

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

**FY2019 Kennedy-Lugar Youth Exchange and Study (YES) Program:  
Overseas Components**

**Funding Opportunity Number: SFOP0005557**

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

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges, Youth Programs Division for the FY 2019 Kennedy-Lugar Youth Exchange and Study (YES) Program Overseas Components. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

**A. Overview:**

The Kennedy-Lugar Youth Exchange and Study program advances U.S. foreign policy goals and provides scholarships for approximately 885 high school students, referred to as “YES inbound” participants, from countries of strategic importance to the United States to spend an academic year (or semester for Malaysia only) in the United States. Students live with host families, attend high school, engage in activities to learn about American society and values, acquire leadership skills, and educate Americans about their countries and cultures.

The Kennedy-Lugar Youth Exchange and Study Abroad (YES Abroad) program provides scholarships for approximately 65 American high school students and recent graduates from the United States to study abroad in select YES countries for an academic year.

Under the FY 2019 Overseas Components cooperative agreement, the recipient will be responsible for recruitment, selection, orientation, travel, liaison with natural parents, and alumni support for the international students. Note that their placement and support in the United States will be conducted under separate awards as explained below. For the American participants in YES Abroad, the recipient of this award will also be responsible for conducting the same range of activities as with the international students, as well as the placement and support of the American participants in participating host countries.

Under the terms of the program, all participants must return to their home countries following the

conclusion of their exchange programs in the United States. For the international students, the award recipient organization is expected to assist and represent the U.S. Department of State in adhering to all requirements and regulations of the J-1 Secondary School Student visa program. In conducting the YES Abroad program, which is not subject to J-1 visa regulation, the recipient will be expected to uphold similar standards to ensure the safety and well-being of participants.

For both exchanges, the recipient will be expected to conduct broad outreach and recruitment that addresses priorities of the U.S. Department of State and the U.S. embassies abroad. The Department seeks to include students of diverse national, ethnic, religious, and socio-economic backgrounds, and students with disabilities. Participants will be selected for the program on the basis of merit and personal character. Applicants undergo a series of tests and evaluation activities and are interviewed in person for evaluation of their ability to adjust to new cultures.

Activities for YES inbound students covered in this Overseas Components award, outlined in detail below, will be conducted in direct coordination with U.S. Placement Organizations (POs) working under separate placement awards. It is imperative for the success of the participants and the program that your organization work efficiently and openly with ECA and the POs throughout the duration of the award. While your organization will be responsible for the coordination of many overarching activities involved in the implementation of the YES program, the POs will recruit, screen, and select U.S. host families for participants; select schools and secure school enrollments for participants; conduct in-person host family and student community-based orientations; monitor and support students throughout the school year; and organize enhancement activities for students. Under this award, your organization will maintain an Operational Guidelines manual for POs that gives them instructions to ensure the smooth coordination of tasks.

***YES Program Goals:***

The overall goals of the YES programs are to:

1. Promote better understanding by participating youth from the United States and selected countries about host society, people, institutions, values, and culture;
2. Foster lasting personal and professional ties;
3. Advance mutual understanding, respect for diversity, leadership skills, and understanding of civil society during the exchange experience and beyond; and,
4. Enhance understanding of other countries and cultures among American host communities and improve realistic understanding of American values in host and alumni communities abroad.

The following outcomes will indicate a successful exchange:

- YES inbound participants will develop an appreciation for U.S. culture, an understanding of the underlying values and diversity of U.S. society, and increased tolerance and respect for others with differing views and beliefs. Conversely, YES Abroad participants will develop an appreciation for their host cultures and increased tolerance and respect for others with differing views and beliefs.
- YES and YES Abroad participants will teach their hosts about the cultures of their home

countries.

- YES and YES Abroad participants will interact with their host communities and generate enduring ties.
- YES inbound participants will acquire an understanding of important elements of a civil society. This includes concepts such as volunteerism, the idea that U.S. citizens can and do act at the grassroots level to deal with societal problems, and an awareness of and respect for the rule of law. YES Abroad participants will share and demonstrate these ideals of U.S. civil society in their host communities.
- YES and YES Abroad participants will gain leadership skills that will enable them, as YES and YES Abroad alumni, to initiate activities in their home countries that focus on development and community service.

***Program Timetable:***

Funding for the YES inbound program will support 2020-21 academic year exchanges (between August 2020 and June 2021) with students enrolled in accredited U.S. schools and placed with host families. Proposals for single semester exchanges for inbound students (spring 2021) may only be proposed for Malaysia, where the academic calendar will not allow a full-year U.S. program. Funding for YES Abroad will support academic year exchanges between July 2020 and June 2021 with specific dates depending on the host countries' academic schedules. A notional timetable follows:

- May 1, 2019: Cooperative Agreement awarded
- Spring 2019-Late 2019: Student outreach and recruitment conducted
- January-February 2020: Selection of inbound student finalists and alternates
- January-February 2020: Biennial meeting of YES program implementers in Washington, D.C.
- February-April 2020: Inbound students' applications submitted to POs (September-November 2020 for spring semester students)
- March-April 2020: YES Abroad students selected
- June-August 2020: Pre-Departure preparation and student orientations
- August 2020: Staggered student travel (Some YES Abroad students may depart in July.)
- YES Abroad host family and school placement information to be submitted two weeks prior to departure
- August 2020: Arrival workshop for YES inbound students with disabilities
- Late August 2020: All placement information (host family names and addresses, confirmed school enrollments, etc.) to be submitted to Department of State for inbound students by August 31.
- August-Early September 2020: Post-Arrival orientations for YES Abroad students
- January 2021: Arrival of Malaysian students
- Late January 2021: All placement information (host family names and addresses, confirmed school enrollments, etc.) to be submitted to Department of State for inbound Malaysian semester students by January 31, 2021
- Spring 2021: Civic Education Workshop for approximately 100 selected YES inbound students

- June 2021: Re-Entry orientations and return travel
- June 2021-Summer 2022: Alumni programming
- September 30, 2022: Cooperative Agreement end date

***Recruitment Targets:***

The recruitment targets for each country are tentative, represent recruitment goals only, and may differ from finalist allocations. Finalist allocations are ultimately dependent on the availability of funding, legislative mandate, policy considerations, security situations, applicant pools, and PO placement commitments. For planning purposes, the following country targets should be used; these targets are based on approximately 885 total inbound participants and are subject to change. The proposal should demonstrate current capacity to recruit these target numbers in these countries.

