PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2019 Community College Initiative Program

Funding Opportunity Number: SFOP0005473

Office of Global Educational Programs

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Global Educational Programs for the FY 2019 Community College Initiative (CCI) Program. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I.   STATEMENT OF WORK

In a cooperative agreement, ECA/A/S/U is substantially involved in program activities above and beyond routine monitoring.

ECA/A/S/U activities and responsibilities for this program are as follows:

1)   Participation in the design and direction of program activities;
2)   Approval of key personnel;
3)   Approval and input on program timelines and agendas;
4)   Guidance in execution of all program components;
5)   Review and approval of all program publicity and other materials;
6)   Approval of host campuses;
7)   Final selection of participating students;
8)   Approval of placements and changes to students' proposed academic field or institution;
9)   Approval of decisions related to special circumstances or problems throughout the duration of the program;
10)   Assistance with SEVIS-related issues;
11)   Advising and consulting about participant emergencies;
12)   Arrangements for State Department speakers during workshops;
13)   Liaison with the U.S. Embassies, Fulbright Commissions, and State Department country desk officers; and
14)   Performing an annual performance evaluation/review.

ECA will accept proposals for the administration and implementation of the FY 2019 Community College Initiative Program. Pending the availability of funding, the Cooperative Agreement for the base year should begin on or about March 1, 2019 and end on or about December 31, 2023. The open competition includes both administrative and educational components of the program. The CCI

Program provides international participants from underserved and underrepresented communities with quality educational programs at accredited U.S. community colleges. The CCI Program provides leadership and professional skills development, practical professional experience, service learning, community engagement, and programming that builds mutual understanding through sharing of knowledge about both American society and culture and the cultures of participants' home countries. Participants are expected to return to their home countries following the completion of the U.S. program.

For the 2019-2020 academic year, we anticipate hosting approximately 130 participants from countries such as Brazil, India, Indonesia, South Africa and other countries (subject to change). CCI participants will be recruited from approximately 12 countries and the cooperating partner would manage recruitment in collaboration with ECA and 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 must indicate flexibility and willingness to host international students from any country.

CCI Program Administration and Implementation
Organizations that represent consortia or other combinations of community colleges are eligible to apply to administer the CCI Program-wide activities and to oversee the implementation of academic-year CCI Programs at individual U.S. host community college campuses. Applicants need to demonstrate the capacity to administer these CCI Program-wide activities: managing the recruitment, application review and placement cycle; coordinating pre-departure materials and participation in virtual orientations; planning and executing at least one event for all CCI participants; implementing of a comprehensive evaluation plan; and overseeing the CCI-wide branding and alumni engagement efforts. Applicants must also demonstrate the capacity to implement CCI Programs at individual host campuses that include U.S. summer arrival orientation and pre-academic programs and academic year programs for approximately 130 participants, pending availability of funds.

Administrators of the CCI Program must implement the following specific responsibilities:

1. Identify and propose a consortia/combination of community colleges that collectively provides offerings in all eligible fields of study. Each campus shall plan to host participants in approximately 2-3 of the designated fields of study. Obtain approval of Bureau's program officer on final host campuses;
2. Manage and oversee program planning and implementation at each host campus. Train campus administrators to ensure consistency of program quality and implementation of administrative procedures (i.e., communications, incident response, reporting, etc.) across campuses. Monitor, evaluate, and report to the Bureau's program officer regarding host campus performance;
3. Establish a system for receiving, reviewing, and clearing application materials for CCI Program participants nominated by U.S. Embassy or Fulbright Commissions;
4. Follow up with the U.S. Embassies and Fulbright Commissions regarding missing documents and respond to their inquiries, copying the appropriate program officer in the Bureau;
5. Conduct a technical review of all applications to ensure applicants meet eligibility requirements;
6. Conduct a medical review for each applicant;

