

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2017 Congress-Bundestag Youth Exchange Program

Funding Opportunity Number: ECA-ECAPEC-17-002

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 Youth Programs Division, Office of Citizen Exchanges, Bureau of Educational and Cultural Affairs (ECA) for the FY 2017 Congress Bundestag Youth Exchange 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.

I. STATEMENT OF WORK

A. Overview

The Congress-Bundestag Youth Exchange (CBYX) program provides approximately 710 scholarships each year for German and U.S. secondary school students (ages 15-18.5 at the start of the program), vocational students (ages 18-19 at start of program) and young professional/university students (ages 18-24 at the start of the program) to spend one academic year in the United States or Germany. To date, more than 24,000 German and U.S. youth have participated in the CBYX program since its inception in 1983. The CBYX program encourages U.S. and German youth to learn about each other's society and culture through educational exchange while promoting U.S.-German friendship based on the common value of democracy. In addition, the program seeks to promote the participants' roles as young ambassadors with influence on future U.S.-German relations, and to promote and strengthen linkages between members of Congress and their Bundestag counterparts. The program is bilaterally funded by the U.S. and German governments. The program has three components: Secondary School, Vocational, and Young Professionals.

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.

B. Organization Responsibilities and Oversight

The Office of Citizen Exchanges (Office) of the Bureau of Educational and Cultural Affairs (Bureau or

ECA) of the Department of State (Department) is the designated Exchange Visitor Program sponsor with ultimate responsibility for the CBYX Program. All Program Organizations (including their employees, officers, agents, and third parties involved in the administration of the CBYX Program) receiving CBYX Program assistance awards to administer the Program will be considered under the terms of such awards to be “*third parties cooperating with or assisting the sponsor [i.e. the Office of Citizen Exchanges] in the conduct of the sponsor’s exchange program.*” (22 CFR § 62.2).

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that all Program Organizations (including their employees, officers, agents and third parties involved in the administration of the CBYX Program) will both comply with the regulations and requirements of the Exchange Visitor Program and render all necessary assistance to enable the Office Citizen Exchanges to be in full compliance with the same. Accordingly, Program Organizations must ensure their “*employees, officers, agents, and third parties involved in the administration of the [students placed under CBYX Program awards]...are adequately qualified, appropriately trained, and comply with the Exchange Visitor Program regulations*” (22 CFR 62.9 (f) (2)).0020

Relevant portions of the regulations governing the administration of an exchange visitor program for secondary school students are set forth in 22 CFR 62.25 (d) (5), Program administration: “Sponsors must ensure that all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may from time to time impose.”

C. Responsibilities of the Placement Organization under each CBYX Component

The following is an overview of responsibilities that apply to all CBYX components:

1. **Insurance:** Provide medical insurance for the students, using either the U.S. Department of State’s ASPE benefit plan or an alternate plan that provides comparable or more comprehensive coverage.
2. **Fiscal Management and reporting:** Ensure proper accounting, management of subaward recipients if applicable, and reporting, including meeting all deadlines for program and financial reports, in compliance with the terms of the cooperative agreement. Ensure the performance of required audits.
3. **Evaluation and Follow-on:** Develop plans for evaluating program success in achieving the stated goals and the impact of the program on the students; describe plans for follow-on contact with alumni after they return home and for their inclusion in future CBYX and program organization activities, including informing students about registering with the Department of State’s International Exchange Alumni website, <https://alumni.state.gov>

The following is an overview of the responsibilities of Program Organizations (POs) that are specific to each CBYX component.

Secondary School Component: In addition to the responsibilities below, one Secondary School Component PO will be chosen to implement the Administrative Supplemental component and will produce promotional

materials as well as maintain the CBYX Secondary School Scholarship application website.

For U.S. Secondary School Participants:

1. Selection and Preparation: Make a merit-based selection of U.S. secondary school participants ages 15 -18.5 at the start of the program in the PO's targeted area and ensure that the eligibility criteria for U.S. participants provided by the ECA program office are followed when selecting finalists; make travel arrangements and conduct a pre-departure orientation for U.S. participants that includes appropriate information on sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
2. Placement: Work with the German partner organization to ensure that U.S. secondary school students are placed in an appropriate school and with a vetted host family, mirroring the J-1 regulations for placing inbound secondary school students as much as possible, with the understanding that German exchange regulations and policies must also be followed.
3. Monitoring: Work with the German partner organization to ensure that monitoring of U.S. students mirrors to the extent possible the J-1 regulations for monitoring secondary school students, including regular contact with the student and the host family, with the understanding that German exchange regulations and policies must also be followed.
4. Programming: Work with the German partner organization to provide an appropriate program for the student that promotes the goals of the program, including language training which is funded with German government funds; ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure.

