

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity**

**(NOFO):** FY 2019 Community College Initiative Program

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0005473

**Catalog of Federal Domestic Assistance Number:** 19.009

**Key Date/Application Deadline:** January 11, 2019

**Program Description/Executive Summary:**

The Office of Global Educational Programs of the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State announces an open competition for the Community College Initiative (CCI) Program. ECA is seeking proposal submissions for one cooperative agreement to design, implement, and oversee the CCI Program. The CCI Program provides international participants from underserved and underrepresented communities with an intensive academic-year long program at accredited U.S. community colleges, focused on building technical and professional skills while deepening participants' understanding of the United States, its people and values.

U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) that represent consortia or other combinations of accredited U.S. community colleges may submit only one proposal to cooperate with the Bureau under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

In order to maximize the number of participants under this program, while not formally required under this Notice of Funding Opportunity, it is the Bureau's expectation that institutional and private sector funding and/or cost sharing will be made available by applicant organizations.

**It is the Bureau's intent to award one cooperative agreement (one base year plus two non-competitive continuations) for an estimated three-year total amount of \$15,825,000, pending availability of funds. Please see section B, Award Information for additional details.** ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, and/or countries based on program needs and the availability of U.S. government funding (see Eligibility Information, section C).

**A. Program Description:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

ECA reserves the right to modify the composition of the final award and its funding levels based upon the quality of proposals submitted, the availability of funds, and other factors impacting long-term foreign policy objectives.

**Purpose:** The Community College Initiative (CCI) Program promotes American competitiveness and economic prosperity, advances American influence, and contributes to the development of 21<sup>st</sup> century skills on U.S. community college campuses by increasing job skills, reducing skills gaps, developing soft skills, and strengthening employability.

The CCI Program also promotes American values and youth empowerment in the developing world by expanding educational and professional opportunities for underserved, underrepresented populations. Under the program, international students, especially women, study for an academic year at accredited U.S. community colleges to develop professional and leadership skills, and gain a better understanding of American values, culture, and society. Students enroll in quality technical and professional courses at U.S. community colleges and put classroom theory into practice through hands-on internships. They engage in leadership development activities and community service. They improve their proficiency in English which increases their access to information, education, jobs, and the shared means of communication shaping the 21<sup>st</sup> century. They develop critical thinking skills essential in understanding and countering misinformation and disinformation. They learn about the United States and share their culture with the Americans they meet. CCI alumni return home better prepared to join or advance in their local workforce and to make a positive difference in their communities.

These experiences and skills enable CCI alumni to share what they have learned with others, to provide positive narratives about the United States and counter anti-American sentiment where it may exist. Alumni voice their perspectives of America in underserved communities where they may be the only person with first-hand experience in the United States. They are poised to launch entrepreneurship endeavors, conduct language or professional training sessions, and organize volunteer projects. CCI participants become CCI alumni who are difference-makers who give back to their communities and countries.

In the United States, these international students provide opportunities for global engagement and learning to U.S. community college classrooms and campuses. Through administering the CCI Program, community colleges increase their institutional capacity to host international students and strengthen their internationalization efforts to educate a globally competent workforce. These interactions encourage U.S. community college students to study abroad and foster global awareness and skills development among those U.S. students who may not have the opportunity to study or travel abroad. By contributing to the development of 21<sup>st</sup> century skills on U.S. community college campuses, the CCI Program benefits Americans and their communities by promoting American competitiveness and economic prosperity.

The program goals are to:

- 1) Equip exchange participants with professional and technical skills in fields of study that will help them as workforce leaders to meet important needs in their underserved communities;
- 2) Expand opportunities for underrepresented, underserved youth, especially women, in the developing world;
- 3) Build mutual understanding, tolerance, and respect through sharing cultures and values;
- 4) Foster relationships among underserved youth from different ethnic, religious, and national groups, including U.S. peers;
- 5) Empower participants from underrepresented and underserved groups to engage in addressing issues of economic and/or social concern in their local communities upon their return home; and
- 6) Promote internationalization efforts on U.S. community college campuses and better prepare U.S. students for successful futures in a global marketplace.

