

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Kennedy-Lugar Youth Exchange and Study (YES) Program: Overseas Components Reference Number: ECA/PE/C/PY-13-20

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

The Kennedy-Lugar Youth Exchange and Study Program for the 2014-2015 academic year comprises two separate cooperative agreement opportunities: (1) “YES Overseas Components,” which is the subject of solicitation announcement ECA/PE/C/PY-13-20, and (2) the “YES Placement Components.” The recipients of each of these components will be required to cooperate with ECA and the other program implementers through the duration of the cooperative agreements.

These POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Citizen Exchanges for the 2014-2015 academic year YES Overseas Components. Proposals must conform to the RFGP, 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 the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

A. Overview:

The Kennedy-Lugar Youth Exchange and Study program provides scholarships for approximately 900 high school students referred to as “YES inbound” participants, from countries with significant Muslim populations to spend a semester (Malaysia) or an academic year in the United States, between approximately August 2014 and June 2015. The program expands communication between the people of the United States and the partner countries to promote mutual understanding and respect. Students live with host families, attend high school, engage in activities to learn about American society and values, acquire leadership skills, and help 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 live in countries with significant Muslim populations for a semester or an academic year. The YES Abroad program will send no fewer than 4 students to each participating country.

U.S. placement and support of YES inbound participants are conducted under separate awards to non-governmental organizations for the Placement Components (hereafter referred to as “Placement Organizations”) (POs). Several activities of this Overseas Components award will be conducted in close coordination with these Placement Organizations. Your

organization must work efficiently and openly with both ECA and the Placement Organizations throughout the duration of the cooperative agreement.

B. YES Program Goals:

The overall goals of the YES inbound and Abroad programs are to:

1. Promote better understanding by youth from the United States and selected countries about host society, people, institutions, values, and culture;
2. Foster lasting personal ties;
3. Engage the participants in activities that advance mutual understanding, respect for diversity, leadership skills, and understanding of civil society during their exchange experience;
4. Enhance Americans' understanding of other countries and cultures and increase accurate understanding of American values in communities abroad; and
5. Engage youth in post-exchange activities that enhance mutual understanding, respect for diversity, leadership skills, and understanding of civil society through alumni activities.

Considering the specific focus of the YES inbound and the YES Abroad programs, the following outcomes will indicate a successful exchange:

- YES inbound participants will develop an appreciation for American culture, an understanding of the underlying values and diversity of American 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 participants will teach their hosts about the cultures of their home countries.
- YES participants will interact with their host communities and generate enduring ties.
- YES Abroad participants will learn about the cultures and underlying values of the countries in which they study, and help educate others about American culture.
- YES inbound participants will acquire an understanding of important elements of a civil society. This includes concepts such as volunteerism, the idea that American 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. American YES Abroad participants will share and demonstrate these ideals of American civil society.
- YES participants will gain leadership skills that will enable them, as YES alumni, to initiate activities in their home countries that focus on development and community service.

C. Organization Staff/Volunteer Responsibilities and Oversight:

ECA's Office of Citizen Exchanges is the designated Exchange Visitor Program sponsor with ultimate responsibility for the YES programs. Your organization (including employees, officers, agents, and third parties involved in the administration of the YES program) will be considered under the terms of such grants 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 Section 62.2)

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that your organization (including employees, officers, agents, and third parties involved

in the administration of the YES program) will both comply with the regulations and requirements of the Exchange Visitor program and render all necessary assistance to enable the Office of Citizen Exchanges to be in full compliance with the same. Accordingly, organizations must ensure their “*employees, officers, agents, and third parties involved in the administration of the [students placed under YES Program awards] ... are adequately qualified, knowledgeable of all regulations and OMB circulars as applicable, appropriately trained, and in compliance with the Exchange Visitor Program regulations.*” (22 CFR 62.9(f) (2))

Relevant portions of the regulations governing the administration of an exchange visitor program are set forth in 22 CFR 62.25(d)(5), Program administration: “*Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... adhere to 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.*”

D. Responsibilities of Overseas Components Organization:

General YES Program Responsibilities:

The following general responsibilities under this solicitation encompass both YES inbound and YES Abroad participants and provide overall administrative function for the programs:

