FUNDING OPPORTUNITY

ANNOUNCEMENT

FOR

UNITED STATES ARMY

OFFICE OF THE CHIEF OF CHAPLAINS

CLINICAL PASTORAL EDUCATION

RESIDENT COURSE PROGRAM

W911NF-21-S-0017

ISSUED BY:

U.S. Army Contracting Command
Aberdeen Proving Ground
Research Triangle Park Division
P. O. Box 12211
Research Triangle Park, NC 27709-2211

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I. OVERVIEW OF THE FUNDING OPPORTUNITY

This FOA is an announcement of an opportunity for an educational institution to collaborate in the development of a United States Army Clinical Pastoral Education (CPE) Doctor of Ministry Resident Course, and associated curriculum, in cooperation with the Office of the Chief of Chaplains (OCCH) Graduate School. This program involves a partnership between OCCH-Graduate School and an educational institution to create a fully integrated academic and experiential professional degree, referred to herein as the CPE Doctor of Ministry Resident Course, for the purpose of Chaplain professional development.

The current CPE Resident Course is managed under the general direction of the U.S. Army Chief of Chaplains, and meets Army requirements for Skill Identifier (SI) 7R, Specialists in Spiritual Care and Instruction. Graduates of the Army CPE Resident Course serve in specialty assignments across the Army including in Military Treatment Facilities, Military Confinement Facilities, Field Hospitals, Medical Units, Criminal Investigation Division (CID) units and some Military Police units. The Army CPE Resident Course is conducted by the OCCH Graduate School, School for Spiritual Care – Army CPE. The School for Spiritual Care – Army CPE is accredited by ACPE, Inc.: The Standard for Spiritual Care and Education, 55 Ivan Allen Jr. Boulevard, Suite 835 Atlanta, GA 30308, for Level I and Level II CPE and Certified Education. The OCCH Graduate School is also provisionally accredited by the U.S. Army Training and Doctrine Command (TRADOC). The current CPE Resident Course is conducted at one of three Army CPE Component Sites: Walter Reed National Medical Center (WRNMC), Bethesda, Maryland; Brook Army Medical Center (BAMC), San Antonio, Texas; and Madigan Army Medical Center (MAMC), Tacoma, Washington. Each of these sites are ACPE accredited as part of the School for Spiritual Care – Army CPE. Army CPE Faculty are all ACPE Certified Educators and (TRADOC) qualified Instructors.

The current CPE Resident Course is a process-oriented professional education/certification course that seeks to increase the professional functioning and effectiveness of Army Chaplains. The course directly engages the challenges of Army Chaplain work through building self-awareness and developing theoretical frameworks for professional function and effective self-reflective practice.

The current CPE Resident Course supports the mission of the Army Chaplain Corps to meet the religious/spiritual needs of people in the diverse Army context, and to supply the army with SI 7R Specialists in Spiritual Care and Instruction. The current course uses industry standard educational practices to teach integration of theological reflection and use of social sciences in ministry praxis to increase the multi-faith and multi-cultural ministry capabilities of Chaplains. Army Chaplains, functioning as religious clerics, represent their specific religious tradition. Every Army Chaplain is endorsed by one of over 230 recognized endorsing agents. Army Chaplains are expected to provide Religious Support and spiritual care, informed by their religious tradition and endorsement. The current CPE Resident Course develops the ability of Chaplains to bring their unique backgrounds and expertise to the care of souls, engaging their multi-faith and multi-cultural needs for Religious Support and spiritual care. The course features assessment, care planning, and evaluation of personal ministry praxis. The proposed CPE Doctor of Ministry Resident Course will maintain this critical element of the current CPE Resident Course.

The current CPE Resident Course also features intensive professional development, enabling integrated professional functioning in Army Chaplain professional officers. Army Chaplains are unique in that they are both commissioned officers and endorsed religious clerics. The Army CPE Resident Course provides engagement with specific features of service and the tradition of Army officership, and encourages integration of each Chaplain's clerical (e.g. pastoral) identity. The course uses industry standard educational practices to encourage development of self-awareness and the use of theory and personal experience in integrated ministry praxis. The proposed CPE Doctor of Ministry Resident Course will continue to teach Chaplains to integrate professional roles, advising Army Leaders on the Esprit de Corps of the organizations they serve and providing meaningful Religious Support and spiritual care in a diverse and changing Army Context.

The proposed collaboration expands upon the current program by fully integrating the academic rigor of an Association of Theological Schools (ATS) accredited degree component with the praxis-oriented rigor of an ACPE accredited CPE program. The current program has a Doctor of Ministry Course associated with the course. The Doctor of Ministry is not currently integrated, and is in effect two courses of study offered in parallel. This Funding Opportunity Announcement offers educational institutions an opportunity to collaborate with OCCH Graduate School to expand on the current program, establishing an academically integrated Army CPE Doctor of Ministry, which meets the current need for professional Army Chaplain Specialist in Spiritual Care and Instruction. The proposed course brings the needful academic rigor, supporting development of theological reflection and ministry theory that supports the focus on ministry praxis and professional development in the current CPE Resident Course. The resulting course reflects the strength of three accreditations, ATS, ACPE and TRADOC, and is tailored to meet the unique needs of Army Chaplain professional development and Religious Support. The combination of sound post-graduate work in Spiritual Care and meaningful professional CPE education will ensure that Army Chaplain Specialists in Spiritual Care are fully qualified to meet the diverse and changing needs of the Army and Army Families.

