

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

### **FY 2017 Creative Arts Exchange: Theme Two-Film (American Film Showcase)**

#### **Funding Opportunity Number ECA-ECAPEC-17-018**

#### **Cultural Programs Division    Office of Citizen Exchanges**

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges, Cultural Programs Division for the FY 2017 Creative Arts Exchange: Theme Two - Film (American Film Showcase). 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**

The Bureau of Educational and Cultural Affairs (ECA) will support the FY2017 American Film Showcase (AFS), a program which sends approximately 70-90 American envoys to approximately 35-45 ECA-designated countries to showcase approximately 50-60 award-winning feature length and short documentaries, 5-10 independent narrative films, and 5-10 television, and web-based episodic programs to offer a broad overview of the best in current American independent filmmaking and content creation. The program broadly encompasses the visual media arts such as documentary, animated and feature films, television programs, gaming and digital content. AFS will also invite writers, directors, and producers to the U.S. for intensive workshops and industry engagements, including conferences and content festivals to further creative exchange of ideas.

The goals of the American Film Showcase are to:

1. Advance dialogue and shared cultural connections through a touring film exchange program.
2. Support U.S. foreign policy goals, reaching younger, underserved audiences through community engagement activities, including workshops and master classes.
3. Showcase American filmmaking and empower emerging filmmakers in foreign countries.
4. Create lasting connections with AFS film envoys and foreign emerging filmmakers and AFS participants through unique collaborative program activities.
5. Foster creative space for foreign filmmakers, students and community groups to share their own artistic traditions, specifically through film and other story telling forms, with the visiting film envoys.
6. Enhancing America's global competitiveness by sharing expertise and incubating creative markets.

It is anticipated that the period of the cooperative agreement will begin approximately **September 1, 2017** and continue through **December 31, 2019**.

In a cooperative agreement, ECA's program office is substantially involved in program activities above and beyond routine monitoring. The recipient will be required to obtain approval from ECA for significant changes

in personnel and program components in advance of their implementation. The Program Office may also request that the award recipient make modifications to the components of the program during the course of the exchange activities.

**The responsibilities of ECA program staff and Public Affairs Sections of U.S. embassies will be to:**

1. Provide advice and assistance in the execution of all program components;
2. Participate in Film Selection Panel;
3. Approve final selection of films and film envoys (filmmakers and film experts);
4. Identify participating countries and facilitate interaction within the Department of State, to include ECA, the regional bureaus, and U.S. embassies/missions;
5. Arrange and fund all in-country costs and logistics including Per Diems, accommodations, and in-country travel;
6. Identify local partners and sites for screenings, workshops, master classes, discussions;
7. Arrange necessary equipment for all screenings and in some cases workshops;
8. Provide program schedules;
9. Approve program materials (digital and print);
10. Review and approve media and outreach plans;
11. Arrange in-country radio, television, and print interviews;
12. Monitor and evaluate the program through regular communication with the award recipient and possibly one or more site visits;
13. Represent the U.S. Government at exchange events;
14. Arrange participation of State Department officers in pre-tour orientations, any program debriefings, and sessions related to evaluation of program and sub-awardees; and
15. Give final approval of all program arrangements.

**In consultation with ECA program staff, responsibilities of the award recipient will be to:**

**1. American Film Showcase Film and Film Envoy Selection**

- a) Design and implement a transparent process to identify and select and curate AFS films. The search, adjudication and selection process for the Showcase films must consist of clear and transparent selection criteria geared to final selection by an independent panel that includes an ECA representative, and culminating in a diverse, curated slate of films. ECA retains final approval for all film and film envoy selection.
- b) Identify American film professionals, subject matter specialists and other experts who will be members of the panel(s) selecting the documentaries and the narrative films. Provide credentials to illustrate the film and international expertise of the review panel.
- c) Identify the specific selection criteria the review panel(s) will use to select the documentary and narrative films and participating filmmakers. The panel (s) will include an ECA representative.
- d) Identify and submit sufficient number of American documentaries and narrative films appropriate for overseas exhibition in 35-45 countries (approximately 50-60 award-winning feature length and short documentaries, 5-10 independent narrative films, and 5-10 television, and web-based episodic programs for ECA consideration and approval). Documentaries should comprise more than 50% of the collection and should reflect compelling themes relevant to U.S. Embassy programming needs and interests.
- e) Recommended film topics should showcase American society and values.
- f) Identify at least five or more animated shorts and examples of digital storytelling to demonstrate the latest in American animation and digital storytelling techniques, enhance program flexibility and outreach to younger audiences.

