

## PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

### FY 2018 Academic Year 2019-2020 Congress-Bundestag Youth Exchange (CBYX) and the 2019 Congress-Bundestag/Bundesrat Staff Exchange (CBBSX)

#### Funding Opportunity Number: SFOP0004983

Bureau of Educational and Cultural Affairs (ECA)  
Office of Citizen Exchanges, Youth Programs Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the ECA Youth Programs Division for the FY 2018 Academic Year 2019-2020 Congress-Bundestag Youth Exchange. 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

##### A. Organization Responsibilities and Oversight

The Office of Citizen Exchanges (Office) of the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State (Department) is the designated Exchange Visitor Program sponsor with ultimate responsibility for the CBYX Program. All award recipients (including their employees, officers, agents, and third parties involved in the administration of the CBYX Program) receiving CBYX Program assistance awards to administer the Program will be considered under the terms of such awards to be “*third parties*” as explained in 22 CFR § 62.2 of the Exchange Visitor (J-1 visa) Program regulations.

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that all award recipients (including their employees, officers, agents and third parties involved in the administration of the CBYX Program) will both comply with the regulations and requirements of the Exchange Visitor Program and render all necessary assistance to enable the Office of Citizen Exchanges to be in full compliance with the same. Accordingly, award recipients must ensure their “*employees, officers, agents, and third parties involved in the administration of the [students placed under CBYX Program awards] ...are adequately qualified, appropriately trained, and comply with the Exchange Visitor Program regulations and immigration laws pertaining to the administration of their exchange visitor program(s)*” (22 CFR 62.9 (f) (2)).

Relevant portions of the regulations governing the administration of an exchange visitor program are set forth in the Exchange Visitor (J-1 visa) Program regulations, 22 CFR 62.25 (for secondary school students) and 22 CFR 62.28 (for international visitors).

### **B. Responsibilities of the Placement Organization under each CBYX Component**

To plan and implement academic year exchange programs for American and German youth as outlined below in the program specific guidelines. Applicants should apply to implement one of the three components: Secondary School, Vocational, or Young Professional.

One organization will also be selected to administer the Administrative Supplement outlined below in the program specific guidelines.

### **C. ECA Activities and Responsibilities**

In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine monitoring. ECA activities and responsibilities for the CBYX program include:

- Providing advice and assistance in the execution of all program components.
- Serving as liaison between the award recipients and personnel within the U.S. Department of State, including ECA offices, the regional bureaus, and overseas posts.
- Approving lists of U.S. finalists before award recipients notify applicants of their selection.
- Monitoring and evaluating the program and its participants through communication by email, phone, and site visits.
- As sponsor, issuing (or arranging issuance of) DS-2019 forms for the German participants. All German participants will travel on a U.S. government designation for the J-1 Visa Exchange Visitor Program. Program start and end dates will be determined by the ECA program office based on input from award recipients.
- Creating and updating SEVIS status; maintaining all SEVIS records.
- Hosting an annual or biennial meeting for all award recipients to provide program guidance.
- Maintaining CBYX operational guidelines and participant terms and conditions.
- Approving program materials (such as applications, student handbooks, etc.) and promotional materials (such as press releases and website information).
- Representing the U.S. Government as the program sponsor at exchange events, program events, and orientations.
- Publicizing program highlights and responding to Congressional and Departmental requests for information.
- Performing performance evaluations/reviews.

## II.

## PROGRAM SPECIFIC GUIDELINES

### Detailed Guidance Related to the Responsibilities of Award Recipients

The following detailed guidance applies to all CBYX components:

1. **Program Promotion:** Participate in program-wide promotional activities including, but not limited to:
  - a. Social media activities as outlined in the social media strategy provided by the ECA program office and/or the administrative partner, this will include posting a minimum of two times each week to CBYX social media properties during assigned weeks (which will be no more than monthly for each partner).
  - b. Nominating a German participant for CBYX participant of the month at least 3 times each academic year.
  - c. Ensuring that information about CBYX is easily accessible to people on your organization's webpage and that it is clearly indicated that your organization is an implementing partner for this U.S. Department of State and German Bundestag program.
  - d. In an effort to educate more Americans about ECA programs, host family recruitment sites should include information for families to learn about the benefits of hosting a U.S. Government sponsored exchange student vs. private sector students.
  - e. Working in close coordination with the ECA program office to share information about participant selection and placement with the program's namesake, the U.S. Congress.
2. **Insurance:** The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for students participating in the program. Detailed information on ASPE can be found in 10 FAM 240: <https://fam.state.gov/fam/10fam/10fam0240.html>. The current plan information can be found at [www.usdos.sevencorners.com](http://www.usdos.sevencorners.com). There is no cost to the award recipient to use the ASPE plan. Placement Organizations wishing to use a different plan must demonstrate that such alternate plan provides comparable or more comprehensive coverage. Coverage must begin when students depart their homes to begin the program (including any orientations that take place immediately prior to departure) and not conclude until they return home. If ASPE is not used, the proposal must include a copy of the proposed insurance policy and the cost of the insurance should be included in the budget. The insurance you propose to use must meet the requirements of 22 CFR 62.14. If you are using different insurance for U.S. and German participants, please be sure to indicate what insurance will be used for each.
3. **Fiscal Management and Reporting:** Proposals should briefly describe how applicants will ensure proper accounting for and management of sub-award recipients (if applicable) as

well as ensure the performance of required audits. Proposals should demonstrate organizational ability to meet all reporting deadlines and requirements outlined in this solicitation.

