IV. APPLICATION AND SUBMISSION INFORMATION

1. E-MAIL ADDRESS FOR SUBMISSION OF CONCEPT PAPER:

Concept Paper should not be submitted through the Grants.gov.
Concept paper submissions should be e-mailed directly to the following email addresses:

NHRC-DHAPP@med.navy.mil

Concept paper format requirements are found in Section IV, paragraph 6.

2. SUBMISSION OF FULL PROPOSAL THROUGH GRANTS.GOV:

For electronic submission of full proposals, there are several one-time actions that must be completed in order to submit an application through Grants.gov. These include obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the System for Award Management (SAM), registering with the credential provider, and registering with Grants.gov. See www.grants.gov, specifically http://www.grants.gov/web/grants/applicants/organization-registration.html

Use the Grants.gov Organization Registration Checklist at: http://www.grants.gov/web/grants/applicants/applicant-resources.html which provides process guidance. Designating an E-Business Point of Contact (E-Biz POC) and obtaining a special password called 'MPIN' are important steps in the SAM registration process. Applicants not registered with SAM.gov and Grants.gov should allow at least 21 days to complete these requirements. The process should be started as soon as possible. Any questions relating to the registration process, system requirements, the application form, or the submittal process must be directed to Grants.gov at 1-800-518-4726 (1-606-545-5035 for foreign applicants) or support@grants.gov.

3. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

• **SF-424, Application for Federal Assistance -** (included in the application package available on grants.gov posted with this BAA).

• **SF-424A, Budget Information - Nonconstruction Programs -** (included in the application package available on grants.gov posted with this BAA).

• **SF-424B, Assurances - Nonconstruction Programs -** (included in the application package available on grants.gov posted with this BAA).

The program described in Section I above includes construction elements. Therefore, the mandatory forms for construction programs must be completed. construction activity costs should be included on the SF-424A.

4. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, U.S. organizations (except as specified below) must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found as an Attachment 2 to this BAA.

5. CENTRAL CONTRACTOR REGISTRATION (CCR)/SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS) REQUIREMENTS

a) System for Award Management (SAM): All Offerors submitting proposals or applications must:

(1) Be registered in the SAM prior to submission;
(2) Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by any agency; and
(3) Provide its DUNS number in each application or proposal submittal to the agency. The System for Award Management (SAM) is a free web site that consolidates the capabilities previously available in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

SAM may be accessed at: https://www.sam.gov/portal/public/SAM/

NOTE TO FORMER CCR REGISTRANTS: If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances occurs, therefore, requiring a change in SAM in order to process an award or payment. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to record expiration. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

b) Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: http://www.dnb.com.

If an applicant fails to comply with these requirements, it will affect its ability to receive the award.

6. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

For the purposes of this BAA, the term “applicant” is used to refer to the prime offeror. The application received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications that are incomplete or not directly responsive to the terms, conditions, specifications, and clauses of this BAA may be categorized as responsive and eliminated from further consideration.

Applications shall be prepared in English. Applications in any other language shall be treated as non-responsive and eliminated from further consideration.

The application should be specific, complete, and concise. The application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

Applicant should retain for its records a copy of the application and all enclosures that accompany their application. Erasures or other changes must be initialed by the person signing the application.

Notification of formal invitation requests for full proposals is anticipated soon thereafter. The due date for receipt of full proposals is two weeks from receipt of the request for a full proposal from the Grants Officer.

Based on the availability of funds, two or more rounds of Concept Paper evaluations may occur. Details of the additional Concept Paper evaluations, should they occur, will be posted via an amendment to this BAA at www.grants.gov.

A Full Proposal shall be submitted only after a formal invitation has been received from the Grants Officer. Upon Completion of the final proposal evaluation process and final selections, the Offeror shall be notified via e-mail of its selection or selection for award. Assuming all needed documentation has been received by the grants office; grants are processed within four months of notification.

Offerors shall state that their Concept Papers and full proposals are valid for 240 days from the submission deadline.

STEP ONE: CONCEPT PAPER PROCESS AND FORMAT

OFFERORS ARE EXPECTED TO SUBMIT A CONCEPT PAPER IN ADVANCE OF A FULL PROPOSAL. A FULL PROPOSAL SHOULD ONLY BE SENT IF FORMALLY INVITED TO DO SO AFTER REVIEW OF THE CONCEPT PAPER.

