

**ARMED FORCES PEST MANAGEMENT BOARD (AFPMB)**



**BROAD AGENCY Announcement (BAA)  
FOR THE PROTECTION OF DEPLOYED MILITARY PERSONNEL FROM  
THREATS POSED BY DISEASE-CARRYING ARTHROPODS**

**AFPMB-BAA 22-01**

**28 October 2021**

<b>I.</b>	<b>TABLE OF CONTENTS</b>	
<b>II.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>III.</b>	<b>ACRONYMS.....</b>	<b>5</b>
<b>IV.</b>	<b>GENERAL INFORMATION .....</b>	<b>7</b>
<b>A.</b>	<b>Program Description.....</b>	<b>7</b>
<b>B.</b>	<b>Federal Award Information .....</b>	<b>7</b>
<b>C.</b>	<b>Eligibility Information .....</b>	<b>7</b>
<b>D.</b>	<b>Application and Submission Information.....</b>	<b>9</b>
<b>E.</b>	<b>Application Review Information .....</b>	<b>13</b>
<b>F.</b>	<b>Federal Award Administration Information .....</b>	<b>15</b>
<b>G.</b>	<b>Federal Awarding Agency Contacts.....</b>	<b>17</b>
<b>V.</b>	<b>OTHER INFORMATION .....</b>	<b>17</b>
<b>VI.</b>	<b>ATTACHMENTS AND APPENDICES.....</b>	<b>19</b>

## II. INTRODUCTION

The Armed Forces Pest Management Board (AFPMB), an agency of the Department of Defense (DoD), is soliciting pre-proposals for original and innovative research designed to develop new interventions for protection of deployed military personnel from diseases caused by arthropod-borne pathogens and to improve control of bed bugs and filth flies. Diseases of significant concern include Lyme disease, malaria, dengue fever and other arboviruses. The program supports development of: (1) new toxicants or the adaptation of existing toxicants to medically relevant pests; (2) new insecticide application techniques; (3) new personal protection tools that prevent human-vector contact; (4) decision support tools and (5) novel vector surveillance tools that focus on improved control outcomes. Ideally the research would support **Advanced Technology Development** (see [DoD Financial Management Regulation Volume 2B, Chapter 5](#), DoD RDT&E Budget Activity 3) of new insecticides or improved formulations of existing insecticides for vector control, new technology or enhanced modalities of personal protection from biting arthropods, or improved efficacy and sustainability of equipment for vector surveillance and application of pesticides for vector control in a military operational environment. Research should be product-oriented, consisting of advanced research related to a particular technology or new capability, evaluation of experimental products for military uses, or research directed towards development of an existing prototype product for commercial manufacture. Research should include semi-field or field evaluation of prototype products. Research should not include testing and evaluation of commercial products. Any pesticide end use products described in the proposed research should be destined for registration by the U. S. Environmental Protection Agency (EPA). The research must be primarily applicable to the military, products should be transferable to civilian uses. The program consists of competitive grants open to principal investigators (PIs) from academia, industry, and local or state government agencies. Federal Agencies (including DoD) may apply subject to appropriate regulations.

This BAA is intended to solicit pre-proposals for AFPMB for those parts of development not related to a specific system or hardware procurement in accordance with Title 2, Subtitle A, Chapter II, Part 200 CFR. The purpose of this BAA is to identify the best available science, and as such, there are no set-asides associated with any awards resulting from this BAA.

Specific areas of interest are described in the “Areas of Interest” section of this BAA. This Announcement provides a general description of project areas, including specific areas of interest, general information, evaluation and selection criteria, and proposal preparation instructions. All documentation and or attachments that are required with the submission of a full proposal, if requested, are described in the Mandatory Proposal Forms section of this announcement. Awards are typically made under grants; however, other funding opportunities may be considered.

Pre-proposals are sought from all eligible sources, including state and local government, educational institutions, nonprofit organizations, and private industry. Generally, this announcement is continuously open; preliminary proposals (pre-proposals) may be submitted and will be evaluated at any time throughout the year. The availability of funds may limit the ability of the U.S. Government to make awards in specific areas; nevertheless, pre-proposals are sought under the BAA for areas consistent with the mission areas identified in Section V of this

announcement.

This announcement of the AFPMB's current interests will be posted on the Sam.gov web portal (<https://www.sam.gov/>), as well as the AFPMB website (<http://www.acq.osd.mil/eie/afpmb/>) as appropriate. This BAA may be amended, in addition to special announcements or calls for proposals. Additionally, the application process may be amended as other electronic application processes are implemented. All amendments to this BAA will be announced on the websites shown above.

