

Questions and Answers – June 27

**DEPARTMENT OF STATE
BUREAU OF GLOBAL TALENT MANAGEMENT
OFFICE OF TALENT ACQUISITION**

**Nancy Pelosi Fellowship Program
FUNDING OPPORTUNITY DFOP0016559**

Question #1: What is the approved maximum amount for an honorarium for a non-USG employee to serve as a panelist? We have reviewed the guidance on pg. 10 of the NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. Consistent with principles set out in 2 CFR 200, costs under federal awards must be reasonable, allocable, and necessary to the project.

Question #2: Is an honorarium for a mentor an allowable cost? If so, what is the approved maximum amount for an honorarium for a non-USG employee to serve as a mentor? We have reviewed the guidance on pg. 6, 7 of the NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. Consistent with principles set out in 2 CFR 200, costs under federal awards must be reasonable, allocable, and necessary to the project.

Question #3: Are letters of support permissible? If so, then should letters of support be submitted as Attachments [V1.2]?

DOS Response: Letters of support are permissible as attachments. Applicants are encouraged to review the NOFO and Proposal Submission Instructions (PSI's) in their entirety. Proposals will be evaluated per the *review criteria* outlined in the NOFO.

Question #4: In the event that GMT/TAC does not authorize a non-competitive continuation through amendment, what is the expectation that the awardee should sustain the program and continue to fund it independently of GMT/TAC? This is in reference to pg. 32 of NOFO.

DOS Response: The current NOFO solicitation and funding is intended for the period of performance stated within the NOFO. Applicants are not expected to independently fund a program of the Department of State outside of the period of performance.

Question #5: For promotional materials provided to state recruiters, what form will these materials need to take? Are these electronic, or should the awardee prepare to print and mail physical recruiting materials? If the awardee is printing and mailing

materials, what is the estimated number of Department of State recruiters who should receive these? This is in reference to pgs. 8 and 9 of NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. Consistent with principles set out in 2 CFR 200, costs under federal awards must be reasonable, allocable, and necessary to the project. There are approximately 17 regionally-based Diplomats in Residence (Department of State Foreign Service Officers assigned to universities throughout the United States for recruitment purposes) nationally.

Question #6: Can the website be part of an existing website like a series of dedicated pages, or should the awardee create an entirely new and standalone website? This is in reference to pg. 8 of NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. To maintain fairness and transparency in competition, GTM/TAC will not answer questions related to proposal concept or design.

Question #7: In addition to existing personnel, does the grant allow the hiring of a new staff person to assist in the administration of the program?

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. Consistent with principles set out in 2 CFR 200, costs under federal awards must be reasonable, allocable, and necessary to the project.

Question #8: For the \$18,000 allocated to each intern, should the budget break that into line items to individually estimate stipend, travel, and temporary housing expenses or may we write \$18,000 to cover all described expenses per intern?

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals.

Question #9: For the \$7,000 for each intern to cover an in-person program orientation or seminar, professional local enrichment engagements, and professional development and mentoring, should the budget break that into line items for each piece, or may we use \$7,000 to cover all described expenses per intern? This is in reference to pg. 7 of NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals.

Question #10: NOFO references mentors as “senior foreign service-level officer” (pg. 7 NOFO) and “members or individuals with experience in the Department of State’s foreign service” (pg. 11 NOFO). Are mentors required to be currently serving officers? Will the mentors be selected by GMT/TAC or the awardee? What is the awardee role in the selection of mentors?

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals. To maintain fairness and transparency in competition, GTM/TAC will not answer questions related to proposal concept or design.

Question #11: The proposal specifies that finalists and those not selected should be notified in writing. Is email considered “in writing” or would the awardee be mailing printed letters through the postal service? This is in reference to pg. 10 of NOFO.

DOS Response: Applicants are encouraged to review the NOFO in its entirety to develop and design proposals.