Project Objectives, Goals, and Implementation (POGI)
FY 2018 International Visitor Leadership Program

Funding Opportunity Number: ECA-ECAPEV-18-001

Office of International Visitors

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The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Bureau of Educational and Cultural Affairs, (ECA), Office of International Visitors (ECA/PE/V) for the FY 2018 International Visitor Leadership Program (IVLP). 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

IVLP participants are current or potential leaders in government, politics, media, education, science, non-government organizations, the arts, and other disciplines. They are nominated by officers at U.S. embassies overseas, approved by ECA/PE/V staff in Washington, D.C., and generally have little or no significant prior exposure to the United States. The award recipient is not involved in the selection process for any participants or projects assigned to their organization.

The award recipient is expected to develop professionally substantive and highly-customized projects that offer IVLP participants a well-balanced, well-paced, and varied experience in the United States. These projects must make a significant contribution to the professional development of individual participants while meeting Department of State (DOS) foreign policy goals and objectives.

See information later in this POGI for a glossary of IVLP terminology.

In a cooperative agreement, ECA/PE/V is substantially involved in program activities above and beyond routine monitoring.

ECA/PE/V responsibilities include the following:

A. Coordinating the planning, implementation, and evaluation of all IVLP project types.

B. Approving project-related expenditures.

C. Coordinating collection, review, and dissemination of biographical and professional information for participants assigned to the award recipient through ORDIV.

D. Coordinating all communication with overseas missions and participants prior to the program opening session.

E. Maintaining a list of federal gatekeepers for all award recipients to utilize when programming at federal agencies.

F. Maintaining the IVLP SOPs to adhere to federal regulation, bureau policies, and the needs of the office.

Final project design must meet DOS foreign policy goals, must be non-partisan in nature, and must highlight the diversity of opinions on the thematic issue. IVLP projects must conform to all Bureau requirements and guidelines.

Specific Responsibilities of the Award Recipients Include:

A. Planning, organizing, and administering projects that can include travel, observation, consultation, study, or practical experience for participants from countries throughout the world. Participants are selected by the DOS and projects are assigned to award recipients by ECA/PE/V.

B. Developing the full range of projects (including IVLP, IVLP On Demand, and Global Government-to-Government Partnership (G3P) and all project sizes). Projects can be as small as one person on an individual project, but can also include a number of large Multi-Regional Projects that typically include 20-30 participants from around the world. Project definitions and information on project types can be found later in this POGI. Each project focuses on a substantive theme. Some typical IVLP projects themes are: agriculture; border security; counterterrorism; democracy and human rights economic and business development; education; sustainable development; government transparency and freedom of information; international crime; media; rule of law; science and technology; U.S. foreign policy, and U.S. government and political systems; however, themes can change based on changes in foreign policy priorities during the period of performance. Project themes and foreign policy objectives will be pre-determined by the DOS prior to assignment of the project to the award recipient and all award recipients are expected to have the capacity to develop applicable projects on all themes.

C. Designing the itinerary for projects, typically two to 21-days in length and ensuring that each project itinerary highlights geographic and demographic diversity of the United States. Balance and diversity should be reflected not only in the diverse itinerary but also in the range of opinions and perspectives to which participants are exposed; the professional backgrounds of interlocutors; the ethnic, socio-economic, religious, and age diversity of the American people with whom participants meet; and other factors which may be of relevance to the particular subject or participant(s) for whom programming is being arranged. "Diversity" should be interpreted in the broadest sense and encompass differences including

race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and improve the participants' exchange experience.

D. Planning and implementing the Washington, D.C. metropolitan area portion of all projects (including appropriate and relevant appointments, site visits, and social/cultural experiences) assuming that the majority of projects will commence in Washington, D.C. The Washington, D.C. program should include a short project orientation with an overview of the project theme and related issues, a central examination of federal policies regarding the theme and a federalism briefing. Group projects should allow sufficient time for participants to interact informally and develop connections within the group setting. Award recipients are responsible for securing all appointments for the Washington, D.C. portion of the project unless otherwise specified; however, appointments at many federal agencies require DOS interaction to ensure appropriate support.