Required Overview Content

1. Agency Name

United States Army, Office of the Chief of Chaplains, Graduate School

Issuing Acquisition Office

U.S. Army Contracting Command-Aberdeen Proving Ground, Research Triangle Park (ACC-APG-RTP) Division

2. Research Opportunity Title

The United States Army Office of the Chief of Chaplains Clinical Pastoral Education Resident Course Program

3. Announcement Type

Initial Announcement

4. Research Opportunity Number
W911NF-21-S-0017

5. Catalog of Federal Domestic Assistance (CFDA) Number and Title
12.560 – DOD, NDEP, DOTC-STEM Education Outreach Implementation

6. Response Dates
The following is an estimated summary of the events and dates associated with the OCCH CPE Resident Course Program Funding Opportunity Announcement (FOA):

EVENT	DATE
Final Announcement Issued	22 September 2021
Deadline for Questions on this FOA	5 October 2021
Applications Due	22 October 2021
Award	15 December 2021

7. Funding
The FOA issued is subject to the availability of funds. The FOA provides the estimated funding level for the cooperative agreement. The Government has submitted the requisite documents to request funding for the period covered by the cooperative agreement; however, Applicants are reminded that this request is subject to Presidential, Congressional and Departmental approval.

8. Cost Share or Matching
Cost sharing or matching is not required for this FOA.

9. Profit/Fee
Profit/fee is not permitted under the cooperative agreement.

10. Place of Performance
The Government does not require that Applicant's personnel be physically located at Government facilities. Applicant's distance learning capabilities are expected to support the four units of CPE occurring at three component site locations (WRNMC, BAMC, and MAMC).

II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

Program Description
As authorized by Title 5 U.S.C. § 4103, the OCCH Graduate School as an agent of the Department of Defense (DoD) oversees professional education on behalf of the Army Chief of Chaplains. The Program Director of the School for Spiritual Care, as representative for OCCH Graduate School, prescribes the professional educational, certification, and credentialing standards of CPE Resident Courses under the direction of the Dean, Graduate School and oversight of OCCH. 5 U.S.C. § 4301 and 10 U.S.C. § 2013 authorize members of the U.S. Army to study at military and civilian educational institutions to acquire knowledge and/or experience within the context of professional military education. 10 U.S.C. § 2013 provides that this formalized training can utilize appropriated funding to pay for all or part of the necessary

expenses of the training.

The Army CPE Doctor of Ministry Resident Course is an opportunity for educational institutions to collaborate in the development of a fully integrated academic and professional educational course that supports Chaplain professional development. This course includes a Doctor of Ministry degree component, provided by an Association of Theological Schools (ATS) accredited academic institution. The resulting course builds on the already existing Army CPE Resident Course, creating a more academically rigorous approach to professional development and certification of Army Chaplain Specialists in Spiritual Care and Instruction. The resulting agreement is a fully accredited (ATS, ACPE, and TRADOC) course of study, which includes course structure, assessments, and curriculum including class syllabi and any associated course materials. Recipients will collaborate with the Program Director of the School for Spiritual Care – Army CPE to develop the Army CPE Doctor of Ministry Resident Course.

There are two (2) elements required to be part of a successful proposal for the CPE Doctor of Ministry Resident Course Program. These elements are as follows:

1. Development of Army CPE Doctor of Ministry Resident Course, including course structure, assessments and curriculum, that meets the recipient's ATS accreditation and includes Army CPE Coursework, which involves ACPE and TRADOC accreditation standards where appropriate. Cooperatively, OCCH and recipient develop curriculum for the Army CPE Resident Course integrating the accreditation processes and procedures of Recipient, the U.S. Army Training and Doctrine Command (TRADOC), and ACPE.

2. A one student cohort pilot, consisting of up to 25 Chaplain Residents, for implementation of the CPE Doctor of Ministry Resident Course including: Phase 1the CPE academic year (June – June), and Phase 2 the Professional Project.

The two (2) fundamental elements above provide a "starting point" for understanding the context of the role the Recipient will perform in the CPE Resident Course Program. Since the resulting award will be a cooperative agreement with substantial Government involvement, it is expected the Recipient will be in regular communication, working collaboratively with the Government to identify new and emerging areas of interest and targeted areas of special emphasis during performance under the cooperative agreement.

Element 1

OCCH offers the following considerations that facilitate a deeper shared understanding of the envisioned CPE Doctor of Ministry Resident Course.

Course Structure: The Army CPE Doctor of Ministry Resident Course is a two-phase course.

The first phase is the CPE-oriented professional education conducted at the three Army CPE Component Sites. Students are assigned on a full-time basis to the Component Sites. The academic year is from June to June, and is divided into four units of approximately 490 hours. These units include industry-recognized professional educational practices, which fully meet ACPE and TRADOC accreditation standards. ACPE provides assessment standards for each of

these units of CPE, from the ACPE Level I and Level II Outcomes. Each unit is thematic, with subsequent units building on the units before. Unit 1 is focused on the "Chaplain as Self." Unit 2 is focused on "Chaplain as Theologian." Unit 3 is focused on the "Chaplain as Counselor/Theorist." Unit 4 is focused on the "Chaplain as Professional." In addition to the existing CPE-oriented professional education, the recipient creates and conducts integrated Doctor of Ministry classes, one conducted in conjunction with in each unit of CPE. These Doctor of Ministry classes also support the professional education, integration, and diversity needs of Army Chaplain professional development. These Doctor of Ministry classes are conducted by cohort, including the entire Resident group that academic year, and that they be conducted by video based learning. At the end of this phase Chaplain Residents leave their CPE Component site, moving to a utilization assignment, often at another location in the Army.

