

**NOTICE OF FUNDING OPPORTUNITY  
BUREAU OF GLOBAL TALENT MANAGEMENT  
OFFICE OF TALENT ACQUISITION  
U.S. DEPARTMENT OF STATE (DOS)**

|                                    |                                                                                                                                                                                                                                                                                                                                             |
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| <b>Announcement Type:</b>          | New Announcement                                                                                                                                                                                                                                                                                                                            |
| <b>Funding Title:</b>              | 2024 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program                                                                                                                                                                                                                                              |
| <b>Assistance Instrument Type:</b> | Cooperative Agreement                                                                                                                                                                                                                                                                                                                       |
| <b>Funding Opportunity Number:</b> | SFOP0009473                                                                                                                                                                                                                                                                                                                                 |
| <b>Funding Type:</b>               | Discretionary                                                                                                                                                                                                                                                                                                                               |
| <b>Assistance Listings Number:</b> | 19.020                                                                                                                                                                                                                                                                                                                                      |
| <b>Funding Amount:</b>             | \$6,265,020<br>\$702,500 issued as first installment in FY 2023<br>\$5,562,520 issued in installments in FY 2024                                                                                                                                                                                                                            |
| <b>Cost Sharing Requirement:</b>   | Not Required                                                                                                                                                                                                                                                                                                                                |
| <b>Funding Authority:</b>          | DOS Basic Authorities                                                                                                                                                                                                                                                                                                                       |
| <b>Source of Funding:</b>          | Diplomatic and Consular Programs                                                                                                                                                                                                                                                                                                            |
| <b>Funding Activity Category:</b>  | Education                                                                                                                                                                                                                                                                                                                                   |
| <b>Number of Awards:</b>           | One (1) award                                                                                                                                                                                                                                                                                                                               |
| <b>Type of Applicant:</b>          | Organizations. Individuals are not eligible to apply                                                                                                                                                                                                                                                                                        |
| <b>Eligibility Category:</b>       | <ul style="list-style-type: none"><li>- U.S. private institutions of higher education (universities and colleges)</li><li>- U.S. public and state-controlled institutions of higher education (universities and colleges)</li><li>- U.S.- based non-profit/non-governmental organizations having a 501 (c)(3) status with the IRS</li></ul> |

Pursuant to 2 CFR 200.400, it is a U.S. Department of State policy not to award profit under federal assistance instruments. For-profit and commercial firms are **not** eligible to apply in response to this NOFO. No exceptions.

**Number of Applications:**

One (1) per applicant organization

**Anticipated Award Date:**

The successful applicant(s) will receive notification within approximately four-to-five weeks of the closing of this announcement. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

**Est. Project Start Date:**

June 2023

**Est. Project End Date:**

September 2026

**Project Duration:**

39 months

Pending successful implementation of these programs and the availability of funds in subsequent fiscal years, the Office of Talent Acquisition (GTM/TAC) may renew the cooperative agreement for a period of two additional fiscal years before openly competing the program again. As each year adds new fellows to the program, applicants will need to demonstrate the ability to handle multiple years of cohorts.

**Key Dates/Deadline:**

1. Application must be submitted by **11:59 P.M.** Eastern Standard Time (EST) on **April 21, 2023**

2. Questions must be submitted by **11:59 P.M.** Eastern Standard Time (EST) on **April 11, 2023**

3. Notification of recommended for funding proposal expected by **May 31, 2023**

**Application Submission:**

Application must be submitted through [www.grants.gov](http://www.grants.gov).

**Electronic Requirement:**

Yes

This funding opportunity is posted on [www.grants.gov](http://www.grants.gov) and may be amended. Answers to questions from eligible interested organizations will be posted as attachments to this NOFO. Applicants should regularly check the [www.grants.gov](http://www.grants.gov) website for the most recent information pertaining to this funding opportunity.

It is the responsibility of the applicant to ensure that the application package has been received by [www.grants.gov](http://www.grants.gov) in its entirety; there are steps that you should take immediately in order to make your submissions by the deadline. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

**Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions via [www.grants.gov](http://www.grants.gov). Incomplete application packages will not be considered.**

The Federal award signed by the Department of State Grants Officer. The Grants Officer is a USG official delegated the authority by the DOS Procurement Executive to award and administer the award. The award Agreement is the only authorizing document and will be issued electronically through the State Assistance Management System (SAMS Domestic).

### **Executive Summary**

The United States Department of State's Bureau of Global Talent Management, Office of Talent Acquisition (GTM/TAC) announces a Notice of Funding Opportunity (NOFO) to support programmatic, financial and administrative activities for the 2024 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program. A cooperative agreement for up to \$6,265,020 U.S. Dollars (USD) in FY 2023 and FY 2024 Diplomatic and Consular Programs Funds will be awarded, pending availability of funds, for work that will support programmatic, financial, and administrative activities for the 2024 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program. The Recipient will designate dedicated staff to serve as liaisons with GTM/TAC on all aspects of these programs.

### **A. Funding Opportunity Description**

The Recipient will be responsible for one assistance award to support the programmatic, financial and administrative activities of the 2024 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program, to include outreach, facilitating and assisting in the selection of Fellows and Scholars, tracking and monitoring of Fellows and Scholars, maintaining of databases and statistics related to the program, program and financial reporting requirements, financial disbursements, travel, lodging and logistical arrangements. The Recipient will designate dedicated staff to serve as liaisons with GTM/TAC on all aspects of these programs. The Recipient will need to be attentive and responsive to the needs of the

Fellows and Scholars and those of the Department. The Recipient will need to demonstrate dedication and commitment in pursuing the goals of the programs. The Department is fully invested in these programs and seeks to maintain their integrity and high quality.

The instrument for this award is a cooperative agreement which entails substantial involvement between GTM/TAC and the Recipient. Substantial involvement will include but is not limited to: GTM/TAC prior approval on all program details, scheduled weekly program calls and annual in-person program review session with senior leadership. The Recipient must be prepared to work closely and collaboratively with GTM/TAC which establishes, reviews, and approves all program policies, program guidelines, and materials.

Public Law 101-246, 101<sup>st</sup> Congress, 104 STAT.42 Section 47 (February 16, 1990) states that

“The Secretary of State may make grants to post-secondary educational institutions or students for the purpose of increasing the level of knowledge and awareness of and interest in employment with the Foreign Service, consistent with section 105 of the Foreign Service Act of 1980. To the extent possible, the Secretary shall give special emphasis to promoting such knowledge and awareness of, and interest in employment with the Foreign Service among students.”

## **A1. Background**

### **Charles B. Rangel Graduate Fellowship Program**

Established in 2002, the Charles B. Rangel Graduate Fellowship Program is one of the Department of State’s premiere diversity recruitment programs and fundamental to increasing the representation of diverse groups in the U.S. Foreign Service. The program attracts highly talented and qualified candidates to the Foreign Service who represent ethnic, racial, gender, social, and geographic diversity. The program encourages the application of members of minority groups historically underrepresented in the Foreign Service, women, and those with financial need. The Department invests in the fellows by providing financial assistance towards the completion of a two-year master’s degree, professional development training, two summer internships, as well as mentoring by Foreign Service Officers. Fellows enter the Foreign Service as Entry Level Officers upon completion of a master’s degree and Foreign Service entry requirements. Successful candidates are obligated to a minimum five years of service in an appointment as a Foreign Service Officer. We anticipate **45 graduate** fellowships will be awarded for the 2024 cohort, yet that number may be subject to change.

