



LANGUAGE TRAINING CENTERS

**2016 Language Training Center (LTC) Program
Request for Proposals Questions and Answers (Q&A)**

Updated: February 5, 2016

Program

Question: Is one model or type of LTC Program preferred?

Answer: There is no preferred type or model for the LTC Program. All options will be considered as long as there is a clearly defined need or operational requirement from a DoD unit, office, or agency. IIE and DLNSEO encourage institutions to select a program model that fits with their strengths and capabilities and supports their DoD partner's needs.

Question: Is there a preference for the language(s) of instruction? Is it okay to start with only one language?

Answer: All languages will be considered as long as there is a clearly defined need from a DoD partner. It is okay to start with one language and consider the addition of other languages in subsequent years of the program.

Question: Do DLNSEO and IIE have any preference on the language program proposed or does this depend on the partnership between the DoD partner and the university?

Answer: It is important for institutions to demonstrate the ability to meet specialized needs. There are many different needs, ranging from high-level language training of FAOs or intelligence analysts (which may have specific reading/listening goals), general purpose forces training (minimum goal of ILR 0+), and short and long term trainings. Training provided to a DoD unit or agency must meet a specialized need. The program metrics should reflect this need and be agreed upon by the DoD partner. DLNSEO will review programs in all languages defined as required by DoD components. For example, French may be needed in support of missions in Africa or in cooperation with allies in NATO; French and Spanish are not ruled out as commonly-taught languages. There may be a strong focus on Asian languages, specifically those which are difficult to support training elsewhere.

Question: Is there a maximum number of DoD partners an institution can partner with?

Answer: There is no maximum number of DoD partners allowed. The institution should address their capacity to manage the relationship with each partner in the proposal.

Question: Do the DoD partners need to be in geographical proximity if an institution is providing online instruction?

Answer: Institutions should consider the need for local support at the DoD partner location. In addition, if you are in close proximity, you may want to consider diversified interaction.

Question: What DoD components are appropriate target audiences?

Answer: DoD is a large department with Active duty, Reserve, National Guard and civilian personnel within its Services - Army, Air Force, Navy, and Marine Corps – and each has its own language and culture training requirements. Other DoD components that require training include the National Security Agency, Defense Intelligence Agency, Defense Security Cooperation Agency, Special Operations Command, and Regional Combatant Commands.

Question: Are ROTC students eligible to participate in LTC programs?

Answer: ROTC students are eligible; however the main focus of the proposal should support another DoD component. There are other programs like Project GO that support ROTC students.

Question: Are the DoD partners required to confirm a specific number of students who will attend the LTC course?

Answer: Successful proposals will include a clearly defined description of program outcomes including the expected number of participants. Applicants may also choose to express the “expected number” as a range including the minimum and maximum numbers of participants anticipated for each component of the proposed training.

Question: Do DoD units need to pay tuition and fees?

Answer: Each LTC course is designed by a university and addresses the needs identified by a specific DoD partner. Tuition and fees associated with the course should be completely covered by the grant award. The only costs that DoD units are responsible for are those associated with personnel travel (i.e. per diem meals, lodging, and transportation).

Question: Do LTCs have to provide academic credits, even if the DoD partners do not require credits?

Answer: It should be possible for any participant to receive academic credit. However, each partner is unique and offering credit should be coordinated with the DoD partner.

Question: What is the average tuition at institutions that are providing intensive immersion courses to DoD personnel who must pass the DLPT and OPI exams?

Answer: Tuition should be calculated following your institution’s policy for establishing tuition rates.

Question: Does DNLSEO expect participants to reach a certain proficiency level (ILR 2, 3, etc.)?

Answer: The LTC should aim to meet the proficiency requirements of the specific DoD partner.

Question: To what extent should current LTCs highlight their previous performance and relationship with DoD partners?

Answer: Successful proposals demonstrate a track record of support for DoD personnel. Proposals should demonstrate capacity in language and regional studies training and relationships with DoD components or other government entities. Successful proposals clearly demonstrate the types of programs they have been able to offer in the past, the results demonstrated from trainings, and the type of relationships developed.

Question: If an institution does not have a Language Resource Center on campus, can an institution collaborate with other institutions on a proposed LTC program?

Answer: Cooperation with Title VI-funded programs from the Department of Education, whether Language Resource Centers or National Resource Centers, or other federal programs is allowable. However, the proposed budget should not include expenses already covered under other grants. If you plan to collaborate with another institution, you may submit one joint proposal outlining the partnership. If each institution in the partnership wants to submit their own proposal, then each proposal should outline how the institution would implement the proposed project if the other institution were not awarded funding.

Question: Can institutions integrate LTC students into existing programs on campus or should the DoD program be completely separate from current on-campus courses?

Answer: DoD components have mechanisms other than the LTC program to pay for regular university training. Successful proposals outline participation in summer or extension courses, or customized courses that meet the needs of the DoD component. The model proposed should be agreed upon in collaboration with the DoD partner.

Question: Can institutions enroll non-DoD personnel alongside LTC participants in online intensive and short-term courses?

Answer: If online courses are regularly offered as part of the partnership with the DoD component, course participants should be confirmed with the DoD partner to ensure that personnel being mixed or identified as non-DoD students are permissible. LTC grants should not be used to subsidize a course for other university students.

In addition, the institution should determine, in consultation with the DoD partner, if the course meets the partner's needs. If your institution is co-located with the DoD partner, and schedules allow DoD students to enroll in your university courses, participation in regular university courses is allowable. However, there are other mechanisms for DoD components to pay for regular university training outside of an LTC grant.