Potential applicants are encouraged to discuss their proposal ideas with the AFPMB technical contacts listed in Section IV, paragraph G, Federal Awarding Agencies Contacts. Administrative questions concerning the preparation of pre-proposals or proposals should be addressed to U.S. Army Contracting Command Edgewood Contracting Division/Grants Officer. They should be emailed to [richard.w.totten2.civ@army.mil](mailto:richard.w.totten2.civ@army.mil), ATTN: AFPMB-BAA-22-01.

Issues with submitting applications through the Sam.gov web portal should be directed to the Federal Service Desk at [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp) or by calling 866-606-8220 or 334-206-7828. The Contact Center hours of operation are Monday-Friday, 8 AM to 8 PM Eastern Time. **Please note pre-proposal (white paper) submissions should not be posted to Sam.gov.**

The CFDA number for this announcement is 12.355. The Catalog of Federal Domestic Assistance (CFDA) can be accessed online at <https://sam.gov/content/assistance-listings>. The online CFDA provides access to a database of all Federal programs available to the grant community, including state, local and tribal Governments, academia and research institutions, commercial firms and not-for-profits. Included on the web site are contact information for the office that administers each program, instructions on how to apply for assistance, and several proposal writing guides.

**PLEASE NOTE THAT THIS ANNOUNCEMENT IS NOT FOR THE ACQUISITION OF TECHNICAL, ENGINEERING, CONSULTING OR OTHER TYPES OF SUPPORT SERVICES.**

### **III. ACRONYMS**

ACC-APG-	Army Contracting Command-Aberdeen Proving Ground-
NCD	Edgewood Contracting Division
ACURO	Animal Care and Use Review Office
AFPMB	Armed Forces Pest Management Board
AOR	Authorized Organizational Representative
BAA	Broad Agency Announcement

CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CLINs	Contract Line Item Numbers
CWBS	Contract Work Breakdown Structure
DoD	U.S. Department of Defense
D-U-N-S®	Data Universal Number System
EPA	Environmental Protection Agency
EPLS	Excluded Parties List System
EFT	Electronic Funds Transfer
FCCM	Facilities Capital Cost of Money
FOIA	Freedom of Information Act
FY	U.S. Government Fiscal Year, which begins October 1
HRPO	Human Research Protection Office
IMS	Integrated Master Schedule
NIOSH	National Institute of Occupational Safety and Health
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
P.L.	Public Law
POC	Point of Contact
RDT&E	Research, Development, Test, and Evaluation
RFFP	Request For Full Proposal
R&R	Research and Related
SAM	System For Award Management

SF	Standard Form
SOW	Statement of Work
USC	U.S. Code
WBS	Work Breakdown Structure

## **IV. GENERAL INFORMATION**

### **A. Program Description**

The AFPMB contemplates the award of Grants, Cooperative Agreements or other funding mechanisms under this BAA in support of its Deployed Warfighter Protection (DWFP) Research Program mission to develop and validate novel methods to protect deployed United States Military members from threats from medically relevant pests. The purpose of this BAA is to identify the best available science, and as such, there are no set-asides associated with any awards resulting from this BAA.

### **B. Award Information**

Grants/Cooperative Agreements. Consistent with statutory authority, funds may be awarded by AFPMB to stimulate or support a public purpose consistent with the broad AFPMB objectives. These efforts should be intended for scientific study and experimentation directed toward advancing the state-of-the-art or increasing knowledge or understanding, rather than focusing on a specific system or product. By submitting a proposal and accepting an award, the recipient organization is certifying that the Project Manager and other investigators' credentials have been examined and verified to ensure that the investigators are qualified to conduct the proposed study, and if applicable, to use humans or animals as research subjects in accordance with all federal and institutional guidelines and regulations. A Cooperative Agreement is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the DoD and the recipient when carrying out the activity contemplated by the cooperative agreement. The term "Cooperative Agreement" does not include "Cooperative Research and Development Agreements" as defined in 15 USC 3710a.

No fee or profit is allowed on Grants or Cooperative Agreements awarded by the Department of Defense. The U.S. Army Contracting Command, Aberdeen Proving Ground, Edgewood Contracting Division, Fort Detrick (ACC-APG-SCE), which provides contracting support to the DWFP Research Program, will process proposals selected for funding. Offerors may identify the type of instrument that they feel best suits the proposed effort. An Offeror's suggestion regarding suitable type of instrument does not obligate the government to employ the suggested instrument type.