Concept Papers shall only cover **one** country. Respondents submitting Concept Papers for more than one country shall submit separate proposals, **unless the program is severable** across multiple countries. severable programs would include programs that are regional in nature or have a targeted specific focus that is designed to provide benefit to multiple countries.

Eligible organizations interested in applying for an award in response to this BAA are invited to submit a program concept paper via e-mail to DHAPP Office, see Section IV.1 above for point of contact.

Proposed programs should have an estimated value and performance period. In developing the concept paper submission, the applicant should carefully consider all information contained in this BAA and must be within the parameters described in the Program Description section above, including the geographic areas. NHRC may opt to exclude from further consideration any submission which is not within these parameters. NHRC reserves the right to fund any or none of the applications received. Specifically, the concept paper must include the following:

Concept Papers shall consist of three sections: **(I) Executive Summary, (II) Proposed Activities and (III) Cost Summary.** The details of each section are described below.

Concept Paper Format

- Paper Size – 8.5 x 11 inch paper
- Font – Time New Roman, 12 point
- Margins – 1" inch
- Spacing – Single or double-spaced
- Number of Pages – No more than twelve (12) pages single-sided pages (excluding cover page, cost breakdown, Staffing Needs/Costs, and Timeline for Completion). Concept Papers exceeding the page limit may not be evaluated.
- Copies – one (1) electronic copy in Adobe PDF or Word delivered via e-mail, containing all of the required sections (see section IV). Electronic (e-mail) submissions should be sent to the attention of the e-mail address referenced in Section IV.1. above. The subject line of e-mail shall read **"DHAPP-BAA-15-002 CONCEPT PAPER APPLICATION."**

Concept Paper Content

- **Cover Page** (1 page) – The Cover page shall be labeled "**DHAPP-BAA-15-002 CONCEPT PAPER APPLICATION,**" proposed title, proposed date, Offeror's administrative and technical points of contact, with telephone numbers, facsimile numbers, and e-mail addresses. It shall be signed by an Authorized Officer.

- **Section I: Executive Summary** (1 page or less) –
  Briefly summarize the overall proposed program.

  Strategy – Explain the specific problem to be addressed, the expected goals to be

achieved, how this program supports the areas of interest in this BAA, and a short description of the strategy to be used to achieve the proposed goals.

- **Section II: Proposed Activities** (not to exceed 8 pages) –
  Describe the proposed activities in more detail.

  Development Plan and Activity Description – Include a short description of the activities that will be undertaken to achieve the proposed objective and provide a general time line of activities and the transition plan to the partner military. Displaying knowledge of the needs of the partner military, how objectives will be met, and how you will evaluate the success of the program. A brief work plan and list of deliverables should be included.

  Beneficiary Population, Geographic coverage of the Program, and Gender – Include a description of targeted beneficiaries.

  Expected Impact – Outline expected results and impacts and the mechanisms proposed to measure and monitor progress, achievement and sustainability.

  Timeline for completion – Outline of the estimated activities for each quarter with a schedule of milestones.

- **Section III: Cost Breakdown** (not to exceed 1 page)
  Provide a one-page budget summary which includes, at a minimum a total funding requested and, if applicable, any cost share contribution (e.g. in cash, in-kind), that may be contributed by the applicant from its own resources or other U.S. Government sources. Budgets should be in US Dollars (USD).

- **Technical / Administrative Capabilities in Proposed Work Area** (not to exceed 2 pages)

  Describe your organization's technical and administrative capabilities and past experience in conducting program similar to the one proposed. List all contracts,

  grants, or cooperative agreements involving (similar or related) programs conducted by the applicant (or consortium partners) over the past three years and include a brief statement of work performed. These other programs can be funded by any entity, public or private, and do not need to be NHRC-funded program.

- **Signed Standard Form 424, 424a and 424b**. Forms can be found at www.grants.gov.

Note: If any sections of the submitted concept paper exceed the designated page limit, NHRC reserves the right at its sole discretion to take appropriate action, including, but not limited to, excluding the pages in excess of the limit or eliminating the applicant from

the competition.