E. Developing project plans and itineraries which include visits to three to five regionally diverse communities including a combination of urban and rural areas. Overseeing the development of local programming in cities throughout the U.S., working with Global Ties U.S. affiliates in communities where they exist. If no Global Ties U.S. affiliate exists in a community deemed vital for the success of the project, the award recipient may work with another local community organization to arrange appropriate programming. The award recipient must contact local organizations to discuss project themes, the availability of project dates, local resources, and all project logistics. The award recipient is responsible for coordinating the participants' overall project activities within and among the local community organizations and for monitoring the quality of programming throughout the project.

F. Working closely with ECA/PE/V Project Manager for each project. The ECA/PE/V Project Manager exercises final authority to approve the project design, pace, itinerary, and budget expenditures within the parameters of current guidelines.

G. Working with Interpreters and International Visitor Liaisons (I/Ls) to enhance the participants' experiences. The ECA/PE/V Project Manager arranges for the services of I/Ls, through the Office of Language Services, on a contractual basis for most IVLP projects. The award recipient is required to brief these contractors on project goals and design when they are assigned to a project and to work with them to ensure successful implementation of the project. In the event that an I/L is not available through the Office of Language Services it is the responsibility of the award recipient to procure I/Ls following their internal procurement procedures.

H. Carrying out all administrative, logistical, and reporting responsibilities, as established by the assistance award, and following all relevant federal guidelines and circulars. Coordinating with Global Ties U.S. local affiliates to manage project meeting requests, cultural activities, local hotels, transportation arrangements, and other details to ensure smooth implementation of each project.

I. For each project, preparing project proposals and estimated budgets for project related expenses. Proposals shall be submitted to ECA/PE/V for approval by the due dates established by ECA/PE/V and found in the IVLP Standard Operating Procedures (SOPs). The Award recipients will receive a copy of the SOPs upon request. Proposals should present the goals, objectives, and program plans for the project and must include thematic goals for each proposed city. Budget information should be submitted using the format provided in current IVLP SOPs. Upon receiving the approval from ECA/PE/V, the award recipient may incur expenses up to the amount authorized in the project assignment for that specific project. For further information regarding this program, or to receive a copy of the IVLP SOPs, contact Patricia Johnson, Program Analyst (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: johnsonpa2@state.gov

J. Creating and distributing copies of the program books, related local sponsor program schedules, reports or comments, letters, press coverage, social media content and other materials to the ECA/PE/V Project Manager, in accordance with the IVLP SOPs. Potential or scheduled local press coverage must be shared with the ECA/PE/V Project Manager as far in advance as possible.

K. Coordinating domestic travel plans, securing tickets for domestic travel, arranging ground transportation, and making hotel arrangements for IVLP participants and I/Ls. Arranging all travel under the Agreement through DOS's Travel Management Center, Carlson Wagonlit Government Travel (or other designated provider), and ensuring proper billing as outlined by ECA/PE/V. Funds will be obligated in ECA and paid directly by DOS for exchange participant and Interpreter/International Visitor Liaison (I/L) travel in direct support of projects under this Agreement. In most cases, the DOS will arrange international transportation for participants assigned to the award recipient. In limited situations the award recipient may be asked to purchase international tickets for participants.

L. Managing funds and disbursing per diem payments to IVLP participants and I/Ls according to federal regulations and current SOPs. Maintaining accounting control over the funds provided by this award with proper documentation, including invoices, receipts, etc. that adequately substantiates all payments charged to this award. All transactions related to this award must be identifiable as part of this award in the recipient's accounting system. Lack of such documentation could result in disallowed charges under this award.

M. A maximum of one working meal may be authorized per group project. A second working meal may be authorized in extenuating circumstances, in which case prior written approval must be obtained in writing from ECA/PE/V per current IVLP SOPs. The award recipients should negotiate a fixed price per person of approximately $35.00 or lower for working meals. Per ECA guidelines, per capita costs may not exceed $45 excluding room rental. The authorized costs can be allocated as project costs. If costs will exceed ECA mandates, a per diem deduction is authorized; however, the deduction may not be used to pay for additional guests. The number of invited guests shall not exceed participants by more than a factor of two-to-one (excluding I/Ls from this ratio).

