

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 HQ0034-11-2-0002 at www.apply.grants.gov. Active fillable forms may also be accessed from the Grants.gov website at 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: Karen Rooney
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Arlington, VA 22209
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