PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2017 Tunisia Community College Scholarship Program

Funding Opportunity Number: ECA-ECAAS-17-006

Office of Global Educational Programs, ECA/A/S/U

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Global Educational Programs for the FY 2017 Tunisia Community College Scholarship Program (TCCSP). Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

In a cooperative agreement, the Office of Global Educational Programs (ECA/A/S/U) is substantially involved in program activities above and beyond routine monitoring.

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

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

ECA will accept proposals for the administration and implementation of the FY 2017 TCCSP from U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). Pending the availability of funding, the Cooperative Agreement should begin on or about May 31, 2017, and end on or about May 31, 2021. The open competition includes both the administrative and educational components of the program. The TCCSP offers full scholarships for outstanding students and youth from across Tunisia, with an emphasis on underrepresented sectors and governorates of Tunisia, to study in community colleges throughout the United States. The program will provide participants with a deeper understanding of American culture and new skills and expertise to help them contribute to the economic growth and development of their country. TCCSP also focuses on leadership and professional skills development, practical professional experience, service learning, community engagement, and programming that builds mutual understanding and knowledge about

American society and culture. Participants are expected to return to their home communities following the completion of their U.S. program.

TCCSP is considered one of two components of the broader Thomas Jefferson Scholarship Program (TJSP). The second component of TJSP is the Tunisia Undergraduate Scholarship Program (Tunisia UGRAD), which is also being openly competed in FY 2017 (**Funding Opportunity Number:** ECA-ECAAE-17-011) and can be accessed on Grant.gov and ECA's website.   Applicant organizations are encouraged, but not required, to apply to administer both programs in order to promote efficiencies and maintain a unified program identity, particularly in the administration of recruitment and alumni activities. If one organization is awarded TCCSP and a different organization is awarded Tunisia UGRAD, both organizations will be expected to cooperate closely to promote the programs under the Thomas Jefferson Scholarship Program.

The administration of the TCCSP will include multiple phases, including the recruitment of applicants in Tunisia, the review and recommendation of candidates, selection of and placement at host community colleges in the United States, implementation, and follow-on alumni activities. Note that students may **not** enroll in courses which are exclusively online or distance learning in nature without ECA approval.

The recipient will place students in fields that may include applied engineering, business management and administration, information technology, tourism and hospitality management, and others as directed by ECA in consultation with the Public Affairs Section (PAS) of the U.S. Embassy in Tunis in programs lasting one academic year. ECA reserves the right to add or remove eligible fields of study prior to each recruitment cycle.

The applicant should specify the number of participants that will be supported with the amount of funding requested, and the fields of study in which host community colleges are prepared to offer substantive programs. In order to maximize the number of participants under this program, it is the Bureau's expectation that significant institutional and private sector funding and cost sharing will be made available by cooperating institutions and included in the proposal. Approximately 60 students will participate over two academic years with current funding levels. The program will support two consecutive cohorts (about 30 each year) of students who will each pursue one academic year of non-degree undergraduate study at a U.S. community college. Applicant organizations should specifically address the following areas that are of particular priority:

- Describe a recruitment process that would highly encourage applications from all 24 governorates in Tunisia and how this process will attract a diverse and eligible applicant pool representing a broad spectrum of Tunisian students from all areas of Tunisian society including from underserved and underrepresented communities, particularly women.
- Describe the selection process in detail, including the initial screening of candidates, the identification of a review committee, and procedures to ensure that its deliberations are merit-based, transparent, and consistent with the purpose of the program.
- Describe the host community college selection process in detail. Outline the fields of study (indicated above), that potential host colleges can offer to FY 2017 TCCSP participants. Highlight specialties in the academic offerings of potential colleges and opportunities for professional certificates that would be relevant to the FY 2017 TCCSP participants. Outline whether potential host colleges review and offer credit for previously recorded academic work and describe how potential host colleges would conduct reviews of students' academic records to determine if prerequisites can be satisfied by previous coursework.