For German Secondary School Participants:

1. Preparation: German secondary school participants are selected by German partner organizations; the U.S. organization must work with its German partner organization to ensure that students receive a pre-departure orientation that fulfills the requirements of the Secondary School Exchange Visitor J-1 visa regulations at 22 CFR Part 62, including providing appropriate information about sexual harassment/abuse, per the regulations. In addition, the PO must provide an appropriate arrival orientation.
2. Placement: Secure placements with accredited secondary schools and with properly vetted host families for German participants prior to departure from their home country in accordance with the secondary school student provisions (22 CFR 62.25) of the Exchange Visitor (J-1 visa) Program regulations. Ensure host family orientation in compliance with 22 CFR 62.25 Ensure host family orientation in compliance with 22 CFR 62.25.
3. Monitoring: In accordance with 22 CFR Part 62, monitor students, host families, and local coordinators to ensure the health, safety and well-being of participants; conduct site visits to 20% of CBYX students in their host communities; communicate student issues that could affect student health, safety or well-being to the Youth Programs Division.
4. Programming: Provide appropriate cultural enhancement programming to German secondary school students that includes developing leadership skills, learning about U.S. society and government, and

participation in community service; ensure that a re-entry orientation is conducted prior to student departure.

Vocational Component:

1. **Selection and Preparation:** Make a nation-wide, merit-based selection of U.S. Vocational Component participants, ages 18-19 as of the program start date; make travel arrangements and conduct a pre-departure orientation for U.S. participants that includes appropriate information on sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
2. **Placement:** Work with the German partner organization to ensure that students are placed in an appropriate school, that internships are arranged in the participants' field of study, and that appropriate housing arrangements are made with a vetted host family or in other suitable housing.
3. **Monitoring:** Work with the German partner organization to ensure the monitoring, supervision and support of U.S. students according to all applicable German regulations and policies, and mirroring to the extent possible the support and supervision provided to inbound post-secondary school exchange participants to the United States.
4. **Programming:** Work with the German partner organization to provide an appropriate program for the students that includes enhancement activities that promote the goals of the program; work with the German partner organization to include language training, which is funded with German government funds; ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure.

Young Professionals Component:

For U.S. Young Professionals Participants:

1. **Selection and Preparation:** Make a nation-wide, merit-based selection of U.S. Young Professionals participants ages 18-24 at the start of the program; make travel arrangements and conduct a pre-departure orientation for U.S. participants that includes appropriate information on sexual harassment/abuse; ensure that the German partners organization conducts an appropriate arrival orientation. PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
2. **Placement:** Work with the German partner organization to ensure that students are placed in an appropriate school, that internships are arranged in the participants' field of study, and that appropriate housing arrangements are made with a vetted host family or in other suitable housing.
3. **Monitoring:** Work with the German partner organization to ensure the monitoring, supervision, and support of U.S. students according to all applicable German regulations and policies, and mirroring to the extent possible the support and supervision that would be provided to inbound post-secondary exchange participants who visit the United States.
4. **Programming:** Work with the German partner organization to provide an appropriate program for the students that includes enhancement activities that promote the goals of the program; work with the

German partner organization to include language training, which is funded with German government funds; ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure.

For German Young Professionals Participants:

1. Preparation: German Young Professionals Participants are selected by the German partner organization; the U.S. organization must work with the German partner organization to ensure that students receive an appropriate pre-departure orientation including providing appropriate information about sexual harassment/abuse. In addition, the U.S. organization must provide an appropriate arrival orientation. Preparation activities must comply with all applicable provisions of the Exchange Visitor Program (22 CFR Part 62).
2. Placement: Following all applicable provisions of 22 CFR Part 62, place German Young Professionals participants in accredited two or four-year colleges for full-time study for one semester or a minimum of 12 credit hours throughout the academic year, arrange a suitable internship during the second semester or arrange for part-time study while interning part-time throughout the year, and arrange housing with vetted American host families or arrange other suitable housing arrangements.
3. Monitoring: Work with the German partner organization to provide supervision and support to participants as needed, following all applicable German exchange program regulations and policies, and mirroring to the extent possible the support and supervision that would be provided to inbound post-secondary exchange participants that visit the United States.
4. Programming: Work with the German partner organization to provide an appropriate program for the students that includes enhancement activities that promote the goals of the program; work with the German partner organization to include language training, which is funded with German government funds; ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure.

D. **ECA Activities and Responsibilities**: In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine monitoring. ECA activities and responsibilities for the CBYX program include:

- Providing advice and assistance in the execution of all program components.
- Serving as liaison between the award recipients and personnel within the Department of State, including ECA offices, the regional bureaus, and overseas posts.
- Approving lists of U.S. finalists before POs notify applicants of their selection.
- Monitoring and evaluating the program and its participants through communication by email, phone, and site visits.
- As sponsor, issuing (or arranging issuance of) DS-2019 forms for the German participants. All German participants will travel on a U.S. government designation for the J-1 Visa Exchange Visitor Program. Program start and end dates will be determined by the ECA program office based on input from program organizations.
- Creating and updating SEVIS status; maintaining all SEVIS records.
- Hosting an annual or biennial meeting for all award recipients to provide program guidance.