STEP TWO: FULL PROPOSAL PROCESS AND FORMAT

If initial review by NHRC indicates the concept paper merits further consideration for funding, NHRC will request a full application. The full application must be in English. The full application should reflect full consideration of all the information provided in this BAA. Contents of a full proposal application are described below. Please note that a request for a full proposal application does not constitute a NHRC funding commitment. Once notified, the applicant shall submit a Technical and a Cost proposal with specifications outlined in the Request for Full Proposal notification e-mail.

Proposal submissions will be protected from unauthorized disclosure in accordance with applicable law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information.

A Proposal shall consist of three sections: **(I) Technical Approach, (II) Management and Qualifications, and (III) Cost**. The details of each section are described below.

Full Proposal Format

- Paper Size – 8.5 x 11 inch paper
- Font – Times New Roman, 12 point
- Margins – 1" inch
- Spacing – Single or double-spaced
- Number of Pages – Sections I and II combined are limited to no more than 30 pages.
  Section III has no page limit. The cover page and table of contents are excluded from the page limitations. Proposals exceeding the page limit may not be evaluated (see note above).

Full Proposal Content

- **Cover Page** - Should include the words "Technical Proposal" as well as the following:
  (1) BAA Number **DHAPP-BAA-15-002**
  (2) Targeted Country;
  (3) Title of Proposal;
  (4) Identity of Prime Respondent and complete list of subcontractors, if applicable;
  (5) Technical Contact (name, title, address, phone, fax and e-mail);
  (6) Administrative/Business Contact (name, title, address, phone, fax and e-mail);
  (7) Duration of effort
  (8) Table of Contents: Section, Title and page numbers are required.

(*Note: This cover page does not count against the total page count for the technical application.)*

- Signed Standard Form 424, 424a and 424b. Forms can be found at www.grants.gov.

- Signed Certifications (Attachment 2).

- **Section I: Technical Approach**. The following items shall be addressed:

    - **Executive Summary** (not to exceed 2 pages)**.** Brief description of proposed activities, goals, purposes, and anticipated results. Briefly describe technical and managerial resources of your organization. Describe how the overall program will be managed. State the bottom line funding request from NHRC.

    - **Background Information.** Provide general background information about the host country and its military, including conditions and issues that have relevance to HIV transmission and HIV prevention programs. This information should include data on HIV prevalence. Other possible information to include: population size, economic conditions, political conditions, conflicts and border disputes, country infrastructure, and host nation military HIV program accomplishments or priorities to date and other donors, resources leveraged, etc. Information provided in this section should demonstrate awareness of the conditions and needs within the country and its military.

    - **Goal and Objectives.** Describe (a) the overall program goal of your proposal and (b) the objectives that your program hopes to achieve. Priority activities for DHAPP can be found above in Section I. 6.2 "Program Purpose and Plan".

    - **Statement of Work.** In an Excel spreadsheet, provide a summary of your planned activities for each program area (an example is provided in Attachment 4). Use the following column headings: Country, Offeror, Program Area, Funds Requested, and brief Activity Narrative.

    - **Work Plan**. Clearly detail the scope and plan of the effort. Describe the specific methods (e.g., surveys, interviews, surveillance, etc.) you will use to accomplish the proposed objectives. All anticipated work must be within the national guidelines of the host country. If your plan includes a training/education program or other intervention, please describe these in detail. Training should be aligned with national standards where possible. It is anticipated that the proposed plan will be incorporated as an attachment to the resultant award instrument. To this end, such proposals

must include a severable self-standing plan without any proprietary restrictions that can be attached to the agreement award.

- **Deliverables**. Offerors should provide a detailed description of the results and products to be delivered. Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed as a result of this BAA funding. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. It is understood that publications may occur based on program developments that are not necessarily research in nature. Nonetheless, DHAPP personnel should be consulted, directly involved, and share authorship in any publications that result from projects that are funded by this BAA. A copy of any and all publications, including appropriate acknowledgement language, that are funded by this BAA shall be provided to the NHRC PAO for approval and comment prior to release. The Grantee shall provide all technical data including reports, drawings and blueprints, all research data including data collected, data collection tools, data bases and data tables, and all computer software, that are a result of performance under this grant.