***YES Inbound Program:***

Albania (12)	Kenya (20)	Pakistan (77)
Bahrain (12)	Kosovo (12)	Philippines (30)
Bangladesh (29)	Kuwait (12)	Saudi Arabia (13)
Bosnia and Herzegovina (12)	Lebanon (30)	Senegal (14)
Bulgaria (12)	Liberia (9)	Sierra Leone (9)
Cameroon (9)	Libya (10)	South Africa (15)
Egypt (50)	Macedonia (12)	Suriname (6)
Gaza (20)	Malaysia (40)	Tanzania (20)
Ghana (21)	Mali (14)	Thailand (16)
India (40)	Morocco (22)	Tunisia (40)
Indonesia (80)	Mozambique (10)	Turkey (57)
Israel (Arab Communities) (20)	Nigeria (20)	West Bank (30)
Jordan (30)		

YES Abroad students should be assigned fairly evenly among host countries, with no fewer than three students initially assigned to each of the following countries should security conditions permit:

***YES Abroad Program:***

Bosnia and Herzegovina	Jordan	Philippines
Bulgaria	Macedonia	Senegal
Ghana	Malaysia	Thailand
India	Morocco	Turkey
Indonesia		

Note: The Bureau reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the program's needs and the availability of funds. In addition, the Bureau reserves the right to adjust and/or add host countries should conditions change in a host country and/or if other countries and/or regions are identified as viable alternatives and/or Department priorities. You may not deviate from the

recruitment targets without prior written approval from the Program Office.

## **B. U.S. Department of State and Award Recipient Responsibilities**

### ***Responsibilities of the U.S. Department of State:***

In a cooperative agreement, the U.S. Department of State and U.S. embassies in participating countries are substantially involved in program activities above and beyond routine monitoring, such as:

*ECA:* ECA's involvement may vary depending on level of oversight deemed necessary by ECA throughout the life of the program to include:

- Providing guidance and assistance in the execution of all program components, and requiring concurrence on many aspects of the program's implementation, materials, and procedures.
- Serving as liaison between the award recipient and personnel within the U.S. Department of State, including ECA management, regional bureaus, and U.S. embassies.
- Monitoring and evaluating the program and its participants through communications by email, phone, and site visits.
- Coordinating with recipient in outreach opportunities.
- Requesting periodic and unscheduled reports on students' status and placement details, activities, accomplishments, and well-being.
- Providing guidance and clearance on dates, timelines, and venues for activities and events.
- Participating in student/alumni orientations and workshops (usually U.S.-based events)
- Participating in an Annual Consortium Meeting with recipient and its partners.
- Coordinating YES and YES Abroad students and alumni participation in appropriate U.S. Department of State activities; coordinating media coverage and outreach as appropriate.
- Requiring information about YES and YES Abroad participant biographical data, placement data, and alumni contact information.
- Approving program promotional materials and website information prior to publication or public dissemination.
- Representing the U.S. government as the program sponsor at events and orientations.
- Determining populations and priority areas of focus for YES and YES Abroad recruitment.
- Providing guidance and clearance on geographical location and type of school(s) for YES Abroad participants.
- Providing the final decision in all requests for the voluntary or involuntary early dismissal of international or American participants from the program.

*U.S. Embassies:* Involvement by U.S. embassies may vary country-by-country, and as level of oversight deemed necessary by ECA and U.S. embassy personnel changes. The list below contains activities that the U.S. embassy may or may not elect to undertake. The recipient's partners and representatives in each country must be responsive to U.S. embassies' requests and

at minimum follow the guidelines explained in #1 of the “Responsibilities of the Award Recipient” below in establishing a strong working relationship with the U.S. embassies in each country.

- Serving as liaison between the award recipients and the government of the participating country.
- Monitoring and evaluating the program activities and its participants/alumni through communications by email, phone, and visits.
- Coordinating with the recipient in outreach opportunities.
- Providing input and concurrence on the overall recruitment plan.
- Determining populations and priority areas of focus for YES inbound recruitment.
- Participating in or observing recruitment activities.
- Requesting updates on students identified in on-program support cases.
- Providing guidance and clearance on dates, timelines, and venues for activities and events.
- Participating in student/alumni orientations and workshops.
- Coordinating YES and YES Abroad students and alumni participation in appropriate U.S. Embassy activities; coordinating media coverage and outreach as appropriate.
- Requiring information about YES and YES Abroad participant biographical data, YES Abroad placement data, and YES inbound alumni contact information.
- Approving program promotional materials and website information prior to publication or public dissemination.
- Representing the U.S. government as the program sponsor at events and orientations.
- Providing guidance and clearance on geographical location and type of school(s) for YES Abroad participants.
- Providing or assisting with a security briefing for YES Abroad students.
- Coordinating with in-country representatives on inclusion of YES Abroad students and YES alumni in appropriate embassy activities; assisting in or coordination of media coverage as appropriate.

Note that there is often similarity in ECA’s and embassies’ roles, e.g., where ECA provides general guidance, embassies may assist in refining the guidance for in-country needs and applications; or ECA may have oversight of activities in the U.S., whereas embassies may provide further support and oversight of similar activities in-country. Whenever guidance received by ECA and a U.S. embassy appears to conflict, the recipient will notify and discuss with ECA’s Program Office for clarification and resolution.

***Responsibilities of the Award Recipient:***

The following general responsibilities apply to both the YES inbound and YES Abroad programs.

**1. U.S. Embassy Liaison and Consultation:**

Ensure that your program representative in each country establish a positive and effective

working relationship with the Public Affairs Section (OPA/PAS) of the relevant U.S. Embassy/Consulate. Meet with the Office of Public Affairs/Public Affairs Section (OPA/PAS) of each U.S. Embassy within 30 days of the award to discuss the geographic and other priorities for student recruitment in each country, and, if applicable, the processes for placement of YES Abroad participants. You should promptly notify ECA of any Embassy requests that impact budget or concerns. You should summarize the results of this meeting, and subsequent similar meetings, for submission to the ECA Program Office as requested.

OPA/PAS involvement in recruitment, selection, orientations, and alumni activities, as well as briefings and joint activities for YES Abroad students will be determined through discussions between your organization and OPA/PAS. During the program-planning phase, in-country representatives should discuss and obtain any requested concurrence on the placement of YES Abroad students, if applicable, including the locations of host family or other long-term accommodations (regions, neighborhoods, etc.) and schools.

Maintain an open consultative relationship with OPA/PAS, as well as with the ECA Program Office. Your organization must have at least monthly contact with OPA/PAS personnel regarding recruitment and selection, security, travel, student issues, advance invitation to orientations, alumni activities, and/or other matters that may be of concern. This includes informing them of student successes. In situations where the political situation prevents and limits your organization's implementation of program activities within a particular country, you will need to make special provisions to conduct program functions. Your organization should seek to conduct all these functions efficiently and cost-effectively.

