

PM/WRA GUIDELINES

for

GRANT PROPOSALS



Bureau of Political-Military Affairs
U.S. Department of State

INTRODUCTION

Purpose

These guidelines are meant to provide guidance and assistance to organizations in preparing and submitting proposals for new grants, cooperative agreements and grant amendments for the Office of Weapons Removal and Abatement (PM/WRA). These instructions are not exclusive nor are they inclusive of what is required. The Notice of Funding Opportunity (NOFO) will provide additional instructions or particular requirements for that specific opportunity.

PM/WRA Mission

To reduce the harmful worldwide effects of at-risk, illicitly proliferated, and indiscriminately used conventional weapons of war.

Background

PM/WRA administers the U.S. Conventional Weapons Destruction (CWD) foreign assistance program to reduce the harmful worldwide effects of at-risk, illicitly-proliferated, and indiscriminately-used conventional weapons of war.

PM/WRA Goals and Objectives

1. **Enhance regional security by reducing at-risk, illicitly proliferated, or indiscriminately used conventional weapons of war**
 - a. Secure stockpiles of surplus, obsolete, or otherwise at-risk conventional weapons of war
 - b. Destroy stockpiles of surplus, obsolete, or otherwise at-risk conventional weapons of war
2. **Increase civilian security by protecting lives and property**
 - a. Reduce the risk of accidental detonation at military depots.
 - b. Clear mines and ERW
 - c. Return of land and infrastructure to productive use
 - d. Assist the rehabilitation and reintegration into society of survivors of accidents involving mines and other ERW
 - e. Educate the public about the risk of mines and other ERW
 - f. Enhance host nation's CWD program capacity
3. **Promote U.S. foreign policy interests**
 - a. Demonstrate support for friends and allies
 - b. Enhance public awareness of benefits of CWD
 - c. Integrate gender mainstreaming into CWD programs

Format

- The proposal shall be clear, concise, and shall include sufficient detail for an effective evaluation. The proposal should provide convincing rationale to address how the grantee intends to fulfill the specific Objectives. Applicants shall assume that PM/WRA has no prior knowledge of their facilities, approach, and experience. PM/WRA will base its evaluation on the information presented in the applicant’s proposal, and, in the case of past performance, from responses to questions and other sources. If information required for proposal evaluation is not found in the section or part designated for its presentation, it will be assumed to have been omitted from the proposal.
- Each part shall be written, to the greatest extent possible, so that its contents may be evaluated with a minimum of cross-referencing to other parts of the proposal.
- The proposal shall be valid for a period of not less than 180 days from the submission date. Each applicant shall make a clear statement that the proposal is valid until this date in the cover letter accompanying its proposal.
- An electronic copy of the proposal shall be uploaded onto GrantSolutions.gov in the notes section and labelled appropriately.

Organization/Number of Copies/Page Limits

The proposal shall consist of two parts numbered I (Technical Proposal) and II (Cost Proposal). The contents of the parts shall be as defined in Table I.

Table I. Organization/Number of Copies/Page Limits

PART	CONTENT	MAX PAGES
I	Project Narrative	12 pages maximum
II	Budget Narrative	3 pages maximum
III	Detailed Line Item Budget	3 pages
IV	SF-424, SF-424a, SF-424b	As necessary
V	SF-LLL	As necessary
VI	Latest A-133 Audit	As necessary
VII	NICRA Agreement	As necessary
VIII	PM/WRA Principles Affidavit Statement	As necessary
IX	Representation by Organization Regarding a Delinquent Tax Liability or Felony Criminal Conviction Form	As necessary
X	Annexes	15 pages maximum

Proposal Presentation

Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary.

Pages and Typing

Page size shall be 8.5 x 11 inches or A4 but consistent throughout. The type shall be no less than 12points, font style: Times New Roman. Pages shall be numbered sequentially by part, and by section and subsection within each part, identifying the applicant and date of submission. Page limits shall be treated as maximums. **If exceeded, the excess pages will not be read or considered in the evaluation of the proposal.** When both sides of a sheet display printed material, it shall be counted as 2 pages.

