

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Community College Administrator Program with Indonesia ECA/A/S/U-13-03

Office of Global Educational Programs Humphrey Fellowships and Institutional Linkages Branch

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Global Educational Programs, Humphrey Fellowships and Institutional Linkages Branch for the Community College Administrator Program with Indonesia. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

The Bureau of Educational and Cultural Affairs (ECA) invites proposal submissions for the design, administration and implementation of the FY 2013 Community College Administrator Program with Indonesia. Pending availability of funding, the Cooperative Agreement should begin on or about June 3, 2013 and end on or about December 31, 2014. The program will consist of a structured academic component focused on developing administrative expertise and leadership in areas specific to U.S. community colleges.

Please note that participants will be identified and nominated by the U.S. Embassy and the American Indonesian Exchange Foundation (AMINEF). A final list will be sent to the recipient organization. The recipient organization will not participate in the selection of participants.

The open competition includes both the administrative and educational portions of the program, including the development of an innovative academic and professional development program focused on community college administration. Within the parameters outlined in the RFGP, proposals should demonstrate how program expertise with the U.S. community college sector can help address the needs of relevant institutions in Indonesia. The purpose of the program is to provide administrators with advanced skills that will help Indonesia develop institutions called “community academies” throughout the country. The six week program will take place within the August 2013 – July 2014 timeframe; applicant organizations may propose dates or a range of dates. The Office of Global Educational Programs anticipates that at least twelve Indonesian officials with higher educational planning responsibilities and administrators from post-secondary vocational and technical institutions in Indonesia will participate in the program for the full six weeks. We also anticipate that the program should include a week-long executive dialogue and overview that will include four additional Indonesian participants.

In addition to enhancing the participants’ administrative skills within the community college context, an important objective of the Community College Administrator Program with Indonesia is to foster professional development with an aim to encourage sustained engagement with U.S. counterparts when the participants return to Indonesia. In this context, the program should involve a diverse set of community colleges, graduate schools of education, and relevant professional associations. The mentorship component is a priority for the program.

A. The recipient organization will:

1. Be responsible for the ongoing management and administrative oversight of participating college(s)/university(ies) related to the delivery of the program;
2. Maintain an up-to-date database including entries on each participant nominated;
3. Follow up with AMINEF and the U.S. Embassy regarding missing documents; respond to their inquiries and copy the appropriate program officer in the Bureau;
4. Prepare and send letters of award and program guidelines to participants selected for the program; notify the Fulbright Commission of each candidate's U.S. arrival date and prepare and send the DS-2019 form at least 60 days before departure; notify alternate candidates of final application status after consultation with the Bureau's program officer;
5. Arrange round-trip travel for the participants from their home cities to their U.S. host institutions;
6. Ensure that AMINEF receives pre-departure orientation materials;
7. Develop a week-long executive dialogue and program overview for the participants which will include four specialists from Indonesia and include interpretation services in Bahasa Indonesian.
8. Develop and facilitate an academic program that includes at least 20 classroom hours dedicated to a seminar exploring on different topics of community college administration including administrative practices, strategic planning, marketing and community relations, professional development, student support and services, workforce development, governance, and distance learning.
9. Enroll participants in the Bureau's Accident and Sickness Program (ASPE) health benefits plan, assist participants with accessing necessary health care and assist with claims as necessary;
10. Develop and facilitate opportunities for participants to gain broad exposure to a diverse group of community colleges, 4-year accredited colleges and universities and relevant associations;
11. Arrange for participant housing in conjunction with the host college;
12. Monitor participants' adjustment and engagement with the program; consult with the Bureau's program officer regarding any participant-related issues and emergencies that may arise;
13. Monitor and evaluate host college performance;
14. In close consultation with the Bureau's program officer, evaluate the program and its impact on the participants, their communities, and their institutions during their stay in the U.S., and after their return to Indonesia;
15. Manage financial aspects of the program including participant maintenance allowances, housing allowances, accident and sickness benefits, any sub-recipient agreements, and other activity costs;
16. Manage and monitor the J-1 visa duration and SEVIS status of the participants;
17. Assume overall responsibility for complying with all applicable tax treaties and Federal, state and local laws on tax withholding and reporting for participants;
18. Report programmatic, financial and statistical information to the Bureau's program officer;
19. Respond fully and promptly to requests for information relating to the participants and alumni.

II.

PROGRAM SPECIFIC GUIDELINES

The Community College Administrator Program with Indonesia should be designed as an intensive academic program that incorporates classes and seminars focused on preparing future leaders of "community academies" in Indonesia. The majority of the classes and seminars should be offered by an accredited graduate school of education. The program should also be designed to include on-site workshops, mentorships, professional development activities, and observation of key administrative processes at U.S. community colleges. Proposals should include at least one community college and one graduate school of education in their implementation

strategy. The Program should be tailored specifically to the needs of Indonesian administrators; at least some instructors should be familiar with relevant higher education issues in Indonesia.