● Outline a plan for identifying, administering, working with, and monitoring all the FY 2017 TCCSP participating host colleges that will maximize human and fiscal resources while maintaining programmatic flexibility. When sub-award agreements are proposed, applicants should provide line-item budgets for each sub-award agreement.
● Provide a detailed plan and sample agendas and materials for pre-departure and reentry programming.
● Provide a model for pre-academic ESL programming for finalists who may require English language programming prior to the fall semester.
● Outline a plan for identifying professional internships directly related to their respective fields of study for all the FY 2017 TCCSP participants and for administering and monitoring the internships.
● Provide a detailed plan and sample agendas and materials for mid-program workshops.
● Outline a plan for engaging alumni after they return home.
● Provide a detailed plan for Alumni workshop administration in Tunisia, including outreach and agendas for a workshop that would include alumni from all cohorts of the Thomas Jefferson Scholarship Program, including TCCSP and Tunisia UGRAD approximately 600 alumni. The applicant organization should explain how they would plan this workshop if there are multiple organizations administering the two components of the Thomas Jefferson Scholarship Program: TCCSP and Tunisia UGRAD. For the purposes of this proposal the applicant should budget for the participation of approximately 280 TCCSP alumni.

TCCSP Administration and Implementation must include these specific responsibilities:

Administration Responsibilities of the Award Recipient:

1. Conduct an openly publicized recruitment process in all 24 governorates in Tunisia working with ECA and PAS Tunis;
2. Conduct a technical review of all applications to ensure applicants meet eligibility requirements;
3. Conduct a medical review for each applicant per ECA guidelines;
4. Review candidate dossiers and distribute complete applications to host community colleges to determine the best program placement in the proposed fields of study for each participant that will meet his/her academic and professional goals;
5. Propose placement of candidates at host community colleges with a maximum of four participants at each college;
6. Obtain final approval of the Bureau's program officer on candidate placement;
7. Submit final placement reports to the Bureau's program officer;
8. Coordinate, prepare, and facilitate in country pre-departure orientations and reentry activities in coordination with ECA and PAS Tunis;
9. Identify resources and prepare materials for virtual pre-departure distance learning to continue and enhance in person pre-departure orientation;
10. Ensure that each participant signs a Terms and Conditions document and completes all other necessary pre-travel paperwork;
11. Plan and implement a TCCSP mid-program event that facilitates participant personal and professional development and helps participants maximize their TCCSP experiences and works with host advisers to further develop their knowledge of the program and strategies to enhance college capacity to host international students and internationalize their campuses;
12. Plan and coordinate activities that would create opportunities for alumni engagement to strengthen both the Thomas Jefferson Scholarship Program identity and alumni network and the TCCSP alumni network;

13. Promote Thomas Jefferson Scholarship-wide and TCCSP-specific branding and administer websites and social media properties cooperatively with ECA in compliance with ECA Communication Guidelines.

Implementation Responsibilities of the Award Recipient:

1. Open and maintain an up-to-date file on each participant selected;
2. Identify and propose host-community colleges to host no more than four participants in the designated fields of study, with the concurrence of the Bureau's program officer. To the extent possible ensure diversity among the selected group of host community colleges, , including but not limited to geography, size, fields of study, and experience with Department of State programs;
3. Review candidate dossiers at each host campus to determine the best program match in the proposed fields of study for each participant that will meet his/her academic and professional goals;
4. Prepare and send the DS-2019 form as soon as possible after placement to facilitate the visa application and adjudication process and at least 60 days before departure;
5. Arrange round-trip travel for the participants from their home cities to their U.S. host institutions; send this itinerary to each participant;
6. Ensure that each host campus receives a signed Terms and Conditions document from each participant and that participants complete all other campus-specific pre-travel paperwork;
7. Arrange housing for each participant in conjunction with host campuses and share rules and regulations for housing with participants;
8. Ensure that each participant receives an orientation upon arrival in the United States;
9. Enroll participants in the Bureau's ASPE health benefits plan or alternative plan that meets J-1 visa requirements and is approved by ECA, advise participants about the benefits plan, and assist with claims as necessary;
10. Ensure participants have signed a release form that states whether they approve or do not approve the use of their photos or quotes in publications related to the TCCSP;
11. Develop and facilitate educational and cultural enrichment activities;
12. Assist participants in developing an individual development plan;
13. Assist participants in arranging a professional internship directly related to the participants' field of study;
14. Assist participants in arranging service learning opportunities;
15. Monitor participants' adjustment and academic performance; consult with the Bureau's program officer regarding any participant-related issues and emergencies that may arise;
16. Monitor, evaluate, and report to the Bureau's program officer regarding host campus performance;
17. In close consultation with the Bureau's program officer, evaluate the program and its impact on the participants, their host communities, and their host institutions during their stay in the United States, and after they return to their home countries;
18. Manage financial aspects of the program including participant maintenance allowances, housing allowances, accident and sickness benefits, host university agreements, taxes, and other activity costs;
19. Manage and monitor the J-1 visa duration and SEVIS status of the participants;
20. Assume overall responsibility for complying with all applicable tax treaties and Federal, state and local laws on tax withholding and reporting for participants;
21. Respond to any requests by participants for extension of stay due to exceptional circumstances in

consultation with the Bureau's program officer;

