DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
ACQUISITION DIRECTORATE
2521 S. Clark Street, Suite 3000
ARLINGTON VA 22202

May 15, 2012

USO World Headquarters, Inc.
2111 Wilson Boulevard, Suite 1200
Arlington, VA 22201
ATTN: Ms. Michelle D. Turner

Dear Ms. Turner,

Washington Headquarters Services, Acquisition Directorate, on behalf of the Office of the Secretary of Defense, has been assigned responsibility to negotiate and award a grant to the USO World Headquarters, Inc., under the authority of Section 8079 of the Consolidated Appropriations Act, 2012, Public Law 112-74, December 23, 2011.

This letter serves as notice of intent to extend Grant HQ0034-11-1-0006. The grant amount shall not exceed **$20,000,000**; other terms and conditions will be determined and negotiated upon receipt of the Application for Federal Assistance, Standard Form (SF) 424, and supporting documentation from the USO World Headquarters, Inc.

In order to negotiate the terms and conditions of this award, please prepare and submit the Application for Federal Assistance including the required documentation to support the service effort to be funded under the proposed grant. The pre-award documentation and requirements are detailed on the enclosed *Information and Instructions to Federal Assistance Applicants*. For your convenience, the full complement of SF424 interactive forms is available at www.grants.gov/applicants/apply_for_grants.jsp and look under the opportunity number HQ0034-11-1-0006. Please fill out the forms in the non-construction grants application package and follow the other application instructions. You should submit the completed package electronically through the Grants.Gov site or by hard copy and one electronic CD copy to :

Michael Curran
2521 S. Clark Street, Suite 3000
Arlington VA 22202
michael.curran@whs.mil

We anticipate the date of award to be on or about June 29, 2012. Your completed application including all forms is due in this office no later than June 1, 2012 in order to allow for internal review, negotiations, administrative completion of award documents, approval, and award of the grant.

If you have questions do not hesitate to email Michael Curran at michael.curran@whs.mil call at 703-545-3455.

Sincerely,

Kortnee R. Stewart
Grants Officer

Enclosures:

Information and Instructions to Federal Assistance Applicants.

WASHINGTON HEADQUARTERS SERVICES ACQUISITION DIRECTORATE
INFORMATION AND INSTRUCTIONS TO FEDERAL ASSISTANCE APPLICANTS
Non-Construction Grants

The Department of Defense (DoD) Grant and Agreement Regulations are published at Chapter I, Subchapter B, Title 32 of the Code of Federal Regulations (CFR). These regulations provide the uniform policies and procedures for the award and administration of grants and other assistance instruments negotiated and awarded by the Washington Headquarters Services/Acquisition Directorate (WHS/AD). These regulations can be viewed on the internet as follows:
http://www.dtic.mil/whs/directives/corres/html/32106r.htm

- **32 CFR Part 32 – Educational Institutions and Non-Profit Organizations**
- **32 CFR Part 33 – State and Local Governments**
- **32 CFR Part 34 – For-Profit Entities**

The Applicant must provide the following documentation prior to initiation of discussions regarding the terms and conditions of the proposed award. The Application forms listed below, are available on the Grants .Gov apply website under the Announcement number HQ0034-12-1-0002 www.apply.grants.gov. Active fillable forms may also be accessed from the Grants.gov website: www.grants.gov under For Agencies, and Forms Repository.

1. Application for Federal Assistance (Standard Form (SF) 424). The SF424 incorporates pertinent identification information of the Applicant. The SF424 will be incorporated as an attachment to the award instrument.

☒ **Required** ☐ **Not Applicable** ☐ **May be required prior to award**

2. Budget Information – Non-Construction Programs (Standard Form (SF) 424A). This form provides for a macro-level of the proposed budget for the initial proposed term of the award and subsequent funding periods. Additional supporting data should be included to detail specific proposed expenditures for (a) the acquisition of significant equipment, (b) identification of subcontractors, (c) travel, (d) and other significant cost categories. The SF424A will be incorporated as an attachment to the award instrument.