## **Charles B. Rangel International Affairs Summer Enrichment Program (SEP)**

The Charles B. Rangel International Affairs Summer Enrichment Program (SEP) is a six-week summer program designed to provide undergraduates with a deeper appreciation of current issues and trends in international affairs, a greater understanding of career opportunities in international affairs, particularly the Foreign Service of the U. S Department of State and the enhanced knowledge and skills to pursue such careers. The program attracts highly talented and qualified candidates who represent ethnic, racial, gender, social, and geographic diversity. The program encourages the application of members of minority groups historically underrepresented in the Foreign Service, women, and those with financial need. Students who take part in the Summer Enrichment Program are referred to as Rangel Scholars. This program serves as an important Foreign Service and Civil Service recruitment opportunity for the Department of State. Many participants in the Summer Enrichment Program go on to apply to the Rangel Fellowship Program and the Pickering Fellowship Program. We anticipate **15 Rangel Scholars will be selected** for the 2024 cohort, yet that number may be subject to change.

### **A2. Program Goals**

Effective management of the 2024 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program is fundamental to their overall success. The goals and objectives of the programs include, but are not limited to:

- Contribute to a Foreign Service workforce that is “representative of the American people.”<sup>1</sup>
- Develop new talent for the Department of State’s Foreign Service at the undergraduate and graduate levels; individuals who are dedicated to pursuing Foreign Service careers and can effectively “respond to the complex challenges of modern diplomacy and international relations,”<sup>2</sup> and can “provide the highest caliber of representation”<sup>3</sup> for America’s interests abroad.
- Advance the Department’s diversity goals.

### **A3. Program Objectives**

- Attract and recruit highly talented and qualified candidates who represent the cultural, social, ethnic, racial, gender, and geographic diversity of the United States to a Foreign Service career in the U.S. Department of State through a program of educational support and professional development

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<sup>1</sup> Foreign Service Act of 1980, Section 101(a)(4).

<sup>2</sup> FSA 1980, 101(a)(3).

<sup>3</sup> FSA 1980, Sec. 101(b)(10).

- Provide candidates and fellows with information on the service elements, benefits, challenges, and requirements of a Foreign Service career.
- Provide candidates and fellows with information on the benefits and obligations of the fellowship and need to complete Foreign Service entry requirements including obtaining and maintaining required clearances (security, medical, and suitability) and taking the Foreign Service Officer Test (FSOT) and the Foreign Service Oral Assessment (FSOA).
- Provide funding to assist fellows towards completing graduate degrees in academic disciplines representing the skill needs of the Department's Foreign Service.
- Enhance fellows' understanding of U.S. foreign policy and the work and lifestyle of the Foreign Service through a congressional internship in Washington D.C. and an overseas internship at an embassy, consulate, or mission.
- Provide fellows with mentoring and professional development training to expose them to information that will help to prepare them to be successful Foreign Service Officers. Emphasis will be placed on the critical contributions of all five career tracks to the Department's mission to assist fellows with career track selection.
- Provide SEP Scholars with a deeper appreciation of current issues and trends in international affairs, a greater understanding of career opportunities in international affairs, particularly the Foreign Service of the U. S Department of State, and the enhanced knowledge and skills to pursue such careers.
- Administer the program in a strategic and efficient way that produces the intended results.

#### **A4. Expected Results**

Based on the goals and objectives of the programs, expected results include, but are not limited to the following:

- Recruitment activities will target diverse candidates and institutions across the United States and highlight the Department of State's commitment to building a workforce that represents the diversity of the United States.
- The applicant pools for both programs will represent the cultural, social, ethnic, racial, gender, and geographic diversity of the United States.
- Candidates' knowledge of the benefits, challenges, and requirements of a Foreign Service career will increase.

- 45 Fellows and 15 Scholars will be selected through a highly competitive nationwide selection process.
- Fellows will be prepared for careers with the Department of State as Foreign Service Generalists through a program that includes financial assistance towards the completion of a two-year master's degree, mentoring, internships, and professional development.
- Fellows will complete graduate degrees in academic disciplines representing the skill needs of the Department's Foreign Service.
- Fellows will complete Foreign Service Officer Test (FSOT); Foreign Service Oral Assessment (FSOA); medical, security, and suitability clearance requirements as outlined in the Fellowship agreement in a timely manner.
- Scholars' knowledge of current issues and trends in international affairs will increase.
- Rangel Scholars will be provided information on Fellowship, internship, and career opportunities in international affairs, particularly with the U. S Department of State.
- 15 Rangel Scholars will complete two for-credit courses and a writing seminar during their six-week program.
- The program will be administered in a cost-effective manner, resources will be matched to program objectives, and all program elements will be completed within budget.

## **A5. Main Activities**

### **2024 Charles B. Rangel International Affairs Graduate Fellowship Program**

#### **Program Description**

The Rangel Graduate Fellowship Program provides financial assistance towards tuition/mandatory fees, room/ board, books and travel between home and school. The current model allocates: 1) up to \$24,000 per academic year per Fellow for actual expenses for tuition during the first and second years of graduate school, 2) a stipend for up to \$18,000 per year, for each of the two years of graduate study to help cover room and board, books/laboratory fees, and other non-tuition related academic expenses, in addition to, travel between the Fellow's residence and the academic institution and 3) up to \$11,000 annually for costs related to the summer internship – stipend, housing during the congressional internship, domestic and overseas travel and all required visas, mandatory inoculations and emergency medical insurance coverage. There are two internships during the two-year program - one on Capitol Hill the summer the after Fellows are selected and one overseas during the summer between

the first and second year of graduate school. In addition, Fellows receive mentoring from a Foreign Service Officer during the program, meet Rangel Program requirements and Department of State entry requirements for Foreign Service Officers, and sign a contractual agreement obligating them to a minimum of five years of service in an appointment as a Foreign Service Generalist. Fellows who do not successfully complete the fellowship program and the subsequent five-year service obligation may be subject to a reimbursement obligation.

### **Fellowship Applicant Criteria**

The Rangel Graduate Fellowship Program requirements include: 1) proof of US citizenship at time of application; 2) seeking admission to a two-year full time master's degree program for the following academic year (fall entrance) in selected fields of study representing the needs of the Department including public policy, public administration, international relations, business administration, economics, history, political science, communications, foreign languages, management science, and organizational development/leadership (degrees must have an international component); 3) minimum 3.2 undergraduate grade point average or higher on a 4.0 scale; 4) maintenance of a 3.2 grade point average throughout participation in the program; and 5) in addition to outstanding leadership and academic achievement, demonstration of financial need.

### **Programmatic Responsibilities**

In consultation with GTM/TAC, the Recipient will be responsible for programmatic, financial, and administrative activities for the 2024 Charles B. Rangel International Affairs Graduate Fellowship. The Recipient will be responsible for conducting the day-to-day activities associated with the management of the program and must consult with GTM/TAC, which will have final approval in consultation with the Grants Officer, on all policy matters affecting the program. GTM/TAC will work collaboratively with the Recipient in overseeing administration of the program.

### **The Recipient's responsibilities will include but are not limited to:**

#### **I. Outreach and Recruitment**

Outreach activities include both recruitment and publicity efforts. The Recipient will coordinate outreach efforts to encourage students to apply for the Fellowship program and will produce all needed promotional materials that stresses the importance of each of the five career paths. The materials will describe the program in detail giving all necessary eligibility requirements and application deadlines. Recruitment efforts must stress the importance of each of the five Foreign Service Officer (FSO) Generalist career paths – Consular, Economic, Management, Political, and Public Diplomacy – and the challenges, requirements, and benefits of a Foreign Service career so that potential Rangel Graduate Fellows (Fellows) may realistically determine whether they are suited for a career as an FSO. The critical nature of all career tracks must be emphasized.