### **C. Eligibility Information**

To protect the public interest, the Federal Government ensures the integrity of Federal programs by only conducting business with responsible recipients. The ACC-APG Edgewood Contracting Division uses the System for Award Management (SAM) to exclude recipients ineligible to receive federal awards. Grant funds are generally awarded via cost-reimbursement or periodic scheduled payments, in accordance with the negotiated payment schedule included in the award document.

Recipient organizations should meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities and conformance with safety and environmental statutes and regulations in accordance with Title 2, Subtitle A, Chapter II, Part 200 CFR.

Investigators are cautioned that awards are made to organizations, not individuals. A Project Investigator (PI) must submit a proposal through, and be employed by, an organization in order to receive support.

Should the PI of a funded project leave the recipient institution, both the PI and institution must contact ACC-APG Edgewood Contracting/Grants Officer as soon as possible to discuss options for continued support of the project. Every effort should be made to notify ACC-APGEdgewood prior to the PI leaving the institution.

Organizations located outside of the U.S. may submit in response to the BAA; however, it is the organizations' responsibility to ensure that project staff are able to complete the work without intercession by the DoD for a J-1 Visa Waiver on behalf of a foreign national in the United States. In addition, the U.S. Government will not provide funds to support scientists from countries which support Foreign Terrorist Organizations (FTOs) as defined by the U.S. Department of State.

Funding may be provided incrementally during the life of the award. Under cost-reimbursement type awards, payments are made in response to monthly vouchers or invoices submitted by the awardee.

The primary basis for the selection of proposals is based upon evaluation of technical merit, programmatic relevance, and the availability of funds.

Detailed information on proposal evaluation and selection is located in section IV, E, Application Review Information.

### **1. Conflict of Interest**

There are certain post-employment restrictions on former Federal officers and employees as defined in 18 USC 207 and FAR 3.104-4(c). If a submitter believes a post-employment restriction or conflict of interest exists, the situation should be discussed with the ACC-APG Edgewood legal staff prior to expending time and effort in preparation of a proposal. Contact can be made through the general mailbox email address.

### **2. Disclosure of Information Outside The Government**

Proposals may be disclosed outside of the U.S. Government to subject matter experts for the sole purpose of technical and programmatic evaluation. The AFPMB obtains a written agreement from the evaluators that information in the proposal will only be used for evaluation purposes and will not be further disclosed. Proposals for funded projects will be subject to public release under the Freedom of Information Act to the extent that they are incorporated into an award document; proposals that are not selected for funding will not be subject to public release.

### **3. U.S. Government Obligation**

Only a warranted Grants or Agreements Officer may obligate the U.S. Government to the expenditure of funds for awards under this BAA. The U.S. Government does not fund preparation of proposals or support work efforts or tasks that are inferred from discussions with technical project officers.

### **4. Information Service**

Submitters may use the technical reference facilities of the Defense Technical Information Center (DTIC) to acquire information of U.S. Government funded projects to avoid duplication of scientific and engineering effort. The Defense Technical Information Center (DTIC) is responsible for collecting all scientific or technological observations, findings, recommendations, and results derived from Department of Defense endeavors. Requests for eligibility and registration information should be addressed to DTIC-BC Registration, 8725 John J. Kingman Road, Ft. Belvoir, VA 22060-6218, or may be obtained at <https://discover.dtic.mil/>.

## **D. Application and Submission Information**

### **1. Pre-proposals**

Organizations are strongly encouraged to explore AFPMB interests by submitting a preliminary proposal (pre-proposal or white paper). Pre-proposals may be submitted at any time describing a specific idea or project that pertains to any of the advanced development areas of interest outlined in the BAA. Pre-proposals should be no longer than three pages, and include a description of the relevant technology including supporting data, the scope of the proposed effort including a high-level Work Breakdown Structure (WBS), and a description of the proposer's research, development, manufacturing, past performance, or other special qualifications. The pre-proposal should include an anticipated cost for the efforts described in the pre-proposal. Unless otherwise specified, pre-proposals should be submitted to the following email address:

[richard.w.totten2.civ@army.mil](mailto:richard.w.totten2.civ@army.mil). Brochures or other descriptions of general organizational or individual capabilities will not be accepted as a pre-proposal. Usually, the PI of the submitting organization should receive a decision letter or email regarding the pre-proposal within 60-90 days of submission.

In accordance with the United States Government Policy for Oversight of Life Sciences Dual Use Research of Concern (DURC) released 29 March 2012, research being proposed which falls under the definition of DURC, "life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, materiel, or national security", must be identified in the Offeror's pre-proposal. If a full proposal is then requested by the Government, risk mitigation of this concern shall be included as part of the Risk Management Plan of the Technical proposal section (see section V.B.3.e) of this document.

