

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Community College Initiative Program ECA /A/S/U-10-01

Office of Global Educational Programs

The POGI guidelines apply specifically to the Federal Register Request for Grant Proposals (RFGP) issued by the Office of Global Educational Programs for the 2010 Community College Initiative Program. 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 Federal Register RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

This competition is to administer and implement the Fiscal Year 2010 Community College Initiative Program. Pending availability of funding, Cooperative Agreements should begin on or about December 1, 2009 and run through November 30, 2012. The solicitation includes both the administrative and educational portions of the program, such as the selection and placement by field of the participants beginning their study in Fall 2010 in groups of approximately 12 or fewer participants at U.S. community colleges, and the oversight of practical education and service learning opportunities for students. We anticipate that approximately 250 to 275 students from Brazil, Indonesia, Pakistan, South Africa, and other selected developing countries in every world region will participate in this program. Please note that the Fulbright Commissions and Public Affairs Sections of U.S. Embassies in sending countries will be responsible for the recruitment and nomination of candidates for this program.

Applicants may apply to administer the entire program or a portion thereof based on the applicant's interest and capacity in relevant fields. Applicants must indicate clearly the number of participants to be supported with the amount of funding requested, and in the fields of study. Applicants should demonstrate past experience working with international students. Consortia and other combinations of community colleges must identify a lead institution to receive and administer the award.

A. Administrators of the Community College Initiative Program must:

1. Confer with the Bureau of Educational and Cultural Affairs and with the Fulbright Commissions and U.S. Embassies in participating countries regarding announcements and publicity for the scholarship competition;
2. Receive, log and review nominations and send acknowledgments to the Fulbright

Commissions and U.S. Embassies;

3. Open and maintain an up-to-date file on each participant nominated;
4. Follow up with the Fulbright Commissions and U.S. Embassies regarding missing documents; respond to their inquiries and copy the appropriate program officer in the Bureau;
5. Review candidate dossiers to determine competitiveness/suitability for field of study; review academic credentials for completeness;
6. Obtain final approval of the Bureau's program officer on candidate selection and placement;
7. Identify community colleges to host a cluster in one or more of the designated fields of study, with the concurrence of the Bureau's program officer;
8. Place the participants at U.S. community colleges that have been selected to host participants in the relevant fields of academic interest;
9. Submit final placement reports to the Bureau's program officer;
10. Prepare and send letters of award and program guidelines to students selected for the program; notify the Fulbright Commissions and U.S. Embassies of each candidate's U.S. arrival date and prepare and send the DS-2019 form at least 60 days before departure; notify non-selected and alternate candidates of final application status after consultation with the Bureau's program officer;
11. Arrange round-trip travel for the participants from their home cities to their U.S. host institutions;
12. Ensure that U.S. Embassies and Fulbright Commissions receive pre-departure orientation materials and that participants receive an orientation upon their arrival in the U.S.;
13. Enroll participants in the Bureau's ASPE health benefits plan and assist with claims as necessary;
14. Develop and facilitate educational and cultural enrichment activities and housing (including homestays where feasible) in conjunction with host institutions.
15. Assist participants in arranging practical education and service learning opportunities;
16. Monitor participants' adjustment and academic performance; consult with the Bureau's program officer regarding any participant-related issues and emergencies that may arise;
17. Monitor and evaluate host campus performance;
18. 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 they return to their home countries;

19. Manage financial aspects of the program including participant maintenance allowances, housing allowances, accident and sickness benefits, host university agreements, and other activity costs;
20. Manage and monitor the J-1 visa duration and SEVIS status of the participants;
21. Assume overall responsibility for complying with all applicable tax treaties and Federal, state and local laws on tax withholding and reporting for participants;
22. Respond to any requests by participants for extension of stay due to exceptional circumstances in consultation with the Bureau's program officer;
23. Report programmatic, financial and statistical information to the Bureau's program officer;
24. Respond fully and promptly to requests for information relating to the participants and alumni.

II. PROGRAM SPECIFIC GUIDELINES

Colleges will place students in the fields of agriculture, applied engineering, business management and administration, information technology, media, and tourism and hospitality management in programs lasting one academic year. Students in health professions, including nursing, may be placed in programs lasting more than one year but no more than 18 months. Programs of study should lead to a certificate or an associate degree. Participants are expected to return home following the completion of the U.S. program.