**Specific activities include:**

- a. **Recruiting Diverse Candidates:** The Recipient will identify and attract outstanding students who represent the cultural, social, ethnic, racial, gender, and geographic diversity of the United States and have an interest in pursuing a career as a Foreign Service generalist in the U.S. Department of State. The Recipient is expected to target diverse institutions, concentrating its efforts in the following categories:
- Major research universities, liberal arts colleges, and major community colleges
  - Historically Black Colleges and Universities (HBCUs). More than 100 institutions fall into this category and include schools ranging from Morehouse College, Spelman College, and Howard University to smaller institutions such as Lane College, Lincoln University, and Shaw University
  - Hispanic Serving Institutions (HSIs). These are institutions that serve a substantial number of Hispanic college students (20% population or higher). Some examples include Gavial College, Our Lady of the Lake University, St. Mary's University, University of New Mexico and branches, and University of Puerto Rico
  - Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs)
  - Tribal Colleges and Universities (TCUs) and American Indian Higher Education Consortium (AIHEC) schools such as Heritage College, Salish Kootenai College, and Sinte Gleska University. While many AIHEC institutions are community colleges, it is important to reach these students early in order to interest them in international affairs and Foreign Service careers when they transfer to four-year colleges.
  - Actively target universities, departments, associations, and other organizations with students and members relevant to consular, management, and economic work.

There should be a combined effort between in-person and virtual recruitment with an emphasis placed on virtual recruitment efforts and use of digital resources such as but not limited to "sourcing" through online resume databases and professional networking sites.

- b. **Producing Promotional/Recruitment Materials and Application:** Recipient must prepare promotional/recruitment materials and application for the Rangel Fellowship Program. These materials should also conform to GSA section 508 guidelines to ensure equal access to users with disabilities and be compatible with appropriate assistive technology. GTM/TAC must review and approve all publicly distributed

promotional/recruitment materials and application (print and online) prior to final print/posting. Once produced, recipient should distribute materials to and/or direct intended audiences to online postings. Intended audiences include academic institutions, students, GTM/TAC recruiters, and Department's Diplomats in Residence (DIRs). NOTE: "DIRs" are Department of State Foreign Service personnel hosted by universities throughout the United States for regional recruitment purposes.

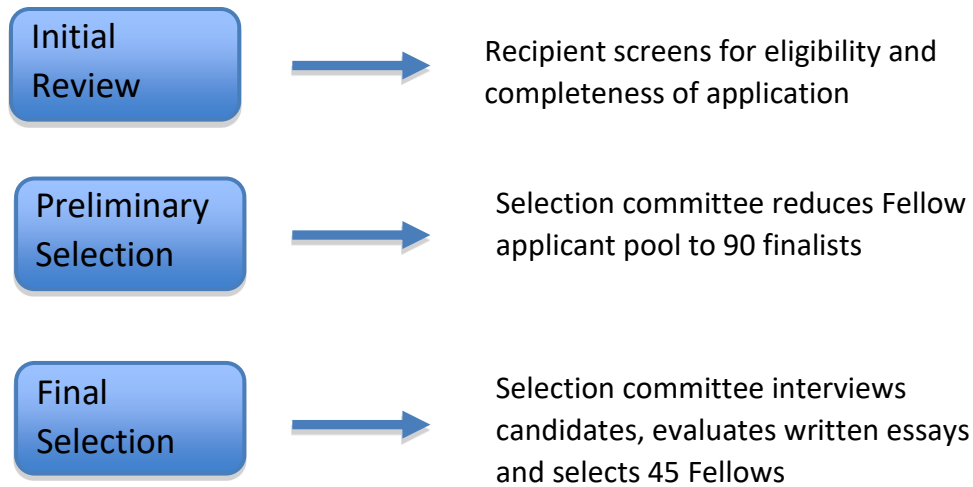
- c. **Website:** Recipient will establish and maintain a website to include up-to-date program description, including eligibility requirements, application information and information about Foreign Service careers with the U.S. Department of State. The program website should also conform to GSA section 508 guidelines to ensure equal access to users with disabilities. In addition, the Recipient will establish an email address for the program.
- d. **Using Social Media and Online Recruitment Tools:** Recipient will work closely with GTM/TAC to develop an online recruitment and social media outreach plan including online information sessions, webinars, workshops and Q&A sessions. The elements of this outreach plan should conform to GSA section 508 guidelines with equal access to audiences with Visual, Auditory, Motor, & Cognitive disabilities. Recipient will obtain GTM/TAC approval for all content posted on online regarding the program and provide sufficient time to review and comment on proposed postings.
- e. **Maintaining Contact with Diplomats in Residence (DIRs), GTM/TAC Recruiters, and Fellows' Alumni Association:** Recipient will be expected to provide promotional materials directly to GTM recruiters including each DIR (Department of State Foreign Service Officers assigned to universities throughout the United States for recruitment purposes) and notify them of applicant profiles, selected finalists, and visits to their respective areas. Additionally, Recipient will collaborate with the Pickering and Rangel Fellowship Alumni Association (PRFA; former Fellows now serving as Foreign Service Officers) to garner support for and assistance with Rangel Fellowship activities such as mentoring, orientation and other related events.
- f. **Explaining Fellowship and Foreign Service Entry Requirements:** Recipient must counsel interested applicants on the seriousness of the Foreign Service entry requirements and obligations of the Rangel Fellowship program to ensure they understand these requirements and the consequences if they are unable to obtain and maintain required Fellowship clearances. Recipient should clearly explain fellowship's repayment obligation conditions.
- g. **Institutional Database:** Recipient must develop and maintain a list of institutional databases used for recruitment. A copy of this list will be provided to GTM/TAC periodically upon request.

## II. **Screening and Selection**

In collaboration with GTM/TAC, Recipient will organize the screening and selection process. The Rangel Program application deadline is in mid-September and final selection takes place in mid-November. Fellows are selected based on merit and financial need.

- a. **Structure of Selection Committees:** Twelve panel members who will conduct interviews and six panel members who will review the essays. GTM/TAC will select eight of the eighteen panelists (four for interviews and four for writing) and the Recipient will select ten panelists (eight for interview and two for writing). GTM/TAC designated panelist will chair the panels. GTM/TAC will provide the criteria for selection of panel members. Initial designations and renewals must be approved by GTM/TAC. Panelists serve one-year terms, which are renewable. For budgeting purposes, estimated honorarium per panel member is \$500 per day. Travel is an additional cost. Depending on the overall number of eligible applications, additional panels may be needed to review applications, conduct interviews, and review essays. Selection of additional panelists would be comparable to the practice outlined above.
- b. **Candidate Selection Process:** The candidate selection process is conducted once a year, typically in November, and is done in three phases. The first phase is the initial review conducted by the Recipient. The initial review screens candidates' applications for adherence to eligibility criteria and completeness. Following the initial review, in the second phase, the Recipient forwards eligible applications to the selection committee members. The selection committee conducts a review narrowing the candidate applicant pool to 90 finalists. In the third and final phase, finalists undergo interviews and a written exercise. The interview selection committee meets 3.5 days virtually or in Washington D.C. which includes a half-day mandatory training, interviewing and final selection period. The writing panel meets virtually or in Washington, D.C. for a two-day meeting – a mandatory training and 1.5 days of scoring finalists' essays. Selection committee members make their final 45 Fellow selections, based on the scoring of the interview and the essay.