N. Eligible participants will be automatically enrolled in the DOS-sponsored ASPE (Accident and Sickness Program for Exchanges) accident and sick coverage. Award recipients will

provide current ASPE materials and identification cards to each covered participant. The ASPE information shall be available to the award recipient through a web portal. Award recipients will handle emergency situations (medical or other) that may arise during a project in collaboration with the ECA/PE/V team, and when necessary, assist with claim resolution.

O. Maintaining office technology capable of exchanging information electronically with all partners involved in the IVLP. To facilitate communication the award recipient must ensure that all staff members use the Online Resource Directory for International Visitors (ORDIV) application to its fullest capacity. The ORDIV application allows award recipients to develop the national program book and other supporting documents and generate them directly into Microsoft Word and Microsoft Excel.

P. Preparing program books and other supporting documents (e.g. appointment requests, bios, participant welcome letters, and mailing labels) for participants in each project according to the standard format outlined in the IVLP SOPs.

Q. Attending the program opening session with the ECA/PE/V Project Manager to discuss the programmatic, logistical, and administrative aspects of each project. Closely monitoring the progress of the project as it unfolds through frequent consultation with the ECA/PE/V Project Manager, I/Ls traveling with participants, and the Global Ties U.S. local affiliates. Adjusting the project as necessary to meet requested changes and to ensure project is meeting its stated goals and objectives.

R. Obtaining written approval from ECA/PE/V for any out-of-town travel required for any project. Evaluations are planned and implemented in conjunction with ECA/PE/V. Per diem calculations for award recipient staff are to be based on current GSA guidelines. Submitting an evaluation report according to reporting requirements outlined in the section of the POGI on Reporting Requirements.

S. Determining any reasonable accommodation requirements and procuring appropriate services for participants while balancing the needs of the U.S government with the needs of the participant.

T. Making every effort to use vendors properly procured on behalf of the IVLP (e.g. hotels, ground transportation, etc.). If there are no approved vendors identified, then the award recipient shall be responsible for procuring the necessary services using their internal procurement procedures.

U. Creating a social media plan for relevant projects to increase the multiplier impact and to enhance the overall goals of the program. The recipient is required to follow current ECA/PE/V social media guidance and coordinate with the relevant ECA/PE/V Project Manager on all social media engagement.

V. ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration, and widen participation in the overall project to a broader audience.

ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our [International Exchange Alumni](#) network. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

W. Stating in any announcement or publicity, where appropriate, that these activities are assisted financed by the Office of International Visitors under the authority of the Fulbright-Hays Act of 1961, as amended.

X. Complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for all foreign participants funded under this award.

Y. Actively monitoring internal information systems to ensure a secure exchange of data. Recipient should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. DOS award recipients are also responsible for informing their sub-grantees of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.

Z. **Actively monitoring internal information systems to ensure a secure exchange of data. Each award recipient should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. DOS award recipients are also responsible for informing their sub-award recipients of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.**

II.   PROGRAM-SPECIFIC GUIDELINES

The scope of work and most award recipient responsibilities are common across all types of IVLP projects; however, there are some important variations in the planning procedures and cycles of each type of project. Proposals should address how the applicant will ensure that staff members adhere to current guidelines as clarified in the most recent IVLP SOPs. For further

information regarding this program, or to receive a copy of the IVLP SOPs, contact Patricia Johnson, Program Analyst (ECA/PE/V/C/R), Office of International Visitors, by e-mail at: johnsonpa2@state.gov.

Individual Programs, IVLP Division

ECA/PE/V geographic branches are responsible for managing most Individual IVLP projects. Individual projects are initiated by the overseas missions, which provide biographical information and substantive program suggestions. Most individual projects will last 21 days.

The award recipient's work begins after the project has been assigned with a consultative conversation with the ECA/PE/V Project Manager in charge of the national program. These discussions take place several weeks prior to the participant's arrival (planning for some projects begins much earlier based on the theme and requirements for meetings with other federal agencies). During this planning phase, the ECA/PE/V Project Manager and the award recipient team discuss the overall foreign policy goals and objectives, begin to outline the Washington, D.C. appointments, and develop a preliminary U.S. itinerary, which normally includes travel to three to four communities. The award recipient will contact the selected Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Following consultations, the award recipient will submit to ECA/PE/V a proposed project outline that meets the current IVLP SOPs and includes, at a minimum, the proposed cities, dates, themes, and some resources for the each section of the national program. The ECA/PE/V Project Manager will share the proposed plan with the U.S. mission and receive feedback.