1. *Online Presence:* Develop an online and mobile presence for the YES program that serves to market the international inbound and Abroad programs; disseminate information to U.S. and foreign publics and, in secure formats, among YES program implementers; serve as a participant application and resource tool for both YES inbound and Abroad students; and develop and maintain a database for student placement and other information.
2. *Materials Development and Publication:* Develop YES-specific marketing and promotional materials; student, school, and family handbooks; and informational resources (including country-specific) for the YES program. Dedicate staff to work and communicate with YES inbound Placement Organizations and ECA to coordinate information for YES websites and printed materials. Coordinate all material development with and obtain clearances from the ECA Program Office.
3. *YES Program Implementers' Workshop:* Design and implement a workshop for YES inbound and Abroad partnering implementers and representatives to include transportation for a total of approximately 20-25 U.S. and 40-60 foreign award and sub-award recipient staff from each of the YES program countries. The purpose of the workshop will be to discuss and plan program strategies for all aspects of management of the YES program. Focus should be placed on learning best practices, standardizing procedures and documents wherever possible, increasing cross-border collaborating, and improving communication processes.
4. *Social Media, Mobile Technologies, DoS Online Communities:* Ensure that all YES inbound and YES Abroad students and alumni as well as any staff member significantly involved in the YES programs are members (or guest members) of the Department of

State's alumni and social networking sites prior to the completion of the exchange portion of the program. 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 including the International Exchange Alumni website, Facebook, Twitter, and other platforms as key resources for the promotion of YES programs, augment the impact of the in-person exchange, and the engagement of YES alumni.

5. *Alumni Presentations:* Coordinate with Placement Organizations and ECA to select successful alumni from any program year of the YES program to participate in various events in the United States. Provide a budget for travel to the United States and accommodations for up to 30 alumni to participate in such events as arrival orientations, re-entry workshops, Civic Education Workshops, broad scale State Alumni events, Placement Organization Coordinator trainings, national teacher and school administrator conferences, ECA YES program presentations, YES Abroad pre-departure orientations, etc.
6. *ECA Academic Year Programs Annual Meeting:* Participate with up to two representatives from each partner organization on this award in the annual ECA academic year programs meeting, to be held for two days in the spring of 2014 in Washington, D.C. (Dates to be determined by ECA.)
7. *Student Database:* Maintain a student placement information database compatible with ECA's "Eureka" database for quick uploading of information. Track and provide database maintenance on all applicants through the initial stages of recruitment and through their selection as finalists, their placement, re-placement (if needed), and travel. Maintain data on participants in a format that can be shared with ECA for its alumni database. Maintain a list of all participant passport numbers in a format that allows quick sharing with ECA when necessary.
8. *Medical Screening:* Ensure all students have undergone complete medical screening and have obtained required clearance that demonstrates they are sufficiently healthy to participate in the program and have had the necessary immunizations prior to leaving their home countries when possible. Centrally review medical screening documents to confirm that all requirements have been met.
9. *Travel:* Provide roundtrip travel from students' home communities to host communities, including international and U.S. domestic travel, and provide escorts for group travel as necessary. 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. Your organization must budget for escorted travel of at least twelve (12) individual students returning early from the YES inbound or YES Abroad programs in the event of necessity due to health, behavior, or security risk. Your organization must agree to coordinate beginning and end-of-program travel dates for YES Abroad with ECA's Program Office to facilitate meetings with government officials.