The selection process is as follows:



Recipient is responsible for the following tasks:

- Conducting initial screening of candidates' applications for adherence to eligibility criteria and completeness.
- Submitting to GTM/TAC, in a timely fashion, the names and biographies of proposed panel members. GTM/TAC will provide the criteria for selection of panel members.
- Keeping GTM/TAC informed of all instructions and information provided to panelists with regard to the selection process.
- Providing panelists with electronic access to applications and scoring sheets for selection of finalists. Copying and distributing hard copies of application packets if asked.
- Contacting all finalists prior to selection interviews and brief them on the requirements and benefits of a Foreign Service career.
- Coordinating all administrative functions associated with the selection process, to include but not limited to:
  - Arrange travel and lodging for selection committee panelists and candidates for the final phase of the selection process if held in the Washington, DC.

- Processing honoraria for designated panelists. Honoraria may be provided only to: 1) those panelists who do not receive a full time U.S. Government salary, and 2) those with an active Reemployed Annuitant (REA) status appointment with the Department of State but who are not receiving compensation for their work as an REA while serving as a panelist. The daily estimated honorarium is \$500 per day.
- Seeking reasonable lodging for candidates and panelists during selection in venue near the BEX office space where selection interviews will take place.
- Preparing a selection program and scheduling time for fingerprinting by DS and presentations regarding Fellowship obligations and clearances.
- With GTM/TAC, preparing selection questions, for interviews and writing exercise.
- Preparing a user guide for each panelist.
- Distributing and explaining the agreement Fellows will sign upon accepting the Fellowship.
- Notifying in writing those finalists selected for the Fellowship, securing written acceptances from finalists and forwarding final list of Fellows to GTM/TAC.
- Notifying in writing those applicants not selected and alternates of their status within two working days of decision by selection committee.

### **III. Fellowship Agreements**

- In consultation with the GTM/TAC, distribute the agreements to those selected as Fellows. Recipient must maintain a copy of the agreement in each Fellow's folder.
- Ensure that all Fellows have signed, notarized, and submitted to the Recipient their Fellowship agreements with the Department of State prior to attending Rangel Orientation. Recipient must submit all agreements signed by fellows to GTM/TAC prior to orientation.

#### **IV. Orientation**

In collaboration with GTM/TAC, Recipient will organize the week-long orientation program for new Fellows conducted in May. The orientation program is conducted in Washington, DC. In organizing the orientation program, the Recipient will be expected to:

- Provide all administrative functions for the orientation and professional development seminars to include arranging travel and lodging for the Fellows, nametags, folders, etc.
- Counsel Fellows on the benefits and obligations of the Fellowship including the possible repayment conditions of the Fellowship and Foreign Service entry requirements.
- Ensure Fellows receive all instructions related to the medical examinations and are present for their appointments if conducted during orientation.
- In consultation with GTM/TAC, organize briefing sessions and networking events to discuss issues related to the Rangel Fellowship and a Foreign Service career including sessions on all five career tracks.
- Arrange an information session on the FSOA, in consultation with GTM/TAC.
- Perform other related activities as needed by GTM/TAC.

#### **V. Internships**

There are two internships during the two-year Fellowship program - one congressional internship on the Hill during the summer prior to the first year of graduate school and one overseas internship at a U.S embassy or consulate during the summer after the first year of graduate school. In collaboration with GTM/TAC, Recipient will be expected to:

- Identify congressional internship placements for the 2024 Rangel Fellows.
- Ensure Fellows have successfully completed their academic requirements and received required clearances before disbursing any funds associated with the summer internship, including travel and stipend funds.
- Counsel Fellows on internship choices and ensure they complete the internship application for Department overseas internship.
- Ensure that Fellows understand what the program covers with regards to travel, housing, stipend, health insurance, mandatory inoculations, and visas.

- In consultation with GTM/TAC, ensure coverage of all required visas and mandatory inoculations for Fellows interning abroad.
- Maintain a productive relationship with a reliable travel agency that can produce results as needed.
- Maintain a productive relationship with a reliable insurance agency that can produce results as needed.
- In consultation with GTM/TAC, facilitate and ensure Fellows have reasonable emergency medical evacuation insurance coverage and required Department of State medical clearances prior to beginning overseas internship.
- Ensure Fellows have required emergency medical evacuation insurance coverage prior to beginning the overseas internship.
- Identify and arrange appropriate housing for Fellows during their congressional internships, generally in university dormitories; handle payments for housing and provide GTM/TAC with accounting information. Domestic lodging rates during congressional internships are subject to standard U.S. government per diem rates. Recipient may reimburse Fellows choosing alternate housing up to the amount of the cost of lodging provided by Recipient.
- Remain current on start and end dates of Fellows' internships.
- Follow up with Fellows, in writing, to ensure that they have arrived and reported, as scheduled, at their internship location. Notify GTM/TAC of any late arrivals with accompanying explanation.
- Review and counsel Fellows regarding their internship evaluations and recommend ways to improve and strengthen their future performance if the Fellow receives a rating that does not meet expectations.
- Require Fellows submit in writing a 1-2 page assessment of their two internship experiences highlighting what they learned about the Foreign Service and how the experience will help them in their future Foreign Service careers. Recipient must receive the assessment within two weeks of the Fellow completing his/her internship. Recipient must submit a copy of each assessment to GTM/TAC upon receiving the Fellow's assessment.
- Perform other related internship activities as needed by GTM/TAC.

## **VI. Professional Development**

- Recipient is to develop and conduct a mandatory series of professional development seminars for all Fellows completing their congressional internships in Washington to help prepare them for careers with the Department of State as FSOs. At the end of the series, the recipient is to conduct a participant survey and present the findings with recommendations to GTM/TAC. Details regarding the professional development seminar must be reviewed and approved by GTM/TAC.
- Recipient is responsible for monitoring Fellows' attendance and address Fellows' unapproved absences.
- Recipient must ensure professional development series includes sessions on all five Foreign Service career tracks.

## **VII. Mentoring**

- Recipient is to assign Foreign Service mentors and sponsors to all newly selected Fellows no later than the beginning of their first semester of graduate school. Recipient must submit for GTM/TAC review and approval, a list of all proposed mentors and sponsors. Mentors must be tenured FSOs. Sponsors should be alum of the Rangel Fellowship. Mentors and sponsors should be assigned from all five career tracks.
- Recipient also is to serve as a mentor to the Fellows in addition to the Foreign Service mentors.

## **VIII. Foreign Service Officer Test (FSOT) and Foreign Service Oral Assessment (FSOA)**

- Ensure each Fellow is aware of their obligation with regard to taking the FSOT and FSOA. Fellows are required to take the FSOT once prior to completion of their academic program. Fellows are required to take the FSOA at least once prior to completion of their academic program. In the event the Fellow is unsuccessful on their first attempt at the FSOA, the Fellow must attempt to take the FSOA one additional time prior to entry into A-100. The Recipient must submit reports to GTM/TAC on the status of each Fellow and cohort with regard to this requirement prior to their entry into A-100.

## **IX. Tracking**

- Maintain institutional databases for recruitment and reporting purposes.

- Maintaining databases of Fellows for purposes of tracking: a) current contact information b) GPA and academic program status, c) successful completion of program requirements, d) successful completion of contractual obligations, e) withdrawals/dismissals from the program prior to completion, f) deferrals, g) areas of study, h) languages spoken and other relevant statistical information.
- Perform other related tracking activities as needed by GTM/TAC.

#### **X. Monitoring**

The Recipient should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time bound. Performance targets for each expected result should be established and details should be included on what sources of data will be used to document performance. Indicators should be relevant to the goals or objectives of the program.

