PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2018 TechGirls Program
Office of Citizen Exchanges
Youth Programs Division

Funding Opportunity Number: ECA-ECAPEC-18-015

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 2018 TechGirls 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.

This document provides guidance for the preparation of a proposal for the TechGirls Program, and it establishes guidelines for the implementation of the cooperative agreement.

I. STATEMENT OF WORK
The Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of U.S. Embassies and Consulates in the participating countries and territories are supporting the participation of approximately 28 high school girls from the Middle East and North Africa in an intensive, substantive three-to four-week exchange program in the United States focused on promoting high-level study of applied technology. The program will involve approximately four participants from each participating country or territory.

The ECA award for the TechGirls program will take the form of a cooperative agreement with the award recipient. In a cooperative agreement, the Department of State (ECA Program Office and participating embassies) is substantially involved in program activities above and beyond routine grant monitoring.

The responsibilities of the award recipient will be the following:

1) ***Recruitment and Selection*** – Proposals must include a detailed description of the proposed plans/processes to accomplish all elements outlined below, as well as sample application form in the appendices.

   a) Develop an online application form for the merit-based open competition for TechGirls participants (ages 15-17) from the Middle East and North Africa, to be utilized by participating U.S. Embassies during program outreach and participant recruitment. The online application form must be developed in consultation with, and approved by, the ECA Program Office and U.S. Embassies prior to going live. Additionally, the form and subsequent applicant data <u>must</u> be housed on a secure, private, password protected platform or website that is accessible only to the award recipient, participating embassies, and the

ECA TechGirls Program Officer. The award recipient should prepare an identical paper-based version of the application for those applicants who have limited internet access.

b) Be prepared to assist U.S. Embassy Public Affairs staff in targeted recruitment efforts, as requested or needed. This may include sharing the program application form and outreach materials with overseas contacts at schools or tech professionals in the region.

c) Consult with U.S. Embassies and the ECA Program Office to establish a mutually agreeable recruitment and selection timeline, incorporating time for outreach to prospective applicants, initial screening of applicants, the preparation of semi-finalist lists for embassies' review, and candidate interviews by embassy staff.

d) Develop a screening process and manage the initial screening of applicants by performing a technical review of all applications received for eligibility and completeness. The award recipient should use a transparent, merit-based review process, with clearly identified criteria for assessing the applications. Review criteria should be developed in close consultation with the ECA Program Office and participating embassies.

e) Provide each embassy (copying the ECA Program Office) with a list of 8-12 semi-finalists by the agreed upon deadline (determined after the award has been made) to be interviewed by Public Affairs Section (PAS) staff. Any notes or recommendations from the initial screening should be shared with the embassies to aid them in their selection of participants that would be a good fit for the proposed U.S.-based exchange, as designed. The award recipient may serve the embassies in an advisory role, as needed, during the selection process. [Please note: U.S. Embassies will interview candidates and make final selections, which will be sent to ECA for approval in the form of ranked nominations for the approximately four participant slots per country. Once approved, ECA will notify the award recipient of the final, approved selections.]

f) If applicable - Recruitment and selection of American participants for the technology camp (if not part of an existing camp) and other U.S.-based activities with the TechGirls to maximize interaction between the youth:
   i. Develop plans for outreach and recruitment of U.S. students that will generate a pool of qualified candidates that represent the diversity of the United States.
   ii. Develop an application and screening process.
   iii. Conduct a merit-based selection process for U.S. participants, ages 15-17, with clearly identified criteria for the selection.
   iv. Recommend the final participants and alternates to ECA.

Please refer to Section II "Program Specific Guidelines" under "Participants" for more detail on the involvement of American participants/peers.

 2) *Preparation*
   a) Provide U.S. Embassy PAS staff with program materials and logistical information for preparation sessions at the pre-departure orientations. Any proposed overseas partners or consultants should be available and prepared to assist with pre-departure orientations and logistics at the request of the U.S. Embassies.

   b) Manage/arrange all round-trip international travel (complying with the Fly America Act) **for participants**. ECA and U.S. Embassies must be provided with international flight itineraries for review and approval prior to purchase.

c) Manage/arrange in-country domestic travel for participants. Related in-country expenses may include passport fees, participant travel allowances, inter-country travel to the capital city for visa interview, and lodging and meals for pre-departure orientations, as needed. The award recipient should communicate with, and inform, U.S. Embassies of all in-country travel arrangements so that information can be shared with participants at pre-departure orientations.