The ECA/PE/V Project Manager must receive a draft of the entire program book, including complete details of the Washington, D.C. (or other first city) program and a calendar outline of the national program by 3:00 p.m. on the Wednesday prior to the program opening session (for Monday or Tuesday sessions).

SUN	MON	TUE	WED	THU	FRI	SAT
			3:00 pm Draft Due		Final Program Due	
	Opening					

ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project. Following the program opening session, the award recipient is responsible for finalizing the national itinerary, logistics, and program details in coordination with the local sponsors. The final program book should be developed following the IVLP SOPs.

In some cases, the program team may meet with the participant on the last day of the Washington, D.C. program to evaluate the initial appointments and review the final program book.

Individuals Traveling Together (ITT), IVLP Division

ITTs are projects for two to three individuals from the same country or region who share common professional interests. As with Individual projects, ITTs are initiated by the overseas missions, which provide biographic information and substantive program suggestions.

The project development and implementation of an ITT is similar to the Individual project. The award recipient will contact the selected Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Shortly following the consultation with the ECA/PE/ Project Manager, the award recipient's Project Manager submits the draft project outline including proposed cities, dates, themes, and some suggested program resources. The ECA/PE/V Project Manager, in consultation with the nominating mission, reviews the proposed outline. After the outline is approved or amended, the award recipient finalizes the appointment schedule and the entire national itinerary. The draft and final program books must be submitted according to the same schedule as Individual programs. ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project.

Single Country (SCP) and Sub-Regional (SRP) Projects, IVLP Division

ECA/PE/V geographic branches are responsible for overseeing the development of SCPs and SRPs. Like Individual and ITT projects, these projects are usually initiated by the overseas missions. The difference between an SCP and an SRP is that the participants from an SCP come from the same country, while participants from an SRP come from two or more countries in the same region. The overseas missions submit detailed biographic information on each participant and program suggestions based on current mission strategic goals and interests of participants.

Work begins with a consultative session with the ECA/PE/V Project Manager approximately six to eight weeks prior to the group's arrival. ECA/PE/V Project Manager and the award recipient team members discuss program objectives, themes, and ideas for the national itinerary. Following this discussion, the award recipient must contact the Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Using information provided by the local sponsors, a proposal must be submitted to the ECA/PE/V Project Manager at least one month before the program opening. Proposals for SCPs and SRPs must include a budget which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP SOPs.

After the proposal has been approved or amended by ECA/PE/V the award recipient proceeds with project arrangements. The detailed draft program book must be submitted three business days before the program opening session. If an SCP or SRP opens on a Monday, the draft is due by 3:00 p.m. Tuesday a week prior.

Regional Projects (RP) and Multi-Regional Projects (MRP), IVLP Division

ECA/PE/V geographic branches are responsible for developing an annual list of RPs and MRPs.

For each RP and MRP, an ECA/PE/V Project Manager prepares a one-to-two page preliminary project summary (concept paper). The summary provides project dates and a general description, lists the foreign policy goals, specifies desired background of the participants, provides additional project guidance, and is the starting point for the project proposal. Approximately 10-12 weeks prior to a project start date, the award recipient attends a consultative meeting in person or by phone with the ECA/PE/V Project Manager to discuss project objectives, themes, types of participants, and ideas for the national itinerary. Proposals are submitted according to due dates provided when projects are assigned and are typically 60-days prior to the program opening.

Proposals should include sub-themes for each U.S. community visit, beginning with an overview session in the first city and continuing with a logical progression of the main project theme in other communities on the itinerary. At some point during the project, participants on larger projects are often divided into subgroups for visits to different local sponsors. Proposals for RPs and MRPs must include a budget, which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP SOPs. Award recipients are required to submit to ECA/PE/V Project Managers a draft program book. The draft program book is due 11 calendars days prior to the project opening day (for instance, if the opening is on a Monday, the draft is due by 3:00 p.m. Friday, one week prior).

ECA/PE/V Project Managers often conduct a review and evaluation session with participants at the end of larger group projects. The participants' impressions and conclusions are shared with overseas missions. When requested, the award recipient Project Manager will attend the final evaluation session. An evaluation report must be submitted according to reporting requirements outlined in this POGI.