## **2. Overseas Infrastructure and Communications:**

Maintain the appropriate infrastructure in participant countries to carry out the in-country functions of a youth exchange program. The ongoing communications with natural parents, follow-on activities with alumni, and relations with foreign government officials all require that your organization maintain a year-round presence in participant countries.

## **3. Issuing DS-2019 Forms and Adherence to J-1 Visa Exchange Visitor Program Regulations:**

Designate an Alternate Responsible Officer (ARO) and a back-up for compliance with all relevant Student Exchange Visitor Information System (SEVIS) requirements, including issuing DS-2019 forms for international participants and alternates (all international participants will travel on a U.S. government designation for the J-1 Visa Exchange Visitor program); create and update inbound participants' SEVIS status and maintaining all SEVIS records; and submit placement reports and change of placement reports to ECA's Youth Programs Division's Responsible Officer.

## **4. Program and Promotional Materials:**

### ***Program Materials***

Design and develop materials that support all components of the program and inform and orient program constituents overseas and in the United States (i.e., application forms and resources;

participant, host family, and school administrator handbooks; operational guidelines; pre-departure orientation materials; etc.). ECA may request that new program materials be developed. Whenever possible, existing materials should be amended to fit changing needs and circumstances overseas and in the United States.

### ***Promotional Materials***

All official documents and materials developed for promotional purposes must acknowledge the U.S. Department of State's role as the program sponsor and otherwise adhere to the Communications Guidance for ECA Grant Recipients (see below). Your organization must coordinate all program and promotional material development with and obtain clearances from ECA prior to publication and distribution. Where appropriate, documents will display the American flag and the U.S. Department of State seal. The Bureau will retain copyright use of and may distribute materials related to these programs. Your organization must also communicate with POs and ECA to coordinate information for program websites.

Please refer to Communications Guidance for ECA Recipient Organization at <https://eca.state.gov/comms-guidance>.

## **5. Online Presence:**

### ***Social Media, Mobile Technologies, and Department of State Online Communities***

Dedicate staff to coordinate information for program websites and maintain online program webpages that market the program; disseminate information to U.S. and foreign publics; serve as a secure participant application and resource tool for students; and develop and implement strategies for the effective use of mobile technologies and other social media, including Facebook, Twitter, and platforms for blogging, to promote the programs.

### ***U.S. Department of State Web Resources***

*Outreach Resources:* Support ECA promotional campaigns by providing information to ECA and updating promotional materials as needed.

In consultation with ECA's Program Office and in coordination with its Alumni Affairs and Web and Social Media teams, as appropriate, develop and implement a strategy to leverage mobile and online technologies and networks, and the Department's digital properties. These may include the International Exchange Alumni website, Facebook, Twitter, and other platforms that are key resources to promote the program, augment the impact of the in-person exchange, and engage program alumni.

*Online Communities:* All organization staff, program personnel, and regional and local volunteers associated with the YES and YES Abroad programs are expected to be knowledgeable of the Department of State's resources including but not limited to [alumni.state.gov](http://alumni.state.gov), and to facilitate member registration on the website. Award recipient staff must include presentations and demonstrations on these resources at coordinator training and student and host family orientations.

## **6. YES Program Implementers' Workshop:**

Design and implement an in-person or virtual workshop for YES partnering implementers and representatives to include approximately 20-25 U.S. and 40-60 foreign award and sub-award recipient staff from the YES program countries. (A virtual format may allow for more participants.) The purpose of the workshop is to discuss and plan program strategies for all aspects of YES program management. Focus should be placed on learning and sharing best practices, standardizing procedures and documents wherever possible, increasing cross-border collaboration, and improving communication processes.

### **7. Medical Screening:**

Arrange in-country medical clearances to ensure that students are healthy and have immunizations necessary for program participation prior to leaving their home countries. Review medical documents in the United States to confirm that all requirements have been met. Perform a special review, carried out by a medical doctor, to confirm that applicants with disabilities are medically fit to travel and participate in the program.

### **8. Travel:**

Arrange roundtrip international airline tickets, originating from students' home communities in all participating countries to students' host communities and assist with passports and visas. Travel should be arranged in the most efficient and cost-effective manner possible, in accordance with the Fly America Act and all other USG travel regulations. Flight escorts should be selected primarily for their ability to manage a group of teenage travelers. They should be adequately trained to ensure their competence and independence while traveling. When possible, you are encouraged to assign as escorts staff or alumni who can also serve as trainers and facilitators at orientations. Alternatively, they might attend meetings and/or engage in representational activities that support the YES and YES Abroad programs.

For YES inbound participants, standard travel procedures should be developed with POs' input. Procedures should detail how group flights are scheduled, how individual students are assigned to a flight, how date-change requests from POs should be made, and how and when itineraries will be provided to POs. Travel must include domestic travel from and to locations that are outside main capital cities, i.e., full roundtrip itineraries. These procedures should also explain PO travel obligations, including the deadline by which arrival airport codes are due from the POs. A detailed description of the support provided to students while they are enroute should be presented, including airport staffing and emergency communication procedures.

Coordinate travel for students who are unable, for any reason, to travel with an escorted group, including those who are repatriated prior to the end of the exchange. Budget for escorted travel of approximately twelve (12) individual students returning early from the YES inbound or YES Abroad programs when the escort is deemed necessary due to health, behavior, or security risk. Coordinate beginning and end-of-program travel dates prior to making commitments and contracts with travel agencies or program venues for both YES inbound and YES Abroad with ECA.

It is ECA's intent that applicants and their natural families incur minimal out-of-pocket costs, whether or not they are selected for the YES program. Students will receive stipends from their POs for pocket money during the program. The award recipient and sub-award recipient(s) should not charge students or their parents for application or program fees.

### ***Student Travel Documents***

Obtain, and retain for three years, copies of the following documents for each program participant:

- Name/photo page of international passport;
- Visa page in passport; and
- DS-2019 with stamp issued at U.S. port of entry (for YES inbound students).

### **9. Student Highlights:**

Regularly provide timely reports of significant participant and alumni accomplishments demonstrating program impact.

### **10. On-Program Student Support Liaison:**

Designate a staff member(s) as a "Student Support Liaison" to serve as a point of contact for ECA on all YES inbound and YES Abroad student support issues. The liaison is also a channel of communication between the POs and the Overseas Partners for YES inbound students, and you will consult with ECA Program staff the about this role.

