

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

Announcement Type:	New Announcement
Funding Opportunity Title:	2021 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program
Catalog of Federal Domestic Assistance (CFDA) Number:	19.020
Award Amount:	\$3,675,000 \$160,000 issued as first installment in FY 2020 \$3,515,000 issued in installments in FY 2021
Number of Awards:	One (1) award
Cost Sharing Requirement:	Not Required
Assistance Type:	Cooperative Agreement
Funding Type:	Discretionary
Authority:	DOS Basic Authorities
Source of Funding:	Diplomatic and Consular Programs
Funding Activity Category:	Education
Closing Date for Submission of Applications:	Complete proposal packages must be submitted through www.grants.gov by April 20, 2020, 5:00 pm EST
Electronic Requirement:	Yes E-mailed, faxed or mailed proposal packages, or individual documents will <u>NOT</u> be considered.
Deadline for Receipt of Questions:	April 13, 2020, 5:00 pm EST
Eligibility Category:	U.S. based non-profit/non-governmental organizations (NGOs) subject to section 501(c) (3)

of the U.S. tax code and U.S. based institutions of higher education (public and private universities).

Eligible applicants must provide proof of their 501(c) (3) eligibility status, as determined by the Internal Revenue Service.

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

Type of Applicant:	Organizations. Individuals are not eligible to apply
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:	May 2020
Est. Project End Date:	September 2023
Project Duration:	42 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.

This funding opportunity is posted on 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 website for the most recent information pertaining to this funding opportunity. **Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions via www.grants.gov. Incomplete application packages will not be considered.**

Applicants, including U.S. affiliates of international organizations must provide a valid Unique Entity Identifier, or Data Universal Numbering System (DUNS), and **completed** www.sam.gov registration when submitting application on www.grants.gov in response to this NOFO. **Applicants that do not have a valid DUNS number and completed www.sam.gov registration will NOT be eligible for consideration.**

It is the responsibility of the applicant to ensure that the application package has been received by www.grants.gov in its **entirety**; 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.

The decision for the final eligibility and award determination rests with the Grants Officer.

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 2021 Charles B. Rangel International Affairs Graduate Fellowship and Summer Enrichment Program.

This award is intended to be a Cooperative Agreement (CA) with substantial involvement from the Bureau of Global Talent Management, Office of Talent Acquisition (GTM/TAC) in the implementation of this project. Successful applicant will be expected to coordinate closely with the DC-based awarding bureau, GTM/TAC. Areas of substantial involvement will be outlined in the award's terms and conditions.

Pending availability of funds and satisfactory performance, including compliance with the DOS' and subject award's terms and conditions, GTM/TAC may consider extending the period of performance and increasing funding to the subject award.

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 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).

This NOFO consists of the cover page plus the following sections:

- I. Funding Opportunity Description
- II. Award Information and Application Evaluation and Scoring
- III. Eligibility Information
- IV. Agency Contacts

Eligible organizations interested in submitting an application are encouraged to review this NOFO thoroughly to understand the type of project sought and the application submission requirements and review process as outlined in this NOFO.

I. FUNDING OPPORTUNITY DESCRIPTION

The Recipient will be responsible for one assistance award to support the programmatic, financial and administrative activities of the 2021 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 this program and seeks to maintain its 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 sessions with senior leadership. The Recipient must be prepared to work closely and collaboratively with GTM/TAC which establishes reviews and approves all program guidelines, materials and program policies.

Charles B. Rangel Graduate Fellowship Program

BACKGROUND

This program provides outstanding students entering graduate school with funding to assist in the completion of a two-year master's degree in an area relevant to the Foreign Service of the Department of State. Upon successful completion of their degree and Foreign Service entry requirements, Fellows enter the Foreign Service as entry level officers and complete a five-year service commitment. We anticipate **30 graduate fellowships** will be awarded. This program develops a source of trained men and women who are dedicated to representing America's interests abroad. The Charles B. Rangel Graduate Fellowship program application **deadline** is mid-September.

PROGRAM GOALS

- Developing new talent for the Department of State's Foreign Service at the graduate level.
- Ensure the program continues to contribute to a Foreign Service that reflects the face of America to foreign audiences and develop a source of trained men and women who are dedicated to pursuing Foreign Service careers and representing America's interests abroad.
- Promote the Department's diversity goals.

PROGRAM OBJECTIVES

- Identify and attract, based on financial need, outstanding students who represent ethnic, gender, social and geographic diversity and have an interest in pursuing a Foreign Service career in the U.S. Department of State.