IVLP On Demand Projects, IVLP On Demand Division

Candidates for IVLP On Demand projects are nominated using the same selection criteria as candidates for other projects. Their projects are distinguished by several important factors:
- IVLP On Demand projects are 2-10 days in length.
- Some IVLP On Demand participants come to the U.S. for other professional or personal reasons. IVLP On Demand projects are often coordinated before or after these other activities.
- Funding for IVLP On Demand projects is limited. Participants receive no financial assistance for their international travel and some pay their own expenses during their U.S. project.
- The planning cycle is shorter for IVLP On Demand projects.
- There are a number of IVLP On Demand projects that are arranged directly by the ECA/PE/V program staff rather than by an award recipient.

Close consultation with the assigned ECA/PE/V Project Manager should occur as far in advance as possible for IVLP On Demand projects.

The draft and final program book deadlines are similar to those for an IVLP Division individual

project. ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project.

Global Government-to-Government Partnership (G3P)

The goal of G3P is the placement of participants in public and private sector organizations which match their professional interests. In some cases, the placements are made in advance of participant's arrival to the U.S. In cases where the placements are not confirmed in advance, the recipients – in cooperation with ECA/PE/V and U.S. missions – will develop and design projects utilizing the participant's biographical information. Award recipients, in consultation with ECA/PE/V, will assist in ensuring appropriate cross-cultural training and cultural activities are implemented for each participant.
Reporting Requirements

In addition to the Financial and Statistical Reports identified in the NOFO, the Recipient shall submit the following electronic reports, indicating the applicable agreement number, to IVLPGrants@state.gov. Failure to comply with these reporting requirements may jeopardize eligibility for future awards.

A. **Program Reports**

    1.   **For All IVLP Projects:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V Project Manager during each project and report significant program accomplishments and/or difficulties. A two-to-three page project evaluation report is required for all projects that include national program agency staff evaluation travel and must be forwarded no later than ten (10) business days after the project's conclusion. The report should outline the highlights of each segment, giving examples of successes and shortcomings of the project and any improvements that could be included in future projects. One copy of the report should be emailed to the appropriate ECA/PE/V Project Manager and one to IVLPGrants@state.gov. While written reports are typically not required for projects that do not include national program agency staff evaluation travel, written reports may be submitted when warranted by events during the project, either at the initiative of the award recipient or at the request of the ECA/PE/V Project Manager.

    2.   **Other Materials**: Copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials should be emailed to the appropriate ECA/PE/V Project Manager.

    3.   **Final Project Cost Reports for All Projects**: Actual costs for all projects should be provided to the ECA/PE/V Project Manager as soon as possible, but not later than 60 calendar days after project completion. The cost categories for each project are the same as those on the project assignment.

        National program agencies are **NOT** responsible for reporting on:

- International travel costs
- Expenses paid by U.S. missions.

National program agencies **<u>ARE</u>** required to report on the amounts expended for the following categories:
- Baggage Fees
- Cultural Allowance
- Educational Allowance
- Participant Domestic Transportation (InterCity)
- I/L Domestic Transportation (InterCity)
- IntraCity Transportation
- Other Costs
- Lodging
- Meals and Incidentals
- Reasonable Accommodation Allowance
- Subject Matter Expert Costs
- Group Enhancement Project Costs. Report to the appropriate ECA/PE/V/R Project Manager for SCPs, SRPs, RPs, and MRPs and to the appropriate ECA/PE/V/F Project Manager for IVLP On Demand projects.

III.   PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing their 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.

The proposal should describe how the organization intends to carry out the Statement of Work contained earlier in this document. The proposal should demonstrate a clear understanding of the work to be undertaken and outline the responsibilities of all key personnel involved. The proposal should set forth in detail the award recipient's management approach and work plan/timeframe. 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 Control 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:
1. Name of organization/participating institution(s)
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from the Bureau, total administrative cost, and total cost sharing
   from applicant and other sources
5. Scope and Goals
   a. Description and approximate number of participants and approximate number of
      projects that can be programmed with the requested funding
   b. Wider audience benefiting from program (overall impact)
   c. Geographic diversity goals
   d. Anticipated results (short and long-term)