The objectives of the program for participants are to

- 1) Demonstrate increased knowledge and professional skills in their chosen field of study;
- 2) Demonstrate increased confidence and ability in their personal, professional, and leadership skills and enhance employability;
- 3) Demonstrate improvement in their level of proficiency in English that will serve as a springboard to opportunity;
- 4) Demonstrate a better understanding of community engagement as practiced within their multinational campus cohorts and in their host communities in the United States;
- 5) Demonstrate a better understanding of the values, society, institutions, and culture of the United States; and
- 6) Demonstrate the mindset of a difference-maker with a commitment to sharing what they have learned with others and making a contribution to their local communities upon return home.

The objectives of the program for community colleges are to

- 1) Increase institutional capacity to host international students, especially those from underrepresented countries and communities, thereby improving institutional support systems, student experiences, and ultimately the capacity to recruit international degree-seeking students;
- 2) Increase institutional capacity to facilitate greater engagement among and between international students and U.S. students, staff, and faculty and build mutual understanding, tolerance, and respect through sharing of cultures and values;
- 3) Internationalize on-campus opportunities for U.S. students to gain international awareness, global competencies and ultimately to increase the global understanding, job skills, and mobility of U.S. community college students.

Applicants are requested to submit a narrative of no more than 20 double-spaced, single-sided pages outlining a comprehensive strategy for the administration and implementation of the CCI Program. The proposal should identify specific accredited U.S. community colleges to host approximately 130 participants for one academic year in groups of approximately 12-16 students. Colleges with limited international experience should host smaller cohorts as they develop capacity.

***CCI Program Administration and Implementation:*** The following provides an overview of the key elements of the CCI Program and its administrative lifecycle.

#### *Recruitment*

The Bureau anticipates recruiting approximately 130 program participants from approximately 12 countries, to include Brazil, India, Indonesia, South Africa and other countries (subject to change). Currently, CCI participants come from twelve countries and participants are recruited through the Public Affairs Section of the local U.S. Embassy or Consulate, or through the Fulbright Commission if available in the eligible country. The Bureau reserves the right to make changes in eligible countries; proposals should indicate flexibility and willingness to host international students from any and all identified countries.

ECA will announce an annual recruitment cycle to U.S. Embassies and Fulbright Commissions in Fall 2019. ECA will determine the participating countries, the CCI fields of study, and the number of nominations to recruit each year. ECA will work with the CCI implementing partner to finalize the application materials that will be distributed to U.S. Embassies and Fulbright Commissions as part of the recruitment announcement. The application forms need to include a list of fields and eligible subfields at the host campuses for which the applicants would apply.

#### *Application Review and Placements*

The proposal shall describe in detail a system for receiving all rank-ordered application submissions from U.S. Embassies and Fulbright Commissions abroad; conducting a technical review of applications and ensuring completeness of documentation; conducting a medical review and clearance process for each candidate; distributing complete applications among host institutions to ensure the best program placements for

participants' academic and professional goals; and recommending placements to ECA. Final approval of principal and alternate slates of candidates and placements resides with ECA.

The proposal narrative must clearly state the applicant's commitment to consult closely with ECA in the placement of students in diverse multinational cohorts. Each consortium and campus must have a diverse mix of participants by rank-order, geography, and gender to the extent possible. No offers of scholarships to participate may be issued without Department of State/ECA approval.

The proposal must explain processes for registering and monitoring participants in SEVIS under the Bureau's sponsorship with a program number to be provided by the Bureau.

#### *Pre-departure Support*

The proposal must demonstrate plans for developing and disseminating CCI Program-specific pre-departure orientation materials for participants and U.S. Embassies or Fulbright Commissions. The proposal shall also describe plans to participate virtually in home country pre-departure orientations (PDOs) and coordinate participation of ECA in these orientations. Pre-departure support must be coordinated closely across ECA, U.S. Embassies or Fulbright Commissions, and host consortia/campuses.

