



## **BROAD AGENCY ANNOUNCEMENT (BAA) Number DHAPP-BAA-12-001**

### **“FY12 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for non-PEPFAR (President’s Emergency Plan for AIDS Relief) Funded Countries”**

#### **INTRODUCTION**

This publication constitutes a Broad Agency Announcement (BAA) as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and the Department of Defense Grants and Agreements (DoDGARS) Subpart 22.315(a). A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued. Neither the Naval Health Research Center (NHRC) nor the Contracting Office (NAVSUP Fleet Logistics Center San Diego) will issue paper copies of this announcement. Interested parties are responsible to check [www.grants.gov](http://www.grants.gov) for possible amendments to this BAA.

The Naval Health Research Center reserves the right to select and fund for award all, some, or none of the proposals in response to this announcement. No funding shall be provided for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. All proposals will be treated as sensitive information. Their contents will only be disclosed for the purposes of evaluation.

It is anticipated that awards will take the form of grants or cooperative agreements. Therefore, all proposals submitted as a result of this announcement will fall under the purview of (a) the Federal statute authorizing this award, or any other Federal statutes directly affecting the performance of this Grant and (b) Department of Defense Grants and Agreements Regulations (DoDGARs).

All prospective grantees for this BAA, Number 12-001, are on actual notice that the Department of Defense and the Department of the Navy (collectively referred to as "Grantor") rely on third-party contractor support. Consultant contractor employees, with appropriate non-disclosure agreements and organizational conflicts of interest clauses in their respective contracts with the Grantor, will be reviewing grant proposals and may be involved in Grant administration for the life of any awarded grant.

## **I. GENERAL INFORMATION**

### **1. Agency Name:**

Requiring Agency:

Naval Health Research Center  
Department of Defense HIV/AIDS Prevention Program  
140 Sylvester Road  
San Diego, CA 92106

Contracting Agency:

NAVSUP Fleet Logistics Center San Diego  
3985 Cummings Rd  
Building 116 - 3rd Floor  
San Diego, CA 92136

**2. Program Name:** Department of Defense HIV/AIDS Prevention Program

**3. Opportunity Title:** FY12 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for non-PEFAR (President's Emergency Plan for AIDS Relief) funded countries

**4. Opportunity Number:** DHAPP-BAA-12-001

**5. Response Date:** This announcement will remain open until **4:00 p.m. (PST) 30 September 2013.** Proposals received after this time will not be considered for award.

Concept Papers may be submitted at any time during this period. Up to three evaluations of Submissions received will take place while the announcement is open. Once notified that a full proposal is not desired from a Concept Paper, resubmission of the same Concept Paper is strongly discouraged. The actual number of evaluations will depend upon the availability of funds. The submission deadline for the first evaluation cycle is 21 February 2012. Submitting within the first evaluation cycle is strongly encouraged due to the possible lack of funding for the later evaluation periods.

### **6. Opportunity Description:**

#### 6.1 Background

The U.S. Government has a long history and extensive network of international collaboration and partnerships in the fight against HIV/AIDS, providing funding, technical assistance, and program support. These collaborations increase the fundamental understanding of HIV transmission and provide an evaluative basis for prevention and intervention success. The current HIV/AIDS epidemic is devastating. Militaries, in particular, have been identified as a high-risk population. In order to target this population, the Naval Health Research Center (NHRC), San Diego, California, under the oversight of the Navy Surgeon General, has been tasked to serve as the U.S. Department of Defense (DoD) Executive Agent for the DoD HIV/AIDS Prevention Program (DHAPP).

DHAPP has successfully engaged over 80 countries in efforts to combat HIV/AIDS among their respective military services. DHAPP is a partner U. S. Government (USG) organization collaborating with the U.S. State Department, Health and Human Services, US Agency for International Development, and Centers for Disease Control and Prevention, in the President's Emergency Plan for AIDS Relief (PEPFAR). Working closely with U.S. Department of Defense, U.S. Unified Combatant Commanders, Joint United Nations Programme on HIV/AIDS, university collaborators, and other nongovernmental organizations, DHAPP assists countries in establishing HIV/AIDS prevention, care and treatment programs and/or strengthening their capabilities to combat HIV.

This BAA allows DHAPP to assist countries where militaries are not funded under PEPFAR.

DHAPP's goal is to maximize program impact by focusing on the drivers of the epidemic specific to the military, and to support the development of interventions and programs that address these issues. DHAPP works with countries' militaries to devise plans based on the following process:

- Meet with key partners in country to determine provisional major program areas and other technical assistance needs.
- Adapt DHAPP support to a country's need for prevention, care and/or treatment of their HIV/AIDS situation based on an assessment of the country's epidemic, and more specifically, in that country's military.
- Strengthen the military capacity for ownership and behavioral changes over the long term.
- Consider program design by leveraging assets with other country partners who have/had successful prevention, care, and/or treatment efforts.
- Focus on prevention, care and/or treatment impact aligned with national implementation plans.
- Implement and monitor programs to ensure accountability and sustainability.

Countries and their militaries need strong programs with courses of action that demonstrate:

- Visible support from the military sector.
- Development of plans of action and policies.
- Alignment with PEPFAR, as well as national, strategies and priorities.
- Increasing awareness within the military sector.
- Country military ownership of its activities.
- Prevention plans focusing on prevention of sexual transmission through voluntary counseling and testing, sexually transmitted infection (STI) prevention and management, behavioral interventions, reduction of concurrent partnerships, prevention and care of opportunistic infections, male circumcision, changing male normative behaviors, and prevention campaigns.
- Reduction of mother-to-child transmission, (The primary focus of these interventions is on behavior change to reduce the risks of sexual transmission, counseling, testing, diagnosis and proper linkages to care and support).
- Stigma reduction associated with HIV infection.
- Surveillance and infrastructure development through programs focusing on HIV/STI/tuberculosis surveillance, prevalence surveys, laboratory support, monitoring and evaluation, training and strategic information management.
- Increasing capacity building.
- Promoting sustainability by the partner country.

The DoD HIV/AIDS Prevention Program (DHAPP), based at the Naval Health Research Center (NHRC) in San Diego, California, provides technical assistance, management, and administrative support of the global HIV/AIDS prevention, care, and treatment for foreign militaries. DHAPP administers funding, conducts training, and provides technical assistance to participating militaries. In addition, DHAPP staff members serve on most of the PEPFAR Technical Working Groups and Core Teams through the Office of the U.S. Global AIDS Coordinator. DHAPP provides HIV program execution and monitors outcomes, with staff that includes active duty military, civil service, and contract personnel.

More information about countries in which DHAPP currently operates and existing DHAPP programs can be found on the DHAPP website:

<http://www.med.navy.mil/sites/nhrc/dhapp/background/Pages/default.aspx>

## 6.2 Program Purpose and Plan

DHAPP continues to rely upon the vital support of various partners, such as non-governmental organizations (NGOs), in implementing HIV prevention, care and treatment programs across the globe. Each country has a customized plan to help the countries' militaries bring its HIV/AIDS programs to sufficient scale to help reduce the spread of the epidemic and mitigate its impact.

DHAPP's current priority activities include the following:

- Institutional capacity building and developing military specific HIV strategic and operational plans that incorporate effective monitoring and evaluation procedures.
- Training of master trainers and peer educators.
- "Troop Level" HIV/AIDS prevention education and behavior change communication.
- Evaluating specific prevention interventions in military contexts
- Providing infrastructure and equipment to support HIV testing, care and/or treatment.
- Increasing testing of all military personnel.
- Developing HIV laboratory diagnostic and monitoring capabilities.
- Increasing clinical capability and other human resources for health care of those infected with HIV.
- Developing or revising military specific HIV policies that specifically address leadership roles, gender norms, gender based violence, stigma and discrimination and structural components necessary for access to care.
- Increasing male circumcision (MC) in high prevalence countries who are supportive of MC as an effective prevention intervention.
- Providing peacekeeping prevention and care interventions in militaries that contribute significant peacekeepers.