22. Report programmatic, financial, and statistical information to the Bureau's program officer;
23. Respond fully and promptly to requests for information relating to the participants and alumni; and
24. Maintain updated lists and contact information of alumni and facilitate follow-on activities with alumni after they return home.

II.   PROGRAM SPECIFIC GUIDELINES

ECA will award one cooperative agreement in support of the FY 2017 Tunisia Community College Scholarship Program. The award recipient will have responsibility for program administration, which includes, but is not limited to, the following broad categories:

1. Program planning and management;
2. Recruitment and review;
3. Placement;
4. Orientation and reentry programming;
5. Academic program;
6. Professional internships;
7. Enrichment and service-learning activities;
8. Participant supervision and support services;
9. Fiscal management and budgeting; and
10. Program reporting, monitoring, and evaluation.

Applicants should submit a program proposal with yearly budget projections for the full duration of the award. Programs must comply with J-1 visa regulations. Participants are expected to return home immediately following the completion of the U.S. program.

The recipient will place students in fields that may include applied engineering, business management and administration, information technology, and tourism and hospitality management, and other fields which may be appropriate, in programs lasting approximately one academic year and not to exceed one calendar year. ECA reserves the right to add or remove eligible fields of study prior to each recruitment cycle. Programs of study should be designed to lead to a professional certificate.

Guidelines for All Applicants

Participant Eligibility
The FY 2017 TCCSP emphasizes the selection of qualified women and men who can have a positive impact on their country's future development. The Bureau is seeking scholarship participants who represent the diversity of Tunisia, including underserved, non-elite individuals (particularly women) generally in their early to mid-twenties. Preference is given to those without significant U.S. or other overseas study experience.

Competition for participant selection in the FY 2017 TCCSP is merit-based and open to anyone who meets the following criteria:

● Is a citizen, national or permanent resident qualified to hold a valid passport issued by the

Government of Tunisia;
- Is currently residing in Tunisia;
- Is currently enrolled as a full-time student at an ISET (Institut Supérieur des Etudes Technologiques), IHET (Institut Supérieur des Etudes Touristique), or ISSAT (Institut Supérieur des Sciences Appliquees et de Technologie);
- Is able to receive and maintain a U.S. J-1 visa;
- Is committed to returning to Tunisia after completion of the program;
- Is able to achieve a TOEFL score of 450 or likely to achieve this score after short-term pre-academic English training in the United States prior to the start of the academic year; and
- Is at least 18 years old by July 1, 2017.

Individuals in the following circumstances are NOT eligible for the Tunisia Community College Scholarship Program:
- Part-time students;
- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training or research programs in the United States;
- Individuals currently residing or working outside of Tunisia;
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the United States Government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, U.S. Agency for International Development or other U.S. government agencies) for a period of more than six weeks, and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Employees of non-profit organizations that administer the TCCSP on behalf of the U.S. Department of State and immediate family members of such employees. This provision does not disqualify self-supporting children of such employees who live apart from their parents;
Local employed staff of U.S. Embassy Tunis who work for the U.S. Department of State or U.S. government agency and immediate family members of such employees are ineligible for grants during the period of their employment and for one year following the termination of employment This provision does not disqualify self-supporting children of employees who live apart from their parents; and
- Persons arrested for, charged with, or convicted of a crime as further detailed by the Bureau.

Host Campus Institutional Capacity
Host colleges will be expected to have experience in conducting international education programs, including hosting international students and visitors. The proposal should describe strategies to incorporate each cohort of students into all aspects of campus and community life. Proposals should describe the following types of campus resources or community partnerships that will support the TCCSP participants: academic advising, study centers, language and writing labs, health or counseling services, internship or career services, student organizations, international student services, and housing services.

The proposal should also describe how strong identification with the program will be encouraged and supported among the students and the host campuses. Proposals should also describe how the TCCSP program at host campuses would contribute to meeting the TCCSP objectives for community colleges and connect TCCSP participants with efforts to enhance study abroad awareness and participation in international study among U.S. students.

