

**U.S. Department of Homeland Security
Domestic Nuclear Detection Office**



**Securing the Cities
Notice of Funding Opportunity Appendix
For
DHS-14-DNDO-106-001-04 – NCR
DHS-15-DNDO-106-001-03 – Houston
DHS-15-DNDO-106-001-02 – Chicago**

June 2017

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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 three-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 three phases and their transition points are described below.

Phase I – Initial Operating Capability

Domestic Nuclear Detection Office (DNDO) provides a mechanism for cities to develop an initial operating capability to detect and report the presence of nuclear materials that are out of regulatory control. This capability utilizes detection equipment, protocols, and personnel and is integrated into and supports the Global Nuclear Detection Architecture (GNDA). During Phase I, efforts will focus on satisfying the immediate needs of state and local agencies in developing baseline detection and reporting capabilities. DNDO will provide resources allowing partners an increased understanding and awareness of the nuclear threat, enhanced regional capabilities to detect and interdict nuclear threats, and increased cooperation and coordination among regional jurisdictions and agencies. Initial capabilities include development of Operations Plans including alarm adjudication protocols, deployment of equipment, training and exercise support, and technical program assistance. Phase I concludes when the region establishes a nuclear detection program encompassing coordinated operations, self-delivered nuclear detection training and exercise capabilities, and a plan in place to sustain the program over time in support of the GNDA. This phase of the implementation is expected to take the first 2-3 years of the engagement.

Phase II – Integration

DNDO provides additional resources to allow development of enhanced detection, analysis, communication, and coordination functionality and builds on the integration of state and local capabilities with United States Government (USG) activities and the GNDA that previously existed or were established during Phase I. In this phase, the USG will leverage capabilities established locally in Phase I to partner with state and local jurisdictions to ensure a National coordinated response in support of the GNDA. In addition, DNDO will work with the STC partners to define end states for DNDO direct support to state and local activities. Phase II concludes when a region successfully demonstrates its ability to integrate into a national nuclear detection framework in support of the GNDA. This phase of the implementation is expected to take about 2 years of the engagement.

Phase III – Sustainment

DNDO provides indirect support to sustain the program. DNDO will maintain connectivity with the established local architecture through alarm adjudication and subject matter expertise to provide advice on training, exercise, and other program support. This support includes:

- DNDO's systems engineering and evaluation programs provide detection equipment testing to aid partners in making equipment decisions.

- Product acquisition and deployment support includes guidance to help interpret equipment specifications so operators clearly understand equipment capabilities.
- Transformational and applied research offerings explore up-and-coming radiation detection technology.
- The DNDO Red Team operates in overt or covert modes to assist stakeholders to understand potential vulnerabilities.
- Training and exercise programs provide training materials and exercise assistance.

State and local participants will maintain and continue to improve their developed capabilities to support the GNDA using local funds or other Federal Government grant funds.

Three Operational Deployment Postures

Steady-State Operations:	Nuclear and radiological detection operations conducted on a routine basis by federal and State, local, tribal, and territorial (SLTT) assets to detect or locate nuclear and radiological materials/devices and associated event reporting. Other related steady state operations include routine law enforcement or counterterrorism activities such as border security, cargo security, and immigration enforcement. These are decentralized operations, single or multi-agency, without any change in jurisdiction.
Enhanced Steady State:	Augmented Preventive Radiological and Nuclear Detection (PRND) operations in response to threat information or to support a planned event. An enhanced steady state condition is caused by a deliberative decision by appropriate leadership to increase PRND capability for a period of time over a particular area. These operations may be utilized to support a special event (e.g., National Special Security Event), or to respond to general or specific intelligence such as to supplement RNSO outside the established radiological/nuclear (R/N) search area.
Search:	This posture is also referred to as Radiological/Nuclear Search Operations (RNSO). FBI-led operations in response to a credible threat, as determined by the Threat Credibility Evaluation (TCE) process, designed to locate and support the interdiction of RN materials or devices in an R/N Search Area. RNSO involves the management, planning, and execution of interagency search efforts, conducted in direct support of an FBI investigation.

Section B: Eligible Equipment

Equipment purchases are limited to those items that fall within the categories described below. If applicable, eligible equipment must be designed with the intent to meet or exceed the radiation detection requirements of the American National Standards Institute (ANSI) standard for each category. Where applicable, the appropriate military specification standards can be used in place of ANSI standards for eligible equipment types. Manufacturers offering new equipment for consideration should be asked to provide evidence of independent testing for compliance with these standards.

