QUESTIONS AND ANSWERS
HHM402-17-FOA-399

Q1. **I am having trouble accessing the FOA (HHM402-17-FOA-399)**

A1. Go to grants.gov and click "SEARCH GRANTS" - TAB; then in the "Opportunity Number:" box insert number HHM402-17-FOA-399 then click search; the opportunity will appear and then click on number to open access to all support documentation that is found under the "RELATED DOCUMENTS" tab. Click on each file to download.

Q2. **My question concerns the eligibility statement on Page 9 of the Vol I document: "Institutions who previously received an IC CAE grant may re-apply and are termed 'sustaining applicants' for the purpose of this FY17 FOA. Status as a consortium with under-resourced and/or rural schools, as well as past performance of sustaining applicants will be considered. All sustaining applicants must have significant progress toward the intent of the Fiscal Year 2012 and/or 2014 grants during their previous participations period."**

The University of Maryland's Center for Public Policy and Private Enterprise was a two-time recipient of this award, in 2009 and 2012. UMD was not selected in the re-competition in 2014. My questions:

1. **Since UMD was a performer in 2009 and 2012 but not selected in 2014, is UMD eligible to try again?**

2. **If so, would UMD be considered a new application or a sustaining applicant?**

3. **Sustaining applicants must have significant progress...Does this mean that the COE must have made progress or UMD must have made progress.**

A2. UMD is considered a sustaining school/applicant. If you are a previous recipient of an IC CAE grant, you are considered a sustaining applicant. All IC CAE grant recipients were awarded a grant based on the stipulation that the recipient would build and implement a sustainment plan to maintain their existing IC CAE program at that institution after the grant had expired and the funding by the Government had ended. The sustaining applicant will be evaluated on their plan to significantly expand their previously-developed IC curricula under the name of an IC Center for Academic Excellence.

Q3. **I am emailing to inquire about the Defense Intelligence Agency Grant #HHM402-17-FOA-399. I manage an organization called the HBCU Career Development Marketplace that serves students from Historically Black Colleges and Universities (HBCUs). We bring students together once a year for a conference that prepares them for corporate America and assists them with getting jobs through a career fair on the last day. All of our students are college juniors and seniors with 3.2 GPAs and above. As I read through the grant requirements we met several of the requirements as we invite speakers to our conference to prepare the students for careers in different industries and last year we had 18 Historically Black Colleges**

and Universities attend the event. As the non-profit we pay for all of the students to attend the conference so we cover their transportation, lodging and meals.

There is an opportunity to develop the defense intelligence portion of the conference and even target minority students from several universities that have an interest in the field. I would love to speak to someone further about funding consideration for this program. This year will be our 10th annual HBCU Career Development Marketplace.

If we applied to the Defense Intelligence Agency Grant #HHM402-17-FOA-399 could we even be considered?

A3. All proposals will be considered for evaluation that meet the criteria of eligibility in Section III Eligibility information; Subpart A. Eligible Applicants on page 7.

Q4. I noted on the BAA that questions have to be submitted via grants.gov. Does that mean any question (e.g., may we submit letters of support from private industry?).

A4. All questions shall be submitted to the following designated email box: ~243CAE@dodiis.mil Answers will be published via Grants.gov; related documents tab as Questions and Answers file description. Continue to monitor this site for updated Q&A version changes on a periodic basis. Also, within the Grants.gov synopsis under Link to Additional Information the reference link can be found.

Q5. Does Section 1 Additional Data require the rankings and the demographic breakdown for all consortium Universities or just the Lead University?

A5. The rankings and the demographics are needed for both the Lead University and the Consortium members.

Q6. Is the ranking meant to come from US News and World Report? Are we to report rankings for all consortium universities?

A6. While there are several authoritative college ranking systems, U.S. News and World Report have proved to be a valuable source and an authority for ranking colleges and universities in the U.S. For consistency, **U.S. News and World Report** shall be used to pull the college ranking data.

Q7. One page does not seem sufficient to provide all the information required in Section 1?

A7. The one (1) page limit for the 'Project Overview' is based off of previous proposals submitted over the years and was found to be adequate for the required information.

Q8. Is it necessary to reduce the negotiated IDC rate for our application to be competitive? If so, what rate must our VPR approve?

A8. The IDC rate is negotiated and if you consider to discount that rate as a submission strategy, identify your current rate and the proposed rate in a foot note within Volume III.

Q9. In the budget there are lines for the sub-awardees. We assume these funds are meant to cover expenses like faculty and staff salary & fringe support at our consortium partner universities, as well as programmatic activities for the IC CAE students on their home campuses. Is that correct?

A9. Yes

Q10. Do you require only a CV for the PI from the lead university, or should we provide CVs from faculty from each of the consortium universities?

A10. Curricula Vitae's (CV) are required for the lead university's Principal Investigator (PI) and Co-Investigator, as well as sub-recipient (consortium) Principal Investigator and Co-Investigator.

Q11. Does our consortium need to be fully built when applying or can we propose adding in other universities in later years of the grant as part of its development?