d) Identify and arrange for adult flight chaperones on all legs of the international (transatlantic) flights, in close consultation with (and approval by) U.S. Embassies and the ECA Program Office. [Please refer to Section II for more information on flight chaperones.]

e) Manage/arrange all round-trip international travel (complying with the Fly America Act) to and from the site of program activity in the United States and all U.S. domestic travel related expenses (lodging, per diem) **for the approved adult flight chaperones**.

f) Manage U.S. logistical arrangements for participants, including any domestic travel, ground transportation, accommodations, group meals, and disbursement of pocket money.

g) Enroll the participants in the ECA-sponsored accident and sickness health benefits program (ASPE) for the duration of the program and issue a health benefits identification card for each participant. Assist with claims, as necessary.

h) Hire staff, as needed, to accompany participants during the exchange period. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff and for new staff prior to hiring. The award recipient must also ensure that program staff has been adequately trained to work with this cohort of students.

i) Arrange housing for the participants in a dormitory, hotel, homestay, or some combination thereof and provide staff monitoring of the housing arrangement throughout the exchange.

j) Carefully recruit, screen, and select diverse local host families to offer home hospitality or homestays (lodging and meals) to the participants during the exchange. American host families must be properly screened and briefed, and criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all members of host families (and others living in the home) who are 18 years of age or older.

k) Orient staff and those participating from the U.S. host communities, including American peers and host families, to the goals of the program and to the cultures and sensitivities of the exchange visitors.

3) *Exchange Activities*

a) Design, plan, and implement three to four weeks of substantive and interactive exchange activities, including a weeklong (minimum) technology camp, aimed at developing the participants' knowledge and skill base in the field of technology. The exchange must include a short trip to Washington, D.C. Exchange activities must promote program goals and themes, and achieve objectives as outlined in the NOFO.

b) Conduct an orientation for participants upon their arrival in the United States to review program goals, objectives, and expectations.

c) Arrange appropriate community, cultural, social, and civic activities.

d) Engage participants in at least one facilitated community service activity during the U.S. program.

e) Develop and implement a plan to monitor the participants' safety and well-being while on the exchange, and to create opportunities for participants to share potential issues and resolve them promptly. The award recipient will be required to provide proper staff supervision and facilitation to ensure that the teenagers have a safe and pedagogically rich program. Staff, along with mentors will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. The award recipient must immediately inform ECA and embassy staff about any significant health or safety issues affecting program participants as they arise.

f) Make appropriate accommodations and arrangements for participants' religious observances (e.g., allotting time for prayer or services, providing halal meals).

4) *Follow-on activities*
   a) Design and conduct follow-on activities with program alumnae that reinforce values and skills imparted during the exchange program and help participants apply what they have learned to serve their schools and communities.
   b) Present creative and effective ways to address program themes, for both program participants and their peers to amplify program impact.
   c) Support alumni in making presentations or preparing articles to share their experiences once they return home.
   d) Continually engage alumnae for the length of the cooperative agreement and encourage alumnae engagement and reporting through a web-based or social media platforms designed and elaborated in the proposal.
   e) Coordinate with the U.S. Embassies to organize at least one event that will bring TechGirls together with TechWomen alumnae post-exchange for networking and mentoring. Award funds may be used to support these activities.
   f) [Optional: Arrange visits by program staff or educators to enhance the exchange by hosting follow-on workshops, trainings and/or alumni follow-on activities engaging previous participants in the participants' home countries.]

5) *Evaluation*
   Design and implement an evaluation plan that assesses the short-, medium-, and long-term impact of the project on the participants as well as on U.S. host and home communities (See section D.3j. Program Monitoring and Evaluation of the NOFO for more information.)

6) *Administrative*
   a) Work in consultation with ECA and the U.S. Embassies in the implementation of the program, provide timely reporting of progress, and comply with financial and program reporting requirements.
   b) Manage all financial aspects of the program, including management of sub-award relationships with partner organizations, if applicable.

All participants will travel on a U.S. Government designation for the J Exchange Visitor Program. ECA will work directly with our U.S. Embassies to facilitate the participants' application for J-1 visas for entry to the United States.

