1.	Solicitation No.	111524/ET
2.	Solicitation Name	Language Training Center (LTC) Program
3.	Issue Date	November 15, 2024
4.	Closing Date	February 21, 2025
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	January 31, 2025

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ⊠ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

See Attached.

END OF AMENDMENT

2025 Language Training Center (LTC) Program
Request for Proposals Questions and Answers (Q&A)

Program Questions

Question: What are the policy and/or legal implications if the DOD component cannot fill the open seats for a course? E.g., due to urgent mission needs, emergency, etc.
Answer: The primary implication is the risk that grant funding will be underutilized due to cancelled trainings or unfilled seats. As a result, LTCs are encouraged to identify and publicize any open seats for upcoming trainings as early as possible, to allow for the greatest flexibility to fill available seats with other viable and interested DOD trainees. LTCs are advised to maintain regularly updated information on training opportunities and open seats for enrollment on their program websites in addition to updating course offering details in the national LTC website.

Question: If a DOD component does not have travel funding, can grant funding be used for an instructor to travel and teach at the DOD component's location?
Answer: The grant funding can be used to fund instructor travel, but it is the DOD partner's responsibility to provide classroom space and access to training.

Question: Who is responsible for providing the training sites: universities or DOD partners?
Answer: Training site locations are dependent on the needs of the DOD partner(s) and the facilities an institution can provide. Training can be on-site at the institution, the DOD partner's location, or a third-party location. Institutions work closely with their DOD partner to determine the best training location.

Question: Can grant funds be used for professional development ("train the trainers") in support of foreign language instruction?
Answer: Yes, this is allowable so long as the professional development also meets the requirements of the RFP and is aligned with the Language Roadmap and the National Defense Strategy.

Question: Other than potential travel costs for the students, there will be zero cost to DOD partners, correct?
Answer: There are no enrollment costs for DOD partners, but DOD partners are responsible for travel costs and TDY/per diem.

Question: Is the funding for this grant program predetermined or is it requested during the execution year based on the proposals?
Answer: Annual funding levels are set by the Department of Defense and Congressional appropriations.

Question: Are there any preferred languages required for this award?
Answer: Languages of instruction are based on DOD partners' needs and validated operational requirements. That said, this RFP does emphasize the importance of Russian and Chinese as based on the NDS.

Question: Would an institution be able to partner with the National Cryptologic University?
Answer: As the National Cryptologic University is a part of the National Security Agency, which is housed within the Department of Defense, it is an appropriate DOD partner for the LTC program.

Question: Can a government organization reach out directly to a university or do we have to wait for a university to reach out to us requesting a letter of support?
Answer: DOD components may reach out directly to universities first.

Question: How many students would be required to utilize a partner LTC on a quarterly or annual basis for a partnership to be considered a viable option?
Answer: There's no quarterly or annual requirement, but the general minimum is 6 students per course ("course" being defined as a course of instruction whose length and contact hours are negotiated between the university and the DOD partner).

Question: The RFP states that "Programs offering critical and strategic languages that can be incorporated into the Reserve Officer Training Corps (ROTC) programs to facilitate the development of language skills among future officers of DOD." Are we able to use LTC grant funds to teach ROTC cadets? (understanding that this should not be a primary part of the program). And is this restricted to contracted cadets only?
Answer: ROTC students would be allowed to take or audit LTC courses planned for DOD partners, but LTCs should not design or deliver training that is solely intended for ROTC students.

Proposal Questions

Question: "Additional materials and appendices will be removed from the submitted proposal ahead of panel review. Embedded links will be removed from the submitted proposal ahead of panel review." Does this mean institutions should not include any additional materials? Or does DLNSEO/IIE still want them and will not have them as part of the review?
Answer: Applicants should not include any materials beyond those specifically required by and in accordance with points 1-11 on pages 16-17 of the RFP.

Question: What is the deadline for proposals?
Answer: Friday, February 21, 2025 at 4:30 pm EST.