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. Regularly collect on-program support updates from Placement Organizations and report them on a routine basis to the ECA Program Office.
11. *Additional Support for Students and Alumni with Disabilities:* In addition to the support liaison(s), one staff member must be identified and have a sufficient amount of his/her time devoted specifically to working with students with disabilities. The responsibilities of this person will include, but are not limited to, development of staff expertise in recruiting and supporting students and alumni with disabilities, providing resources and overseeing identification and procurement of reasonable accommodations (equipments, materials, and services), training opportunities for program implementers, eligibility and placement needs assessments, and preparation of students upon arrival.
12. *Reporting Student Concerns:* For any problems, inconsistencies, or concerns identified from on-program support updates, the organization must promptly notify the ECA Program Office about the situation. Only the ECA Youth Programs Division 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 YES inbound or YES Abroad participants that their program will terminate and they will be repatriated 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. 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 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 web-based promotional materials.
15. *Coordination of Alumni Programming:* Track alumni and provide database maintenance, support for, and follow-up programming with alumni to ensure that knowledge and skills gained on the program are reinforced and put to use at home. The proposal may include small grants to enable alumni to apply what they have learned during their exchange year in their home country through civic education projects and community development initiatives. The proposal must provide a clear, systematic plan for alumni tracking. Students must be informed about and instructed on how to register on the ECA alumni website. Alumni must be encouraged to join alumni associations that are already established in each current partner country, or to establish a new alumni association where none exists.
16. *Alumni Leadership Workshops (Optional):* Design and implement a three to five-day YES program Alumni Leadership Workshop(s) providing one global or three to five regional events for approximately 150 competitively-selected alumni from the YES

inbound and YES Abroad programs. You may propose up to \$250,000 to fund the alumni conference(s) as the budget will allow.

17. *Coordination of Additional Alumni Opportunities:*

- a. Special competitions in which YES program alumni may choose to participate is an important way of keeping them involved in the program and sharing their American experience. These activities should include a small alumni grants competition for which alumni may submit proposals for group (not to exceed \$3,000) and individual (not to exceed \$300) grants to execute a project in their home country. The total amount of money that can be awarded for the alumni grants competition will be approximately \$50,000. An effort must be made to publicize these and other alumni competitions widely throughout all YES countries, so as to reach as many alumni as possible.
- b. 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.
- c. Collaboration with organizations that may conduct other ECA-funded workshops or programs for YES students or alumni.
- d. All alumni contact information is to be shared with the State Alumni Office as well as the respective U.S. Embassies.

For YES Inbound Students:

1. *Recruitment and Selection:* Recruit and screen applicants, and through a merit-based competition, select finalists and alternates for the YES inbound program based on individual country allotments provided by ECA. Develop a standard recruitment and selection process to be used in all countries and maintain statistics by country, region, and gender at all stages (i.e., initial applications received, English tests administered and passed, full applications with essays received, interviews conducted, selection of finalists and alternates, etc.). Application forms used in all countries must be uniform except for country-specific requirements that should be kept separate from the standardized application form. The recruitment process must be open to make it possible for any student who meets the eligibility criteria to apply, and you must present a plan to identify 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.

Criteria for YES Inbound Students:

- a. Citizen or a permanent resident of the country of application
- b. Ages 15-17 (consideration of students up to age 18.5 will be granted in special situations)
- 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 Coordination In-Country:* 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 Access Micro-Scholarship for youth from 14 years of age, which ECA is seeking to develop as a “feeder program” to the YES program. Your activities must include efforts to include these students in YES and to maintain records of YES application statistics on these English-language students.
 3. *Passports, Visa, and Other Documentation:* Assist all YES inbound students to obtain passports, U.S. visas, and any necessary transit visas. Provide to ECA all student data necessary to maintain the Student Exchange Visitor Information System (SEVIS) and to prepare DS-2019 forms for finalists and alternates. Data on students must be submitted in an Excel spreadsheet provided by ECA. Your organization must work with the U.S. Embassy in each country to ensure timely processing of U.S. visas for all participants.
 4. *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 able to travel and complete the program successfully. 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. Provide funds for reasonable accommodations as necessary for students with disabilities to POs for the course of the exchange program.
 5. *Training and Sensitization of YES Program Implementers in Working with Students with Disabilities:* Provide training opportunities for both overseas and PO staff in working successfully and effectively with students with disabilities. Areas addressed should include: recruiting and preparing students, supporting natural or host families, working with American high schools, identifying accommodation needs and resources, etc. Virtual trainings, webinars, and other on-line training resources are preferred.
 6. *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 may 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 provide independence training and tools for these students.

Serve as a resource through the year in providing funds for reasonable accommodations, guidance, and assistance to Placement Organizations in meeting the needs of these students.