The structure of the Program is the responsibility of the recipient organization, in close coordination with cooperating partner colleges/universities/associations. It is essential that proposals provide a full, detailed, and comprehensive narrative describing how partner organizations will cooperate with the Bureau and one another to achieve the objectives of the Program. A sample template must be provided that lays out the academic program, including the one-week executive dialogue and program overview, seminar topics by week, on-site programming at a community college, and any other planned professional development activities.

Please note: The Humphrey Fellowships and Institutional Linkages Branch will review and approve syllabi for the Program, and may request that the recipient organization make modifications or work with the partner organizations to make modifications to the proposed program.

In addition to the elements outlined above, proposals should address the following program elements:

- Outline the hosting capabilities of the recipient organization.
- Include a sample pre-arrival information packet. Information should be complete and detailed. Key points concerning program requirements, academic departments and seminar overview, housing, what to pack, personal budgeting considerations, and other critical issues should be included in the material. The material should be designed to serve as a useful post-arrival reference as well, supplemented with additional information.
- The one-week executive dialogue and program overview should include four participants from Indonesia who will be selected by the U.S. Embassy and the Fulbright Commission who can provide background and expertise into the Indonesian higher education system and should be integrated into the week-long orientation program.
- Outline the proposed seminar and describe resources to include approximately 20 hours of classroom hours per week in topics directly related to community college administration including governance, finance, student affairs and student services, program assessment, leadership, technology, workforce development, community engagement, and distance learning. The seminar should not simply replicate an existing lecture course or seminar designed for American students. The seminar should be designed thematically to address relevant skill sets for Indonesian “community academy” leaders.
- The recipient institution will conduct the executive dialogue and program overview for approximately 16 participants from Indonesia. The program should provide participants with an overview of the program, including principal objectives and major themes. This week should also aim to include speakers and presenters with the ability to provide an overview of the role that community colleges play in the U.S. higher education system and describe the skills required for community college administrators. The orientation should also aim to include an Indonesia-specific context for the program and updates on efforts to establish community academies as well as an event to formally start the orientation, such as a luncheon or reception, which includes key college/university personnel who will be involved in the delivery of the Program.
- Include a plan outlining any planned collaboration with additional colleges, universities and associations to

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

- Provide a plan for providing English language training, in addition to the 20 seminar hours, and describe what additional language resources will be made available. Proposals may identify a language facilitator with expertise in Bahasa Indonesian who can provide additional language assistance.
- Details regarding the proposed housing and meal arrangements should be described in the proposal. In general, housing arrangements should be similar to those provided to U.S. graduate students. Housing may be in faculty residences, graduate dormitories, hotels, or other suitable locations. Walking distance or convenient public transportation to daily seminar sessions should be taken into account. At a minimum, each participant should have a private bedroom, but 2 or 3 participants may be asked to share bathrooms. Internet connectivity must be available.
- Describe the office space arrangements for participants who will stay for the full 6-week program. Participants should be issued a rented laptop computer for the duration of the program with the appropriate software/hardware (needed for the program). The participants should also be provided with a method to access the Internet in their office space and provided with access to a telephone. (2 or 3 participants may be asked to share a telephone.) Participants should also have access to general office supplies that are essential to accomplishing any seminar assignments. To the extent possible, participants should have access to local and national newspapers as well as industry-specific newspapers related to community college administration. Maximum access to the host institution's libraries should be arranged and an orientation to library facilities should be conducted early in the program.
- Outline plans for involving the participants in the social and cultural life of their local communities. Examples may include presenting at local schools, attending business and civic group meetings, volunteering at local charities, and participating in local cultural events such as art exhibitions, concerts, and plays.
- Outline a plan for the mentorship element of the program. It is important that each of the approximately 12 participants be assigned a faculty or administrator mentor who is able to commit to weekly meetings at a minimum with the participants and have responsibilities relevant to the participant. Proposals should include a list of individuals who are willing to serve as mentors and their areas of expertise.
- Proposals should discuss how the participants' progress in achieving program goals and objectives will be monitored (e.g. surveys, interviews, work plans). Proposals should discuss evaluation of participants' successes and the monitoring of their problems during the program, as well as mechanisms to address the quality of participant activities. Staff assigned to the project should demonstrate strong interpersonal and cross-cultural communication skills, experience in group dynamics and organizational development, sensitivity, and a flexible approach that is responsive to the individual participant and their circumstances.
- Participants will be sponsored under a SEVIS program number to be provided by the Bureau and for which a Bureau officer will be the principal responsible officer. In accordance with J-1 Visa regulations, participants will be expected to maintain the equivalent of a full-time course of study. They must comply with all of the requirements of the program and host institutions. Participants must return immediately to their home countries upon completion of the academic program. Programs should not be extended. Participants may be removed from the program for violations of J-visa terms and conditions including but

not limited to academic non-performance, behavioral misconduct, or inability to fulfill the program goals. The final decision to remove a participant will be made by the Bureau after consultation with the recipient organization. Each participant is required to read and sign a “terms and conditions” document, which must be approved by the Bureau.