- **Monitoring and Evaluation**. State how you will demonstrate that the proposed program will have an impact on military members and/or their families and state the indicators of performance that will be used. Indicators of performance need to be specific and measurable (e.g., 25 peer educators will be trained, 100 military members will receive VCT counseling, 2 laboratories will be established). Also, state how you will collect this information. Sources of global indicators can be found at: http://www.pepfar.gov/documents/organization/206097.pdf and http://data.unaids.org/pub/Manual/2009/JC1676_Core_Indicators_2009_en.pdf

- **Schedule and milestones**. Provide a schedule and description of major milestones or tasks to be accomplished in the proposed program by quarter (e.g., by 3-month period). No set number of milestones is required; the number and nature of the milestones will depend on your program and objectives.

Examples:

Quarter 1:

- Develop training materials (manuals, posters, drama video or other media) for an HIV prevention education program.

- Train 50 master trainers to provide HIV prevention training.

Quarter 2:

- Administer knowledge/attitude/behavior pretest survey to 500 military members.
- Refurbish 2 military health clinics to provide VCT services.
- Quarter 3:
- Master trainers will deliver training to 300 military members.
- Train 10 laboratory technicians to support VCT services.
- Quarter 4:
- Administer knowledge/attitude/behavior posttest survey to 500 military members.
- Provide counseling and testing to 150 military members at VCT centers.

- **In-Country Participation.** Describe the involvement of the host country's military and its leadership in: (a) the development of the proposal (and/or the ideas presented in the proposal), and in (b) the planned execution of the proposed program bearing in mind the long term sustainability and host country military ownership of the program.

- **Relevance of the Program.** (a) Describe the relevance of the proposed program to the needs, priorities and circumstances of the host country's military; (b) describe how the proposed program fits into the overall HIV strategy for the country and/or the country's military. If the respondent has previously performed and accomplished HIV prevention efforts involving the host country's military, it should describe its past and current efforts.

- **<u>Section II: Management and Qualifications Approach</u>**

(a) Offerors should provide a clear description of how the grant or cooperative agreement will be managed, including the approach to addressing potential problems. Offerors shall outline which organization/ sub-awardee will carry out the various tasks specified in the technical approach. The prime partner will be responsible for all technical activities regardless of the activities implemented by the sub-partner or other member of the team. Offerors shall specify the composition and organizational structure of the entire project team (including sub-partners) and describe the role of each staff member named under key personnel, technical expertise, and estimated amount of time he or she will devote to the program. Given the limited funding of the award and the broad scope, offerors may want to propose innovative ways to reduce managerial costs of sub-partners such as sharing office space, vehicles, etc. It is expected that sub-partners will not set up separate offices and separate managerial

units, but instead offer specialized technical support under the prime partner.

(b) Offerors shall discuss proposed technical, managerial and other personnel as deemed appropriate to implement the tasks described above, inclusive of a coordination plan for other partners working in the district or sub-district. Such staff should have played important technical and country-level support roles in the past and current health and HIV and AIDS programs. The staffing plan shall elaborate what and how long-term and short term technical and management assistance will be provided to the program to accomplish tasks and objectives.

(c) Offerors shall provide summary roles descriptions, responsibilities and qualifications of all key personnel relevant to successful implementation of the proposed technical approach, as technical personnel will serve as technical assistants to the District Management Teams.

(d) Offerors shall also include, in an Attachment/Annex, resumes for all key personnel candidates. Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience. Letters of commitment from all key personnel to the effect that they will be available for the period of the agreement award, should the applicant receive an award. Finally, a list of 3 personal professional references should be included for each proposed key personnel. The reference information provided should consist of the following: full name and relationship, accurate and up to date email address and phone number. The U.S. Government retains the right to contact employment references for all key personnel (including those not provided by the Applicant), and to use this information in the rating of personnel proposed.

In proposing the overall staffing plan, the applicant should ensure that expertise in implementing similar programs of focus and scale in the country is represented. In particular, the application should consider:

Program Director: The applicant is required to appoint a Program Director. The Program Director should have demonstrated capabilities in management, institutional capacity building, high-level strategic visioning and leadership, and experience in working effectively with district, provincial and national government authorities. Prior experience in senior level management of similar programs is absolutely required. Demonstrated experience is required in coordination and collaboration with broad set of stakeholders, including multi-lateral and international donors and local and international NGOs. The Program Director must have background and experience in more than one technical area of the program and experience or familiarity in management in an integrated,

comprehensive, clinic-based program environment. Exceptional written and oral communications skills in English must be demonstrated.
Other Personnel: Offerors has the discretion to determine the proper number and mix of additional key personnel, short-term technical staff, and others to meet award requirements.

