

**U.S. Department of State – Bureau of Political-Military Affairs  
Office of Weapons Removal and Abatement (PM/WRA)**

<b>Program Office:</b>	Office of Weapons Removal and Abatement
<b>Opportunity Title:</b>	2017 Survey and Clearance in Colombia
<b>Announcement Type:</b>	Notice of Funding Opportunity (NOFO)
<b>Funding Opportunity Number:</b>	<b>17.PMWRA.Colombia.HMA.NOFO</b>
<b>Deadline for Applications:</b>	Friday, September 8, 2017 at 5:00 PM EST
<b>Cost Sharing Requirement:</b>	No

## **I. EXECUTIVE SUMMARY**

The U.S. Department of State, Bureau of Political-Military Affairs, Office of Weapons Removal and Abatement (PM/WRA) is pleased to invite eligible organizations to submit grant applications for humanitarian demining in Colombia during fiscal year 2017. Specific goals, objectives, and technical requirements for application packages are detailed below. PM/WRA anticipates providing multiple awards totaling, at most, a cumulative amount of \$11 million under this grant opportunity. The specific locations have already been tasked to specific operators, so proposals will be evaluated against other submissions. PM/WRA will most heavily weigh the cost effectiveness of the applications when making funding decisions.

PM/WRA will evaluate applications on a competitive basis using the evaluation criteria explained below and will provide funding for the application(s) found most likely to achieve PM/WRA's goals and objectives within the stated monetary and time parameters. To be eligible for award consideration, you must submit your application via [www.grantsolutions.gov](http://www.grantsolutions.gov) by 5:00 PM EST on Friday, September 8, 2017. PM/WRA will **not** accept applications submitted via e-mail, fax, the postal system, or delivery companies/couriers. Applicants may submit more than one application if they would like to propose multiple project ideas; however, each application should be submitted only once.

## **II. 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 announces competitive CWD grant opportunities as funding becomes available and strives to award grants by the end of the same fiscal year.

PM/WRA has provided CWD assistance to Colombia since fiscal year 2006. To date, we have invested in humanitarian demining, mine risk education, victims assistance, and provided capacity development expertise to DAICMA. PM/WRA has invested in civilian and military deminers and supports both Colombian and international non-governmental organizations. The United States also partnered with the Kingdom of Norway in 2016 to organize the Global Demining Initiative for Colombia, resulting in more than 20 countries plus the European Union pledging more than \$100 million in demining assistance for Colombia. This assistance has made

significant progress towards restoring access to land and infrastructure, developing Colombian capacity to manage such programs independently, and protecting local communities from potential risks.

For the FY 2017 funding cycle, PM/WRA is prioritizing the enhancement of regional security by reducing at-risk, illicitly proliferated, or indiscriminately used conventional weapons, and the increase of civilian security by protecting lives and property.

To this end, PM/WRA is inviting eligible organizations to design and implement a mine-action project of 12 months, beginning on or around October 1, 2017. A list of hazard locations is provided below; PM/WRA will only consider proposals that focus on the areas included.

### **III. GOALS AND OBJECTIVES**

#### **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.

#### **Project Scope**

This NOFO will only address projects that reflect PM/WRA's goals and objectives as detailed above.

Funding is expected to be available for this project. PM/WRA may not obligate the entire \$11 million through this competitive tender, but will weigh each proposal on its own merit and cost effectiveness. Projects must be approved by and coordinated with relevant host nation authorities to the greatest extent possible. A letter from DAICMA approving the proposal must be submitted with the project. Since each tasking is already allocated a specific operator, the proposals will be competitively evaluated against other submissions taking into account the

evaluation criteria detailed below. Please indicate if subsequent development opportunities are expected for particular sites; PM/WRA and Embassy Bogota will prioritize proposals in which follow-on agriculture, development, or infrastructure is planned by the Government of Colombia.