This BAA is intended to solicit existing partners and establish new partners in furtherance of DHAPP and partner military program goals. Interested sources should submit proposals identifying their plans and capabilities per information in Section IV, Application and Submission information.

Proposals should focus on rapidly extending HIV/AIDS services. Respondents are encouraged to target specific needs with a practical business plan, using small grass-roots organizations to provide community-based services as a way to enhance organic capabilities and sustainability.

### 6.3 Sources of Funding

Funding for the program is provided by through the Defense Health Program (DHP).

Quarterly fiscal and activity status reports are required, but monthly submission is encouraged. Training to enable compliance will be provided by the DHAPP office.

Semi-annual Indicator Reports are required. Training will be provided by the DHAPP office.

All human subjects research conducted with DHAPP or PEPFAR funding shall comply with all applicable Federal, State, Department of Defense, and Navy statutes, regulations, and instructions governing human subjects protections in research. This shall include that the Grant Recipient ensure that DHAPP/PEPFAR supported human subjects research only be conducted under a Federal Wide Assurance granted by DHHS (or an Assurance granted by other federal department) and that such research be approved by a properly-constituted and registered Institutional Review Board (IRB). All Grant Recipients shall provide documentation of their Assurance and IRB approval to DHAPP/NHRC IRB and Human Research Protection Official (HRPO) and ensure compliance with requests from the HRPO, before any human subjects recruitment or enrollment.

Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed through funding from DHAPP. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. The DHAPP Identity is available on the DHAPP website at <http://www.med.navy.mil/sites/nhrc/dhapp/photos/Pages/DHAPPLogo.aspx> and NHRC/DHAPP provides it without royalty, license, or other fee to recipients of DHAPP-funded grants or cooperative agreements.

DHAPP serves as the overall program manager for this funding.

### 7. Point(s) of Contact:

Questions of a **business** nature shall be directed to:

Latrice Rubenstein  
Contract and Grant Officer  
NAVSUP FLC San Diego  
3985 Cummings Rd  
Building 116 - 3rd Floor  
San Diego, CA 92136  
E-mail: [Latrice.Rubenstein@navy.mil](mailto:Latrice.Rubenstein@navy.mil)

Questions of a **technical/programmatic** shall be directed to:

Cynthia Simon-Arndt  
Naval Health Research Center  
Department of Defense HIV/AIDS Prevention Program  
140 Sylvester Rd., Bldg 304

San Diego, CA 92106

E-mail: [Cynthia.SimonArndt@med.navy.mil](mailto:Cynthia.SimonArndt@med.navy.mil)

**Any questions regarding this announcement must be provided to the Points of Contact listed above. All questions shall be submitted in writing by electronic mail.**

## **8. Instrument Type(s) – Assistance Awards**

Awards will take the form of Grants. However, NHRC reserves the right to award a Cooperative Agreement if deemed to be in the best interest of the Government.

**Grant** – A legal instrument which, consistent with 31 U.S.C. 6304, is used to enter into a relationship: (1) The principal purpose of which is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the Department of Defense’s direct benefit or use. (2) In which substantial involvement is not expected between the Department of Defense and the recipient when carrying out the activity contemplated by the grant.

**Cooperative Agreement** – A legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The term does not include “cooperative research and development agreements” as defined in 15 U.S.C. 3710a.

## **9. Catalog of Federal Domestic Assistance (CFDA) Numbers**

12.350

## **10. Catalog of Federal Domestic Assistance (CFDA) Titles**

Department of Defense HIV/AIDS Prevention Program

## **11. Additional Information:**

This BAA is soliciting proposals for Fiscal Year 2012. This BAA expires on 30 September 2013.

Proposals come from the following PEPFAR Program Areas, but should focus on the narratives in Attachment 1:

### **Prevention**

Prevention of Mother to Child Transmission (MTCT)  
Abstinence/Be Faithful (HVAB)  
Other Sexual Prevention (HVOP)  
Blood Safety (HMBL) Injection Safety (HMIN)  
Injecting and Non Injecting Drug Use (IDUP)  
Voluntary Medical Male Circumcision (CIRC)  
HIV Testing and Counseling (HVCT)  
Prevention of Gender-based violence (SGBV)

### **Care**

Adult Care and Support (HBHC)  
Orphans and Vulnerable Children (HKID)  
TB/HIV (HVTB)  
Pediatric Care and Support (PDCS)

### **Treatment**

ARV Drugs (HTXD)  
Adult Treatment (HTXS)  
Pediatric Treatment (PDTX)

### **Other**

Health Systems Strengthening (OHSS)  
Laboratory Infrastructure (HLAB)  
Strategic Information (HVSI)

## **II. AWARD INFORMATION**

1. Grants are expected to have a base phase with a minimum of one (1) and a maximum of three (3) years, with additional phases at the discretion of the government.
2. For each country where funding is available, Attachment 1 will contain a description of the work that is needed, along with the program areas and an approximation of the available funding. It should be noted that while dollar amounts are listed, this should be taken as an estimate of the funding for an effort whether a single amount or range is listed. Changes to this information will be provided in the form of amendments to this announcement.
3. Anticipated Period of Performance for Awards: The period of performance is generally one year from the effective date of award, with up to two additional phases subject to availability of funding. **Offerors are encouraged to propose additional phases in their submissions, if appropriate.**
4. Range of Approval/Disapproval Time:

**Based on the availability of funds, up to three evaluation cycles will be conducted during this BAA. The first round of full proposals will be selected approximately 45 days after the date of this BAA. Two other subsequent rounds of evaluations are anticipated based upon funding availability. PLEASE MONITOR [www.grants.gov](http://www.grants.gov) FOR MODIFICATIONS TO THIS ANNOUNCEMENT.**

Formal proposals are reviewed and selected within six months of submission. Subsequent awards are usually made within three months of notification.

This information is only an estimate and does not obligate the U.S. Government in any way. Estimated funding amounts may increase or decrease at anytime based on current and future appropriations.

Based on the availability of funds, up to three evaluation cycles will be conducted during the period this BAA is open.

5. The notification of award selection must not be regarded as an authorization to begin performance or commit/expend funds. The Government is not obligated to provide any funding until a Government Contracting Officer/Grants Officer signs the respective award document.

6. The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is legal responsibility of the recipient to ensure compliance with the Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this agreement.

### **III. ELIGIBILITY INFORMATION**

All responsible sources from academia, industry, and non-governmental organizations may submit proposals under this BAA. No grants or cooperative agreements may be awarded directly to foreign military establishments. All respondents must demonstrate the active support of the in-country military and the DoD representative in the corresponding U.S. Embassy in the planning and execution of their proposals.

### **IV. APPLICATION AND SUBMISSION INFORMATION**

1. Application and Submission Process:

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

Concept Papers and Full Proposals shall only cover **one** country. Respondents submitting Concept Papers and full proposals for more than one country shall submit separate proposals, **unless the program is non-severable** across multiple countries. Non-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.

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.

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

The first Concept Paper evaluation will commence on or about 21 February 2012. Notification of 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. It is anticipated that final selections of the first evaluation period will be made by April 2012. 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 non-selection for award. Assuming all needed documentation has been received by the grants office; grants are processed within three months of notification.

Based on the availability of funds, a second and third round of Concept Paper evaluations may occur. Details of the second and third Concept Paper evaluations, should they occur, shall be posted via an amendment to this BAA at [www.grants.gov](http://www.grants.gov).