### **2. Full Proposals**

If the pre-proposal is accepted, ACC-APGEdgewood Contracting Division will send a Request For Full Proposal (RFFP) and specify any additional requirements. Receipt of full proposals will be acknowledged by email. Full proposal submissions will not be evaluated without a formal RFFP notification.

In accordance with section 8123 of the Department of Defense Appropriations Act, 2015, each full proposal submission shall include an abstract (single page), to be made available on the Defense Technical Information Center (DTIC) website for public viewing, that describes in terms the public may understand, the project or program supported by the agreement.

For full proposal submissions from institutions of higher education, the package shall include an SF 424 Research and Related Personal Data and Research and Related Key/Senior Profile (Expanded) form. This form includes data fields for PI and co-PI characteristics such as gender, degree type, and degree year. Information provided is voluntary, however the expanded form must be submitted. The data collected is to identify women in science, technology, engineering, and mathematics (STEM). The personal data provided will not be viewed by technical evaluators, nor made available to the public.

Full proposals may be submitted without protocols for human and animal use; however, protocols with required institutional approvals must be submitted not later than 90 days after award to

demonstrate continued progress and ensure continuation of payment. The grants office may make exceptions in situations where research with humans and/or animals is not expected to begin until after the first year of the award. In such cases, a time frame for submission of the appropriate protocols should be established during discussions and negotiations prior to award.

Funding for the proposals submitted under the AFPMB BAA is limited to \$300,000 per year for a maximum of three years (i.e. total maximum of \$900,000 including all costs). The budget should commensurate with the nature and complexity of the proposed effort. An award decision should be forwarded by the U.S. Government within 180 days after submission. Be advised that at the time of publication of this BAA there are no funds identified for award, and any award(s) are predicated on the availability of funds. In addition to the BAA, a directed fiscal year announcement with identified funds may be published separately, usually in October of every FY.

### **3. Application Instructions**

#### **a. General Formatting Guidelines**

Applications for awards under this BAA shall be clear and legible, and must conform to the following general formatting guidelines:

- i.** All proposals shall be submitted electronically. Although exceptions may be made in special circumstances, paper copies are not desired.
- ii.** Pages shall be 8.5 x 11 inches (U.S. “Letter” size), with each page numbered “X of Y pages.”
- iii.** Margins: Minimum of 1 inch on all sides.
- iv.** Type Font: 12 point Times New Roman, single spaced.
- v.** Contract Work Breakdown Structure (CWBS) and Integrated Master Schedule (IMS)/Gantt Charts: If required, the minimum CWBS expected is Level 4. The IMS shall document the critical path and predecessor tasks. CWBS instructions may be found at  
[http://quicksearch.dla.mil/qsDocDetails.aspx?ident\\_number=36026](http://quicksearch.dla.mil/qsDocDetails.aspx?ident_number=36026).
- vi.** Acronyms: Spell out all acronyms the first time they are used. One page of the proposal body is allocated to spell out acronyms, abbreviations and symbols.
- vii.** Language: English.
- viii.** Electronic file format: PDF, compatible with Adobe Acrobat Reader v. 8.0 or greater. File size less than 20 MB. Cost information in proposals shall be submitted in Excel format.
- ix.** Electronic Files in MS 2010 or higher.
- x.** All electronic files shall be named as follows: “**(Offeror Name)\_BAA\_22-01\_(File)\_YYYYMMDD (Date)**”.  
Example: “Johnson\_BAA\_21-01\_preproposal\_20211115”

## **b. Grants and Cooperative Agreements**

The Federal Financial Assistance Management Improvement Act of 1999, also known as P.L. 106-107, was enacted on November 20, 1999. The purposes of the Act are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services.

Sam.gov is an E-Government initiative to provide a simple, unified electronic storefront for interactions between grant applicants and the Federal agencies that manage grant funds. The grant community, including state, local and tribal governments, academia and research institutions, commercial firms and not-for-profits, can access the annual grant funds available across the Federal Government through one website, Sam.gov. In addition to simplifying the grant application process, Sam.gov also creates avenues for consolidation and best practices within each grant-making agency. Further information regarding registering with Sam.gov is available at: <https://sam.gov/content/entity-landing>.

Pre-proposal or “white paper” submissions invited to submit a full proposal under the BAA, may be directed to submit through Sam.gov in compliance with P.L. 106-107. This requires that organizations register in Sam.gov to submit proposals through the Sam.gov portal. Individual Project Managers DO NOT register; however, the Authorized Organizational Representative (AOR) is required to register. Additional instructions for accessing Sam.gov are contained in Appendix 1. Full proposal submission instructions will be included in the formal Request For Full Proposal (RFFP) notification.