7. *English Assistance:* Provide pre-program English language instruction and enhancement activities for countries where the standard of English instruction does not provide an adequate pool of qualified applicants. This will help to ensure that the weaker language qualifications of students from more remote areas are not an excluding factor in their selection.
8. *Pre-Departure Orientations:* Provide preparatory and orientation programming for all participants prior to their departure. Make special provisions, such as third-country events as appropriate, for orienting students from countries where the political or cultural situation does not permit an in-country, pre-departure orientation. The Overseas Components field staff must include U.S. Embassy personnel in pre-departure orientations whenever possible.
9. *Coordination of Student Information and 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.
10. *Communication with Natural Families:* Communicate and liaise with the students' natural families regularly 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.
11. *YES Inbound Student Data Coordination:* YES inbound Placement Organizations will record informational changes in school or family addresses and local coordinator assignments in the program database. The Overseas Components recipient will be responsible for reporting such changes within ten days to ECA or as stipulated by the J-1 regulations. The following documents must be photocopied for each student prior to students' departure for the United States and copies safeguarded for a minimum of one year after the completion of the program:
 - a. Name/photo page of international passport;
 - b. J-1 visa page in passport;
 - c. I-94 with date of U.S. entry indicated (collected post-U.S. arrival);
 - d. DS-2019 with stamp made at U.S. port of entry (collected post-U.S. arrival); and
 - e. Airline tickets.
12. *Civic Education Essay Contest and Workshop:* Plan and oversee a Civic Education Workshop in Washington, D.C. for 100 YES inbound students. Coordinate a competitive application and essay contest to select the students to participate in a late winter/early spring 2015 Civic Education Workshop. Collaborate with the POs to make final selections and arrange transportation to and from the host communities.

13. *Global New Media Lab/Youth TechCamp and English Language Teaching Workshop:* Under separate ECA awards, students participating in select ECA-sponsored academic year programs, including YES, will be eligible to apply to attend workshops focused on training in teaching English as a foreign language and on the use of social media in the spring of their exchange year. Each workshop may include 10-15 YES students. Dates, requirements, and other details will be provided during the program.

For YES Abroad Students:

1. *U.S. Marketing:* Develop a marketing plan for recruitment, program, and application website, printed informational materials, handbooks, etc. Provide materials to POs as requested. While POs are not responsible for recruitment, ECA requests that they distribute information and materials about the YES Abroad program.
2. *Recruitment:* Develop an extensive, nationwide recruitment and selection process; and maintain statistics at all levels (i.e., initial applications received, full applications with essays received, interviews conducted, etc.). Application forms must be standardized except for country-specific requirements that should be kept in a separate section of the application form.
3. *Selection:* Select finalists and alternates from a diverse pool of candidates.

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 of the specific country)
 - c. 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. Demonstrate maturity, good character, and scholastic aptitude
 - e. Demonstrate commitment to cultural immersion in a host culture through a home-stay experience
 - f. Show interest in learning the predominant language of the host culture
 - g. Demonstrate ability to meet cross-cultural challenges with maturity, humor, and an open-mind
 - h. 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 such programs to learn about YES Abroad and to 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 possibility of 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 also outline the goals and requirements of the YES Abroad program. Packets should include instructions for web-based resources and courses, and the award recipient should have an interactive online pre-exchange course where students can monitor and record their cultural and language preparation for the 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 staffs that support the American participants are capable of communicating cultural differences that Americans must navigate to have a successful exchange. Your proposal should provide specific examples of cultural training that will be offered to participants in order to ensure students' awareness of and sensitivity to aspects of their host cultures that will require their adaptation. The pre-departure preparation for YES Abroad participants should include a general political, historical, educational, and cultural introduction to the host countries, plus information related specifically to the objectives and themes of the program, and practical/administrative information. Prepare American participants for encountering critical interpretations of U.S. policy positions and/or alternative interpretations of U.S. history.
8. *Embassy Briefing:* Ensure each partner organization conducts an in-country arrival orientation including briefing by Embassy Regional Security Officer or other U.S. embassy official whenever possible and register students in the Smart Traveler Enrollment Program (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 the ECA Program Office with immediate reports of all situations that affect the safety, health, or well-being of YES Abroad participants and a monthly summary of each YES Abroad student's adjustment, activities, and well-being. Full-time permanent employee(s) of your organization will develop reporting systems to distribute and collect monthly reports that YES Abroad students are required to complete and submit themselves. The purpose of these student-reported monthly updates is to allow YES Abroad students to report issues independently and to allow the award recipient to track these issues effectively and provide on-program support when it is deemed necessary. The type of system is left to the discretion of the organization. Systems that demonstrate effectiveness and efficiency in identifying student issues will be deemed more competitive. Additionally, plans that describe ways to attain 100% student participation will be deemed more competitive.