- g) Identify and recommend approximately 70-90 Film Envoys who possess expertise in such fields as (but not limited to): screenwriting, film financing, distribution, marketing, cinematography, transmedia, gaming, editing, digital storytelling, animation. Professionals with teaching and workshop experience are recommended. ECA will approve recommended film experts.
- h) Develop virtual exchange component of AFS to include (but not limited to): platforms for collaboration, cloud filmmaking, film exhibition and film forum and regular “virtual” discussions and engagement with filmmakers throughout the course of the AFS program
- i) Design programs for foreign media makers, including television writers/producers, filmmakers or film/TV professionals to travel the United States for engagement with the American film and television industry, including (but not limited to): attending film festivals, workshops, and meetings with industry leaders to expand their knowledge and professional networks.
- j) Design programs to showcase first run and newly released films for select high priority embassies.

## **2. American Film Showcase Preparation**

- a) Obtain filmmaker and film expert participation in the touring American Film Showcase program.
- b) Obtain all necessary and appropriate rights clearances for documentaries, narrative features, animated shorts, digital story-telling selects in the Showcase to ensure copyright protection and permit flexibility in programming. This includes obtaining translation rights. Showcase films will need to be cleared for approximately two year use for follow-on programming and engagement past in-country AFS tour.
- c) Arrange orientation to provide pre-travel briefings for filmmakers and film experts; create educational materials that explain and give context to AFS exchange program and the cultural role film envoys will play; ECA officers will also be in attendance and part of the orientation program.
- d) Contact participants before individual AFS tours to provide them with program information, pre-departure materials, and to solicit information regarding specific requirements (dietary, medical, etc.).
- e) Arrange for all filmmaker and film expert travel, assisting with passport, visa, immunizations, and other pre-travel preparations. Purchase round-trip international travel (complying with the Fly America Act) for the participants. The award recipient is responsible for making U.S. domestic travel and housing arrangements for all of the participants who will participate in AFS orientation. Also, the award recipient is responsible for all travel and housing arrangements and per diems for the foreign filmmaker part of the program. All AFS staff travel and per diem is covered by the award recipient.
- f) Obtain transcripts and dialogue lists for all documentaries and narrative films to allow for subtitling when needed. The applicant’s budget should include funds to include translation and subtitling for at least one or two films per AFS program. Individual embassies may contribute as well.
- g) Produce Showcase film packages in appropriate formats with sufficient copies for multiple exhibitions overseas.
- h) Ensure all Showcase documentaries and narrative films meet festival criteria, in the event they are to be submitted for presentation at a U.S. embassy supported festival. Assist with festival entry forms.
- i) Develop educational, programming and promotional materials to support the Showcase collection, including (but not limited to): a website, study guides, best practice guidelines for film screenings and workshops, posters, press kits, media packets, flyers, brochures, and e-newsletters.
- j) Ship performance and educational materials to U.S. embassies.
- k) Advise U.S. Embassies on best practices for film screenings and workshops when necessary. Advise on required equipment for screenings and workshops.
- l) Develop program evaluation to measure the short term and long term effects of the program, including (but not limited to): daily reports and final trip reports, blog posts, photographs and video reports.

- m) Work with ECA to facilitate the J-1 visa application process. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program. ECA will prepare the appropriate DS-2019 forms based on information collected by the award recipient's organization from the selected participants and forward these to our representatives overseas so that participants may apply for J-1 visas for entry to the United States. The award recipient must provide the relevant information in a timely fashion, as determined by the general consular timeframe (America visas).
- n) Enroll participants in the Bureau's Accident and Sickness benefits plan for the period of the exchange, if applicable (see II. E. Insurance section below). The Bureau will provide accident and sickness coverage at no cost to the award recipient.
- o) Maintain liaison with ECA and program participants to ensure the program schedule is compatible with needs and objectives.

### **3. American Film Showcase Overseas**

- a) Plan and develop, through close collaboration with ECA and our American Missions abroad, 35-45 programs that will last approximately 5-10 days. These programs will include film screenings at international venues, including U.S. embassy-organized events and or U.S. embassy-supported international documentary and feature festivals and workshops, master classes, lectures and other educational outreach activities designed for a variety of audiences, with a focus on younger and underserved audiences.
- b) Work with ECA and U.S. embassy Public Affairs Sections (PAS) to develop program models for embassy-sponsored or embassy-organized film events that are appropriate for many different audiences and venues.
- c) Work in coordination and consultation with ECA, to ensure embassy Public Affairs Section concurs with suitability of selected Showcase film for their programming
- d) Develop creative ways to document or provide coverage of the AFS program in real time through video, photography and social media.
- e) Engage participants through virtual discussions with other Showcase filmmakers and develop virtual collaborations throughout the program.
- f) Provide general guidelines for the AFS tour including best practices and equipment needs for screenings and workshops.

