-awardees. Describe property management processes.
- The roles and responsibilities of principal partners, including, but not limited to:
  - What activities they agree to undertake.
  - What resources (if any) each party intends to bring to the project.
  - How differences in the implementation of a regional approach will be resolved among principal partners.

4. Mandatory Files:

1. 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).

5. **SF 424A 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 as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions.

6. **Project Narrative**

Project narrative as described above in Section D1.

7. **Budget Narrative (Justification) File(s)**

a. Attach your budget narrative and justification files (including separate budgets for each proposed sub-award or subcontract) to the form named "Budget-V1.1" in the application package. If you need to add more documents than this form will allow (i.e. sub-award budgets), please use the optional "Attachments" form to attach the additional files (see below).

b. Budget detail is required for:

1) **Personnel:** Costs of employee salaries and wages.
Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent),

annual salary, grant salary, wage rates, etc. Do not include the costs of consultants.

2) **Fringe Benefits**: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.
Justification: Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a Federal government cognizant agency, provide a copy of the agreement. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses.

3) **Travel**: Costs of project-related travel by employees of the applicant organization (does not include costs of sub-contractor or consultant travel).
Justification: For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.

4) **Equipment**: Generally, CWMD will work with recipients to identify the appropriate equipment for their operations and procure that equipment for them. At its discretion, CWMD may instead provide monetary assistance for the procurement of equipment by the recipient if CWMD determines that is in the Government's best interest as a means to meet the needs of an applicant in a particular instance. Primary screening equipment 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 will replace equipment as deemed necessary.

5) **Supplies:** Costs of all tangible personal property other than that included under the Equipment category.
Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

6) **Contractual**: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations.
Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-award/sub-contractor work and the cost of each sub-award/sub-contractor. Provide a detailed budget for each sub-awardee that is expected to perform work estimated to be $25,000 or more, or 50% of the total work effort, whichever is less. The sub-awardee budget(s) should provide the

same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). In addition, the following information must be provided:
Subcontracts - Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative. In addition, the applicant will provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and affiliation with the applicant, if any.

Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to exceed the simplified acquisition threshold fixed at 41 USC 134 (currently set at $250,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.
Sub-awardees – Identify each planned sub-awardee and its total proposed budget. Each sub- awardee's budget and supporting detail should be separate from the applicant's budget narrative.

All required flow down provisions in the award must be included in any subcontract or sub- award.

7) **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item (e.g., exercises).

8) **Indirect Costs**: 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 applicants are 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.

8. Certifications/Assurances.
   a. Applicants must submit:
      1) SF 424B – Assurances – Non-construction Programs.
      2) Certification Regarding Lobbying. If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying, which is provided as an optional form in the application package.
   b. By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (see Attachment A); and Certification Regarding Drug-Free Workplace Requirements (see Attachment B).

DRUG-FREE WORKPLACE ACT. Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award- supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. (41 U.S.C. 701 et seq.)

DEBARMENT AND SUSPENSION. Executive Orders (E.O.) 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons that deal in an irresponsible manner with the Federal government. The recipient must certify that they are not debarred or suspended from receiving Federal assistance.

FEDERAL DEBT STATUS. The recipient may not be delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. (OMB Circular A-129)

9. **Optional Forms:**

Attachments Form – use this form to attach other documents if you need another place to electronically attach portions of your application.

Unique Entity Identifier and System for Award Management (SAM)

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.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements:

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 applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* 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 Grants.gov account to apply for grants.

   If individual applicants are eligible to apply for this grant funding opportunity, refer to: https://www.grants.gov/web/grants/applicants/registration.html

   Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

2. *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (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

3. *Register with SAM*: In addition to having a DUNS number, 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

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

   For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html

5. *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

6. *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 Authorized Organization Representative (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

7. *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

8. *Electronic Signature*: When applications are submitted through Grants.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 individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

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 Notice of Funding Opportunity, 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

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *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.

3. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. 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

4. *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.

5. *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.

6. *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.

7. *Track a Workspace*: After successfully submitting a workspace package, 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.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **Midnight *Eastern Daylight Time*** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.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 (GRANTXXXXXXXX) 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 will 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. 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.

Intergovernmental Review *(You may remove this paragraph if not 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/2017/11/SPOC-Feb.-2018.pdf).