Special Requirements for Neutron Detection Equipment: Helium-3 (^3He) is an important element used in several national security, homeland defense, and medical applications. The supply of ^3He is extremely limited and, while research is currently being conducted to develop alternative devices for neutron detection, grantees developing NUCLEAR DETECTION capability may be unable to acquire ^3He gas for neutron detection equipment. Grantees seeking to develop or enhance neutron detection are encouraged to contact DNDO at DNDO.SLA@dhs.gov for more information about the availability of ^3He and alternative detection technologies.

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
Spectroscopic Personal Radiation Detectors (SPRDs)	ANSI/IEEE N42.48
Alarming Electronic Personal Emergency Radiation Detectors	ANSI/IEEE N42.49A
Non-Alarming Personal Emergency Radiation Detectors	ANSI/IEEE N42.49B
Backpack-based Radiation Detection Systems	ANSI/IEEE N42.53
Equipment necessary to facilitate response protocols, information exchange, and situational awareness, including computers, network equipment, communication equipment and wiring	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

Training courses 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 are eligible, when obtained from the specific vendor from which Section B equipment is purchased.

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 Detector (PRD)
- PER 243-01 WMD Rad/Nuc Personal Radiation Detector (PRD) Train the Trainer (TTT)
- PER 245 Secondary Screener (RIID)
- PER 246 Primary Screener: Backpack Basic Course
- HSEEP Exercise Training
- 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
- DNDO-Sponsored STC Operational Workshops
- 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

Section D: Quarterly Performance Report

Quarterly performance reports must be submitted within 30 days of the end of each reporting quarter during the period of performance. Quarters end on the last day of March, June, September, and December. The STC Program Office requires one regional report from the principal grantee each quarter. Each principal partner must submit this report to principal grantee for inclusion in the overall quarterly report. The elements of information that should be included are:

Directions: Principal stakeholder should provide the following information

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

SECTION 2.0 EQUIPMENT

- Number of PRDs purchased this quarter
- Number of Backpacks purchased this quarter
- Number of Mobile Systems purchased this quarter
- Number of RIIDs purchased 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

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

SECTION 5.0 REACHBACK AND REPORTING

- Number of alarms adjudicated and resolved at local level
- Number of alarms adjudicated and resolved through National Reachback (Triage)
- Number of alarms submitted through JACCIS
- Number of anomaly reports submitted to state and local fusion centers
- Number of lessons learned reports shared with partners and DNDO COI

SECTION 6.0 PROGRAM MANAGEMENT

- Number of press and media releases
- Number of DAs and/or judges briefed
- Percentage of DAs and/or judges briefed
- Number of executive leaders and/or managers briefed
- Percentage of executive leaders and/or managers briefed
- Backfill and overtime dollars expended to execute training courses this quarter
- Backfill and overtime dollars expended to execute drills and exercises this quarter

SECTION 7.0 COMMENTS

- General Comments

When all this information is aggregated it becomes “For Official Use Only” and should be properly marked as such, FOR OFFICIAL USE ONLY (FOUO). It may contain information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official.

Section E. Performance Goals and Measures

The following section delineates the metrics by which STC implementation sites will be evaluated. The four objectives listed above are assigned measures of performance allowing the STC Program Office to determine progress toward meeting these objectives.

In addition, the STC Program has identified a subset of the total metrics for the program as “impact measures” (high level measures that can be used to judge the impact of the program on various implementations). These impact measures are:

- Effective regional training and exercise program in place,
- Effective and executable regional protocols and operational plans implemented,
- Effective equipment management plan in place,
- Effective information exchange, dissemination, and tracking system in place, and
- Effective sustainment plan implemented/in place.

These impact measures were chosen for their sufficiency and appropriateness, which are defined as:

- *Sufficiency*: Measure of the quantity of evidence used to support findings and conclusions. The sufficiency of data (evidence) may depend on the appropriateness of that data.
- *Appropriateness*: Measure of the quality of evidence that encompasses relevance, validity, and reliability used to support findings and conclusions.

The STC Program management staff will maintain a comprehensive data base that contains all the data from quarterly stakeholder reports and other STC Program data collection efforts. This data will be used to analyze and display capability trends in the region based upon STC Program measures and metrics. Comparison of data as it pertains to each element over time will provide a quantifiable way to measure performance improvement toward meeting objectives. This STC data base supports a continuous near real-time gap analysis, as well as, ongoing programmatic solution development and capability improvement.

Objective 1: Assist state, local, and tribal governments in developing local radiological/nuclear detection architectures resulting in awareness, training, technical support, exercises, and capability development.