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

## 2. Address for the Submission of Proposals:

**Respondents to this solicitation must submit an electronic copy, which should be submitted via e-mail to the following individuals:**

[Latrice.Rubenstein@navy.mil](mailto:Latrice.Rubenstein@navy.mil) (Grants Officer)  
[cynthia.simonarndt@med.navy.mil](mailto:cynthia.simonarndt@med.navy.mil) (DHAPP Office).

**Please include BAA announcement number (DHAPP-BAA-12-001), Country Name, and Offeror Name in the subject line when sending the electronic copy, with 'Country' identifying the country that the proposal is to serve, and 'Offeror' identifying the organization submitting the proposal.**

## 3. Format and Content Proposals

### *A. Proposal Format –*

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.

Proposals, sample materials, letters of support, and all other documentation and correspondence are to be submitted in English. Deliverables developed in the host country language are to be translated, where practical, and provided to the DHAPP office in the host country language and in English. Copies of materials produced as a result of an award from this BAA should be sent within 30 days of completion to Ms. Melissa Myers at [Melissa.myers@med.navy.mil](mailto:Melissa.myers@med.navy.mil).

Proposals shall be submitted electronically and by mail (see paragraph 2 above) in Microsoft Office 2000 compatible or Adobe Acrobat format, within the following guidelines:

### 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 ten (10) 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.1.). Electronic (e-mail) submissions should be sent to the

attention of e-mail addresses reference in Section IV.2. above. The subject line of e-mail shall read **“DHAPP-BAA-12-001 Proposal Concept Paper.”**

#### Full Proposal 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 – Sections I and II 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.
- Copies – one (1) electronic copy in Adobe PDF or Word delivered via e-mail, containing all of the required sections (see section IV.1.). Electronic (e-mail) submissions should be sent to the attention of e-mail addresses reference in Section IV.2. above. The subject line of e-mail shall read **“DHAPP-BAA-12-001 Full Proposal Submission.”**

#### ***B. Concept Paper and Full Proposal Content.***

##### Concept Paper Content

- Cover Page – The Cover page shall be labeled “PROPOSAL CONCEPT PAPER,” and shall include the BAA number: DHAPP-BAA-12-001, proposed title, Offeror’s administrative and technical points of contact, with telephone numbers, facsimile numbers, and Internet addresses. It shall be signed by an authorized officer.
- Signed Standard Form 424, 424a and 424b as applicable. Forms can be found at [www.grants.gov](http://www.grants.gov).
- Narrative shall include:
  - Executive Summary--**Briefly** summarize the overall proposed program in one page or less. Include information on background, overall goal and objectives.
  - Proposed Activities – In more detail describe the proposed activities in more detail, 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.
  - Cost Breakdown.
  - Staffing needs and costs -- To the extent possible, state the personnel management and staffing costs by individual and further break down the percent of time each individual is working on the project. Other administrative costs associated with project management should also be specified. Additionally, distribute the management and staffing costs across PEPFAR program areas other than HVMS.
  - Timeline for completion – an outline of the estimated activities for each quarter with a schedule of milestones

##### Full Proposal Content

#### **Volume 1: Technical Proposal**

- i. Cover Page: This should include the words “Technical Proposal” and the following:

- (1) BAA Number **DHAPP-BAA-12-001**
- (2) Targeted Country;
- (3) Title of Proposal;
- (4) Identity of Prime Respondent and complete list of subcontractors, if applicable;
- (5) Technical Contact (name, address, phone, fax and e-mail);
- (6) Administrative/Business Contact (name, address, phone, fax and e-mail);
- (7) Duration of effort

ii. Table of Contents: Section, Title and page numbers are required.

iii. Signed Standard Form 424, 424a and 424b as applicable. Forms can be found at [www.grants.gov](http://www.grants.gov). Signed Certifications (Attachment 2).

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

- **Executive Summary.** Briefly summarize the overall proposed program in one page or less. Include information on background, overall goal and objectives.
- **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 goal of the program described in your proposal, and (b) the objectives that your program hopes to achieve. Priority activities for DHAPP include (1) training of master trainers and peer educators, (2) “Troop Level” HIV/AIDS prevention education and behavior change communication, (3) providing infrastructure and equipment for HIV testing, care and treatment centers, (4) increasing testing of all military personnel (5) developing HIV laboratory diagnostic and monitoring capabilities, (6) increasing clinical and human resource capabilities for health care of those infected with HIV, and (7) Effective methodologies for monitoring and evaluation procedures. (see section 6.2 above).
- **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). Please use the following column headings: Country, Offeror, Program Area Budget Code (use 2-digit - 4-letter abbreviation), Funds Requested, and Brief Statement of Work.
- **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.** Offeror should provide 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 through funding from this BAA. 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 on, directly involved in, 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 will 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 result from work performed 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.
- **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 this proposal (and/or the ideas presented in this 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.

v. Section II: Qualifications

- **Primary Staff Members and Roles.** Identify the **primary** staff members who will direct and manage the proposed program objectives and briefly describe the roles and responsibilities of each person. Provide names, title, estimate of percent of time devoted to **this** proposal, and a paragraph describing area of expertise/relevant experience, qualifications, and capabilities. If sub-contracting significant elements of the proposed work, identify companies by name, the companies area(s) of responsibility with respect to this project, the names and titles of key individuals, along with their area(s) of expertise (if different than title) and the individuals' roles and responsibilities and percent of time effort for this proposed effort.
- **Other Partners.** List partners (other than DHAPP) that are assisting the country's military in the fight against HIV/AIDS. Briefly describe the objectives/activities that these other sources support. This information will allow DHAPP to understand the role of all the major players in the development and execution of the military's HIV prevention program, and should be factored in to the Concept Paper/proposal development to avoid duplication and maximize program efforts.

**Volume 2: Cost Proposal**

A projected budget should be provided that includes cost breakdowns by category. While we do not require a specific format, a sufficiently detailed projected budget is recommended. Generally, costs for project management and administrative costs (e.g., salaries, overhead, and travel related to management and administration) should 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 should be for executive level workshops. If your budget deviates from these budget guidelines, provide sufficient justification.

**The itemized budget must include the following:**

**Direct Labor** – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. If proposal crosses fiscal years, then provide escalation rates for out years.

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.

**Fringe Benefits and Indirect Costs (i.e., F&A, Overhead, G&A, etc)** – The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a Government agency, provide a copy of the sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates

are used, provide the calculations used in deriving the composite rates.

**Travel** – The proposed travel cost should include the following for each *trip*: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations 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.

**Subawards** – Provide a description of the work to be performed by the subrecipients. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s). The proposed subawardee's or subrecipient's cost proposal can be provided in a sealed envelope with the recipient's cost proposal or via e-mail directly to both the Program Officer and the business point of contact at the same time the prime proposal is submitted. The e-mail should identify the proposal title, the prime Offeror and that the attached proposal is either a subcontract or a sub-agreement. A proposal and supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations. Fee/profit is not allowable on any subawards made through assistance agreements. Fee is allowable on subcontract awards.

**Consultants** – Provide a breakdown of the consultant's hours, the hourly rate proposed, any other proposed consultant 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.

**Materials & Supplies** – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

**Recipient Acquired Equipment or Facilities** – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). Allowable items normally would be limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, office equipment and furnishings, etc.) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the research effort.

**Other Direct Costs** – Provide an itemized list of all other proposed other direct costs such as Graduate Assistant tuition, laboratory fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

**Fee/Profit** - Fee/profit is **unallowable** under grants at either the prime or subaward level but may be permitted on any subcontracts issued by the prime awardee.

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

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

## **V. EVALUATION INFORMATION**

### **1. Evaluation Criteria**

Proposals will be selected through a technical and business decision process with technical considerations being most important. Criteria are listed in descending order of priority. Any sub-criteria listed under a particular criterion are of equal importance to each other.