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.

1. Equipment purchases.
   - **i.** 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. Primary screening equipment 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 replace all equipment as needed, as funding permits.
   - **ii.** 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-designated regional asset management point of contact, to regularly report changes in instrument status and to provide an updated STC Inventory spreadsheet on a regular basis, to be specified upon award of cooperative agreement.
   - **iii.** Title of primary screening equipment 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.
2. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.

3. Foreign travel is not permitted under this announcement.
4. Construction costs are not allowable under this funding opportunity.
5. Pre-award costs are allowable only with the written consent of DHS and included in the award agreement.
6. Training is limited to CWMD STC allowable courses.

Funds may be restricted in the event of the submission of an incomplete, untimely, or noncompliant application.

Supplanting of Funds

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

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.

Indirect Facilities & Administrative (F&A) Costs.

Indirect (F&A) Costs means those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved.

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.

Other Submission Requirements

Aside from specific program requirements detailed in this announcement, there are no other submission requirements.

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the *<DHS FAO>* 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.

Review and Selection Process

This is an initial announcement for application for a Continuation Program.

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 as a way 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.

In FY19, STC will focus on all regions that were not previous recipients under the STC Program. The effort covered by this announcement focuses on the following six UASI regions: *Phoenix, AZ; San Francisco, CA; Denver, CO; Miami, FL; Atlanta, GA; Seattle, WA.*

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."

Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

i. 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).
ii. 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 that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
iii. 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 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

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.

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.

Before accepting the award, the AOR should carefully read the award package for 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.

Reporting

Financial Reports

a. Quarterly Financial Status Reports. The Recipient will submit a Federal Financial Report (SF 425) to the DHS Grants Officer no later than 30 after the end of the reporting period end date. Quarterly Reports will include detailed information on expenditures made using program funds and compare that information to approved purchase plans to ensure that these funds were spent as approved, consistent with program goals, and that the expenditures are in keeping with the objectives of the program.

b. Final Financial Status Report. The Recipient will submit the Final Financial Status Report (SF 425) to the DHS Grants Officer no later than 90 days after the project period end date.

c. Quarterly Federal Financial Reports (Cash Transaction). The Recipient will submit the FFR (SF 425) Federal Cash Transaction Report to the Department of Health and Human Services, Payment Management System, Smartlink.

Federal Financial Reporting Requirements.

The Federal Financial Reporting Form (FFR) is available online at:

SF-425 *OMB #4040-0014*

Program Performance Reporting Requirements.

Performance and Progress Reports. Quarterly performance 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 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 Performance Reporting is directly tied to the performance measures and completing the report enables the STC Program Office to monitor progress and continually improve the implementation process.

a. Performance and Progress Reports will be uploaded in Grants Solution and submitted to the DHS STC Program Officer.
b. The Recipient will submit quarterly Performance 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 Performance 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; and
    vi. Program 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. Other Progress Reports will be submitted as required and include operational reports such as exercise after action summaries, deployment summaries, etc. Formats and instructions concerning these reports will be provided by the CWMD STC Implementation Team after award.
d. The Quarterly Performance Report Template is located in Section I of NOFO Appendix 1.

Final Performance Reports

Final Performance Reports will be submitted 90 days after the expiration date of the Performance Period.

Close Out Reporting Requirements.
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

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 FAO*>, 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 de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

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 a federal agency, the recipient must notify the federal agency if it knows if 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. At any time after accepting the award, if the recipient learns that 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 the federal agency in accordance with 2 C.F.R. § 180.350.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

DHS Grants Officer: Lisa Johnson, DHS Grants Officer, Lisa.Johnson@hq.dhs.gov, 202-447-5094.

DHS Program Officer: Marcus Bay, DHS/CWMD STC Program Officer, Marcus.Bay@hq.dhs.gov, 202-254-7198.

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

H. Additional Information

Extensions
Extensions to this program are allowed.

1. 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.

Disclosure

Financial 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 will inform funding decisions. If DHS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to 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 awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

Applicant Disclosure of Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated at a higher risk by another federal grant making agency, you must submit the following information at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated at a higher risk.
- The higher risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the higher risk status.

DHS seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this higher risk information does not disqualify any organization from receiving a DHS award. However, additional grant oversight may be included, if necessary, in award documentation.

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.