

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2016 CONGRESS-BUNDESTAG YOUTH EXCHANGE ENHANCEMENT PROGRAM

Funding Opportunity Number: ECA-ECAPEC-16-028

Office of Citizen Exchanges - Youth Programs Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges/Youth Programs Division for the FY 2016 Congress-Bundestag Youth Exchange Enhancement Program. 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.

In a cooperative agreement, the Office of Citizen Exchanges' Youth Programs Division is substantially involved in program activities above and beyond routine monitoring.

The Office of Citizen Exchanges' Youth Programs Division's activities and responsibilities for this program are as follows:

1. Provide advice and assistance in the execution of all program components.
2. Provide guidance on the themes that will be the focus of workshops and conferences.
3. Approve internal timelines for project activities.
4. Provide guidance and approval regarding selection of notable alumni for participation in conferences or symposia.
5. Provide input for and final approval of workshop and conference agendas, including invited guests, speakers, and interlocutors.
6. Facilitate interaction within the U.S. Department of State, to include ECA, the regional bureau, and overseas U.S. missions, as needed.
7. Approve promotional materials and calendars of activities.
8. Monitor and evaluate the program, through regular communication with the award recipient and routine site visits.
9. Work closely with award recipient and provide feedback periodically throughout the grant period to identify areas of improvement.

The responsibilities of the award recipient organization are as follows:

For the Workshop Component – for each proposed workshop:

1. Design a series of civic education workshops for 360 participants per year for two to three years.
2. Coordinate and arrange payment for workshop logistics, travel, transportation, accommodations, meals, and facilities.
3. Communicate with participants and their host families and program organizations.
4. Develop workshop content and activities.

5. Arrange visits to the U.S. Congress.
6. Provide trained workshop staff and chaperones in accordance with applicable regulations.
7. Evaluate the impact of the activities.

For the Alumni Component:

1. Reach out to U.S. CBYX alumni groups.
2. Facilitate U.S. alumni networking and dialogue.
3. Develop a U.S. alumni association infrastructure that will be self-sustaining.
4. Support efforts of U.S. alumni to apply their exchange experience within their communities.
5. Foster dialogue and collaboration between U.S. and German alumni.
6. Promote the use of Department of State web-based resources and properties.

For both Components:

- A. Provide emergency services, as needed (note that in the Workshop Component, participants will be covered by medical insurance through policies managed by their program organizations).
- B. Provide timely progress, financial, and program reports to ECA.
- C. Provide fiscal management of all accounting and contractual relations.

I. STATEMENT OF WORK

ECA invites proposals to carry out the following activities:

- 1) Workshop Component: The primary goal of this component is to provide enhancement programming for German CBYX participants, including approximately 285 in the High School and 75 in the Young Professionals components, who will already be on program in the United States, and who will have been placed with host families and educational institutions in communities across the United States. The recipient will design and administer a series of Washington, D.C.-based workshops to provide German CBYX participants with an immersion experience in critically important aspects of civic and political life. Themes that may be covered include but are not limited to citizen empowerment, volunteerism and community action, the role of the media in the United States, the U.S. election process, federalism, free speech and debate, modern American politics and foreign policy, and U.S.-German relations. Each participant should have the opportunity to visit the offices of his or her representatives in the U.S. Congress. The workshops should be planned to take place over two or more years to enable at least two consecutive cohorts of CBYX participants to benefit, beginning with the 2016-17 cohort. The workshops should be three to four days in duration for approximately 50 to 100 participants each. Separate workshops should be provided for the High School and the Young Professionals participants; in the case of the High School participants, each workshop should be designed to facilitate the interaction of participants who have been placed in homes and communities throughout the United States by five different youth exchange program organizations. Workshops should incorporate elements that foster a sense of shared identity, networking, and dialogue among participants. Budget requests for the Workshop Component should not exceed \$1,385,000 for the High School workshops and should not exceed \$365,000 for the Young Professionals workshops. At the time of publication of this NOFO, ECA anticipates that one or two awards will be made under A. Workshop Component.

- 2) Alumni Component: The primary goal of this component is to provide seed funding for a CBYX Alumni Association that is self-sustaining and reliant on alumni participation and support. The recipient will design and administer programs and initiatives that encourage the development of a strong, self-sustaining network of CBYX program alumni in the United States and that link U.S. alumni groups with counterpart alumni groups in Germany. Activities under this component may include but are not limited to networking forums and events, professional development, conferences, and mini-grants for alumni projects. Under the Alumni Component, the applicant may request funding to support activities to bring together U.S. and German CBYX alumni. It is anticipated that the timeframe for this project will be about three years. Funding for B. Alumni Component is estimated at \$250,000 to support one award.

Note: The Bureau reserves the right to revise the allocation of funding per each component and number of awards based upon the quality of submissions and availability of funds. The Bureau reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the program's needs and availability of funds.