- Recruit qualified candidates for the programs. Recruitment efforts must stress the challenges, requirements and benefits of a Foreign Service career.
- Provide funding to assist students towards completing degrees in academic disciplines representing the skill needs of the Department's Foreign Service
- Provide Fellows with proper mentoring and professional development training and ensure candidates are exposed to information to prepare them to be successful Foreign Service Officers.
- Implement the programs in a strategic and economic way that produces the intended results. Demonstrate concern and sensitivity for the tight budget environment in which it operates.

PROGRAM DESCRIPTION

The Graduate Fellowship Program provides financial assistance towards covering: tuition/mandatory fees, room/ board, books and travel between home and school. Annual per fellow costs are capped at \$47,500. The current model allocates: 1) up to \$37,500 annually in financial assistance per fellow towards tuition/mandatory fees, room and board, books and travel between home and school (capped at \$600) and 2) up to \$10,000 annually for costs related to the summer internship – stipend, room and board for congressional internship, domestic/overseas travel and all required visas, inoculations and medical 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 Officer.

Applicant Criteria

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, political science, foreign languages, public diplomacy, business administration and economics; 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

Recipients must identify dedicated staff to serve as liaisons with GTM/TAC on all aspects of this program, including someone who is knowledgeable regarding life and challenges of State Department Foreign Service Officers as well as the rules and regulations governing Foreign Service Careers.

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

I. Outreach and Recruitment

The Recipient will identify and attract, based on financial need, outstanding students who represent ethnic, gender, social and geographic diversity and have an interest in pursuing a career as a Foreign Service generalist in the U.S. Department of State. In coordination with GTM/TAC, the Recipient is expected to target diverse students and institutions, concentrating its efforts in the following categories: major research universities, liberal arts colleges, major community colleges, Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs) and Tribal Colleges and Universities (TCUs). There should be a combined effort between in-person and virtual recruitment with an emphasis be placed on virtual recruitment efforts and use of e-tools.

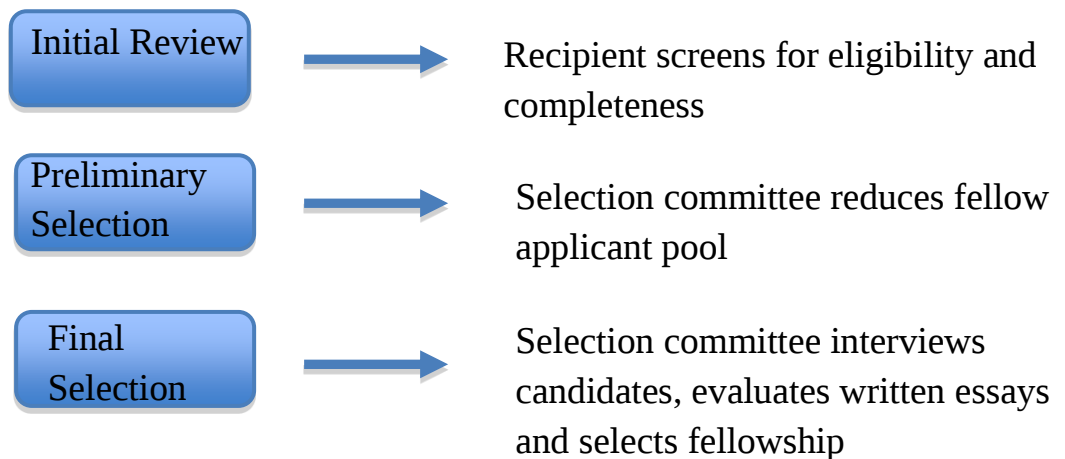
- a. **Producing Promotional/Recruitment Materials:** Recipient will prepare promotional and recruitment materials with Department approval.
- b. **Designing Websites:** Recipient will establish and maintain a website to include up-to-date program descriptions, including eligibility requirements, and information about Foreign Service careers with the US Department of State. In addition, the Recipient will establish an email address for the program (for example, rangel@addressofawardee.org).
- c. **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. Recipient will obtain GTM/TAC approval for all content to be posted on online regarding the program.
- d. **Maintaining Contact with Diplomats in Residence (DIRs) and Fellows' Alumni Association:** Recipient will be expected to provide promotional materials directly to each DIR (Department of State Foreign Service Officers assigned to universities throughout the US 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 (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.
- e. **Explaining Fellowship and Foreign Service Entry Requirements:**
 - Recipient will counsel interested applicants with regards to the financial limitations of the fellowship award.
 - Recipient will counsel interested applicants on the Foreign Service entry requirements, contractual obligations and possible repayment obligation conditions of the Fellowship

program.