The Department's activities and responsibilities for the TechGirls program are as follows:

1) Provide advice and assistance in the execution of all program components.
2) Manage participant recruitment, semi-finalist interviews, and final participant selection. [The award recipient will develop an online application platform for recruitment and manage initial screening. The award recipient will send lists of semi-finalists to embassies for interviews by embassy staff.]
3) Notify participants of their selection to the program, and alternate candidates and other non-selected applicants of their status.
4) Issue DS-2019 forms and J-1 visas. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
5) Approve participants' international flight itineraries prior to purchase by the award recipient.
6) Approve all flight chaperones identified by the award recipient. [U.S. Embassies and the ECA Program Office can provide suggestions for flight chaperones, if needed.]
7) Conduct in-country pre-departure orientations with materials provided by award recipient and with the assistance of the award recipient's in-country partner(s) or award recipient staff (if applicable).
8) Provide the Accident and Sickness Program for Exchanges (ASPE) health benefits plan for foreign participants. [The award recipient will enroll participants in ASPE.]
9) Facilitate interaction within the Department of State, to include ECA, the regional bureau, and overseas embassies and consulates.
10) Arrange meetings with Department of State officials in Washington, D.C. and the participating countries.
11) Approve all printed or web-based program materials, including publicity materials and the final calendar of exchange activities.
12) Monitor and evaluate the program, through regular communication with the award recipient and possibly one or more site visits, as necessary.
13) Oversee pre- and post-exchange activities in each country, in collaboration with the U.S. award recipient.
14) Perform an annual performance evaluation/review of the primary award recipient to ensure program goals are being met. Make recommendations for changes or replacement of sub-award partners when program goals are not being sufficiently met. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all Non-Competitive Continuation years.

II. PROGRAM SPECIFIC GUIDELINES

Participants: The selected participants will be high school girls, ages 15 to 17 years old, who already have a demonstrated aptitude and a serious interest in technology, engineering, and/or math in their academic studies. Participants will be proficient in the English. The Bureau anticipates that four participants will be selected from each participating country or territory.

TechGirls participants must be provided with ample opportunity during the exchange program to interact with American peers who are of the same age and share similar interests in the field of technology. American students may be participants of an existing technology camp in which TechGirls will be incorporated, or may be selected to participate in a technology camp specifically designed for the TechGirls participants. Those applicants electing to involve Americans in the latter

option must competitively recruit and select at least five (5) American students and provide a detailed description of their recruitment and selection strategies, along with selection criteria, within their proposals.

Participating countries and territories will include: Algeria, Egypt, Jordan, Lebanon, Morocco, Palestinian Territories, and Tunisia.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds. In addition, the Bureau reserves the right to adjust the participating countries should conditions change in a partner country or if other countries and/or regions are identified as Department priorities.

Orientations: The U.S. Embassy Public Affairs staff will provide participants with a pre-departure orientation, reviewing the details of the program, cross-cultural issues, and travel and logistical matters. The award recipient will provide pre-departure materials and information about the U.S. program to assist the U.S. Embassies, participants, and their families in preparation for the exchange.

The award recipient will also conduct an orientation for the TechGirls participants upon their arrival in the United States to review program goals, objectives, and expectations, as well as American culture, traditions, and values.

An orientation must also be conducted for those participating from U.S. host communities, including American peers and host families, to prepare them for the exchange experience and provide them with information on the goals of the program and the cultures and sensitivities of the visitors.

Flight Chaperones: The award recipient, in consultation with ECA and U.S. Embassies, will identify adult flight chaperones to travel with the participants on international flights from their home countries to the site of activity in the United States. Similar arrangements will be made for the participants' return travel. Flight chaperones may be staff members, staff of local NGOs, educators, ECA program alumnae (including TechWomen alumnae), and/or consultants. The selected flight chaperones will not be expected to have any role in the actual exchange other than providing this service. ECA and U.S. Embassies **must** approve all flight chaperones in advance. The award recipient should budget for all costs related to the flight chaperones' international and U.S. domestic travel, including per diem and lodging for the number of days deemed appropriate in the United States (typically two days). A plan for identifying flight chaperones and handling their travel arrangements should be described in the proposal.

International Travel and In-Country Domestic Travel: The applicant should detail in its proposal a plan for making the participants' international travel arrangements, in consultation with participating embassies, and include appropriate costs in the budget. The applicant should also budget for and detail a plan for providing funds to participants to cover their required costs within their home countries such as passport fees, travel allowances, and domestic travel to the capital city for visa interviews, pre-departure orientations, and international departure, as needed.

Other Logistics: The award recipient will manage all logistical arrangements, including U.S. domestic travel, ground transportation, accommodations, group meals, and disbursement of pocket money.

U.S. Exchange Activities: The award recipient will design, plan, and implement three to four weeks of exchange activities that provide a creative and substantive program aimed at developing the participants' knowledge and skill base in the field of technology. Ideally, part of the exchange will take place on a university campus or in a similar environment and focus primarily on practical experiences, hands-on classes, labs, and individual or team-based projects.

