

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2020 Community College Administrator Program (CCAP)**

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0006646

**Catalog of Federal Domestic Assistance Number:** 19.408

**Key Date/Application Deadline:** May 18, 2020

**Executive Summary:** The Office of Global Educational Programs of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition to administer the FY 2020 Community College Administrator Program (CCAP). Accredited U.S. colleges and universities and other U.S. public or private non-profit organizations meeting the provisions described in Internal Revenue Code section 501(c)(3) may submit proposals to design, administer and implement one, approximately six-week, intensive exchange program in the United States. The program is designed for foreign administrators from post-secondary vocational and technical institutions or their equivalents in selected countries. Exchange participants for the program will also include government officials or individuals with significant responsibilities related to post-secondary technical and vocational education. The program will examine the key tenets of community college administration and cutting-edge programs at U.S. community colleges that address local workforce development needs. In support of U.S. foreign policy, the program will build participant skills in community college administration in key areas including, but not limited to, leadership, governance, student affairs and student services, program assessment, workforce development, finance and private sector partnerships, community engagement, and distance learning. The successful applicant will provide flexible programming and an ability to tailor activities to selected countries' education priorities for technical and vocational education. The proposal should outline specific plans to incorporate each selected country's technical and vocational priorities into the program and to assess the impact of the program on fostering change at the institutional level and in the vocational-technical sector. The Bureau, in consultation with the Department's regional bureaus and U.S. embassies/consulates, will select the final participating country or countries to reflect current foreign policy priorities.

It is the Bureau's intent to award one cooperative agreement for an estimated total amount of \$410,000 that may be renewed, pending availability of funds, for up to two additional consecutive fiscal years. ECA reserves the right to modify the composition of the final awards and its funding level based upon the quality of proposals submitted, the availability of funds, and other factors impacting long-term U.S. foreign policy objectives. Please see section B.) Federal Award Information, below for additional details.

Applicants may submit only one proposal 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. Proposals should include at least

one U.S. community college and one U.S. graduate school of education or equivalent graduate-level training program in the implementation strategy.

### **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.

**Purpose:** The program promotes American prosperity and expands American influence by advancing U.S. technical and vocational education globally through the exchange of foreign government officials and senior administrators in higher education to the United States to examine the key tenets of U.S. community college administration and to witness innovative approaches to address current global workforce development needs. The program advances U.S. higher education models, promotes American values among foreign participants, and provides professional development for key foreign officials responsible for designing higher education systems that will educate the burgeoning youth bulge. The program advances internationalization efforts at U.S. community colleges and fosters a global network between and among U.S. and foreign administrators in vocational-technical education, building bridges to support U.S. competitiveness.

The Community College Administrator Program will support the development of higher education in one or more countries by expanding the capacity of key educators and administrators to strengthen technical and vocational institutions that serve diverse audiences that may include economically disadvantaged and historically underserved populations. The program should focus on exploring the U.S. community college model and its flexibility to respond to local, regional, and national education needs. The program should also share how community colleges expand access to higher education and work with business and industry in ways that meet local workforce and community needs.

Through the lens of technical and vocational education, the program will provide exchange participants with a comprehensive understanding of U.S. community college leadership and administration, while also guiding participants in the development of projects that will apply relevant lessons from the U.S. community colleges to education in their home countries with an emphasis on institutional change. The program should include innovative methods for highlighting and sharing best practices in community college administration and include a focus on building ongoing linkages between administrators and institutions in the United States and the selected country.

The goals of the CCAP are as follows:

- The CCAP will contribute to the improvement of post-secondary vocational-technical education in the selected country(ies) and the United States.
- Participants completing the CCAP will have a thorough understanding of the American community college model and insight into its elements that may be of use in improving their own post-secondary vocational-technical institutions.
- Participants will advance their administrative skills in such areas as governance, finance, leadership, student services, program evaluation, technology, workforce development, community engagement, distance learning, and private sector partnerships.
- The CCAP will benefit the foreign institutions whose leaders are selected for participation and indirectly benefit other such institutions in the country selected. Alumni will put new knowledge to use in improving their own institutions and their country's vocational-technical educational system.
- The CCAP will enhance the ability of U.S. community colleges to further internationalize their outlook and programs.
- The CCAP will contribute to fostering mutual understanding between citizens of the United States and citizens of other countries.

To date, the Bureau has funded single-country programs from Egypt, India, Indonesia, Pakistan, South Africa, and Ukraine and a multi-country program consisting of participants from Brazil, Colombia, Ecuador, and Peru. It is anticipated that the Bureau will fund a program for approximately 20 participants in a single-country cohort or a multi-country cohort to travel in 2021. The Bureau, in consultation with the Department's regional bureaus and U.S. embassies/consulates and/or Fulbright Commissions, will select the final participating country or countries to reflect current U.S. foreign policy priorities. The Bureau will finalize the selection of one or more participating countries for this CCAP cohort in early spring 2021.