4. **Evaluation:** Proposals must include a plan for evaluating program outputs and outcomes in relation to overall CBYX program goals. ECA may request assistance in administering additional evaluation tools to participants that are separate from the applicants internal evaluation of the program. For the 2019-2020 academic year, that includes the administration of the ECA Evaluation Division Indicator Questions and submission of that data using the ECA Evaluation Division Indicator Questions Data Submission instructions. These two documents are part of this solicitation. If you need help accessing them, please reach out to the ECA program officer identified at the end of this document. Award recipients must maintain all data collected, including survey responses and contact information, for a minimum of three years following completion of each participant's exchange visitor program.
5. **Follow-On:** Proposals must also include a plan for follow-on contact with alumni after they return home and for their inclusion in future CBYX and program organization activities. All award recipient staff should be familiar with the U.S. Department of State's digital and other resources that may be of interest to alumni. Proposals should include a plan for encouraging participants to register and maintain updated contact information with the U.S. Department of State's International Exchange Alumni website, <https://alumni.state.gov>. To better explain the benefits and how to access resources, staff may request guest access to the International Exchange Alumni website from the ECA program office. Proposals should also explain how organizations will engage with the program-wide CBYX American Alumni Association and encourage American alumni to become active in it (<http://cbyxalumni.org/>). While award recipients may also provide their own resources and on-line opportunities for alumni, these may not replace encouraging involvement with U.S. Department of State online communities or the CBYX Alumni Association. In cases where there might be potential overlap, proposals should explain how this overlap will be beneficial to the program and its alumni.

The following detailed guidance is provided specific to each CBYX component.

### **Administrative Supplemental**

The Administrative Supplemental will provide funds to one Program Organization (in this section called the administration organization) to:

1. Produce and distribute CBYX secondary school scholarship and program-wide promotional materials,
2. Maintain a CBYX program-wide scholarship application website,
3. Coordinate program-wide promotional activities,
4. Work with ECA and other CBYX award recipients to coordinate the logistics for the summer program wide American re-entry workshop, and

5. Manage the logistics for the summer 2020 triennial meeting with American and German CBYX Partners (described below).

Applicants may also propose other related services that benefit the CBYX program overall.

To apply for this supplemental, applicants should include a separate narrative for the supplemental that does not exceed ten pages and describes proposed activities and the organization's experience with similar activities. Applicants should submit a separate budget of up to approximately \$80,000 to support these annual activities (1-4 of the list above) and a separate budget of \$40,000 for the triennial meeting, which will only be funded in the base year. The supplemental funds will be included in the final cooperative agreement and listed as a separate item of expenditure.

The Administrative Organization will coordinate with all of the award recipients the collection of data and input for production of promotional materials. Once the input collection has been completed, the Administrative Organization will produce and distribute the materials to the award recipients. This will include design, printing, and bulk distribution of both digital and print materials such as brochures and posters for recruiting U.S. secondary school students to Secondary School Partner Organizations as well as CBYX program-wide materials including approximately 3,000 copies of an annual impact brochure to be shared with key stakeholders including Congress, Host Families, Local Coordinators, and Schools. The Administrative Organization will also coordinate the participation of all American CBYX award recipients in the program-wide social media efforts.

The Administrative Organization will also collaborate with award recipients on the CBYX recruitment and application website. This includes but is not limited to setting up and maintaining an online CBYX recruitment and application website that meets Federal accessibility requirements as outlined on [www.section508.gov](http://www.section508.gov). The website should allow interested Americans to submit applications electronically to the appropriate Program Organization. This application should also collect demographic data from applicants to help ECA and award recipients better target recruitment and outreach efforts. While currently the application website is only used by the Secondary School program partners, for program-wide coherence ECA would like all partners to be able to use the application website should they wish to do so.

In the summer of 2020, there will be a convening of all American participants as they return home from their year-long program. This will be a minimum of two days and one night including half a day of activities with U.S. Department of State and substantive programming on Capitol Hill to encourage Congressional engagement with CBYX alumni. The Administrative Supplemental recipient will provide coordination and logistical support including, but not limited to:

1. convening partner meetings with ECA and CBYX award recipients to discuss planning of the American welcome home event;
2. making logistical arrangements for any collective event, housing, transportation, and meal arrangements for all returning American CBYX participants (anticipated to be

- approximately 350) and Program Organization representatives (each Program Organization will budget and pay for these arrangements for their participants); and
3. printing of any required materials for the event.

Immediately following the participant's departure from the welcome home event, ECA will host CBYX partners for the 2020 triennial meeting. This will be a two and a half day, three-night conference including American and German award recipients, representatives from ECA, the Bundestag, the U.S. Embassy in Berlin, and the German Embassy in D.C. Proposals for the Administrative Supplemental should include confirmation of an organization's willingness to provide logistical support to this meeting, including a budget to provide lodging and local transportation for up to 28 individuals as well as one Capitol Hill lunch reception for 100 people, and 2 working lunches and 2 dinners for 40 individuals. For the purposes of this budget, Partner Organizations are expected to provide transportation for up to two representatives from their organizations to Washington, D.C. (this should be accounted for in each U.S. award recipients' 2019-2020 academic year budget in lieu of ECA's Annual Academic Year Youth Programs Meeting, which will be held virtually in 2020, but in person in 2021). All expenses (including overhead costs) for the triennial should be clearly identified in the budget separately from the other costs for the Administrative Supplemental.

