

PM/WRA NOTICE OF FUNDING OPPORTUNITY GUIDELINES INTRODUCTION

Purpose

These guidelines are meant to provide guidance and assistance to organizations in preparing and submitting proposals for new grants, cooperative agreements and amendments for the Office of Weapons Removal and Abatement (PM/WRA). These instructions are not exclusive nor are they inclusive of what is required. The Notice of Funding Opportunity (NOFO) will provide additional instructions or particular requirements for that specific opportunity.

PM/WRA Mission

To reduce the harmful worldwide effects of at-risk, illicitly proliferated, and indiscriminately used conventional weapons of war.

Background

PM/WRA administers the U.S. Conventional Weapons Destruction (CWD) foreign assistance program to reduce the harmful worldwide effects of at-risk, illicitly-proliferated, and indiscriminately-used conventional weapons of war.

PM/WRA Goals and Objectives

1. Enhance regional security by reducing at-risk, illicitly proliferated, or indiscriminately used conventional weapons of war.

- a. Secure stockpiles of surplus, obsolete, or otherwise at-risk conventional weapons of war.
- b. Destroy stockpiles of surplus, obsolete, or otherwise at-risk conventional weapons of war.

2. Increase civilian security by protecting lives and property.

- a. Reduce the risk of accidental detonation at military depots.
- b. Clear mines and explosive remnants of war (ERW).
- c. Return of land and infrastructure to productive use.
- d. Assist the rehabilitation and reintegration into society of survivors of accidents involving mines and other ERW.
- e. Educate the public about the risk of mines and other ERW.
- f. Enhance host nations' CWD program capacity.

3. Promote U.S. foreign policy interests.

- a. Demonstrate support for friends and allies.
- b. Enhance public awareness of benefits of CWD.
- c. Integrate gender mainstreaming into CWD programs.

Format

- The proposal shall be clear, concise, and shall include sufficient detail for an effective evaluation. The proposal should provide convincing rationale to address how the grantee intends to fulfill the specific Objectives. Applicants shall assume that PM/WRA has no prior

knowledge of their facilities, approach, and experience. PM/WRA will base its evaluation on the information presented in the applicant's proposal, and, in the case of past performance, from responses to questions and other sources. If information required for proposal evaluation is not found in the section or part designated for its presentation, it will be assumed to have been omitted from the proposal.

- Each part shall be written, to the greatest extent possible, so that its contents may be evaluated with a minimum of cross-referencing to other parts of the proposal.
- The proposal shall be valid for a period of not less than 180 days from the submission date. Each applicant shall make a clear statement that the proposal is valid until this date in the cover letter accompanying its proposal.
- Applicants must submit applications via HYPERLINK "<http://mygrants.service-now.com>" [SAMS Domestic](#). This website is available to all applicants. If you have difficulty registering on HYPERLINK "<http://mygrants.service-now.com>" [SAMS Domestic](#) or accessing the NOFO, please contact the Helpdesk at 1-888-313-ILMS (4567) or via the Self Service Portal at <https://afsism.servicenowservices.com/ilms/home.do> for technical assistance.

In order to apply for an award, your organization must complete the SAMS Domestic registration process. Please log into https://mygrants.servicenowservices.com/ilms/portal_login.do to obtain complete instructions on the registration process.

The preferred document formats for the uploaded NOFO are Microsoft Word, Excel or PDF. Applicants should wait until the upload shows the status as "Successful" before moving to the next part of the application kit.

PLEASE ENSURE THAT THE APPLICATION IS SUBMITTED AFTER UPLOADING ALL OF THE MATERIAL. IF YOU DO NOT RECEIVE A CONFIRMATION PAGE, THE APPLICATION HAS NOT BEEN SUBMITTED.

Organization/Number of Copies/Page Limits

PM/WRA will screen all applications to determine whether they meet the technical requirements listed below. PM/WRA will neither evaluate nor consider any application that fails to meet these technical requirements. All applications must be submitted in **ENGLISH**.

All application packages must include a proposal with the following components:

- A 12-page (maximum) narrative proposal. Applicants may include a cover page and table of contents within (not in addition to) the 12-page limit.
- A 3-page (maximum) budget narrative
- A detailed line-item budget (Microsoft Excel is the required format and can be submitted as a separate attachment)
- 1-page CV or resume of key personnel who are proposed for the program

If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

Provide a copy of the applicant organization's most recent single audit, preferably from within the last one (1) year. ****U.S. non-federal entities must provide a copy of the SF-SAC coversheet. (see additional details below under Most Recent Audit)***

Optional: Up to twelve (12) pages of annexes/appendices including, organizational work charts, letters of recommendation, or letters of accreditation/official permission, among others.