### **11. Additional Support for Students and Alumni with Disabilities:**

In addition to the support liaison(s), one staff member must have primary responsibility for working with students with disabilities. The responsibilities of this person will include, but not be limited, to developing a strategy and staff expertise in recruiting and supporting students and alumni with disabilities; providing resources and overseeing identification and procurement of reasonable accommodations (equipment, materials, and services); developing training opportunities for program implementers; coordinating placement needs assessments for POs; and coordinating orientation of students upon arrival.

### **12. Communication of Student Concerns:**

Provide on-program support for students, their natural parents, and Recruiting Organizations (ROs) in coordination with POs for international participants; and with YES Abroad placement partners for American participants. Efforts must correspond to the Federal Regulations as outlined in 22 CFR 62 and should be closely coordinated with ECA's Program Office. You must report immediately to the ECA Program Office any situation that affects the safety, health, or well-being of a participant, or any student disciplinary action at the second warning/probation level that could ultimately result in the student's repatriation. Only the ECA Youth Programs Division Office can make the decision to terminate the program and repatriate a student; under no circumstances will the organization, its employees, volunteers, or third parties acting on its behalf, inform participants that they will terminate a student's program and repatriate them without specific directions from the ECA Program Office.

### **13. Communication with Natural Families:**

Communicate and liaise with the students' natural families during the program year. A student's family must be informed in a timely manner of problems that arise with the student, including academic deficiencies, behavioral concerns, health and safety issues, transfers to a new host family or school, and any situations that may necessitate early termination from the program. Provide on-program support for students, staff, and volunteers in dealing with natural parents about student problems that arise during the program.

### **14. Student Likeness (Photo and Video) Usage:**

Request and maintain documentation of permission from each student and their natural family (if a minor) to have photographic or video images of the student taken and reproduced in ECA-approved printed and electronic promotional materials.

### **15. Alumni Programs Coordination:**

This funding award will support alumni activities to promote YES program goals and may support participation and travel of alumni to increase inclusiveness and outreach. The recipient must provide opportunities and training for alumni to reinforce skills learned on program and apply them at home; maintain a database to track alumni that must be compatible with ECA's database systems and must be shared with the State Alumni Office as well as the respective U.S. Embassies; and collaborate with organizations that may conduct other ECA-funded workshops or programs for YES students or alumni. Students must be informed about and instructed on how to register on ECA's International Exchange Alumni website. Your organization representatives in each country should support alumni in maintaining or, where feasible, assist returned students in forming YES Alumni associations to help organize their efforts.

#### ***Coordination of Additional Alumni Opportunities***

Special activities in which YES alumni may choose to participate are an important way of keeping alumni involved in the program and sharing their American experience. These activities may include:

- a. Designing and implementing a YES alumni workshop(s) for competitively-selected alumni from the YES inbound and YES Abroad programs as well as webinars and other online training resources that can reach larger alumni audiences. Such workshops and online resources should be developed on themes relevant to program goals or U.S. Department of State foreign policy objectives such as alumni association development, leadership, civic awareness, social media for social causes, support for people with disabilities, etc.
- b. An alumni small grants competition for which alumni may submit proposals for group and individual grants to execute a project in their home country. These and other alumni competitions should be publicized widely throughout all YES countries to reach as many alumni as possible.
- c. An alumni photo and video contest to build a multimedia reserve that can be used to publicize and market the YES and YES Abroad programs.
- d. Collaboration with U.S.-based organizations that conduct activities such as the *Global Village for Future Leaders of Business and Industry*.

### ***Alumni Resources Positions***

Coordinate with overseas representatives and ECA to select successful alumni from any program year of the YES and YES Abroad programs to participate in various events in the United States. Budget for travel to and within the United States and accommodations for select alumni to participate in events such as arrival orientations, re-entry workshops, Civic Education Workshops, broader State Alumni events, PO Coordinator trainings, national teacher and school administrator conferences, ECA YES program presentations, YES Abroad pre-departure orientations, etc.

### **16. Information Management**

Maintain a student placement information database compatible with ECA's database for quick uploading of information; track applicants through the stages of recruitment and through their selection as finalists, their placement, and their transition to alumni status. Regularly maintain and update for accurate report generation. Data should be available in a format that can be shared with ECA databases.

### **17. Financial Management**

Manage fiscal data and accounting for award funding, as required by federal law, including cost-sharing and any funds provided to approved sub-award recipients.

### **18. Sub-award Management**

If sub-award recipients are involved, ensure that sub-recipients have received a copy of the parts of the POGI that are relevant to their duties and are versed in all requirements of the POGI, your organization's expectations, J-1 visa regulations, and OMB Guidance 2 CFR Parts 200 and 600. Provide oversight to sub-recipients to ensure quality performance of the duties covered in their sub-award.

### **19. Evaluation**

Develop and implement a program evaluation plan to monitor and assess the success, effectiveness, and impact of the programs. As part of your evaluation plan, work with the Program Officer to ensure that questions for surveys with participants and alumni incorporate any required by the Office of Citizen exchanges and/or others deemed necessary by the Department.

### ***Specific Responsibilities for YES Inbound Program:***

#### **1. Recruitment and Selection:**

Develop an outreach plan that addresses country-specific interests of the U.S. Mission and will aid in recruiting a pool of students that in most cases will reflect the diversity of the country. Outreach may be conducted at any time during the activity period of this award. Recruit and screen applicants and select YES finalists and alternates through an open, transparent, merit-based competition. Develop a standard recruitment and selection process to be used in all countries and maintain statistics at each stage by country, region, and gender. Application forms

used in all countries must be uniform except for country-specific requirements that should be kept separate from the standardized application form. Application fees are not allowable. The recruitment process must be open to make it possible for any student who meets the eligibility criteria to apply, and must seek to represent a diverse applicant pool. A special recruitment effort should target eligible individuals with significant physical disabilities. Students with special needs (e.g., asthma, diabetes, etc.) should also be identified, as should students needing additional pre-program English language instruction.

Ideally, finalists will reflect the cultural, ethnic, national, and geographic diversity of the country from which they are selected, as well as gender diversity. However, in some cases, ECA and/or the U.S. embassy may advise if U.S. interests necessitate a focus on particular populations. Finalists must generally be citizens or permanent residents of the countries from which they are chosen. ECA must approve the selection of all non-citizens, including permanent residents, or provide general guidance to be followed in particular countries. Given budget constraints and/or security concerns, it may not be possible to conduct recruitment activities in all regions of each country. If necessary, in consultation with the U.S. embassy, recruitment may focus on major population areas or in specific geographic areas. Contingency plans should be devised for recruitment in countries where challenging governments may impede the standard selection process.