II. Screening and Selection

- a. **The Candidate Selection Process:** Selection panelists will be designated by both GTM/TAC and the Recipient. This process is conducted once a year and in phases. The first step is the initial application review conducted by the Recipient. Following the initial review, the Recipient will organize eligible applications and makes them accessible to the interview panel members. The interview panel makes a preliminary selection, narrowing the candidate applicant pool to semi-finalists. The preliminary selection process is conducted virtually, with panel members reviewing materials sent electronically and sending in their scores to the Recipient to tabulate. The preliminary selection phase may include a telephone conference arranged and facilitated by the Recipient. The interview panel meets in Washington, D.C. for a two and a half-day meeting - mandatory half day training and two days of interviewing candidates. The writing panel reviews, evaluates and rank orders applicants' essay submissions. The writing panel meets in Washington, D.C. for a two-day meeting - a mandatory training and 1.5 days of scoring finalists' essays. Essay scores are provided to the interview panelists for inclusion in final selection decision. Final selection is made at the conclusion of the interviews.
- b. **Structure of Selection Committees:** Each interview panel is divided into subpanels of three panelists each, two panelists are designated by GTM/TAC and the remaining one is designated by the Recipient, with prior approval from GTM/TAC. The writing panel is comprised of three panelists, two are designated by GTM/TAC and the remaining one is designated by the Recipient. The Department designates the Chair.

The selection process is as follows:



Recipient will be 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 regards to the selection process.
- Providing panelists with electronic access to applications and scoring sheets for selection of semi-finalists. Copying and distributing hard copies of application packets if asked.
- Contacting all semi-finalists prior to selection interviews and brief them on the all required clearances.
- Coordinating all administrative functions associated with the selection process, to include but not limited to:
 - Making every effort to limit per diem and travel costs by identifying panelists from the DC Metropolitan area. Arrange travel and lodging for selection committee panelists and candidates for the final phase of the selection process held in the Washington, DC area.
 - Processing honoraria for designated panelists. Honoraria may be provided only to: 1) those panelists who do not receive a full time US 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 a 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 GTM/TAC's BEX assessment center where selection interviews will take place.
 - Preparing a selection program and scheduling time for fingerprinting by and presentations regarding contractual 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 contract 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.

III. Orientation

In collaboration with GTM/TAC, Recipient will organize the orientation program for new Fellows conducted in early May. The orientation program is conducted in Washington, DC at the Department of State. In organizing the orientation program, the Recipient will be expected to:

- a. Provide all administrative functions for the orientation to include arranging travel and lodging for the fellows, staff and panelists, folders and other related activities. Travel and lodging costs are subject to standard US Government per diem rates. Any variance requires prior GTM/TAC approval.
- b. Counsel fellows on the importance of fully and accurately completed required security clearance documentation and thoroughly review the requirements for obtaining and maintaining a security clearance and positive suitability determination.
- c. Ensure Fellows follow all instructions related to the medical examinations and are present for their appointments which are conducted at the Department of State, Office of Medical Services.
- d. In consultation with GTM/TAC, Recipient, organize briefing sessions and networking events discuss issues related to the Fellowship and a Foreign Service career including a mandatory information session on the Foreign Service Oral Assessment.
- e. Ensure that all Fellows have signed and notarized their Fellowship contracts with the Department of State prior to attending Orientation.
- f. Perform other related orientation activities as needed by GTM/TAC.

IV. Internships/Professional Development

- Ensure Fellows have successfully completed their academic requirements before disbursing any funds associated with the summer internship, including travel and stipend funds.
- Counsel Fellows on internship choices. Ensure that Fellows understand what

the program covers with regards to travel, stipend, inoculations, and visas.