Consultants: Offerors may propose a mix of international and local advisors and specialists to cover the full range of objectives and activities. The management plan shall also demonstrate how the applicant will use in-country experts and resources. All personnel must demonstrate exceptional written and oral communications skills in English. Familiarity and demonstrated experience with the political, social, economic and cultural context of the country is required.

Offerors should support its organization's effectiveness and provide partnership arrangements. Offerors should propose how they will coordinate with the host country military as well as with other district partners and/or PEPFAR partners working across program areas. If the applicant intends to develop institutional partnerships/teaming arrangements for implementation of the cooperative agreement (sub-recipients or alliances), the application must specify the nature of organizational linkages. This includes their relationships between each other, lines of authority and accountability, and patterns for utilizing and sharing resources. Offerors that intend to utilize sub-awards should indicate the extent intended, the method of identifying sub-awardees, and the tasks/functions they will be performing. Offerors that plan to team up with other organizations, or
government agencies for the implementation of the agreement should outline the services to be provided by each such agency or organization and should discuss how the collaboration with these partners fits into the Applicant's proposed management plan. Offerors should state whether or not they have any existing relationships with the proposed partners and, if so, should include the Memoranda of Understanding (MOUs) in the Attachment/Annex. It is not
expected at this time that offerors will include host country military letters of support or MOUs as these will be negotiated after award once district and sub-district allocation are finalized.

The Organization's Qualifications - In this section, the Offeror should describe its organizational knowledge, capability and experience in managing similar programs. This includes activities in institutional capacity building, HIV and AIDS policy development and implementation, delivery of integrated, comprehensive district-based HIV-related services for care and treatment and collaborations with donors, host country governments, and NGOs to strengthen health and HIV and AIDS systems. Offeror shall also describe their organizational capability in collaborating with the host

country military, donors, and NGOs to strengthen health and HIV and AIDS systems, and to improve the quality and use of data for decision making and advance organizational capacity building. The Offeror should also describe the organizational knowledge, capability, and experience of the other proposed team members (sub-contractors and/or grantees) in successfully managing similar programs.

Current and Pending Support – Offerors are required to provide information on all current and pending projects, including subsequent funding in the case of continuing contracts, grants and other assistance agreements and proposals that involve the proposed Technical Program Manager. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed.

The information must also be provided for all pending proposals already submitted concurrently to other possible sponsors, including NHRC. Concurrent submission of a proposal to other organizations will not prejudice its review by NHRC. Provide the following information:

- Title of award or project title;
- Source and amount of funding (annual direct costs; provide contract and/or grant numbers for current contracts/grants);
- Percentage effort devoted to each project;
- Technical contact (name, address, phone, e-mail);
- Administrative/Business contact (name, address, phone, e-mail);
- Period of performance;
- The proposed project and all other projects or activities requiring a portion of time of the proposed Technical Program Manager and other proposed senior personnel must be included, even if they receive no salary support from the project(s);
- The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months or labor hours per year to be devoted to the project, regardless of the source of support;
- Commitment proposed Technical Program Manager in terms of person-months per year for each year.

- **Section III: Cost Application Format**

The Cost Application must be submitted separately from the Technical Application. While there is no page limit for this portion, Offerors are encouraged to be as concise as possible, but still provide the necessary details. The cost application shall include completed SF-424 forms and an accompanying budget narrative that provides in detail the total costs for implementation of the program your organization is proposing, other certifications and an accompanying budget narrative that provides in detail the total costs for implementation of the program your organization is proposing, other

certifications assurances; other information as may be required by NHRC/FLC San Diego according to its policies and procedures and circumstances pertaining to the specific application. Budget detail is required for both the NHRC-funded portion of the program and cost share portions, if any, of the program.