### **Secondary School Component**

#### **U.S. Secondary School Participants:**

##### **Selection and Preparation**

- Provide appropriate support throughout all phases of the program for any applicants and selected participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.
- Publicize the program in targeted states/regions, using a variety of methods including distribution of hard copy and digital promotional materials provided by the administrative organization; engage alumni and field staff, the media, and key professional organizations/networks wherever possible in order to maximize student recruitment.
- Develop and implement plans to recruit a greater diversity of applicants, representative of American society, including students with disabilities.
- Develop a merit-based selection process for U.S. secondary school participants in assigned region(s) to ensure all proposed selectees meet eligibility criteria for U.S. participants provided by the ECA program office and represent the diversity of the United States.
- Provide proposed selections and detailed applicant data to ECA for final selection prior to notification of applicants (please build in two weeks for this approval process). Ensure that the review of applications and selection of finalists occurs before and separate from review of health forms.
- Require U.S. finalists, as well as their parents or legal guardians, as applicable, to sign the CBYX Terms and Conditions provided by the ECA program office.
- Collect medical history and health records to facilitate participant safety during travel and while on program. Keep all records secure and share them only as required for ensuring

the safety, health, and welfare of the participant.

- Make participant international travel arrangements and facilitate the visa process, if necessary.
- Conduct a pre-departure orientation for U.S. participants that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse, as well as information on how to report and resolve problems during the exchange year. The pre-departure orientation should also include information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, and personal and cultural adjustment issues.
- Ensure that the German partner organization(s) conducts an appropriate arrival orientation for participants that provides them with key emergency contact numbers as well as the U.S. Department of State U.S. Citizen Services Office at 0 30 8305 1023 or [acsberlin@state.gov](mailto:acsberlin@state.gov).
- Coordinate with ECA to inform and have members of Congress announce the scholarship winners in their states/districts (i.e., post on members' website or in newsletters).
- In accordance with instructions provided by the ECA program office, within 30 days of selection, provide the names of all U.S. participants, dates of birth, U.S. home addresses, email address, phone number, names of natural parents, name of most recent U.S. school, and confirmed information on the participant's Congressional representative district.
- Enroll all U.S. participants in the U.S. Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.

#### Placement:

- Coordinate information and logistics with the German partner organization(s) regarding U.S. students' arrival orientation, language training, German host family and school placement, and program administration, including health and accident insurance.
- Ensure that the German partner organization vets host families, mirroring, to the extent possible, the vetting that is required for German inbound secondary school student per the Secondary School regulations at 22 CFR Part 62.
- Facilitate negotiation of academic programs appropriate to the needs and abilities of the students and the transfer of students' academic credit as possible and appropriate.
- In accordance with instructions provided by the program office, a minimum of one week prior to the U.S. students' departure from the United States, submit information regarding their initial lodging arrangements in Germany. Update placement information as permanent placements and subsequent changes occur per instructions provided by the program office.
- Follow instructions provided by the ECA program office on uploading U.S. participant finalist information (including applications, signed terms and conditions, and other key documents) and maintaining accurate records in the CBYX online database.

#### Monitoring:

- Ensure that monitoring of U.S. students mirrors to the extent possible the secondary school student provisions of the Exchange Visitor Program regulations with regard to monitoring, including regular contact with the student and the host family, with the

understanding that German exchange regulations and policies also must be followed.

- Monitor students' progress in academics, social adjustment, and program activities.
- Identify students who may need additional support and arrange for that support.
- Following the reporting rubric included in the CBYX Inbound Operational Guidelines, notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the participant. Such reports should be documented in an Incident Report Form (see the CBYX Operational Guidelines for more information, including the Incident Report Form).
- Prepare documentation necessary for ECA to make decisions on terminating a participant's program (known as an early return). If a award recipient wishes to request that ECA approve an early return request of a U.S. secondary school participant, the award recipient should provide ECA with consistent and thorough documentation that ensures that the involved students, host families, and natural families are aware of the situation and have been included in its resolution. The award recipient will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural families should also be documented. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student and the natural parents have been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States and ECA and the Bundestag must concur on the early return. The ECA program office may share this report within the U.S. Department of State as appropriate. ECA and the Bundestag, not the Program Organization(s), retain the final decision on a participant early return. No participant is to be dismissed from the program without concurrence from ECA and the Bundestag.

Programming:

- Work with the German partner organization(s) to provide an appropriate program of enhancement activities for the students that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure. The re-entry orientation should bring closure to the students' exchange experience and prepare them for the return home.
- Report highlights of U.S. students' on-program activities, including any press coverage, to the CBYX Program Office. Partner Organizations are encouraged to consider providing an informal Wednesday weekly round up of key program activities and participant highlights. These can be compiled and included as an appendix to the mandatory quarterly reports. This will allow timely transfer of information to the program office as well as documentation for the official record of the program.
- Work with ECA, the administrative partner, and CBYX Alumni Association to plan and



implement the American program-wide re-entry event. Each organization should budget for their participants to join this two day event in Washington, DC in the summer of 2020. More information on the event can be found in the description of the administrative supplemental on pages 4-6 of this POGI.