The cooperating partner shall arrange for alumni to participate in pre-departure orientations at U.S. Embassies or Fulbright Commissions. The applicant is encouraged to propose additional virtual or in-country programming, including with program alumni, to support participants prior to departure.

Identification of resources for pre-departure distance learning and in-country English language programming are encouraged where appropriate and cost-effective. The proposal shall describe creative ideas to connect participants with the State Department's English language resources both in-country and online (<http://www.americanenglish.state.gov/>), as well as with host campus-based resources when available to facilitate language learning prior to arrival. Language learning may include general communication or writing skills or industry-specific vocabulary in proposed fields of study.

The proposal must also describe pre-departure outreach plans that will ensure that participants (who may be traveling on an airline for the first time) are prepared for travel and that those with pre-existing medical conditions understand how to meet their immediate health needs.

#### *U.S. Arrival Orientation and Pre-Academic Year Program*

A U.S. arrival orientation and pre-academic year program must be provided for all participants in summer 2019. Programs shall be approximately two to four weeks in duration and applicant organizations must clearly justify the length of time proposed. Proposals must demonstrate plans for approximately 40 hours of programming per week.

The pre-academic program must provide incoming CCI students with English language study and orientation to U.S. academic culture in order to improve their readiness for U.S. academic courses. In addition to building familiarity with the resources available at a community college campus, the pre-academic program also aims to facilitate success outside of the classroom by building skills for success and familiarizing participants with expectations for behavior and program participation, the rules and regulations of the host colleges, and the laws of the U.S. communities with a focus on navigating topics such as gender and diversity within the U.S. context. The pre-academic program must also provide CCI students with opportunities for cultural exchange as well as foster a basic understanding of current issues in U.S. society and U.S. social values in order to foster richer intercultural exchange and engagement with their host communities. Programming shall represent the diversity of U.S. society and culture and must include a balance of speakers with diverse perspectives and viewpoints.

English language components of the pre-academic year program must provide approximately 20 hours per week of English language support that prepares participants to take courses in the fall. Language support shall be customized to meet the diverse needs of individual participants whose skills are both at and below the minimum requirement for enrollment in credit-bearing courses. For participants who meet the minimum language requirement, instruction in academic writing is recommended.

Current CCI Program eligibility requirements state that applicants need a basic working knowledge of the English language as demonstrated by a minimum TOEFL (or TOEFL-equivalent) score of 400. All participants must be retested upon arrival at their host institutions. The host campus testing result will be the score used to determine fall course placements.

Proposals must describe programs and resources for English language learning at the participating colleges that will be available to students needing additional language instruction during the academic year. It is the goal that participants who fall below the minimum requirement for enrollment in credit-bearing courses will take a combination of English, field of study, and professional development courses. Proposals must demonstrate a commitment to measuring change in English language proficiency from arrival to completion of the program and include a plan for conducting such an assessment.

Program components during the remaining 20 hours per week must include introducing participants to their local communities, familiarizing program participants with U.S. campus facilities and services, and developing the range of skills needed for participants to be successful in the program (i.e., study skills, time management, team building, use of technology, budgeting, safety and emergency response, and healthy living).

#### *Academic Year Programs*

The CCI Program has five program pillars with equal importance. The proposal must demonstrate how participants will be guided to participate in all aspects of the program

and to understand how the individual components work together to create a stronger overall experience. The five pillars include: 1) academic coursework; 2) internship; 3) service learning; 4) cultural exchange; and 5) leadership development and sharing what participants learn with others upon return home.