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

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

Participant Monitoring and Support

The proposal should demonstrate that host colleges can provide effective support systems (such as student services, tutoring, counseling, friendship family, mentor or buddy system, one-on-one consultation with an adviser and project director, and support services for participants from non-traditional, underserved backgrounds) to the participants during the program. Each host college should assign a campus adviser who is responsible for guiding participants in individual development plans and serving as a central resource regarding participant scholarships, the J-1 visa program, and aspects of academic and cultural adjustment. The adviser also serves as a link between the participants and the awarded organization.

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

Participant Responsibilities

Participants will be sponsored under a SEVIS program number which the Bureau will provide. In accordance with J-1 visa regulations, participants will be expected to maintain the equivalent of a full-time course of study. They must comply with the academic and other requirements of the program and host institution. Participants must return immediately to their home country upon completion of the academic program. Participants may be removed from the program for academic performance that does not meet program requirements, 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 cooperating organization and the host college. Each participant is required to read and sign terms and conditions of the award which must be approved by the Bureau.

J-Visa and Tax Requirements

Host organizations will be responsible for designating one or more Alternate Responsible Officers under a SEVIS program number under the Bureau's responsibility to issue DS-2019 forms to participants in this program. Visa support will not be offered for dependents. The applicant institution will conduct the administrative work for the issuance of DS-2019 forms. In addition, the cooperating organization must

ensure that administration of these scholarships is in compliance with reporting and withholding regulations for Federal, state, and local taxes as applicable.

Health Benefits
Administrators of the FY 2017 TCCSP will enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits program or other J-visa compliant health insurance 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 or other health insurance provider and consult with the Bureau on participant health issues that may affect successful program completion. Note that the Bureau's health benefits program is described in the PSI.

Fiscal Management
The proposal should demonstrate the existence of suitable financial systems to track, audit and disburse TCCSP funds. The cooperating organization will be expected to submit interim, residual and final reports, as directed by ECA, detailing expenditures, and to consult with ECA on the reprogramming of funds. Administration of these scholarships must be in compliance with reporting and withholding regulations for federal, state, and local taxes where applicable. Applicant organizations must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

Program Reporting, Monitoring and Evaluation
The proposal must include a statement of goals and expected outcomes for the program, including how results would be measured, as necessitated by the Government Performance and Results Act (GPRA) of 2010. Evaluation plans should include a plan for host campus representatives to evaluate the impact of the FY 2017 TCCSP on their campuses and local communities, 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 a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the cooperating 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.

The cooperating organization should be able to develop and maintain a participant statistical database that records such information as bio-data, academic program, visa status, and participant accomplishments. The recipient organization will be required to provide reports analyzing evaluation findings to the Bureau in 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.

Public Private Partnerships (PPP)
The cooperating organization is strongly encouraged to develop sustainable public private partnerships in an effort to maximize cost share and increase the number of program participants and overall impact of the TCCSP. The proposal should demonstrate a firm commitment to the advancement of PPPs in the

proposal narrative and when possible, include letters of commitment from the organizations/companies with whom they are proposing to partner. All proposed partnering relationships will be vetted with ECA's Office of Private Sector Exchanges and the Department's Office of the Legal Advisor to ensure there is no conflict of interest. The proposal narrative should also demonstrate a willingness to coordinate closely with the Bureau's program office assigned to this project in collecting data and highlighting and publicizing successful public private partnerships that result from ECA funded assistance awards (grants and cooperative agreements).

Program Activities
Proposals should describe plans for a program with these major components:

- orientation;
- academic, professional, and personal development components;
- mid-year and reentry programming;
- evaluation; and
- alumni tracking and engagement.

Proposals should describe an academic program, in the eligible fields of study, with both theoretical and practical elements. Proposed professional and personal enrichment programming should foster leadership development and mutual understanding through community engagement and learning about U.S. society and culture.

The recipient will place students in fields that may include applied engineering, business management and administration, information technology, tourism and hospitality management, and others as directed by ECA in consultation with PAS Tunis in programs lasting one academic year and not to exceed one calendar year. ECA reserves the right to add or remove eligible fields of study prior to each recruitment cycle.