Proposal Presentation

Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary.

Pages and Font

Page size shall be 8.5 x 11 inches or A4 but consistent throughout. The type shall be no less than 12points, font style: Times New Roman. Pages shall be numbered sequentially by part, and by section and subsection within each part, identifying the applicant and date of submission. Page limits shall be treated as maximums. **If exceeded, the excess pages will not be read or considered in the evaluation of the proposal.** When both sides of a sheet display printed material, it shall be counted as 2 pages.

WRITING THE PROPOSAL

Application Kit

In addition to the proposal items mentioned above, SAMS Domestic will prompt applicants to submit several other documents. Directions on what to include in these documents and how to complete them are provided below.

Application Kit	
<input checked="" type="checkbox"/> Narrative Proposal	
<input checked="" type="checkbox"/> Budget Narrative	
<input checked="" type="checkbox"/> Detailed Line-Item Budget	
<input checked="" type="checkbox"/> SF-424 Form	} Note: <i>These forms must be completed in full, or the application will not be reviewed.</i>
<input checked="" type="checkbox"/> SF-424A Form	
<input checked="" type="checkbox"/> SF-424B Form (Please see note below)	
<input checked="" type="checkbox"/> SF424C Form (<i>for construction only</i>)	
<input checked="" type="checkbox"/> SF424D Form (<i>for construction only</i>)	
<input checked="" type="checkbox"/> Most recent audit	
<input checked="" type="checkbox"/> Proof of Operational and Organizational Accreditation Certification (if applicable)	

1. Narrative Proposal

A full and detailed narrative proposal should include, but is not limited to, the following:

- Project outcomes, deliverables, and performance indicators plan, including both the quantitative and qualitative indicators that will be used
- Project description, including goals and objectives, and project duration, including methodology, initial work plan, and proposed summer/winter work plans, if required
- Description of how the project meets PM/WRA priorities and the NOFO
- Description of how the program outcomes will be sustained after the program ends
- Cost per square meter, broken down by activity area
 - For example, nontechnical survey, technical survey, clearance, etc.
- Projected geographical areas of activity
- List of the number of personnel that will be employed under the project, along with the number of teams that will be supported
- Project Hazard List as per Project Title Documentation, if applicable
- Full Organizational Structure, including NAMED key personnel and their respective experience
- List of key personnel, including titles, duties, and responsibilities

- **Note:** Key personnel are generally limited to 3-5 people, depending upon the project. Key personnel are defined as individuals who contribute to the development or execution of a project in a substantive, measurable way. If key personnel cannot be designated at the time of award, they must be designated within thirty (30) days of the award, per the U.S. Department of State's Terms and Conditions.

2. Budget Narrative

A full and detailed budget narrative should include, but is not limited to, the following:

- Budget breakdown, with narrative description of each line item in the budget
- Details regarding how all figures/numbers were calculated, if not clearly shown in the detailed line-item budget
- List and describe all international travel individually, and explain the destinations and estimated costs for each flight
- Explanation of and justification for international (expatriate) personnel positions
 - **Note:** It is a PM/WRA priority to move programs toward national sustainability and to build national capacity.
- Home Leave/R&R for Expatriate Personnel – number of hours/days allowed under your organization's policies
- Description of all non-PM/WRA equipment and vehicles that the applicant organization intends to use on the project, if applicable
 - **Note:** You may insert the estimated time usage value or project cost savings as a footnote of the detailed line-item budget, if necessary.
- Details regarding the applicant organization's per diem and hotel policies, if applicable
- Description of activities conducted by sub-awardees/sub-contractors/local partners, if applicable

3. Detailed Line-Item Budget

The budget needs to be presented in a Microsoft Excel format.

A full and detailed line-item budget should include, but is not limited to, the following:

- A breakdown of all proposed costs in U.S. Dollars, according to the headline budget categories listed in the SF-424A. If there is no associated expense with a headline budget category, it shall still be listed in the budget, and the amount shall be listed as \$0. The headline budget categories are:
 - **A** – Personnel
 - **B** – Fringe Benefits
 - **C** – Travel
 - **D** – Equipment
 - **E** – Supplies
 - **F** – Contractual

- **G** – Construction
- **H** – Other Direct Costs
- **I** – Total Direct Costs
- **J** – Modified Total Direct Costs (MTDC)
- **K** – Indirect Costs
- **L** – Total Cost
- A row for the proposed amount of cost-share, if applicable