The sub-activities for this project could include:

- Land Handover:** PM/WRA will only consider proposals that result in land release through non-technical survey, manual demining, or other accredited methodology. Applications that propose methodologies or assets that are not accredited by DAICMA as of the proposal submission deadline will not be considered. The clearance of mines and ERW under a grant from PM/WRA will be conducted in accordance with International Mine Action Standards and appropriate Colombian Mine Action Standards, and the results of all clearance activities will be reported to the appropriate authorities and subject to quality assurance and quality control by the OAS or DAICMA designee.

Project activities must be implemented in the following locations:

Dpto.	Municipality	Assigned Zone
Putumayo	Puerto Asís	Zone 1
Nariño	Puerres	Municipality
Antioquia	Briceño	Zone 2
Caqueta	Puerto Rico	Whole Municipality
▶ Caqueta	San José de Fragua	Zone 1
Cauca	Buenos Aires	Whole Municipality
Meta	Uribe	Zone 4
Meta	Uribe	Zone 1
Meta	La Macarena	Zone 3, 4 and 5
▶ Meta	Mesetas	Zone 4
Nariño	Rosario	Whole Municipality
▶ Nariño	Ipiales	Zone 2
Caqueta	San Vicente del Caguan	Zone 1, 4 and 5
Sucre	Ovejas	Whole Municipality
Caqueta	Montañita	Zone 2 y 4
Putumayo	Puerto Caicedo	Whole Municipality
▶ Putumayo	Puerto Leguizamó for NTS	Whole Municipality
Meta	Uribe	Zone 3
Meta	Mesetas	Zone 5
Meta	Mapiripán	Zone 2

The above information is not meant to be exhaustive, and PM/WRA will consider applications with alternative approaches to meeting the goals and objectives specified above. Please direct any questions or concerns to Chris Murguia (MurguiaCE@state.gov), Mel Windecker (WindeckerMA@state.gov), and Eric Keefer (KeeferED@state.gov).

#### **IV. ANTICIPATED PERIOD OF PERFORMANCE**

The award is anticipated to be issued for 12 months plus one Option Year consisting of 12 months.

## V. EVALUATION FACTORS FOR AWARD

### **Cost Realism Evaluation**

The Government may conduct a cost realism evaluation in order to determine if the overall costs proposed (1) are realistic for the work to be performed; (2) reflect a clear understanding of the requirements; and (3) are consistent with the various elements of the applicant's technical proposal.

### **Evaluation Criteria**

In making the award, the following four areas will be considered:

1. Technical Approach
2. Implementation Plan and Capabilities
3. Experience
4. Cost Effectiveness and Budget Detail

Additionally, as part of the assessment of realism, the Government will assess the likelihood of each applicant's proposed approach actually being accomplished. Furthermore, in making the award, all factors other than cost, when combined, are significantly more important than cost or price.

## VI. THE COMPETITIVE REVIEW PROCESS

PM/WRA will evaluate applications meeting all technical requirements as follows:

PM/WRA will convene an application evaluation panel comprised of individuals with knowledge and experience in humanitarian demining, explosive ordnance disposal, and victim assistance programs, as well as regional experts. The panel will assess how well the proposed project(s) meet(s) the priorities, goals, and objectives specified in this announcement.

The panel may also consider bilateral, regional, and global factors, as well as any policies, restrictions, or limitations on U.S assistance that may apply to each country or region involved when making final award recommendations to the Grants Officer.

**The review panel will use the following criteria when evaluating applications.**

**Note:** PM/WRA reserves the right to change the priorities of the ratings for each NOFO announcement. Each competition adjusts the ranking of the evaluation criteria based upon country and program need. In this NOFO, PM/WRA will most strongly consider the technical approach, organizational plan and capability, and cost effectiveness and budget of each proposal.

### **1. Technical Approach**

- How clearly does the applicant understand the specific issues involved in this NOFO, and how well does the applicant understand actual conditions on the ground in the proposed project area(s)?

- How will proposed project activities meet the goals and objectives specified in this NOFO? Are proposed activities relevant and feasible?
- How do proposed activities address long-term institutional and/or organizational development within the country/region, with an emphasis on moving towards independent sustainability? To what extent will proposed project impacts continue beyond the conclusion of U.S. Government funding?