Question: What other kinds of assessment tests are institutions required to administer besides the OPI and DLPT? Are e-portfolios, peer-to-peer evaluations, student-tutor evaluations, or OPIc exams appropriate? How about AAPPL?

Answer: Please discuss and coordinate with your DoD partner the appropriate assessment tool you plan to administer to the students. Propose appropriate assessments for the instruction provided. In your proposal, describe in detail how these assessments provide measurable outcomes for both formative and summative assessment of student language proficiency. Exams such as the OPIc are acceptable.

Question: Do you expect the LTC to be able to officially administer the DLPT and the OPI as part of its program. Or can DoD personnel go to a testing center?

Answer: Each institution should work with their DoD partner to use assessments that are appropriate for the specific training provided. DoD personnel usually take the DLPT and OPI at a DoD testing site so coordinate with your DoD partner if they will be responsible for scheduling and proctoring these tests.

Question: Can you be more specific on the cost-effectiveness metrics?

Answer: Cost effectiveness refers to the relative cost to train a student. Costs proposed should be reasonable for the

activities outlined to achieve the goal of the DoD partner.

Question: Is assigning a program manager to support the LTC and its teaching staff appropriate?

Answer: Yes, you may assign a program manager to support the LTC and the teaching staff.

Question: Is our institution at a disadvantage if there are other LTCs already established in our area?

Answer: Successful proposals provide evidence of a solid DoD partnership and a clear plan to meet a specific operational requirement for the partner.

Proposal

Question: Are there any specific elements of the proposal that vary considerably from past LTC RFPs?

Answer: Yes. Please note that more specific guidance is given regarding the DoD partner letter of support. In addition, a webinar specifically for DoD partners will occur on February 4th in order for IIE and DLNSEO to answer any questions they may have about the Language Training Center Program or the required letter of support.

Additionally, more detail about program evaluation and student assessments were added on the RFP. Please be sure to read these sections closely and to outline your institution's evaluation and assessment plans in detail for all trainings offered under the grant.

Question: What is the deadline for proposals?

Answer: Thursday, March 17, 2016 at 4pm EST.

Question: Is this solicitation for a multi-year or a single year grant? How does funding get approved for the second and third years?

Answer: This solicitation allows for the possibility of a multi-year grant. As stated on page 8 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 through 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 at a later point in time. So, subsequent years will not require a new proposal, just a new budget.

Question: Will there be another RFP next year?

Answer: The LTC grant is a three-year grant cycle and will not be re-competed in 2017. 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 August 1?

Answer: Yes. The award year is August 1, 2016 - July 31, 2017. If an award is renewed for a second year, the second year will follow the August - July grant cycle.

Question: What restrictions are there for applicants?

Answer: Applicants must be U.S. higher education institutions. Please see the eligibility section on page 2 of the RFP for further details.

Question: How many proposals will be awarded under the LTC grant?

Answer: The number of grants awarded depends on the quality of the proposals submitted, the final funding amount available, and the extent of the top-rated proposals.

Question: Is there a specific level of command authority that should be writing letters of support for LTC institutional applicants?

Answer: The letter should be written by an individual with official authority within a DoD office, unit or agency. At a minimum, the letter of support should be written by an individual at the command/director level (i.e. Battalion Commander, Brigade Commander, Program Director, and Agency Director).

Budget

Question: What is the recommended funding amount?

Answer: Proposals within the approximate range of \$200,000-\$1,500,000 will be considered. Please make sure to work with your Office of Sponsored Program (OSP) to ensure that all funds requested are reasonable, allowable, and allocable. If your institution is establishing a new program, you may want to consider what is reasonable for the first year of a program that allows for program set up.

Question: Can a proposal exceed \$1.5 million?

Answer: Any project exceeding \$1,500,000 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 the training need in their letter of support.

Question: Is the funding from DLNSEO channeled through the DoD component to the provider or through IIE? Do 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. Scholarships should not be necessary for program participants.

Question: Can DoD personnel travel to the training facility be covered under LTC grant?

Answer: DoD personnel travel expenses should be covered by the DoD component; it cannot be paid for with the LTC grant. Institutions should make sure that their DoD partners understand and plan for the costs they will incur if sending personnel to training.

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 OSP when you are putting your budget together.

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 unless there are already DoD personnel enrolled and the goal is to improve current instruction at the advanced or upper levels.

Question: Can institutions request travel and lodging for contract instructors in addition to salary?

Answer: Yes. Please provide details on the rationale for the cost in the proposal.

Question: Are there any items that will not be funded and institutions should refrain from including on the budget?

Answer: Typical budgets include items such as personnel, instructors, and tuition (optional for trainees). Budgets may not include travel or per diem costs for DoD personnel. Institutions should consult with their OSP on specific line items and contact IIE if there are any specific questions regarding allowable expenses.

Question: What is the overhead cost or indirect cost rate?

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: How should a current LTC prepare a budget given the overlap in the period of performance?

Answer: Please prepare a budget according to the RFP guidelines to cover activities for August 1, 2016 - July 31, 2017. Activities that are currently funded via an award agreement (Ex. Language Training Center 2015-2016 or other federal award) should not be reflected on your proposal budget. Therefore, for the months of August and September, please be sure that all line items and the corresponding funding for them are 'new' activities.

IIE strongly recommends that you work with your OSP to build your budget and to review expenses for the months of August and September when overlap may occur between your current award agreements and your proposal.