Indicators may include but are not limited to:

- Demographics of the applicants including information on race, ethnicity, gender, geographic origin, disability, and financial need.
- Number of recruitment events held during which information was shared with applicants about the benefits and obligations of the Fellowship, Foreign Service entry requirements, and the benefits and challenges associated with a Foreign Service career.
- Number of competitive applicants.
- Number of Fellows completing the program requirements – including:
  - taking the FSOA/FSOT as outlined in the Fellowship agreement
  - completing graduate study in a discipline representing the skill needs of the Foreign Service
  - completing requirements to receive medical, security, and suitability clearances in a timely manner
- Number of Fellows matched with Foreign Service mentors by the start of their first semester of graduate school.
- Effectiveness of program elements in preparing Fellows for Foreign Service careers:
  - Performance and impact assessed through participant surveys on delivery of program elements - orientation, professional development training, internships, and mentoring.
- Attrition and retention rates of the cohort.
- Program elements completed on time and within budget.

## **XI. Administrative**

- Maintain document file for each Fellow with all written correspondence, contractual agreement, payments, and other pertinent data and provide to GTM/TAC as requested.
- Provide GTM/TAC, in a timely manner, with additional information on Fellows as needed.

### **a. Disbursement of Funds**

- Prior to disbursement of any Fellowship funds, Recipient coordinates with GTM/TAC to ensure the Fellow has met all necessary requirements.
- For each semester, provide GTM/TAC with a list of: 1) Fellows enrolled in academic programs, 2) their graduate institution and 3) the amount of Fellowship funds disbursed. Prior to disbursement of Fellowship funds, Recipient will coordinate with GTM/TAC to determine if the Fellow has requested a deferral.
- Ensure that the Fellow understands the reasons for any payment delays and must help manage the Fellow's expectations with regard to the disbursement of Fellowship funds.
- Establish and maintain effective and productive relationships with Student Accounts Offices at each Fellow's graduate institution and make timely payment of tuition and other fees up to the established cap limit. Provide GTM/TAC with accounting.
- Ensure Fellows have received the required security and medical clearance before disbursing funds associated with the summer overseas internship, including travel and stipend funds.
- Make academic/summer internship (congressional and overseas) stipend disbursements to Fellows. Provide GTM/TAC with accounting.

### **b. Deferral Requests**

- Ensure Fellows understand conditions under which deferrals may be accepted and that any deferral request be accompanied by required supporting documentation and Recipient's recommendation for granting deferral request. Counsel Fellows that deferral requests for purposes beyond those authorized will not be accepted.

### **c. Record Keeping**

- Maintain transcripts of all Fellows.
  - Fellows will be required to send an official transcript each semester to Recipient per their agreement. Should Recipient fail to receive a transcript from a Fellow, Recipient will send a letter to the Fellow requesting compliance with their contract and notify GTM/TAC immediately.
- Monitor Fellows' academic progress ensuring adherence to academic terms of agreement which are that Fellow must maintain a 3.2 grade point average on a 4.0 scale.
- Maintaining file for each Fellow with correspondence, fellowship agreement, payments, and other pertinent data. These files must be kept in accordance with 2 CFR 200.

### **2024 Charles B. Rangel International Affairs Summer Enrichment Program**

#### **Program Description**

The Program has two major components. First, in order to enhance participants' academic preparation to work in international affairs, the Program provides two international affairs for credit courses in the history of U.S. foreign relations and economics and an intensive professional writing seminar over the 6-week program. Second, in order to provide greater insight into the foreign policy-making process and international affairs careers, the Rangel Program will introduce the participants to a wide range of government and non-government professionals who work on global issues and arrange visits to various governmental and non-governmental institutions involved in international affairs. The Program also helps students explore graduate school, fellowship, internship, and professional options in international affairs. Costs associated with the Summer Enrichment Program include but are not limited to: stipend (\$3,200 per student), room/board, tuition, mandatory fees, travel and representational activities. Book expenses are the responsibility of the student.

#### **Applicant Criteria**

Summer Enrichment Program requirements include: 1) Proof of US citizenship at time of application; 2) being a full-time undergraduate student who has completed his/her sophomore year in college before the program begins and 3) have a minimum 3.2 undergraduate grade point average or higher on a 4.0 scale.

#### **Programmatic Responsibilities**

In consultation with GTM/TAC, the Recipient will be responsible for the conduct of programmatic, financial, and administrative activities for the 2024 Charles B. Rangel International Affairs Summer Enrichment Program (SEP). The Recipient will be responsible for

conducting the day-to-day activities associated with the management of the program and will consult with GTM/TAC, which will have final approval, on all policy matters affecting the program. GTM/TAC will work collaboratively with the Recipient in overseeing administration of the program.

The Recipient's responsibilities include but are not limited to:

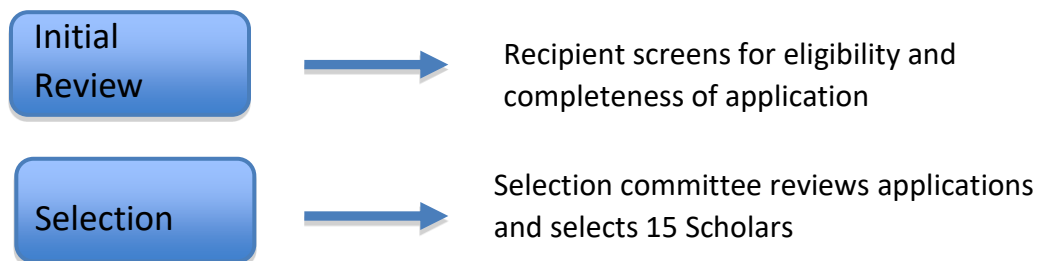
**A. Outreach and Recruitment**

Outreach activities include both recruitment and publicity efforts. The Recipient will coordinate all necessary outreach efforts to encourage students to apply for the Summer Enrichment Program (SEP) program and will produce all promotional materials. The materials will describe the SEP in detail giving all necessary eligibility requirements and application deadlines. Specific activities include:

- Recipient must prepare promotional and recruitment materials for the Rangel SEP. These materials should also conform to GSA section 508 guidelines to ensure equal access to users with disabilities and be compatible with appropriate assistive technology. GTM/TAC must review and approve all publicly distributed promotional materials (print and online) prior to final print/posting. Once produced, recipient should distribute materials to and/or direct intended audiences to online postings. Intended audiences include academic institutions, students, GTM/TAC and the Department's DIRs and recruiters.
- Recipient will establish and maintain a website to include up-to-date program descriptions, including eligibility requirements, application information and application. The program website should also conform to GSA section 508 guidelines to ensure equal access to users with disabilities. In addition, establish a direct link email for the program. As the Rangel Scholar Program is affiliated with the Rangel Fellows Program, the Recipient may use the same website and email address for both programs.
- Recipient will work closely with GTM/TAC to develop an online recruitment and social media outreach plan including online information sessions, webinars, workshops and Q&A sessions. The elements of this outreach plan should conform to GSA section 508 guidelines with equal access to audiences with Visual, Auditory, Motor, & Cognitive disabilities. Recipient will obtain GTM/TAC approval for all content posted on online regarding the program and provide sufficient time to review and comment on proposed postings.
- Recipient will attract applicants with financial need who represent the cultural, social, ethnic, racial, gender, and geographic diversity of the United States and have an interest in pursuing a career in international affairs. The Recipient is expected to target diverse institutions, concentrating its efforts in the following categories:

- Major research universities, liberal arts colleges and major community colleges.
- Historically Black Colleges and Universities (HBCUs).
- Hispanic Serving Institutions (HSIs).
- American Indian Higher Education Consortium (AIHEC) schools such as Heritage College, Salish Kootenai College and Sinte Gleska University.
- Develop and maintain a list of institutional databases used for recruitment. A copy of this list will be provided to GTM/TAC periodically upon request.
- Perform other related outreach activities as needed by GTM/TAC.