## **2. Implementation Plan and Capabilities**

- How will the applicant organization's resources, capabilities, and management structure enable it to achieve the goals and objectives specified in this NOFO? Are resources, capabilities, and management structure adequate to support the applicant's proposed activities?
- Are the applicant's project management, quality assurance, and staffing plans adequate to ensure that proposed activities are effective, efficient, and safe?
- What risks are involved with the applicant's technical approach and what steps will the applicant take to mitigate such risks?
- Are proposed sub-awardees/partner organizations qualified to perform their intended tasks?
- To the extent that the applicant proposes sub-awards/partnering arrangements, what are the applicant's plans for overseeing sub-awardee/partner organization performance? Are oversight plans adequate to ensure effective, efficient, and safe sub-awardee/partner organization performance that conforms to PM/WRA terms and conditions?

## **3. Organizational Experience & Key Personnel**

- What experience does the applicant organization have with successfully implementing projects oriented towards the goals and objectives specified in this NOFO?
- What experience does the applicant organization have with successfully implementing relevant projects in the country/region covered by this NOFO?
- If the applicant does not demonstrate adequate experience, is there substantial risk that the project cannot be performed to satisfaction, on time, and within budget?
- Are proposed key personnel qualified to perform their intended roles? Do they possess relevant experience, expertise, and education? Do they have experience overseeing/managing/implementing projects in the country/region?
- Do proposed sub-awardees/partner organizations have experience with successfully performing relevant tasks, and to what extent is that experience in the country/region covered by this NOFO?
- If there are sub-awards, has the applicant demonstrated the ability to oversee and administer all terms and conditions of the Federal award to the sub-award and ensure proper auditing, vetting, and monitoring compliance?

## **4. Cost Effectiveness and Budget Detail**

- Does the applicant's budget proposal reflect an efficient use of U.S. Government funding to achieve the goals and objectives specified in this NOFO?
- Are proposed costs both reasonable and realistic for the proposed slate of activities? Are they clearly allocable to specific activities and allowable per OMB cost principals? Are all proposed costs necessary and appropriate?

- Are overhead, general and administrative, and other indirect cost components relatively low as compared to direct activity costs? How much funding will support the applicant's organizational infrastructure and bureaucracy versus the amount of funding that will directly support project activities?  
Has the applicant provided a budget for the proposed sub-awards/partnering arrangements that are reasonable? If not, have they demonstrated knowledge for the reasonableness of cost of the proposed sub-award/partnering arrangement if they have to submit tenders to partners unknown at the time of submission?

## **VII. EVALUATION PROCESS**

The Government shall evaluate the applicant's Technical Approach, Implementation Plan and Capabilities, Experience, and Cost Effectiveness and Budget Detail, using a four color evaluation scheme. The Government shall assign a color (as defined below), based on the applicant's ability to support the Government's requirements. Once the color is assigned for each area, an overall color score will be assigned for the applicant's proposal. Applications will be ranked within each color score comparing the overall merits of each to other proposals received.

### **Color Evaluation Scheme**

#### **Blue**—Outstanding

- The applicant has demonstrated a strong likelihood of successful performance and has no significant weaknesses.

#### **Green**—Good

- The applicant has demonstrated a reasonable likelihood of successful performance and any weaknesses can be readily corrected.

#### **Yellow** – Marginal

- The applicant has demonstrated a possibility of successful performance and any significant deficiencies may be correctable.

#### **Red** – Unacceptable

- The applicant has not demonstrated a possibility of successful performance and its deficiency is uncorrectable without a major revision of the proposal.

## **VIII. APPLICANT & ORGANIZATION CRITERIA**

U.S.-based and foreign non-governmental organizations (NGOs), Public International Organizations (PIOs), Foreign Public Entities (FPEs), and institutions of higher education are eligible to apply to this NOFO. Foreign governments are not eligible to apply, but governments may be beneficiaries of funded programs, provided that funding does not pay salaries of government agency personnel and that such assistance is not restricted by U.S. law or policy.