#### **A. Technical Approach.**

- i. **Goals and Objectives.** The proposal clearly states the overall goal(s) of the program and has specific, measurable objectives. The proposal is relevant to established DHAPP priority activities (see section 6.2 above)
- ii. **Work Plan and Deliverables.** The proposal contains sound scientific methods, an appropriate work plan described in sufficient detail and appropriate deliverables.
- iii. **Methodology for monitoring and evaluation procedures.** The proposed plan includes a description of how the program will have an impact on the country's military and clearly states the indicators of performance that will be used to monitor effectiveness.
- iv. **Schedule and milestones.** The proposed plan for HIV prevention efforts is feasible and contains concrete, achievable schedule and milestones.
- v. **Relevance to the host country's military.** The proposal clearly describes the involvement of the host country military and the relevance of the proposed program to the needs, priorities, and circumstances of the host country's military.

#### **B. Qualifications.**

Primary staff members are eligible to perform the work.

#### **C. Cost.**

Cost will be evaluated for realism, reasonableness and eligibility. All costs must be listed, justified and match the scope of the effort.

### **2. Evaluation Panel**

Technical and cost proposals submitted under this BAA will be protected from unauthorized disclosure in accordance with FAR 3.104-5 and 15.207. The cognizant NHRC/DHAPP Program Officer or other technical experts drawn from Government, industry or academe will perform the evaluation of technical proposals. Cost proposals will be evaluated by Government business professionals. Restrictive notices notwithstanding, one or more support contractors may be utilized as subject-matter-expert technical consultants. Similarly, support contractors may be utilized to evaluate cost proposals. However, proposal selection and award decisions are solely the responsibility of Government personnel. Each support

contractor's employee having access to technical and cost proposals submitted in response to this BAA will be required to sign a non-disclosure statement prior to receipt of any proposal submissions.

### **3. Evaluation Process.**

3.0. Based upon receipt of promising Concept Paper(s), the DHAPP Country Support Team will request a full proposal using the appropriate rating sheet. The Offeror will receive a response either requesting a full proposal or noting the rationale for not requesting one.

3.1. *Step 1.* Full proposals will first be reviewed by a primary reviewer (generally a member of the DHAPP Country Support Team or a technical expert). Where available an appropriate point of contact at the cognizant US Embassy (for example: the DoD PEPFAR Program Manager in country, Defense Attaché Office, Office of Defense Cooperation, or Security Assistance Office), and a representative from the COCOM will also be given the opportunity to review the proposal. The Embassy and COCOM reviewers will review the proposal's merit and confirm that the proposal(s) meets the applicable theatre security cooperation guidance and other relevant US DoD policies. An additional reviewer may also be asked to review the proposal. Proposals will be reviewed by a minimum of two such experts (DCST representative, COCOM representative, embassy representative, or other review) prior to moving forward to the review panel.

3.2. *Step 2.* A team of Government technical experts, including experienced scientists, practitioners, and researchers working in the HIV field will evaluate the proposals' technical approach, qualifications and cost for realism and reasonableness. This Proposal Evaluation Panel shall include reviewers external to the DHAPP staff. The Government will use selected support contractor personnel as technical advisors to the Government evaluators. Contractor personnel may also provide administrative assistance in the handling of proposals. All contractor personnel will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection sensitive information.

The Proposal Evaluation Panel will review all proposals, taking into consideration available input from the previous noted in *Step 1* reviewers. Host nation military willingness to support and work with the offeror will be factored into the final selection decision.

Panel members will rate each proposal using a ranging from unsatisfactory to outstanding (see details on evaluation ratings below), as well as, provide a vote on an overall recommendation on whether the proposal should be funded

3.3. The grants officer will ensure all evaluations are fair and reasonable, and ensure primary staff members are eligible to perform work with the U.S. Government. The grants officer will also review costs for realism, reasonableness and eligibility.

### **4. Evaluation Ratings**

The proposals will be rated with the following adjectives and then ranked according to their ratings.

**Outstanding** – Proposal/factor demonstrates thorough and detailed understanding of requirements. Technical approach and capabilities significantly exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths significantly outweigh weaknesses, if any. The

proposal/factor represents a high probability of success with no apparent risk in meeting the Government's requirements.

**Above Average** - Proposal/factor demonstrates good understanding of requirements. Technical approach and capabilities exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths outweigh any weaknesses. The proposal/factor represents a strong probability of success with overall low degree of risk in meeting the Government's requirements.

**Satisfactory** - Proposal/factor demonstrates acceptable understanding of requirements. Technical approach and capabilities meet performance and capability standards. Proposal/factor offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. The proposal/factor represents a reasonable probability of success with overall moderate degree of risk in meeting the Government's requirements.

**Marginal** - Proposal/factor demonstrates a limited understanding of requirements. Technical approach and capabilities are questionable as to whether or not they meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains weaknesses and offers no strengths, or, if there are any strengths, these strengths are outweighed by weaknesses. The proposal/factor represents a low probability of success with overall high degree of risk in meeting the Government's requirements. Proposal/factor might be made satisfactory with additional information and without a major revision of the proposal.

**Unsatisfactory** - Proposal/factor demonstrates a lack of understanding of requirements. Technical approach and capabilities do not meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains major errors, omissions, significant weaknesses and/or deficiencies. The proposal/factor represents a very low probability of success with an extremely high degree of risk in meeting the Government's requirements. Proposal/factor could only be made satisfactory with major revision of proposal.

Strengths, weaknesses and deficiencies are defined as:

Strength - any aspect of a proposal which, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance

Weakness - a flaw in the proposal that increases the risk of unsuccessful performance

Deficiency – a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful performance to an unacceptable level

## **VI. ADMINISTRATION INFORMATION**

**1. Central Contractor Registration:** All Offerors submitting proposals or applications must: (a) be registered in the Central Contractor Registration (CCR) prior to submission; (b) maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration by any agency; and (c) provide its DUNS number in each application or proposal it submits to the agency.

Grant and Cooperative Agreement Requirements: Grant awards greater than \$100,000; require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 (R&R) as a part of the electronic proposal submitted via <http://www.grants.gov> (complete Block 17).

## **2. Certifications/Assurances-**

**Certification Regarding Lobbying Activities-** Grant and Cooperative Agreement awards greater than \$100,000 require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 (R&R) as a part of the electronic proposal submitted via Grants.gov (complete Block 17); the following certification applies to each applicant seeking federal assistance funds exceeding \$100,000:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **3. Policy Requirements –**

Any award issued as a result of this announcement is subject to the following administrative, cost and national policy requirements contained therein.

- OMB Circular A-110, relocated to 2 CFR Part 215. "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations."
- Department of Defense Grant and Agreement Regulations (DoDGARS 3210.6-R)
- OMB Circular A-21, relocated to 2 CFR Part 220. "Cost Principles for Educational Institutions."
- OMB Circular A-122, relocated to 2 CFR Part 230. "Cost Principles for Non-Profit Organizations."
- Federal Acquisition Regulation (FAR) Part 31.2, Contracts with Commercial Organizations.
- OMB Circular A-133. "Audits of States, Local Governments, and Non-Profit Organizations."

#### 4. Terms and Conditions.

This grant is subject to the terms and conditions in Attachment 3.

#### 5. Program Deliverables and Reporting

Compliance with reporting requirements may impact funding. Recommend frequent and continued coordination with the designated DHAPP Desk Officer for host country.

The Grantee shall submit reports as set forth below. All reports and correspondence submitted under the Grant shall include the Grant number.

- Financial Reporting
  - (a) Interim Federal Financial Report (SF 425). A quarterly Federal Financial Report (SF 425) is required within 30 calendar days after the end of reported quarter and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, and 12/31.
  - (b) Final Federal Financial Report (SF 425) is required within 90 calendar days of the completion date for the term of this Grant and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant.
  - (c) Federal Financial Report (SF 425) is required if receiving advance payments; the Grantee shall submit a Report of Federal Cash Transactions (SF 425) within 15 calendar days following the end of each quarter. The Grantee shall provide forecasts of Federal cash requirements in the “Remarks” section of the report.