#### **B. Screening and Selection Process**



The specific Recipient tasks are as follows:

- Conduct initial screening of candidates' applications for adherence to eligibility criteria and completeness.
- Establish a selection panel with sufficient members to review eligible applications. Provide GTM/TAC a list of no more than 10 names for proposed selection committee panel members. GTM/TAC may add other names. The final number and composition of panel members must be approved by GTM/TAC. GTM/TAC will provide the criteria for panel members. Selection committee members make their final 15 Scholars selections based on the criteria.
- Recipient must arrange travel and lodging for out-of-town panelists. Travel and lodging costs are subject to standard US Government per diem rates.

- Copy and distribute application packets and scoring sheets to the selection committee members.
- Conduct all administrative functions of the selection process, to include but not limited to, coordinating interviews, providing copies of candidate applicant materials or any other required materials, shipping needs and venue arrangements including light refreshments as indicated by GTM/TAC for panel members.
- Notify, by email, letter or phone, students accepted into the program and secure their written acceptances.
- Notify, by letter or email, non-winners of their status.
- Perform other related selection and screening activities as needed by GTM/TAC.

**C. Summer Enrichment Program Agreement**

- Recipient will devise and ensure implementation of a code of conduct and terms for continuation and/or termination of participation in the SEP. GTM/TAC must clear the code of conduct and terms for continuation/termination of participation in the SEP.

**D. Orientation and Related Summer Enrichment Program Activities**

- Recipient will conduct in Washington D.C. an orientation seminar and mandatory professional development sessions, throughout the Summer Enrichment Program, for those selected into the program.
- The Recipient will make arrangements for the Rangel Scholars to take two courses - related US foreign policy and economics and a writing seminar during the six-week summer program.
- The Recipient also is expected to provide all administrative functions for the orientation and professional development seminars to include arranging travel and lodging for the Scholars, nametags, folders, etc.
- In collaboration with GTM/TAC, Recipient will organize briefing sessions and networking events for Rangel Scholars related to graduate school, scholarship, fellowship, internship, and professional options in international affairs. Emphasis will be placed on opportunities with the Department of State.
- Perform other related activities as needed by GTM/TAC.

## **E. Tracking**

- Maintain institutional databases for recruitment purposes.
- Maintain databases that track applicant requests by name, address, institution, and other characteristics.
- Maintain databases of Scholars (by year of participation) for accurate tracking purposes.

## **F. Monitoring**

The Recipient should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time bound. Performance targets for each expected result should be established and details should be included on what sources of data will be used to document performance. Indicators should be relevant to the goals or objectives of the program.

Indicators may include but are not limited to:

- Demographics of the applicants including information on race, ethnicity, gender, geographic origin, disability, and financial need.
- Number of recruitment events held.
- Number of Rangel Scholars completing the program requirements – including:
  - Completing two summer courses and writing seminar.
- Number of briefings/professional development sessions held for Rangel Scholars
  - Details on graduate school, Scholarship, Fellowship, internship, and professional options in international affairs highlighted during these sessions.
- Effectiveness of program elements in providing Scholars with a deeper appreciation of current issues and trends in international affairs and a greater understanding of career opportunities in international affairs:
  - performance and impact assessed through participant surveys on delivery of program elements – academic courses, writing seminar, and professional development sessions.
- Attrition and retention rates of the cohort.
- Program elements completed on time and within budget.

## **G. Administrative**

- Establish and maintain effective and productive relationships with a GTM/TAC approved local academic institution in order to arrange for the coursework and to secure academic credit for students participating in the program. The recipient must

receive GTM/TAC approval of prospective course offerings. The recipient will need to document previous success with such academic arrangements and academic institutions. Whether the students' degree conferring institution accepts all or partial credit depends upon each individual institution.

- Ensure living stipend is disbursed to Scholars in a timely manner.
- Establish and maintain effective and productive relationships with Student Accounts Offices at institution where Summer Enrichment Program will take place and make timely payments of tuition.
- Maintain productive relationship with a reliable travel agency that can produce results as needed.
- Identify and arrange appropriate, cost-effective and satisfactory housing for Rangel Scholars during their summer enrichment programs, preferably in the university dormitories of the school where they will be studying; handle payments for housing and provide accounting.
- Monitor Scholars' academic progress during the six-week program.
- Maintain document file for each Scholar with all written correspondence, payments, and other pertinent data and share with GTM/TAC as requested. These files must be kept in accordance with 2 CFR 200.
- Perform other related administrative activities as needed by GTM/TAC.

#### **A6. Performance Indicators**

The Recipient should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Performance targets for each expected result should be established and details should be included on what sources of data will be used to document performance. Indicators should be relevant to the goals or objectives of the program.

Indicators may include but are not limited to:

- Demographics of the applicants including information on race, ethnicity, gender, geographic origin, disability, and financial need.
- Number of recruitment events held during which information was shared with applicants about the benefits and obligations of the fellowship, Foreign Service entry requirements, and the benefits and challenges associated with a Foreign Service career.
- Number of competitive applicants.
- Number of fellows completing the program requirements – including:

- taking the FSOA/FSOT as outlined in the fellowship agreement
- completing graduate study in a discipline representing the skill needs of the Foreign Service
- completing requirements to receive medical, security, and suitability clearances in a timely manner
- Number of fellows matched with Foreign Service mentors by the start of their first semester of graduate school.
- Effectiveness of program elements in preparing fellows for Foreign Service careers:
  - performance and impact assessed through participant surveys on delivery of program elements - orientation, professional development training, internships and mentoring.
- Attrition and retention rates of the cohort.
- Program elements completed on time and within budget.

#### **A7. Substantial Involvement**

The Bureau of Global Talent Management, Office of Talent Acquisition (GTM/TAC) anticipates awarding a cooperative agreement as a result of this NOFO. A cooperative agreement provides for substantial involvement between the Federal awarding agency and the non-Federal entity in carrying out the activity. A successful applicant will be expected to coordinate closely with the Washington DC-based awarding bureau, GTM/TAC. Substantial involvement will include but is not limited to: GTM/TAC prior approval on all program guidelines, materials, and policies. Areas of substantial involvement will be outlined in the award's final agreement.

### **B. Federal Award Information**

#### **B1. Available Funding**

**This notice is subject to availability of funding.**

Overall grant making authority for this program is contained in the Foreign Relations Authorization Act FY1990 and 1991, Public Law 101-246, 101st Congress, 104 STAT.42 Section 47 (February 16, 1990). It states, "The Secretary of State may make grants to post-secondary educational institutions or students for the purpose of increasing the level of knowledge and awareness of, and interest in employment with the Foreign Service, consistent with section 105 of the Foreign Service Act of 1980. To the extent possible, the Secretary shall give special emphasis to promoting such knowledge and awareness of, and interest in employment with the Foreign Service among students."

The Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds.

The Department of State may consider continuing the program funded under this award beyond the initial period of performance on a non-competitive basis subject to availability of

funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State and USG.

Pending successful implementation of these programs and the availability of funds in subsequent fiscal years, the Department of State may renew the cooperative agreement for a period of two additional fiscal years before openly competing the program again. As each year adds new fellows to the program, applicants will need to demonstrate the ability to handle multiple years of cohorts.

## **B2. Award Management**

The successful applicant will need to routinely collaborate with GTM/TAC through regular meetings and conference calls to discuss progress, challenges, emerging topics, etc. The successful applicant must ensure that all funds are used in a manner consistent with any applicable restrictions on funding. See D5 below for funding restrictions.