The second phase is the professional project phase. During this phase students are working in organizations in the operational Army during their CPE utilization assignment. While students will be assigned to other organizations, they will be enrolled in the second phase of the CPE Doctor of Ministry Resident Course which will ensure continuing support from OCCH Graduate School and oversight of academic processes. Students work part time to develop a professional project proposal, conduct research, and create a dissertation. Educational institutions propose the process and academic requirements for the project phase, guide establishment of professional project committees, and establish standards for successful completion of the project. The Course defines project/dissertation selection criteria and reflects input from the educational institution while adhering to the needs of the Army Chaplain Corps and the student.

Course Curriculum, Syllabi and Materials: The Army CPE Doctor of Ministry expands on the current CPE Resident Course, integrating the Army CPE program and adding related academic coursework provided by the recipient educational institution. The Army CPE Doctor of Ministry Course fully meets all relevant requirements to confer a Doctor of Ministry degree, four units of CPE, and SI 7R on each student who successfully completes the course. The recipient and OCCH approach integration of course curriculum in the following ways.

CPE Related Coursework. The recipient educational institution extends ATS accreditation to all CPE Course work associated with the CPE Doctor of Ministry Resident Course. Recipients provide a proposed approach for collaboratively structuring CPE units, course work and assessment so that the CPE work is structured in syllabi, afforded post-graduate educational credit per class, and so CPE classes are potentially included in the educational institution's course catalogue. CPE courses can be accessed through subsequent educational agreements between OCCH and the recipient. The proposed Cooperative Agreement may also be used to extend benefits to the broader academic and chaplaincy industries. Resulting classes must adhere to ATS, ACPE and TRADOC accreditation standards. Specifically, a unit of CPE (however that is structured in syllabi) must consist of at least 490 hours of supervised professional education, with no less than 100 being direct education and 250 bring supervised ministry praxis. The Doctor of Ministry classes conducted by the recipient may be counted toward the direct educational requirement. Resulting syllabi will be entered into the TRADOC Training Development Capability (TDC) under the direction of the Program Director of the School for Spiritual Care – Army CPE. It is essential that each syllabus contain clear delineation of the number of instructor hours, student assessments and class objectives, student activities, material, space and other educational requirements, in order to fulfill TRADOC requirements.

Doctor of Ministry Classes. The recipient provides curriculum and syllabi for Doctor of Ministry classes offered during each unit of CPE related coursework. Topics, class objectives and resources may be defined by the recipient in conjunction with the Program Director of the School for Spiritual Care –Army CPE. The resulting syllabi includes class objectives, assessments, and space/materials requirements for each class. These Doctor of Ministry class syllabi are fully integrated into the flow of the overall CPE Doctor of Ministry Resident Course, and provide academic reinforcement of the professional education and spiritual care objectives of this course. The Doctor of Ministry classes are conducted by cohort, including the entire Resident group that academic year, and that they be conducted by video based learning. In the same way that the CPE-oriented course content and resulting syllabi are entered into the TRADOC TDC, the Doctor of Ministry classes are entered into TDC.

Course Participants: The CPE Doctor of Ministry Course includes us Army Chaplain Residents (students), US Army CPE faculty and faculty from the recipient educational institution. The following details are provided to create shared understanding of the proposed CPE Doctor of Ministry Resident Course.

Students: Army Student cohorts may be up to 25 Army Chaplains (consisting of 20-21 Army Active Component (AC) Chaplains, and between 1 and 4 U.S. Army Reserve Component (RC) Chaplains). In accordance with US Government policy, the recipient must be able to enroll students from any of the over 230 religious bodies that endorse Army Chaplains. The DoD provides for the free exercise of religion through the broadest possible representation of credentialed professional religious clergy made available to the military through the process of endorsement. Endorsement is the official formal statement by competent authority of a regions organization attesting to the credentials of an individual as a qualified professional religious leader. The recognized endorsing agents are listed at: https://prhome.defense.gov/M-RA/MPP/AFCB/Endorsements/

Cadre, Staff and Faculty: The recipient provides appropriate professors to teach Doctor of Ministry classes. The recipient also recognizes Army CPE Faculty serving as ACPE-Certified Educators and adjunct faculty of the Recipient institution. At a minimum the Army CPE faculty includes the Program Director for School of Spiritual Care –Army CPE and four CPE Component Site Directors. The recipient should consider how to incorporate Army CPE Faculty to participate in annual faculty development. The Recipient may conduct annual faculty training by distance learning. OCCH also desires that course structure and curriculum development be conducted collaboratively. The recipient also provides formal faculty development, possibly in conjunction with the educational institutions existing faculty development programs. Faculty development facilitates integration of course content and enhances overall educational outcomes for students

Element 2

OCCH Graduate School and the recipient conduct a single cohort pilot (one Resident group) implementation of the CPE Doctor of Ministry Resident Course, including Phase 1: the CPE academic year (June – June), and Phase 2: the Professional Project. Up to 25 Army Chaplain Residents participate as students, and three Site Directors and the Program Director participate as

faculty. The recipient educational institution provides faculty for the Doctor of Ministry Classes and Pastoral Project Phase.

This pilot will be conducted in conjunction with the School for Spiritual Care – Army CPE Academic Year, June to June. The pilot cohort implementation includes the two phases of the course structure, described above.