##### Financial Reporting Format Instruction:

- **Attach the Financial Reporting Spreadsheet with the SF 425** Submit in excel format along with SF425 in order to monitor expenditures according to the program area(s) [HVAB; HVOP; etc]. The report template will be provided by the Government Program Office/NHRC. Submit 30 calendar days after each reporting period (3/31, 6/30, 9/30, and 12/31). The Recipient shall provide the Quarterly Financial Reporting Spreadsheet in accordance with the template provided by NHRC.
- Address from the BAA guidelines on percentage of staff, and admin expenditures: “vii. Section III: Cost: Generally, costs for project management and administrative costs (e.g., salaries, overhead, and travel related to management and administration) should 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 should be for executive level workshops. If your budget deviates from these budget guidelines, provide sufficient justification.”
  - \* Names, phone numbers and e-mail addresses of the cognizant federal agency points of contact and whether the proposal includes approved Negotiated Indirect Cost Rate Agreement (NICRA) rates.
  - \* Total Cost Breakdown: Detailed breakdown of all costs, by cost category:

- \* Direct Labor - Individual labor category or person with associated labor hours and unburdened direct labor rates
- \* Indirect Costs - Fringe Benefits, Overhead, G&A, COM, etc. (must show base amount and rate)
- \* Proposed grantee-acquired equipment, such as computer hardware for proposed projects, should be specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Indicate purchasing method and procurement policies (competition, price comparison, market review, etc.)
- \* Travel - Numbers of trips, purpose, travelers, destinations, duration, etc.
- \* Subcontracts - A cost proposal as detailed as the Respondent's cost proposal is required to be submitted by the subcontractor.
- \* Consultant - Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate
- \* Materials - Specifically itemized by cost. An explanation of any estimating factors including their derivation and application should be provided. Indicate purchasing method and procurement policies (competition, price comparison, market review, etc.)

(d) Audit Reports. The Grantee shall ensure that if an independent auditor is used for this Grant, copies of any audits conducted shall be provided to the Government. At a minimum, the following should be provided: a certified statement from the independent auditor evidencing that Grantee has complied with all requirements of this Grant. Upon completion or termination of this Grant, the Grantee shall provide a list of all audits conducted which reviewed expenditures under this Grant.

- Interim Progress: The Indicator Report

This report shall summarize progress in relation to the approved Work Plan and monitors grant activities according to the program area (HVAB, HVOP, etc.). The Grantee shall submit semi-annual progress reports in accordance with the format provided by the Program Office within 45 calendar days following the end of the reporting period: 3/31 and 12/31. The Recipient shall provide reports in accordance with the template provided by NHRC.

- Final Technical Report

Within 90 calendar days of completion or termination of this Grant, the Grantee shall submit a Final Report (in MS Word format) addressing all of the activities undertaken in this Grant. This report will provide a succinct presentation of Grantee achievements in relation to the milestones and goals in the Work Plan and discuss any shortfalls that may have occurred. These reports will summarize progress, provide an analysis of impact based on activities completed and suggest resolution of any outstanding issues.

- Property Report

Recipients shall submit annually an inventory listing of federally-owned property in their custody. Upon completion of the award, Title to all property and equipment acquired under this grant shall revert to the host nation at the end of the period of performance.

## 6. Payment

Payment may be advance or reimbursable based upon the guidelines found in the applicable DoDGARs Part.

Respondents will be required to provide information on their financial management systems at time of award in order to determine the method of payment.

## **VII. ATTACHMENTS**

1. Narratives
2. Certifications
3. Terms and Conditions
4. Program Areas and sample Statement of Work spreadsheet format

## DHAPP-BAA-12-001 ATTACHMENT 1 NARRATIVES

### **Chad:**

#### **HVOP/HVCT \$150,000**

Proposals are requested for activities designed to target Chad Defense Forces, implementing activities through HIV/AIDS focal point of the Armee National du Tchad (ANT) National AIDS Prevention Defense Committee (CNLS/D), military relevant physician, local NGOs and/or local contractors. DHAPP programming to support the CNLS/D will focus on two OGAC funding areas: 1) HIV “other prevention” 2) counseling and testing.

DHAPP priority is to strengthen the Ministry of Defense (MoD) of Chad’s HIV prevention efforts, with a focus on “other prevention”, defined as prevention NOT relating to abstinence or be faithful messages.

#### **HVOP**

In support of the ANT, DHAPP would like a baseline evaluation of HIV stigma and discrimination behavior among the military, with a focus on military leadership. Following this evaluation, a leadership focused workshop or training should be held with the goal of educating and reducing stigma around HIV. Attendees of this training should be sufficiently prepared to provide ongoing HIV sensitization messages at the troop level with the goals of: 1) reducing overall stigma, 2) encouraging HIV testing and 3) increasing HIV prevention knowledge and 4) reducing HIV risk behavior and 5) encouraging correct and consistent condom use. The TBD activities should include, but not be limited to, 1) needs assessment and baseline evaluation 2) the capacity building and stigma reduction workshop for leadership 3) sufficiently educating leadership to be able to provide ongoing training of troops.

The TBD partner and the Chad Defense Forces (ANT) will work together to promote HIV prevention activities among members of the ANT. In FY 2012, this program will reach approximately 3500 members of the ANT with primary prevention messages, including condom use and prevention of alcohol abuse and GBV. The recipient of this grant will provide TA to the ANT and the brigades to establish and build capacity of local anti-AIDS-clubs to promote safer sexual behaviors including balanced prevention messages and “condom preparedness”. They will train 60 anti-AIDS-club members as peer educators to promote correct and consistent condom use and to address the link between alcohol, risky sexual behaviors and GBV. By transferring skills and competencies in ABC messaging to anti-AIDS-clubs at brigade level, grantee will strengthen local capacity and decentralization of HIV service delivery and prevention within the military system. The program will also use IEC materials that promote condom use by demonstrating and outlining reasons for using condoms with regular and non-regular partners. During military mobile TC events (both inside and around military camps), the grantee will present educational films and then lead open discussions with the anti-AIDS-clubs on the barriers and solutions to condom use. The grantee will implement a community-based communications campaign among soldiers, their sexual partners, and surrounding communities in brigades and battalions to increase safer sexual behaviors. Key prevention strategies will include 1) capacity building of anti-AIDS clubs through trainings and formative supervision; 2) an outreach communications campaign including peer education activities, competitions and IEC sessions promoting correct and consistent condom use; and, 3) promotion of TC services with a particular focus on couples testing, disclosure of sero-status and care and support for PLHIV.

The TBD partner should coordinate and support the implementation and execution of the activities associated with the baseline evaluation of HIV stigma and discrimination behavior among the

military and the leadership workshop and subsequent activities supporting HIV sensitization messages at troop level. This grantee will also collaborate with DHAPP, US Agencies, the ANT and other implementing partners in their efforts to execute prevention activities and techniques.