Indexing

Each part shall contain a more detailed table of contents to delineate the subparagraphs within that part. Tab indexing shall be used to identify sections. Cover pages, tables of contents, tab indices that contain no information other than section identification, cross reference indexing and glossaries are excluded from the total page count.

WRITING THE GRANT PROPOSAL

The Basic Components of a Proposal

There are eight basic components to creating a solid proposal package:

1) Project Narrative

- (a) Executive Summary
- (b) Problem Statement
- (c) Rationale
- (d) Organizational Capacity
- (e) Personnel List
- (f) Project Goals and Objectives
- (g) Key Strategies
- (h) Project Sustainability and Long-Term Planning
- (i) Evaluation
- (j) Risk Assessments

2) Budget Narrative

3) Detailed Line Item Budget

4) SF-424, SF-424a, SF-424b

5) SF-LLL Disclosure of Lobbying Activity

6) Latest A-133 Audit (If Applicable)

7) NICRA Agreement (If Applicable)

8) PM/WRA Principles Affidavit Statement

9) Representation by Organization Regarding a Delinquent Tax Liability or Felony Criminal Conviction Form

The following will provide an overview of these components.

1. Project Narrative

Note that the below project narrative components are not exhaustive and are meant to serve only as a guide.

(a) Executive Summary

- This section serves as the initial impression of the proposal and should be brief, no longer than two or three paragraphs.
- Prepare this section after developing the proposal, in order to encompass all key summary points necessary to communicate the objectives of the proposal.
- The immediate outcomes and long-term impacts of the project should highlight the project goals and objectives into the PM/WRA mission.
- Consider including:
 - Who is involved?
 - How will you achieve this?
 - How many people will be positively affected by your project?
 - Who is collaborating with you?
 - What makes your organization capable of performing this successfully?

(b) Problem Statement

- Provide a clear, concise, and well-supported statement of the core issues.
- Conduct a formal and informal needs assessment in the target or service area.
- Explain the organization's goals, philosophy, track record with other grantors, and success stories.
- Consider including:
 - Statistics to set the stage of the problem in the region (i.e. how many people are affected and by what)
 - Social and economic impacts on the local community
 - Who has worked on this issue in the past?
 - How effective have they been?
 - What does the local government do to combat these issues?
 - Which other NGOs have focused on these issues in the region?

(c) Rationale

- What will this project accomplish as a whole?
- How does this complement past projects (especially any PM/WRA funded projects)?

(d) Organizational Capacity

- Illustrate the relationship between the home government and other funded projects in the region.
- How is your organization more qualified than others to execute this project in this region?
- List any other funding sources in the region.

(e) Key Personnel List

- A detailed list of involved personnel may be inserted to include brief biographies and CVs of board members and key staff members.
- This can also be depicted by a staffing structure chart located in an annex.

(f) Project Goal and Objectives

- The project goal and objectives section should elaborate on the goals and objectives listed in the executive summary section.
- If an activity occurs within a country for its national mine action program, it must address one or more mine action performance goals contained in that country plan.
- Consider describing what the implications of this goal are on the community (include how many people will be reached, how many square feet will be cleared, etc.)

(g) Key Strategies

- Describe your plan to achieve your goals.
- Include with whom you will collaborate (if anyone).
- Include each input—activities to occur along with the related resources and staff needed to operate the project.
- Include each throughput—a flow chart of the organizational features of the projects, describing how parts interrelate, where personnel will be needed, and what they are expected to do; also, include facilities, transportation, and support services required
- Include each output—what will be achieved by all of the inputs and throughputs.
- Include anticipated risks, including regional hazards, weather challenges, conflict, etc.
- Use appendices to provide details, supplementary data, references, and information requiring in-depth analysis because they provide immediate access to details if/when clarification is required.

(h) Project Sustainability and Long-Term Planning

- Include what will happen when the grant period is over.
- Describe how the organization will continue to support the community.
- If any, describe the foundation that will be laid for further progress.