### **German Secondary School Participants:**

#### Preparation:

- Work with the German partner(s) to facilitate the visa process, if necessary, and ensure that appropriate travel arrangements are made by the German partner. ECA does not require award recipients to route participants via Washington, DC.
- Collect medical history and health records to facilitate participant safety during travel and while on program. Keep all records secure and share them only as required for ensuring the safety, health, and welfare of the participant.
- Ensure that German secondary school participants (selected by German partner organizations) receive a pre-departure orientation that fulfills the requirements of the Exchange Visitor (J-1 visa) regulations at 22 CFR Part 62 and that they receive an appropriate arrival orientation. Pre-departure and arrival orientations should include information on the purpose of and the foreign policy context for the program, goals and expectations, program rules and practical logistical information, personal and cultural adjustment issues, and information on recognizing and preventing sexual abuse and how to report sexual harassment/abuse.
- Collaborate with ECA and other award recipients to inform and encourage members of Congress to welcome the German scholarship participants in their states/districts (e.g., a welcome letter, or post on the members' website/social media or in newsletters).

#### Placement:

- Provide appropriate support throughout all phases of the program for participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.
- Recruit and screen host families in accordance with the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62), sufficiently in advance of the students' arrival to ensure adequate time for preparation.
- Secure school placements in accredited secondary schools prior to departure from home country in accordance with the Secondary School Exchange Visitor (J-1) Visa regulations (22 CFR Part 62.65).
- Inform participants of their host family and school placements well in advance of arrival, a minimum of two weeks in advance. Following the CBYX Inbound Operational Guidelines, ensure that placement information is maintained accurately in the online CBYX database.
- Provide orientation for American host families that meets the requirements of the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62) including cross-cultural and adjustment issues, and provide them with information and reference materials necessary to host and support a CBYX program student, including a copy of the J-1 visa regulations. The orientation should also include information specific to the CBYX program, including its history and goals.
- Encourage American host families to participate in ECA program office activities

designed for them, if applicable.

- Facilitate negotiation of academic programs appropriate to the needs and abilities of the students and the transfer of students' academic credit as possible and appropriate.
- Encourage school administrators to utilize students as resources in the classroom and the community.
- Ensure that all placement information, including host family contact emails/phone numbers, for each student is recorded in the CBYX online database in advance of the sponsor's annual reporting deadline (August 31) or as directed by the program office in order to meet program and legal requirements.
- Ensure that all change of placement data is recorded in the CBYX online database within 48 hours of a student's placement change, so that the sponsor can submit the annual change of placement report by the July 31<sup>st</sup> deadline each year.

#### Monitoring:

- Conduct site visits to 20% of CBYX students. In accordance with the secondary student provisions of the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62), monitor students, host families, and local coordinators to ensure the health, safety and well-being of participants. The purpose of these visits is to see CBYX students in their host family/community environments. These site visits should be conducted in close coordination with ECA in order to complement ECA site visits and ensure maximum coverage. These site visits must be done by full-time permanent employees or an official designate of the award recipient's headquarters staff.
- Submit site visit plans to ECA through the on-program support email address provided to award recipients. Site visit plans for October-December should be submitted by September 15<sup>th</sup> of the academic year and Site visit plans for January-June should be submitted by December 15<sup>th</sup> of the academic year.
- Develop reporting systems to distribute and collect monthly updates, reports, and other communications that students will fill out and submit themselves. Your proposal should provide details on the system. Plans that describe ways to attain 100% student participation will be deemed more competitive under the "Participant Monitoring" review criterion. The purpose of these monthly updates is to allow CBYX students to self-report issues and to allow the award recipients to track these issues effectively. Award recipients must promptly notify ECA about problems, inconsistencies, or concerns that are identified from these updates.
- Monitor students' progress in academics, social adjustment, and program activities and track their progress in monthly contact reports.
- Ensure that Partner Organization staff is trained and proficient at developing strong relationships with participants and follow best practices of eliciting substantive responses from teenagers to ensure that participants are comfortable confiding significant issues with Program Organization representatives.
- Identify situations where students may need additional support from their natural parents, peers, or other award recipient staff; arrange counseling for participants if needed; document the circumstances, and notify German partner organization as appropriate to gain natural parent perspective or concurrence.

- Report such situations to the ECA program office in accordance with ECA guidelines, including all situations that affect the health, safety or well-being of CBYX participants.
- Report to the ECA program office (by sending an incident report to the CBYX-OPS email address) within 24 hours any matters that are required to be reported by a sponsor pursuant to the regulations at 22 CFR Part 62. The Program Office, as the CBYX sponsor, will be responsible for reporting to the Office of Designation. Information on this process is outlined in the CBYX Inbound Operational Guidelines.
- Prepare documentation necessary for ECA to make decisions on terminating a participant's program (known as an early return). If an award recipient wishes to request that ECA approve an early return request, the award recipient should provide ECA with consistent and thorough documentation that ensures that the involved student, host family, and natural family are aware of the situation and have been included in its resolution. Award recipients will submit a clear and concise Incident Report of the circumstances detailing communication between parties. Only the ECA program office can make the decision to terminate a program and repatriate a student; under no circumstances will award recipients, or anyone acting on their behalf, inform CBYX participants or imply to them that their programs will terminate or that they will be repatriated without specific direction from the ECA program office. Similarly, probation or warning letters that explicitly inform a participant that they are not being sent home should not be issued without express ECA approval.