The proposal must indicate the applicant's ability to design and offer comprehensive academic-year programs in the selected fields of study for cohorts of approximately 12-16 students on each host campus. These programs must combine 1) noteworthy host campus academic programs, 2) partnerships with local institutions related to relevant fields of study and that enrich on-campus learning, and 3) co-curricular, sector-based programming that develops a social, political, economic, and cultural understanding of the local, national, and international contexts of each field. The program shall also expose participants to local leaders, experts, and/or practitioners in the field who represent and share diverse viewpoints. Each host campus shall plan to offer comprehensive academic year programs in two or three fields of study. Collectively, the applicant must illustrate the capacity to host in all eligible fields of study across the consortium.

Participants may apply for, and be placed in, the following fields:

- Agriculture
- Applied Engineering
- Business Management and Administration
- Early Childhood Education
- Information Technology
- Media
- Public Safety
- Tourism and Hospitality Management

ECA reserves the right to add or remove eligible fields of study prior to each recruitment cycle.

The proposal must summarize the consortium's overall capacity to host participants in and across all fields while also providing a comprehensive summary of the specific field offerings at each proposed host campus. These summaries will guide the recruitment and placement phases of the program. Individual candidates will apply to participate in a specific field of study and rank order their interest in eligible subfields. Participants may not change their field of study without express permission from ECA.

Academic programs must last one academic year and begin in fall 2019. Programs of study shall lead to a certificate or professional qualification in an eligible field of study whenever possible. The proposal shall include a summary of certificate options within the proposed time period in each field of study at each campus. The proposal must also include an overview of academic program options for participants who will not be eligible or able to complete a certificate within the prescribed program time frame.

Program design must demonstrate the ability to offer tracks in each field of study for participants with various levels of proficiency in English. For example, program design shall include one track for participants who meet English-language proficiency requirements of the host campus for full-time, credit-bearing study and an alternate track for those whose level of proficiency in English does not initially meet host institution requirements for credit-bearing study. All participants must be engaged in a full-time course of study that includes an appropriate combination of English language and field of study courses. Proposals shall explain language requirements for certificate eligibility. Programs must also include unpaid internships, service-learning opportunities, and co-curricular programming that facilitate hands-on, practical application of the theoretical, classroom-based learning. Proposals must describe plans to facilitate this type of programming in each field of study at each host campus. For example, proposals from a campus that would host in the field of information technology will provide examples of potential local IT internships and service-learning opportunities as well as programming that exposes participants to local IT leaders, experts, and/or practitioners in that field who can enrich participants' understanding of the social, political, economic, or cultural issues of IT in the local, national, or international contexts.

In addition to professional development within an academic field, the proposal must also describe plans to increase participants' employability skills and prepare them to apply what they have learned to their home economic contexts. Participants should return home with improved employability skills that will help them to obtain new employment, seek promotions, or start their own businesses or social enterprises. The proposal must also describe how the applicant will prepare participants for their transitions home, including resources and support for re-entry as well as on-going career, employment, or employability development.

The proposal must explain how participants will engage in enrichment activities and shall include creative ideas for exposing participants broadly throughout the academic year to U.S. institutions, society, and culture. Programming must include a balance of speakers who share diverse perspectives and viewpoints. Participants must also have opportunities to share their cultures and perspectives with Americans. For example, activities may include participant presentations about their country or culture to college classes, local schools and community groups; participation in community-based programs or activities; and attendance at educational and/or cultural events with a U.S. focus, providing international knowledge and perspectives to their host communities as well.

The proposal must include a program component that matches participants with U.S. friendship families, mentors, or peers to facilitate the development of personal friendships and exposure to U.S. culture. Proposals must also include purposeful programming that connects CCI participants with efforts on host campuses to enhance global awareness and encourage participation in international study among U.S. students. Participants must also have opportunities to share their cultures with the people that they meet.



The proposal must describe how the program will develop the leadership skills and capacities of CCI participants and prepare them to share what they have learned with others in their communities upon return home. The proposal must outline procedures for advising, monitoring, and supporting participants in their professional and personal development throughout the year and as alumni. The proposal shall also outline procedures for evaluating progress toward program goals.

