

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



Securing the Cities

FY14 Standing Funding Opportunity Announcement

DHS-14-DNDO-106-001

Appendix 1

TBD

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Section A: STC Program Phases

DHS intends to enable State and local operations for nuclear detection through a three-phased STC Program that provides for the implementation of nuclear detection capabilities in all UASI Tier 1 regions. The three phases and their transition points are described below.

Phase I – 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 GNDA. During Phase I, efforts will focus on satisfying the immediate needs of State and local agencies in developing baseline detection and reporting capability. 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 Operational Plans, CONOPS and alarm adjudication protocols, deployment of equipment, training and exercise support, as well as 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. DNDO anticipates Phase I activities will conclude by the end of year three of the implementation process.

Phase II – 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 Federal Government activities and the GNDA that previously existed or was established during Phase I. In this phase, the Federal Government 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 region successfully demonstrates their ability to integrate into a national nuclear detection framework in support of the GNDA. DNDO anticipates Phase II activities will conclude by the end of year five of the implementation process which corresponds to the end of the cooperative agreement's period of performance.

Phase III – DNDO provides no additional grant money to the region but provides technical assistance to sustain the program to ensure support of the GNDA. DNDO provides connectivity between the established local architecture and the Federal GNDA assets. DNDO assistance may include: alarm adjudication and Reachback related technical support services through the Joint Analysis Center (JAC), technical expertise to advise on program management and standardized products and templates supporting self-delivered training and exercises, protocols and equipment. State and local participants maintain and increase their developed capabilities to support the GNDA using local funds or other Federal Government grant funds.

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. 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 N42.32-2006
Survey Meters	ANSI/IEEE N42.33-2006
Radionuclide identifiers (RIDs) and Radio-Isotope Identification Devices (RIIDs)	ANSI/IEEE N42.34 2006
Mobile and Transportable Systems. "System" as defined here includes the vehicle in which the radiation detection component of the system is installed, including traditional law enforcement peripherals (lights, sirens, etc.). While detection systems configured to fit into helicopters and maritime vessels are authorized, helicopters and maritime vessels are not an allowable expense. This also includes Backpack based detection systems.	ANSI/IEEE N42.43-2006
Spectroscopic Personal Radiation Detectors (SPRDs)	ANSI/IEEE N42.48-2008
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
Dosimeters, associated dosimeter readers, tracking software and computers.	TBD

Section C: Eligible Training

Training courses described below are eligible as allowable cost items under this announcement. In addition, vendors of equipment listed in Attachment C 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 Attachment C equipment is purchased.

Training Course/Category

- AWR 140 WMD Rad/Nuc Awareness
- AWR 140-1 WMD Rad/Nuc Awareness Train the Trainer (TTT)
- PER 240 WMD Rad/Nuc Responder Ops
- PER 241 WMD Rad/Nuc Hazmat Technician
- 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 (MDS)
- 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 NUCLEAR DETECTION related courses approved on a case-by-case basis by DHS

Section D: Quarterly Performance Reports

Quarterly performance reports must be submitted within 30 days of the end of each reporting quarter during the period of performance. Quarters end on the last day of March, June, September, and December. The below format shall be used to document performance based upon Gantt chart or other program based documents. The STC Program Office requires one regional report from the principal grantee each quarter. Each principal partner must submit this report to principal grantee for inclusion in the overall quarterly report. *(Double click with left mouse on image below to open the actual interactive .pdf, which can then be downloaded and/or completed)*



STC Quarterly Performance Report

Directions: Stakeholder should fill out all blank fields.

AGENCY INFORMATION	
Agency Name:	
Date:	
Point of Contact:	
Email:	
Telephone:	
SECTION 1.0 OPERATIONS	
Number of PRDs deployed daily – steady state operations	
Number of Backpacks deployed daily – steady state operations	
Number of Mobile Systems deployed daily – steady state operations	
Number of RIIDs deployed daily – steady state operations	
Number of enhanced steady state deployments	
Number of PRDs deployed per day of enhanced steady state operations	
Number of Backpacks deployed per day of enhanced steady state operations	
Number of Mobile Systems deployed per day of enhanced steady state operations	
Number of RIIDs deployed per day of enhanced steady state operations	
Number of search operations deployments	
Number of PRDs deployed per day of search operations	
Number of Backpacks deployed per day of search operations	
Number of Mobile Systems deployed per day of search operations	
Number of RIIDs 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	
Total number of PRDs in inventory	
Number of Backpacks fully operational this quarter	
Total number of Backpacks in inventory	
Number of Mobile Systems fully operational this quarter	
Total number of Mobile Systems in inventory	
Number of RIIDs fully operational this quarter	
Total number of RIIDs in inventory	
Number of PRDs requiring maintenance actions this quarter	
Number of Backpacks requiring maintenance actions this quarter	

Section E: Final Performance Reports

Final Performance Reports shall be submitted 90 days after the expiration date of the Performance Period. STC Program Office requires each principal partner to provide a final report.

FINAL REPORT

STC Implementation: _____ **Date:** _____

Jurisdiction: _____

Principal Author: _____

Title: _____

Phone: _____

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

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

Summary:

1. Training Issues:

Solutions:

2. Exercise/Drills Issues:

Solutions:

3. Equipment Issues:

Solutions:

4. Protocol Issues:

Solutions:

Section F: 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 data calls
- Travel/per diem related to planning activities
- Overtime or backfill costs for the above planning and organization items, and/or hiring full- or part-time staff or contract/consultants to assist with planning activities
- Other planning and organization activities with prior approval of DHS

Equipment

- Equipment purchases as per Attachment C
- Equipment necessary to deliver any Attachment D course
- Equipment maintenance, calibration and logistics of Attachment C items
- Travel/per diem related to maintenance, calibration and logistics of Attachment C items
- Overtime or backfill costs for Attachment C 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 Attachment D course
- Backfill or overtime costs for attending or instructing any Attachment D course
- Travel/per diem to attend or instruct any Attachment D course
- Supplies necessary to deliver any Attachment D course
- Other training courses or activities with prior approval of DHS

Exercises

- Design, develop, conduct and evaluate an 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 G: 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 H: GUIDELINES and Template For A MEMORANDUM OF UNDERSTANDING

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, this should include meeting CVSD reporting requirements;
- 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 _____.

F. Confidentiality.

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

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

This Memorandum of Understanding is the complete agreement between _____ and _____ 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: _____