- Approving program promotional materials and website information.
- Representing the U.S. Government as the program sponsor at exchange events, program events, and orientations.
- Publicizing program highlights and responding to Congressional and Department requests for information.
- Performing performance evaluations/reviews.

II. PROGRAM SPECIFIC GUIDELINES

Detailed Guidance Related to the Responsibilities Listed Above

The following detailed guidance applies to all CBYX components:

1. **Insurance:** The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for students participating in the program. Detailed information on ASPE can be found in 10 FAM 240: <http://www.state.gov/documents/organization/88250.pdf>. There is no cost to the PO if the PO opts to use the ASPE plan. Placement Organizations wishing to use a different plan must demonstrate that such alternate plan provides comparable or more comprehensive coverage. Coverage must begin when students depart their home countries and not conclude until they return home. If you choose not to use ASPE, your proposal must include a copy of your chosen insurance policy and must include the cost of the insurance in the budget. The insurance you propose to use must meet the requirements of 22 CFR 62.14. If you are using different insurance for U.S. and German participants, please be sure to indicate what insurance will be used for each and if it will not be ASPE, to include a copy of it and to budget for it, if necessary, in your proposal.
2. **Fiscal Management and reporting:** POs should briefly describe in their proposal how they will ensure proper accounting, management of subaward recipients if applicable, as well as ensure the performance of required audits. POs must meet all deadlines for program and financial reports, in compliance with the terms of the cooperative agreement, including the inclusion of an SF-PPR “Performance Progress Report” Cover Sheet with all performance reports. POs should follow instructions provided in the NOFO for the submission of the final performance report.
3. **Evaluation and Follow-On:** Proposals must include a plan for evaluation program outputs and outcomes as defined by the applicant in relation to overall CBYX program goals. ECA may request assistance in administering additional evaluation tools to participants that are separate from your organization’s internal evaluation of the program. Award recipients must maintain all data collected, including survey responses and contact information, for a minimum of three years following completion of each participant’s exchange visitor program.

Proposals must also include a plan for follow-on contact with alumni after they return home and for their inclusion in future CBYX and program organization activities. All PO staff should be familiar with the

Department of State on-line and other resources that may be of interest to alumni, including www.exchanges.gov and www.alumni.state.gov and to register as members or guest members, as applicable. Proposals should include a plan for informing students about registering with the Department of State's International Exchange Alumni website, <https://alumni.state.gov> and explaining its benefits. While POs may also provide their own resources and on-line opportunities for alumni, these additional online resources may not replace involvement with Department of State online communities.

The ECA program office anticipates undertaking new initiatives to build CBYX alumni networks, and will request the collaboration of recipient organizations in distributing information about these efforts and in encouraging alumni participation.

The following detailed guidance is provided specific to each CBYX component.

Secondary School Component

Administrative Supplemental - Secondary School Scholarship Materials and Website

The administrative supplemental will provide funds to one Secondary School Program Organization to produce and distribute the Secondary School scholarship promotional materials and maintain the CBYX Secondary School scholarship online application website. Applicants may also propose other related services that benefit the CBYX program overall.

One secondary school Program Organization will produce and distribute the Secondary School scholarship promotional materials and maintain the scholarship online application website. In addition to the required program narrative, the narrative for the supplemental should not exceed four pages and must include a separate budget. The supplemental funds will be included in the final cooperative agreement and listed as a separate item of expenditure.

The Secondary School Program administrative organization will coordinate with all of the secondary school program organizations the collection of data and input for production of the promotional materials. Once the input collection has been completed, the administrative organization will produce and distribute the materials to the program organizations. This will include design and printing of materials such as brochures and posters for recruiting U.S. secondary school students, and set up/maintenance of the on-line application website. The website should allow interested students to submit applications electronically to the respective program organization responsible for recruiting in the students' home states. The budget for promotional materials and the scholarship website should include estimates for the following:

- Administrative/staff costs
- Production of promotional materials, such as brochures and posters, and set-up and maintenance of the online application website including software leasing.
- Consultations/contracts with printers
- Distribution and shipping costs

Once the Secondary School Program award recipients have received the promotional materials from the

administrative program organization, they will distribute the materials to a wide audience within their appointed regions, including public and private secondary schools, the media, and key professional networks. Innovative methods of publicizing the program are welcome. Program Organizations are encouraged to utilize their volunteer networks and alumni to promote the program.