#### *Campus Resources*

Proposals shall describe campus resources and partnerships that participants will be introduced to during the orientation program and referred to throughout the program year for on-going support (i.e., academic advising, study centers, language and writing labs, health or counseling services, student organizations, internship or career services, student services, and international student services).

#### *CCI-wide Event*

Proposals must include planning, budgeting, logistical coordination, and implementation for at least one CCI-wide program event of approximately three days in duration that will take place mid-way through the program. The event must facilitate participant personal and professional development, with a focus on leadership development and helping participants to maximize their CCI experience. Speakers must represent diverse perspectives. The theme of the event will be decided in consultation with ECA. If this event is not planned in the greater Washington, D.C. metropolitan area, the proposal must include opportunities for meaningful engagement between CCI participants (or alumni) and ECA representatives. This engagement event will be closely coordinated with the ECA Program Office.

#### *Security and Safety of Participants*

Proposals must demonstrate how they will safeguard the health, safety and welfare of exchange participants in the program design and through participant monitoring.

#### *Alumni Engagement, Mentoring and Reporting*

After their CCI Program year, many participants return home to challenging environments with high youth unemployment rates and limited access to financial resources. The applicant organization must implement in-depth re-entry programming to prepare CCI participants for their transitions prior to returning home. In addition, proposals must demonstrate a commitment to facilitate on-going alumni engagement with mentoring activities that will ease the returnees' transitions home, strengthen the CCI alumni network, and build the CCI Program brand. Proposals shall provide a purposeful plan with an anticipated timeline for continued follow-on CCI-wide and country-specific alumni engagement using both ECA and CCI resources and networks. Plans shall be designed to be sustainable without continued ECA support.

The recipient must provide and maintain a database of all CCI participants and alumni.

#### *CCI Branding*

Proposals must explain plans to promote CCI-wide branding and administer CCI websites and social media properties cooperatively with ECA and in compliance with ECA Communication Guidelines. The proposal must demonstrate a commitment to sharing and publicizing program events, participant highlights, and alumni news with ECA and program stakeholders through the development of a media/communications plan. As part of that plan, applicant organizations must provide weekly highlight reports to the ECA Program Office.

### *Evaluation*

Evaluation and reporting methodologies are a key element of the proposal. It is important that applicant organizations be able to describe the CCI Program's impact on individual participants, their home communities, and their U.S. community college campuses and communities. Proposals must include a comprehensive evaluation plan that includes both quantitative and qualitative instruments to assess progress toward achieving the goals and objectives of the CCI Program. Evaluation and reporting must document progress toward the goals and objectives at multiple points in time, such as at the end of the CCI Program and again at least one or more years after the conclusion of the program.

### **Institutional Capacity:**

All proposals must demonstrate depth of experience in conducting and administering complex and multi-faceted international education programs. An applicant organization, on behalf of the whole consortium, shall demonstrate the organization's interest in and capacity to host participants from any and all countries and in all specified fields. The proposal must reflect the applicant organization's institutional capacity and the range of fields in which the proposed host colleges have expertise.

Program and administrative costs for this program are described in detail in the POGI. All budgets must provide funding for program costs, which includes round-trip international travel for all participants, pre-academic programs (with intensive English language training and campus familiarization and college success sessions), tuition, books, and living costs. The proposal must also include administrative costs and explain processes for providing maintenance, local transportation, as well as book and other allowances to participating students and for paying tuition fees directly to host colleges.

Programs and projects must conform with the requirements and guidelines outlined in the Solicitation Package, which includes the Notice of Funding Opportunity (NOFO), the Project Objectives, Goals and Implementation (POGI) and the Proposal Submission Instructions (PSI).

In a cooperative agreement, ECA/A/S/U is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached POGI.