Programming:

- Encourage/facilitate participants' interaction with their Congressional representatives during the program in the local congressional offices and, when possible, the Washington, D.C. offices.
- Provide cultural enhancements to German participants such as activities designed to develop leadership skills, learn about U.S. society and government, and facilitate their participation in a minimum of 25 hours of volunteer community service efforts per ECA program office community service guidelines.
- Distribute to all CBYX participants all information that the ECA program office provides regarding Department-initiated activities, including International Education Week, Global Youth Service Day, and program-related activities that may arise during the year.
- Facilitate the attendance of all CBYX secondary school participants in special CBYX programming. In past years this has taken the form of Civic Education Workshops implemented by a third party programming partner. Plans for the 2019-2020 year have not been made at this point, but award recipients should be willing and able to collaborate with ECA and its partners to facilitate CBYX student participation in such activities if they are developed.
- Facilitate the distribution of information provided by the ECA program office regarding alumni networks and activities.
- Provide to the program office highlights and images of significant participant activities, including any press coverage, to help promote the benefits of the CBYX program. Partner Organizations are encouraged to consider providing an informal Wednesday weekly round up of key program activities and participant highlights. These can be

compiled and included as an appendix to the mandatory quarterly reports. This will allow timely transfer of information to the program office as well as documentation for the official record of the program.

- Conduct a debriefing/re-entry orientation for German students to bring closure to the students' exchange experience and prepare them for the return home. Planning for these orientations must include advance consultation with the ECA program office regarding proposed dates and locations. ECA does not require these activities to take place in Washington, D.C., but should be invited to these events to allow for end of program participant monitoring whenever possible.

### **Vocational Component**

#### **U.S. Vocational Participants:**

##### **Selection and Preparation**

- Publicize the program nationwide, using a variety of methods including distribution of physical and digital promotional materials, engaging alumni and field staff, the media, government agencies (such as state-level vocational offices), and key professional organizations/networks wherever possible in efforts to maximize recruitment.
- Provide appropriate support throughout all phases of the program for any applicants and selected participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.
- Develop a merit-based selection process for U.S. citizens who have completed secondary level studies prior to the start of the program and who have an interest and some experience in vocational studies prior to selection. This process should ensure all proposed selectees both meet eligibility criteria for U.S. participants provided by the ECA program office and represent the diversity of the United States.
- Provide proposed selections and detailed applicant data to ECA for final selection prior to notification of applicants (please build in two weeks for this approval process).
- Ensure that review of applications and selection of finalists occurs before and separate from review of health forms.
- Require U.S. applicants, as well as their parents or legal guardians, as applicable, to sign the U.S. Department of State CBYX Terms and Conditions statement provided by the ECA program office, prior to finalizing their participation in the program.
- Collect medical history and health records to facilitate participant safety during travel and while on program. Keep all records secure and share them only as required for ensuring the safety, health, and welfare of the participant.
- Make travel arrangements and facilitate the visa process, if necessary.
- Conduct a pre-departure orientation that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. The pre-departure orientation should also include information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, personal and cultural adjustment issues.
- Coordinate with ECA to inform and have members of Congress announce the scholarship

winners in their states/districts (i.e., post on members' website or in newsletters).

- In accordance with instructions provided by the ECA program office, within 30 days of selection, provide the names of all U.S. participants, dates of birth, U.S. home addresses, email addresses, phone numbers, names of natural parents, name of school of U.S. matriculation, and confirmed information on the participant's Congressional representative district.
- Enroll all U.S. participants in the U.S. Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.

#### Placement:

- Coordinate information and logistics with the German partner organization regarding U.S. students' arrival orientation, language training, school placement, housing and/or host family arrangements and program administration.
- Ensure that appropriate housing arrangements are made with a vetted host family or in other suitable housing.
- Ensure that students are placed in an appropriate school, and that internships are arranged in the participants' field of study.
- Inform the ECA program office of participants' initial lodging arrangements in Germany a minimum of one week prior to their departure from the United States. Update their placement information as permanent placements and subsequent changes occur per instructions provided by the program office.
- Follow instructions provided by the ECA program office on uploading U.S. participant finalist information (including applications, signed terms and conditions, and other key documents) and maintaining accurate records in the CBYX online database.

#### Monitoring:

- Work with the German partner organization to ensure the monitoring, supervision and support of U.S. students according to all applicable German regulations and policies, mirroring as closely as possible the support and supervision that would be provided to inbound post-secondary school exchange participants that visit the United States.
- Work with the German partner organization to monitor students' progress in academics, social adjustment, and program activities.
- Work with the German partner organization to identify when students may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the participant. Such reports should be documented in an Incident Report Form provided by the ECA program office.
- Prepare documentation necessary for ECA to make decisions on terminating a participant's program (known as early returns). If a Program Organization wishes to request that ECA approve an early return request of a U.S. vocational participant, the Program Organization should provide ECA with consistent and thorough documentation that ensures that the involved student(s), host and natural families, as appropriate to the

situation, are aware of the situation and have been included in its resolution. The Program Organization will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective and the perspective of the natural family should also be documented when possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States. The program office may share this report within the U.S. Department of State as appropriate. ECA and the Bundestag, not the Program Organization(s), will make the final decision on a participant early return. No participant is to be dismissed from the program without concurrence from ECA and the Bundestag.