Under each of the above headline budget categories where there is an expense, applicants shall provide the following line-item details:

- **A – Personnel**

- Expatriate Personnel
 - All expatriate personnel must be listed individually, along with the number of months of support they will provide.
- National Staff
 - Please break out national staff positions, where possible, and list the number of months they will allocate to the project.
- **Note:** Multiple personnel of the same category type and number of months may be grouped together, but the budget layout must be laid out in such a manner that the individual number of months assigned to each person can be easily calculated by someone reviewing the budget.
 - For example:

Personnel	# of months	Cost Per Month	Total
1 De-miner	10	\$1000	\$10,000
3 Project Assistants	3	\$7500	\$22,500

- **B – Fringe Benefits**

- Personnel Insurance
- Home Leave/R&R for Expatriate Personnel
 - **Note:** This should be listed under Fringe Benefits, not under Travel.

- **C – Travel**

- International Travel
- Domestic Travel
 - a) international and/or domestic airfare - Please indicate origin and destination
(country/city), number of travelers and unit cost per round trip

NOTE: All travel must be booked with economy class fares only.
Applicants

must explain differences in fares among travelers on the same routes.

Note

that all travel, where applicable, must comply with the Fly America Act.

For

more information see <http://www.gsa.gov/portal/content/103191>.

- b) in-country travel - Please indicate origin and destination (city), type of transportation, number of travelers and unit cost per traveler per trip.
- c) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. The U.S. government publishes per diem allowance rates, which should be used as a baseline; however, institutions may use per diem rates lower than official government rates.

NOTE: Per diem rates must be prorated and/or removed if applicant will Pay for refreshments and/or meals for participants during a workshop/conference.

- **D – Equipment**
 - Vehicles Purchased (Vehicle rentals/leases should be included in Other Direct Costs)
 - **Note:** *Equipment* is defined as an article of non-expendable, tangible, personal property having a useful lifespan of more than one year and an acquisition cost in excess of \$5,000 per unit. *Supplies* are defined as tangible personal property with an acquisition cost less than \$5,000 per unit.
- **E – Supplies**
 - Fuel/Lubricants, if applicable
 - **Note:** *Equipment* is defined as an article of non-expendable, tangible, personal property having a useful lifespan of more than one year and an acquisition cost in excess of \$5000 per unit. *Supplies* are defined as tangible personal property with an acquisition cost less than \$5,000 per unit.
- **F – Contractual**
 - Activities Conducted by Sub-Awardees and/or Local Partners
 - **Note:** The actual sub-award/sub-contract budget must be attached to the application. If the sub-award operator or budget is unknown at the time of application submission, note that the budgets for sub-awards/sub-contracts must be approved by the Grants Officer before any pass-through costs are allowed. An approved operator may not conduct work without the Grants Officer's approval of the budget. Any costs associated with a sub-award/sub-contract without Grants Officer approval will be disallowed.
- **G – Construction**
 - Construction Costs, if applicable

- **Note:** Please provide details on the what the construction task will be and what items will be required, if known at the time of application (scope, detailed budget, location, etc).
- **H – Other Direct Costs**
 - Training Costs
 - Insurance for Operations
 - Audit Costs
 - Professional Costs
 - Rentals/Leases
 - Currency transaction/adjustment fee (0.5% is allowable)
 - Equipment Repair and Maintenance
- **I – Total Direct Costs**
 - Sum of items A-H
- **J – Modified Total Direct Cost (MTDC)**
 - The MTDC excludes equipment, rentals, and sub-award costs in excess of \$25,000 and is used to calculate your indirect costs (see below).
- **K – Indirect Costs**
 - Indicate in this section of the budget whether or not your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) or uses a de minimis rate. Please list the NICRA rate and what costs are excluded in the calculation of indirect costs for your organization. If your organization does not have a NICRA, please note that the maximum allowable indirect rate is ten (10) percent of the MTDC.
- **L – Total**
 - Sum of items I and K

3. Detailed Line Item Budget

The below line item budget provides an example of how budgets should be organized and formatted

