

Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2016 Community College Administrator Program (CCAP)****Announcement Type:** New Cooperative Agreement**Funding Opportunity Number:** ECA-ECAAS-16-010**Catalog of Federal Domestic Assistance Number:** 19.408**Key Date/Application Deadline:** May 31, 2016

Program Description/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 2016 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 six-week intensive exchange program in the United States. The program is for foreign administrators from post-secondary vocational and technical institutions or their equivalents in selected countries. Exchange participants for the six-week program could also include government officials or others with significant responsibilities related to post-secondary technical and vocational education. The program will provide participants with skills focused on community college administration including leadership, governance, finance, student affairs and student services, program assessment, workforce development, private sector partnerships, community engagement, technology, and distance learning. The successful applicant will provide flexible programming and an ability to tailor the program to selected countries' education priorities for technical and vocational education. The successful applicant should outline specific plans to incorporate each selected country's technical and vocational priorities into each program offering so it can provide impact assessments for each country/region from which participants are selected.

It is the Bureau's intent to award one cooperative agreement for an estimated total amount of \$415,000. It is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again. Pending availability of funds, ECA intends to make additional resources available in future fiscal years to support additional programs. Please see section B.) Federal Award Information, below for additional details.

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

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 Community College Administrator Program will support the development of higher education in selected countries by expanding the capacity of key educators and administrators in these countries to strengthen technical and vocational institutions with connections to economically disadvantaged and historically underserved populations in local communities. The effort will focus on expanding access to higher education opportunities that are responsive to local workforce and community needs. To achieve this goal, the program will introduce participants to the U.S. higher education system with a particular focus on technical and vocational education. The program will provide exchange participants with a comprehensive understanding of U.S. community college administration, while also guiding them 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 focus on exploring the model of U.S. community college structure and its adaptability to meet local, regional and national education needs in selected countries. 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 each selected country.

Program Overview and Design: The six-week program will consist of a structured five-week seminar on such aspects of U.S. community college administration as leadership, governance, finance, curriculum development, student affairs and student services, program assessment, workforce development, private sector partnerships, community engagement, technology, and distance learning. An emphasis should be placed on including senior-level U.S. community college administrators in the seminar. Efforts should be made to include the diversity of state-wide approaches to technical and vocational education, while highlighting the roles of different partners from the local to the Federal level in shaping the U.S. education system. The exchange should also include a week-long program aimed at facilitating a senior-level dialogue about technical and vocational education in the United States and select countries. This week should be near the beginning of the five-week exchange and should include at least four government officials from the exchange participants' country with substantial involvement in technical and vocational education. ECA welcomes innovative approaches to using this week-long program to strengthen institutional linkages.

To address these goals, proposal implementation strategy should include **at least one U.S. community college and one U.S. graduate school of education**. 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 administration in order to provide participants with a

broad exposure to institutional missions, challenges, and practices in the community college sector.

The successful applicant should place particular focus on how they will incorporate specific knowledge of a participating country's educational systems and initiatives with specific understanding of a country's current technical and vocational systems in order to tailor the program's curriculum and activities to best provide participants with tools to create plans for institutional change. Applicants should describe how they will successfully acquire the necessary degree of expertise on each country's technical and vocational educational systems in order to successfully tailor each program's curriculum for maximum impact.

Recruitment

ECA will identify the participating 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 countries 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.

Pre-Departure Orientation

The recipient institution will be responsible for the development of pre-departure orientation materials for dissemination through the U.S. Embassy or Fulbright Commission, where applicable, and for the registration of participants in SEVIS under a program number to be provided by ECA. The recipient organization should also provide introductory materials about U.S. higher education and provide context about how U.S. community colleges are situated within the U.S. higher education system. Pre-departure activities should also provide activities to help the recipient institution gain more information about participants' goals and help facilitate pre-program activities related to the participants' institutional projects. ECA welcomes proposals that take advantage of virtual platforms to prepare participants for the program and deliver content in advance of their arrival.

Program Delivery

Proposals should specify dates or a range of dates that would be feasible for program implementation within the January 2017 – July 2017 timeframe.