### **4. American Film Showcase: Foreign Filmmaker exchange**

- a) Design an additional three to five workshops that can be part of or independent from traditional AFS overseas program tours, and can take place in participating countries, regionally, or in the United States. The workshops can focus on all technical aspects of film/television production or more emergent digital media to empower storytellers in the burgeoning field of user-generated content to reach youth.
- b) Design a micro-grant program for workshop participants to support follow on projects.
- c) Plan and develop an exchange for approximately three to five foreign filmmakers, television and new media professionals to travel to the United States for a two week overview of the American film industry, including but not limited to attending film festivals, workshops, meetings with industry leaders to create more professional and market connections.
- d) Work with ECA and PAS to finalize all visa arrangements.
- e) Coordinate and arrange travel and other arrangements needed for foreign filmmakers' participation, including airport meet and greet.

- f) Arrange an orientation for visiting foreign filmmakers to provide programmatic and logistical information as well as a general political, historical, educational, and cultural introduction to the United States. The Department of State (PAS or ECA) should be invited to participate in the orientations.
- g) In addition to exchange components, where appropriate include innovative community, cultural, social, and civic activities in coordination with film exchange program. Provide day-to-day monitoring of the program to prevent and/or manage any issues or complications that may arise.
- h) Document foreign filmmaker experiences.

## 5. Post Tour Activities

- a) Report on program activities to ECA immediately following overseas visit and provide summary report using a format that ECA will provide
- b) Assist ECA and U.S. Embassies with possible follow-on program development and implementation.

## 6. Media Strategy

- a) Develop, in consultation with ECA, a comprehensive media and public relations strategy that includes outreach to international and U.S. media.
- b) The successful applicant will incorporate social media and innovative technology platforms into their outreach strategy. All final public relations strategies will be developed in consultation with and approved by ECA.
- c) Develop press kits for each film, as well as preparing filmmakers and film experts for radio, television, newspaper and other electronic media interviews, digital video discussions and feature articles.
- d) Work closely with Embassy and Consulate public relations staff members to arrange interviews and ensure that filmmakers and film experts are briefed on current political and social issues in each overseas country.

## II. PROGRAM SPECIFIC GUIDELINES

The award recipient will be responsible for identifying and assembling a collection of American documentaries, narrative films, animated shorts, digital story-telling on diverse themes, whose filmmakers will be available for overseas travel and programming. Since all the films and media will be presented abroad as part of ECA's public diplomacy outreach, they should be balanced, represent the diversity of American political, social and cultural life and take political and cultural sensitivities into consideration. Applicants should keep in mind AFS is intended to create tangible connections, generate discussions and share information through workshops; AFS is not purely a traveling film festival. While Documentaries will make up more than half of the showcase, proposals need to creatively integrate narrative and animated films and other examples of digital story telling into film programs. Narrative films should reflect and amplify themes explored in documentaries. Animation and other examples of digital story telling should be included in the showcase to demonstrate the latest technological innovation and how different platforms can be used to creatively in storytelling.

### A. Participants:

**American Participants:** Approximately two film envoys (a "filmmaker" and a "film expert") and an AFS staff member will travel to the ECA-selected 35-45 countries. (An AFS filmmaker is the writer/director/producer whose film or program is featured as part of the touring showcase; An expert is a renowned film or tv or digital professional with area expertise and also teaching experience.) Experts augment the program with their expertise and offer the possibility of simultaneous programming. Depending on Embassy needs and capacity, sometimes only the featured AFS filmmaker will travel. Alternatively, if the AFS program calls for extensive workshops, a third film envoy may travel. The total number of traveling participants should be between approximately 55-125.

Participating film envoys (filmmakers and film experts) must be citizens and resident of the United States who are at least 21 years old; demonstrate the highest artistic and technical expertise, teaching abilities; be dedicated to interactive educational activities targeting various age groups and filmmaking abilities; have a strong interest in international cultural exchange; be conversant with broader aspects of contemporary American society and culture; be conversant with the other films in the collection as well as their own; be adaptable to unescorted rigorous touring through regions where travel and performance situations may be difficult

Envoys will be expected to conduct or participate in master classes, lectures, impromptu discussions, virtual/digital discussions, radio and television appearances, and other activities with local cultural institutions, schools, filmmaker, interested and related entities and media. Envoys should represent the full range of diversity in terms of ethnic, gender, cultural, racial and disability. Selected makers and experts must represent the diversity and professionalism of American film, TV and online community.