- Coordinate the placement of the 2021 Rangel Fellows into Congressional internships. This includes conducting outreach to Members of Congress and their staffs to secure placements.
- Recipient is to develop and conduct a mandatory series of professional writing and professional development seminars for all Fellows fulfilling their Congressional internship in Washington. At the end of the series, the recipient is to conduct a participant survey and present the findings with recommendations to GTM/TAC.
- Ensure Fellows have required medical insurance coverage prior to beginning overseas internship.
- In consultation with GTM/TAC, ensure coverage of all required visas and inoculations for Fellows interning abroad. Total combined costs for both internships, and associated expenses, should not exceed \$20,000 (up to \$10,000 per internship).
- Identify and arrange appropriate housing for Fellows during their domestic internships, generally in university dormitories. Domestic lodging rates during domestic internships are subject to standard US government per diem rates.
- Follow up with Fellows regarding start/end dates of their internships and ensure that they have arrived and reported, as scheduled, at their internship location.
- Review and counsel Fellows regarding their internship evaluations recommending ways to improve and strengthen their future performance.

V. Tracking and Monitoring

- Maintaining institutional databases for recruitment purposes.
- Maintaining databases of Fellows (by cohort) for purposes of tracking:
1) Current contact information 2) GPA and academic program status,
3) Successful completion of program requirements, 4) successful completion of contractual obligations, 5) withdrawals/dismissals from the Fellowship program prior to completion, 6) deferrals, 7) areas of study, 8) languages spoken and other relevant statistical information.
- Maintaining a toll-free number for easy access by Fellows and student applicants.

VI. Administrative

a. Disbursing of Funds

Establishing and maintaining 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. Prior to disbursement of any Fellowship funds, Recipient will coordinate with GTM/TAC to ensure the Fellow has met all necessary requirements.

b. Record Keeping

- Monitoring Fellows' academic progress ensuring adherence to academic terms of contractual agreement which are that Fellow must maintain a 3.2 grade point average on a 4.0 scale.
- Maintaining transcripts for each Fellow.
- Maintaining document file for each fellow with all written correspondence, contractual agreement, payments, and other pertinent data. These files must be kept in accordance with 2 CFR 200.

c. Foreign Service Officer Test (FSOT) and Foreign Service Oral Assessment (FSOA)

- Ensuring each Fellow meets his/her contractual obligation with regard to taking the FSOT and the FSOA prior to completion of his/her academic program. Fellows are contractually obligated to take the FSOA twice prior to completion of academic requirements if unsuccessful on the first attempt. Fellows are contractually obligated to take the FSOT once prior to completion of academic requirements.
- In consultation with GTM/TAC, arranging Foreign Service Oral Assessment information sessions for each Fellow. The sessions must be offered by a qualified consultant approved by GTM/TAC.

d. Annual Grantor/Recipient Meetings

Recipient will consent to annual meetings, with senior leadership participation, to review program status. Meeting venue will alternate between Recipient's location and Washington, D.C.

e. Directory of Fellows

Recipient will submit a directory of each cohort with individual photos and a brief biography of each cohort member.

f. Mentoring

- Recipient will assign GTM/TAC approved Foreign Service mentors to all newly selected Fellows by the end of their first semester in the program.

g. Annual Program Evaluation

- Recipient will develop an annual cohort survey and an evaluation strategy to measure the impact and outcomes of the program.
- Recipient will submit an evaluation report, which also includes the survey, to GTM/TAC annually by September 30, 2021, September 30, 2022 and September 30, 2023, which outlines the impact and outcomes of the Fellowship program.

- Recipient will conduct an annual survey of the cohort to elicit opinions on effectiveness of program components and program administration.

h. Milestone Schedule

The Recipient will submit to GTM/TAC in draft, for review and final approval, a milestone schedule for the 2021 Rangel Fellows cohort. Key activities to be identified in the milestone schedule should include, but are not limited to:

- Opening and closing dates for fellowship application.
- Dates associated with the selection process (when applications are sent to panelists for review, date by which applications must be read and scores submitted, dates panelists meet, when selection interviews occur, when finalists are notified, etc.)
- Dates associated with Orientation program
- Completion, delivery and posting dates for promotional materials
- Tuition and stipend payment dates
- Frequency of social media postings/online recruitment events with description of content
- Anticipated Domestic and Overseas Internship start/end dates
- Lodging move-in/move-out dates for domestic summer intern
- Budget submission dates
- A separate travel plan to include dates, location and purpose of staff recruitment trips

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

BACKGROUND

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. Students who take part in the Summer Enrichment Program are referred to as Charles B. Rangel International Affairs Scholars (Rangel Scholars). This program serves as an important recruiting opportunity for the Department of State. Many participants in the Summer Enrichment Program go on to apply to the Rangel Graduate Fellowship Program and the Pickering Foreign Affairs Fellowship Program. The application deadline for the Rangel Summer Enrichment program is in mid-February.