U.S. Secondary School Participants

Selection and Preparation

- Publicize the program in targeted states/regions, engaging alumni and field staff where possible in efforts to recruit students to apply to the program.
- Develop and implement plans to recruit a greater diversity of applicants, representative of American society, including students with disabilities.
- Make a merit-based selection of U.S. secondary school participants who will be ages 15 -18.5 at the start of the program (including graduating seniors). PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
- Ensure that review of applications and selection of finalists occurs before and separate from review of health forms and that students are notified of their finalist status pending review of their health form.
- Require U.S. applicants, as well as their parents or legal guardians, as applicable, to sign the DOS CBYX Terms and Conditions statement provided by the program office, preferably at the time of application.
- Ensure that the eligibility criteria for U.S. participants provided by the program office are followed when selecting finalists. Participants must be U.S. citizens.
- Make travel arrangements including proper health records and facilitating the visa process, if necessary. It is not required to route participants via Washington, DC.
- Conduct a pre-departure orientation for U.S. participants that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. The pre-departure orientation should also include information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, personal and cultural adjustment issues,
- Develop a plan to inform and have members of Congress announce the scholarship winners in their states/districts (i.e., post on members' website or in newsletters).
- In accordance with instructions provided by the Department of State program office, at least 30 days prior to their departure, provide the names of all U.S. participants, dates of birth, U.S. home addresses, names of natural parents, and corresponding Congressional representative district.
- Enroll all U.S. participants in the Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.
- Ensure all students have been enrolled in an appropriate health and accident insurance program prior to departure.

Placement:

- Coordinate information and logistics with the German partner organization regarding U.S. students' arrival orientation, language training, German host family and school placement, and program administration, including health and accident insurance.

- Ensure that the German partner organization vets host families, mirroring, to the extent possible, the vetting that is required for German inbound secondary school student per the Secondary School regulations at 22 CFR Part 62.
- Facilitate negotiation of academic programs appropriate to the needs and abilities of the students and the transfer of students' academic credit as possible and appropriate
- In accordance with instructions provided by the program office, a minimum of one week prior to the U.S. students' departure from the United States, submit information regarding their initial lodging arrangements in Germany. Update placement information as permanent placements and subsequent changes occur per instructions provided by the program office.
- Follow program office instructions on uploading U.S. participant finalist information into the CBYX online database.

Monitoring:

- Ensure that monitoring of U.S. students mirrors to the extent possible the secondary school student provisions of the Exchange Visitor Program regulations with regard to monitoring, including regular contact with the student and the host family, with the understanding that German exchange regulations and policies must also be followed.
- Monitor students' progress in academics, social adjustment, and program activities.
- Identify students who may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the participant. Such reports should be documented in an Incident Report Form provided by the program office.
- Early Returns: If a situation leads to an early return request of a U.S. secondary school participant, the PO should provide ECA with consistent and thorough documentation that ensures that the involved students, host families and natural families are aware of the situation and have been included in its resolution. The PO will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural families should also be documented. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student and the natural parents have been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States, and ECA must concur on the early return, once concurrences have been received by the appropriate German partners. The ECA program office may share this report within the Department of State as appropriate.

Programming:

- Work with the German partner organization to provide an appropriate program of enhancement activities for the students that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization

prior to student departure. The re-entry orientation should bring closure to the students' exchange experience and prepare them for the return home.

- Report highlights of U.S. students' on-program activities, including any press coverage, to the CBYX Program Office.

German Secondary School Participants:

Preparation:

- Ensure that travel arrangements made by German partner include proper health records and facilitation of the visa process, if necessary. It is not required to route participants via Washington, DC.
- Provide appropriate health and accident insurance for the duration of the students' program.
- Ensure that German secondary school participants (selected by German partner organizations) receive a pre-departure orientation that fulfills the requirements of the Exchange Visitor (J-1 visa) regulations at 22 CFR Part 62, including providing appropriate information about sexual harassment/abuse, per the regulations, and that they receive an appropriate arrival orientation. Pre-departure and arrival orientations should include information on the purpose of and the foreign policy context for the program, goals and expectations, program rules and practical logistical information, personal and cultural adjustment issues, and information on recognizing and preventing sexual abuse and how to report sexual harassment/abuse.
- Develop a plan to inform and have members of Congress announce the German scholarship participants in their states/districts (e.g., post on the members' website or in newsletters).
- Provide appropriate support throughout all phases of the program for any applicants and selected participants with identified disabilities, in support of the Bureau's emphases on diversity and inclusion.

Placement:

- Recruit and screen host families in accordance with the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62), sufficiently in advance of the students' arrival to ensure adequate time for preparation.
- Secure school placements in accordance with the Secondary School Exchange Visitor (J-1) Visa regulations (22 CFR Part 62).
- Inform participants of their host family and school placements well in advance of arrival, ideally a minimum of two weeks in advance.
- Provide orientation for American host families that meets the requirements of the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62) including cross-cultural and adjustment issues, and provide them with information and reference materials necessary to host and support a CBYX program student, including a copy of the J-1 visa regulations. The orientation should also include information specific to the CBYX program, including its history and goals.
- Facilitate negotiation of academic programs appropriate to the needs and abilities of the students and the transfer of students' academic credit as possible and appropriate.
- Encourage CBYX students to take English, American History/Government, and/or Economics in order to facilitate learning about U.S. society.
- Encourage school administrators to utilize students as resources in the classroom and the community including discussion of options for extracurricular activities that correlate with program goals.
- Ensure that all placement information for each student is recorded in the CBYX online database in

advance of the sponsor's annual reporting deadline (August 31) or as directed by the program office in order to meet program and legal requirements.