## **c. Full Proposal Preparation for Grants and Agreements**

- i.** A complete proposal package includes all required forms and attachments completed, including the full project proposal and attachments. The definitive list of required forms is identified at <https://grants.gov> and <https://www.Sam.gov/>. Full proposal packages may be downloaded by registering in grants.gov. Packages may be downloaded by previewing without logging in, however submission is required through Sam.gov unless exceptions apply.

- ii.** Research Involving Animals.

Awards funded by the DoD require a second tier review and written authorization from the Animal Care and Use Review Office (ACURO) in the U.S. Army Medical Research and Development Command (USAMRDC) prior to beginning research involving animals. Therefore, the Project Manager must address all pertinent issues relating to the use of animals in the proposed work effort. Include the required assurances, approvals, forms and description in the proposal addenda entitled “Research Involving Animals,” as specified on the Animal Care and Use Review Office (ACURO) website:

[https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections/acuro/animal\\_appendix](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections/acuro/animal_appendix). Written approval to proceed from the USAMRDC ACURO is also required for any subrecipient that will use funds from an award to conduct research involving animals. Full proposals may be submitted without protocols for research involving animals; however, protocols and required institution approvals must be submitted not later than 60 days after award to ensure continuation of payments. The contracting office may grant exceptions in situations where animal use is not expected to occur until after the first year of the project. In such cases, a time frame for submission of the appropriate protocols should be established during discussion/negotiations.

**iii. Research Involving Humans.**

For any research involving the use of human subjects, to include research involving the use of human biospecimens and/or human data, Project Manager is required to submit all requisite approvals, forms and information requested on the USAMRDC's Office of Research Protections (ORP) website ([https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo)) in order to obtain written approval from ORP to proceed with research. Written approval to proceed from the USAMRDC ORP is also required for any subrecipient that will use funds from an award to conduct research involving human subjects, human biospecimens, and/or human data. Full proposals may be submitted without protocols for research involving humans; however, protocols and required institution approvals must be submitted not later than 60 days after award to ensure continuation of payments. The contracting office may grant exceptions in situations where research involving the use of human subjects is not expected to occur until after the first year of the project. In such cases, a time frame for submission of the appropriate protocols should be established during discussion/negotiations.

**d. Regulations and Forms**

- i. The CFR is available at <http://www.gpoaccess.gov/cfr>.
- ii. The FAR and DFARS are available at website <http://farsite.hill.af.mil>.
- iii. Title 2, Subtitle A, Chapter II, Part 200 available at <http://www.ecfr.gov/>
- iv. SAM is available at <https://www.sam.gov>.
- v. Additional information on attachments is available at the Sam.gov web portal.
- vi. Applications and announcements available at <https://grants.gov>

**E. Application Review Information**

**1. Evaluation Criteria for Grants and Cooperative Agreements**

Proposals will be evaluated in accordance with Title 2, Subtitle A, Chapter II, Part 200 as appropriate. Proposals received as a result of the BAA shall be evaluated in accordance with

evaluation criteria specified therein through a peer or scientific review process. Written evaluation reports on individual proposals will be necessary but proposals need not be evaluated against each other since they are not submitted in accordance with a common work statement. The primary basis for selecting proposals for acceptance shall be technical merit, importance to agency programs, and fund availability. Cost realism and reasonableness shall also be considered to the extent appropriate. Full proposals shall be evaluated by AFPMB scientists or other Federal Agency Representatives, and assign ratings based on the following factors (in descending order of importance):

- i. Technical Merit: Projects that demonstrate an innovative approach are desired. The proposed plans, methods, techniques, and procedures must be feasible, clear, valid, adequately referenced, and state-of-the-art. The proposed schedule must be reasonable. Literature searches are recommended for documenting the strengths of the proposed project.
- ii. Military and Program Relevance: Projects must support the development of new interventions for protection of deployed military personnel from diseases caused by arthropod-borne pathogens and to improve control of filth flies , as described in the “Areas of Interest” portion of this BAA and subsequent amendments. Proposals should address a current requirement and balance or reduce programmatic risk, and explain how the results of this project are expected to impact the intended beneficiaries.
- iii. Funds Availability: AFPMB must have funds available to support the proposed work.
- iv. Project Objectives: The stated objectives must be clear, valid and logical.
- v. Support of other U.S. Government requirements. The proposal will be evaluated for alignment with other DoD requirements and the development efforts of the United States Department of Agriculture, and the Centers for Disease Control.
- vi. Key Personnel Qualifications: Document the qualifications, capabilities and experience of the proposed Project Manager and other key personnel in sufficient detail to demonstrate that the proposed staff has the knowledge and skills to achieve the proposed objectives.
- vii. Facilities: Describe the proposed facilities and equipment, or unique combinations of these, in detail to demonstrate that the organization has the necessary facilities required for accomplishing the proposed objectives.
- viii. Budget/Cost: The budget must reflect the actual needs of the proposed work and be fully justified so that the U.S. Government can evaluate and determine the cost to be fair and reasonable and commensurate with the complexity and nature of the work proposed. Where applicable, comparative cost will be employed as determined by AFPMB in its discretion.
- ix. Past Performance: Documented satisfactory performance record. In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.