PROGRAM GOALS

- Developing new talent for the Department of State's Foreign Service at the undergraduate level.

- Ensure the program continues to contribute to a Foreign Service that reflects the face of America to foreign audiences and develop a source of trained men and women who are dedicated to pursuing Foreign Service careers and representing America's interests abroad.
- Promote the Department's diversity goals.

PROGRAM OBJECTIVES

- Identify and attract outstanding students who represent ethnic, gender, social and geographic diversity and have an interest in pursuing a career with U.S. Department of State.
- Provide 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.
- Stress the challenges, requirements and benefits of a Foreign Service career so that potential Fellows may realistically determine whether they are interested in a career as a Foreign Service Officer.
- Implement the programs in a strategic and economic way that produces the intended results. Demonstrate concern and sensitivity for the tight budget environment in which it operates.

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

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

I. Outreach and Recruitment

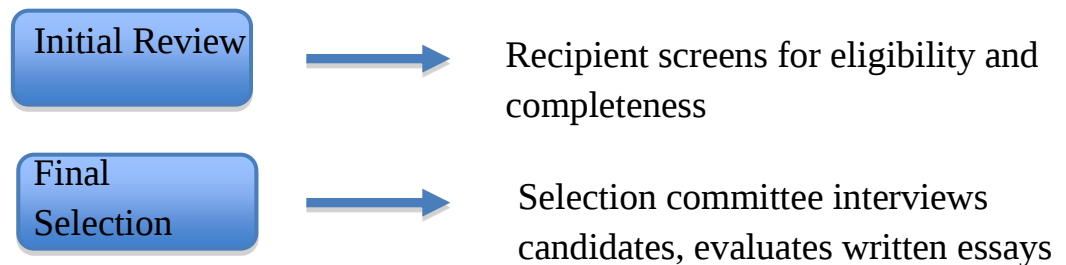
The Recipient will identify and attract outstanding students who represent ethnic,

gender, social and geographic diversity and have an interest in pursuing a career as a Foreign Service generalist in the U.S. Department of State. In coordination with GTM/TAC, the Recipient is expected to target diverse students and institutions, concentrating its efforts in the following categories: major research universities, liberal arts colleges, major community colleges, Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs) and Tribal Colleges and Universities (TCUs). There should be a combined effort between in-person and virtual recruitment with an emphasis be placed on virtual recruitment efforts and use of e-tools.

- a. **Producing Promotional/Recruitment Materials:** The Recipient will produce all promotional materials. The materials will describe the SEP in detail giving all necessary eligibility requirements and application deadlines.
- b. **Designing Websites:** Recipient will establish and maintain a website to include up-to-date program description, including eligibility requirements. In addition, the Recipient will establish an email address for the program (for example, rangel@addressofawardee.org).
- c. **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. Recipient will obtain GTM/TAC approval for all content to be posted on online regarding the program.
- d. **Maintaining Contact with Diplomats in Residence (DIRs) and Fellows' Alumni Association:** Recipient is expected to provide promotional materials directly to each (Department of State Foreign Service Officers assigned to universities throughout the US for recruitment purposes) notify them of applicant profiles and selected finalists in a timely fashion and notify them of visits to their respective areas and meet to consult with them when possible.

II. **Screening and Selection**

The selection process is as follows:



Recipient will be responsible for the following tasks:

- Conducting an initial screening of candidates' applications for adherence to eligibility criteria and completeness.
- Providing GTM/TAC a list of no more than 5 names for proposed selection committee panel members. Final panel will be comprised of 3 members and approved by GTM/TAC. GTM/TAC will provide the criteria for panel members. For budgeting purposes, estimated honorarium per panel member is \$500 per day. Travel and lodging are additional costs and should be included in the budget. Applicants should make every effort to secure panel members from the Washington, DC metropolitan area to reduce associated costs.
- Copying and distributing application packets and scoring sheets to the selection committee members.
- Conducting 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 and venue arrangements including light refreshments for panel members.
- Notifying, by email, letter or phone, students accepted into the program and securing their written acceptances, notifying by letter or email, non-selectees of their status.

III. Orientation and Summer Activities

- Conducting an orientation seminar and mandatory professional development sessions in Washington, D.C. throughout program.
- Arranging travel and lodging for the Scholars (preferably in the university dormitories of the school where they will be studying).
- Organizing representational events.
- Devising and ensuring implementation of a code of conduct and terms for continuation and/or termination of participation in the SEP.