- Ensure that all change of placement data is recorded in the CBYX online database within 48 hours of a student's placement change, so that the sponsor can submit the annual change of placement report by the July 31st deadline each year.

Monitoring:

- Conduct site visits to 20% of CBYX students. In accordance with the secondary student provisions of the Exchange Visitor (J-1 visa) regulations (22 CFR Part 62), monitor students, host families, and local coordinators to ensure the health, safety and well-being of participants. The purpose of these visits is to see CBYX students in their host family/community environments. These site visits should be conducted in close coordination with ECA in order to complement ECA site visits and ensure maximum coverage. These site visits must be done by full-time permanent employee(s) or an official designate of the PO's headquarters staff.
- Submit site visit plans to ECA through the on-program support email address provided to award recipients. Site visit plans for October-December should be submitted by September 15th of the academic year and Site visit plans for January-June should be submitted by December 15th of the academic year.
- Develop reporting systems to distribute and collect monthly updates, reports and other communications that students will fill out and submit themselves. Your proposal should provide details on the system. Plans that describe ways to attain 100% student participation will be deemed more competitive under the "Participant Monitoring" review criterion. The purpose of these monthly updates is to allow CBYX students to self-report issues and to allow the POs to track these issues effectively. POs must promptly notify ECA about problems, inconsistencies, or concerns that are identified from these updates.
- Monitor students' progress in academics, social adjustment, and program activities and track their progress in monthly contact reports.
- Identify situations where students may need additional support from their natural parents, peers, or other PO staff; arrange counseling for participants if needed; document the circumstances, and notify German partner organization as appropriate to gain natural parent perspective or concurrence.
- Report such situations to the ECA program office in accordance with ECA guidelines, including all situations that affect the health, safety or well-being of CBYX participants.
- Report to the ECA program office within 24 hours any matters that are required to be reported by a sponsor pursuant to the regulations at 22 CFR Part 62. The Program Office, as the CBYX sponsor, will be responsible for reporting to the Private Sector Programs Division of the Office of Designation.
- Early Returns: If a situation leads to an early return request, the PO should provide ECA with consistent and thorough documentation that ensures that the involved student, host family, and natural family are aware of the situation and have been included in its resolution. POs will submit a clear and concise Incident Report of the circumstances detailing communication between parties. Only the Office of Citizen Exchanges can make the decision to terminate and repatriate a student; under no circumstances will POs or anyone acting on their behalf inform CBYX participants or imply to them that their programs will terminate or that they will be repatriated without specific direction from the Office of Citizen Exchanges.

Programming:

- Provide cultural enhancements to German participants such as lessons on and field trips to historical sites, briefings on local government, society and culture (funds permitting), and facilitate their participation in volunteer community service efforts.
- Distribute to all CBYX participants all information that the ECA program office provides regarding Department-initiated activities, including International Education Week, Global Youth Service Day, program-related activities that may arise during the year.
- Facilitate the attendance of all CBYX secondary school participants in special CBYX programming. During the 2017-18 academic year, the program office anticipates providing a Washington, DC-based civic education workshop organized in conjunction with a third party programming partner. Attendance at this workshop will be mandatory for all German CBYX secondary school participants (barring special circumstances that preclude participation). All travel and related costs will be covered by ECA for this workshop. The recipient will be expected to work collaboratively with the ECA program office and its workshop programming partner to obtain permissions, arrange travel logistics, and otherwise facilitate participation.
- Facilitate the distribution of information provided by the ECA program office regarding alumni networks and activities.
- Provide to the program office highlights and images of significant participant activities, including any press coverage, to help promote the benefits of the CBYX program.
- Conduct a debriefing/re-entry orientation for German students to bring closure to the students' exchange experience and prepare them for the return home. Planning for these orientations must include advance consultation with the ECA program office regarding proposed dates and locations. It is not required to plan such activities to take place in Washington, D.C.
- Encourage/facilitate participants' contact with their Congressional representatives during the program.

Vocational Component

Selection and Preparation

- Publicize the program nationwide, engaging alumni and field staff where possible in efforts to recruit students to apply to the program.
- Develop streamlined recruitment and selection methods that reach a broad audience. The award recipient is encouraged to work with state-level vocational educational offices in addition to administrators of secondary schools that offer a vocational education curriculum.
- Develop and implement plans to recruit a broad diversity of applicants, representative of American society, including students with disabilities.
- Make a merit-based selection of U.S. students who will be 18 or 19 years of age at the start of the program and who have completed vocational studies prior to departure for Germany. PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
- Ensure that review of applications and selection of finalists occurs before and separate from review of health forms and that students are notified of their finalists status pending review of their health form.
- Require U.S. applicants, as well as their parents or legal guardians, as applicable, to sign the DOS CBYX Terms and Conditions statement provided by the program office, preferably at the time of

application and in any case prior to finalizing their candidate status.