Question: Would a DOD Letter of Support signed by a GS-15 DOD civilian meet the requirement that letters must be signed by an O-6 or higher?

Answer: Yes, a GS-15 meets this requirement.

Question: The DoD partner letter of support instructions on page 16 of the RFP state: The letter of support must come from (i.e. be signed by) the organization's O-6 or higher-level commander. Some DoD language programs are led by government employees or government contractors. May letters of support be signed by a civilian who holds a leadership position within a DoD language program?
Answer: A DOD civilian at the rank of GS-15 or higher may sign a letter of support.

Question: Is this solicitation for a multi-year or a single-year grant? How is funding approved for the second and third years?
Answer: This solicitation allows for the possibility of a multi-year grant. As stated on page 9 in the funding section, additional funding may be available for subsequent program cycles. Future funding will be contingent upon program success and the availability of funding. Program performance is reviewed throughout the year via quarterly performance reports, site visits, and regular phone and email communications. Programs selected to continue for subsequent years will be asked to submit budgets for additional year(s) at a later point in time. Subsequent years will not require a new proposal, just a new budget and project description for the new 12-month period of performance.

Question: Will there be another RFP next year?
Answer: The LTC Program runs on a planned three-year grant cycle and will not be re-competed in 2026. There may be RFPs for special initiatives within the LTC Program which will be advertised openly. Any new RFPs will be published on the RFP page of the LTC website: www.DODltc.org.

Question: Will the award year always start on June 1?
Answer: Yes. The award year is June 1, 2025 – May 31, 2026. If an award is renewed for a second year, the second year will follow the June – May grant cycle.

Question: Will there be a copy of the slide deck for the technical assistance webinar offered to attendees for post webinar viewing?
Answer: Yes, slides will be made available on www.DODltc.org

Question: Are the DLPT and/or OPI the only authorized assessments, or may institutions create in-house assessments?
Answer: Only DOD components can administer DLPTs, but institutions are welcome to administer OPIs/OPIcs and any other assessments where they and the DOD partner find value in the assessment instrument.

Question: Will you take into consideration the established relationship (years of partnerships) between an LTC and a DOD partner when awarding the grants?
Answer: In terms of the merit review process, Section 4 of the RFP explains the review and evaluation. The first criterion is Evidence of DOD collaboration, which is where a proposal will be scored based on the relationship and history with their DOD partner(s).

Question: When stating how this training meets a need that cannot be met by standard DOD LREC resources, would DOD partner budget cuts be a factor to include?
Answer: If a particular language(s) is a validated operational requirement, the DOD partner should explain the requirement and how current resources are unable to meet it.

Question: Is there a preferred format for the DOD letters of support? Memorandum for record, Memorandum to DLNSEO, etc.

Answer: Section 9 of the RFP outlines the requirements for DOD letters of support.

Question: Can a DOD partner provide a letter of support to more than one university?
Answer: Yes, DOD partners are welcome to provide multiple letters of support.

Question: Is there an appeal process if a grant proposal is not selected for funding?
Answer: There is no appeal process; however, DLNSEO and IIE do notify applicants of the outcome of their proposal submission and provide all applicants with feedback in case they want to submit proposals in future competitions.

Question: How does the projected amount of grant funding for this cycle compare with the previous cycle?
Answer: Overall funding is comparable to previous cycles and is always subject to overall availability of funding.

Question: Is it acceptable for a DOD partner to discuss its language requirements and training logistics with a university prior to writing and providing a letter of support?
Answer: It is preferred that these conversations take place early and often; DOD partners and institutions should work closely together throughout the proposal process.

Question: Can you clarify the line in the RFP stating training courses "should" be accredited?
Answer: One of the initiatives of the LTC Program is to provide credit to the service members for their training courses. Institutions and DOD partners should closely discuss whether academic credit would be a required element of their LTC partnership.