7. Open and maintain an up-to-date file on each participant selected;
8. Review candidate dossiers and distribute complete applications to consortia campuses to determine the best program placement in the proposed fields of study for each participant that will meet his/her academic and professional goals;
9. Distribute candidates to each campus and ensure that final placements establish diverse multinational cohorts of 12-16 participants at each host campus, ensuring a mix of participants by geography and gender to the extent possible. It is ECA's intention that no more than 25% of the campus participants be from the same country, if possible;
10. Obtain approval of the Bureau's program officer on final candidate placement;
11. Submit final placement reports to the Bureau's program officer and communicate final approved placements to the Public Affairs Sections of the U.S. Embassies or Fulbright Commissions in the partner countries;
12. Prepare and send the DS-2019 forms as soon as possible after placement to facilitate the visa application and adjudication process and at least 60 days before departure;
13. Identify resources for pre-departure distance learning and in-country English language programming and coordinate proposed opportunities;
14. Prepare and distribute pre-departure materials for U.S. Embassies or Fulbright Commissions to use during their in-country pre-departure orientations;
15. Coordinate virtual participation of consortia and ECA representatives in the home-country pre-departure orientations offered by U.S. Embassies or Fulbright Commissions;
16. Prepare pre-departure materials for individual participants that describe program components, participation expectations, and preparation guidelines, and oversee the dissemination of these materials to participants through U.S. Embassies or Fulbright Commissions;
17. Ensure that each participant signs a Terms and Conditions document (approved by ECA) and completes all other necessary pre-travel paperwork;
18. Notify the U.S. Embassies and Fulbright Commissions of each candidate's proposed U.S. arrival date and the date for sending travel itineraries for each participant;
19. Arrange round-trip travel for the participants from their home cities to their U.S. host institutions; send this itinerary along with general travel information to each participant and the respective nominating Fulbright Commission or U.S. embassy;
20. Coordinate pre-departure communication between campus program coordinators and individual participants with pre-existing physical or mental health needs to facilitate pre-departure preparations and appropriate accommodations, as needed;
21. Arrange housing for each participant in conjunction with host campuses and share rules and regulations for housing with participants;
22. Ensure that each participant receives an orientation upon arrival in the U.S.;
23. Enroll participants in the Bureau's ASPE health benefits plan or alternative plan that meets J-1 visa requirements and is approved by ECA, advise participants about the benefits plan, and assist with claims as necessary;
24. Ensure participants have signed a release form that states whether they approve or do not approve the use of their photos or quotes in publications related to the CCI Program;
25. Assist participants in developing an individual development plan;
26. Develop and facilitate programming that will increase participants' employability skills and assist them in applying for, obtaining, and participating in a professional internship directly related to the participants' field of study;

27. Assist participants in contributing to service learning opportunities;
28. Develop and facilitate educational and cultural enrichment activities;
29. Plan and implement at least one CCI-program event that facilitates participant personal and professional development and helps participants maximize their CCI experiences;
30. Assist participants in preparing for re-entry and their transitions upon return home;
31. Monitor participants' adjustment, health and well-being, and program performance. Oversee the coordination and implementation of health and safety protocols and procedures between all individual host campuses and the administrative partner. Manage participant issues and emergencies at all times in coordination with the Bureau's program office, and submit participant incident report forms, as needed, based on ECA policy guidelines;
32. In close consultation with the Bureau's program officer, evaluate the program and its impact on the participants, their host communities, and their host institutions during their stay in the United States, and after they return to their home countries;
33. Manage financial aspects of the program including participant maintenance allowances, housing allowances, accident and sickness benefits, host university agreements, taxes, and other activity costs;
34. Manage and monitor the J-1 visa duration and SEVIS status of the participants;
35. Assume overall responsibility for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for participants;
36. Respond to any requests by participants for extension of stay due to exceptional circumstances in consultation with the Bureau's program officer;
37. Report programmatic, financial, and statistical information to the Bureau's program officer;
38. Respond fully and promptly to requests for information relating to the participants and alumni;
39. Promote CCI-wide branding and administer CCI websites and social media properties cooperatively with ECA in compliance with ECA Communication Guidelines;
40. Track and maintain updated lists of alumni and facilitate follow-on activities with alumni after they return home;
41. Plan and coordinate activities that would create opportunities for CCI-wide alumni engagement and amplify host campus alumni engagement efforts to strengthen both the CCI-wide Program brand and the CCI alumni network;
42. Obtain approval for changes in key personnel from the Bureau's program officer and grants officer for positions that include program managers (i.e., director, associate director, senior coordinators) and campus program coordinators.