### **HVCT**

The grantee will support Chad's Ministry of Defense HIV/AIDS program CNLS/D by providing counseling and testing services to the military members. Funds for this activity will be used to train military nurses and HIV/AIDS counselors and testers in counseling and testing and to support the monitoring, evaluation and quality assurance through Partner TBD. This activity will continue to support the Chad's Ministry of Defense HIV/AIDS program by providing military community with counseling and testing services at the military counseling and testing centers. 2 additional VCT centers will be opened at sites to be determined by the MOD/ANT. At least 3000 soldiers will receive HIV counseling and testing services through these initiatives. 2 annual testing campaigns will be conducted in each of the 14 military zones. The selected partner organization will train 30 soldiers in C+T, thereby building the capacity of the MOD/ANT to manage the epidemic. Soldiers who test positive will be transferred to an ARV program and will be monitored by MOD/ANT staff to ensure adherence. At all levels attention will be given to increasing the gender equity in accessing HIV/AIDS programs and addressing stigma and discrimination as well as positive living. In collaboration with the ANT, VCT IEC materials will be developed and disseminated to all VCT centers in the military. The program will also work closely with Supply Chain Management System (SCMS) in procuring test kits and other medical consumables. Quality assurances will be done in close collaboration with the Chad MOH.

## **Niger:**

### **HVSI, HVOP, HVCT, HBHC      \$140,000**

Proposals are requested for activities designed to target military personnel in Niger and will implement activities through HIV/AIDS focal point of the Forces de Defense et de Securite du Niger (FDS) National AIDS Prevention Defense Committee (CILS/FDS), military relevant physician, local NGOs and/or local contractors. DHAPP programming to support the CNLS/D will focus on four OGAC funding areas: 1) strategic information, 2) HIV "other prevention" 3) counseling and testing and 4) palliative care.

### **HVSI**

A DHAPP priority is to build and strengthen the Ministry of Defense (MoD) of Niger health systems with a focus on surveillance and quality of data. DHAPP in support of the CILS/FDS is willing to award funds supporting a baseline HIV Sero-prevalence and Behavioral Epidemiology Risk Survey (SABERS) in the new military. The aim of the activity is to enable estimation of the prevalence of HIV and behavioral risk factors including those associated with:

(1) Deployment; (2) Sexual risk (commercial sex workers and customers, consistent condoms use, multiple partners, etc.); (3) Alcohol use, injection and non-injection drug use; (4) Men who have sex with men; and (5) Post-traumatic stress disorder and depression. The TBD partner will also collaborate with DHAPP, US Agencies, the FDS and other implementing partners in their efforts to provide strategic information (SI) for decision makers.

### **HVOP**

Another DHAPP priority is to strengthen the Ministry of Defense (MoD) of Niger's HIV prevention efforts, with a focus on "other prevention", defined as prevention NOT relating to abstinence or be faithful messages. In support of the FDS, DHAPP would like a baseline evaluation of HIV stigma and discrimination behavior among the military conducted, with a focus on military

leadership. Following this evaluation, a leadership focused workshop or training should be held with the goal of educating and reducing stigma around HIV. Attendees of this training should be sufficiently prepared to provide ongoing HIV sensitization messages at the troop level with the goals of: 1) reducing overall stigma, 2) encouraging HIV testing and 3) increasing HIV prevention knowledge and 4) reducing HIV risk behavior and 5) encouraging correct and consistent condom use. The TBD activities should include, but not be limited to, 1) needs assessment and baseline evaluation 2) the capacity building and stigma reduction workshop for leadership 3) sufficiently educating leadership to be able to provide ongoing training of troops.

The recipient of this funding and the FDS will also work together to promote HIV prevention activities for members of the FDS. In FY 2012, this program will reach approximately 3000 members of the FDS with primary prevention messages, including condom use and prevention of alcohol abuse and GBV. The recipient of this grant will provide TA to the FDS and the brigades to establish and build capacity of local anti-AIDS-clubs to promote safer sexual behaviors including balanced prevention messages and “condom preparedness”. The TBD partner will strengthen local capacity and decentralization of HIV service delivery and prevention within the military system. The program will also use IEC materials that promote condom use by demonstrating and outlining reasons for using condoms with regular and non-regular partners. During military mobile TC events (both inside and around military camps), the grantee will present educational films. The grantee will implement a community-based communications campaign among soldiers, their sexual partners, and surrounding communities in brigades and battalions to increase safer sexual behaviors. Key prevention strategies will include 1) capacity building of anti-AIDS clubs through trainings and formative supervision; 2) an outreach communications campaign including peer education activities, competitions and IEC sessions promoting correct and consistent condom use; and, 3) promotion of TC services with a particular focus on couples testing, disclosure of sero-status and care and support for PLHIV.

The recipient of this grant should coordinate and support the implementation and execution of the activities associated with the baseline evaluation of HIV stigma and discrimination behavior among the military and the leadership workshop and subsequent activities supporting HIV sensitization messages at troop level. They will also collaborate with DHAPP, US Agencies, the FDS and other implementing partners in their efforts to execute prevention activities and techniques

#### **HVCT**

The activity supports the Niger’s Ministry of Defense HIV/AIDS program CILS/FDS by providing counseling and testing services to the military members. Funds for this activity will be used to train military nurses and HIV/AIDS counselors and testers in counseling and testing and to support the monitoring, evaluation and quality assurance. This activity will continue to support the Chad’s Ministry of Defense HIV/AIDS program by providing military community with counseling and testing services at the military counseling and testing centers. At least 2500 soldiers will receive HIV counseling and testing services through these initiatives. Two (2) annual testing campaigns will be conducted in each of the military zones. The grantee will train 20 soldiers in C+T, thereby building the capacity of the MOD/FDS to manage the epidemic. Soldiers who test positive will be transferred to an ARV program and will be monitored by MOD/FDS staff to ensure adherence. At all levels attention will be given to increasing the gender equity in accessing HIV/AIDS programs and addressing stigma and discrimination as well as positive living. In collaboration with the ANT, VCT IEC materials will be developed and disseminated to all VCT centers in the military. The program will also work closely with Supply Chain Management System (SCMS) in procuring test kits and other medical consumables. Quality assurances will be done in close collaboration with the Niger MOH.

#### **HBHC**

In FDS there are a total of 19 medical facilities and 1 main military reference hospital throughout the country. The goals of the program are to provide quality HIV treatment and care for

military personnel, their partners and families, and community members who live in the surrounding areas. The basic care package includes clinical staging and baseline CD4 counts for all patients, CD4 cell count monitoring every 6 months, prevention of opportunistic infections (OIs) through prophylaxis with cotrimoxazole (CTX) to eligible patients based on national guidelines, diagnosis and treatment of opportunistic infections (OIs), psychosocial counseling (including counseling and referrals for HIV-positive female victims of domestic violence), and referrals for people living with HIV/AIDS (PLWHA) to community-based basic care and support (BCS) services based on their individual needs. HIV care packages, will be provided to all HIV+ individuals receiving care in 2-3 military sites. In order to improve the quality of HIV care and treatment services, 20 military health providers will be trained at the facility level in the diagnosis and treatment of STIs/OIs/mental health disorders and these services will be integrated into 2-3 clinics. BCS activities are implemented in conjunction with other services such as VCT, FP, ART, TB/HIV, OIs, and/or STIs in military delivery settings. . Technical assistance will be provided to the military to strengthen linkages between community-based and clinic-based HIV care services. At brigade and/or community levels, activities will include 1) the formation of civil-military allied associations of PLHIV and training of members in the provision of home-based care services, 2) access to locally-available and/or self-initiated nutritional support and 3) HIV prevention with positives which includes training of caregivers on adequate management (must use the DoD provided curriculum), distribution and use of the care package and 4) HIV clinical case detection and referral.

**DHAPP-BAA #12-001 ATTACHMENT 2  
CERTIFICATIONS**

Respondent: \_\_\_\_\_  
Country: \_\_\_\_\_  
Program Title: \_\_\_\_\_

***CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
– PRIMARY COVERED TRANSACTIONS***

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

***CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS***

***Alternate I. (Grantees Other Than Individuals)***

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—
  - (1) Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance:

\_\_\_\_\_  
[Street address]

\_\_\_\_\_  
[City, County, State]

\_\_\_\_\_  
[Zip Code]

Check if there are workplaces on file that are not identified here.

***LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS***

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
[Typed Name and Title of Official]

\_\_\_\_\_  
[Name of Organization/Institution]

\_\_\_\_\_  
[Signature of Official responsible for this transaction]

\_\_\_\_\_  
[Date]

**STATEMENT ON CONDOMS AND OPPOSITION OF PROSTITUTION AND SEX TRAFFICKING****CONDOMS**

Information provided about the use of condoms as part of projects or activities that are funded under this Grant shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms." This fact sheet may be accessed at:

[http://www.usaid.gov/our\\_work/global\\_health/aids/TechAreas/prevention/condomfactsheet.html](http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html)

**PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING**

- (a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this Grant may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and when proven effective, microbicides.
- (b) Except as noted in the second sentence of this paragraph, as a condition of entering into this Grant or any subagreement, any grantee/subgrantee must have a policy explicitly opposing prostitution and sex trafficking. The following organizations are exempt from this paragraph: the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.
- (c) The following definition applies for purposes of this provision  
Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).
- (d) The grantee shall insert this provision, which is a standard provision, in all subagreements.
- (e) This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Grants Officer prior to the end of its term.

[Name of Organization/Institution] hereby complies as applicable with the above Statements.

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[Typed Name and Title of Official]

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[Name of Organization/Institution]

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[Signature of Official responsible for this transaction]

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[Date]

**NAVSUP FLEET LOGISTICS CENTER (FLC) SAN DIEGO  
GOVERNMENT-WIDE CORE  
AGENCY SPECIFIC REQUIREMENTS  
NON-PROFIT ORGANIZATIONS & EDUCATIONAL INSTITUTIONS  
(December 2011)**

**DoDGARS Part 32** <http://www.dtic.mil/whs/directives/corres/pdf/321006r32p.pdf>

**2CFR Part 220** [http://www.whitehouse.gov/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf)

**2CFR Part 230** [http://www.whitehouse.gov/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/omb/fedreg/2005/083105_a122.pdf)

**2CFR Part 215** [http://www.whitehouse.gov/omb/fedreg/2004/040511\\_grants.pdf](http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf)

**Forms** <http://www.onr.navy.mil/02/024/forms>

**Office of Management and Budget: Open Government Directive**

<http://www.whitehouse.gov/omb/open>

The Naval Supply Systems Command FLC San Diego Government-wide Core Agency Specific Requirements of October 2009 are applicable to all new and renewal awards effective on or after October 2009.

## ARTICLES

1. Awards Covered by Government-wide Core T&Cs
2. Prior Approval Requirements not Included in the General T&Cs
3. Unallowable Direct Costs Aside from Those in 2CFR 220&230
4. Contact Information for Technical Matters
5. Contact Information for Administrative Matters
6. Contact Information for Intellectual Property Matters
7. Revised Budget Requirements
8. Technical Reporting
9. Financial Reporting
10. Incremental Funding Actions
11. Payments
12. The Need for Additional Federal Funding
13. Equipment
14. Phases or Options
15. Condoms
16. Supplies
17. Reporting Potentially Classifiable Information
18. Termination
19. Enforcement
20. Closeout Procedures
21. Collection of Amounts Due
22. Option to Renew
23. Amendment of the Grant
24. Activities Abroad
25. Cargo Preference
26. Controlled Unclassified Information
27. Controlled Unclassified Information

**Article 1. Awards Covered by Government-wide Core T&Cs**

All domestic research grants subject to 2 CFR Part 215. The Government-wide Core T&Cs do not apply to cooperative agreements, contracts and other transactions.

**Article 2. Prior Approval Requirements not Included in the General T&Cs**

Notwithstanding Article Number 25.(c)(2)(i) of the Government-wide Core Terms and Conditions, prior written approval is required to extend the period of performance, without additional funds, beyond the expiration date of this grant. The Administrative Grant Officer (AGO) at the Administrative Office cited in the Award/Modification document has authority to approve no funds extension requests meeting all of the following parameters:

- (a) a one-time basis only; and
- (b) for a period not to exceed 90 days; and
- (c) where \$50,000.00 or less of obligated funds remain to be expended.

In other cases, where a request is outside of one or more of the above parameters, a no funds extension can only be approved with the concurrence of the Government Technical Representative cited in the Award/Modification document. For any no funds extension to be effective, a written grant modification must be issued and signed by the AGO at the Administrative Office cited in the Award/Modification document or the Awarding Office cited in the Award/Modification document.

**Article 3. Unallowable Direct Costs Aside from Those in 2CFR 220&230**

None

**Article 4. Contact Information for Technical Matters**

Questions regarding technical matters should be referred to the Technical Representative cited in the grant.

**Article 5. Contact Information for Administrative Matters**

Questions regarding administrative matters should be referred to the Administrative Grants Officer (AGO) at the Administrative Office cited in the grant.

**Article 6. Contact Information for Intellectual Property Matters**

Questions regarding intellectual property matters should be referred to the ONR Patent Office cited in the grant.

**Article 7. Revised Budget Requirements**

FLC San Diego does not require standard budget forms. Revised budgets, when required, may be submitted in the recipient's format.

## Article 8. Technical Reporting

- (a) Technical reporting requirements are cited in the Award/Modification.
- (b) If reports are requested in the Award/Modification, the Grantee shall submit the performance results within ninety (90) calendar days after the end date of the Grant.
- (c) The Grantee shall include a completed "Report Documentation Page" Standard Form (SF) 298 as the last page of the performance results prepared under this Grant. The form and instructions are available on the Office of Naval Research Home Page at <http://www.onr.navy.mil/02/024/forms>. However, Block 12a. of the SF 298 should be completed with the following distribution/availability statement: "Approved for Public Release; Distribution is Unlimited." If the Grantee does not agree with that distribution/availability, the Grantee should contact the cognizant AGO at the Administrative Office cited in the Award/Modification document.

## Article 9. Financial Reporting

Financial reporting requirements are cited in the grant.

## Article 10. Incremental Funding Actions

No additional documentation is required to trigger an increment. However, recipients should note that low expenditure rates reported on payment requests might be cause for deferral of future funding increments.

## ARTICLES WITH GOVERNMENT-WIDE CORE REFERENCE

### Article 11. Payments

Forms and instructions available at <http://www.onr.navy.mil/Contracts-Grants.aspx>

## REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 22

- (a) All payments shall be made by funds transfers to the bank account registered in the Central Contractor Registration (CCR), <http://www.ccr.gov>. The Grantee agrees to maintain its registration in the CCR including information necessary to facilitate payment via Electronic Funds Transfer (EFT). Should a change in registry or other incident necessitate the payment to an account other than that maintained in CCR, it is the Grantee's responsibility to notify the AGO and obtain a modification to this Grant reflecting the change. The Government shall not be held responsible for any misdirection or loss of payment which occurs as the result of a Grantee's failure to maintain correct/current EFT information within its CCR registration.
- (b) Any request for advance payments must be approved by the Administrative Grants Officer (AGO) at the Administrative Office shown in the award.
- (c) Wide Area Work Flow (WAWF) has been designated as the Department of Defense standard for electronic invoicing and payment. To facilitate this effort for Universities and Nonprofit Organizations with awards administered by the Office of Naval Research (ONR) Regional Offices, DoD has established the ONR Electronic Payment System (PayWeb) (<https://services2.onr.navy.mil/http/sysm.onr.navy.mil:7777/payweb/PayWeb.jsp>), as an initial entry point to WAWF. If the Grantee participates in the PayWeb system, the Grantee shall submit an electronic request

for payment to the Administrative Grants Officer (AGO) at the Administrative Office in the award, using the standard PayWeb processes.