Measures:

- MOP 1: Agency training program is in place:
 - 1.1: Established cadre of certified instructors with relevant knowledge, skills, and abilities.
 - 1.2: Approved/certified training courses in use.
 - 1.3: Long range training schedule (Multi-Year Training and Exercise Plan (MYTEP)) in use.
 - Initial training conducted: number and percentage of personnel.
 - Frequency of refresher training.
 - Number and percentage of proficient operators.

- o 1.4: Designated training sites.
 - o 1.5: Training Records Management System (students and instructors) in place.
 - o 1.6: Working arrangement exists with source support agency/Radiation Safety Officer (RSO).
- MOP 2: A Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise program supports the GNDA:
 - o 2.1: Long range exercise schedule in use (MYTEP).
 - o 2.2: Drills and exercises conducted vs. scheduled.
 - o 2.3: Number/frequency of discussion-based exercises (seminars, workshops, tabletops).
 - o 2.4: Number/frequency of operations-based exercises (functional, drills, full scale).
 - o 2.5: Exercise Records Management System/Reporting in use.
 - o 2.6: After Action Reports, Improvement Plans reported.
- MOP 3: Appropriate protocols and Operations Plan implemented:
 - o 3.1: Operations Plan and deployment plan exercised regularly.
 - o 3.2: Written SOPs for primary screening and secondary screening in use.
 - o 3.3: Regional Deployment Plan identifies location, personnel, detection equipment, and communication requirements for each identified choke point and deployment location.
- MOP 4: Equipment Management Program in place:
 - o 4.1: Standard settings.
 - o 4.2: Service, maintenance, calibration plans/schedule, and tracking process.
 - o 4.3: Number of each equipment type purchased.
 - o 4.4: By month, percentage of equipment, by type, fully operational.
 - o 4.5: Number and percentage of instruments deployed daily (steady state).
 - o 4.6: Number of enhanced steady state deployments.
 - o 4.7: Number and percentage of instruments deployed in each enhanced steady state deployment.
 - o 4.8: Number of search deployments.
 - o 4.9: Number and percentage of instruments deployed in search deployment.

Objective 2: Establish information connectivity among deployed detection systems in the interior layer and state, local, tribal, private, and regional data analysis centers, to include connectivity for technical reachback and adjudication support.

Measures:

- MOP 5: Written protocols and SOPs for reachback:

- o 5.1: Number and percentage of agencies with written protocols and SOPs for reachback.
- MOP 6: Robust state and local reachback mechanism:
 - o 6.1: Total number of alarms requiring reachback.
 - o 6.2: Number of alarms adjudicated/resolved at the local level through state and local reachback.
 - o 6.3: Number of alarms adjudicated/resolved using national-level reachback.
- MOP 7: A process exists to identify trends in detection events:
 - o 7.1: Threat indicators are defined.
 - o 7.2: Trend analysis is integrated with available information/intelligence to inform deployment postures.
 - o 7.3: An interagency protocol to respond to triggers has been established.
- MOP 8: Protocol exists for disseminating information between Joint Terrorism Task Forces (JTTFs) and state and local agencies:
 - o 8.1: Number and percentage of agencies with agreed upon protocols with JTTF.
- MOP 9: DNDO STC Program Manager facilitates regional agencies use of centralized RND information and/or operations center:
 - o 9.1: Number and percentage of partner agencies utilizing centralized regional RND information and/or operations center.
- MOP 10: Information Exchange Plan in place:
 - o 10.1: Information sources are identified.
 - o 10.2: Number and percentage of agencies with protocol(s) for information dissemination to regional STC partners and other local, state, and federal agencies as required.
- MOP 11: Stakeholders reporting in accordance with the Operations Plan:
 - o 11.1: Number and percentage of agencies reporting (per month).
 - o 11.2: Number of Operational Activity Reports submitted (per month).
 - o 11.3: Number of Drill and Exercise Reports submitted (per month).
- MOP 12: Interagency information sharing architecture meets requirements of STC Information Exchange Plan:
 - o 12.1: Number of regional agencies using regional messaging system for RND related alerts.
 - o 12.2: Number of regional agencies using regional tracking tools to manage RND equipment inventory, repair, and maintenance.
 - o 12.3: Number of agencies using regional tracking tool to manage RND personnel training.

- o 12.4: Number of regional agencies providing nuclear detection information (real-time, near real-time and archival) to STC COP dashboards.
- o 12.5: Number of requests for information from regional agencies through JACCIS.

Objective 3: Establish administrative infrastructure to support nuclear detection program.