Proposal narratives must include a statement of commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful

performance and the availability of funds. The narrative must focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

**B. Federal Award Information:**

**Type of Award: Cooperative Agreement**

ECA's level of involvement in this program is listed under A. Program Description above and in the POGI.

**Fiscal Year Funds:** FY 2019 – base year \$5,275,000, pending the availability of funds; FY 2020 – non-competitive continuation year one \$5,275,000, pending successful performance and the availability of funds; and FY 2021 – non-competitive continuation year two \$5,275,000, pending successful performance and the availability of funds.

**Approximate Total Funding:** \$15,825,000. This figure represents base year plus two non-competitive continuation years, pending successful performance and the availability of funds.

**Approximate Number of Awards:** Pending the review and approval of successful proposals, the Bureau intends to make one award under this competition.

**Approximate Average Award:** ECA reserves the right to modify the composition of the final award and its funding level based upon the quality of the proposals submitted, the availability of funds, and other factors impacting long-term foreign policy objectives. The maximum award available will be approximately \$5,275,000 for the base year.

Awards for each non-competitive continuation year will be approximately \$5,275,000, pending successful performance and the availability of funds.

**Floor of Award Range:** The Bureau anticipates that the minimum award available will be approximately \$5,275,000, pending the availability of funds.

**Ceiling of Award Range:** Up to \$5,275,000, pending the availability of funds.

**Anticipated Award Date:** March 1, 2019, pending the availability of funds.

**Anticipated Project Completion Date:** December 31, 2023. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

**Additional Information:** The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Supplemental funding for this program may be provided from Economic Support Fund (ESF) transfers. ECA reserves the right to modify the composition of the final awards and its funding level based upon the quality of the proposals submitted, the availability of funds, and other factors impacting long-term foreign policy objectives.

**A cooperative agreement will be awarded for a project period of 34 months (base year) with Non-Competitive Continuations for two additional 35-month project**

**periods** (non-competitive continuations one and two). **These project periods will overlap.** The project period funded in the base year for the 2019-2020 academic-year cohort will run from March 2019 through December 2021, including time for alumni engagement, filing taxes, and evaluation activities for this cohort. The project period funded in the first Non-Competitive Continuation for the 2020-2021 academic-year cohort will run from February 2020 through December 2022. The project period funded in the second and final Non-Competitive Continuation for the 2021-2022 academic-year cohort will run from February 2021 through December 2023. ***ECA will notify the recipient of our intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of the intended project period start dates, after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.***

**C.) Eligibility Information:**

**C.1. Eligible applicants:** Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

**C.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

**C.3. Other Eligibility Requirements:**

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount up to \$5,275,000, pending the availability of FY 2019 funds, to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) **Technical Eligibility:** All proposals must comply with the requirements stated in the NOFO, POGI, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

c.) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

#### **D.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

##### **D.1 Contact Information to Request an Application Package:**

Please contact LaRita Campbell, CampbellL1@state.gov, the Office of Global Educational Programs, ECA/A/S/U, SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, phone 202-632-9458, to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation. The Solicitation Package also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify LaRita Campbell and refer to the Funding Opportunity Number located at the top of this announcement on all inquiries and correspondence.

**D.2. To Download a Solicitation Package Via Internet:** The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

**D.3a. Unique Entity Identifier Number:** You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To

obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**D.3b. Required Proposal Elements:** All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

**D.3c. Required Registration with the System for Award Management (SAM):** All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**D.3d. Non-Profit Status:** You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

**D.3e. FFATA Report:** In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key

employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

**D.3f. Verifying Non-Profit Status:** If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

**D.3g. Required Registration with SAMS Domestic:** All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov) and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

**D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA:** The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient(s) will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-4E (Bldg. 3)  
2430 E Street, NW  
Washington, DC 20037

Please refer to Solicitation Package for further information.