- Make travel arrangements including proper health records and facilitating the visa process, if necessary. It is not required to route participants via Washington, DC.
- Conduct a pre-departure orientation for U.S. participants that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. The pre-departure orientation should also include information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, personal and cultural adjustment issues.
- Develop a plan to inform and have members of Congress announce the scholarship winners in their states/districts (i.e., post on members' website or in newsletters).
- In accordance with instructions provided by the Department of State program office, at least 30 days prior to their departure, provide the names of all U.S. participants, dates of birth, U.S. home addresses, names of natural parents, and corresponding Congressional representative district.
- Enroll all U.S. participants in the Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.
- Ensure all students have been enrolled in an appropriate health and accident insurance program prior to departure.

Placement:

- Coordinate information and logistics with the German partner organization regarding U.S. students' arrival orientation, language training, school placement, housing and/or host family arrangements and program administration, including health and accident insurance.
- Ensure that the German partner organization vets host families.
- Ensure that students are placed in an appropriate school, and that internships are arranged in the participants' field of study.
- Inform the ECA program office of participants' initial lodging arrangements in Germany a minimum of one week prior to their departure from the United States. Update their placement information as permanent placements and subsequent changes occur per instructions provided by the program office.
- Follow program office instructions on uploading U.S. participant finalist information into the CBYX online database.

Monitoring:

- Work with the German partner organization to ensure the monitoring, supervision and support of U.S. students according to all applicable German regulations and policies, and mirroring the support and supervision that would be provided to inbound post-secondary school exchange participants that visit the United States.
- Work with the German partner organization to monitor students' progress in academics, social adjustment, and program activities.
- Work with the German partner organization to identify when students may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the

participant. Such reports should be documented in an Incident Report Form provided by the program office.

- If a situation leads to an early return request of a U.S. vocational participant, the PO should provide ECA with consistent and thorough documentation that ensures that the involved students, host families and natural families, as appropriate to the situation, are aware of the situation and have been included in its resolution. The PO will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural family should also be documented when possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States, and the ECA program office must concur on the early return, once concurrences have been received by the appropriate German partners. The program office may share this report within the Department of State as appropriate.

Programming:

- Work with the German partner organization to provide an appropriate program of enhancement activities for the students that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure. The re-entry orientation should bring closure to the students' exchange experience and prepare them for the return home.
- Report highlights of U.S. students' on-program activities, including any press coverage, to the CBYX Program Office.

Young Professional Component

U.S. Young Professional Participants

Selection and Preparation

- Publicize the program nationwide, engaging alumni and field staff where possible in efforts to recruit students to apply to the program.
- Develop and implement plans to recruit a greater diversity of applicants, representative of American society, including students with disabilities.
- Make a merit-based selection of U.S. students who will be 18-24 at the start of the program. PO will submit a list of finalists for ECA program office approval prior to the notification of applicants.
- Ensure that review of applications and selection of finalists occurs before and separate from review of health forms and that students are notified of their finalists status pending review of their health form.
- Require U.S. applicants, as well as their parents or legal guardians, as applicable, to sign the DOS CBYX Terms and Conditions statement provided by the program office, preferably at the time of application.

- Make travel arrangements including proper health records and facilitating the visa process, if necessary. It is not required to route participants via Washington, DC.
- Conduct a pre-departure orientation for U.S. participants that includes appropriate information on recognizing and preventing sexual harassment/abuse and how to report sexual harassment/abuse; ensure that the German partner organization conducts an appropriate arrival orientation. The pre-departure orientation should also including information on the purpose of the program, the foreign policy context for the program, goals and expectations, program rules, personal and cultural adjustment issues,
- Develop a plan to inform and have members of Congress announce the scholarship winners in their states/districts (i.e., post on members' website or in newsletters).
- In accordance with instructions provided by the Department of State program office, at least 30 days prior to their departure, provide the names of all U.S. participants, dates of birth, U.S. home addresses, names of natural parents, and corresponding Congressional representative district.
- Enroll all U.S. participants in the Department of State' Smart Traveler Enrollment Program and explain the services provided by American Citizen Services (ACS) at the U.S. Embassy/Consulate.
- Ensure all students have been enrolled in an appropriate health and accident insurance program prior to departure.

Placement:

- Coordinate information and logistics with the German partner organization regarding U.S. students' arrival orientation, language training, school placement, housing and/or host family arrangements and program administration, including health and accident insurance.
- Ensure that the German partner organization vets host families.
- Work with the German partner organization to ensure that students are placed in an appropriate school, that internships are arranged in the participants' field of study.
- In accordance with instructions provided by the program office, a minimum of one week prior to the U.S. students' departure from the United States, submit information regarding their initial lodging arrangements in Germany. Update placement information as permanent placements and subsequent changes occur per instructions provided by the program office.
- Follow program office instructions on uploading U.S. participant finalist information into the CBYX online database.