II.   PROGRAM SPECIFIC GUIDELINES

ECA will award one cooperative agreement to administer and implement the CCI Program. Applicants must specify the total number of participants that will be supported with the amount of funding requested.

Guidelines for the Administration and Implementation of the CCI Program

Participants
The CCI Program emphasizes the selection of qualified men and women who can have a positive impact in their underserved and underrepresented communities as a result of their enhanced technical skills in applied fields, employability, and global mindedness. The Bureau is targeting scholarship participants who represent the diversity of their home countries, including underserved, underrepresented individuals (particularly women) generally in their mid-twenties, many of whom will have some previous work experience or attend technical-vocational institutions in their home countries. Participants return home in a stronger position to contribute to the local workforce and the economic development of their home countries. Individuals living in the United States are not eligible and preference is given to those without significant U.S. or other overseas study experience. The Fulbright Commissions and/or Public Affairs Sections of U.S. Embassies in sending countries are responsible for the recruitment and nomination of candidates for this program.

Host Campus Institutional Capacity
The selection of appropriate U.S. host colleges that can create a customized CCI Program experience is essential to the success of the CCI Program. Host campuses must be identified in the proposal, and letters of project commitment from the senior administrative official authorized to make such a commitment shall be included for each college.

The proposal must describe the accredited U.S. community colleges where multinational field-of-study clusters of CCI students will be placed to pursue a multi-faceted program that includes academic coursework, a professional internship, service learning, culture sharing, and leadership development activities. Each host college should be selected on the basis of excellence in the field(s) of study in which the college is hosting participants, geographic diversity, ability to leverage institutional and private sector funding, resources to safely support international students, proven success hosting international students, and availability of appropriate, safe, and cost-effective housing. Host colleges shall be committed to assist with housing the participants in the program, preferably in dormitories or apartments.

Host colleges will be expected to have experience in conducting international education programs, including successfully hosting international students and visitors. The proposal must describe strategies to incorporate each cohort of students into all aspects of campus and community life. Proposals shall describe the following types of campus resources or community partnerships that will support the CCI participants: academic advising, study centers, language and writing labs, health or counseling services, internship or career services, student organizations, international student services, and housing services. Proposals shall also describe how the proposed CCI Program at each host campus would contribute to internationalization efforts at each campus and advance the CCI Program objectives for community colleges as stated in the NOFO.

Each host college must assign a campus adviser who is responsible for guiding participants in individual development plans and serving as a central resource regarding participant scholarships, the J-1 visa program, and aspects of academic and cultural adjustment. The adviser also serves as a link between the participants and the consortium.

It is strongly encouraged that the organizations cooperating with the Bureau on this program will work to obtain financial aid, scholarships, tuition awards, in-state tuition, and private sector funding, including support from foundations, businesses or civic groups, as cost-sharing for the program.

Recruitment, Application Review, and Placement

Fulbright Commissions and/or Public Affairs Sections of U.S. Embassies in sending countries are responsible for the recruitment and nomination of candidates for this program. Applicants would work with ECA to finalize application materials for recruitment and respond to questions from Fulbright Commissions and/or Public Affairs Sections of U.S. Embassies about academic programs for which they are recruiting.