	Unit Cost				Requested Federal/PMWRA Funds	Cost-Share by Applicant	Program Total
	Unit	Number	Amount	Rate			
A Personnel	months		salary (monthly)	% effort			
A.1 US-Based personnel							
A.1.1 e.g., Project Manager					0.00	0.00	0.00
A.1.2 e.g., Project Officer, etc.					0.00	0.00	0.00
A.2 Field Personnel (US and non-US, specify)							
A.2.1 e.g., Project Manager					0.00	0.00	0.00
A.2.2 e.g., Project Officer, etc.					0.00	0.00	0.00
Subtotal Personnel					0.00	0.00	0.00
B Fringe Benefits							
B.1 US-Based Personnel Fringe Benefits					0.00	0.00	0.00
B.2 Field Personnel Fringe Benefits (if applicable)					0.00	0.00	0.00
Subtotal Fringe Benefits					0.00	0.00	0.00
C Travel	# people	# trips	cost per person	# days			
C.1 International Travel							
C.1 International airfare (from country/city...to country/city, RT)					0.00	0.00	0.00
C.1.1 Per diem (Country/City) *					0.00	0.00	0.00
C.2 Domestic Travel							
C.2.1 Airfare					0.00	0.00	0.00
C.2.2 Ground Transport					0.00	0.00	0.00
C.2.3 Per diem, if applicable					0.00	0.00	0.00
Subtotal Travel					0.00	0.00	0.00
D Equipment (> \$5,000 per unit)		# units	unit cost				
D.1 (description, e.g., generators)					0.00	0.00	0.00
D.2 (description)					0.00	0.00	0.00
Subtotal Equipment					0.00	0.00	0.00
E Supplies (< \$5,000 per unit & solely program related)		# units	unit cost				
E.1 (description)					0.00	0.00	0.00
E.1.1 (description)					0.00	0.00	0.00
Subtotal Supplies					0.00	0.00	0.00
F Contractual (Consultant fees, etc.)							
F.1.1 Individual Consultant/title					0.00	0.00	0.00
F.1.2 Travel: Airfare (from/to, /RT), if applicable					0.00	0.00	0.00
F.1.3 Per diem (Country/City)					0.00	0.00	0.00
F.1.4 Contractual Sub-recipient (Name) submit separate budget using the same format					0.00	0.00	0.00
Subtotal Contractual					0.00	0.00	0.00
G Construction							
G.1 (description)					0.00	0.00	0.00
Subtotal Construction					0.00	0.00	0.00
H Other Direct Costs							
H.1 Specify (list and itemize other program-related costs)					0.00	0.00	0.00
H.1.1 Specify (list and itemize other program-related costs)					0.00	0.00	0.00
H.1.2 Specify (list and itemize other program-related costs)					0.00	0.00	0.00
Subtotal Other Direct Costs					0.00	0.00	0.00
I Total Direct Costs					0.00	0.00	0.00
J Modified Total Direct Costs (MTDC)					0.00	0.00	0.00
K Indirect Costs (NICRA %) if applicable					0.00	0.00	0.00
L Total Project Cost					0.00	0.00	0.00

*For per diem, indicate the number of days and cost per person per day

must be program-specific

4. SF-424 Form

The SF-424 Form must be completed online through SAMS Domestic, or the application will not be reviewed. Instructions for completing the SF-424 Form are as follows:

1. **Type of Submission:** Application

2. **Type of Application:** New
3. **Date Received:** Leave blank; this will automatically be assigned.
4. **Applicant Identifier:** Leave blank.
- 5a. **Federal Entity Identifier:** Leave blank.
- 5b. **Federal Award Identifier:** Leave blank.
6. **Date Received by State:** Leave blank; this will automatically be assigned.
7. **State Application Identified:** Leave blank; this will automatically be assigned.
- 8a. **Legal Name:** Enter the legal name of the applicant organization.
- 8b. **Employer/U.S. Taxpayer ID Number:** Non-U.S. organizations may enter 44-4444444 only if they do not have a U.S. Taxpayer ID.
- 8c. **Organizational DUNS:** Enter the 9-12 digit UEI number of the applicant organization.
- 8d. **Address:** Enter the address of the applicant organization.
- 8e. **Organizational Unit:** Enter the name of the primary organizational unit (and department/division, if applicable) that will undertake the assistance activity.
- 8f. **Name and Contact Information of Person to be Contacted on Matters Involving this Application:** Enter the name, title, and contact information of the person to be contacted on matters involving this application.
9. **Type of Applicant 1:** Select an applicant type/type of organization.
10. **Name of Federal Agency:** Enter "Office of Weapons Removal and Abatement."
11. **Catalog of Federal Domestic Assistance Number:** Enter "19.800."
12. **Funding Opportunity Number:** GO will enter info.
13. **Competition Identification Number:** Leave blank; this will automatically be assigned.
14. **Areas Affected by Project (Cities, Countries, States, etc.):** In alphabetical order, list the country/countries where project activities will take place. For projects that will take place in more than one region, enter "Global."
15. **Descriptive Title of Applicant's Project:** Enter the title of the proposed project, and delete pre-entered wording, if necessary.
16. **Congressional Districts Of:** Leave blank.
17. **Proposed Project Start Date / End Date:** Enter a projected start and end date for the project.
18. **Estimated Funding:** Enter the amount requested from PM/WRA for the project under "Federal," and enter any cost-share in the appropriate row (B-E). Otherwise, enter 0.00 in lines that do not apply.
19. **Is Application Subject to Review by State Under Executive Order 12372 Process?**
Select "C: Program is not covered by E.O. 12372."
20. **Is the Applicant Delinquent on any Federal Debt?** Select the appropriate box. If you answer "yes," you will be required to provide an explanation.
21. **Authorized Representative:** Enter the name, title, contact information, and signature of the organization's representative who is authorized to sign.