Monitoring:

- Work with the German partner organization to ensure the monitoring, supervision and support of U.S. students according to all applicable German regulations and policies, and mirroring the support and supervision that would be provided to inbound post-secondary school exchange participants that visit the United States.
- Work with the German partner organization to monitor students' progress in academics, social adjustment, and program activities.
- Work with the German partner organization to identify when students may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the

participant. Such reports should be documented in an Incident Report Form provided by the program office.

- If a situation leads to an early return request of a U.S. Young Professional participant, the PO should provide ECA with consistent and thorough documentation that ensures that the involved students, host families and natural families, as appropriate, are aware of the situation and have been included in its resolution. The PO will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural family should also be documented where possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that the student has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States, and ECA must concur on the early return, once concurrences have been received by the appropriate German partners. The ECA program office may share this report within the Department of State as appropriate.

Programming:

- Work with the German partner organization to provide an appropriate program of enhancement activities for the students that promote the goals of the program.
- Ensure that language training, which is funded with German government funds, is provided appropriately to U.S. participants.
- Ensure that a re-entry orientation is conducted for U.S. participants by the German partner organization prior to student departure. The re-entry orientation should bring closure to the students' exchange experience and prepare them for the return home.
- Report highlights of U.S. students' on-program activities, including any press coverage, to the CBYX Program Office.

German Young Professional Participants

Preparation:

- German Young Professional participants are selected by German partner organizations, but U.S. POs must work with their German partner organization to ensure that students receive an appropriate pre-departure orientation including providing appropriate information about sexual harassment/abuse. Follow all pre-departure guidance found in 22 CFR Part 62.
- Ensure that travel arrangements made by German partner include proper health records and facilitation of the visa process, if necessary. It is not required to route participants via Washington, DC.
- POs must provide an appropriate arrival orientation.
- Pre-departure and arrival orientations should include information on the purpose of and the foreign policy context for the program, goals and expectations, program rules and practical logistical information, personal and cultural adjustment issues, and information on recognizing and preventing sexual abuse and how to report sexual harassment/abuse.
- Facilitate administrative and logistical matters including in-country travel to placements and any group activities.
- Develop a plan to inform and have members of Congress announce the German scholarship participants

in their states/districts (e.g., post on the members' website or in newsletters).

Placement:

- Recruit and screen and orient host families or make other suitable housing arrangements, following all applicable regulations in 22 CFR Part 62.
- Place students in schools and facilitate internships, following all applicable regulations in 22 CFR Part 62.
- Participants are expected to be fluent in English; however, participants may select an English class as part of their regular course of study. To save costs, the organization is encouraged to seek tuition waivers and cost sharing with cooperating colleges.
- Place each German Young Professionals participant in an appropriate post-secondary academic program and in internship settings that clearly support the academic study program and the professional goals of the participant. Programming may provide full-time or part-time study and internships, i.e. approximately one semester of full-time study (12 or more semester hours) and one semester of full-time internship.
- The award recipient will also arrange a six-week Congressional Internship on Capitol Hill or in the state office for up to five participants in conjunction with their regular internships.
- A stipend for some meals, incidentals and reasonable local transportation expenses may be included in the budget, but the stipend may be substantially reduced or eliminated for students working on paid internships. Where possible, hosting arrangements should be found that do not require subsidization.
- Ensure that all placement information for each student is recorded in the CBYX online or as directed by the program office in order to meet program and legal requirements.
- Ensure that all change of placement data is recorded in the CBYX online database within 48 hours of a student's placement change.
- Provide appropriate health and accident insurance for the duration of the students' program.

Monitoring:

- Ensure the monitoring, supervision and support of U.S. students according to all applicable regulations in 22 CFR Part 62.
- Monitor students' progress in academics, social adjustment, and program activities.
- Identify when students may need additional support and arrange for that support, as needed.
- Notify ECA's Youth Programs Division of serious On-Program Support (OPS) cases, including, but not limited to hospitalizations or serious health issues, serious adjustment and/or behavior issues that may lead to an early return, or other situations which involve the health, safety or well-being of the participant. Such reports should be documented in an Incident Report Form provided by the program office.
- If a situation leads to an early return request of a U.S. vocational participant, the PO should provide ECA with consistent and thorough documentation that ensures that the involved students, host families and natural families, as appropriate, are aware of the situation and have been included in its resolution. The PO will prepare a clear and concise Incident Report of the circumstances, detailing communication between parties. A written statement should be obtained from the student with his/her perspective, and the perspective of the natural family should also be documented where possible. Additionally, in the case of an involuntary return, at minimum the program organization must provide documentation that

the student has been informed of the reason for the return and the return travel plans. The report and documentation must be submitted before the student begins travel back to the United States, and ECA must concur on the early return, once concurrences have been received by the appropriate German partners. The ECA program office may share this report within the Department of State as appropriate.