II.

PROGRAM SPECIFIC GUIDELINES

For the Workshop Component:

1. Plan a series of Washington, DC-based civic education workshops for two to three consecutive academic years, for a total of approximately 360 German participants per year. The first of these workshops should take place during the 2016-17 academic year to provide programming for the 2016-17 CBYX cohort. Subsequent programming should take place in academic years 2017-18 and 2018-19. The applicant may choose to divide the approximately 360 participants into smaller groups (e.g. 50 to 100) according to logistical requirements. The High School group (approximately 285) and the Young Professionals group (approximately 75) should be placed in separate programs.
2. Coordinate workshop logistics, including providing round-trip travel from host communities to Washington, D.C. (in collaboration with the program organizations), local ground transportation including airport transfers, accommodations and meals, meeting rooms and facilities. Participants will be expected to cover only their personal expenses.
3. Develop and execute a communications strategy to provide participants and their host organizations and families with essential program information prior to activities.
4. Develop substantive workshop content and activities, including arranging for addresses by and dialogues with speakers representing relevant organizations/institutions. You may consider including the participation of several alumni to enhance the students' experience.
5. Arrange a visit to the U.S. Congress, ideally while Congress is in session; this may include a meeting between each student and the office of a member of Congress (Senator or Representative) for his/her host state or district, if time allows, or an appropriate group representational event. Ensure that students are adequately prepared to present themselves as representatives of a Department of State program.
6. Provide trained workshop staff and chaperones. Note that all staff, chaperones, volunteers or others in direct personal contact with high school students must be vetted through a criminal background check and receive training, in accordance with the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25(d)(1).
7. Develop an evaluation and follow-on plan that assesses the impact of the workshop.

For the Alumni Component:

1. Identify, reach out to, and establish communications with existing U.S. CBYX alumni groups, using electronic and traditional means.
2. Devise and implement a plan to provide the administrative support, training, and mentoring required to build a U.S. alumni association infrastructure that will be self-sustaining following the cessation of grant funding.
3. Facilitate alumni networking and dialogue in order to foster a sense of shared identity and community.
4. Support efforts of alumni to apply their exchange experience within their communities.
5. Foster enhanced dialogue and creation of strong relationships between U.S. and German alumni of the CBYX and PPP programs. This may include organizing conferences to create a forum for transatlantic dialogue.
6. Promote the use of Department of State web-based resources and properties, in particular those supporting networking with and for the Bureau's international exchange program alumni.

PROPOSAL CONTENTS

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

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

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

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

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

Online Forms

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

Program Narrative

Executive Summary (One page)

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

1. Name of organization/participating institutions

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

Narrative

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

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

Additional Information to be Submitted

- Detailed Budget. Allowable costs for the program include the following:
 - Domestic and international travel for staff and participants including airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act.
 - Proportionate staff salaries and benefits based on time spent on program Stipends and honoraria for non-salaried staff and volunteers. Honoraria rates should not exceed \$250 per day per session.
 - Other administrative costs.
 - Per Diem. Organizations should use the published Federal per diem rates to provide lodging and meals. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates.
 - Reasonable Accommodations. Organizations should budget for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up to 5-7% of the total requested ECA award funds for this purpose.
 - Workshop materials and related activities Program materials (including an explanation of how materials will be used)
 - Promotional materials, including social media and website development and maintenance. Proposals must offer examples and provide substantive justification, explaining how the funds will advance marketing needs specific to the programs.

- Subaward costs: the written agreement between the prospective award recipient and the subaward recipient should be included in the proposal. Such subawards should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.
 - Room/facilities rental: The rental of meeting space should not exceed \$250 per day per activity. Any rates that exceed this amount should be cost shared.
 - Wire Transfer Fees. When necessary, applicants may include costs to transfer funds to foreign-based partner organizations. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.
 - For Alumni Component only: Working Meal - One working meal may be provided during the high-level conference. Per capita costs for working meals may not exceed \$45/person, excluding room rental and other overhead charges. The number of invited guests may not exceed seminar participants by more than a factor of two-to-one.
 - For Alumni Component Only: Insurance - Travel and health insurance should be provided to hosted conference participants.
 - For Alumni Component Only: Funding may be requested to fund a small grants program to support alumni projects. Proposals should also demonstrate how the award recipient organization will creatively utilize technology and online networking sites to enhance and amplify alumni programming.
 - Other costs necessary to the implementation of the program.
- 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.)
 - 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 REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of the program idea:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
2. **Program planning/Ability to achieve program objectives:** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. **Multiplier effect/impact/Follow-on activities:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.
4. **Institutional Capacity/Institution's Record/Ability:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
5. **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

6. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.
7. **Cost-effectiveness/Cost-sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

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, call Amy Forest at (202) 632-6072, Youth Programs Division; email: ForestAL@state.gov.