Measures:

- MOP 13: Regional nuclear detection Program Office established:
 - o 13.1: Regional Program Manager in place.
 - o 13.2: Regional governance structure specified.
 - o 13.3: Chartered committees and sub-committees established.
 - o 13.4: Co-chairs of each committee and sub-committee designated.
 - o 13.5: Approved regional MOUs/Memorandums of Agreements (MOAs) (number and percentage approved).
 - o 13.6: Number of relevant federal agencies/officials involved.
- MOP 14: Established sustainment plan (equipment, training, exercises; budget in general):
 - o 14.1: Budget and parameters for recapitalization (schedule).
 - o 14.2: Equipment Records Management (how many, in service/on hand, numbers that are functional).
 - o 14.3: Number of partner agencies that use UASI/other grant money for STC mission (Phase II or III).
 - o 14.4: Total dollar amount of UASI/other grant money used for STC by agency.
 - o 14.5: Annual operating budget and projected cost for each stakeholder agency to maintain a nuclear detection program.
 - o 14.6: Protocols, Operations Plan, and SOPs tested and updated annually.
- MOP 15: Awareness and support for the radiological/nuclear detection mission exists in multiple stakeholder communities (public, officials, press, decision makers, policy makers, etc.):
 - o 15.1: Strategic communications plan established.
 - o 15.2: Number of press/media releases which comply with strategic communications plan.
 - o 15.3: Number and percentage of appropriate District Attorneys/judges briefed.
 - o 15.4: Number and percentage of executive leaders/managers briefed.

Objective 4: Establish coordination mechanisms between GNDA partners for steady-state, enhanced steady-state, and search deployments.

Measures:

- MOP 16: Written and approved Operations Plan in use:

- o 16.1: Percentage of principal partners using regional Operations Plan.
- MOP 17: Written and approved protocols and SOPs in place:
 - o 17.1: Number and percentage of agencies with written and approved SOPs for primary and secondary screening.
- MOP 18: Written and approved deployment plan (steady state, enhanced steady state, search) in place that includes the following information about deployment environment:
 - o 18.1: Geographic area and percentage being covered.
 - o 18.2: Number of roadways entering the area of interest.
 - o 18.3: Roadways inside the area of interest.
 - o 18.4: Number of vehicles entering the area of interest.
 - o 18.5: Number of vehicles using interior roadways of the area of interest.
 - o 18.6: Percentage of area of interest that contains waterways.
 - o 18.7: Number of maritime vessels entering the area of interest.
 - o 18.8: Number of maritime vessels using the interior waterways.
 - o 18.9: Number and type of jurisdictions providing coverage.
 - o 18.10: Number and percentage of detection equipment deployed for routine daily operations.
 - o 18.11: Percentage of time each detector is deployed.
 - o 18.12: Number/frequency/duration of nuclear detection capable vehicles and vessels on patrol.
 - o 18.13: Number/frequency/duration of nuclear detection search deployments.
 - o 18.14: Time between initial detection and final resolution.
- MOP 19: Level of GNDA alignment and integration with Interior Layer architecture:
 - o 19.1: Participation in the federal technical reachback process.
 - o 19.2: Written Operations Plan that supports the GNDA.

Section F: 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. It should contain the following information:

- **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:**
- **Training**

Issues:

Solutions:
- **Exercise/Drills Issues:**
- **Solutions:**
- **Equipment**

Issues:

Solutions:
- **Protocol**

Issues:

Solutions:

Section G: Eligible Costs

Definitions of eligible costs under each task area:

- Planning & Organization
- Equipment
- Training
- Exercises

Planning & Organization

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

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

Exercises

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

Section H: Sample Budget Format

OBJECT CLASS CATEGORY	Equipment Purchases	Exercise Planning	Exercise Execution	Training Costs	Workshop Costs	Total
Personnel	\$0	\$10	\$50	\$25	\$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	\$154.4	65	40	\$309
Construction	0	0	0	0	0	\$0
Other	0	0	0	0	0	\$0
Total Direct Charges	\$100	\$83	\$271	\$134	\$89	\$677
Indirect Charges	0	2.2	11.4	5.4	5.4	\$24
TOTAL	\$100	\$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	Purchases				
	A	B	C	D	Total
Personnel	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Travel	0	0	0	0	0
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	0	0	0	0	0
Total Direct Charges	25	25	25	25	100
Indirect Charges	0	0	0	0	0
TOTAL	25	25	25	25	100

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

Indirect Charges	2.4	2.9	2.5	3.6	11.4
TOTAL	47.4	49.4	23	34.6	154.4

Section I: Suggested Memorandum of Understanding Template

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

The following elements should be considered when constructing an MOU:

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

MEMORANDUM OF UNDERSTANDING

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

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

- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program;*
- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

- C. Reporting Requirements.** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*
- D. Timeframe.** *Clearly state the time period that this MOU will be in effect.*
 This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____.

E. 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 _____ and 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: _____