**D.3i. Diversity, Freedom and Democracy Guidelines:** Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

**D.3j. Program Monitoring and Evaluation:** Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.



Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**D.3k. Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA’s existing web and social networking platforms, including our [International Exchange Alumni](#) space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

**D.3l. Communications Guidance for ECA Grant Recipients:** All ECA Grant Recipients must adhere to the requirements in [ECA’s Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

**D.3m.** Please take the following information into consideration when preparing your budget:

**D.3n.** Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**For competitions that will be renewed through a Non-Competitive Continuation applicants must submit:**

- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds; and
- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

**To exercise the Non-Competitive Continuation mechanism the recipient will be required to submit:**

1. timely quarterly performance and financial reports;
2. a request in writing to ECA at least 90 days in advance of the expiration of the current program year;
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5. a brief narrative to support the continuation of the award.

**The ECA Grants Officer and Program Officer will:**

- 1.) closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)
- 2.) review and evaluate all mandatory quarterly program and financial reports;
  - \_ All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
  - Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
  - The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.
- 3.) Prior Grants Officer approval is required to carry forward an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to carry forward the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to carry forward funds. A final determination and approval to carry forward any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

- i. The request to carry forward an unobligated balance must include:

- a. A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,
- b. A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

**D.3o. Allowable costs for the program:** Allowable costs for the program and additional budget guidance are outlined in detail in the POGI document.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**D.3p. Application Deadline and Method of Submission:**

Application Deadline Date: January 11, 2019

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Search Grants” portion of the system.

**D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures**

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

**How to Register to Apply through Grants.gov**

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

**How to Submit an Application to ECA via Grants.gov**

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

**Grants.gov Support and Submission Issues**

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

### **Timely Receipt Requirements and Proof of Timely Submission**

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

**Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.**

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitted correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

**D.3r. Intergovernmental Review of Applications:** Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

### **E.1. REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

**1. Quality of the program idea and program planning:** Proposals shall exhibit originality, substance, precision, and relevance to the Bureau's mission as well as the objectives of the Community College Initiative Program. Proposals shall demonstrate an understanding of issues faced by countries in the developing world as related to the program goals. A detailed agenda and relevant work plan shall demonstrate substantive undertakings and logistical capacity for participants placed in field-related clusters. Proposals shall be clearly and accurately written, substantive, and with sufficient detail. The program agenda and plan shall adhere to the program overview and guidelines described above.

**2. Ability to achieve program objectives:** Objectives shall be reasonable, feasible, and flexible. Proposals shall clearly demonstrate how the institution will meet the Community College Initiative Program's objectives and plan and shall address each program component.

**3. Support of Diversity:** Proposals shall show substantive support of the Bureau's policy on diversity. Proposals shall demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement, and programmatic content. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

**4. Institutional Capacity and Track Record:** Proposed personnel and institutional resources shall be adequate and appropriate to achieve the program or project's goals. Proposals shall describe the applicant's knowledge of, or prior experience with, international students and visitors, and the applicant's experience in educating students in the targeted subject fields, including information about certificate and non-certificate programs in subject fields. Proposals shall demonstrate an institutional record of successful exchange programs involving the hosting of international students and visitors, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants or cooperative agreements. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

**5. Multiplier Effect/Impact and Follow-on Activities:** Proposed programs shall strengthen long-term mutual understanding and establish lasting networks between participants and hosts that facilitate the sharing of information and establishment of individual linkages. The proposed strategy shall maximize the Program's potential to make an impact on the participants, their host colleges and communities in the United States, and their communities and countries upon return home. Proposals shall provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events. Activities shall include tracking and maintaining updated lists of all alumni and facilitating follow-up activities with alumni.