A11. There is no limitation on the number of consortium members. Adding additional consortium members to carry out a portion of the Federal award is at the lead university's discretion. The awarding agency must be informed of the prospective addition and a CV must be provided for the sub-recipient Principal Investigator and Co-Investigator.

Q12. Pg. 9, section D.4 requires a letter from the President indicating support for the CAE Program. If we are part of a consortium, does this require a letter from each university President or only the lead university President?

A12. The letter is only required from the Lead University's President/Chancellor; as the grant is awarded to the Lead university who bears responsibility to carry-out the intent of the grant.

Q13. The last paragraph on page 16 indicates that a strong relationship with private industry supporting IC missions is important. Can we demonstrate those relationships through letters of support? If so, how should those letters be submitted?

A13. Letters of support may be submitted to the following designated email box: ~243CAE@dodiis.mil. However, the letters will not be included as an evaluation factor.

Q14. Please discuss the expected Travel to Annual Meeting and Faculty Development Workshop. Are they two separate things? How many days per each? Where will this be held? How many required meetings are there per year?

A14. The Annual Meeting and Faculty Development Workshop is a 3-day event, held annually in the Washington, D. C. National Capital Region (NCR). The event is coordinated in advance with the Principal Investigators from each IC CAE school. This year, for the first time, the Annual Meeting and Faculty Development Workshop will be held outside the NCR at the University of South Florida. The first day consists of the Principal Investigators/Co-Investigators meeting with senior leaders from around the Intelligence Community and discussing best practices, concerns, priorities, achievements and grants administration, etc.... The day also includes an opportunity for prospective grant recipients to meet with PIs, IC leaders and program practitioners to answers questions about IC CAE programs at their respective schools. Day 2 and 3 consists of

presentations by intelligence professionals and the PIs. Roundtable discussions are held on student internships, recruitment, marketing your IC CAE Program and reviewing your National Security and Intelligence curriculum programs. The event provides a forum for all grant recipient schools to interact and receive professional development training.

Q15. Do we include the vitae of only the lead school's PI/Co-PI or can we include the vitae of the POCs at the other schools in the consortium?

A15. See answer A10.

Q16. As stated in Volume 3 of the FOA for the IC CAE, universities shall use their most recent negotiated indirect cost rate and attach that rate to the proposal. My question is whether a university (with approval from their Sponsored Programs office and University administration) is allowed to propose an indirect rate that is less than the negotiated rate?

A16. See answer A8.

Q17. Letters for support from partners and institutions, members of the IC and IC affiliated partners - Where do these go in the proposal? In volume 1, 2, or 3 or in an appendix?

A17. Letters of support may be submitted to the following designated email box: ~243CAE@dodiis.mil. However, the letters will not be included as an evaluation factor.

Q18. Academia Day - Feb 22 at USF - what time is the meeting?

A18. Academia Day will be held from 1pm to 4pm in the Patel Conference Center on 22 Feb. Please access this link for additional information regarding the IC CAE Program and Academia Day IC CAE http://www.dia.mil/Training/IC-Centers-for-Academic-Excellence/Become-an-IC-CAE/

Q19. Estimated award date is Sept 15, 2017 - is this date of notification that consortium will receive the award or is this award funding date/project start date? We need to know for marketing, student course enrollment, etc. (If we find out over the summer that we are getting the award then we can enroll students in courses and conduct marketing before Fall 2017 semester. If we are notified that we will receive the award, then we would not be able to enroll students until Spring 2018).

A19. The estimated award date to the prime awardee is as stipulated for September 15th, 2017. All other subordinate agreements are the responsibility of the prime awardee.

Q20. Are there additional resources to support study abroad, i.e. additional grants/scholarships for students directly?

A20. The grant must cover all expenses to support the universities IC CAE Program to include the student's critical language study abroad/cultural immersion experience.

Q21. **Appendix A - Merit Evaluation Table, section A. Curriculum Development, references ". STEM or language." Please provide some additional details on the STEM component requested in the BAA, the current document provides very little detail regarding the STEM component.**

A21. While the Intelligence Community (IC) welcomes talented professionals in almost every academic discipline, it is important to focus on students concentrating in the science, technology, engineering and math (STEM) disciplines. The study of STEM-associated majors equips students with the knowledge and skills to gather and evaluate evidence, to solve technical challenges and synthesize information for decision makers.

Q22. Appendix A - Merit Evaluation table, section C. Adherence to CAE mission ethnic and cultural diversity and section D. Consortium - if Consortium is comprised of underrepresented institutions and none underrepresented institutions, does that qualify for maximum score for section C&D?

A22. Appendix A – Merit Evaluation Table: The NOTE listed under Section C and Section D states, "Schools designated as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (e.g., HSI), Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), or Tribal Institutions will be graded Excellent.

Q23. On page 17 the FOA says that "examples of core intelligence courses, include but are not limited to" and then lists seven courses. But right under the list it says that "a minimum of four (4) courses from the above list shall be required for students who participate in the IC CAE program." Is it possible to substitute other intelligence-centric courses not specifically from this list of 7 as part of the core from which students must take four or does the core have to come from the list and then other courses can come from related courses, but not those listed? Is the requirement to cover the knowledge units in the appendices or offer four courses from the list of seven?