Proposals should emphasize opportunities for participants and their U.S. counterparts to develop lasting ties as a basis for on-going cooperation. For example, participants should have opportunities to discuss and experience, in consultation with U.S. counterparts, strategies for increasing access to higher education for underserved sectors; for developing partnerships with business and industry; for teaching in mixed-age, mixed-ability classrooms; for establishing programs for student support and services; for overseeing strategic planning efforts; and for conducting market analysis to identify relevant opportunities for skills development. Participants should also have opportunities

to learn about marketing and community relations; institutional governance; technology and distance learning; and other educational approaches to U.S. community college administration. In addition, the program should include opportunities for the participants to experience U.S. society and culture and to share their cultures with Americans.

The budget should request funding for round-trip international travel between the sending country and the U.S. host institutions for all participants; tuition or instructional fees if necessary; books; language interpretation or facilitation services as needed for the program proposed; maintenance allowances; rental costs for laptops for all participants; housing; and costs for program administration. Applicants should explain processes for providing maintenance, book, and other allowances to program participants and for paying tuition or instructional fees directly to host institutions if necessary. Participants are expected to have some English proficiency but applicants should demonstrate capacity to accommodate participants with moderate to low levels of English language.

Cost-sharing is expected from organizations applying to cooperate with ECA on this program. Applicants are encouraged to include third-party contributions in their proposals.

The host institutions should provide all program materials to program participants and to ECA.

Proposals should specify a primary host institution and a coordinator at the institution who would provide professional guidance to participants, oversee the entire program, and consult with each participant to develop an institutional project and professional networking that is relevant to the participant's individual needs and interests. Proposals should also include plans for a staff member with knowledge of cross-cultural communication and group dynamics to provide the participants with logistical guidance and opportunities to experience U.S. society and culture.

Specific requirements for the executive dialogue and seminar follow.

Executive Dialogue:

Proposals should include a schedule for a one-week high-level dialogue with sessions that integrate the issues faced by comparable higher education institutions in the participants' countries. Special emphasis should be placed on encouraging on-going collaboration with counterparts at U.S. host institutions. Proposals should include a plan for providing interpretation services during the one-week program as needed. This one-week program should be responsive to addressing issues of convergence and divergence between the U.S. and the selected other country's approach to technical and vocational education. The successful applicant will highlight administrative aspects with the most relevance to the selected country's higher education context. This program should include all of the participants in the five-week seminar as well as at least four representatives of the select country. The successful applicant will demonstrate a commitment to including high-level participation from its institution as well as other relevant experts in community college administration. The successful applicant will also demonstrate responsiveness to the select

country's higher education goals related to technical and vocational education to lay the foundation for substantial exchange among policymakers, administrators, and educators.

Seminar:

The five-week seminar should include approximately thirty hours of programming related to community college administration per week. The seminar should provide a comprehensive understanding of U.S. community colleges, their mission, their administration, their economic role, and the role they play in community development. In addition, the seminar should provide opportunities for participants to discuss their observations, share their experiences, and identify possible practices for adaptation to their home country context culminating in the participants' institutional project plans. Sessions should encourage participants to reflect on opportunities to apply their learning to their home country context, provide fellow participants with feedback, and engage other educators and officials. The curriculum and programming, as well as program materials, should be responsive and tailored to each country's cultural and institutional framework.

The coordinator should arrange for each seminar participant to have a U.S. mentor counterpart with responsibilities relevant to the professional interests of the participant. The U.S. mentor administrators should provide participants with opportunities to "job shadow" or other appropriate opportunities to experience and understand relevant administrative practices firsthand. Participants should have opportunities to attend courses to acquire technical skills and observe classroom practices.

Proposals should describe the availability of on-going English language study for seminar participants who need it. In addition, proposals may include a language facilitator who can provide assistance to the seminar participants.

Proposals should describe activities that would enable seminar participants to become involved in the social and cultural life of their host communities in the United States. Examples include presentations to local schools, businesses, and civic groups or other community organizations and attendance at educational and cultural events.

Program Monitoring, Evaluation, and Impact

Proposals should outline procedures for supporting participants and for monitoring and evaluating their programs and assessing program impact. Evaluation mechanisms should include reporting on successful program alumni and also include updates on participants' institutional projects. 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 and create opportunities for alumni participation in virtual conferences and events. Proposals should also show 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, that promote ongoing communication between CCAP alumni and U.S. community college stakeholders.