The academic component of the exchange (technology camp) should provide participants with an overview and examination of technology related topics and engage them in in-depth, "how-to" lessons in areas of specific interest. Through interactive activities, participants will work towards the development of tangible product(s) that they may design together in small teams or individually, depending on participant interests and preferences. The camp should also be complemented by additional activities that may include, but are not limited to, mentoring experiences; job shadowing or mini-internships; site visits to high tech companies; community service activities; and social, recreational, and cultural activities. Applicants have the flexibility of structuring the camp and complementary activities in a manner they deem to be most beneficial and constructive for the participants. This may include scheduling mornings for the camp and afternoons for site visits and other activities, or implementing the camp for a defined period within the exchange and conducting complementary activities prior to and/or after the camp takes place. Participation in a pre-established camp or workshop is acceptable as long as it fulfills all of the stated objectives.

Potential topics to be covered during the exchange may include the following, in addition to others not mentioned:

1) Web design and development
2) Programming in C++, Java and/or Python
3) Software applications
4) Computer network systems
5) Mobile communications technology and applications
6) Online game design and programming
7) 3D modeling
8) Robotics
9) Cloud computing
10) Social networking

Throughout the exchange, participants will engage in small group activities leading to the development of projects that are relevant to the field and will produce tangible, presentable outcomes. They also will have time allotted to plan for follow-on activities. Participants will be required to participate in at least one community service activity, not necessarily technology focused, in order to expose them to community activism and engagement in the United States.

Opportunities for participants to interact with their American peers may take the form of academic/social activities jointly attended by American teenagers, home hospitality, homestays, and/or

dorm-style accommodations with American roommates.

Examples of the kinds of program activities that may be included:

1) Trainings and workshops on project design and development
2) Leadership development with workshop trainers or organizations
3) Site visits to technology companies
4) Meetings with technology experts
5) Interactive computer labs and classes
6) Team building exercises related to developing strategies for future collaboration and cooperation among participants
7) Visits to historical sites and cultural sites
8) Sports, drama, fine arts, musical and other extracurricular activities which provide opportunities for participants to work and play together

Applicants must also include a short, substantive visit to Washington, D.C. at the conclusion of the program to allow participants to debrief U.S. Department of State representatives on their exchange experiences and individual or team projects, and engage in additional cultural and/or skill-building activities. Opportunities for participants to meet with representatives of their home embassies should be arranged, when and if possible, during their time in Washington, D.C.

The program staff will host a closing workshop, or series of workshops, for participants prior to departure, which will focus on summarizing the experience and preparing for re-entry. The participants should be encouraged and assisted with developing projects and activities to implement on their return home. The ideas and plans should spring from the participants, but the project staff should be prepared to assist and direct the participants in developing these plans during the U.S.-based exchange. The final closing workshop should be held during the visit to Washington, D.C. at the conclusion of the program.

The award recipient will arrange for highly qualified mentors for the participants during the course of the exchange; the mentors may also serve as trainers or instructors as appropriate. Adult staff should be available to support the participants during the course of the program.

The award recipient is strongly encouraged to identify as many opportunities as possible for the TechGirls to interact and engage with TechWomen alumnae (virtually or in-person) in meaningful ways before, during, and after the exchange to help foster mentorships and collaboration, where possible. The ECA Program Office and participating embassies will be able to assist in facilitating connections and contacts between the programs.

Accommodations: The award recipient will arrange housing for the participants in a dormitory, hotel, homestay, or some combination thereof and provide staff monitoring of the housing arrangement throughout the exchange. In dorm or hotel accommodations, young women who share similar interests in the field, such as university students or professionals, should live with the participants to provide supervision, and also to serve as mentors and role models for the girls. If using homestays, families must be properly screened and briefed and criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for members of

host families and others living in the home who are 18 years of age or older, regardless of the length of the homestay (e.g. one night or more). If homestays are not proposed for a significant portion of the exchange, at a minimum, home hospitality arrangements should include at least one weekend stay (Friday night – Sunday night) with a local American family.

Homestays: The Bureau encourages placing participants in homestays for a portion of the program, to be proposed by the applicant, to provide them with greater exposure to American culture and day-to-day living, and to foster the development of lasting relationships with American families.

The award recipient must have a clear and careful recruitment, screening, and selection process for host families, and must also provide the families with an orientation prior to the arrival of their exchange participants, emphasizing the goals of the program. Screening needs to include a visit to the home to meet all members of the household to ensure that the host family is capable of providing a comfortable and nurturing home environment. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties, and obligations, and information on cultural differences and practices.