Phase one will be conducted with students selected by OCCH, Personnel Office, and will include 20-21 Active Duty Residents and between 1 and 3 Reserve Component Chaplains. CPE-oriented Courses are conducted in accordance with the collaboratively developed syllabi. The Army CPE Faculty will conduct CPE related courses as adjunct faculty to the recipient academic institution. The recipient will conduct Doctor of Ministry Courses in conjunction with each CPE unit, and in accordance with the overall Course structure. At the completion of this Phase, students will be granted credit for all CPE units completed, and be reassigned to their utilization assignment.

Phase two will be conducted with students as they are assigned to their utilization assignments. Upon successful completion of the Pastoral Project/dissertation all graduate receive the SI 7R from TRADOC. The recipient institution also confers the Doctor of Ministry degree on all students who successfully graduate form the program.

Faculty Development. The recipient educational institution facilitates course integration by providing faculty development for the Army CPE Faculty. This faculty development adds additional academic rigor and competency to the CPE faculty, who are fully certified for Level I and Level II CPE professional education, by enhancing development of academic and theoretical foundations for professional education.

Accreditation requirements. The Program Director of the School for Spiritual Care – Army CPE ensures that the student handbook, course orientation, syllabi and clinical learning assignments are prepared and provided to the students in accordance with ATS, ACPE and TRADOC requirements.. The recipient ensures that all required materials, such as syllabi, relating to the Doctor of Ministry Classes, are also coordinated with the Program Director of the School for Spiritual Care – Army CPE, and provided to the students.

Assessment: The recipient will collaborate with the Program Director of the School for Spiritual Care – Army CPE to develop assessment criteria to measure the effectiveness of the program and identify any needed changes. Assessment criteria will include and assessment of how well the program meets the needs of the Army Chaplain Corps. The recipient and Program Director will also collaborate to create a timeline for periodic assessments during the course of the pilot, and to conduct a summative assessment as the pilot concludes.

A. Federal Award Information

The FOA is expected to result in the award of a cooperative agreement with a performance period of one (1) year for Element 1 and two (2) years for Element 2 (on a June – June Academic Year schedule). The Element 1 and Element 2 Periods of Performance may overlap, so long as the curriculum being taught is created (Phase 1) before it is executed

(Phase 2).

The estimated amount for Element 1 is $50,000. This estimate is based on curriculum development costs estimated to total $50,000, consisting of approximately $2,000 for 24 courses.

The estimated amount for Element 2 is $450,000. This estimate is based on the following:

- Estimated amount to conduct enrollment of students in Phase 1 is approximately $300,000.
- Estimated cost for enrollment of students in Phase 2 is approximately $125,000.
- Estimated amount of $25,000 for faculty development.

Cooperative Agreement. A legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant (see definition "grant"), except that substantial involvement is expected between the Federal Government and the Recipient when carrying out the activity contemplated by the cooperative agreement. The term does not include "cooperative research and development agreements" as defined in 15 U.S.C. 3710a. No fee or profit is allowed.

Cooperative agreements for institutions of higher education, nonprofit organizations, foreign organizations, and foreign public entities are primarily governed by the following:

a. Federal statutes;
b. Federal regulations;
c. Title 2, Code of Federal Regulations (CFR), Part 200, as modified and supplemented by DoD's interim implementation found at 2 CFR Part 1103;
d. 32 CFR Parts 21, 22, 26, and 28;
e. DoD Research and Development General Terms and Conditions; and
f. Agency-specific Research Terms and Conditions.

Cooperative agreements for for-profit and nonprofit organizations exempted from Subpart E—Cost Principles of 2 CFR Part 200, are primarily governed by the following:

a. Federal statutes;
b. Federal regulations;
c. 32 CFR Part 34 - Administrative Requirements for Grants and Agreements with For-Profit Organizations;
d. 32 CFR Parts 21, 22, 26, and 28;
e. DoD Research and Development General Terms and Conditions; and
f. Agency-specific Research Terms and Conditions.

The authority for the CPE Doctor of Ministry Resident Program is 10 U.S.C. § 2192(a), which provides the Secretary of Defense with authority to enter into cooperative agreements with eligible entities to support eligible educational programs.

The following websites may be accessed to obtain an electronic copy of the governing regulations and terms and conditions:

a. Code of Federal Regulations: http://www.ecfr.gov;
b. DoD Research and Development General Terms and Conditions: https://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions.aspx; and
c. Agency-specific Research Terms and Conditions: http://www.arl.army.mil/www/default.cfm?page=8.

Substantial Government involvement is expected under the cooperative agreement and essential to the performance and successful execution of the CPE Doctor of Ministry Resident Course Program. The cooperative agreement enables and encourages the Recipient to synchronize and coordinate the program planning and execution of the CPE Doctor of Ministry Resident Course Program with the Government's primary representative, the Cooperative Agreement Manager (CAM). It is the CAM's responsibility to provide technical and fiscal oversight over the CPE Resident Course Cooperative Agreement.

The CAM must ensure that the CPE Doctor of Ministry Resident Course Program is planned and executed in alignment with priorities and core objectives, within the parameters of the cooperative agreement, and in adherence approve program plans and funding levels.

Reporting:

The Recipient will participate in person or via electronic participation in a Government-scheduled, Kick-Off Meeting after award. The Recipient and any sub-recipient(s) shall participate in the Kick-Off Meeting. The purpose of this Kick-Off Meeting is to (1) aid both the Government and Recipient personnel in achieving a clear and mutual understanding of all requirements, and (2) identify and resolve potential problems. Other reporting is described below.