Question: What are considered standard DOD language training programs and resources?
Answer: Examples include language training at the Defense Language Institute Foreign Language Center, Basic Special Operations Language Training at the US Army JFK Special Warfare Center and School, or any language training located in organizations and units that have command language programs and standard language training budgets.

Question: Will partnerships that fall outside the scope of the LREC Talent Management Roadmap be considered? For example, training provided to the National Guard State Partnership Program, whose participants are not linguists, FAOs, or SOF?
Answer: The competition references two strategic documents—the Roadmap and the National Defense Strategy—so the NDS's emphasis on supporting and building alliances make working with a State Partnership Program appropriate.

Question: For proposal submissions, does the page numbering begin with the title page?
Answer: Page 18 in RFP provides instructions on pagination. Numbering should be clear for pages and sections.

Question: Please list the six separate PDF sections into which we need to organize our submission so we can prepare the packages prior to the deadline and upload correctly in Slate.
Answer: Proposal submission requirements can be found on page 19-20 of the RFP.

Question: The consecutive number is for ALL sections of the proposal together? That is, the different PDF files should all be numbered in sequence together? Or just the separate sections of the first PDF?
Answer: This information can be found on page 18 of the RFP.

Question: How important is it that letters of support contain all of the details about a potential partnership? For example, the exact number of students to be trained or the exact language level?
Answer: Page 16, Section 9 of the RFP provides exactly what the Letters of Support need to address.

Question: Is it better if the PI creates a Slate account to submit the proposal or will one Slate account be used for all future proposals for other PIs (if you offer grant opportunities in the future)?
Answer: We ask that the person who creates the account be someone who is authorized to submit the proposal. There is no preference beyond that; PIs and OSP personnel are the most common submitters.

Question: Is it possible that the funding could get deobligated once programs are awarded?
Answer: When a grant is issued to an institution by IIE, it is only after DLNSEO has received the appropriated funds and authorizes IIE to extend the award.

Question: For institutions that can provide instruction in several different languages, would one single proposal suffice or is it necessary to submit a proposal for each language?
Answer: One single proposal should be submitted. Applicants may propose multiple languages and multiple DOD partners; the partners' requirements should dictate what languages are proposed.

Question: Is there a suggestion that training beyond intermediate or advanced proficiency levels is preferred?
Answer: Language levels should be determined by the requirements of DOD partners. Lower-level language learning can be offered if it is required by the partner and not available through standard DOD LREC resources. There is no preference for intermediate or advanced proficiency levels.

Budget Questions

Question: What is the recommended funding amount?
Answer: Proposals within the approximate range of $400,000 - $3,000,000 will be considered. Please make sure to work with your Office of Sponsored Programs (OSP) to ensure that all funds requested are reasonable, allowable, and allocable.

Question: Can a proposal exceed $3 million?
Answer: Any project exceeding $3,000,000 will be considered only under exceptional circumstances when funding is deemed mission essential. Please be sure to discuss this matter with your DOD partner(s) so that they can address training needs in their letter of support.

Question: If we wish to submit a proposal with a budget exceeding $3,000,000 is there a preferred way to distinguish priority ("core") program components we wish to have funded within the $3,000,000 and other expanded program elements to be funded above this ceiling?
Answer: There is not a specific preferred method for making this distinction. However, it is recommended that this distinction be clearly addressed and/or identified to proposal reviewers within the component(s) of the proposal that may include the proposal narrative, the budget template, and/or the budget narrative. As a reminder, per the guidance of the RFP, any proposed projects exceeding $3,000,000 will be considered only under exceptional circumstances when funding is deemed mission essential and is subject to the availability of funds.

Question: Does there need to be an itemized invoice for supplies or other expenses in the budget proposal?
Answer: Appendix B of the RFP is a budget template that applicants must use to propose all costs associated with their planned activities. Within the template, applicants must include detailed budget notes associated with each budget line item.