10. *Mid-Year and End-of-Year Orientations:* Plan and implement Mid-Year and End-of-Year Orientations in each country for students to monitor progress; to address student 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 YES Abroad students in private or public high schools that enroll a high number of nationals representing the host country and are accredited by the Ministry of Education of the host country. Your proposal may include costs for tuition, and room and board in dormitories, if needed. If the only appropriate school requires dormitory living during the week, students may be placed in this setting. In such cases, the applicant 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. *Identification of Host Families:* Recruit, screen, and select local host families to provide accommodations to the YES Abroad participants during their stays in host communities. Ensure that hosts are qualified, motivated, hospitable, and supportive of the program's goals and objectives. Verify that prospective host family members aged 18 and over, and all volunteers and staff who have regular contact with the exchange students have undergone culturally appropriate screening for suitability. Your proposal may include reasonable stipend payments to host families to cover actual costs of food and expenses incurred by hosting a student. The location (city) of long-term housing arrangements must be approved by the Public Affairs Section (PAS) 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.
13. *Placement Reports:* Provide the ECA Program Office with an electronic placement report no later 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. You must notify the Program Office promptly if placement information changes during the year.
14. *In-Country Language Program:* Provide YES Abroad students with a minimum two- to four-week intensive language program upon arrival in country. Include continued language and cultural education courses at least through the first semester of the program. Students must be offered individual language tutoring beyond the first semester if needed and/or requested.
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. For each country, the award recipient should provide a context for the participants' activities – identifying community needs, volunteerism, etc. – and a debriefing to ensure that service activities are not isolated

events. The award recipient should help participants prepare to share their experiences after returning to the United States.

16. *YES Abroad and YES Inbound Alumni Interaction:* Coordinate YES Abroad activities with alumni activities of former YES inbound program participants.
17. *Insurance:* Enroll YES Abroad students in ECA’s ASPE health coverage plan or another comparable plan offering equal or better benefits including emergency medical evacuation and repatriation coverage for the duration of the exchange.
18. *Cell Phones:* Provide each YES Abroad student with a cell phone and minutes for use in emergency situations.
19. *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.

E. Reporting Requirements:

Quarterly Performance Reports: The award recipient is responsible for implementing mechanisms to monitor participants and report to the ECA Grants Office and the Program Office success and impact on a quarterly basis. 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 strengths and weaknesses of the organization’s overall experience with the YES program as well as with individual participants. Such program descriptions should be supported by qualitative narrative and quantitative data. The organization should conduct surveys or otherwise seek information regarding:

- YES Abroad student achievements
- Specialized trainings and/or workshops
- Demonstration of program impact on YES Abroad schools, host families, and communities
- Specific challenges and their solutions
- Monitoring YES Abroad students, host families, and local representatives
- Ongoing evaluation of program success in achieving stated objectives

The award recipient must submit to the Program and Grants Offices an electronic copy of all quarterly performance reports no more than 30 days after the reporting period end dates: March 31; June 30; September 30; and December 31. An SF-PPR, “Performance Progress Report” Cover Sheet, the SF-PPR-E, and SF-PPR-F must be submitted with all performance reports. Quarterly program and financial reports should include both quantitative and qualitative data.

Final Performance Report: The recipient must submit to the Program Office and Grants Office an electronic copy of a final performance report. 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 and placements of all YES Abroad participants. An SF-PPR, “Performance Progress Report” Cover Sheet must be submitted with the final performance report.