Element#	**Title**	**Description/Type of Format**	**Due Date**	**Reviewer/ Acceptor**
All Elements (1-2)	Written monthly status reports describing work performed during the month, anticipated future work, problems and/or delays	Microsoft Word, Access, Excel	10th of each month	CAM
All Elements (1-2)	Quarterly Meetings Agenda and Presentation	Microsoft Word, Access, Excel	5 days prior to quarterly meeting	CAM

B. Eligibility Information

1. Eligible Applicants

Eligible Applicants include Association of Theological School accredited educational institutions. The OCCH Graduate School will work closely with the Recipient to collaboratively update the CPE Doctor of Ministry Resident Course conducted at the three component sites in the U.S. All Applicants are expected to have significant involvement and input into the program. To be qualified, potential Applicants must:

• Have the management capability and adequate financial and technical resources to administer the program of activities envisioned under the CPE Doctor of Ministry Resident Course.
• Have a satisfactory record of administering such programs or activities (if a prior recipient of an award).
• Have a satisfactory record of integrity and business ethics.
• Be otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulation.

In deciding whether a Recipient is otherwise qualified, the Grants Officer shall ensure that the potential Applicant is registered and in good standing in the System for Award Management (SAM).

C. Application and Submission Information

1. Address to View Funding Opportunity Announcement

This FOA may be accessed via the following websites:

a. Grants.gov (https://www.grants.gov)
b. SAM.gov (https://sam.gov/content/home)

Amendments to this FOA, if any, will be posted to these websites when they occur. Interested parties are encouraged to periodically check these websites for updates and amendments.

The following information is for those wishing to respond to the FOA:

2. Content and Form of Application Submission

Application forms and instructions will be available at Grants.gov. To access these materials, go to https://www.grants.gov, select "Search Grants", and then enter the funding opportunity number, W911NF-21-S-0017.

NOTE: Compatible versions of Adobe Reader are currently 8.1.1 and 8.1.2. You will be asked to specify your Operating System (examples: Windows, Mac) and Version (examples: XP, Vista, 10.4.9) be sure to specify Adobe Reader Version 8.1.2 to get the compatible version to apply for grants on Grants.gov. Click here to download version 8.1.2 from Adobe Website: http://www.adobe.com/products/acrobat/readstep2_allversions.htm.

Applicants must complete the mandatory forms and any optional forms in accordance with the instructions on the forms and the additional instructions below. The required fields should be completed in accordance with the "pop-up" instructions on the forms. To activate the instructions, turn on the "Help Mode" (icon with the pointer and question mark at the top of the form). Files that are attached to the forms must be in Adobe Portable Document Form (PDF) unless otherwise specified in this announcement.

The following formatting rules apply for the file attachments:

Paper size when printed – 8.5 x 11 inch paper
Margins – 1 inch on all sides of paper
Spacing – single
Font – No smaller than Times New Roman, 10 point
Form: SF 424 (R&R) (Mandatory) – Complete this form first to populate data in other forms. Authorized Organization Representative (AOR) usernames and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov. By using the SF 424 (R&R), Applicants are providing the certification required by 32 CFR Part 28 regarding lobbying.

Form: Research & Related Other Project Information - Complete questions 1 through 6 and attach files.

Project Summary/Abstract (Field 7 on the form) - The Project Summary should be a brief abstract that summarizes the content of the proposal. The project summary must not exceed 5 pages. Pages in excess of this page limit will not be evaluated.

• Project Narrative (Field 8 on the form) - Chapters and Numbers of pages – Field 8 is to contain the chapters set forth below and may not exceed the stipulated page counts for those chapters. Pages in excess of the noted page limits will not be evaluated.

• Chapter 1- **Plan for performance of Element 1**. The pages included in Chapter 1 shall be numbered. Applicants are advised that Chapter 1 **must not exceed 20 pages**, utilizing one side of the page.

• Chapter 2 – **Plan for performance of Element 2**. The pages included in Chapter 2 shall be numbered. Applicants are advised that Chapter 2 of the proposal **must not exceed 10 pages**, utilizing one side of the page.

• Chapter 3 - **Past Performance Information** - The pages included in Chapter 3 shall be numbered. Applicants are advised that Chapter 3 of the proposal **must not exceed 10 pages**, utilizing one side of the page. This does not include past performance questionnaires.

• Chapter 4 - **Credentials** - Credentials are **limited to 10 pages** but does not include the resumes or biographical sketches of key individuals representing the recipient. The individuals may include potential professors and a Program Manager at the educational institution.

Bibliography and References Cited (Field 9 on the form) - Attach a listing of applicable publications cited in above sections.

Facilities and Other Resources (Field 10 on the form) – The Army CPE Comment Sites are the primary location/context for the CPE Doctor of Ministry Resident Course. No other facilities are required. However, respondent may propose use of facilities or other resources they deep important.

Equipment (Field 11 on the form) – The Army provides all necessary equipment for the CPE-oriented course content. The Doctor of Ministry Course, because the courses are video-based, will require a Learning Management System (LMS), Informational Technology support for the institutional faculty and automation for the institution's faculty. The Applicant is to include a listing of equipment available to support the proposal. Any Government equipment necessary for performance is to be clearly identified. Attach this information at Field 11.