#### Criteria for YES Inbound Students:

- a. Citizen or a permanent resident of the country of application
- b. Ages 15-18.5 at the program start date (specific age requirements may be set in each country based on local education system restrictions)
- c. Sufficient ability to speak and study in English
- d. Preference will be given to applicants who have received a majority of their high school education in the country of application
- e. Preference will be given to applicants who have not previously studied in the United States
- f. Commitment to cultural immersion in the United States through a home-stay experience
- g. Ability to meet cross-cultural challenges with maturity, humor, and an open mind
- h. Plans for sharing their U.S. experience with their home school and community upon return home

## **2. Recruitment and Support of Students with Disabilities:**

Recruit and provide necessary support and accommodation for approximately 20 students with disabilities. Students with disabilities must meet the same standards as all other applicants, but may receive reasonable accommodations for testing. Implement a review process carried out by a medical doctor to adequately assess the unique needs of each student and confirm that applicants with disabilities are medically fit to travel and participate in the program. Ensure that interviews, orientations, and other pre- and post-program activities include reasonable accommodations. Coordinate student assignments with each PO to ensure that they have the resources and capacity to place and support the student(s). Provide each PO with written, detailed, and accurate support and accommodation needs assessment results for each student

prior to student travel. Serve as a resource through the year in providing funds for reasonable accommodations, guidance, and assistance to POs in meeting these students' needs.

### **3. Arrival Orientation(s) for Students with Disabilities:**

Coordinate with ECA, overseas partners, and POs, dates to conduct an arrival workshop and assessment event(s) that will include further professional review of each student to confirm and refine a support plan to be coordinated with each respective PO. (Note that this will require separate workshops for academic-year and semester students.) The workshop will also present the history of the Americans with Disabilities Act (ADA) and resources available to people with disabilities in America, and will provide independence training and tools for these students.

### **4. English Assistance:**

Provide pre-program English language instruction and enhancement activities for countries where the standard of English instruction does not result in an adequate pool of qualified applicants. This may also help to ensure that the weaker language qualifications of students from more remote areas will not preclude their selection. Coordinate with ECA and with each respective U.S. Embassy recruitment plans and efforts to build on existing USG-funded English language programs for youth, such as the English Access Micro-Scholarship Program, which ECA seeks to utilize as a "feeder program" to the YES program. Your activities must include efforts to include these English-language students in YES and to maintain records of YES application statistics on these students.

### **5. Passports, Visa, and Other Documentation:**

In coordination with the respective U.S. embassies, assist all YES inbound students in obtaining passports, U.S. visas, and any necessary transit visas. Your organization must work with the U.S. Embassy in each country to ensure timely processing of U.S. visas for all participants. Collect and process all student data in the Student Exchange Visitor Information System and prepare DS-2019 forms for finalists and alternates. Maintain and update SEVIS records as required, including appropriate finalization of SEVIS records when students' programs end and for students who do not ultimately participate. Data on students must also be submitted to ECA in an Excel spreadsheet provided by ECA.

### **6. Coordination of Student Information and PO Assignment:**

Develop and implement a plan for the equitable, transparent, and timely distribution of finalist documentation to the POs, taking into consideration such factors as gender, age, country of origin, need for English language instruction, and disabilities. Ensure that placement information about host families and schools is available to overseas partners. Throughout the exchange, oversee informational changes in school or family addresses and local coordinator assignments in the program database. Your organization will be responsible for reporting such changes within ten days to ECA or as stipulated by the J-1 regulations.

### **7. Pre-Departure Orientations:**

Your organization must provide uniform pre-departure orientation (PDO) programming to prepare students for life in the United States. Uniformity is essential because it reinforces

participants' identity as participants in a U.S. government scholarship program and enables the dissemination of information, policies, and procedures critical to the students' success.

Field staff should encourage the participation of U.S. Embassy personnel in pre-departure orientations whenever possible. In countries where your organization cannot conduct pre-departure orientation sessions, you should make provisions for these orientations to be conducted by U.S. Embassy staff, in a neighboring country, or, with the agreement of the Program Office, in the United States immediately after the students arrive. Your organization also will provide orientations for the natural parents prior to the students' departure for the United States.

Students identified to participate in the pre-program workshop for students with disabilities must have an in-country pre-departure orientation at a time that takes into account their earlier departure from their home countries.

POs must prepare materials specific to their organization to be distributed to students during the PDO. POs will send their materials to your organization by May 1, 2019. Your organization should ensure that all materials provided in this manner identify students as U.S. Department of State sponsored students.

#### **8. ECA Academic Year Programs Biennial Meeting:**

Your organization should plan to participate with one to two program representatives in the ECA academic year programs in-person meeting, to be held for two days in Washington, D.C. (Meeting dates in early 2020 to be determined by ECA.)

#### **9. Civic Education Essay Contest and Workshop:**

Develop and conduct a Civic Education Workshop (CEW) for approximately 100 of the participating students during the academic year in Washington, D.C. Your organization will coordinate a competitive application and essay contest to select the students, collaborate with POs to make final selections and arrange roundtrip transportation from the host communities to Washington, D.C., and provide room and board for students during their time in Washington, D.C. Ground transportation should be provided for participants in the Washington, D.C. area, including to and from area airports.

The CEW should be arranged in coordination with ECA for seven days, including arrival and departure, during a time when the U.S. Congress is in session. This program component should include sessions on U.S. domestic and foreign policy, the role of the media in a civil society, citizen empowerment, volunteerism and community activism, and federalism. The workshop may also provide opportunities to attend cultural events and visit museums and monuments. Your proposal should include a description of the ways in which all students will be encouraged to share and apply what they have learned, both in their U.S. host communities and when they return to their home countries. You should plan to include the participation of several alumni to enhance the students' experience. Also, provide a mechanism for evaluation of CEW in terms of its impact on the students and in fulfilling objectives. The budget narrative should include a separate explanation of costs associated with this component.

## **10. End-of Year Combined Re-Entry Workshops:**

Develop and implement multiple-country re-entry workshops in the Washington D.C. area at the end of the exchange year. These may include meetings with U.S. Department of State and other government officials. Themes will include reverse culture shock; the U.S. Department of State's alumni programs and potential programs provided by U.S. Embassies; and skills and leadership development for becoming effective YES alumni. Dates must be coordinated with ECA's Program Office prior to reserving facilities or planning agendas to ensure coordination of official guests meeting with the students.

### ***Specific Responsibilities for YES Abroad Program:***

#### **1. U.S. Marketing:**

Develop and implement a comprehensive outreach and marketing plan for recruitment; a program and application website; and printed informational materials, handbooks, etc. Outreach may be conducted at any time during the activity period of this award. Provide informational materials to POs as requested. Although POs are not responsible for recruitment, ECA encourages them to distribute information and materials about the YES Abroad program.