The proposal shall describe in detail a system for receiving and reviewing applications and clearing, selecting, and placing candidates nominated by U.S. Embassies and Fulbright Commissions. Final approval of principal and alternate slates of candidates and placements resides with ECA. It is important that the proposal narrative clearly state the applicant's commitment to consult closely with the ECA Program Office in the placement of students and communication about placements with the Public Affairs Sections of the U.S. Embassies or Fulbright Commissions in the partner countries. No invitations to participate may be issued without Department of State clearance.

Pre-arrival Information and Advising
Competitive proposals will describe plans to oversee coordination of pre-arrival activities such as remote participation in home country pre-departure orientations, dissemination of print materials, host campus communication with program participants, and CCI branding efforts. Applicants shall provide a sample host campus pre-arrival information packet with their proposal. Information must be complete and detailed. Materials shall prepare participants for travel and program participation and include such topics as program requirements and expectations, language learning resources, travel advice, what to expect upon arrival, how to prepare to meet individual pre-existing physical or mental health needs, emergency contact information and instructions, and other critical information for a smooth trip and transition from home to the host campus. The material shall be designed to serve as a useful post-arrival reference as well. Creative uses of technology to advise participants about pre-arrival preparation and engage with them to set expectations are encouraged (i.e., Google Hangouts, Skype).

Arrival Orientations and English-Language Training
Applicants must describe plans for in-depth arrival orientations and pre-academic year programs of approximately two to four weeks and 40 hours each week that facilitate transition to U.S. culture, introduce participants to their local communities, familiarize program participants with U.S. campus facilities and services, strengthen oral and written communication skills in English, and foster skills development to facilitate success in the program (i.e., study skills, time management, team building, use of technology, budgeting, and healthy living). The pre-academic year program must also familiarize 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 (i.e., personal relationships, sexual harassment) and diversity within the U.S. context. The pre-academic program must also provide CCI students with a basic understanding of current issues in U.S. society and develop an understanding of U.S. social values in order to help them to build personal and professional networks and to foster richer intercultural exchange and engagement with their host communities.

Programming must present diverse perspectives and viewpoints. Proposals must provide a rationale for the length of time applicants propose for their orientation and arrival program.

English language program components 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 at the U.S. host institutions. Multiple levels of intensive English language courses, from beginning to advanced, shall be made available as part of the orientation and preparation program, preferably at the colleges that the students will attend. Participants who meet the minimum language requirement would benefit from instruction in academic writing.

Fulbright Commissions and U.S. Embassies will submit English language proficiency test results as part of the recruitment process. These test scores will be used to determine eligibility and to identify those candidates who are most in need of intensive English upon arrival. It is assumed that some participants will require intensive English-language instruction that will extend beyond the pre-academic summer program into their academic year programs. Pre-arrival distance learning and in-country English training programming is encouraged. Proposals shall describe creative ideas to connect participants with State Department English language resources in-country and on the web (http://www.americanenglish.state.gov/) and campus-based resources to facilitate language learning prior to arrival. Language learning could include general communication or writing skills or industry-specific terms in proposed fields of study.

Host campuses need to arrange for participants to take an English language proficiency and placement test upon arrival in the United States to determine course eligibility and appropriate course registration. These test scores will also be used as a baseline from which to measure change in English proficiency as a result of participating in the CCI Program. Proposals shall describe plans to administer follow-on testing at the end of the CCI Program to measure and report on changes in language proficiency. Proposals shall describe English language programs and services that host colleges are prepared to provide during the academic year to students needing additional language work. Proposals shall explain how the orientation and preparation program will improve participants' language skills and prepare them to take classes in their fields of study.

Academic and Co-Curricular Components
Proposals shall describe an academic program in the selected fields of study with both theoretical and practical elements. Proposed professional and personal enrichment programming shall foster leadership development and mutual understanding through community engagement and learning about U.S. society and culture. Programming shall also prepare participants to return home as alumni to share what they have learned with others and to enter or re-enter the workforce.