IV. Tracking and Monitoring

- Maintaining institutional databases for recruitment and applicant/Scholar tracking purposes.
- Maintaining a toll-free number for easy access by student applicants and Scholars.

V. Administrative

Establishing and maintaining a relationship with a Department approved local academic institution in order to arrange for the two academic courses for the Summer

Enrichment Program and to secure academic. The recipient will need to document previous success with such academic arrangements and academic institutions.

- Disbursing stipends to Scholars for room and board and provide accounting.
- Maintain productive relationship with a reliable travel agency which can produce results as needed.
- Monitor Scholars' academic progress during the 6-week Summer Enrichment Program.
- Maintain document file for each Scholar with all written correspondence, payments, and other pertinent data and share with GTM/TAC as requested.
- Recipient will submit a directory of each cohort with individual photos and a brief biography of each cohort member.
- Conduct annual survey of the program.

VI. Milestone

The Recipient will submit to GTM/TAC in draft, for review and final approval, a milestone schedule for the 2021 Rangel Scholars cohort. Key activities to be identified in the milestone schedule should include, but are not limited to:

- Opening and closing dates for the application
- Dates associated with the selection process
- Dates associated with Orientation program
- Completion, delivery and posting dates for promotional materials
- Tuition and stipend payment dates
- Frequency of social media postings with description of content
- Lodging move-in/move-out dates
- Budget submission dates
- A separate travel plan must be submitted to include dates, location and purpose of staff recruitment trips

II. AWARD INFORMATION AND APPLICATION EVALUATION AND SCORING

The United States Department of State's Bureau of Global Talent Management, Office of Talent Acquisition (GTM/TAC) will issue an award to the applicant whose proposal represents the best value to the U.S. Government on the basis of 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.

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

The Department of State reserves the right to make an award on the basis of initial application received with or without discussion or negotiations. Therefore, applications should contain the applicants' 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.

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

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 USG agencies. Final approval resides with the DOS 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:

- **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
- **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's past performance. 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**
- **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**

- **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**
- **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 have more efficient operational systems that reduce operation costs will be favorably considered on that factor. Final approval of the budget resides with the Grants Officer.

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.

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.**

APPLICATION SUBMISSION INFORMATION

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

Applicant organization is requested to submit a narrative and proposed budget outlining a comprehensive strategy for the administration and implementation of the 2019 Thomas R. Pickering Foreign Affairs Graduate Fellowship Program supported with concrete examples of

demonstrated success in managing a program of this complexity. The comprehensive program strategy should reflect a vision for the program as a whole, interpreting the goals of the program with creativity, as well as providing innovative ideas and recommendations for the program.

FEDERAL AWARD ADMINISTRATION INFORMATION:

Issuance of this NOFO does **not** constitute a commitment on the part of the Department of State to issue an award nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Furthermore, 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 federal 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 non-compliance are reported on the SF-SAC.

The Federal award signed by the Grants Officer is the only authorizing document.

REPORTING REQUIREMENTS

Recipient will be required to submit **Quarterly** Progress and Quarterly Financial Reports (SF-425), unless special conditions apply, describing key activities undertaken during the reporting period towards accomplishment of the stated objectives. Financial Reports provide a means of monitoring expenditures. Progress Reports compare actual to planned performance and indicate the progress made in accomplishing each task/goal noted in the grant agreement and contains an analysis and summary of findings, both quantitative and qualitative, for key indicators.

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.

OTHER INFORMATION

Mandatory disclosures (2 CFR 200.113)

Non-federal entity, recipient 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 .

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

Federal Awardee Performance and Integrity Information System (FAPIIS)

A federal awarding agency, prior to making a federal award, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through www.sam.gov (currently FAPIIS) (see 41 U.S.C. 2313). Applicant, at its option, may review information in the designated integrity and performance systems accessible through www.sam.gov and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through www.sam.gov. Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation. Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

Recipients under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

III. ELIGIBILITY INFORMATION

See the page 2, **Eligibility Category**.

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

IV. AGENCY CONTACTS

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified on page 1 (cover page). Information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a 'Questions and Answers' attachment to this NOFO.

Any questions concerning this NOFO must be submitted in writing by email to the Bureau of Global Talent Management, Talent Acquisition via email to Christa George at

georgecm@state.gov with project's title as outlined in the NOFO; the funding opportunity number and the applicant's legal name and organizational status.