**Program Overview and Design:** To address these goals, the proposal implementation strategy should include **at least one U.S. community college and one U.S. graduate school of education or equivalent graduate-level training program**. Proposals should demonstrate depth of experience in conducting and administering complex, multi-faceted international education and cultural exchange programs and in offering graduate-level academic study of community college administration. The implementation strategy should be based on extensive involvement with U.S. colleges, universities, relevant state and local government agencies, and educational associations with expertise in community college leadership training and day-to-day administration in order to provide participants with a broad exposure to institutional missions, practices, and challenges in the community college sector.

The successful applicant should plan to administer a program that will consist of one cohort of at least 20 total participants from one or more countries to be selected by the Bureau. Each program should include a one-week Executive Dialogue that should include approximately four foreign government officials with higher education planning responsibilities and approximately 16 senior international administrators from post-

secondary vocational and technical institutions. The administrators will participate in both the executive dialogue and a four- to five-week seminar for a full program in the United States of no more than six weeks. The academic program should include at least 30 hours of programming per week dedicated to exploring a range of community college administration topics, including leadership, governance, student affairs and student services, program assessment, workforce development, finance and private sector partnership, community engagement, and distance learning.

The CCAP will consist of three major phases for one cohort of participants: pre-program planning and preparation, the program in the United States, and additional follow-on programming in the home country approximately 6-12 months after the completion of the program in the United States. Follow-on programming may include virtual engagement. Program specific guidelines for each phase of the program are detailed in the Project Objectives Goals and Implementation (POGI) document.

The successful proposal should include particular emphasis on how the applicant will incorporate specific knowledge of a participating country's educational system and current initiatives in technical and vocational education in order to tailor the program's curriculum and activities to best provide participants with tools to create plans for institutional change. Proposals should describe how the applicant will successfully acquire the necessary degree of expertise on the participating country's technical and vocational educational system in order to successfully tailor the program's curriculum for maximum impact.

### **Recruitment**

ECA will identify the participating country or countries based on Department priorities and educational needs that would benefit from U.S. engagement. U.S. Embassies and/or Fulbright Commissions in the participating country(ies) will provide assistance with the recruitment, screening, and selection of participants. The successful applicant will be expected to provide necessary forms and program materials to assist with recruitment. The successful applicant will provide flexible programming and work with ECA and U.S. embassies and/or Fulbright commissions.

### **English Language Support Requirements**

Although proficiency in English language will be a consideration when selecting the country or countries for the CCAP, the proposal should include a plan to provide English-language support services that meet the English-language proficiency needs of the participants. The applicant should be prepared to provide a range of English language support services, including translation or interpretation services, if required.

Even if participants have some proficiency in English, participants and cohort groups will likely vary in their levels of proficiency. Some participants may require translation or interpretation services and others may require only assistance with technical terms specific to community college administration. Successful applicants will describe how they plan to meet the English language needs of the cohort pre-program as well as during

the executive dialogue and the seminar. English language training, should it be needed, should be offered in addition to the 30 seminar hours.

### **Participant Monitoring, Logistics, and Support**

Throughout the program, participants should be monitored for progress toward the goals and objectives of the program, as well as for health and safety. Program specific guidelines for participant monitoring, logistics, and support are detailed in the POGI.

### **Program Evaluation and Impact**

Proposals should describe plans for reporting on the technical and vocational education system in the selected country(ies) as well as the current priorities for this sector. Proposals should also outline procedures for evaluating participant experiences in the program, lessons learned, and how lessons learned were applied to create program impact. Evaluation mechanisms should include reporting on successful program alumni and also include updates on participants' institutional projects or how they are fostering change as a result of lessons learned during the CCAP. Program impact assessments should also seek to establish a baseline on the state of technical and vocational education in selected countries and to track the development of educational reforms as context for evaluating the impact of the program and program alumni.

### **Alumni Outreach and Engagement**

Proposals should demonstrate an ability to continue to engage alumni, create opportunities for alumni to continue to develop a collaborative network, and promote ongoing communication between CCAP alumni and U.S. community college stakeholders. Proposals should also describe how program materials and resources will be made available to program alumni. Proposals should provide a plan for continued follow-on activity (without Bureau support), such as facilitating innovative follow-up activities with alumni and U.S. community college stakeholders. Virtual conferences and events are welcome.

### **A. Substantial Involvement and Recipient Responsibilities**

In a cooperative agreement, the Department 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 Project, Objectives, Goals, and Implementation (POGI) document.