Programming:

- Work with the German partner organization to provide an appropriate program of enhancement activities that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure. The re-entry orientation should bring closure to the students' exchange experience and prepare them for the return home.
- Report highlights of U.S. students' on-program activities, including any press coverage, to the CBYX Program Office. Partner Organizations are encouraged to consider providing an informal Wednesday weekly roundup of key program activities and participant highlights. These can then be compiled and included as an appendix to the mandatory quarterly reports. This will allow timely transfer of information to the program office as well as documentation for the official record of the program.
- Work with ECA, the administrative partner, and CBYX Alumni Association to plan and implement the American program wide re-entry event. Each organization should budget for their participants to join this two day event in Washington, D.C. in the summer of 2020. More information on the event can be found in the description of the administrative supplemental on pages 4-6 of this POGI.

**Young Professional Component**

**U.S. Young Professional Participants:**

**Selection and Preparation**

- Publicize the program nationwide, using a variety of methods including distribution of physical and digital promotional materials, engaging alumni and field staff, the media, and key professional organizations/networks wherever possible in efforts to maximize recruitment.
- Provide appropriate support throughout all phases of the program for any applicants and selected participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.
- Develop a merit-based selection process for U.S. citizens who have completed secondary

studies prior to the start of the program. This process should ensure all proposed selectees meet eligibility criteria for U.S. participants provided by the ECA program office and represent the diversity of the United States.

- Provide proposed selections and detailed applicant data to ECA for final selection prior to notification of applicants (please build in two weeks for this approval process).
- Ensure that review of applications and selection of finalists occurs before and separate from review of health forms.
- Require U.S. applicants, as well as their parents or legal guardians, as applicable, to sign the U.S. Department of State CBYX Terms and Conditions statement provided by the ECA program office, prior to participating in the program.
- Make travel arrangements and facilitate the visa process, if necessary.
- Collect medical history and health records to facilitate participant safety during travel and while on program. Keep all records secure and share them only as required for ensuring the safety, health, and welfare of the participant.
- Conduct a pre-departure orientation for U.S. participants that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. The pre-departure orientation should also include information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, personal and cultural adjustment issues,
- Coordinate with ECA to inform and have members of Congress announce the scholarship winners in their states/districts (i.e., post on members' website or in newsletters).
- In accordance with instructions provided by the ECA program office, within 30 days of selection, provide the names of all U.S. participants, dates of birth, U.S. home addresses, email addresses, phone numbers, names of natural parents, current school/work affiliation, and confirmed information on the participants' Congressional representative districts.
- Enroll all U.S. participants in the U.S. Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.

Placement:

- Coordinate information and logistics with the German partner organization regarding U.S. students' arrival orientation, language training, school placement, housing and/or host family arrangements and program administration.
- Ensure that appropriate housing arrangements are made with a vetted host family or in other suitable housing.
- Work with the German partner organization to ensure that students are placed in an appropriate school, that internships are arranged in the participants' field of study.
- In accordance with instructions provided by the program office, a minimum of one week prior to the U.S. students' departure from the United States, submit information regarding their initial lodging arrangements in Germany. Update placement information as permanent placements and subsequent changes occur per instructions provided by the program office.

- Follow instructions provided by the ECA program office on uploading U.S. participant finalist information (including applications, signed terms and conditions, and other key documents) and maintaining accurate records in the CBYX online database.

Monitoring:

- Work with the German partner organization to ensure the monitoring, supervision and support of U.S. participants according to all applicable German regulations and policies, mirroring to the extent possible the support and supervision that would be provided to inbound post-secondary school exchange participants that visit the United States.
- Work with the German partner organization to monitor participants' progress in academics, social adjustment, and program activities.
- Work with the German partner organization to identify when participants may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the participant. Such reports should be documented in an Incident Report Form provided by the ECA program office.
- Prepare documentation necessary for ECA to make decisions on terminating a participant's program (known as an early return). If a Program Organization wishes to request that ECA approve an early return request of a U.S. Young Professional participant, the Program Organization should provide ECA with consistent and thorough documentation that ensures that the involved student(s), and host and natural families, as appropriate, are aware of the situation and have been included in its resolution. The Program Organization will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural family should also be documented where possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States. The ECA program office may share this report within the U.S. Department of State as appropriate. ECA and the Bundestag, not the Program Organization(s), retain the final decision on a participant early return. No participant is to be dismissed from the program without concurrence from ECA and the Bundestag.

Programming:

- Work with the German partner organization to provide an appropriate program of enhancement activities for the participants that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to participant departure. The re-entry orientation should bring closure to the participants' exchange experience and prepare them for the return home.
- Report highlights of U.S. participants' on-program activities, including any press



coverage, to the CBYX Program Office. Partner Organizations are encouraged to consider providing an informal Wednesday weekly roundup of key program activities and participant highlights. These can be compiled and included as an appendix to the mandatory quarterly reports. This will allow timely transfer of information to the program office as well as documentation for the official record of the program.