Report Summary Document: In addition to Final Performance Report identified above, the recipient is required to submit a concise one-page document summarizing performance reports, and listing and describing award activities, along with a list of its directors and/or senior executives (current officers, trustees, and key employees). The Program Office will transmit these documents to the Office of Management and Budget (OMB), along with other information required by the Federal Funding Accountability and Transparency Act (FFATA). As required by FFATA reporting requirements, this information will be available to the public via OMB's USASpending.gov website.

II. PROGRAM SPECIFIC GUIDELINES

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

1. Meet with the PAS of each U.S. Embassy within 30 days of the award. Discuss the geographic and social priorities for recruitment of YES inbound students and, if applicable, placement of YES Abroad students. Coordinate overall planning with the U.S. Embassy's PAS in each country for both YES inbound and YES Abroad at the outset of activities, asking PAS to indicate where it would like to have input or play a role in the program, particularly with regard to appropriate areas for recruitment. Maintain at least monthly contact with the Embassy throughout the award. Maintain an open consultative relationship with PAS, as well as with the ECA Program Office. The recipient organization must have regular communication with PAS and ECA personnel regarding recruitment and selection, security, travel, student issues, and/or other matters of concern. This includes informing them of participant and alumni successes. The recipient will include Embassy staff in orientations and alumni activities as PAS resources permit, and will inform PAS well in advance of any program-related events to facilitate their participation.
2. Maintain the appropriate overseas infrastructure to carry out the in-country functions of the YES program. Staffing should be adequate to ensure that American Embassy personnel are not encumbered by the day-to-day functioning of the program. If the political situation in any country results in the Embassy assuming more responsibilities, your organization and in-country partner organizations should provide assistance in whatever ways possible. In all cases, field staff in each country should encourage PAS staff to participate in program events where appropriate. The ongoing communication with natural parents, follow-up activities with alumni, and relations with U.S. and foreign government officials all require that the recipient organization maintain a sufficient in-country presence. The staffing level must be satisfactory to ECA and PAS. Staff, train, and provide equipment as necessary for the in-country organization.
3. Ensure recruitment processes are adequately open and transparent to make it possible for any student who meets the eligibility criteria to apply. Ideally, finalists will reflect the cultural, ethnic, national, and geographic diversity of the country from which they are chosen, as well as diversity in gender. Finalists for the YES inbound program must be citizens or permanent residents of the countries from which they are chosen. (Note that ECA must approve the selection of all non-citizens.) Recruitment and selection must be

conducted on the basis of merit and be free of *even the appearance or perception of* political influence and corruption. Given budget constraints and/or areas of civil unrest, it may not be possible to conduct recruitment activities in all regions of each country. If necessary, in consultation with the U.S. Embassy, the award recipient may focus recruitment on major population areas, while keeping the process open to applicants from all areas. A plan should be devised for recruitment in countries where challenging governments may impede the standard selection process.

4. Keep all YES application materials and accompanying documentation strictly confidential and do not share with organizations or groups not involved with the YES program. Participants and natural families must agree that ECA and the U.S. Embassy will have access to the information.
5. Arrange travel in the most efficient and cost-effective manner possible, in accordance with the Fly America Act and all other USG travel regulations. Standard travel procedures should be developed – incorporating POs’ input – that spell out 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 en route should be presented, including airport staffing and emergency communication procedures. Flight escorts should be selected primarily on their ability to manage a group of teenage travelers and should be adequately trained to ensure their competence while traveling.
6. It is ECA’s intent that students and their natural families incur minimal out-of-pocket costs whether or not they are selected for the YES program. The award should include travel to and from selection interviews, program orientations, visa interviews, and departure and arrival airports; airfare; and other costs for program-sponsored activities. Students will receive stipends from their POs for pocket money during the program. A recipient or sub-recipient(s) should not charge students or their parents for application or program fees.
7. It is ECA’s intent that this grant will support alumni activities and alumni travel to various events to increase inclusiveness and outreach and to promote the goals of the YES program, and will support participation and travel of any alumnus, regardless of the year the alumnus participated.