### **B. Federal Award Information:**

**Type of Award:** Cooperative Agreement. ECA's level of involvement in this program is listed under Substantial Involvement in the POGI.

**Fiscal Year Funds:** FY 2020

**Approximate Total Funding:** \$410,000

**Approximate Number of Awards:** One

**Approximate Average Award:** \$410,000

**Floor of Award Range:** None

**Ceiling of Award Range:** \$410,000

**Anticipated Award Date:** September 1, 2020

**Anticipated Project Completion Date:** December 30, 2023

*Additional Information:* Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional, consecutive fiscal years, before openly competing it again.

The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

**C.) Eligibility Information:**

**C.1. Eligible applicants:** U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D3a and D3c below).

**C.2. 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 cooperative agreement in an amount \$410,000 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.

**C.3. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage of cost sharing 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 may be reduced in like proportion.

**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, 202-632-9458, CampbellL1@state.gov or Maureen James, 202-632-6330, JamesMC@state.gov in the Office of Global Educational Programs, ECA/A/S/U, SA-5, 4<sup>th</sup> floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, 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.

It 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 Bureau Program Officer LaRita Campbell or Maureen James and refer to the Funding Opportunity Number located at the top of this announcement on all other 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.3o. “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, budget, and budget narrative.

**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 a current registration 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 is completed on any issued award. 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.3.d. Federal Awardee Performance & Integrity Information System (FAPIIS):** Prior to making a Federal Assistance award over \$250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant’s integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

**D.3e. Federal Funding Accountability and Transparency Act (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 award 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 program 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. 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.3g. 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 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://j1.visa.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.3h. 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.3i. Program Monitoring and Evaluation:** Please Note: The Bureau plans to add standardized indicators and corresponding data collection questions for performance monitoring during the period of performance of this award. Therefore, proposed performance monitoring plans and data collection instruments should be flexible enough to incorporate those once established. 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.3j. 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.3k. 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.3l. Budget Format:** 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.

**D.3m. Key Personnel**

ECA recommends that the applicant identify intended key personnel positions via an asterisk (\*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: <https://www.state.gov/about-us-office-of-the-procurement-executive/>).

**D.3n. Allowable costs for the program include the following:**

Allowable costs for the program and additional budget guidance are outlined in the POGI. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

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

Application Deadline Date: **Monday, May 18, 2020**

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.3p. 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 11:59 p.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 the application deadline date and time 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, 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 transmitting 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.3q. 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, Program Management and Planning:** Proposals should exhibit originality, substance, and relevance to the Bureau's mission as well as the goals of the Community College Administrator Program. A detailed timeline and relevant work plan should demonstrate substantive undertakings and logistical capacity for hosting participants. Proposals should demonstrate an ability to learn about a country's priorities for technical and vocational education to inform the program design and programming.
2. **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content, and implementation. In addition, the cultural programming should incorporate and demonstrate the diversity of the American people, regions, and cultures. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
3. **Multiplier Effect/Impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
4. **Institutional Capacity and Record/Ability:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. Proposals should describe the applicant's knowledge of, or prior experience with, international students and visitors, and the applicant's experience in educating students in community college administration. Proposals should demonstrate an institutional record of successful exchange programs, including

responsible fiscal management and full compliance with all reporting requirements for past grants or cooperative agreements. The proposal should also demonstrate how the community college and the graduate school of education will work together to offer the program. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

5. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire 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.

6. **Follow-on Activities:** Proposals should discuss plans for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages. Proposals should also provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

7. **Cost-effectiveness and Cost Sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should 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 as identified in the application.

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

**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:

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 90 calendar days after the cooperative agreement 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](#).
- 2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' 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).

- 3.) Provide at least one comprehensive report on the state of educational reform in the technical and vocational sector of each CCAP country. The country reports will share lessons learned through any pre-program research and planning trips, engagement with CCAP participants, and post-program evaluation efforts. A first draft of this report will be shared with ECA and CCAP stakeholders prior to each CCAP cohort arrival to facilitate customization and implementation of the CCAP for each country context. The final report will include additional lessons learned through engagement with CCAP participants during the program and post-program activities or evaluation efforts.
- 4.) A final program and financial report no more than 90 days after the expiration or termination of the award;

- 5.) 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.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3i. 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, 202-632-9458, [CampbellL1@state.gov](mailto:CampbellL1@state.gov) or Maureen James, 202-632-6330, [JamesMC@state.gov](mailto:JamesMC@state.gov) in the Office of Global Educational Programs, ECA/A/S/U, SA-5, 4<sup>th</sup> floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037.

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 will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

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

March 12, 2020