- Work with ECA, the administrative partner, and CBYX Alumni Association to plan and implement the American program wide re-entry event. Each organization should budget for their participants to join this two day event in Washington, DC in the summer of 2020. More information on the event can be found in the description of the administrative supplemental on pages 4-6 of this POGI.

### **German Young Professional Participants:**

#### Preparation:

- German Young Professional participants are selected by the German partner organization, but the U.S. Program Organization must work with the German partner organization to ensure that students receive both an appropriate pre-departure orientation and arrival orientation that follows all orientation guidance in 22 CFR Part 62. Pre-departure and arrival orientations should include information on the purpose of and the foreign policy context for the program; goals and expectations; program rules; practical logistical information; personal and cultural adjustment issues; and information on recognizing and preventing sexual abuse and how to report sexual harassment/abuse.
- Work with the German partner to facilitate travel and the visa process (including printing and delivery of participant DS-2019s), if necessary, and ensure that appropriate travel arrangements are made by German partner. ECA does not require to route participants via Washington, D.C.
- Collect medical history and health records to facilitate participant safety during travel and while on program. Keep all records secure and share them only as required for ensuring the safety, health, and welfare of the participant.
- Facilitate administrative and logistical matters including in-country travel to placements and any group activities.
- Collaborate with ECA to inform members of Congress and encourage them to announce the German scholarship participants in their states/districts (e.g., post on the members' website or in newsletters).

#### Placement:

- Provide appropriate support throughout all phases of the program for selected participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.
- Recruit and screen and orient host families or make other suitable housing arrangements, following all applicable regulations in 22 CFR Part 62.
- Place students in schools and facilitate internships, following all applicable regulations in 22 CFR Part 62.
- Participants are expected to be fluent in English; however, participants may select an English class as part of their regular course of study. To save costs, the organization is encouraged to seek tuition waivers and cost sharing with cooperating colleges.

- Place each German Young Professionals participant in an accredited two- or four-year college and in internship settings that clearly support the academic study program and the professional goals of the participant. Programming may provide full-time or part-time study and internships but should result in approximately one semester of full-time study (12 or more semester hours) and one semester of full-time internship over the course of the year.
- Arrange a six-week Congressional Internship in Washington, D.C. or in the state office for up to five participants in conjunction with their regular internships.
- A stipend for participant meals, incidentals, and reasonable local transportation expenses may be included in the budget, but the stipend may be substantially reduced or eliminated for participants working on paid internships. Where possible, hosting arrangements should be found that do not require subsidization.
- Ensure that all placement information for each participant is recorded in the CBYX online database or as directed by the program office in order to meet program and legal requirements.
- Ensure that all change of placement data is recorded in the CBYX online database as outlined in the CBYX Inbound Operational Guidelines.

Monitoring:

- Ensure the monitoring, supervision, and support of participants, host families, and local support volunteers (such as college coordinators) to ensure the health, safety, and well-being of participants.
- Monitor participant' progress in academics, social adjustment, and program activities.
- Identify when participants may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety, or well-being of the participant. Such reports should be documented in an Incident Report Form provided by the program office in the CBYX Operational Guidelines.
- Prepare documentation necessary for ECA to make decisions on terminating a participant's program (known as early returns). If a Program Organization wishes to request that ECA approve an early return request of a German young professional participant, the Program Organization should provide ECA with consistent and thorough documentation that ensures that the involved participant(s), host families and natural families, as appropriate, are aware of the situation and have been included in its resolution. The Program Organization will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the participant with his/her perspective, and the perspective of the natural family should also be documented where possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the participant has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the participant begins

travel back to Germany. The ECA program office may share this report within the U.S. Department of State as appropriate. Only the ECA program office can make the decision to terminate a program and repatriate a participant; under no circumstances will award recipients, or anyone acting on their behalf, inform CBYX participants, or imply to them, that their programs will terminate or that they will be repatriated without specific direction from the ECA program office. Similarly, probation or warning letters that explicitly inform a participant that they are not being sent home should not be issued without express ECA approval.

Programming:

- Encourage/facilitate participants' interaction with their Congressional representatives during the program in the local congressional offices and, when possible, the Washington, D.C. offices.
- Provide cultural enhancements to German participants that develop leadership skills, encourage learning about U.S. society and government, and facilitate a minimum of 25 hours of volunteer community service efforts per ECA program office community service guidelines.
- Distribute to all CBYX participants all information that the ECA program office provides regarding Department-initiated activities, including International Education Week, Global Youth Service Day, and program-related activities that may arise during the year.
- Facilitate the attendance of all CBYX young professional participants in special CBYX programming. In past years this has taken the form of Civic Education Workshops implemented by a third party programming partner. Plans for the 2019-2020 year have not been made at this point, but award recipients should be willing and able to collaborate with ECA and its partners to facilitate CBYX young professionals' participation in such activities if they are developed.
- Facilitate the distribution of information provided by the ECA program office regarding alumni networks and activities.
- Provide to the program office highlights and images of significant participant activities, including any press coverage, to help promote the benefits of the CBYX program. Partner Organizations are encouraged to consider providing an informal Wednesday weekly round up of key program activities and participant highlights. These can be compiled and included as an appendix to the mandatory quarterly reports. This will allow timely transfer of information to the program office as well as documentation for the official record of the program.
- Conduct a debriefing/re-entry orientation for German students to bring closure to the students' exchange experience and prepare them for the return home. Planning for these orientations must include advance consultation with the ECA program office regarding proposed dates and locations. ECA does not require these activities to take place in Washington, D.C., but should be invited to these events to allow for end of program participant monitoring whenever possible.