The recipient will place students in programs lasting one academic year in fields that may include agriculture, applied engineering, business management and administration, early childhood education, information technology, media, public safety, and tourism and hospitality management.

The proposal shall indicate the ability to design and offer comprehensive one-year programs in the selected fields of study that showcase noteworthy host campus academic programs; partnerships with local institutions related to the field of study that enrich on-campus learning; and 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, or practitioners in the field. Each host campus shall plan to offer comprehensive year-long programs in two or three fields of study that culminate in a certificate or other credential where relevant. All fields of study must be represented across the consortium.

The proposal shall describe the comprehensive program offerings in each field at each proposed host campus. These program offering summaries would guide the application and placement phases of the program. Candidates would apply to participate in a specific field of study and rank order their interest in eligible subfields.

To support the mutual understanding goal of the exchange, the Bureau is interested in opportunities for academic and enrichment experiences related to U.S. institutions, society, and culture, including opportunities for students to better understand and appreciate diversity in the United States. Participants must be exposed to balanced, diverse perspectives and viewpoints. The Bureau welcomes creative ideas for introducing participants to American institutions; opportunities may include discussion groups on U.S. social, political, educational, or cultural issues, visits to political campaign offices and polling places, attendance at school board or city council meetings, visits to American religious institutions, and civic-related volunteer work. Participant attendance at museums, concerts, plays, and other cultural events featuring American content shall be encouraged and facilitated whenever possible.

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.

Activities shall also include opportunities for participants to share their perspectives and cultures with the people that they meet. Participants shall have opportunities to make presentations (for example, to college classes, local schools and community groups) and participate in panel events. They shall also be introduced to the variety of club and leadership opportunities on campus.

Practical Education/Professional Internship
Proposals shall describe how program participants will be supported in substantive practical education placements (i.e., internship, cooperative education) directly related to their fields of study and/or career plans. This component is intended to provide participants with practical experience in their field of study and help them develop professional and soft skills that are necessary to be successful in the workplace. Descriptions shall include how these practical educational placements are supported as part of (or independent from) existing campus services for all students. Host colleges shall guide the participants in their search, developing the skills to apply and interview for positions, approve placements, monitor participants, assess learning, guide reflection on the relevance of learning to participants' home country contexts, and evaluate this component of the program. Participating colleges may offer this opportunity for academic credit.

Service Learning
Proposals shall describe how the program will provide program participants with opportunities to volunteer on a project or program within a framework of service learning to introduce participants to volunteerism as an American cultural value and to foster the engagement of participants with their local

communities. Service learning could also strengthen field of study programming and practical education components.

CCI-wide Event
Proposals must describe plans to implement at least one CCI-wide program event of approximately three-days in duration at the mid-point of the program that facilitates participant personal and professional development and helps participants to maximize their CCI experiences.

Proposals shall include a description of the overall concept of the program, a rationale for the duration, timing, and location of the event, and plans for coordinating logistics and implementing the program. The proposal must demonstrate a commitment to work closely with ECA to determine the theme and location for the event and to coordinate opportunities for ECA's participation and engagement with CCI participants during this program.

Participant Monitoring
Organizations cooperating with the Bureau on this program will be expected to keep the Bureau informed of the progress of these academic and enrichment experiences as well as other aspects of the program throughout the year.

Proposals must discuss how the participants' progress in achieving program goals and objectives will be monitored at their U.S. host institutions (e.g. monitoring tools, surveys, interviews, work plans). The proposal shall describe individualized advising and support services host colleges will provide to the participants. The proposal shall cite the intended frequency of communication with participants and outline performance goals or benchmarks for each semester. The proposal shall also discuss evaluation of participants' successes and the monitoring of their problems during the program, as well as mechanisms to address and improve the quality of participant activities. Staff assigned to the project shall be knowledgeable about best practices in the field of international education and demonstrate strong interpersonal and communication skills, sensitivity, and a flexible approach that is responsive to the individual participants and their circumstances. Proposals shall also outline how the consortium and host colleges will handle creating and enforcing the terms and conditions of the program to facilitate participant success.