Additional Requirements:

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.

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

In a Cooperative Agreement, the Bureau is substantially involved in program activities above and beyond routine grant monitoring. Bureau activities and responsibilities for this program include:

- 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 colleges;
- 7) Final selection of participants;
- 8) Approval of decisions related to special circumstances or problems throughout duration of program;
- 9) Assistance with SEVIS-related issues;
- 10) Assistance with participant emergencies;
- 11) Liaison with the U.S. Embassy and Fulbright Commission where applicable and country desk officers at the State Department.

It is anticipated that this Cooperative Agreement will begin on or about September 1, 2016 and will run through December 31, 2017. This cooperative agreement will include both the administrative and program portions of the program.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: 2016

Approximate Total Funding: \$415,000

Approximate Number of Awards: One

Approximate Average Award: \$415,000

Floor of Award Range: None

Ceiling of Award Range: \$415,000

Anticipated Award Date: Pending the availability of funds, September 1, 2016.

Anticipated Project Completion Date: December 31, 2017

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 at an amount possibly greater than the initial year (and with the expectation to host more than one cohort per year), before openly competing it again.

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

C. Eligibility Information:

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

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

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

C.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount of \$415,000 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 following requirements or they will result in your proposal being declared technically ineligible and given no

further consideration in the review process. 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.

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

D.) Application and Submission Information:

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

D.1 Contact Information to Request an Application Package:

Please contact Emily Spencer, SpencerEW@state.gov, 202-632-6329 or LaRita Hagar, HagarL@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. 20037, fax 202-632-6489, 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 Emily Spencer and LaRita Hagar 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 <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

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

D.3a. 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 (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.3b. All proposals must contain an executive summary, proposal narrative and budget.

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

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

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.3d. You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

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

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

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

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

D.3g. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing www.GrantSolutions.gov. To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click “Getting Started-Request a User Account” at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at help@grantsolutions.gov or 1-866-577-0771.

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

D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

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

The award recipient 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-44, Suite 668
301 4th Street, SW
Washington, DC 20547

Please refer to Solicitation Package for further information.

D.3i. Diversity, Freedom and Democracy Guidelines

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

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

D.3j. Program Monitoring and Evaluation

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

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

the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

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

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

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

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

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

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

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

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press.

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

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

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

Application Deadline Date: May 31, 2016

Method of Submission:

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

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.

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

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

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

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 "For Applicants" 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.

Direct all questions regarding Grants.gov registration and submission 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

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

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

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. 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.

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

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the 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 objectives 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 demonstrate the award recipient's commitment to promoting the awareness and understanding of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration and program content. The cultural programming should also incorporate and demonstrate the diversity of the American people, regions, and cultures.
3. **Institutional Capacity and Track Record:** 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 Bureau 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.

4. **Project Evaluation and Alumni Activities:** Your proposal should include a plan and methodology to evaluate the program's degree of success in meeting objectives, both as the activities unfold and at their conclusion. Draft survey questionnaires or other proposed evaluation and monitoring methodology with a focus on linking program outcomes to program objectives should be included. Your proposal should also discuss plans for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages.

5. **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. Your proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

6. **Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

F.) Federal Award Administration Information

F.1. Award Notices:

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

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

F.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget's Circular 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 circular cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>
<https://www.statebuy.state.gov/fa/pages/home.aspx>

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

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all programmatic reports and can be found here: http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68. The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at help@grantsolutions.gov. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to GrantSolutions.gov, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.
- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 4.) Quarterly reports would address significant activities of the period and planning actions completed for activities in the next period.

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

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

F.4. Program Data Requirements:

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

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

G. Agency Contacts

For questions about this announcement, contact: Emily Spencer, SpencerEW@state.gov, 202-632-6329, or LaRita Hagar, HagarL@state.gov, 202-632-9458, U.S. Department of State, Office of Global Educational Program, ECA/A/S/U, SA-5, 4th Floor, 2200 C Street, NW, Washington, DC 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 made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Evan Ryan
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

March 31, 2016