- The recipient organization will be responsible for designating one Alternate Responsible Officer under a SEVIS program number under the Bureau’s responsibility to issue DS-2019 forms to participants in this program. Visa support will not be offered for dependents. Organizations cooperating with the Bureau on this program will retain all administrative work for the issuance of DS-2019 forms. In addition, cooperating organizations must ensure that administration of these scholarships is in compliance with reporting and withholding regulations for Federal, state, and local taxes as applicable.
- Alumni activities are an important part of the Bureau's academic exchange programs. Alumni programming in the form of newsletters, listservs, and use of social media provides critical program follow-on and maximizes and extends the benefit of the participants' program in the United States. The proposal should outline how the recipient organization will organize and support alumni activities creatively at no further cost to the Bureau. Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on programs. Proposals should describe how long-term links with alumni will be fostered and maintained.
- The cooperating organization will enroll participants in the Bureau’s ASPE health benefits program and provide assistance to participants regarding medical coverage issues. The Bureau health coverage program provides limited accident and sickness, repatriation of remains, and medical evacuation coverage for participants in the exchange phases of the program. The Bureau will provide the necessary instructions and forms for the participants to complete prior to travel. Host institutions will assist in presenting claims to the ASPE program administrator and consult with the Bureau on participant health issues that may affect successful program completion. Please note that the Bureau’s health benefits program is described in the PSI.

PROPOSAL CONTENTS

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

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

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

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

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission

1. Budget Information – Non-Construction Programs (SF-424A)

Pending the availability of funds, we anticipate awarding a cooperative agreement of approximately \$500,000 pending the availability of funds, for program and administrative costs for the program. The proposal should include comprehensive line item budgets for program and administrative costs. In addition, applicants must submit a comprehensive budget narrative demonstrating how cost estimates were derived. The budget format should break out costs on a program-year basis. Sample budget format may be found in the PSI document. The number of participants that the institution proposes to sponsor should be clearly stated. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with funding availability and the needs of the program.

A clear and cogent budget narrative must accompany the budget to explain and justify each line

item. Please refer to the RFGP and PSI for complete budget guidelines and formatting instructions. In addition, the budget notes or narrative should indicate how the organization will monitor and track expenditures throughout the duration of the Cooperative Agreement to avoid under- or over-expenditure.

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

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

2. Detailed Budget

PROGRAM EXPENSES

- Round-trip travel domestic and international travel for all participants from home city to the U.S., coach class (via American carrier and following “Fly America” regulations);
- Tuition or instructional if necessary;
- Maintenance allowances (estimate and explain an appropriate stipend level). Maintenance allowances should be sufficient to enable participants to meet the costs of lodging, food, clothing, and incidental purchases throughout the period of the Cooperative Agreement in the locations where the participants will be residing;
- Educational materials including books, laptop rental, and other professional equipment necessary to facilitate full participation (estimate and explain an appropriate stipend level);
- Executive dialogue and program overview materials and expenses and for an orientation luncheon, dinner, or reception;
- Honoraria for outside speakers, if necessary;
- Ground transportation;
- Return travel allowance no less than USD 100 and not to exceed USD 200;
- Baggage fees for return travel
- Advising and monitoring of students;
- Interpretation Services
- Costs of academic and cultural support and enrichment activities;
- Evaluation;
- Withholding of taxes as necessary;
- Costs associated with registering participants in SEVIS.

ADMINISTRATIVE COSTS

- Staff salaries and benefits (each staff member and his/her position must be listed separately.) Please also note the percentage of his/her total time spent on the program;
- Communication costs (e.g. fax, telephone, postage, communication equipment, etc.);
- Office supplies;
- Printing and duplication costs:

- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees;
- Other direct costs;
- Printing and duplication costs; and
- Indirect costs.

TAB E

Letters of endorsement

Resumes

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

TAB F

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **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:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

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

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

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. 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 (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

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 Administrators Program with Indonesia. A detailed timeline and relevant work plan should demonstrate substantive undertakings and logistical capacity for hosting participants. Proposals should demonstrate an understanding of the Indonesian higher education context.
2. *Support of Diversity:* Proposals should demonstrate the 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 program 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.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

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

The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

APPLICATION SUBMISSION

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

For questions about this announcement, contact: Emily Spencer, SpencerEW@state.gov, 202-632-6329 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.