Organizations should have demonstrated experience administering successful CWD-related projects, preferably in the target country and/or region, or in similarly challenging security environments.

Only organizations that are registered, accredited, and certified to work in Colombia as of the application deadline are eligible to receive funding under this NOFO. Applications must address eligibility requirements and offer proof of accreditation.

## IX. APPLICATION REQUIREMENTS

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, which may include a cover page and table of contents
- A 3-page (maximum) budget narrative
- A detailed line-item budget (this can be in Microsoft Excel or PDF format as a separate attachment)
- **Optional:** Up to fifteen (15) pages of annexes/appendices including organizational work charts, letters of recommendation, or letters of accreditation, among others

The maximum page limit for a proposal is fifteen (15) pages, plus a line-item budget and an additional fifteen (15) pages for optional annexes/appendices.

### Application Kit

In addition to the proposal items mentioned above, GrantSolutions.gov 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

- Narrative Proposal
  - Budget Narrative
  - Detailed Line-Item Budget
  - SF-424 Form
  - SF-424A Form
  - SF-424B Form
  - SF424C Form (for construction only)
  - SF424D Form (for construction only)
  - Most recent audit
  - Proof of Operational and Organizational Accreditation Certification (if applicable)
  - Inventory of DOS-purchased equipment from previous awards. (if applicable)
- Note:** These forms must be completed in full, or the application will not be reviewed.

### 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. The Program Director/Principal Investigator (PI/PD) in GrantSolutions is always considered to be key personnel. 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.
- Brief IP historical background
- 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
- Post Demining Impact Assessment Methodology Plan (PDIA), if applicable
- Description of activities conducted by sub-awardees/sub-contractors/local partners, if applicable

**3. Detailed Line-Item Budget**

It is suggested that the budget be presented in a PDF format and that all of the columns are viewable within the constraints of the page. Otherwise it is difficult to review the budget once it is printed.

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

Personnel	# of Hours	Cost Per Hour	Total
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10 De-miners	1000	\$100	\$100,000
3 Project Assistants	300	\$75	\$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. Per diem rates may not exceed the published U.S. government allowance rates; 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
- Vehicles Rented
- Vehicles Leased
- **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
- **H – Other Direct Costs**
  - Training Costs
  - Insurance for Operations
  - Audit Costs
  - Professional Costs
  - 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 (excluding field office rental), 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). If so, please list the NICRA rate and apply it only to the MTDC. 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

#### 4. **SF-424 Form**

The SF-424 Form must be completed online through [GrantSolutions.gov](http://GrantSolutions.gov), 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-digit DUNS number of the applicant organization. If the organization does not have a DUNS number, you may apply for one on the following website: <http://fedgov.dnb.com/webform>.
- 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:** Leave blank; this will automatically be assigned.
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 [GrantSolutions.gov](http://GrantSolutions.gov), or the application will not be reviewed. Instructions for completing the SF-424A Form are attached to this NOFO.
6. **SF-424B Form**

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 audit, preferably from within the last one (1) year.

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.

## X. ADDITIONAL REQUIREMENTS

If PM/WRA chooses an applicant's proposal for funding, the applicant must abide by the following terms and conditions:

- a) **Standard Reporting Metrics:** All conventional weapons destruction (CWD) and humanitarian mine action (HMA) grants must fill out the standard reporting metrics annually on the progress of the grant. It is recommended that a similar format is used for quarterly reporting of progress. In addition, all Humanitarian Demining and surface and sub-surface Explosive Remnants of War (ERW) activities must produce and maintain to-scale maps of these activities and record the location of all landmines and other ERW found and cleared.
- b) **Key Personnel:** Key Personnel are defined as individuals who contribute to the development or execution of a project in a substantive, measurable way. The program director/principal investigator (PI/PD in grantsolutions.gov) is always considered to be key personnel.
  - i) The Recipient agrees that a partial basis for award of the grant or cooperative agreement is the list of key personnel proposed in the proposal. Accordingly, the Recipient agrees to assign to this task order those key persons whose resumes were submitted with the proposal and are necessary to fulfill the requirements of the award. No substitution shall be made without prior notification to and concurrence of the Grants Officer. All proposed substitutes shall meet or exceed the qualifications of the person to be replaced. The Grants Officer shall be notified in writing of any proposed substitution at least thirty (30) days in advance of the proposed substitution. Such notification shall include:
    - a) An explanation of the circumstances necessitating the substitution;
    - b) A complete resume of the proposed substitute; and
    - c) Any other information requested by the Grants Officer to enable him/her to judge whether or not the Recipient is maintaining the same high quality of personnel that provided the partial basis for award.
- c) **Gender- and Age Based Reporting Requirement:** Recipients shall disaggregate reporting on beneficiaries based on gender and age and report separately on the number of men and women employed in the program funded by the grant. Additionally, the Recipient shall report whether non-technical and technical survey teams include female employees, to ensure the voices of women and girls are included in survey results. Age-based reporting requires that the number of individuals served under the age of 18 and the number served over the age of 18 be listed where possible.
- d) **Accidents:** Recipients shall inform the PM/WRA Grants Officer, Deputy Director for Programs, and relevant Grants Officer Representative (GOR) of any and all accidents, incidents, or events that result in loss of life, limb, or property within twenty-four (24) hours of occurrence.
- e) **Equipment:** Equipment is defined as any non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The recipient must provide PM/WRA with an equipment list, including use requests, on an annual basis. When the Recipient no longer needs equipment purchased under a grant, the Recipient shall request disposition instructions from the Federal awarding agency and

include its recommended disposition request. This requirement for disposition applies regardless of the current market value of the property. Only the Grants Officer may make the final determination regarding final disposition or the current market value of the equipment.

- i) An **Equipment List** must be completed and submitted to the Grants Officer on an annual basis. A separate Equipment List should be filled out per grant award.
- f) **Conflict of Interest:** The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity if the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, in which the employee, officer, or agent must recuse themselves or otherwise is not eligible to participate in the award. Where there is an organizational conflict, the prospective Recipient is not eligible for the award.
- g) **Substantial Involvement (for Cooperative Agreements only):** PM/WRA shall be substantially involved during the implementation of the award agreement in the following ways:
  - i) Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
  - ii) Approval of specified key personnel;
  - iii) Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
  - iv) Approval of Monitoring and Evaluation Plan
  - v) Other country specific approvals will be included in the award documents
- h) **MANPADS Reporting:** During the course of its operations, the Recipient shall immediately alert PM/WRA of any Man Portable Air Defense Systems (MANPADS), Anti-Tank Guided Missiles (ATGM), or other weapons systems of high value that it may discover, and provide as much photographic and forensic evidence as possible to PM/WRA including serial numbers, markings, nomenclature, places of manufacture, and place/date of transfers of missiles and/or gripstocks.
- i) **IMAS:** All of the Recipient's work on this project, including any MRE components, shall meet International Mine Action Standards (IMAS).
- j) **MOUs:** The Recipient shall seek prior approval from the Grants Officer before entering into any agreements or Memorandums of Understanding (MOUs) with foreign governments, to ensure that the agreements are not in conflict with the OMB Circular or the U.S. Department of State Terms and Conditions. MOUs with a host nation government and conditions required for authorization by the national authorities to work in-country are not bound by this provision.
- k) **USG Acknowledgement:** All Department assistance awards must acknowledge the involvement of the USG. However, for awards authorized by the Foreign Assistance Act (FAA) of 1961 or funded by an annual Foreign Operations Appropriations Act (FOAA), acknowledgement of the USG is only required "to the extent practicable."
- l) **Budget Revisions:** The Recipient may not transfer funds among direct cost categories in which the cumulative amount of such transfers exceeds, or is expected to exceed, ten (10) percent of the total budget without obtaining prior permission from the Grants Officer.



