

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Youth Leadership Program with Burma

Funding Opportunity Number: ECA-ECAPEC-16-031

Office of Citizen Exchanges Youth Programs Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges/Youth Programs Division for the Youth Leadership Program with Burma. The proposal must conform to the NOFO, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). An application 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 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

The Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of the U.S. Embassy in Burma are supporting the participation of teenagers and adult educators in an intensive, substantive three- to four-week exchange program in the United States. The program focus will be on civic education, leadership, tolerance and respect for diversity, and community engagement. The students and educators will participate in a variety of activities, including interactive workshops, community service activities, meetings with community leaders, and discussion groups, among others, and will have opportunities for substantive interaction with each other and their host country peers.

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

The responsibilities of the award recipient for this project include the following:

- 1) Preparation
 - a) Contact participants before the program to provide them with program information, pre-departure materials, and to gather information about their specific interests.
 - b) Ensure that each participant meets medical and health standards and has required immunizations to travel to the partner country.
 - c) Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange, and assist with claims as necessary.
 - d) Hire and train staff, as needed, to accompany participants during the exchange period. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all staff.
 - e) Make housing arrangements. Carefully recruit, screen, and select diverse local host families to offer homestays (lodging and meals) to the participants for the majority of the exchange period. Criminal background checks, including a search of the Department of Justice's

National Sex Offender Public Registry, must be conducted for members of U.S. host families and others living in the home who are 18 years or older. Monitor housing arrangements to ensure the health and safety of participants.

- f) Orient participating organizations, staff, and families to the program's goals and to the visitors' cultures and sensitivities.
 - g) Arrange participants' international and domestic travel (complying with the Fly America Act), including any domestic expenses within Burma (such as passport fees, travel allowances, and domestic travel to the capital city for visa interview, pre-departure orientation, and international departure, as needed).
- 2) Exchange Activities
- a) Design, plan, and implement an intensive and substantive three to four-week exchange program on the stated themes. Exchange activities must promote program goals. Activities will be school and community-based, as appropriate to the project. Recruit peers from the host community to be engaged in activities with the exchange participants.
 - b) Provide opportunities for the adult participants to work with their peers and other professionals, volunteers, and youth advocates with whom they can discuss the support of youth development.
 - c) Arrange appropriate community, cultural, social, and civic activities.
 - d) Engage participants in at least two community service activities during the exchange. The program should provide context for the participants – identifying community needs, volunteerism, charitable giving, etc. – and a debriefing to provide context for the service activity and help participants see how to apply the experience at home.
 - e) Provide day-to-day monitoring of the participants' well-being, preventing and dealing in a timely manner with any misunderstandings or adjustment issues that may arise. Inform ECA and PAS about any significant health or safety issues that affect program participants.
 - f) Provide a closing session to summarize project activities, prepare participants for their return home, and plan for the future.
- 3) Follow-on activities
- a) Applicants should:
 - i) Present creative and effective ways to address project themes, for participants and their peers, as a means to amplify program impact.
 - ii) Support alumni in making presentations or preparing articles to share their experiences once they return home.
 - iii) [Optional] Arrange visits to the alumni by U.S. project staff, trainers, or educators to further the training started during the exchange.
- 4) Design and implement an evaluation plan that assesses the impact of the program (See section D.3j. Program Monitoring and Evaluation section of the NOFO).
- 5) Work in consultation with ECA and PAS in program implementation, provide timely reporting of progress to ECA and PAS, and comply with financial and program reporting requirements.
- 6) Manage all financial aspects of the program, including stipend disbursements to the participants and management of sub-award relationships with partner organizations.

The responsibilities of the U.S. Department of State will be the following:

- 1) Provide advice and assistance in the execution of all program components.

- 2) Facilitate interaction within the Department of State, to include ECA, the regional bureaus, and overseas posts.
- 3) Arrange meetings with Department of State officials in Washington, D.C. and in the partner countries.
- 4) Approve the final candidate selection and alternates.
- 5) Approve all printed or web-based program materials, including applications, publicity materials, and the final calendar of exchange activities.
- 6) Approve accommodation arrangements.
- 7) Monitor and evaluate the program through regular communication with the award recipient and possibly one or more site visits.
- 8) Conduct an annual performance evaluation/review. Satisfactory performance is a condition of continued administration of the program and execution of all option years.
- 9) The U.S. Embassy in Rangoon will manage the recruitment and selection of the participants and will conduct the pre-departure orientation. Award recipients must be able to provide funds to participants to cover costs for their domestic expenses within Burma (such as passport fees, travel allowances, and domestic travel to the capital city for visa interview, pre-departure orientation, and international departure, as needed

II. PROGRAM SPECIFIC GUIDELINES

The goals of the program are to: (1) promote mutual understanding between the people of the United States and the people of Burma; (2) develop a sense of civic responsibility and commitment to community development among youth; (3) develop leadership skills among students appropriate to their needs; and (4) foster relationships among youth from different ethnic, religious, and national groups.