## **B3. Pre-Award Costs**

Effective implementation of this program may require the recipient to incur expenses prior to the official award. Pending availability of funds, the recipient may be reimbursed for allowable pre-award costs incurred up to 90 days prior to the official award. Pre-award costs are incurred at the Recipient's own risk and are subject to the Grant Officer's approval. **Pre-award costs are included in, not additional to, the total funding available for this project.**

## **C. Eligibility Information**

### **C1. Eligible Applicants:**

See page 1, Eligibility Category.

Preference will be given to organizations with at least three years of experience in administering a program of this size, nature, and complexity.

Technically eligible submissions are those which: 1) arrive electronically to [www.grants.gov](http://www.grants.gov) by the designated deadline; 2) have heeded all instructions contained in the Notice of Funding Opportunity (NOFO), including registrations, length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations.

## **C2. Cost-Sharing**

The non-Federal share of costs, frequently called “cost share” or “matching costs”, refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Cost-sharing is **not** required. Providing cost-sharing, matching, or cost participation is not an eligibility requirement for this funding opportunity and will not be factored in during the merit review of proposals.

Note: If cost-share is included in the budget, the applicant must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the applicant does not meet the minimum amount of cost-sharing as stipulated in the applicant’s budget, DOS contribution may be reduced in proportion to the Applicant’s contribution.

## **C3. Other Eligibility Criteria**

In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI), as well as a valid registration on [www.sam.gov](http://www.sam.gov). Please see Section D.3 for information on how to obtain these registrations.

Applicants, including U.S. affiliates of international organizations must provide a valid Unique Entity Identification (UEI), and **completed** [www.sam.gov](http://www.sam.gov) registration when submitting application on [www.grants.gov](http://www.grants.gov) in response to this NOFO. **Applicants that do not have a valid UEI and completed [www.sam.gov](http://www.sam.gov) registration will NOT be eligible for consideration.** **Implementing partners/sub-recipient organizations are required to have a valid UEI number.**

Applicants listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) are not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices regarding beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

Organizations may only submit one application per organization. If more than one application is submitted by an organization, only the first application received will be reviewed for eligibility and funding.

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

### **D1. Address to Request Application Package**

Applicants can find application forms on [www.grants.gov](http://www.grants.gov) under the announcement title and funding opportunity number provided above.

Once the NOFO deadline has passed, DOS may not discuss this competition with any applicant until the proposal review process has been completed.

### **D2. Content and Form of Application Submission**

Please follow both, the Proposal Submission Instructions (PSI) and the NOFO, to ensure that the proposal package submission is in full compliance with the requirements. Please follow the guidelines in the attached Proposal Submission Instructions (PSI) for additional application submission instructions, including information on required documents and format. Proposal submissions that do not meet all the requirements outlined in this NOFO and the associated PSI will **not** be considered.

Any prospective applicant who has questions concerning the contents of this NOFO should submit them **by email** to the contacts listed in Section G. Please refer to the funding opportunity number and title.

Any updates about this NOFO will also be posted on [www.grants.gov](http://www.grants.gov).

### **D3. Unique Entity Identifier (UEI) and System for Award Management ([www.sam.gov](http://www.sam.gov))**

#### **Required Registrations:**

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. [www.sam.gov](http://www.sam.gov) is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated [www.sam.gov](http://www.sam.gov) as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in [www.sam.gov](http://www.sam.gov).

UEI is assigned by [www.sam.gov](http://www.sam.gov) assigned to organizations that have to register/or renew their [www.sam.gov](http://www.sam.gov) registration.

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management ([www.sam.gov](http://www.sam.gov)) is not eligible to apply for an assistance award in accordance with

the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in [www.SAM.gov](http://www.SAM.gov) to ensure that no ineligible entity is included.

Organizations based **outside** of the United States and that do not pay employees within the United States do not need an EIN from the IRS, but they do need a UEI number prior to registering in SAM.gov. This guidance and instructions are to the best of our knowledge available at the time of posting this solicitation. Where guidance in this NOFO differs from the [www.sam.gov](http://www.sam.gov) website, SAM.gov prevails, and the applicant is encouraged to seek and document clarity provided by the SAM.gov helpdesk.

[www.sam.gov](http://www.sam.gov) requires all entities to renew their registration once a year in order to maintain an active registration status. It is the responsibility of the applicant to ensure it has an active registration in [www.sam.gov](http://www.sam.gov).

If an organization plans to sub-contract or sub-award any of the funds under an award, those sub-recipient organizations must also have a unique entity identifier (UEI number).

[www.sam.gov](http://www.sam.gov) registration is not required.

If an organization does not have an active registration in [www.sam.gov](http://www.sam.gov) prior to submitting an application in response to this NOFO, the application will be deemed **ineligible**. All organizations applying for USG federal assistance awards (except individuals) must obtain these registrations. Please note that registration is free of charge.

**Note:** The process of obtaining a [www.sam.gov](http://www.sam.gov) registration may take from 2-8 weeks or longer. Please begin your registration as early as possible. Numerous errors require correction, such as an address mismatch, and can delay final registration. If the application is not corrected within 90 calendar days of original registration/or renewal submission, it will be automatically deleted and the organization will need to re-start the process.

An exemption from this requirement may be permitted on a case-by-case basis if the applicant’s identity must be protected due to possible endangerment of their mission. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

#### **D4. Submission Dates and Times**

Applicants are urged to begin the application process well before the submission deadline as stated on page 2. No exceptions will be made for organizations that have not completed the necessary steps. Grants.gov automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an

application has been submitted on time. **Applications received after the deadline will not be considered.**

#### **D5. Funding Restrictions**

The following activities and costs are not covered under this announcement (this list is NOT exhaustive):

- Construction or renovations is not an allowable activity under this award;
- Projects intended primarily for the growth or institutional development of the applicant organization;
- Projects seeking funds for personal use;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities, and any associated costs, are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the Grants Officer.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: 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, 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 U.S. Government.

## **D6. Other Submission Requirements**

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov and that an application has been received by the system in its entirety. DOS bears no responsibility for disqualification that results from applicants not being registered before the due date or for data errors resulting from transmission or conversion processes.

## **E. Application Review Information**

### **E1. Criteria**

The Department of State will issue an award to the applicant whose proposal represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination.

Applications should contain the applicant's best terms from both cost and technical standpoints. The implementing partners (sub-recipients) of the primary Recipient will be subject to Department of State approval.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other DOS bureaus/or offices, U.S. Embassies, and/or other U.S. Government agencies. Final approval resides with the DOS Grants Officer. The decision for the final eligibility and award determination rests with the Grants Officer.

The following criteria will serve as a standard, which all **eligible** applications will be evaluated against. Each eligible application will be evaluated and scored on the review criteria using a 100-point scale.