Alumni Engagement, Tracking, and Follow-On Activities
Alumni activities are an important part of the Bureau's academic exchange programs. Alumni programming in the form of professional development activities, virtual programming, blogs, newsletters, and use of social media provides critical program follow-on and maximizes and extends the benefit of the participants' experiences in the United States. Proposals shall outline how host consortia or colleges will creatively organize and support alumni activities. Proposals shall describe how long-term links with CCI alumni will be fostered and maintained.

Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on programs. Proposals shall detail how database systems will be maintained and updated during and beyond the duration of the Cooperative Agreement and how often updated database information will be provided to the Bureau. Applicants shall explain how these efforts will be coordinated with the Bureau, the Fulbright Commissions, and the Public Affairs Section at the U.S. Embassies.

All statistical information gathered and compiled by the cooperating organizations on the program participants and alumni must be transferable to the database maintained at the Bureau. Proposals shall describe how host organizations intend to store data on participants for transfer to the Bureau's system.

Alumni impact stories and social media properties must also be transferred to ECA at the end of any award agreement.

Evaluation
Proposals must describe how the applicant will evaluate progress toward meeting the goals and objectives of the program and the impact of the program on the participants, their U.S. host community college campuses and local communities, and on their international communities once they return home. Proposals shall include a comprehensive evaluation plan that includes both quantitative and qualitative instruments. A summary of the proposed evaluation plan with sample surveys are recommended. Evaluation and reporting shall 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.

Participant Responsibilities
Participants will be sponsored under a SEVIS program number for which the Bureau will provide the principal responsible officer. In accordance with J-1 Visa regulations, participants will be expected to maintain the equivalent of a full-time course of study. They must comply with the academic and other requirements of the program and host institution. Participants must return immediately to their home countries upon completion of the academic program. Participants may be removed from the program for academic non-performance, behavioral misconduct, or inability to fulfill the program goals as described in the program's Terms and Conditions. The final decision to remove a participant will be made by the Bureau after consultation with the cooperating organization and the host college. Each participant is required to read and sign terms and conditions of the scholarship which must be approved by the Bureau.

J-Visa and Tax Requirements
Host organizations will be responsible for designating one or more Alternate Responsible Officers under a SEVIS program number under the Bureau's responsibility to issue DS-2019 forms to participants in this program. Visa support will not be offered for dependents. The lead applicant institution will conduct the administrative work for the issuance of DS-2019 forms. In addition, cooperating organizations must ensure that administration of these scholarships is in compliance with reporting and withholding regulations for federal, state, and local taxes as applicable.

Health Benefits
Administrators of the CCI Program will enroll participants in the Bureau's ASPE health benefits program or alternative plan that meets J-1 visa requirements and is approved by ECA and provide assistance to participants regarding medical coverage issues. The Bureau health coverage program provides limited accident and sickness, repatriation of remains, and medical evacuation coverage for participants in the exchange phases of the program. The Bureau will provide the necessary instructions and forms for the participants to complete prior to travel. Host institutions will assist in presenting

claims to the health benefits program administrator and consult with the Bureau on participant health issues that may affect successful program completion. Please note that the Bureau's health benefits program is described in the PSI.

CCI Branding
Proposals shall explain plans to promote CCI branding and administer CCI websites and social media properties cooperatively with ECA and in compliance with ECA Communication Guidelines.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:
- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
  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.
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms
- SF-424, "Application for Federal Assistance"
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, "Assurances – Non-Construction Programs"
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative
Executive Summary (One page)
   In one double-spaced page, provide the following information about the project:

   1. Name of organization/participating institutions
   2. Beginning and ending dates of the program
   3. Proposed theme
   4. Nature of activity

5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
    a. Number and description of participants
    b. Wider audience benefiting from program (overall impact)
    c. Geographic diversity of program, both U.S. and overseas
    d. Fields covered
    e. Anticipated results (short and long-term)

Narrative
In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (selection and placement, orientation and welcome, professional development (academic component, internships, service learning), cultural program (sharing culture, friendship families), language learning, participant advising and monitoring, and CCI-wide activities as applicable)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted
- Detailed Budget
- 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.
- Calendar of activities/itinerary, if applicable
- Letters of endorsement
- Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.