## 2. Selection for Grants

Any proposal received may be negotiated. After the AFPMB evaluation, proposals recommended for funding will be prioritized. A prioritized listing of alternates may also be prepared when warranted. Subsequent awards depend upon the availability of funds and fulfillment of requirements and priorities determined to exist at the time of award. In some cases, funding priorities may change as certain scientific tasks are addressed and new mission assignments arise. Award may also be dependent upon demonstration by the applicant that they have adequately addressed the following requirements, if applicable to the efforts being proposed:

- i. Research involving Human Subjects/Anatomical Substances (if proposed).
  - ii. Research involving Animals (if proposed).
  - iii. Facility Safety Plan.
  - iv. Certificate of Environmental Compliance.
  - v. All required Representations and Certifications are completed and on file.

## F. Federal Award Administration Information

## 1. Payments

Non-federal recipients of cost-reimbursable grants must request payment using SF 270. Grant recipients must be able to electronically receive funds in accordance with Title 2, Subtitle A, Chapter II, Part 200.

## 2. Information Release

AFPMB must approve the release of information pertaining to projects funded by AFPMB. Approval must be sought through the cognizant Grants or Agreements Officer unless otherwise directed. Statement 1 shall be included in all such information releases; Statements 2-6 shall be included if relevant to the work being conducted.

- “This work was supported by the Armed Forces Pest Management Board under the Army Contracting Command – Aberdeen Proving Ground –Edgewood Contracting Division – Ft. Detrick, Award No. \_\_\_\_\_ . Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the U.S. Army.”
  - In conducting research using humans and/or human anatomical substances, the investigator is required to include approvals, forms and information specified on the HRPO website: [https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo)
  - “In conducting research using animals, the investigator(s) adheres to the laws of the United States and regulations of the Department of Agriculture.” Include required assurances, approvals, forms and information specified on the ACURO website [https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.acuro](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.acuro)

- “In the conduct of research utilizing recombinant DNA, the investigator adhered to National Institutes of Health (NIH) Guidelines for research involving recombinant DNA molecules.” (<http://www.nih.gov>)
- “In the conduct of research involving hazardous organisms, the investigator adhered to the Centers for Disease Control (CDC)-NIH Guide for Biosafety in Microbiological and Biomedical Laboratories.” (<http://www.cdc.gov/od/ohs/biosfty/biosfty.htm>)
- “Information” includes, but is not limited to, news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and presentations or posters at scientific conferences, workshops, and symposia.

### **3. Freedom of Information Requests**

The FOIA (5 USC 552) provides a statutory basis for public access to official U.S. Government records. “Records” are defined to include documentation received by the U.S. Government in connection with the transaction of public business. Records must be made available to any person requesting them unless the records fall under one of nine exceptions to the Act <http://www.usdoj.gov/oip>.

When a FOIA request asks for information contained in a successful proposal that has been incorporated into an award document, the submitter will be contacted and given an opportunity to object to the release of all or part of the information that was incorporated. A valid legal basis must accompany each objection to release. Each objection will be evaluated by ACC-APGEdgewood in making its final determination concerning which information is or is not releasable. If information requested is releasable, the submitter will be given notice of ACC-APGEdgewood’s intent to release and will be provided a reasonable opportunity to assert available action.

### **4. Site Visits**

AFPMB personnel may visit the award recipients during the project. All visits shall be coordinated with the cognizant Grants or Agreements Officer and are intended for technical discussion and monitoring of progress of the funded project.

### **5. Reports/Meetings/Knowledge Dissemination**

Reports are necessary for continuation of funding. Reporting requirements are determined by the AFPMB and will be documented in the grant or agreement. Each request for full proposal will state the necessary reports that will be required. The Offeror must price all reports. Reporting requirements may include the following:

- i. Quarterly reports that outline the accomplishments and progress for that period.
- ii. Quarterly In-Process Reviews to discuss findings, accomplishments and direction for the program.
- iii. SF 425, Federal Cash Transaction Report, filed quarterly when grants with scheduled payments are made.
- iv. SF 425, Financial Status Report. Required for grants either annually or at project termination.