(d) Participation in the PayWeb system requires the Grantee to obtain an External Certificate Authority (ECA) certificate from an approved Certificate Authority for access. Operational Research Consultants (ORC) (<http://www.eca.orc.com>) and Verisign (<http://www.verisign.com/gov/ieca>) are approved ECA Authorities. If you have questions or require technical assistance in implementing your certificate, contact the Navy PKI Help Desk at 1-800-304-4636. The Grantee shall contact the AGO at the Administrative Office cited in the award for instructions on how to register and use WAWF and PayWeb.

(e) Electronic submission of payment requests requires the Grantee to register in WAWF and have the appropriate CAGE code activated. The Grantee's CCR Electronic Business Point of Contact (EBPOC) is responsible for activating the CAGE code in WAWF by calling 1-866-618-5988. Once the Grantee's CAGE Code is activated, the CCR EBPOC will self-register in WAWF (<https://wawf.eb.mil>) and follow the instructions for a group administrator. The AGO will assist in this process.

(f) If the Grantee is a For-Profit entity or does not participate in the ONR PayWeb System, the Grantee shall submit payment requests electronically via Wide Area Work Flow (WAWF). The Grantee shall Contact the AGO at the Administrative Office cited in the award for instructions on how to register and use WAWF.

#### **Article 12. The Need for Additional Federal Funding**

##### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 25, SECTION (b) (3)**

The Government's financial obligation is limited to the amount shown as "Total Funds Obligated on Award," in the Award/Modification document.

#### **Article 13. Equipment**

##### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 34**

Title to all equipment purchased or fabricated with Federal Government funds provided under this grant or recipient cost sharing funds, as direct costs of the project or program, shall unconditionally

vest in the recipient upon acquisition without further obligation to the Federal Government unless other conditions are imposed in the award.

#### **Article 14. Phases or Options**

If this agreement contains phase(s) or Options the following article applies. The Government reserves the right to fund Phase(s) unilaterally for continuation of research and services as detailed in the Award/Modification document.

#### **Article 15. Condoms**

Information provided about the use of condoms as part of projects or activities that are funded under this Grant shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms." This fact sheet may be accessed at:

[http://www.usaid.gov/our\\_work/global\\_health/aids/TechAreas/prevention/condomfactsheet.html](http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html)

## **Article 16. Supplies**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 35**

Notwithstanding GOVERNMENT-WIDE CORE Article Number 35(a), title to supplies and other expendable property shall vest in the recipient providing the residual inventory of unused supplies does not exceed \$5,000 in total aggregate value upon termination or completion of the project or program. If the value of residual supplies exceeds \$5,000, the provisions of OMB Circular A-110 Section 35 (2CFR 215.35) apply.

## **Article 17. Reporting Potentially Classifiable Information**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 54**

The official referred to in GOVERNMENT-WIDE CORE Article 54(b)(1) is the Program Officer designated in the Grant.

## **Article 18. Termination**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 61**

In case of a partial or full termination by the recipient, the recipient shall provide the required written termination notice to the FLC San Diego Grants Officer and AGO at least 30 calendar days prior to the effective date of termination.

## **Article 19. Enforcement**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 62**

The recipient shall submit claims arising out of or relating to this grant in writing to the FLC San Diego Grants Officer or AGO, as appropriate, and shall specify the nature and basis for the relief requested and include all data that supports the claim. The recipient and FLC San Diego Grants Officer/AGO shall attempt to resolve all issues at the FLC San Diego Grants Officer/AGO level.

## **Article 20. Closeout Procedures**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 71**

Within ninety (90) calendar days after the end date of the Grant, any overpayment of funds provided by the Grant shall be remitted to the AGO at the Administrative Office shown in the Award/Modification document, by check made payable to the US Treasury, DFAS, or Department of Navy.

## **Article 21. Collection of Amounts Due**

### **REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 73**

In absence of mutual agreement between the recipient and FLC San Diego, the FLC San Diego Grants

Officer/AGO shall make a determination regarding any recipient indebtedness and submit a written notice of such a decision to the recipient. Within 30 calendar days of the FLC San Diego Grants Officer's/AGO's determination, the recipient shall either pay the amount owed or inform the FLC San Diego Grants Officer/AGO of the recipient's intent to appeal the determination. If the recipient elects not to appeal, any amounts not paid within 30 calendar days of the FLC San Diego Grants Officer's/ AGO's determination will be considered a delinquent debt. The recipient and FLC San Diego Grants Officer/AGO shall attempt to resolve all issues at the FLC San Diego Grants Officer/AGO level.

## **ARTICLES WITH NO GOVERNMENT-WIDE CORE REFERENCE**

### **Article 22. Option to Renew**

If an option is indicated in the Award/Modification document, the Government may require the continuation of the research as detailed in the Award/Modification document. The option must be exercised by a modification to the Grant.

### **Article 23. Amendment of the Grant**

Requests by the Grantee to amend a grant must be in writing to the AGO at the Administrative Office cited in the grant. Such requests only become official when incorporated by modification issued by an AGO or FLC San Diego Grants Officer.

### **Article 24. Activities Abroad**

The Grantee shall assure that project activities carried on outside the United States are coordinated as necessary with appropriate Government authorities and that appropriate licenses, permits, or approvals are obtained prior to undertaking proposed activities. The awarding agency does not assume responsibility for Grantee compliance with the laws and regulations of the country in which the activities are to be conducted.

### **Article 25. Cargo Preference**

The recipient agrees that it will comply with the Cargo Preference Act of 1954 (46 U.S.C. 1241), as implemented by Department of Transportation regulations at 46 CFR 381.7, which require that at least 50 percent of equipment, materials or commodities procured or otherwise obtained with U.S. Government funds under this Grant, and which may be transported by ocean vessel, shall be transported on privately owned U.S.-flag commercial vessels, if available.

### **Article 26. Profit or Fee**

In accordance with DODGARs 22.205(b), no fee or profit may be charged to this grant.

### **Article 27. Controlled Unclassified Information**

The parties understand that information and materials provided pursuant to or resulting from this Grant may be export controlled, sensitive, for official use only or otherwise protected by law, executive order or regulation. The Grantee is responsible for compliance with all applicable laws and regulations. Nothing in this Grant shall be construed to permit any disclosure in violation of those restrictions.

DHAPP-BAA-12-001  
ATTACHMENT 4

(Excel Spreadsheet Example of a Statement of Work)

<u>Country*</u>	<u>Offerer*</u>	<u>Program Area Budget Code**</u>	<u>Funds Requested</u>	<u>Activities</u>
				Activities should attempt to answer who, what, when, where in a succinct manner to provide description of deliverables.
XXXXXX	XYZ	14-HVCT	\$150,000	Purchase of 50,000 HIV rapid test kits at 3 military bases(base X, base Y and base Z) and provide infection control materials (e.g., sharps containers, biohazardous waste containers, gloves) for counseling and testing. Training of 30 military counselors as master trainers for VCT (10 per base) who will then train 300 military counselors. Desired goal of 35,000 military members tested in one year.
XXXXXX	XYZ	17-HVSI	\$100,000	Initial preparation and delivery of a knowledge, attitudes and behavior survey linked to biologic testing for a sample size of 400 military members. Training for 20 military individuals on information management systems for the assurance of linkages between counseling, testing and care HIV services. Monitoring and evaluation of all HIV program activities with compliance to O/GAC reporting requirements.
XXXXXX	XYZ	03-HVOP	\$150,000	1) Development (Including pre-testing) and distribution of 20,000 copies of informational and educational materials on HIV prevention (e.g., booklets, flyers), 5 billboards, material for drama and small group discussions 2) Training for 20 master trainers and 200 peer educators from 5 bases (base a, base b, base x, base y, and base z) who will conduct monthly integrated HIV trainings at all bases.
<b>TOTAL</b>			<b>\$400,000</b>	

\* Fictitious country and offeror

\*\* See page 6 of 18 for program area budget codes