(i) Evaluation

- The evaluation should be divided into two sections: product evaluation and process evaluation.
- Product evaluation addresses results that can be attributed to the project as well as the extent to which the project has satisfied its desired objectives.
- Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.
- Evaluation strategies should be explored carefully before submission of the application, because convincing evaluations require the collection of appropriate data before and during program operations and if the evaluation and design cannot be prepared at the outset, then a critical review of the program design may be advisable.

(j) Risk Assessment

- Identify the possible risks that may complicate, hinder or halt the activities proposed in the narrative.
- Explain how your organization will address the identified risks if they occur.

2. Budget Narrative

The budget narrative provides a detailed description of each budget line item.

a) Personnel Costs

- **National Staff:** Include the total cost of wages for all of the local employees and a breakdown of hours for each employee/employee type.
- **International Staff:** Include the total cost of wages for all international employees and a breakdown of hours for each employee/employee type.

b) Fringe Benefits

- **Expatriate Travel:** Include a breakdown of international travel for staff leave flights and how much money is allocated to this during the grant period.
- **Insurance:** Include the insurance offered/provided to all employees.

c) Domestic Travel

- Include the cost of staff travelling in country by road (not by organization's vehicles) or by air and describe common instances of this type of travel.

d) International Travel

- Include a general description highlighting the planned trips of each personnel and possible reasons for required travel, such as internal audits, program support etc.

e) Equipment

- Include all equipment purchases the organization intends to make with PM/WRA funding.
- Equipment is any item with an original purchase value greater than \$5,000 per unit and a useful life greater than one year.

f) Supplies

- Include all supplies purchases the organization intends to make with PM/WRA funding.
- Supplies are any items with an original purchase value less than \$5,000 per unit.
- This may include food and water, medical supplies, fuel, vehicle maintenance, office equipment, body armor etc.

g) Construction

- Include all construction-related purchases the organization intends to make with PM/WRA funding.

h) Other Direct Costs

- Include any miscellaneous items and justifications for each.

IMAS Compliance Statement

As an attachment, please provide a detailed description of the measures your organization employs to ensure that all work complies with International Mine Action Standards (IMAS) and applicable national standards. All work conducted under PM/WRA-funded grants and cooperative agreements must comply with the standards, policies, and procedures enumerated in each IMAS and national standard applicable to the given program. In the attachment, please detail the training, qualifying, and verification procedures that your organization will employ to ensure full compliance with IMAS and national standards for the project(s) described in this solicitation. If the scope of work spans multiple aspects of mine action (i.e. clearance and MRE), please refer specifically to each applicable IMAS and national standard. This attachment will not count toward the maximum page limit specified in the solicitation.

3. **Detailed Line Item Budget** The below line item budget provides an example of how budgets should be organized and formatted.

Your Organization Title	FTE or # of Unit C	Unit of Mea: %	Frequen	PM? W/ Your Organization	TOTAL
Personnel					
International Staff					
Person A					
Person B					
Person C					
Subtotal of International Staff					
National Staff					
Person D					
Person E					
Person F					
Subtotal of National Staff					
Fringe Benefits					
Example A					
Example B					
Example C					
Subtotal Fringe Benefits					
Travel					
National Travel					
Transportation Costs					
Hotel Costs					
Perdiem Costs					
International Travel					
National Travel					
Transportation Costs					
Hotel Costs					
Perdiem Costs					
Subtotal Travel					
Equipment					
Example D					
Example E					
Subtotal Equipment					
Supplies					
Example F					
Example G					
Subtotal Supplies					
Construction					
Example H					
Subtotal Construction					
Other Direct Costs					
Example I					
Example J					
Subtotal Other Direct Costs					
Total Direct Costs					
Indirect Cost Exclusions					
Modified Total Direct Costs					
Indirect Cost					
GRAND TOTAL					