- v. Annual reports that consist of detailed summaries of scientific issues, accomplishments and animal research usage during the project.
- vi. Final report that details the findings and issues of the completed project.
- vii. Disclosure of subject inventions in accordance with 37 CFR 401 using DD Form 882.
- viii. Copies of all scientific publications as a result of funding.
- ix. Abstracts suitable for publication in relation to planned meetings.
- x. A Program Review may be held annually at the Government's site in which the Recipient will be required to provide briefing charts and an oral presentation on their efforts achieved as a result of Government awarded funding.

## **6. Audits and Cost Principles**

Organizations receiving grants may be audited. Title 2, Subtitle A, Chapter II, Part 200 specifies requirements for Grants.

## **G. Federal Awarding Agency Contacts**

ACC-APG Contracting Division Grant Information  
POC's: Richard Totten at [richard.w.totten2.civ@army.mil](mailto:richard.w.totten2.civ@army.mil)

Armed Forces Pest Management Board Technical POC's  
Dr. Gabriela Zollner at [osd.pentagon.ousd-atl.mbx.afpmb-dwfp@mail.mil](mailto:osd.pentagon.ousd-atl.mbx.afpmb-dwfp@mail.mil)

## **V. OTHER INFORMATION**

### **1. AFPMB Mission Statements and Areas of Interest**

#### **i. Scope of Proposals Sought**

The primary goal of the AFPMB's DWFP Research Program is to develop and field new or improved technologies, materials and techniques focused on reducing vector-borne disease risk for those who are or will be deployed overseas. AFPMB is interested in studies on new vector control countermeasures focused on three major areas to control biting arthropods that transmit force-degrading pathogens, primarily mosquitoes and ticks: (1) personal protection technology/systems which prevent arthropod bites, (2) new or improved vector control technology/methods/systems, and (3) new active ingredients and formulations of novel public health pest pesticides.

The AFPMB desires solutions that are “leap forward” technologies resulting in dramatic improvements as opposed to incremental improvements which offer only slight improvements over items that are currently used by Service members. In addition, deployed personnel face significant resource constraints and logistical challenges. Therefore, such improvements should take into account the following features:

- User acceptability (for personal protection tools such as repellents)
- Portability (the smaller the size and weight, the better)
- Cost effectiveness (includes initial procurement and operational costs)
- Sustainability (power requirements, fuel source, replacement parts, etc.)
- Labor requirements (autonomous systems are most desired)
- System compatibility (e.g., can integrate with currently fielded systems)
- Entomological efficacy (significant performance improvement over available materials)

#### **ii. Mission Areas**

##### **1. ARTHROPOD BITE PREVENTION TECHNOLOGY FOR PERSONAL PROTECTION**

To prevent arthropod bites, today's warfighter relies upon permethrin-treated uniforms, applying topical repellents to all exposed skin daily, and sleeping under an insecticide-treated net. These countermeasures are affordable and effective tools. However, due to low end user acceptability, poor compliance, and increasing concerns of pyrethroid resistance, deployed individuals remain at risk. New tools are needed to overcome these challenges.

##### **2. VECTOR CONTROL APPLICATION TECHNOLOGY**

Application of insecticides can be effective at controlling populations when adequately resourced. However, the current tools must be adapted to the local situation and require rare expertise to plan and execute and a significant labor pool to maintain. There are significant knowledge and training gaps and logistical constraints, which routinely prevent effective employment of these tools in the field. To improve the effectiveness and the sustainability of arthropod control operations in deployed settings, the DWFP is focused on developing updated arthropod control methods, lighter weight insecticide sprayers, and new application technologies that take advantage of engineering advances such as smartphones and robotics. In addition to materiel solutions, DWFP priorities include knowledge products that support vector control and disease risk reduction to include improving current practices used in the field. Solutions may include: next generation insecticide application equipment and control technologies, tools that enable decision makers to efficiently assess risk and effectively target control measures, or pesticide delivery methods that are more effective, efficient, and sustainable in austere or harsh environments.