Other Attachments (Field 12 on the form) are as follows:

ATTACHMENT 1. Attach the Cost Proposal. The cost portion of the proposal shall contain cost estimates sufficiently detailed for meaningful evaluation. For budget purposes, assume a performance start date of 15 December 2021. For all proposals, the elements of the budget should include:

• Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.

• Indirect Costs - Fringe benefits, overhead, etc. (must show base amount and rate). Justify.

• Travel - Number of trips, destination, duration, etc. Justify and include basis for costs.

• Sub-award - A cost proposal, as detailed as the Applicant's cost proposal, will be required to be submitted by any proposed sub-recipients.

• Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Provide budget justification.

• Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the Applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify.

• Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the Recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the Applicant's procurement method to be used (competition, engineering estimate, market research, etc.). Justify.

ATTACHMENT 2 – Complete the following and include with the submission:

Representations under DoD Assistance Agreements: Appropriations Provisions on Tax Delinquency and Felony Convictions

(1) The Applicant represents that it is ___ is not ___ a corporation that 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.

(2) The Applicant represents that it is ___ is not ___ a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

NOTE: If an Applicant responds in the affirmative to either of the above representations, the Applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The Applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required consideration before award decisions are made. Applicant's authorized representative must sign and date form.

3. Unique Entity Identifier and System for Award Management (SAM)

a. Each Applicant (unless the Applicant is an individual or Federal awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exemption approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

i. Be registered in SAM prior to submitting its application;
ii. Provide a valid unique entity identifier (formerly DUNS) in its application; and
iii. Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

b. The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

4. Submission Dates and Times

a. Proposals

Electronic submission of proposals through grants.gov are due by 3:00 PM local Durham, NC, USA time 15 October 2021. Proposals submitted after the closing date will not be considered or evaluated by the Government.

b. Proposal Receipt Notices

i. Grants.gov: After a proposal is submitted to Grants.gov, the AOR will receive a series of three emails from Grants.gov. The first two emails will be received within 24 to 48 hours after

submission. The first email will confirm time of receipt of the proposal by the Grants.gov system and the second will indicate that the proposal has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. A third email (email #3) will be received once the grantor agency has confirmed receipt of the proposal. Reference the Grants.gov Online Help at https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm for information on how to track your application package.

For the purposes of this FOA, an Applicant's proposal is not considered received by AOR until the AOR receives email #3.

5. Intergovernmental Review

Not Applicable

6. Funding Restrictions

Funding information has been provided above.

7. Other Submission Requirements

a. Information to Be Requested from Successful Applicants: Applicants whose proposals are accepted for funding will be contacted before award to provide additional information required for award. The required information may include requests to clarifying budget explanations, representations, certifications, and some technical aspects.

D. Proposal Review Information

1. Criteria

It is the intent of the FOA to solicit the most creative, innovative, and effective approach to the development of the CPE Doctor of Ministry Resident Course Program. The award decision will be based on an overall evaluation of each Applicant's proposal in accordance with the factors set forth below. The factors are (1) Technical Plan as represented in course and curriculum, (2) Management, (3) Past Performance, and (4) Credentials. A review will be conducted by a panel established by OCCH Graduate School, and will include a representative with expertise in Army training/education, School for Spiritual Care – Army CPE faculty, ACPE Certified Educators, and other specialists in professional education.

Factor (1) Plan for Element 1 – This factor is an assessment of Element 1, focused on the proposed CPE Doctor of Ministry Resident Course. This plan shall include details on the proposed CPE Doctor of Ministry Resident Course, including proposed course structure, assessments and curriculum. Attention will be paid to how each proposal proposes to meet the program objectives for the CPE Doctor of Ministry Course objectives:

- Offers best approach to theological reflection that supports integration of practitioners

theology and personhood in multi-cultural and multi-faith practice
- Best approach to development of integrated professionalism, officer and clerical practice
- Best integrates academic course work and assessments with exiting CPE professional education
- Plan offers best approach to structuring of CPE related courses that meets recipient's accreditation standards, as well as ACPE and TRADOC Standards
- Plan provides clearly integrate academic course materials that support learning process and objective during each unit
- Provides best course materials/references that reflect multi-faith ministry and accommodate the individual convictions of Chaplain students

"Best" plans will be determined by assessment of review panel, based on review of each aspect of the technical plan. Plans must demonstrate adherence to ATS accreditation standards, and demonstrate how the plan can accommodate the professional education (CPE) portion of the course.

Factor (2) Plan for Element 2 - This factor focuses on the recipient's plan to manage and assess the pilot, Element 2. The following criteria will be used by the panel to assess each recipient's plan:
- Offers best plan for presentation format for Doctor of Ministry classes, that is video based, and engages the entire resident cohort, enables best learning environment, and management of course materials
- Offers best approaches to evaluation of Doctor of Ministry classes, and the faculty dedicated by the recipient institution.
- Identifies best plan for recipient to evaluate work of School for Spiritual Care – Army CPE faculty in accordance with the institutions faculty certification program

"Best" plans will be determined by assessment of review panel, based on review of each aspect of the technical plan. Plans must demonstrate adherence to ATS accreditation standards, and demonstrate how the plan can accommodate the professional education (CPE) portion of the course.

Factor (3) Past Performance –This element will focus on previous or current efforts performed by the Applicant that demonstrate the ability to successfully perform requirements similar to those outlined in the FOA. The Applicant shall include contact information (organization/company name, point of contact, telephone, e-mail address, etc.) of three (3) references that can verify and validate its ability to successfully perform the Program requirements. Identify in specific detail why or how each effort is relevant or similar to the effort required in this FOA.