5. SF-424A Form

The SF-424A Form must be completed online through SAMS Domestic, or the application will not be reviewed. Instructions for completing the SF-424A Form are attached to this NOFO.

6. **SF-424B Form** (*the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications*)

Read the SF-424B Form, and enter the name and title of the applicant organization's authorized certifying official.

7. **Most Recent Audit**

Provide a copy of the applicant organization's most recent single audit, preferably from within the last one (1) year. ****U.S. non-federal entities must provide a copy of the SF-SAC coversheet.***

a) The recipient's proposal should include the cost of an audit that:

- Complies with the requirements of 2 CFR 200 Subpart F-Audit Requirements;
- A non-Federal entity (U.S. and foreign) that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 subpart F. *The audit costs shall be identified by 2 CFR 200.425;*
- Foreign Public Entities (including Public International Organizations) may choose to submit audits as part of the pre-award process, but it is not required.

8. **Proof of Operational and Organizational Accreditation Certification**

If applicable, include this as an appendix to the Narrative Proposal.

9. **Inventory of DOS-Purchased Equipment from Previous Awards (if applicable)**

If applicable, include an inventory of any equipment purchased with a previous DOS-award that the applicant plans to use on the project advertised in this NOFO. Include this as an appendix to the Narrative Proposal.

10. **NICRA Agreement (if applicable)**

If the applicant organization has a Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Federal Government, please provide a copy of it.

11. **Sub-Award/Sub-Contract Budget (if applicable)**

If applicable, include this as an appendix to the Narrative Proposal.

12. **PM/WRA Principles Affidavit Statement**

The following Principles Affidavit Statement document below should signed, scanned, and submitted with each application. (see below)

AFFIDAVIT STATEMENT

**SYSTEM FOR AWARD MANAGEMENT (SAM.gov) PRINCIPALS
CERTIFICATION for PM/WRA RECIPIENTS**

I confirm that all principals of (Name of Company/Organization) have been searched through the System for Award Management, SAM.gov, which can be accessed through the following link: <https://www.sam.gov/portal/public/SAM/>

A "principal"/official is defined as:

- a. An officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities related to a covered transaction; or
- b. A consultant or other person, whether or not employed by the participant or paid with Federal funds, who—
 - i. Is in a position to handle Federal funds;
 - ii. Is in a position to influence or control the use of those funds; or,
 - iii. Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

The signatory is responsible for checking the SAM.gov list and ensuring that their organization's "principals"/officials are not on the list.

According to 2CFR180.303, organizations receiving U.S. government funding are prohibited from entering into a covered transaction with OFAC-listed Specially Designated Nationals or other persons listed in SAM.gov. If it is determined that the above statements are not accurate, I agree that the tenderer may be found in noncompliance with 2CFR180.303 and barred from entering into a subaward or subcontract with PM/WRA funds.

Further, I acknowledge that any falsified statement pertaining to the above listed information is a violation of Title 18 United States Code Section 1001 and is punishable by fine and or imprisonment of up to five years.

Name and Surname: _____

Duly authorized to sign this tender:

Signature: _____

Place and date: _____

Stamp of the Company/Organization (if applicable):

13. Representation by Organization Regarding a Delinquent Tax Liability or Felony Criminal Conviction form: The following document should be signed, scanned, and submitted with each application kit. (see below)

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

The following provision shall be included in all Requests for Assistance.

(For more information, contact the Office of the Procurement Executive, Federal Assistance Division (A/OPE/FA)).

Begin Provision

REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (xx 2014)

(b) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(c) Applicant represents that –

(1) It is is not an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is is not an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

End Provision

Name _____ Date _____

Signature _____