#### **2. Recruitment:**

Develop an extensive, nationwide recruitment and selection process that seeks to achieve a strong applicant pool representing the cultural, ethnic, gender, and geographic diversity of the United States; and maintain statistics at all levels (i.e., initial applications received, full applications with essays received, interviews conducted, diversity of applicants, etc.).

#### **3. Selection:**

Select finalists and alternates from a diverse pool of candidates. Implement a fair and objective multi-stage process of evaluating applications and selecting students.

Criteria for YES Abroad Students:

- a. U.S. citizen
  - b. At least 15 years of age but not more than 18.5 years of age as of the program start date (dependent upon high school requirements and needs of the specific country)
  - c. May not be family member of ECA's Youth Programs Division employees or award recipient whose official duties involve ECA Youth Programs Division-funded programs
  - d. Demonstrated maturity, good character, and scholastic aptitude
  - e. Demonstrated commitment to cultural immersion in a host culture through a home-stay experience
  - f. Demonstrated interest in learning the predominant language of the host culture
  - g. Demonstrated ability to meet cross-cultural challenges with maturity, humor, and an open mind
  - h. Ability to develop and articulate ideas and plans for sharing their overseas experience in their U.S. home school and community

#### **4. Community-Based Recruitment for Underserved Student Populations:**

Develop and implement a strategy for community-based recruitment that allows students from populations less likely to participate in exchange to learn about YES Abroad and support their access to the program. To this end, you may expand overall recruitment and marketing strategies, as well as identify a limited number of target groups, schools, or communities for these efforts for the greatest impact.

#### **5. Pre-Exchange Student Resources:**

Develop and distribute language and cultural resource packets for finalists upon notification of acceptance into the program. Materials should outline the goals and requirements of the YES Abroad program.

#### **6. Passports and Visas:**

Coordinate with finalists and alternates to obtain all required documents such as passports and visas.

#### **7. Pre-Exchange Orientations:**

Provide pre-program orientations prior to the students' departures. Orient host institutions, staff, families, and students about the purpose and the foreign policy context for the YES Abroad program, as well as its goals and expectations, rules, and practical information. The orientation should include an introduction to personal and cultural adjustment issues. Ensure that host country support staff is capable of communicating cultural differences that Americans must navigate to have a successful exchange. Provide specific examples of cultural training to be offered to participants to ensure students' awareness of and sensitivity to aspects of their host cultures that will require their adaptation. The YES Abroad pre-departure preparation should include a general political, historical, educational, and cultural introduction to the host countries; information related specifically to the objectives and themes of the program; and practical/administrative information. Prepare participants for encountering critical interpretations of U.S. policy positions and alternative interpretations of U.S. history.

#### **8. Arrival Orientation, including Safety and Security Briefing:**

Organize an in-country arrival orientation. Contact the Embassy/Consulate in advance of arrival to request OPA/PAS participation in the orientation and a security briefing by the Embassy's Regional Security Officer (RSO) or other U.S. embassy official, if possible. Inform participants of relevant local and country-specific information, including personal and general safety considerations, as well as emergency services offered by the Embassy to American citizens. Ensure that participants and their parents/legal guardians complete relevant consular forms and participants are registered in the U.S. Department of State's Smart Traveler Enrollment Program at <https://step.state.gov/step/>.

#### **9. Student Support and Monitoring:**

Maintain, at a minimum, a monthly schedule of personal contact with the YES Abroad students and host families. Ensure the schools have contact information for the local organizational representative and the program sponsor's main office. Provide ECA with immediate reports of all situations that affect the safety, health, or well-being of participants and a monthly summary

of each student's adjustment, activities, and well-being. Develop reporting systems that include at minimum: 1) a brief monthly summary of program activities, challenges, and accomplishments, 2) an objective assessment of each participant's adjustment and progress; and 3) a monthly survey that students are required to complete and submit themselves. The type of system and detailed questions are left to the discretion of the organization but must be cleared through ECA.

#### **10. Post-Arrival, Mid-Year and End-of-Year Orientations:**

Plan and implement Post-Arrival, Mid-Year and End-of-Year orientations in each country for students to monitor progress; to address students' needs appropriate to the timing of each event; and to provide additional leadership skills, teambuilding, and other enhancement activities.

#### **11. School Enrollment:**

Identify and enroll students in private or public high schools with a high number of host country nationals that are accredited by the Ministry of Education of the host country. Your budget may include costs for tuition, room, and board in dormitories, if needed, with prior approval from ECA. If the only appropriate school requires dormitory living during the week, students may be placed in this setting; however, weekend and holiday host family placements must be arranged prior to participants' arrival. In such cases, the in-country partner should identify a suitable family who can consistently host the student on weekends and holidays in order for the student to have the cultural experience of family life.

#### **12. Host Family Placement and On-Going Participant Monitoring:**

Develop a plan for monitoring participants' safety and welfare that parallels, to the extent possible, the standards for J-1 visa regulations for international academic year participants found in 22 CFR 62. This includes, among other points, the identification and use of appropriate means of verifying the integrity and suitability of each host family. Ensure that all in-country representatives and any volunteers and staff who have regular contact with the YES participants have undergone screening for suitability.

Your budget may include reasonable stipend payments to host families to cover actual costs of food and expenses incurred by hosting a student. The location (city) and neighborhood of host-family and/or dormitory housing arrangements must be approved by the Public Affairs Section of the relevant U.S. Embassy and by ECA. Provide an orientation for host families before the students' arrival that covers program goals and policies as well as cultural information to facilitate adjustment and communications across cultures.

Immediately report to ECA any incident or allegation involving the actual or alleged sexual exploitation, harassment, or abuse of an exchange student participant. Inform ECA promptly of any serious problem or controversy that could be expected to bring the U.S. Department of State or the exchange program into notoriety or disrepute.

Ensure that in-country representatives have a plan for monitoring participants on a regular basis and provide adequate support and guidance to participants during their programs. All in-country

representatives must maintain, at a minimum, a monthly schedule of personal contact with the participant and regular, monthly contact with the host family, addressing legitimate concerns in a timely fashion and apprising ECA in a timely manner about significant issues. All records and data collected, including survey responses and contact information, must be maintained for a minimum of three years and be provided to ECA upon request.

**13. Placement Reports:**

Provide ECA with confirmation of embassies' concurrence with general school and housing placement strategy and locale well in advance of program and prior to significant engagement with prospective host families and schools. Provide ECA with a detailed electronic placement report, including plotted country placement maps, no less than two weeks prior to YES Abroad students' departures, including names of all YES Abroad program participants and host country, their host family names and addresses, name of host school, and language of instruction.