The review panel will apply the following criteria when rating proposals:

1. **Program Planning and Ability to Achieve Objectives:** Applicant's understanding and appreciation for the goals and objectives of the Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program and demonstrated ability to achieve the goals and objectives. **15 points**
2. **Institutional Capacity:** Demonstrated knowledge of the Department of State's Foreign Service career path and ability to mentor effectively Fellows pursuing this career. Demonstrated ability to manage successfully programs of this magnitude and complexity. Applicant's fiscal health and ability to avoid program delays by covering necessary program expenses, at times, even before the award payment is processed. Applicant must provide evidence of its past performance and budget management of programs of comparable complexity and size. Applicant's designation of a fully dedicated senior level program manager with decision making authority; fully dedicated program coordinator/assistant; full or part time recruitment staff with diversity

recruitment experience and/or knowledge of the Department of State's Foreign Service.  
**30 points**

3. **Program Management and Evaluation:** Design and effectiveness of Applicant's recruitment, implementation and evaluation plans and how they will be used to achieve program goals. **30 points**
4. **Financial Capacity/Cost Effectiveness:** Applicants should demonstrate cost-effectiveness of the use of federal funds by presenting reasonable budgets based on real figures. Budgets that either significantly over-estimate or underestimate line-item amounts will not be viewed as cost-effective. In addition, it is recommended that the budget narrative demonstrate the applicant's ability to economize and plan effectively. Cost-share is voluntary and will **not** be used as a factor to evaluate the submission. **15 points**
5. **Sustainability/Multiplier Effect:** Applicant's clear articulation of how desired outcomes will be generated and methods used to ensure sustainability of the program and competitive program participants. **10 points**

Cost Review: Costs will be reviewed for reasonableness, allowability, allocability, and cost-effectiveness of the use of USG funds. The review of cost-effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs that are not **allocable, reasonable, or allowable**.

Applications that maximize direct activity costs and minimize administrative costs are encouraged. Other considerations are the completeness of the application, adequacy of budget detail, and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination. **Final approval of the budget resides with the Grants Officer.**

## **E2. Review and Selection Process**

Applications will first be reviewed to determine technical eligibility.

All technically eligible applications will move forward to the merit review panel. Applications will be reviewed against the same criteria as listed above. Applications will be scored based on the strengths and weaknesses of the afore-mentioned categories and for consistency with the program goals and objectives outlined in this NOFO.

The Merit Review Panel may provide conditions and recommendations to enhance the recommended proposal, which must be addressed by the applicant before further

consideration of the award. To ensure effective use of US Government funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

### **E3. Responsibility/Qualification Information in SAM.gov (formerly FAPIIS)**

i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

## **F. Federal Award Administration Information**

### **F1. Federal Award Notices**

Successful applicant will be notified via email. This email may include a request for the applicant respond to panel conditions and recommendations. This notification is **not** an authorization to begin activities and does not constitute formal approval or a funding commitment.

Additional information that successful applicants may be required to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel and awarding bureau;
- Completion of the Department's Financial Management Survey, if receiving funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System (PMS) managed by the Department of Health and Human Services if receiving funding for the first time. PMS registration is bureau-specific;
- Other requested information or documents included in this funding opportunity or subsequent communications with the recommended applicant prior to issuance of a Federal award.

Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's Grants Officer.

The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State, Procurement Executive to write, award, and administer grants and cooperative agreements. The Award Agreement is the sole authorizing document and will be provided to winning organization electronically through DOS SAMS Domestic. Organizations whose applications will not be funded will be notified in writing.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

**Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.**

Award cannot be issued until funds have been fully appropriated, allocated, and committed through internal DOS procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements. All preparation and submission costs are at the Applicant's expense.

Pursuant to 2 CFR 200.400(g), it is U.S. Department of State policy **not** to award profit under assistance instruments.

2 CFR §200.501 requires domestic/US non-federal entities that expend \$750,000, or more, in federal assistance during organization's fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

## **F2. Administrative and National Policy Requirements**

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### **F3. Reporting**

#### **The Foreign Assistance Data Review (FADR)**

FADR is an initiative at the Department of State to improve the overall quality, reliability, and availability of foreign assistance data to provide Congress, Department leadership and the public with an accurate picture of the Department’s foreign assistance portfolios. FADR affects how foreign assistance is tracked and accounted for. Geographical and program area information is now coded within the subaccount/award number and now it is possible to assign more than one Benefitting Country/Program Area to a single award if applicable. Where there is more than one line of accounting, your award will indicate specific fiscal information corresponding to FADR. Recipients will be required to work with the awarding Bureau to clearly

identify the PMS account; corresponding FADR country/program area (if applicable); amounts of federal share and cost-share as well as instructions on reporting and requesting payment.

### **Financial Reports**

The Recipient will be required to submit quarterly financial reports (unless stipulated otherwise in the final Agreement) throughout the project period, using form SF-425, the Federal Financial Report form. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient will also be required to upload to SAMS Domestic a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form (SF-425) can be found here: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

### **Progress Reporting**

The Recipient will be required to upload quarterly progress reports (unless stipulated otherwise in the final Agreement) to the award file in SAMS Domestic. Progress reports must be submitted quarterly unless otherwise stipulated in the Agreement; the frequency will be determined by DOS prior to award.

Progress reports should also reflect the Recipient's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

The Recipient should produce performance monitoring plans, including quantity and quality of the curriculum, participants' progress reports, and pre- and post-training communications. The quarterly reports should be in narrative form which highlights the project's progress (such as the number and type of students, events, ongoing engagements, etc.), achievements, lessons learned, adaptive management changes, and any regulatory reporting required.

### **Final Reports**

The final summary financial and progress reports will be due no later than 120 calendar days after the end date of the award or termination of all project activities. The Final Progress Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained. Additional guidance may be provided prior to the award end date.

**NOTE:** Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

The Department of State reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

**NOTE:** It is the Department of State policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version. U.S. dollar is the controlling currency. Financial reports must be submitted in U.S. dollars.

## **G. Federal Awarding Agency Contact**

### **G1. Contact**

Christa George  
Pickering/Rangel Program Manager  
Bureau of Global Talent Management  
Office of Talent Acquisition  
[GeorgeCM@state.gov](mailto:GeorgeCM@state.gov)

### **G2. Questions**

Any prospective applicant who has questions concerning the contents of this NOFO **must email** them to the contact listed above with the subject “[Applicant Name] [NOFO title].” To maintain fairness and transparency in competition, period U.S. Department of State staff will not answer substantive NOFO questions except when posting questions and answers to the announcement page as described below.

All questions must be submitted via email to contacts listed above by the deadline stated on page. Awarding bureau will periodically create a document of submitted questions with answers and upload it and post them in grants.gov. Questions and answers will be posted within 24-48 hours from the date of submission. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. may not discuss this completion with applicants until the review process has been completed.

With the exception of technical submission questions, during the solicitation period U.S. Department of State staff shall not discuss this competition with applicants until the entire proposal review process has been completed and an award has been made.

The information in this NOFO is binding and may not be modified by any awarding bureau representative.

## **Section H: Other Information**

### **H1. Conflict of Interest**

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

### **H2. Applicant Vetting**

N/A

### **H3. Marking Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the Department of State's Standard Terms and Conditions:

<https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf>

### **H4. Evaluation Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: <https://www.state.gov/guidance-for-the-design-monitoring-and-evaluation-policy-at-the-department-of-state/>

### **H5. Monitoring Site Visits**

A monitoring site visit, at least once during the lifetime of an award, may be conducted by Department of State personnel. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage DOS funds and share substantiating document for programmatic and financial reporting. Specifically, the site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management controls. This may include observing classroom modules virtually or in person and visit applicant's headquarters and regional offices to observe operations.

### **H6. Privacy Disclosure**

DOS understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that DOS cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

### **H7. Mandatory disclosures (2 CFR 200.113)**

Non-federal entity, applicant or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and

Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to [www.sam.gov](http://www.sam.gov) .

Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity.

The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations. Therefore, applications should contain the Applicants' best terms from both cost and technical standpoints.

**It is Department of State policy that English is the official language and U.S. dollar is the controlling currency. Applications and related supporting documents must be written in English and the accompanying budget must be presented in U.S. dollars.**

**DISCLAIMER:**

The Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase or decrease funding or extend the period of performance is at the total discretion of the Department of State and availability of funding.

**Attachments:**

1. Budget Template for New Awards
2. Budget Guidelines
3. Proposal Submission Instructions (PSI)