- m) The Recipient shall provide all necessary services, equipment, and facilities necessary to accomplish the goals and objectives of this grant.
- n) All award recipients must comply with applicable local and national laws in the host country/countries in which this award is implemented.
- o) *Applicants please be advised that the following may be required if your organization is selected for this announcement if your implementation plan involves participation from the Colombian security forces.*

**State Department Leahy Amendment Vetting Requirements:**

Funds provided under this award are subject to Section 620M of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). Subsection (a) of that provision states: “(a) In General.—No assistance shall be furnished under this Act [the Foreign Assistance Act] or the Arms Export Control Act to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violations of human rights.” Accordingly, none of the funds under this award may be used to provide training or other assistance to any unit or member of the security forces of a foreign country if the Department of State has credible information that such unit or individual has committed a gross violation of human rights.

In signing this agreement, the Recipient agrees to exercise due diligence to ensure compliance with the Leahy provision and State Department policy, and to cooperate with the State Department in implementation of the Leahy requirement for funds under this award. The Department implements the Leahy requirement by vetting units or individuals proposed for training or other assistance to check for credible information of a gross violation of human rights by such units or individuals. To facilitate State Department vetting, the Recipient must provide the following information for proposed participants at least sixty (60) calendar days prior to commencing award activities. This information should be submitted to the U.S. Embassy in the country where the award will be implemented in order to initiate Leahy vetting procedures:

**Information needed:** Full name, date of birth, country of birth, country of citizenship, gender, rank, title, and organizational affiliation. Please also include the activity and date that the activity will take place—if the person will participate throughout an extended program, please note the timeframe. Participant information should be submitted in the format attached.

**Information required for “security forces” personnel:** The above information is needed for each member of a foreign police or military unit (security forces, broadly defined) who will participate in any activity under this award. This includes both civilian and military employees of security forces participating in any activities funded under this award, including training, workshops or meetings, conferences, or other activities.

The Recipient must collaborate with the relevant U.S. Embassy on a case-by-case basis to determine if the Leahy requirement applies to specific activities or proposed participants. Individuals who are not members of the security forces but who participate in activities

under the award (e.g., politicians, academics, etc.) generally do not need to be vetted.

**Submission Deadline:** Each candidate must be cleared under Leahy vetting in advance of participation in activities funded under this award. The vetting process typically takes approximately one month, but may take longer if there are a large number of candidates or if issues arise. Thus, all information on proposed candidates must be received by the Embassy at least sixty (60) days in advance of the training event or other activity.

The Recipient agrees that it will not include any security forces candidate in training or other activities funded under this award until the State Department advises that the candidate has cleared Leahy vetting and is approved for participation.

## **XI. DEADLINE AND SUBMISSION INSTRUCTIONS**

All NOFO applications must be submitted via [www.grantsolutions.gov](http://www.grantsolutions.gov) by **5:00 PM Eastern Standard Time (EST) on Friday, September 8, 2017**. PM/WRA will **not** accept applications submitted via e-mail, fax, the postal system, or delivery companies/couriers. Applicants may submit more than one application if they would like to propose multiple project ideas; however, each application should be submitted only once.

Applicants are strongly encouraged to initiate electronic applications **early** in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline. No exceptions will be made for organizations that have not completed the necessary steps to submit applications on [www.grantsolutions.gov](http://www.grantsolutions.gov).

### **GrantSolutions.gov Application Submission**

Applicants must submit applications via [www.grantsolutions.gov](http://www.grantsolutions.gov). This website is available to all applicants.

Electronic applications submitted via GrantSolutions.gov must contain the two online forms (completed) and the NOFO document (Project Narrative) specified by the application kit. No additional documents should be uploaded. The preferred document formats for the uploaded NOFO are Microsoft Word or PDF. Applicants should wait until the upload shows the status as “Successful” before moving to the next part of the application kit.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic submission, as well as an official Application Number. This confirmation page will also provide a listing of all items that constitute the final submission.

**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.**

### **GrantSolutions.gov Accounts/Registration**

Applicant organizations using GrantSolutions for the first time should register on the [www.GrantSolutions.gov](http://www.GrantSolutions.gov) site to create a new applicant account as soon as possible. This process must be completed before an application can be submitted. Instructions for registering an applicant organization in GrantSolutions are attached to this NOFO.