III. 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 formatting requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

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

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

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

- Name of the organization submitting the proposal
- Beginning and ending dates of the program
- Scope of the projects – both YES inbound and YES Abroad – including:
 - Number of students to be placed
 - Geographic distribution of students
 - Method of placement
 - Sub-award organizations
 - Proposed theme
 - Nature of activities
- Funding level requested from the Bureau
- Total program cost
- Total cost sharing from applicant and other sources
- Total per-student cost

TAB C – Program Narrative and Calendar of Activities/Itinerary

Program Narrative

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

- Vision (statement of need, objectives, goals, benefits)
- Participating Organizations
- Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
- Program Evaluation
- Follow-on
- Project Management
- Work Plan/Timeframe

Calendar of Activities/Itinerary

The Calendar of Activities/Itinerary is a monthly plan of action or timetable that demonstrates the timing and organization of the responsibilities of the recipient. These should include, but not be limited to, monitoring local staff, YES Abroad students, and host families; training events; submission of quarterly reports; and dispersal of funds and information. This is not part of the 20-page limit on the Program Narrative.

TAB D - Budget Submission

Applicants must submit a Form SF-424A along with a comprehensive line item budget. The budget must include and distinguish between funds requested from ECA and funds acquired through cost-sharing or from other sources. Include an explanatory budget narrative and submit per participant and total costs. Per participant costs are calculated as the total award funds requested divided by the number of participants. The budget will be reviewed for cost-efficiency, including the percentage of the award that will be used for administrative expenses.

The award recipient will be responsible for managing fiscal data and accounting for award funds, as required by federal law, including cost-sharing and funds provided to approved sub-award recipient(s).

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.

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

- All international and domestic travel for participants and for staff and volunteers as needed to conduct and support program requirements
- Costs associated with monitoring students, trouble-shooting, counseling, and resettling students, as necessary
- Program materials (an explanation of how materials are used must be included in the proposal)
- Administrative costs, including salaries, communications, and supplies
- Promotional material, including website development and maintenance
- Alumni activities
- Travel for at least one staff member from the recipient organization and at least one from each U.S.-based sub-award recipient organization to travel to Washington, D.C. to attend the two-day Youth Programs Annual Meeting as well as funds for a meeting with ECA Program and Grants Office staff within 30 days of the award to review and clarify expectations for performance. Note: At least one staff member attending each of these activities must be from the organization’s financial administration office responsible for this award.
- 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.)

ECA funding may be requested for:

- Roundtrip transportation for students from their homes to the United States embassy or consulate for visa interviews
- Increasing the capacity of award recipient's U.S. staff, or domestic and overseas partner organizations to manage YES program responsibilities
- Public relations efforts and other activities that promote the expansion of YES specific recruitment and hosting capacity
- Special regional or national workshops in the U.S. for students that focus on YES program themes
- 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 must be included in the budget submission as part of the per participant costs:

- Incidentals allowance: YES Abroad host family should be compensated up to \$300 for school start-up costs and other school-related expenses. Receipts must be presented to the implementing organization for reimbursement.
- 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.
- 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.
- Minimum two-to-four week language and culture instruction at the start of the program as well as tutoring cost to ensure participants' success.
- Emergency fund: \$100 per participant to be used for small emergency expenses, e.g., eyeglasses, minor dental problems, non-reclaimable student debt, etc.
- Enhancement activities fund: Award recipients should plan significant program enhancements and budget an appropriate amount, not to exceed \$400 per student.

TAB E – Letters of Endorsement, Resumes, Additional Illustrative Information and Data

Resumes of all program staff should be included in the submission. No resume should exceed two pages. Include additional illustrative information and data that will strengthen and provide additional detail to the application, e.g., copies of detailed participant monitoring and project evaluation plans, letters of endorsement, and commitments from all implementing partners or sub-awardees.

TAB F – SF-424B, “Assurances – Non-construction Programs,” First Time Applicant Documents, and Additional Documentation

- 1.) SF-424B, “Assurances-Nonconstruction Programs”
- 2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of

Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) Please note: Effective January 7, 2009, 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: 1) 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; or 2) 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.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

IV. REVIEW PROCESS

Please see the RFGP for detailed information about the review process and criteria.

V. APPLICATION SUBMISSION

The RFGP 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 by telephone at (202) 632-6073 or by email at BakerKM1@state.gov.