**14. In-Country Language Program:**

Evaluate the language needs for participants in each country and provide language instruction that will support students in school, with host families, and in the community. Provide YES Abroad students with a minimum two-week intensive language program upon arrival in country. Include continued language and cultural education courses throughout the duration of the program as needed. Students must be offered individual language tutoring beyond the first semester if needed and/or requested. Funding may be requested for tutors/instructors, meeting space, students' travel and lodging to language course if necessary, and language learning materials and on-line courses and other resources.

**15. Enhancement Activities:**

Design, plan, and implement an intensive and substantive extracurricular enhancement program for YES Abroad students on the concepts of mutual understanding, leadership development, and community service. Engage participants in community service activities during the program. Prepare, encourage, and track participants' sharing of their experiences after returning to the United States. Where possible, participants should interact with YES alumni and English Access Microscholarship students.

**16. Insurance:**

Enroll YES Abroad students in ECA's ASPE health benefits plan or another comparable plan offering equal or better benefits, including emergency medical evacuation and repatriation coverage for the duration of the exchange.

**17. Cell Phones:**

Provide each YES Abroad student with a cell phone and minutes for use in emergencies.

**18. Stipends:**

Provide each YES Abroad student with a monthly stipend of up to \$125, depending on the local cost of living, for pocket money, incidentals, and other expenses.

## C. Reporting Requirements (Program Specific):

*Quarterly Performance Reports:* The award recipient is responsible for implementing mechanisms to monitor participants and the program's success and impact and report to ECA's Program Office and to the Grants Office on a quarterly basis as instructed in the NOFO. The recipient must submit quarterly performance reports that address, at a minimum, the following topics: past and planned program activities, financial expenditures and status, (e.g., identify financial variations from original budgets), and the challenges faced in implementing planned activities in the anticipated time frame and the actions taken to address them, as well as significant challenges and successes of exchange participants and alumni. Such program descriptions should be supported by a qualitative narrative and quantitative data. Your organization should conduct an ongoing evaluation of program success in achieving stated objectives and outcomes.

*Monthly Staff Summaries and Student Surveys for YES Abroad:* Provide to the Program Office a monthly summary prepared by each host country office that addresses program activities (including enhancement programming) and individual participant progress. Separately, administer a mandatory monthly survey to be completed by each student that allows them to address their overall well-being and participation, their school and host family experience, and in-country support.

*Final Performance Report:* Submit to the Program Office and Grants Office an electronic copy of a final performance report as instructed in the NOFO. This report must include a program and financial report and should include both qualitative and quantitative data to demonstrate impact, strengths, and weaknesses of the exchanges.

*Report Summary Document:* In addition to the Final Performance Report identified above, your organization is required to submit a concise one-page document summarizing performance as instructed in the NOFO.

## II.

## PROGRAM SPECIFIC GUIDELINES

### 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)  
Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

### **Online Forms**

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

### **Program Narrative**

Executive Summary (one page)

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

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

Narrative

In up to 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic exchange component, cultural program, participant monitoring)
4. Program Evaluation

5. Follow-on
6. Project Management
7. Work Plan/Time Frame

***Additional Information to be Submitted:***

**Detailed Budget**

Applicants must submit a Form SF-424A along with a comprehensive line item budget. The budget must include and distinguish between funds requested under the letter of solicitation and funds applicants acquire through cost sharing or from other sources. You must submit a Program Activity Cost Summary. Include an explanatory budget narrative and submit per participant and total costs. Per-participant costs are calculated as the total cooperative agreement funds requested divided by the number of participants.

All budgets will be reviewed for cost-efficiency, including the percentage of the cooperative agreement that will be used for administrative expenses. Your organization will be responsible for managing fiscal data and accounting for funding, as required by federal law, including cost-sharing and funds provided to approved sub-recipient organization(s).

An accident and sickness health benefit plan or insurance for inbound participants while they are in the United States will be provided by the POs under the separate FY 2019 awards for the YES U.S. Placement Components.

Budgets may include, but are not limited to, the following items:

1. Overseas infrastructure and administrative costs
2. Program materials
3. Promotional materials, including social media and website development and maintenance (proposals must offer examples and provide substantive justification for promotional requests and how the funds will advance marketing needs specific to the programs. General, ongoing promotion and marketing expenses of the organization may not be requested as a direct cost.)
4. U.S. and overseas recruitment and selection costs
5. All international and domestic travel for participants and for staff and volunteers as needed to conduct and support program requirements. International travel for staff should be limited to what is essential for the success of the program, and detailed justification of such must be included in the Budget Narrative.
6. Costs associated with monitoring students, trouble-shooting, counseling, and resettling students, as necessary
7. Program materials (an explanation of how materials are used must be included in the proposal)
8. Administrative costs, including salaries, communications, and supplies
9. Promotional material, including website development and maintenance
10. Alumni activities
11. Necessary passport costs if participants are financially unable to pay, and visa costs for American students. (U.S. visa fees are waived for YES inbound students on J-1 visas.)
12. Civic Education Workshop costs for 100 students during the academic year
13. Alumni programming costs

ECA funding may be requested for:

1. Stipends and honoraria for non-salaried staff and volunteers
2. Roundtrip transportation for students from their homes to the United States embassy or consulate for visa interviews
3. Increasing the capacity of award recipient's U.S. staff, or domestic and overseas partner organizations to manage YES program responsibilities
4. Public relations efforts and other activities that promote the expansion of YES specific recruitment and hosting capacity
5. Regional or national workshops for students/alumni that focus on YES program themes
6. Specially-skilled consultants who support cross-cultural communication and understanding. These consultants may provide training for award recipient staff and volunteers and/or develop printed and online resource materials that support the unique cultural needs of YES students; offer services such as on-call resources for staff, volunteers, host and natural families; and provide additional student support.

For YES Abroad, the following items should be included in the budget submission as part of the per-participant costs:

1. Incidentals allowance: YES Abroad host family should be compensated from a fund based on a rate of \$300 for school start-up costs and other school-related expenses. Receipts must be presented to the in-country representative for reimbursement.
2. Monthly stipends of up to \$125 each per YES Abroad student; stipends must be consistent with the local in-country cost of living for an average teenager.
3. Stipends for host families based on actual expenses may be requested, if the cultural and economic conditions in an otherwise viable country prohibit the identification of appropriate host families. The request will be subject to Bureau and Post review and approval.
4. School tuition and fees, if necessary
5. Minimum two-week language instruction
6. Emergency fund: Based on a rate of \$100 per participant to be used for small emergency expenses, e.g., eyeglasses, minor dental problems, non-reclaimable student debt, etc.
7. Enhancement activities fund: Award recipients should plan significant program enhancements and budget based on a rate of \$400 per student.
8. Cost Sharing: All cost sharing declared in the proposal budget must be auditable. You are encouraged to develop sources of funding to complement the award funds. Private partnerships with corporations or foundations are encouraged. Direct contributions from the applicant organization itself are welcome, both cash and in-kind. Costs borne by host families are considered "in-kind contributions" but may not be declared as a cost share item.