Organizations that have previously used [www.GrantSolutions.gov](http://www.GrantSolutions.gov) do not need to register again. If an organization that has previously used [www.GrantSolutions.gov](http://www.GrantSolutions.gov) is not able to access the system, please contact Customer Support for help in gaining access (see contact information below).

### **DUNS Number (Unique Entity Identifier)**

A valid DUNS number is required for submission of an application on GrantSolutions.gov. Organizations should verify that they have a DUNS number, or take the steps needed to obtain one, as soon as possible. Instructions for obtaining a DUNS number can be found in the attached GrantSolutions Registration Instructions and at <http://fedgov.dnb.com/webform>. **Additionally, please ensure that registration in the following systems is in a current/active status prior to your organization's application submission.**

**US-based organizations** may request a DUNS number by calling 1-866-705-5711; the DUNS number is usually provided immediately.

**Foreign organizations** that do not have a Unique Entity Identifier (DUNS number) will need to go to the Dun & Bradstreet website listed above to obtain the number. *\*The webform requests generally takes 1-2 business days.*

### **CAGE/NCAGE Registration**

For US-based organizations, a CAGE code will automatically be assigned to your entity once you submit your entity's registration in SAM.gov and the TIN validation has been returned.

NCAGE Codes are required for all foreign entities prior to starting a SAM registration. **PLEASE NOTE: The organization's name, address, and email information used to request your NCAGE Code must match what you used to request your Unique Entity Identifier (DUNS Number).** Otherwise, you will receive error messages when applying for the NCAGE code. You can submit your request for an NCAGE Code using the NCAGE Request Tool at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. Detailed instructions are posted at that site. For additional information, please call 1-269-961-4623 or send an email message to [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil).

### **SAM.gov Registration**

SAM.gov registration is required of all applicants. Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or by calling **1-866-606-8220** (U.S. calls)/or **1-324-206-7828** (international calls). **PLEASE NOTE: The organization's name, address, and email information used to request your organization's Unique Entity Identifier (DUNS number) and the NCAGE Code must match what is used to**

**request the SAM.gov validation.** Otherwise, you will receive error messages when registering in SAM.gov.

US-based organizations that already have a TIN (Tax identification number), your SAM registration will take 3-5 business days to process. US-based organizations applying for an EIN (employer identification number), please allow up to 2 weeks.

Foreign organizations **must** have a DUNS number and an NCAGE code prior to completing the SAM.gov registration process.

**Please note: If your organization is registered with SAM.gov and your status is NOT listed as ACTIVE, you will need to update your registration prior to receiving an award. SAM.gov requires ALL organizations (foreign and domestic) to register on an ANNUAL basis.**

## **XII. ADDITIONAL INFORMATION**

This NOFO will appear on both [www.grantsolutions.gov](http://www.grantsolutions.gov) and [www.grants.gov](http://www.grants.gov).

**Anticipated Time to Award:** PM/WRA will work to execute grant awards to successful applicants pending Congressional authorization of funds in Fiscal Year 2017.

**Reporting and Monitoring Requirements:** Applicants selected for an award must meet the following reporting and policy requirements:

1. **Reporting Requirements:** Grantees are required to submit quarterly narrative progress reports and quarterly financial reports throughout the project period, along with final reports ninety (90) days after the close of the project period. Please note that access to funds may be suspended if reports are late or incomplete.
2. **Grant Monitoring:** The Office places emphasis on monitoring and evaluation of all funded projects. Grantees should expect to have their programs visited and reviewed by a grants and/or programs officer. On-site reviews include assessment of program and administrative effectiveness.

## **XIII. CONTACT INFORMATION**

1. Please direct questions about the requirements of this NOFO to Chris Murguia (MurguiaCE@state.gov), Mel Windecker (WindeckerMA@state.gov) and Eric Keefer (KeeferED@state.gov).
2. For assistance with GrantSolutions.gov, please contact Customer Support at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or call 1-800-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available from 8:00 AM to 6:00 PM EST, Monday – Friday.
3. For more information on PM/WRA, please visit: <http://www.state.gov/t/pm/wra>.