The proposal should indicate the ability to design and offer comprehensive one-year programs in the eligible fields of study that showcase noteworthy host campus academic programs; partnerships with local institutions related to the field of study that enrich on-campus learning; and co-curricular, sector-based programming that develops a social, political, economic, and cultural understanding of the local, national, and international contexts of each field. The program should also expose participants to local leaders, experts, or practitioners in the field. Each host campus should plan to offer comprehensive year-long programs in the fields of study.

The proposal should describe how the program activities and offerings would guide the application and placement phases of the program. Candidates would apply to participate and be placed in these specific, targeted, year-long programs.

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 under the section headings in the GrantSolutions Application Checklist. All documents should be appropriately and clearly titled.

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

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

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

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

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (selection and placement, orientation and welcome, and reentry programming) professional development (academic component, internships, service learning), cultural program (sharing culture, friendship families), language learning, participant advising and monitoring, and TCCSP activities as applicable

4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

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

Detailed Budget Guidelines

We anticipate awarding a total of approximately $2,672,500, pending the availability of FY 2017 funds, for program and administrative costs. The proposal should include comprehensive line item budgets for program and administrative costs for the base program year. In addition, applicants must submit a comprehensive budget narrative demonstrating how cost estimates were derived. The budget format should break out costs on a program-year basis. Sample budget format may be found in the PSI document. The number of participants that the institution proposes to sponsor should be clearly stated. The Bureau reserves the right to reduce, revise, or increase proposal budgets and participant numbers in accordance with funding availability and the needs of the program.

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

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

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

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

PROGRAM EXPENSES

- Round-trip travel domestic and international travel for participants from home city to the U.S., coach class (via American carrier and following "Fly America" regulations);
- Tuition and community college fees;
- Maintenance allowances (estimate and explain an appropriate stipend level), which

should be sufficient to enable participants to meet the costs of lodging, food, clothing, and incidental purchases throughout the period of the Cooperative Agreement in the locations where the participants will be residing;

- Educational materials, including books, scientific calculators, and other professional equipment necessary for study in the participant's field of interest (estimate and explain an appropriate stipend level);
- Practical education and service learning;
- Pre-departure and re-entry workshops;
- Arrival orientation;
- Mid-program workshop;
- Return travel allowance no less than USD 100 and not to exceed USD 200.
- Advising and monitoring of students;
- Travel and per diem for senior staff members of cooperating organization to monitor and evaluate programs at host campuses;
- Academic and cultural support and enrichment activities;
- Disability accommodations;
- Alumni activities and conference;
- Evaluation;
- Withholding of taxes as necessary; and
- 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 (e.g. fax, telephone, postage, communication equipment, etc.);
- Office supplies;
- Printing and duplication;
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- OMB Circular 2 CFR Part 200 Subpart F Audit Requirements fees;
- Other direct costs; and
- Indirect costs.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

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

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

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

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

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.

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:

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

1. **Quality of the program idea and program planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission as well as the objectives of the TCCSP. Proposals should demonstrate an understanding of issues faced by Tunisia as related to the program goals. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity for participants placed in small clusters at a variety of U.S. community colleges. Proposals should be clearly and accurately written, substantive, and with sufficient detail. The program agenda and plan should adhere to the program overview and guidelines described above.

2. **Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the TCCSP objectives and the proposal should address each program component.

3. **Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of individual linkages. The proposed strategy should maximize the program's potential to maintain links between program alumni and U.S. community colleges.

4. **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, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

5. **Institutional Capacity and Track Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project'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 the targeted subject fields, including information about certificate programs in subject fields. Proposals should demonstrate an institutional record of successful exchange programs in the Middle East and North Africa or similar environments, including participant recruitment and selection, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants or cooperative agreements. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

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. Activities should include tracking and maintaining updated lists of all alumni and facilitating follow-up activities with alumni, including electronic listservs.

7. Project Evaluation: Proposals should include a plan to evaluate the activity's success in meeting program objectives, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include 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 after each project component is concluded or quarterly, whichever is less frequent.

8. Cost-effectiveness and Cost-sharing: The applicant should demonstrate efficient use of Bureau funds. 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. The applicant 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 NOFO indicates the date the complete proposal is due and the manner in which proposals

must be submitted. There are NO EXCEPTIONS to this deadline.

For further information regarding this program or the competition, contact Maureen James, JamesMC@state.gov or 202-632-9462 and Joan Zaffarano, ZaffaranoJG@state.gov or 202-632-6330, Office of Global Educational Programs (ECA/A/S/U), SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0504.