### **3. NEW ACTIVE INGREDIENTS AND FORMULATIONS OF PUBLIC HEALTH PESTICIDES**

Due to changing regulatory requirements, development of insecticide resistance, and market factors, there are a very limited number of public health pesticides available for controlling medically important arthropods such as mosquitoes and ticks. Without additional research and development, the options available to DoD to reduce disease risk will be greatly impacted. Proposals may include work on new insecticide active ingredients, synergists, and formulations of residual, barrier, space spray materials to control mosquitoes, sand flies, filth flies, ticks, mites and other arthropods of military significance. Natural products, bio-pesticides, reduced risk chemicals, and chemicals which have potential to overcome resistance to existing pesticides are of interest. AFPMB is also interested in replacements for, or supplements to, permethrin as a military uniform/textile insecticidal treatment and volatile active ingredients which disrupt arthropod-human contact by providing area or “spatial” protection.

## **VI. ATTACHMENTS AND APPENDICES**

### Appendix 1. Application Submission and Receipt Procedures for Sam.gov

This section provides the application submission and receipt instructions for program applications. Please read the following instructions carefully and completely.

**1. Electronic Delivery.** Sam.gov is an initiative that provides the Grant Community a single site to find and apply for grant funding opportunities. Applicants are encouraged to submit their applications electronically through <http://www.Sam.gov/web/grants/applicants/apply-for-grants.html>. In addition, all applications should notify the issuing office of your submission, by submitting an email to Richard Totten at richard.w.totten2.civ@army.mil

**2. The following describes what to expect when applying online using Sam.gov/Apply:**

- a. **Instructions.** On the site, you will find step-by-step instructions which enable you to apply for funds. The Sam.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five "Get Registered" steps for an Organization to complete at Sam.gov. The information applicants need to understand and execute the steps can be found at <http://www.Sam.gov/web/grants/applicants/organization-registration.html>.

Applicants should read through the registration process carefully. The site also contains registration checklists to help you walk through the process. Applicants are recommended to download the checklists and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

- b. **DUNS Requirement.** All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: <http://www.Sam.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
- c. **System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Sam.gov must register with the federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here: <http://www.Sam.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Sam.gov during the submissions process.
- d. **Username and Password.** The next step in the registration process is creating a username and password with Sam.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Sam.gov visit: <http://www.Sam.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.
- e. **AOR Authorization.** After creating a profile on Sam.gov, the E-Biz Point of Contact (E-Biz POC) a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Sam.gov and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.Sam.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.Sam.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online any time after you have been approved as an AOR.

- f. **Electronic Signature.** Applications submitted through Sam.gov constitute a submission as electronically signed applications. The registration and account creation with Sam.gov with E-Biz POC approval, establishes an Authorized Organization Representative (AOR). When you submit the application through Sam.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

### **3. Instructions on how to submit an electronic application via Sam.gov/Apply:**

Sam.gov has a full set of instructions on how to apply for opportunities on its website at <http://www.Sam.gov/web/grants/applicants/grant-application-process.html>. The following provides simple guidance on what you will find on the Sam.gov/Apply site. Applicants are encouraged to read through the page entitled, "Complete Application Package" before getting started.

Sam.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.

- a. **Adobe Reader.** Adobe Reader is available for free to download from on the Download Software page: <http://www.Sam.gov//web/grants/support/technical-support/recommended-software.html>. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs. Sam.gov provides a "Tip Sheet" for Adobe.
- b. **Mandatory Fields in Adobe Forms.** In the Adobe Reader forms you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they must be completed to successfully submit your application.
- c. **Completion of SF-424 Fields First.** The Adobe Reader forms are designed to fill in common required fields such as the applicant name and address, DUNS number, etc., on all Adobe Reader forms. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed the information will transfer to the other forms.
- d. **Customer Support.** The Sam.gov website provides customer support via toll-free 1-(800)-518-GRANTS or through email at [support@Sam.gov](mailto:support@Sam.gov). For grant opportunity related questions, contact the number listed in the application package of the grant you are applying for. If you are experiencing difficulties with your submission it is best to call the Contact

Center and get a case number. The case number will assist the [INSERT AGENCY NAME] with tracking your issue and provide background information on the issue.

#### **4. Timely Receipt Requirements and Proof of Timely Submission.**

- a. **Electronic Submission.** All applications must be received by the Eastern time on the due date established for each program (if applicable). Proof of timely submission is automatically recorded by Sam.gov. An electronic time stamp is generated within the system when the application is successfully received by Sam.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Sam.gov with the successful transmission of their application. Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When the agency successfully retrieves the application from Sam.gov, Sam.gov will provide an electronic acknowledgment of receipt to the email address of the AOR. Proof of timely submission shall be the date and time that Sam.gov receives your application. Applications received by Sam.gov, after the established due date for the program will be considered late and will not be considered for funding.

Applicants with slower connections should be aware that transmission should take some time before Sam.gov receives it. Sam.gov will provide either an error or a successfully received transmission message. The Sam.gov Contact Center reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.