Narrative:
In no more than 20 single-sided, double-spaced pages, provide a detailed description of the
program addressing the areas listed below:
1. Vision (statement of need, objectives, goals, benefits)
2. Program Activities
3. Program Evaluation (including an evaluation of the quality of work previously
   performed, evaluation of management practices, and new initiatives derived by lessons
   learned)
4. Project Management
5. Work Plan/Timeframe

Additional Information to be Submitted:

Detailed Budget:

Provide a detailed budget that includes only administrative expenses to implement the IVLP
projects assigned during the FY 2018 fiscal year. Administrative expenses include applicant's
staff salaries, benefits, telephone, fax, printing, office supplies, overhead, etc.

Budget submissions should include the types and numbers of projects the applicant proposes to
program each month covered by the award. The proposed workload should be included at the
end of the Detailed Budget Submission and Additional Information to be submitted in the
GrantSolutions' Application Control Checklist and should reflect actual workload estimates for
the fiscal year based on administrative costs requested in the budget. This information will be
used as a guide when negotiating the award amounts for the fiscal year and assigning projects.
Any suggested preparation timeframes used as a guide for staff workload should be explained in

the narrative section of your budget.

The budget must include:
- budget table
- budget summary
- narrative describing each expense

All overhead costs associated with the program (for supervision, financial management, and other overhead expenses) are to be included in the proposal and should be controlled, reduced, or shared. The costs of support/central office in any parent agency (whether covered through an indirect costs' rate or as a direct cost) should be limited or cost shared to the extent possible and explained in the narrative.

Concrete plans to streamline operations covered by overhead and non-program staff functions should be described in proposal submissions. ECA is committed to containment of administrative expenses, consistent with overall program objectives and sound management principles. Additional budget guidelines are explained in the Solicitation Package and the mandatory PSI.

The recipient is ultimately responsible for programming the specified or agreed upon number of participants in the final cooperative agreement. However, those numbers should be considered a floor and not a ceiling.

Organizations should view membership in Global Ties U.S. as a recommendation and not a mandate. Any membership dues paid to Global Ties U.S. should be considered a cost share by the organization and not part of the administrative award. The budget proposal may include plans for award recipient staff members to attend the appropriate Global Ties U.S. national meeting in Washington, D.C., and for a percentage of staff to attend any scheduled training or other Global Ties U.S. events throughout the year.

Recipients must include in their administrative budgets all fees related to providing per diem to all IVLP participants. ECA/PE/V prefers that all organizations develop relationships to allow efficient distribution of M&IE preferably by debit card and without reliance on traveler's checks.

Recipients have two types of printing costs associated with IVLP administration and the budget narrative should clearly explain the approach to printing. All printing related to general administration of the program should be adequately described in this administrative budget. If printing costs can be directly identified for a specific project, once assigned, they should not be included in this administrative budget.

All transportation costs related to administration of the program (e.g. traveling to ECA for meetings, travel expenses to attend local program openings, or travel related to development of resources) can be included in this request and should be adequately described in the administrative budget. All expenses related to any allowable project travel (e.g. an opening or evaluation outside of Washington, D.C.) will be a project-level cost and should not be included in the administrative budget.

Staffing/Resumes:

Personnel: Applicants must include complete and current resumes of all individuals who will be working full-time on the IVLP. If individuals are not full-time employees indicate the percentage of their time spent on the IVLP. Include any seasonal employees expected during the program year. A staffing list should include job titles, salary level, and years of service with the organization. Resumes should be included in the submission under Additional Information to Be Submitted in the GrantSolutions Application Control Checklist. No resume should exceed two pages.

Please identify the individuals you have included in your staffing list that your organization designates as <u>key personnel</u>. Key personnel are those individuals who have direct responsibility for the cooperative agreement and whose absence directly effects the continuation or provision of services under the cooperative agreement.

During the course of your cooperative agreement, you will be required to obtain prior approval for any changes, prolonged absences, or significant adjustments for any individuals on this key personnel list.