Factor (4) Credentials. This factor will focus on the Applicant's credentials, as an organization (reputation or recognition in the area of education) as well as the credentials of the specific individuals proposed. Credentials include, but are not limited to, personnel on board, ability to recruit qualified personnel, and reputation within the education community. Applicant must be able to provide an Association of Theological Schools accredited Doctor of Ministry degree to qualified students. The application shall provide a sufficient description of the leadership roles and management personnel to include the names, brief biographies and availability of key personnel substantially and meaningfully engaged in the

cooperative agreement. The Applicant's application shall clearly identify the components and/or functions each of the named persons will be responsible for managing. The Government's assessment of this factor will focus on how the demonstrated education and experience of proposed personnel is expected to contribute to the Applicant's understanding of the DoD's goals for the CPE Resident Course and the core objectives of the cooperative agreement. The Government will assess the application to determine if proper biographical and work experience has been provided for all personnel whose performance will significantly impact the successful completion of the requirements outlined in the FOA.

Factor (5) Cost

While this area will not be weighted, it will be used in the final determination of a Recipient. Evaluation of this area will consider cost realism, cost reasonableness, and affordability within funding constraints. The Government may make adjustments to the cost of the total proposed effort as deemed necessary to reflect what the effort should cost. These adjustments shall consider the task undertaken and approach proposed. These adjustments may include upward or downward adjustments to proposed labor hours, labor rates, quantity of materials, price of materials, and overhead rates, etc.

RELATIVE IMPORTANCE OF EVALUATION FACTORS

Evaluation factors are listed in descending order of importance. Cost is not weighted, however, as the other Factor ratings of the proposals become closer, the importance of cost increases.

2. Review and Selection Process

All information necessary for the review and evaluation of a proposal must be contained within the proposal. No other material will be provided to those evaluating proposals. An initial review of the proposals will be conducted to ensure compliance with the requirements of this FOA. Failure to comply with the requirements of the FOA may result in a proposal receiving no further consideration for award.

Proposals that are in compliance with the requirements of the FOA will be evaluated in accordance with the evaluation factors using an adjectival and color rating system. Award will be based on an integrated assessment of each Applicant's ability to satisfy the FOA requirements. The Government reserves the right to award without discussions. If discussions are held, those Applicants will be invited to submit Proposal Revisions which will be evaluated using the same evaluation procedures as were used in the initial proposals. The Government will make award to the Applicant, conforming to the FOA, which offers the best value to the Government, cost and other factors considered. Further, award may be made to other than the Applicant who offers the lowest cost proposal. The Government reserves the right not to make an award if no acceptable offer is submitted.

Applications received in response to the FOA will undergo review to determine technical merit using a selection assessment panel.

The panel will not compare one application against another, but rather assess each application against the element and merit definition published within the FOA. Applications which are

unrealistic in terms of technical commitments or price, will be deemed to reflect an inherent lack of technical competence or failure to comprehend the complexity and risks of requirements, may be rejected.

E. Award Administration Information

1. Award Notices

Applicants whose proposals are recommended for award may be contacted by a Grants Officer or his/her representative. The notification email must not be regarded as an authorization to commit or expend funds. Award is not made until the cooperative agreement is signed by both the successful Applicant and the Grants Officer.

The award document signed by the Grants Officer is the official and authorizing award instrument. The authorizing award instrument, signed by the Grants Officer, will be emailed to the AOR.

2. Administrative and National Policy Requirements

a. Required Representations and Certifications:

i. Grant and Cooperative Agreement Proposals:

(1) In accordance with Continuing Appropriations Act, 2017 (Pub. L. 114-223), or any other Act that extends to fiscal year (FY) 2017 funds the same prohibitions as contained in section 743, division E, title VII, of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113), none of the funds appropriated or otherwise made available by that or any other Act may be made available for a grant or cooperative agreement with an entity that requires its employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting those employees or contractors from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive the information.

PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRED CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION

Agreement with the representation below will be affirmed by checking the "I agree" box in block 17 of the SF424 (R&R) as part of the electronic proposal submitted via Grants.gov. The representation reads as follows:

By submission of its proposal or application, the Applicant represents that it does not require any of its employees, contractors, or sub-recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, sub-recipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency

authorized to receive such information.

*Note that: Section 743 states that it does not contravene requirements applicable to SF 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(2) Recipients are required to submit the following representation with the application package:

REPRESENTATIONS UNDER DOD ASSISTANCE AGREEMENTS: APPROPRIATIONS PROVISIONS ON TAX DELINQUENCY AND FELONY CONVICTIONS

The Applicant is ( ) is not ( ) a "Corporation" meaning any entity, including any institution of higher education, other nonprofit organization, or for-profit entity that has filed articles of incorporation.

If the Applicant is a "Corporation" please complete the following representations:

(a) The Applicant represents that it is ( ) is not ( ) a corporation that 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.

(b) The Applicant represents that it is ( ) is not ( ) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

NOTE: If an Applicant responds in the affirmative to either of the above representations, the Applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The Applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required considerations before award decisions are made.