**Foreign Participants:** Foreign participants from the ECA designated overseas countries who participate in any U.S. workshop portion of AFS will be nominated and vetted by our overseas embassies. All foreign participants must be at least 21 years of age and must travel to the U.S. on the J-1 visa. Both U.S. and foreign participants should represent the full range of diversity in terms of ethnic, gender, cultural, racial and disability.

- B. Overseas Audience:** U.S. Embassies will identify program audiences and local partner organizations. Typically overseas audiences are emerging filmmakers, community leaders, youth, underserved communities who have had little access to U.S. cultural programming.
- C. Tour Sites:** U.S. Embassies will work closely with their local partners to identify sites for screenings, workshops and engagement activities.
- D. Orientations:** In consultation with ECA, arrange participant orientation sessions and develop materials for the participants. In consultation with ECA, the award recipient will develop orientation materials/resources for film communities that contextualize American Film Showcase as a U.S. State Department initiative and clearly articulate the goals and expectations of the program.
- E. Insurance:** Envoys can be enrolled in the Bureaus Accident and Sickness Program for Exchanges (APSE) with no charge to the cooperative agreement. Alternatively you may use your own plan as long as it offers the same or better coverage and costs no more than \$50 per person per month; premiums may be included in the agreement request. Please see <https://www.sevencorners.com/gov/usdos> for more information on coverage. Please refer to the PSI for allowable costs and complete budget guidelines for formatting instructions.
- F. Budget:** ECA anticipates issuing an award for \$1,750,000, pending the availability of FY2017 funds. ECA intends to award one Cooperative Agreement to carry out activities. Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making an award, in an amount ***\$1,750,000 (American Film Showcase)*** to support program and administrative costs required to implement the exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

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.

Please be sure to include a Summary Budget on a separate page before the Detailed Budget. The Summary Budget should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs.

Please be sure to include a **Summary Budget** on a separate page before the line-item budget. Following the **Detailed Budget**, please include a **Budget Narrative** that concisely explains how costs were calculated and the rationale for including them in the budget.

**Please note:** The Public Affairs Sections of the participating U.S. Embassies/Missions are responsible for film envoy accommodation, per diem abroad and in-country travel overseas. All AFS staff member travel and costs will be absorbed by the award recipient, not the Embassies. The award recipient will be responsible for foreign filmmaker participation travel, per diem, accommodation, visa costs.

Your proposed budget should include, but may not be limited to, the following **allowable expenses**:

1. Participant Travel (domestic and international travel for the selected film envoys (per the Fly America Act)
2. International travel for program implementation and/or evaluation purposes
3. Visas and Immunizations
4. Airport taxes and applicable country entrance fees
5. Honoraria, Stipends or allowances
6. Excess and overweight baggage fees
7. Food and lodging for orientations and AFS traveling staff
8. Translation and subtitling for at least one film (sometimes two) per AFS country tour
9. Film package duplication
10. Packing, crating, shipping of equipment and supplies
11. Cultural and outreach activities
12. Orientations
13. Industry engagement activities and receptions
14. Outreach and educational and presentation materials and website (press kits and promotional material)
15. Trip itinerary booklets
16. Follow-on activities
17. Subcontracts
18. Other justifiable expenses directly related to supporting activities
19. Administrative costs—while there is no rigid ratio of administrative costs to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Your proposal should show strong administrative cost sharing contributions. Costs necessary for the effective administration of the program may include salaries for grantee organization employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. The proposal should show strong administrative cost sharing contributions from the applicant. Maximum limits on cooperative agreement funding are as follows: books and educational materials allowance-\$100 per film envoy; Conference room rental costs-\$250 per day per room; Film Envoy/Consultant/interpreters/group coordinators/escorts fees and honoraria-\$200/day; Cultural allowance-\$150 per participant; honoraria for foreign filmmakers-\$200/day; per diem-standard

government rates; Evaluation costs- up to 5% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts.

**G. Other Notes:** The recipient organization is responsible for all components of the program outlined in the NOFO and the POGI. The organization must also inform the ECA program officer of its progress at each stage of the project's implementation in a timely fashion. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

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

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

#### **Additional Information to be Submitted**

- Detailed Budget
- 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/program planning/follow-on activities:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. 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. Proposals should provide a plan for continued follow-on activity (without Bureau support as applicable) ensuring that Bureau supported programs are not isolated events.
- 2. 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. –
- 3. 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. Applicants should demonstrate established reputations in a field or discipline related to the specific program themes. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 4. 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.

**5. Cost-effectiveness:** 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.

### **Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

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

### **APPLICATION SUBMISSION**

**The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call CATHERINE COLLINS at (202) 632-9301, ECA/PE/C/CU; Fax: (202) 632-9355; email: [collinacs@state.gov](mailto:collinacs@state.gov).**