The cooperating organizations will have responsibility for program administration, which includes the following broad categories: program planning and management; placement; orientation, enrichment and service-learning activities; participant supervision and support services; fiscal management and budgeting; and program reporting and evaluation. Applicants for this award 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

The Community College Initiative Program emphasizes the selection of young men and women who will have a positive impact on their country's future development. The Bureau is targeting scholarship participants who represent the diversity of their home country, including underserved, non-elite students (particularly women) in their early or mid-twenties, many of whom will have some previous work experience. Individuals living in the United States are not eligible and preference is given to those without significant U.S. or other overseas study experience.

Recruitment

Participants will be recruited and nominated for the program by the Fulbright Commissions and U.S. Embassies in the sending countries. Cooperating organizations may be requested to supply publicity materials to the Fulbright Commissions and U.S. Embassies. Any cooperating organization must ensure that the Bureau and the Department of State are prominently identified as program sponsor in all publicity and other scholarship program materials. In consultation with the Bureau and the Fulbright Commissions and U.S. Embassies, recruitment materials and any scholarship publicity should provide relevant information to potential applicants. The key conditions, benefits, and terms of the program -- what is, and what is not covered under the award, as well as the need to fulfill the two-year home residence requirement at the conclusion of the award -- should be fully described to candidates and nominees before they accept an award and travel to the U.S. The description of study opportunities should include essential information for applicants who are unfamiliar with the U.S. educational system, and a statement indicating that accompanying dependents are not permitted should be provided. Sample publicity materials should be included in the proposal attachments section.

Pre-academic and English-Language Training

Institutional applicants for the program must describe plans for pre-academic preparation and English-language training, and for arranging for the administration of TOEFL or other test(s) as required by host institutions. Options for pre-arrival language training may include distance learning and in-country training. It is assumed that some participants will require pre-academic intensive English-language instruction following their arrival in the U.S. Several levels of intensive English-language courses, from beginning to advanced, should be made available, preferably at the colleges that the students will attend. The Bureau recommends that candidates be tested as part of the screening process and again on arrival in the U.S. to determine which level of English-language courses is appropriate. Applicants should describe English as a Second Language programs and services that they are prepared to provide during the U.S. exchange to students needing additional language work.

Placement

The selection of appropriate U.S. host colleges is essential to the success of the Community College Initiative Program. Students should be assigned to host colleges in groups based on fields of study.

Please describe the accredited U.S. community colleges where these clusters of students will be placed. Each host college should be selected on the basis of excellence in the field(s) of study in which the college is hosting participants, geographic diversity, ability to leverage institutional and private sector funding, resources to support international students, previous experience in doing so, and availability of appropriate housing. Host colleges should be committed to assist with housing the participants in the program -- preferably in dormitories, apartments, or through home-stays or other cost-effective arrangements.

Host colleges will be expected to have experience in conducting international education programs, including hosting international students and visitors. Each participant must be placed at a U.S. community college for which the participant is competitive for admission, that matches the student's academic objectives, and that is consistent with the Bureau's program objectives. 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. Proposals should also describe how strong identification with the program will be encouraged and supported among the students and the host campuses. Host campuses should be identified in the proposal, and letters of project commitment from the senior administrative official authorized to make such a commitment should be included for each college. Applicant institutions should describe strategies to incorporate each cohort of students into campus and community life.

Pre-arrival Information

Applicants should provide a sample pre-arrival information packet. Information should be complete and detailed. Key points concerning academic requirements, academic departments and available courses, 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.

Practical Education and Service Learning

Proposals should describe how all participants will be provided with an opportunity for practical education and service learning related to the participants' field of study and/or career plans. This component is not intended to provide participants with summer jobs. Applicant institutions should estimate costs within their proposed budgets. Host campuses will be asked to guide the participants in their search, and approve placements, assist in monitoring participants, and evaluate these components of the program.

Program Activities

Applicants should describe plans for: U.S. orientation; goals and approaches for the academic portion of the program, including any special activities such as academic enrichment; cultural and community projects; evaluation and follow-up; and alumni tracking. Proposed enrichment opportunities might include such activities as volunteer work and participant presentations to college classes, local schools and the community, and matching of students with a local host family. Applicants must demonstrate that they can provide effective support systems (such as tutoring, counseling, host family, mentor or buddy system, consultation with an adviser and project director) to the participants during the program. The cooperating organizations should assign an adviser who can serve as a central resource to participants regarding their scholarship, the J-1 visa program, and aspects of academic and cultural adjustment. The adviser also serves as a link between the participants and the Bureau.