**Congress-Bundestag/Bundesrat Staff Exchange**  
**U.S. Congressional Staff Support:**

Congress-Bundestag/Bundesrat Staff Exchange (CBBSX) extends CBYX programs to congressional staffers through a short-term reciprocal exchange program between the U.S. Congress and German Parliament. The Young Professional component Program Organization should also propose to provide administrative support for the Congress-Bundestag/Bundesrat Staff Exchange. This will include 10 U.S. Congressional staff traveling to Germany in 2019.

The proposal should include:

- Arrange and pay for travel for 10 U.S. Congressional staff traveling to Germany (roundtrip economy class airfare, economy plus upgrades where allowed by the Fly America Act, and local transportation costs to and from airports).
- Arrange insurance coverage (through ASPE) to enable ten American congressional staff to participate in the Congress-Bundestag/Bundesrat Staff Exchange.
- Include a separate budget, detailing costs for the CBBSX component, including administrative costs.

### III.

### 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. 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 – Non-Construction 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 twenty (20) double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below. Applicants interested in applying for the administrative supplemental should include up to ten (10) pages narrating proposed activities and the organization's experience with similar activities. Secondary school organizations bidding on more than one region should include an addendum with a maximum of two (2) pages which describes their unique capabilities in the regions they are interested in beyond the first ranked.

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

## **Additional Information to be Submitted**

- A budget overview in this format:

Base Year	ECA Base Year	Cost Sharing Base Year	Total Base Year
<b>PROGRAM COSTS</b>			
Program Costs Per Participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative Costs Per Participant			
<b>TOTAL COSTS</b>			
Total Costs Per Participant			

Non-Competitive Continuation (NCC) 1	ECA NCC 1	Cost Sharing NCC 1	Total NCC 1
<b>PROGRAM COSTS</b>			
Program Costs Per Participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative Costs Per Participant			
<b>TOTAL COSTS</b>			
Total Costs Per Participant			

Non-Competitive Continuation (NCC) 2	ECA NCC 2	Cost Sharing NCC 2	Total NCC 2
<b>PROGRAM COSTS</b>			
Program Costs Per Participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative Costs Per Participant			
<b>TOTAL COSTS</b>			
Total Costs Per Participant			

Total Award	ECA Total	Cost Sharing Total	Total
<b>PROGRAM COSTS</b>			
Program Costs Per Participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative Costs Per Participant			
<b>TOTAL COSTS</b>			
Total Costs Per Participant			

- Detailed Budget which must include:
  - o A participant support line of at least \$2,500 to be used to accommodate participants who may require extra support to fully participate in the program including, but not limited to, those with disabilities or financial hardship.
  - o An American participant reentry workshop in Washington, DC. To maintain flexibility, budgets should anticipate that this is a two night, three day event that includes a half day with the U.S. Department of State as well as substantive programming on Capitol Hill.
  - o Applicants applying for the administrative supplemental should submit a separate budget of up to \$80,000 to support these ongoing activities and additionally a budget of up to \$40,000 for the triennial meeting.
  - o Secondary school applicants applying for more than one region are asked

to provide one budget that incorporates all the regions that they are applying for. Please note that there is approximately \$594,000 budgeted for each region.

Budgets also typically include:

- Orientations for students and host families, as well as costs for re-entry orientation
  - Enhancement activity costs
  - Travel and related costs (visa fees, etc.) for students – including international travel for U.S. students traveling to Germany
  - Staff travel to conduct participant monitoring
  - Staff travel for one staff person per organization to Washington, DC to attend the two-day ECA Youth Programs Division meeting
  - Stipends and honoraria for non-salaried staff and volunteers
  - Identifying, screening (e.g. criminal background checks and interviewing), selecting, and orienting host families
  - Monitoring students and host families, trouble shooting, counseling and re-settling students, as necessary
  - Program materials
  - Administrative costs (e.g. salaries, communication, supplies, etc.)
  - Mandatory school fees
  - Insurance costs, if not using ASPE
  - Initial recruiting and calendar planning expenses for the next academic year
  - For the Young Professionals Component, stipends for German participants, as needed
- A detailed budget narrative that explains costs for each line in the detailed budget.
  - The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
  - Calendar of activities/itinerary, if applicable
  - Letters of endorsement
  - Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
  - A copy of any executed agreements and-contracts between the applicant and the German partner organization(s), including any documents containing the procedures agreed upon for handling placements, on-program support issues and early return requests.
  - First Time Applicant Attachments, if applicable.

**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 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 Elizabeth Latham, CBYX Program Officer in the Office of Citizen Exchanges Youth Programs Division at (202) 632-3338 or LathamEJ@state.gov.**