4. SF-424, SF-424a, SF-424b

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. [Redacted]	[Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]
2. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5. Totals		\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]
b. Fringe Benefits	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
c. Travel	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
d. Equipment	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
e. Supplies	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
f. Contractual	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
g. Construction	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
h. Other	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
i. Total Direct Charges (sum of 6a-6h)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	\$ [Redacted]
j. Indirect Charges	[Redacted]	[Redacted]	[Redacted]	[Redacted]	\$ [Redacted]
k. TOTALS (sum of 6i and 6j)	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]
7. Program Income	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks:					

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

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5. SF-LLL Disclosure of Lobbying Activity

DISCLOSURE OF LOBBYING ACTIVITIES		
Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352		Approved by OMB 0348-0046
1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee *Name: [Redacted] *Street 1: [Redacted] Street 2: [Redacted] *City: [Redacted] State: [Redacted] Zip: [Redacted] Congressional District, if known: [Redacted]		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: [Redacted]	7. * Federal Program Name/Description: [Redacted] <small>CFDA Number, if applicable:</small> [Redacted]	
8. Federal Action Number, if known: [Redacted]	9. Award Amount, if known: \$ [Redacted]	
10. a. Name and Address of Lobbying Registrant: Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] * Street 1: [Redacted] Street 2: [Redacted] * City: [Redacted] State: [Redacted] Zip: [Redacted]		
b. Individual Performing Services (including address if different from No. 10a) Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] * Street 1: [Redacted] Street 2: [Redacted] * City: [Redacted] State: [Redacted] Zip: [Redacted]		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the fee above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] Title: [Redacted] Telephone No.: [Redacted] Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

6. Latest A-133 Audit (If Applicable)

Per OMB Circular A-133, non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003 and \$750,000 after December 26, 2014) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of circular A-133, Subpart B. Organizations which have received an A-133 audit should include their latest audit report in their application package.

7. NICRA Agreement (If Applicable)

Organization who have received a Negotiated Indirect Cost Rate Agreement (NICRA) from the Federal government should include their NICRA documentation in their application package. Any organization that does not have a NICRA is limited to 10% rate of direct costs for their indirect costs.

8. PM/WRA Principles Affidavit Statement

The following Principles Affidavit Statement document should be signed, scanned, and submitted with each application package.

AFFIDAVIT STATEMENT

**SYSTEM FOR AWARD MANAGEMENT (SAM.gov) PRINCIPALS
CERTIFICATION for PM/WRA RECIPIENTS**

I confirm that all principals of (Name of Company/Organization) have been searched through the System for Award Management, SAM.gov, which can be accessed through the following link: <https://www.sam.gov/portal/public/SAM/>

A “principal”/official is defined as:

- a. An officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities related to a covered transaction; or
- b. A consultant or other person, whether or not employed by the participant or paid with Federal funds, who—
 - i. Is in a position to handle Federal funds;
 - ii. Is in a position to influence or control the use of those funds; or,
 - iii. Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

The signatory is responsible for checking the SAM.gov list and ensuring that their organization’s “principals”/officials are not on the list.

According to 2CFR180.303, organizations receiving U.S. government funding are prohibited from entering into a covered transaction with OFAC-listed listed Specially Designated Nationals or other persons listed in SAM.gov. If it is determined that the above statements are not accurate, I agree that the tenderer may be found in noncompliance with 2CFR180.303 and barred from entering into a subaward or subcontract with PM/WRA funds.

Further, I acknowledge that any falsified statement pertaining to the above listed information is a violation of Title 18 United States Code Section 1001 and is punishable by fine and or imprisonment of up to five years.

Name and Surname: _____

Duly authorized to sign this tender:

Signature: _____

Place and date: _____

Stamp of the Company/Organization (if applicable):



**9. Representation by Organization Regarding a Delinquent Tax Liability or Felony
Criminal Conviction Form**

The below document should be signed, scanned, and submitted with each application package.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

The following provision shall be included in all Requests for Assistance.

(For more information, contact the Office of the Procurement Executive, Federal Assistance Division (A/OPE/FA)).

Begin Provision

REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (xx 2014)

(b) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(c) Applicant represents that –

(1) It is is not an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is is not an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

End Provision