Detailed Budget Guidelines

We anticipate awarding a total of approximately $5,275,000, pending the availability of funds, for program and administrative costs for the base program year. The proposal should include comprehensive line item budgets for program and administrative costs for the base program year. In addition, applicants must submit a comprehensive budget narrative demonstrating how cost estimates were derived. The budget format should break out costs on a program-year basis. Sample budget format may be found in the PSI document. The number of participants that the institution proposes to sponsor should be clearly stated. The Bureau reserves the right to reduce, revise, or increase proposal

budgets in accordance with funding availability and the needs of the program.

A clear and cogent budget narrative must accompany the budget to explain and justify each line item. Please refer to the NOFO, POGI, and PSI for complete budget guidelines and formatting instructions. In addition, the budget notes or narrative should indicate how the organization will monitor and track expenditures throughout the duration of the Cooperative Agreement to avoid under- or over-expenditure.

In addition to the comprehensive line item budget and the budget narrative, proposals should include a summary chart that provides the following information: total program costs, a per participant cost, total administrative costs, a per participant administrative cost, total cost share contribution, and a per participant cost share contribution.

The proposal should also demonstrate long-range planning that accounts for possible non-competitive continuation years. The proposal should include 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). This summary budget should reflect the anticipated funding level of $5,275,000 for each year (base year plus two non-competitive continuations), pending the availability of funds.

As with other exchange programs, the Bureau is committed to containment of costs consistent with overall program objectives and sound management. The total administrative costs funded by the Bureau must be reasonable and appropriate.

Cooperative Agreement funded expenditures may include, but are not limited to, the categories below.

PROGRAM EXPENSES

- Round-trip travel domestic and international travel for participants from home city to the U.S., coach class (via American carrier and following "Fly America" regulations);
- Tuition and community college fees;
- Maintenance allowances (estimate and explain an appropriate stipend level). Maintenance allowances should be sufficient to enable participants to meet the costs of lodging, food, clothing, and incidental purchases throughout the period of the Cooperative Agreement in the locations where the participants will be residing.
- Educational materials including books, scientific calculators, and other professional equipment necessary for study in the participant's field of interest (estimate and explain an appropriate stipend level);
- Costs for practical education and service learning;
- Arrival orientation materials and expenses;
- Costs for a minimum of one consortium-wide event;
- Return travel allowance no less than USD 100 and not to exceed USD 200.
- Advising and monitoring of students;

- Travel and per diem for senior staff members of cooperating organization to monitor and evaluate programs at host campuses;
- Costs of academic and cultural support and enrichment activities;
- Costs for disability accommodations;
- Costs for alumni activities;
- Evaluation, including qualitative and quantitative assessments;
- Tax withholdings and services, as necessary;
- Costs associated with registering participants in SEVIS.

ADMINISTRATIVE COSTS

- Staff salaries and benefits (each staff member and his/her position must be listed separately.) Please also note the percentage of his/her total time spent on the program;
- Communication costs (e.g. fax, telephone, postage, communication equipment, etc.);
- Office supplies;
- Printing and duplication costs:
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- OMB Guidance 2 CFR Part 200 Subpart F Audit Requirements fees;
- Other direct costs; and
- Indirect costs.

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:

> - 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.
> - Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of 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.

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 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 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 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

APPLICATION SUBMISSION
The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline.

For further information regarding this program or the competition, contact LaRita Campbell, CampbellL1@state.gov, 202-632-9458, 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. 20522-0504.