A projected budget in excel format shall be provided that includes cost breakdowns by category and must provide accompany line item detail which explain the basis for how the individual line item costs were derived. While we do not require a specific format, a sufficiently detailed projected budget is required. Generally, costs for project management and administrative costs (e.g., salaries, overhead, and travel related to management and administration) shall generally be no more than 20% of the total budget. A minimum of 40% of the total budget should be for broadly defined HIV prevention/care activities (including the labor and materials needed for these activities). No more than 10% of the total budget shall be proposed for executive level workshops. If your budget deviates from these budget guidelines, provide sufficient justification**.**

The Offeror must use the Grants.gov budget forms from the application package template associated with this BAA on the Grants.gov website located at http://www.grants.gov/.
If phases are proposed, the cost proposal must provide the pricing information for the phase periods. Failure to include the proposed costs for the phase periods will result in the phases not being included in the award. Assume that performance will start no earlier than three (3) months after the cost proposal submittal date.

A separate Adobe PDF document should be uploaded with the online application materials, providing appropriate verification and/or supporting documentation for each element of the costs proposed.

The cost proposal follows the technical proposal as one document and is uploaded to Grants.gov as one document. The cost proposal, which is a *narrative* explaining and justifying the budget figures in detail, must include all figures, calculations, and supporting documentation for determining cost *allowability, allocability and reasonableness*. Justifications for costs must be explicitly stated.

Costs proposed must conform to the following principles and procedures:

Educational Institutions: OMB Circular A-21, relocated to 2 CFR 220

Profit Organizations: OMB Circular A-122, relocated to 2 CFR 230*****

Commercial Organizations: FAR Part 31, DFARS Part 231, FAR Subsection 15.403-5 and DFARS Subsection 215.403-5.

*******For those Profit Organizations specifically exempt from the provisions of OMB Circular A-122 (2CFR 230), FAR Part 31, and DFARS part 231 shall apply.*

REQUIRED BUDGET DETAILS SHALL INCLUDE THE FOLLOWING:

Direct Labor (Salaries and Wages) – List the number and titles of personnel, amounts of time to be devoted to the project (level of effort for each position), and rates of pay.
If proposal crosses fiscal years, then provide escalation rates for out years. The annual salary should be clearly noted for each position. Labor should be clearly broken out from fringe benefits. The fringe benefit rate/percent should be clearly noted on the budget for each labor category.

Administrative and clerical labors – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed. Direct salaries and wages should be proposed in accordance with the organization's personnel policies.

Fringe Benefits and Indirect Costs (i.e., F&A, Overhead, G&A, etc) – The most recent rates, dates of negotiation, the base(s) and periods to which the rates are applied must be disclosed and a statement included identifying whether the proposed rates are provisional or fixed. If the rates have been approved/negotiated by a Government agency, state when and by which agency. Provide a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) memorandum. If negotiated forecast rates do not exist, offerors must provide sufficient detail to enable a determination that the costs included in the forecast rates are allocable according to the applicable OMB Circulars or FAR/DFARS provisions. An Offeror's disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established. As a minimum, the submission should identify:

(1) All individual cost elements included in the forecast rate(s);
(2) Bases used to prorate indirect expenses to cost pools, if any;
(3) How the rate(s) was calculated;
(4) Distribution basis of the developed rate(s);
(5) Bases on which the overhead rate is calculated, such as "salaries and wages" or "total costs", and
(6) The period of the Applicant's fiscal year.

Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If facilities or equipment are required, a justification why this property should be furnished by the Government shall be submitted. State the organization's inability or unwillingness to furnish the facilities and/or

equipment. Offerors must provide an itemized list of permanent equipment showing the cost for each item. Permanent equipment is any article or tangible nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The basis for the cost of each item of permanent equipment included in the budget must be disclosed, such as:

(1) Vendor Quote: Show name of vendor, number of quotes received and justification,
if intended award is to other than lowest bidder.

(2) Historical Cost: Identify vendor, date of purchase, and whether or not cost represents lowest bid. Include reason(s) for not soliciting current quotes.

(3) Engineering Estimate: Include rationale for quote and reason for not soliciting current quotes. If applicable, the following additional information shall be disclosed
in the offerors' cost proposal:

(4) Special test equipment to be fabricated by the awardee for specific program purposes and its cost.

(5) Standard equipment to be acquired and modified to meet specific requirements,
including acquisition and modification costs, listed separately.