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, call Patricia Johnson at (202) 632-3288, or email JohnsonPA2@state.gov or Thomas Rathburn at (202) 632-9384, or email RathburnTG@state.gov

GLOSSARY OF RELEVANT IVLP TERMINOLOGY

DOS Overseas Missions
Public Affairs Sections at the U.S. embassies and consulates handle public diplomacy activities including media relations and international exchanges. Each embassy prepares an annual plan, which identifies specific goals to be accomplished in the host country. The plans are usually organized around major foreign policy objectives such as national security, economic prosperity, American citizens, law enforcement, democracy and human rights, humanitarian response, global issues: environment, population, health; and mutual understanding. This plan is a starting point for proposing most IVLP projects. Responsibility for nominating all IVLP participants rests with the overseas missions.

ECA/PE/V Project Manager
ECA/PE/V Project Managers coordinate all planning, design, implementation, and evaluation phases of the projects and serve as liaisons with overseas missions. ECA/PE/V Project Managers approve all IVLP nominations submitted by missions. Throughout the development of the project the award recipient should maintain close contact with the appropriate ECA/PE/V Project Manager. The ECA/PE/V Project Manager responsible for the national program exercises final authority in approving project design, pace, itinerary, and budget within the parameters of the IVLP SOPs.

Interpreters and International Visitor Liaisons (I/Ls)
Interpreters and International Visitor Liaisons (I/Ls) are assigned to accompany groups and individuals. These individuals are professionals who are typically under contract with the Department of State's Office of Language Services. The ECA/PE/V Project Manager responsible for the national program coordinates with the Office of Language Services for all assignments. I/L duties include interpreting during meetings and free time (interpreters only), facilitating contact with Americans, assisting with travel and program logistics, and bridging cultural gaps. I/Ls are the principal link with the participant during project travel. Some I/Ls submit a written report to the DOS at the conclusion of each project.

Exchange Visitor Database (EVDBe)
DOS application used by ECA/PE/V staff members to access and manage IVLP participant, project and budget data.

Global Ties U.S.
Global Ties U.S. is a national network of individual and organizational members, national

program agencies, and nearly 90 community-based members throughout the United States. These non-profit groups design and implement professional projects and provide cultural activities and home hospitality opportunities for foreign leaders, specialists, and international scholars. The DOS and program partners rely on the community-based members of Global Ties U.S. to develop and implement projects throughout the country as local sponsors.

Global Ties U.S. Community-Based Members (CBMs)
In the past, local community-based members that administered the IVLP as sub-awardees of Global Ties U.S. were referred to as Councils for International Visitors or CIVs. These community-based members are predominantly nonprofit organizations with a 501(C)(3) designation that develop projects at the local level. Often these organizations are referred to as local sponsors.

National Program Agencies (NPAs)
IVLP projects are developed by private nonprofit organizations in Washington, D.C. called national program agencies. These organizations coordinate assigned projects based on themes proposed by ECA/PE/V or the DOS overseas missions. Organizations receiving cooperative agreements through the assistance award competition will become national program agencies.

ORDIV
The Online Resource Directory for International Visitors (ORDIV) application provides all program partners the opportunity to share information in the same database and NPA staff must make every effort to maintain accurate information in ORDIV. The application also allows production of the national program book and other supporting documents (e.g., evaluations, appointment requests and confirmations, participant welcome letters, and various mailing labels) generated directly into Microsoft Word and Excel.

Office of International Visitors (ECA/PE/V or OIV)
The Office of International Visitors, Bureau of Educational and Cultural Affairs, is divided into three divisions: IVLP, IVLP On Demand, and Community Resources. The IVLP and IVLP On Demand divisions are organized into geographic areas.

International Visitor Leadership Program Project Types

TYPE	DESCRIPTION	DEFINITION	FUNDING SOURCE
IND	Individual	One person	Comes from one country and funding source
ITT	Individuals Traveling Together	Two to three people from a single country	Comes from one country; possibly differing funding sources
SCP	Single Country Project	Four or more people from a single country	Comes from one country; possibly differing funding sources. Enhancement funding available
SRP	Sub-Regional Project	Four or more people from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
RP	Regional Project	Six or more participants from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
MRP	Multi-Regional Project	Twelve or more participants from multiple regions of the world	Comes from differing countries worldwide. Enhancement funding available
G3P	Individual/Group	Global Government-to-Government Partnership (G3P) is a long-term project type for participants to train at government agencies. Selected due to their potential for leadership within their individual ministries	Could come from different countries, but currently only from Japan. Limited enhancement funding available