ECA encourages diversity in the recruitment and selection of host families. They may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography. Host families need to have adequate financial resources to undertake hosting obligations. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own bed. Participants may be placed with host families as singles or in pairs.

The award recipient should be aware of and make an effort to accommodate participants' dietary and religious needs, which may include making halal meal options available and scheduling time within the program agenda for daily prayer and any other religious observances.

Monitoring: The award recipient will develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipient will be required to provide proper staff supervision and facilitation to ensure that the teenagers have safe and pedagogically rich programs. Young women in the same or related fields should be recruited to serve as mentors and role models for the girls throughout the program. These mentors, along with the staff, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. A detailed monitoring plan should be included in the proposal submission.

Follow-on Activities: The award recipient will need to be prepared to work with Public Affairs staff in each country to design activities for TechGirls alumnae, such as mini-grants or online collaborative projects, and support and mentor them in their implementation of their follow-on project implementation. Follow-on support may include providing materials, serving as a resource or advisor, and working with the relevant U.S. Embassies to help nurture on-going contact with the participants.

The award recipient will assist participants throughout the course of the exchange in brainstorming and planning creative ways to address project themes as a means to amplify program impact upon their return home. Examples of follow-on activities may include alumnae conducting presentations/workshops that share their U.S. experiences and newly acquired knowledge and skills

with others in their schools or communities, or engaging younger girls in interactive, technology-focused activities aimed at sparking their interest in the field.

The award recipient must keep Public Affairs staff at the U.S. Embassies and the ECA Program Officer informed and updated on the plans for, and progress of, the participants' follow-on projects and any other follow-on activities as they unfold. Embassy staff should be provided with opportunities to attend/participate in follow-on activities/projects, when possible.

ECA seeks creative ideas to ensure that alumni effectively carry out their follow-on projects and remain engaged in activities, particularly ideas that amplify the program impact through peers. Alumni programming in the form of seminars, newsletters, and online platforms serves to maximize and extend the exchange program's benefits. Follow-on plans should take into account that internet access may be limited in some areas. Applicants may also propose visits by project staff, trainers, or educators to partner countries to further the training started during the exchange. Alumni reunion meetings may also be incorporated into follow-on activities. All alumni contact information gathered by the award recipients on behalf of this program must be made available to the Department of State. Please refer to the PSI for additional guidance.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the short- and medium-term impact of the program. The follow-on activities will provide an opportunity to assess the impact of the exchanges on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills associated with program themes. The U.S. award recipient is required to collaborate with the participating U.S. Embassies in these efforts.

Alumni tracking is crucial for the evaluation of the program and for the implementation of follow-on programs. All alumni contact information gathered by the award recipients on behalf of this program must be made available to the Department of State.

Website and Branding: The award recipient will create and manage a webpage that will serve as a center point for TechGirls, creating an effective and consistent branding of the program.

Other Notes: The recipient organization is responsible for all components of the program outlined in this document. In addition, the Bureau requires recipient organizations to communicate with ECA and U.S. Embassies on a regular basis about program activities, including participant orientations, publicity, international travel, exchange activities, and follow-on activities. The organization must also inform the ECA Program Officer of their progress at each stage of the project's implementation in a timely fashion, and will be required to obtain written approval of any significant program changes in advance of their implementation. All materials and correspondence related to the program will acknowledge this as a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs. The Bureau will retain copyright use of and can 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.

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
Within 20 double-spaced, single sided pages with one inch margins, in a size 11 or 12 font, provide a detailed description of the project addressing the areas listed below. In the narrative, applicants should not only describe major program activities but also explain and justify their

programmatic choices.

1) Vision (statement of need, objectives, goals, benefits): Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire.

2) Participating Organizations: Identify critical partner organizations (and/or consultants) for the program, their roles, and the applicant's reasons for including them. Applicants must also describe their working relationship with the partner organization(s) and detail the division of program responsibilities between the award recipient and the partner organization(s).

3) Recruitment, Screening, and Selection: Describe how the applicant will coordinate with the U.S. embassies in the development of an online application, assist with recruitment (as needed), and share semi-finalist lists with the ECA Program Officer and embassy staff.

4) Program Activities: Describe the components of the exchange and how they related to project themes, including program planning, orientations, the technology camp, educational and cultural activities, meetings, site visits, community service, the visit to Washington, D.C. at the conclusion of the exchange, and a closing workshop/activity. A detailed outline of the three- to four-week exchange must be included as an appendix. Also, describe support for follow-on activities.