PROHIBITION ON CONTRACTING WITH ENTITIES USING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Section 889 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Public Law 115-232) prohibits the head of an executive agency from obligating orexpending loan or grant funds to procure or obtain, extend, or renew a contract to procure or obtain, or enter into a contract (or extend or 105 renew a contract) to procure or obtain the equipment, services, or systems prohibited systems as identified in section 889 of the NDAA for FY 2019. For more information on how this applies to all grant

recipients and sub-recipients after August 13, 2020, please see DoD Research General Terms and Conditions (SEP 2020) NP Article IV. Other national policy requirements, paragraph 18.

b. Policy Requirements:

The following list provides notable national policy requirements that may be applicable to an award. NOTE: The following is not an all-inclusive list of policy requirements. For assistance awards, refer to the DoD Research and Development General Terms and Conditions at http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions.aspx for additional national policy requirements that may apply.

i. MILITARY RECRUITING:

(1) Assistance Instruments: This is to notify potential Applicants that each grant or cooperative agreement awarded under this announcement to an institution of higher education must include the following term and condition:

(a) As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:

(i) The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (ROTC)—-in accordance with 10 U.S.C. 654 and other applicable Federal laws—-at that institution (or any sub-element of that institution);

(ii) Any student at that institution (or any sub-element of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.

(iii) The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or

(iv) Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any sub-element of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.

(b) If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:

(i) Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and

(ii) May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

ii. DRUG-FREE WORKPLACE:

(1) Assistance Instruments: The Recipient must comply with drug-free workplace requirements in Subpart B of 2 CFR part 26, which is the DoD implementation of 41 U.S.C. chapter 81, "Drug-Free Workplace."

iii. DEBARMENT AND SUSPENSION:

(1) Assistance Instruments: The Recipient must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning the Recipient's principals under an award, as well as requirements concerning the Recipient's procurement transactions and sub-awards.

ix. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION:

(1) Assistance Instruments: The Recipient must report information about sub-awards and executive compensation as specified in the award term in Appendix A to 2 CFR part 170, "Reporting sub-award and executive compensation information," modified as follows:

(a) To accommodate any future designation of a different Government wide Web site for reporting sub-award information, the Web site "https://www.fsrs.gov" is replaced by the phrase "http://www.fsrs.gov or successor OMB-designated Web site for reporting sub-award information";

(b) To accommodate any future designation of a different Government-wide Web site for reporting executive compensation information, the Web site "http://www.sam.gov" is replaced by the phrase "https://www.sam.gov or successor OMB-designated Web site for reporting information on total compensation"; and

(c) The reference to "Sec. ___.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" is replaced by "2 CFR 200.330, as implemented in DoD Research and Development General Terms and Conditions SUB Article I of this award."

3. Additional Reporting

Additional reports including number and types will be specified in the award document, but will include as a minimum monthly financial status reports. The reports shall be prepared and submitted in accordance with the procedures contained in the award document and mutually agreed upon before award. Reports and briefing material will also be required as appropriate to document progress in accomplishing program metrics. A final report that summarizes the project and tasks will be required at the conclusion of the performance period for the award.

a. Annual and Final Reports

The Recipient shall submit Annual Reports and a Final Report of all activity under the program. This report will summarize the monthly reports and highlight all activities under the cooperative agreement. The report will also provide an accounting of all Federal funds expended during the term of the Agreement. The Recipient shall also submit Annual Reports and a Final Report summarizing activities and an accounting of all Federal Funds expended during the term of the cooperative agreement.

Financial Reporting: Federal Financial Report (SF 425): Annual and Final Reports

1. Reporting period end dates fall on the end of the calendar year for annual reports (12/31) and the end date of the grant project or period for the final report. Annual reports are due 30 days after the reporting period end date, and the final report is due 90 days after the end date of the grant. All financial reports shall be submitted to the Grant Administration Office. Copies of the forms and instructions may be found on the Internet at http://www.aro.army.mil/forms/forms2.htm. The Recipient shall make distribution of the Annual and Final (SF425) Reports as follows:

Cooperative Agreement Manager - 1 original plus 1 copy;
Agreement Administration Office - 1 copy, and

Note: The SF 425 is a single form that consolidates and replaces the Federal Cash Transaction Report (FACTOR or SF 272/SF 272A) and the Financial Status Report (FSR or SF 269/SF 269A).

F. Agency Contacts

Questions regarding program execution and administration should be directed to:

Colonel Roy Myers
Dean of the Graduate School, OCCH
CPE Resident Course Program Manager
roy.m.myers.mil@mail.mil

The DoD Cooperative Agreement/Grants Officer is:

Ms. Vonetta McNeal
US Army Contracting Command-Aberdeen Proving Ground
RTP Division
vonetta.g.mcneal.civ@army.mil

G. Other Information

Applicants are advised that any data or supporting materials submitted to the Government in response to this announcement may be released to non-Government personnel for review and

analysis. The participation of these non-Government personnel will be limited to offering an opinion, which may be used as a guide by the Government evaluators. The exclusive responsibility for merit assessment and application selection will reside solely with the Government. Proprietary information submitted in response to this announcement will be protected from unauthorized disclosure as required by 41 U.S.C §423. These individuals will be authorized access only to those portions of the application data and discussions that are necessary to enable them to perform their respective duties. Such firms are expressly prohibited from competing on the subject acquisition.

If the Applicant objects to disclosure of information, Applicants shall provide the objection in writing to the Grants Officer. The objection shall include a detailed statement of the basis for the objection and identify specific portions of the application of which the applicant objects to disclosure to non-Government personnel.

Incumbent Performer: None.

H. Cooperative Agreement Proposal Accounting/Financial Management System

Before award it must be established that an approved accounting system and financial management system exist.