A23. Four (4) core intelligence courses must be taken from the courses listed on page 17, additional courses may be taken from other sources. The core national security and intelligence courses listed on page 17 falls within the Knowledge Units (KU) listed on Appendix D. Additional intelligence and national security courses may also be taken from Appendix D, as well as utilizing the KUs to build your syllabus.

Q24. What are IC Scholar Stipends? These are listed in the budget forms on pp. 25-30 of the FOA under the heading of "Participant Support" but they are not obviously apparent in the rest of the text (or we may have missed the reference).

A24. 'IC Scholar' is the term used for students participating in the university's IC CAE Program. The Uniform Guidance (2 CFR 200.75) lists the meaning of *Participant Support Costs* as direct costs for items such as Stipends or Subsistence Allowances, Travel Allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Q25. Page 32 of the FOA states that Indirect Costs shall be proposed in accordance with the university's most recent NICRA. However, the FAQ page of the DIA IC CAE website states regarding the 2014 program criteria that Indirect Costs should be at or below 23.5%. Can you please confirm whether or not the current 2017 opportunity has a cap on Indirect Costs?

A25. Please disregard the language noted for the 2014 BAA on the IC CAE website. Follow the guidance noted in the 2017 FOA. The Indirect Cost rate listed on your Negotiated Rate Agreement should be used.

Q26. Are endorsement letters required from the presidents of all universities included in our consortium, or just from the president of the prime applicant university?

A26 See A12.

Q27. The FOA says that applicant institutions should be part of a consortium to enhance collaboration with under-resourced schools in the university's area. Can you explain what is meant by "in the university's area"? Is there a certain geographic proximity that is suggested?

A27. There are no geographic limitations to establish consortiums. The focus is primarily on the collaborative effort with an under-resourced school.

Q28. Does the DOD expect a certain proportion of a proposal's budget to be allocated to sub recipients, including rural and under-resourced schools? And is there a maximum amount/proportion of the budget that may be awarded to sub recipients?

A28. The offerors proposed budget in Volume III shall indicate portion allotment and shall be representative of the proposed relationship(s) between prime and sub recipient(s). There is no maximum amount/proportion established by the Government for allocations of awards between prime and sub recipient(s). A complete representation within submitted Volume III shall clearly identify the percentage of proportion between prime (offeror) and proposed sub recipient(s).

Q29. Does a consortium of rural and under-resourced schools already have to exist, or would plans to form one address the evaluation criteria adequately?

A29. The Merit Evaluation Table listed on page 50, lists the evaluation criteria for the university's plan to form a consortium. Therefore, you must list in your proposal, the prospective school (s) you anticipate forming a consortium with.

Q30. Regarding the Grants.gov application submission instructions on pages 12- 14 of Volume I: According to item 5.b., the three distinct volumes are to be included with the application. The Grants.gov application form only seems to have one box (after item 15.) to "Attach supporting documents as specified in agency instructions." Is this the item where each of the attachments (Volumes I-III) should be uploaded?

A30. Add Attachments to the Application Package - In addition to filling out forms, you may need to attach documents to the application package (e.g., a program background statement or budget). The grant-making agency's application package instructions specify the required content for these attachments, such as responses incorporated in Volume I, Volume II and Volume III.

Instructions on how to Attach a Document to the Application Package:

1. On the cover page of the application package, click the Attachments link. The Attachments link may appear under the Mandatory or Optional header.
2. Click the Add Attachment button on the Attachment Forms page of the application package. Depending on the form, you may attach a PDF, text document, or Word document. Be sure to only upload file types that are accepted per the terms of the grant-making agency's application package instructions. **PDF is the preferred format for Volume I and II; Volume III in Microsoft word and pricing tables preference is Microsoft excel. However, Volume III in PDF will be acceptable.**
3. A window opens allowing you to select the document on your computer (or network drive) you would like to upload.
4. Select the document to attach. Click on the Open button, which returns you to the Attachments form. The file name of the attachment will now appear in the form, on the line of which you selected Add Attachment.
5. Repeat this process until you have attached all of the necessary documents.

Q31. Should offerors include a table of contents in the application?

A31. You have the option of including a table of contents but is not mandatory.

Q32. The Merit Evaluation Table located on page 49, Item C. states: "Adherence to CAE mission ethnic and cultural diversity, which are traditionally under-resourced populations. NOTE: Schools designated as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (e.g., HSI), Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), or Tribal Institutions will be graded Excellent." The

evaluation ratings for diversity are in percentages. What data points make up the percentages?

A32. The IC CAE Program aims to increase the pool of eligible applicants in core skills areas, specifically targeting women, racial/ethnic minorities with varied cultural backgrounds, regional and geographical expertise, multidisciplinary, language proficiency and related competencies. Therefore, the relevant data points are the percentage of male and female students and percentage of Native American, Asian, African-American, Hispanic, Pacific Islander and multi-racial students.

The percentages are based on the consortium. Universities can retrieve statistics for their schools from the Department of Education, National Center for Education Statistics (NCES) and combine the data based on their consortium composition.