5) Travel, Housing, and Other Logistics: Detail how the applicant will handle in-country and U.S. domestic travel arrangements; international travel (in compliance with the Fly America Act); flight chaperones; homestays (be specific about the screening process); dormitory, hotel, and/or other housing; ground transportation; stipend disbursement; and other relevant administrative matters.

6) Monitoring: Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program. A monitoring plan should include the following:
   a) The information provided in pre-departure orientation materials on safety and the avenues for youth to communicate concerns to staff;
   b) The staff supervision provided when the participants are in hotels, dormitories, or camps;
   c) Screening of host families, including criminal background checks for all household members over the age of 18;
   d) The monitoring of participants while they are in homestays;
   e) An emergency action plan.

7) Program Evaluation: In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other evaluation tool.

8) <u>Diversity</u>: Explain how the program managers will pro-actively support diversity in the selection of American participants for the technology camp (if applicable) and in program design and content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly to include geographic, urban/rural, ethnic, racial, socio-economic, sexual orientation, and religious diversity.
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9) <u>Institutional Capacity and Project Management</u>: Outline the applicant's capacity to conduct programs of this nature, focusing on three areas of competency: provision of educational and thematic programs, age-appropriate programming for youth, and any previous work in the region. Describe the program staffing (individuals by name and responsibilities), qualifications, structure, and resources. If applicable, include this information for primary partner organizations as well.

10) <u>Follow-on Activities</u>: Describe a plan to provide follow-on activities to the U.S-based project.

11) <u>Work Plan/Schedule</u>: Outline the phases of the project planning and implementation for the entire award period. Provide a draft schedule of daily activities of the exchanges in an appendix.

12) <u>Non Competitive Continuation Years</u>: Applicants should provide a brief commitment to implement the program for the base year, plus two non-competitive continuation years, pending successful program performance and the availability of funds.

Additional Information to be Submitted:

<u>Detailed Budget</u>
The level of funding available for the FY 2018 base year of the program is approximately $330,000, pending the availability of FY 2018 funds, which will support one cooperative agreement (one U.S.-based exchange for approximately 28 participants.) 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.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. <u>An explanatory budget narrative must also be included.</u>

Suggested program costs include, but are not limited to, the following:

1) Staff travel
2) Educational materials
3) Participant travel (international airfare, domestic travel and ground transportation within the United States, including during the Washington, D.C. component.) This may also include expenses for American participants, if applicable

4) Flight chaperone travel expenses
5) Orientations
6) Technology camp
7) Cultural and social activities
8) Meeting costs
9) Lodging, when not in homestay
10) Food (primarily group meals when not in homestay)
11) Follow-on activities (including alumni events/activities that bring TechGirls together with TechWomen alumnae for networking and mentorships)
12) Evaluation
13) Pocket money for participants' incidental expenses
14) Costs related to the development of an online application system
15) Other justifiable expenses directly related to supporting program activities

Stipends for host families are not allowed.

Significant cost-sharing is expected and will enhance the proposal. Stipends for homestays or for host families in the United States are not allowed as a grant-funded or cost-share item. While there is no rigid ratio of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost-sharing contributions from the applicant and other sources.

Maximum limits on funding are as follows: Books and educational materials allowance-$100 per participant; Conference room rental costs-$250 per day per room; Consultant fees and honoraria-$250/day; Cultural allowance-$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts.

Please note that there are no fees for the J-1 visas that foreign participants will use to enter the United States. Applicants should budget for foreign program participants to travel to the applicable U.S. embassy for visa interviews and should budget to cover the cost of participants' passports, if necessary.

Exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange. This cost does not need to be included in the budget. More information on ASPE is available at: http://www.usdos.sevencorners.com.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

Letters of commitment
Include pledges to participate in the program's implementation from significant partner organizations and any receiving a sub-award. Letters from elected officials are generally not advised.

Resumes
Resumes of all program staff should be included in the submission. No one resume should exceed two pages.

Attachments/appendices
Please limit to those materials essential for understanding the proposed program, such as a draft schedule or evaluation questionnaires, to no more than 20 pages. Extensive attachments will detract from your proposal.

First Time Applicant Attachments, if applicable
First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

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.

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.

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 4th 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 proposal submission, please contact the Youth Programs Division program officer Sarah Shields, telephone: (202) 632-9261; e-mail address: ShieldsSD@state.gov.