(6) Existing equipment to be modified to meet specific research/program requirements,
including modification costs. Do not include equipment the organization will purchase with its funds if the equipment will be capitalized for Federal income tax purposes. Proposed permanent equipment purchases during the final year of an award are limited and shall be fully justified.

(7) Grants and cooperative agreements may convey title to an institution for equipment
purchased with project funds. At the discretion of the Grants Officer, the agreement may provide for retention of the title by the Government or may impose
conditions governing the equipment conveyed to the organization. The Government will not convey title to commercial contractors.

(8) A written certification that the equipment will be used exclusively for the proposed research/program activities and not for business or administrative purposes.

Travel and Transportation – The application should indicate the number of trips, domestic and international, and their associated estimated costs. Specify

the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. The estimated cost per trip must be justified based on the organization's historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals.

Materials, Supplies, and Consumables: A general description and the total estimated cost of expendable equipment and supplies are required. The basis for developing the cost estimate (vendor quotes, invoice prices, engineering estimate, purchase order history, etc.) shall be included. A material list should be included.

Publication, Documentation, and Dissemination: The budget may request funds for the costs of preparing, publishing, or otherwise making available to others the findings and products of the work conducted under an agreement, including: costs of reports, reprints, page charges, or other journal costs (except costs for prior or early publication); necessary illustrations, cleanup, documentation, storage, and indexing of data and databases; and development, documentation, and debugging of software.

Subawards – (subcontracts or subgrants): A precise description of services or materials that are to be awarded as a subaward must be provided. For subawards totaling $10,000 or more, the following specific information shall be provided:

(1) A clear description of the work to be performed.
(2) If known, the identification of the proposed subawardee and an explanation of why
and how the subawardee was selected or will be selected.
(3) The identification of the type of award to be used (cost reimbursement, fixed price,
etc.).
(4) Specify if the award will be competitive or noncompetitive and, if noncompetitive, provide the rationale to justify the absence of competition.
(5) A detailed cost summary.

Consultants – Offerors normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the project's effort.
If the need for consultant services is anticipated, the nature of the proposed consultant
services should be justified and included in the technical proposal narrative. The cost
proposal should include the names of consultant(s), primary organizational affiliation,
each individual's expertise, daily compensation rate, number of days of expected

service, and estimated travel and per diem costs. A copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work if it is not already separately identified in the prime Offeror's proposal.

Note: The Government reserves the right to determine if any consultant arrangement poses an organizational conflict of interest with those consultants that serve the Department of the Navy or Department of Navy Health Research Command (NHRC). On that basis alone, a grant may be rejected.

Materials, Supplies & Consumables – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for developing the cost estimate (vendor quotes, invoice prices, engineering estimate, purchase order history, catalog price lists, etc.) must be included.

Computer Services - The cost of computer services, including computer-based retrieval of scientific, technical, and educational information, may be requested. A justification/explanation based on the established computer service rates at the proposing organization should be included. The budget also may request costs, which
must be shown to be reasonable, for leasing automatic data processing equipment. The purchase of computers or associated hardware and software should be requested as items of equipment.

Other Direct Costs – Itemize and provide the basis for other anticipated proposed direct costs such as communications, transportation, insurance (other than insurance included in the Offeror's fringe benefits), and rental of equipment other than computer related items. Unusual or expensive items shall be fully explained and justified. The narrative should provide a breakdown and support for all and each other proposed direct cost.

Fee/Profit - Fee/profit is **unallowable** for assistance instruments (grants or cooperative agreement) at either the prime or subaward level but may be permitted on any subcontracts issued by the prime awardee.

NOTE: Your budget should clearly describe the personnel management and staffing costs by individual and further break down the percent of time each individual will be working on the project. Other administrative costs associated with project management should also be identified.

Separate from the budget discussed above, your statement of work (SOW), (see Attachment 4), shall distribute the management and staffing costs across the technical program areas other than HVMS.

Failure to adequately provide detailed cost data will require FLC San Diego Grants Officer to contact the proposing organization for the requisite information. This will result in a delay of the award. All Offerors are required to submit a thoroughly detailed cost breakdown. FLC San Diego Grants Officer must be able to determine that all proposed costs are allowable and reasonable. A detailed budget will facilitate this cost analysis.