Overall Cost Efficiencies:

It is anticipated that differing conditions (e.g. geography and country size, scope of outreach, available resources, application volume, security concerns, etc.) in the diverse countries participating in the program will require different strategies for outreach and recruitment, use of resources, orientations and workshops, alumni support, and many other aspects of programming

overseas. Your organization should establish cost guidelines and standards to help individual country teams develop plans and budgets that are cost effective and focused on the primary objectives of recruiting and preparing students for the international exchange and supporting alumni.

Some possible guidelines:

1. Large-scale selection events or activities with significant travel and program costs should be limited to 200% of the final selection number.
2. Fee-based testing mechanisms for selection processes should be limited to 500% of the final selection number. (Simpler, recruiter-developed testing processes could supplant the expense of using outside test providers when culling large applicant numbers in initial recruitment stages)
3. Establishment of internal “accepted (or not accepted) uses of funds guidelines.” In developing and reviewing country budgets, ensure that there is relative consistency and similarity in programs and activities, and that large deviations in cost or level of activity from the average are justified and reasonable

### **Budget Narrative**

A budget narrative must be included and provide detailed explanation for each budget line item where the activity purpose or means of calculation may not be clear or require further justification. It should include at minimum: (1) Formulae used to calculate right column totals for multiple or replicated costs, unless clearly noted in the columned budget (e.g., travel and per diem costs for multiple people; training materials and expenses based on participant number, etc.); (2) Supportive explanation and justification for activities and expenses determined essential, but that may not be understood from the narrative or may otherwise be unclear to reviewers (e.g., security expenses, unique training or support needs due to country conditions, etc.); (3) Breakdown of costs associated with relatively high amount line item requests that would reasonably be questionable by reviewers. (e.g., if requesting \$50K for “training materials,” or \$100K for “public relations,” you must provide justification as well as an itemized breakdown for the totals to both explain the needs as well as potentially allow for a reduced amount if it is deemed that only partial funding is available).

### **Calendar of Activities**

Anticipated cooperative agreement start and end dates are April 1, 2019-September 30, 2022. Provide a monthly plan of action or timetable that demonstrates the timing and organization of your responsibilities as the recipient. These should include, but are not be limited to, monitoring local staff, YES Abroad students, and host families; training events; reporting requirements; and dispersal of funds and information.

### **Letters of Endorsement**

#### **Resumes and CVs**

Resumes of all new staff working directly with the program should be included in the submission; no resume should exceed two pages.

#### **Supplemental Materials:**

You may include examples of new or revised assessment and evaluation tools, training and

orientation agendas, application forms, resource materials and handbooks, etc.

### **First Time Applicant Attachments, if applicable.**

**Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

### **APPLICATION REVIEW INFORMATION**

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

### **REVIEW CRITERIA**

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

**1. Quality of the Program Idea and Planning:** The proposal should exhibit originality, substance, precision, and relevance to the Bureau's mission and the purposes outlined in the solicitation. A detailed agenda and relevant work plan should demonstrate the ability to ensure that the proposed project accomplishes the stated objectives in the desired timeframe. The proposal should demonstrate how students will be recruited, selected, monitored, trained, and prepared for their role as YES and YES Abroad alumni. The level of creativity, resources, and effectiveness will be primary factors for review. The proposal should be clearly and accurately

written, with sufficient, relevant detail.

**2. Support of Diversity:** The proposal should demonstrate substantive support of the Bureau's policy on diversity in all program aspects including participants (exchange students and hosts), and sending and hosting communities, as well as orientation content, program activities, resource materials, and follow-up activities. The proposal should articulate a diversity plan, not just a statement of compliance.

**3. Organization's Record/Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. Reviewers will assess the applicant and its partners to determine if they offer adequate resources, expertise, and experience to fulfill program objectives. Partner activities should be clearly defined. The proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting and J-1 Visa requirements for past Bureau grants as determined by Bureau Grant Staff. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants. In addition, organizations designated as Exchange Visitor Program Sponsors must include a discussion of their record of compliance with 22 CFR 62 et seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements. The proposal that fails to include the above information in their narrative will be deemed less or not competitive under this review criterion. ECA will review the record of compliance with 22 CFR 62 et seq. of organizations designated as Exchange Visitor Program Sponsors as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

**4. Multiplier Effect/Follow-on Activities:** Proposed activities should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual ties both during the exchange and after the participants return home. The proposal should provide a plan for continued contact with alumni to ensure that they are tracked over time, utilized and/or organized as alumni, and provided opportunities to reinforce the knowledge and skills they acquired on the exchange and share them with others.

**5. Participant Monitoring:** The proposal must include a detailed monitoring plan for YES Abroad students. Given the importance the Department places on this criterion, you should dedicate a significant percentage of the narrative to explaining how you will achieve the Department's goals in regard to monitoring. You may use the appendices to house additional details and supporting documentation.

**6. Project Evaluation:** The proposal must demonstrate how the applicant plans to assess the program's success in achieving program objectives and efficient operations, and what instruments will be employed to evaluate the program, including pre-departure orientations. Applicants may describe any experience conducting results-oriented evaluations. The successful applicant will demonstrate clear program goals and objectives as well as strategies for tracking both YES inbound and YES Abroad alumni activities that demonstrate results and outcomes of the program.

**7. Cost-Effectiveness and Cost-Sharing:** Budgets must be accurate, clear, and cost-effective. Applicants must include a budget narrative, which is separate from the proposal narrative that clarifies formulas used and costs that require further explanation and/or justification. Detailed budgets are required and budget narratives should be included for sub-awards. Applicants must ensure that the budget is appropriate and sufficient to complete tasks outlined in the project narrative. The overhead and administrative components of the program, including salaries and honoraria, should be kept as low as possible. The proposal should maximize cost sharing through other private sector support as well as institutional direct funding contributions. The proposal should demonstrate a high quality, cost-effective program.

#### **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 contact Kevin Baker, telephone: (202) 632-6073, FAX: 202-632-9363, or email Youth Programs Officer, [BakerKM1@state.gov](mailto:BakerKM1@state.gov).**