To support the mutual understanding goal of the exchange, the Bureau is interested in opportunities for academic and enrichment experiences related to U.S. institutions, society, and culture, including opportunities for students to better understand and appreciate diversity in the United States. The Bureau welcomes creative ideas for exposing participants to American institutions, such as discussion groups on U.S. issues, visits to political campaign offices and polling places, attendance at school board or city council meetings, exposure to American religious institutions, and civic-related volunteer work. Participant attendance at museums, concerts, plays, and other cultural events featuring American content should be encouraged and facilitated whenever possible. Organizations cooperating with the Bureau on this program will be expected to keep the Bureau

informed of the progress of these academic and enrichment experiences as well as other aspects of the program throughout the year.

Participant Monitoring

Proposals must 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). Applicant institutions should describe the personal care and proactive services they can provide to the participants. Proposals should cite the intended frequency of communication with the participants, and outline performance goals or benchmarks for each semester in the United States. Proposals should also 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 communication skills, sensitivity and a flexible approach that is responsive to the individual participant and his/her circumstances.

Participant Responsibilities

Participants will be sponsored under a SEVIS program number for which the Bureau will provide the principal responsible officer. In accordance with J-1 Visa regulations, participants will be expected to maintain the equivalent of a full-time course of study. They must comply with the academic and other requirements of the program and host institution. Participants must return immediately to their home countries upon completion of the academic program. Programs should not be extended beyond a second year of study. Participants may be removed from the program for 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 cooperating organizations and the host academic institution. Each participant is required to read and sign terms and conditions, which must be approved by the Bureau.

Alumni Tracking and Follow-On Activities

Alumni activities are an important part of the Bureau's academic exchange programs. Alumni programming in the form of newsletters and list-serves provides critical program follow-on and maximizes and extends the benefit of the participants' program in the United States. Applicant organizations are strongly urged to outline how they will creatively organize and financially support alumni activities 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. The applicant institutions should describe how long-term links with alumni will be fostered and maintained. The applicant institutions should detail how database systems will be maintained and updated beyond the duration of the Cooperative Agreement and how often updated database information will be provided to the Bureau. Applicants should explain how these efforts will be coordinated with the Bureau, the Fulbright Commissions and the Public Affairs section at the U.S. Embassies, and other non-governmental organizations that may undertake alumni activities for this program.

All statistical information gathered and compiled by the cooperating organizations on the program participants and alumni should be transferable to the database maintained at the Bureau. Therefore, cooperating organizations must confirm that their systems for collecting and storing data on participants are compatible with the Bureau's system. Please refer to the PSI for additional guidance.

J-Visa and Tax Requirements

The cooperating organization(s) 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. 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.

Health Benefits

Cooperating organization(s) must 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. Cooperating organizations 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. 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 and institutions
3. Program Activities (promotion, selection, 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

Funding of approximately \$8,500,000 is available for program and administrative costs. Applicants may apply for the entire \$8,500,000 or a portion thereof proportionate with the program being proposed. 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 year-by-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.

Program Expenses

- Round-trip travel domestic and international travel for participants from home city to the U.S., coach class (via American carrier and following “Fly America” regulations);
- Tuition and community college fees;
- Maintenance allowances (estimate and explain an appropriate stipend level). Maintenance allowances should be sufficient to enable participants to meet the costs of lodging, food, clothing, and incidental purchases throughout the period of the Cooperative Agreement in the locations where the participants will be residing.
- Educational materials including books, supplies such as uniforms, and other professional equipment necessary for study in the participant’s field of interest (estimate and explain an appropriate stipend level);
- Costs for practical education and service learning (living stipends should be included per directions above);
- Arrival orientation materials and expenses;
- Advising and monitoring of students;
- Travel and per diem for senior staff members of cooperating organization to monitor and evaluate programs at host campuses;
- Costs of academic and cultural support and enrichment activities;
- Costs for alumni activities;
- Evaluation;
- Withholding for 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 this 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; and
- Indirect costs.

TAB E

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 the Bureau's 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.

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 the Bureau'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 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.

Review criteria are listed in the RFGP.

Application Submission

The RFGP indicates the date the complete proposal submission is due and the address at the Bureau to which the submission must be sent. There are NO EXCEPTIONS to this deadline.

For further information regarding this program or the competition, contact Karene Grad, ECA/A/S/U, SA-5, Floor 4, Department of State, Washington, D.C. 20522-0504; e-mail GradKX@state.gov.