Programming:

- Provide cultural enhancements to German Young Professional students as funds permit.
- Provide to the program office highlights and images of significant participant activities, including any press coverage, to help promote the benefits of the CBYX program.
- Conduct a debriefing/re-entry orientation for German students to bring closure to the students' exchange experience and prepare them for the return home. Prior to finalizing arrangements for any Washington, DC orientations, program organizations must consult with the program office regarding proposed dates, to facilitate coordination of all such orientations and optimum use of Department of State resources.
- Encourage/facilitate participants' contact with their Congressional representatives during the program.
- The program office anticipates providing a Washington, DC-based civic education workshop organized in conjunction with a third party programming partner. Attendance at this workshop will be mandatory for all German CBYX Young Professionals participants (barring special circumstances that preclude participation). All travel and related costs will be covered by ECA and its programming partner for this workshop. The recipient will be expected to work collaboratively with the ECA program office and its programming partner to obtain permissions, arrange travel logistics, and otherwise facilitate participation.

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 be submitted only in the following formats:

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

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

Online Forms

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Non-Construction Programs

- SF-424B, Assurances – Non-Construction Programs
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative

Executive Summary (One page)

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

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

Narrative

In twenty (20) double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below. Applicants interested in administering the high school scholarship application website and production of related materials should provide a separate description not to exceed four (4) pages.

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

Additional Information to be Submitted

- Detailed Budget - Budgets typically include, but are not limited to, the following costs:
 - Orientations for students and host families, as well as costs for re-entry orientation
 - Enhancement activity costs
 - Travel and related costs (visa fees, etc.) for students – including international travel for U.S. students traveling to Germany
 - Staff travel to conduct participant monitoring
 - Staff travel for one staff person per organization to Washington, DC to attend the two-day ECA

Youth Programs Division meeting

- Stipends and honoraria for non-salaried staff and volunteers
 - Identifying, screening (e.g. criminal background checks and interviewing), selecting, and orienting host families
 - Monitoring students and host families, trouble shooting, counseling and re-settling students, as necessary
 - Program materials
 - Administrative costs (e.g. salaries, communication, supplies, etc.)
 - Mandatory school fees
 - Insurance costs, if not using ASPE
 - Initial recruiting and calendar planning expenses for the upcoming (2018-19) academic year
 - For the Young Professionals Component, stipends for German students, as needed
 - For all components, a small stipend may be provided in extraordinary circumstances for selected participants who would otherwise have to curtail a program in progress.
- Calendar of activities/itinerary, if applicable
 - Letters of endorsement
 - Resumes and CVs (resumes of all program staff should be included in the submission; no resume should exceed two pages.)
 - A copy of all executed agreements and-contracts between the applicant and the German partner organization(s), including any documents containing the procedures agreed upon for handling placements, on-program support issues and early return requests.
 - First Time Applicant Attachments, if applicable.

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

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

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

APPLICATION REVIEW INFORMATION

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

REVIEW CRITERIA

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

- 1. *Program Planning/Ability to Achieve Program Objectives:*** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity, including compliance with relevant regulations pertaining to administration of J-1 exchange programs. Agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 2. *Institution's Record/Ability:*** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by the Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 3. *Support of Diversity:*** Proposals should demonstrate substantive support of the Bureau's diversity policy. Proposals should demonstrate how diversity will be achieved in the different aspects of program design and implementation, including grantee/participant selection and placement, and how diversity will enhance the program's goals and objectives, including the exchange experience. It is important that proposals have a clearly articulated diversity plan, and not simply express general support for the concept of diversity.
- 4. *Participant Monitoring:*** The proposal must include a plan for ensuring and monitoring the safety and well-being of participants.

5. *Program Evaluation:* Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives.
6. *Cost-effectiveness/Cost-sharing:* The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. ECA encourages applicants to propose new cost-saving measures in programming. All items should be necessary and appropriate.

Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR Part 62, which covers the administration of the Exchange Visitor (J-1 visa) Program. Under the terms of 22 CFR Part 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 Part 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 Part 62.

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 Part 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR Part 62, including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA as sponsor will be responsible for issuing DS-2019 forms to German participants in this program. The J-1 visa category for German secondary school students is Secondary School Students; the J-1 visa category for German Young Professionals participants is International Visitors. The Office may assign, under its J-1 program designation, Assistant Responsible Officer (ARO) duties to

one or more recipient organization staff members to assist the Office in preparation of DS-2019 forms and in maintenance of SEVIS records. For the 2017-18 program year, the Office will request such assistance from the organization chosen to implement the Young Professionals component, for that component's participants; applicants for that component should include appropriate staff time in their budget request.

A copy of the complete regulations governing the administration of exchange visitor (J-1 visa) 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 competition, call Amy Forest at (202) 632-6072, Youth Programs Division, Fax: (202) 632-9355; email: ForestAL@state.gov.