**6. Project Evaluation:** Proposals shall include a plan to evaluate the activity's success in meeting program objectives, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include quantitative and qualitative evaluations, including draft survey questionnaire(s) or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

**7. Cost-effectiveness and Cost-sharing:** The applicant shall demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, shall be kept as low as possible. All other items shall be necessary

and appropriate. The applicant shall maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

## **F. Federal Award Administration Information**

**F.1. Award Notices:** Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

**F.2 Administrative and National Policy Requirements:** Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars). For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>

<https://www.state.gov/m/a/ope/index.htm>

**F.3. Reporting Requirements:** You must provide ECA with an electronic copy of the following required reports:

*Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system, which is replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department



of State's ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's [USAspending.gov](http://USAspending.gov) website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 4.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.
- 5.) Quarterly reports will address significant activities of the period and planning actions completed for activities anticipated in the next period. Reports will need to include information about planning for the upcoming cohorts, programming for the current cohort, and alumni activities for past cohorts.

The following describes quarterly-specific topics to be covered in each quarterly report.

An interim program report submitted by July 30 shall contain the following information: a summary report on the recruitment, application, and pre-departure phases of the program, including a timeline of activities and a description of innovations; a description of the placement process of nominated candidates; a summary report on the distribution of pre-departure orientation materials to candidates and a copy of all materials distributed; a summary of pre-arrival data

collection efforts and a copy of all distributed surveys; a summary report on English-language proficiency of participants upon arrival and placement tests given to CCI participants; a description of the housing arrangement at each host campus; and a summary of key program impact and alumni engagement stories.

An interim program report submitted by October 30 shall contain the following information: a list of all participants, college placements, city and state of placement, congressional district of placement, country of origin, field of study, and gender; an overview of the arrival orientation, including the final program schedule and copies of key materials distributed; a summary of host campus placement information, including host institution contact information, emergency contact information, program start and end dates, and physical addresses for all participants; a description by college of the academic program in each field of study and the certificate programs that CCI participants are eligible to pursue; a detailed report on English language training programs, including list of participants and providers and a summary of participants' evaluations; a description of the proposed host family program at each host campus; and a summary of key program impact and alumni engagement stories.

An interim program report submitted by January 30 shall contain the following information: a summary report on participants' overall adjustment to the U.S. during the first semester with specific highlights of case study examples, as applicable, and a description of overall programmatic support that facilitates adjustment and responds to challenges; a detailed report on CCI programming designed to share U.S. culture and society with program participants and encourage participants to share information about their home country cultures with citizens of the U.S.; a description of the students' community service projects; a summary report on students' overall academic progress and progress toward earning a certificate in their field of study; a detailed report comparing the students' enrollment in English language courses from fall to spring semesters and overall language learning progress; a detailed plan for the mid-year leadership program including agenda and planned evaluation methods; a detailed plan for any ECA engagement activities including agenda and planned evaluation methods; and a summary of key program impact and alumni engagement stories.

An interim program report submitted by April 30 shall contain the following information: a detailed report on the mid-year leadership program including the final program schedule, key materials, and a summary of the participants' evaluations; a detailed report on ECA engagement activities, including the final program schedule, key materials, and a summary of the participants' evaluations; a report on students' internships; a summary report on students' overall academic progress and progress toward earning a certificate in their field of study; summary information about student adjustment during the second semester; a summary of programming to support students in preparing to return home; and a summary of key program impact and alumni engagement stories

The next interim program report submitted by July 30 shall contain the following year-end summary topics about the concluded CCI Program in addition to the topics listed above for the next CCI Program: a year-end summary of key developments, achievements, and outcomes; a summary report on English-language proficiency changes as a result of participating in this program, including a description, by college, of the pre-program and post-program English language assessment tools and how program assesses changes in English-language proficiency; an update on all alumni activities undertaken through this cooperative agreement; and programmatic lessons learned that will be applied to future cohorts.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**F.4. Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

#### **G. Agency Contacts**

For questions about this announcement, contact: LaRita Campbell, CampbellL1@state.gov, U.S. Department of State, Office of Global Educational Programs, ECA/A/S/U, SA-5, 4<sup>th</sup> floor, 2200 C Street, NW, Washington, DC 20037, phone 202-632-9458.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**H. Other Information:**

**Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Marie Royce  
Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

November 9, 2018