☒ **Required** ☐ **Not Applicable** ☐ **May be required prior to award**

3. Assurances – Non-Construction Programs (Standard Form (SF) 424B). This form provides for the Applicant's duly authorized representative to certify that the Applicant will comply with all applicable Federal statutes and regulations.

☒ **Required** ☐ **Not Applicable** ☐ **May be required prior to award**

4. Concept Plan. This is a narrative of the proposal detailing the effort contemplated under the award. The Applicant should detail the proposed technical effort, curriculum vitae of the principal investigator(s) (if applicable), and a general description of proposed

subcontracts, travel, acquisition and use of supplies and equipment. The Concept Plan will be incorporated by reference in the award document. It is recommended that this documentation be provided in both hard copy and on computer diskette (Microsoft Word).

☒ **Required** ☐ **Not Applicable** ☐ **May be required prior to award**

5. **Revised Concept Plan.** This is a revised narrative of the proposal detailing the effort contemplated, when the recommendations for award include reduction of technical scope and/or budget.

☐ **Required** ☐ **Not Applicable** ☒ **May be required prior to award**

The Applicant must complete the following actions prior to conclusion of discussions regarding the terms and conditions of the proposed award.

1. **Data Universal Numbering System (DUNS) Number.** If the Applicant does not have a DUNS number, it should contact Dun and Bradstreet to obtain one at no charge. Applicants within the United States may call 1-800-333-0505. The Applicant may obtain more information regarding the DUNS number, including locations of local Dun and Bradstreet Information Services offices for Applicants located outside the United States, from the Internet home page at http://www.customerservice@dnb.com/. The Applicant must have a DUNS number prior to initiating registration in the Central Contractor Registration (CCR) database (see below). If the Applicant already has a DUNS number, the WHS/AD Grants Officer should be advised as soon as possible.

☒ **Required** ☐ **Not Applicable**

2. **Central Contractor Registration (CCR).** It is the policy of the Department of Defense and the Defense Contracting Command-Washington that Recipients of Federal Assistance awards be registered in the Central Contractor Registration (CCR) database as a condition of award. Registration will facilitate DoD Grant and Agreement Regulations requirements for Electronic Funds Transfer (EFT). If the Applicant is already registered in the CCR, the WHS/AD Grants Officer should be advised of the Applicant's DUNS and CAGE Codes as soon as possible. The CCR registration process can be accomplished via the Internet at: http://www.ccr.gov/.

☒ **Required** ☐ **Not Applicable**

3. **Independent Audit.** If checked, the proposed Applicant should submit one (1) copy of its most recent independent audit.

☒ **Required** ☐ **Not Applicable** ☐ **May be required prior to award**

4. **Indirect Cost Rate Agreement.** If checked, the Applicant should submit one (1) copy of its most recent Predetermined Indirect Cost Rate Agreement (negotiated with the Federal Government Agency having cognizance over the Applicant (i.e., Department of Health and Human Services, Office of Naval Research, etc.).

☐ **Required** ☐ **Not Applicable** ☒ **May be required prior to award**

5. Procurement Procedures. If applicable, the Applicant should submit one (1) copy of the Applicant's organizational procedures for the award for subcontracting support of the contemplated effort.

☐ **Required** ☐ **Not Applicable** ☒ **May be required prior to award**

6. Commercial and Government Entity (CAGE) Code. If the Applicant does not have a CAGE code, one will be assigned as part of the CCR registration process. If the Applicant's CAGE code is known, the Applicant should provide it to the WHS/AD Grants Officer as soon as possible.

☒ **Required** ☐ **Not Applicable**

The Applicant shall forward the completed Application for Federal Assistance (and all other documentation and information specified herein) to the WHS/AD Grants Officer at the address below or you may submit it electronically through the Grants.gov Apply site.

WHS Acquisition Directorate
ATTN: Michael Curran
2521 S. Clark Street. Suite 3000
Arlington, VA 22202
E-Mail: michael.curran@whs.mil
Phone: (703) 545-3455
Fax (703) 607-5052