Question: If a DOD partner needs more courses, will its LTC institution be able to receive additional funding to support more training?
Answer: The LTC Program is designed to be flexible and acknowledges that needs may change over the grant period. Institutions may request additional funding to support additional or changing partner training needs, but approval of additional requests is entirely dependent on the availability of funding, plus consideration of the expressed needs identified by the DOD partner. The availability of additional funding is not guaranteed.

Question: Is the grant funding from DLNSEO channeled through the DOD components to the provider or through IIE? Does the DOD partner pay institutions to have personnel take a class at the LTC? What is the line item for tuition in the budget? Can the LTCs request funding to provide "scholarships" to participants? If full scholarships are not possible, can institutions offer partial ones to help offset the costs for participants?
Answer: DLNSEO provides funding for the LTC Program. IIE administers the program on behalf of DLNSEO, including making the grants to institutions. Institutions should cover the cost of tuition with grant funding. The line item for tuition in the budget should reflect the cost to provide tuition credit to participants. The DOD partner does not pay the institution to provide classes. The DOD partner must cover travel and per diem expenses for participants. Scholarships should not be included for program participants.

Question: Can travel costs for DOD personnel traveling to an LTC training facility be paid via the LTC grant?
Answer: No, DOD personnel's travel expenses cannot be paid for by the LTC grant. Institutions should make sure that their DOD partners understand and plan for the costs they will incur if sending personnel to an LTC training facility.

Question: Would the funding requested for instructors who are not affiliated with the university go under Contractual in the budget?
Answer: Please follow your institution's policy and consult with your Office of Sponsored Programs (OSP) when you are developing your budget for questions on how certain costs should be categorized.

Question: If institutions are modifying existing credit-bearing courses to accommodate DOD personnel, can funds be requested to cover or offset instructional costs?
Answer: The grant should not supplement instruction already offered by an institution.

Question: Can institutions request travel and lodging for contract instructors in addition to salary?
Answer: Yes, but please provide details on the rationale for these costs in the proposal and budget notes.

Question: Are there any costs that would not be funded or allowed such that institutions should refrain from including them in their proposed budget?
Answer: Typical budgets include items such as management personnel, instructors, and tuition (optional for trainees). Budgets may not include travel or per diem costs for DOD personnel. Budgets should not include stipends for DOD personnel. Institutions should consult with their OSP to confirm allowable and allocable expenses per regulations governing federal grants and university policies.

Question: Is there an avenue to fund university space for student self-study or DOD virtual language training? Is there a separate process for infrastructure funding?
Answer: The core of the funding is intended to support an institution's ability to meet the training needs of their DOD partners, which can include several elements: traditional classroom format, and online format/virtual components. Support may also be provided for costs and activities related to tutoring. A budget template and guidelines are provided within the RFP and should be reviewed carefully when preparing a proposal. Funding for materials and the use of space to support training are elements that can be included in the proposal budget. Please consult 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards in addition to your institution's

Office of Sponsored Programs (or similar office) to confirm all costs in the proposal budget are reasonable, allowable, and allocable.

Question: What is the overhead cost or indirect cost rate? Is there a maximum?
Answer: The indirect cost rate is based on your institution's Negotiated Indirect Cost Rate Agreement (NICRA). Please consult your OSP to determine the appropriate indirect cost rate to use in your budget.

Question: Our proposed LTC program will admit military personnel into our existing summer language programs. As such, the per-participant cost will be based upon our current tuition (they will get college credit) and fee (housing and food) schedules. Our interpretation from the template is that we should include these expenses under Participant Support Costs – is it possible for you to confirm this is correct?
Answer: Yes, those per-participant costs should be budgeted in the Participant Support Costs category of the budget template.

Question: Is the budget narrative a separate document from the Excel budget form, or is the budget narrative the "notes" that appear at the bottom of the budget template in the same Excel document?
Answer: The sample budget notes template, included within the budget template, is provided as an example for how to organize the budget narrative. Please be sure to include a separate note for each line item in the budget. Please review page 17 of the RFP for further guidance regarding the budget and budget notes.