Selection and orientation: Staff in the U.S. Embassy will recruit, screen, and select the participants. The award recipient will provide support materials and consult for the Embassy's pre-departure orientation for the participants. The award recipient may also be required to provide funds to support these activities.

Participants: The participants will be students between the ages 15 and 19 for Burma who have demonstrated leadership in their schools and/or communities, who are strong academically, and who exhibit an appropriate level of maturity, open-mindedness, and sociability for an international exchange program. Students who are attending university or college at the start of the program as well as students who have completed high school but not yet begun post-secondary studies at program inception are eligible for program selection. The delegation will also include teachers or community leaders who have demonstrated leadership and are expected to remain in positions where they can continue to do so. Participants will be proficient in the English language.

International travel: The award recipients will consult with PAS and ECA about specific dates and itineraries when the travel date draws closer. The award recipient will arrange and pay for international travel. Applicants should indicate their preferred arrival and departure airports in the United States in their proposals.

Sites: The delegation should spend its time in the host country in only a few locations so that the participants have time to familiarize themselves with the host community. For the exchanges in the United States, a Washington, D.C. visit is required. This may take place at any point during the exchange. For the other locations, applicants should describe the rationale for their selections.

Housing: Homestays with local families are an important part of cultural exchange. Please see the NOFO for guidance on the balance of time that should be spent in homestays. A dormitory, hotel, or other housing is an acceptable arrangement for other segments of the program. Applicants should explain how they will provide adequate supervision of participants when not in homestays.

The award recipient must have a clear and detailed recruitment, screening, and selection process for host families. Screening needs to include a visit to the home to meet all members of the household to ensure that the host family is capable of providing a comfortable and nurturing home environment. In the United States, criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for members of host families and others living in the home who are 18 years or older. The award recipient must monitor housing arrangements to ensure the health and safety of participants.

The award recipient must also provide the families with an orientation prior to the arrival of the exchange participants, emphasizing the goals of the program. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties and obligations, and information on cultural differences and practices.

ECA encourages diversity in the recruitment and selection of host families. They may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own beds. Participants may be placed with host families as singles or in pairs. Host families need to have adequate financial resources to undertake hosting obligations. U.S. host families may not receive any compensation, monetary or otherwise, for hosting.

Exchange Activities: The exchange activities should focus primarily on interactive activities, practical experiences, and other hands-on opportunities for the participants to learn about the fundamentals of civil society, community service, conflict resolution, and leadership skills. Suggestions include simulations, a volunteer service project, leadership training, and team-building exercises. If school is in session during the time of the exchange, the program should also include some school-based activities so that participants can meet local peers, experience a local school environment, and participate in classes. One to three days of school-based programming is sufficient. Participants may learn about extracurricular activities such as student government, newspapers and journalism, debate, or peer mediation in school, in a community center, or at another venue. Training that emphasizes research, critical thinking, academic integrity, and analysis is desirable.

All programming should include local students whenever possible; sustained and substantive contact is preferable, so that the teenagers may get to know one another well. Cultural and recreational activities should balance the schedule. Some components of the program need not be specifically arranged for the participants; arranging for them to participate in a pre-established camp or workshop is acceptable. If the applicant proposes to do this it must fulfill all of the stated objectives or do so in conjunction with other activities scheduled just for this delegation.

Additional suggestions for the student program include exercises or simulations related to rule of law and citizen participation in government and in addressing societal problems (e.g., the environment or drug abuse prevention); meetings with government, community, and business leaders to see real-life examples of leadership in action; computer training for access to Internet resources and for follow-on communication; and cultural and

historical tours.

The adult participants will have many program elements in common with those provided for the students and will also have some activities designed just for them to help them foster youth leadership and civic education programs at home. They should have time to meet with administrators and teachers in school settings. Their shared experiences with the students will allow them to serve as adult advocates for the alumni once they have returned home. Although some of their activities will overlap with the students, the educators should have some opportunities to work with their American peers to discuss civic education curricula, extracurricular youth leadership activities, volunteerism, civic participation activities for youth, and the organization and management of youth activities.

The award recipient will conduct a welcome orientation for the participants upon arrival in the host country to introduce them to the program and the community. The program staff will also host a closing workshop just prior to their departure for home, which will focus on summarizing the experience, developing plans for activities at home, and preparing for re-entry. The participants should be encouraged and assisted with developing projects to implement on their return home, such as supporting student government or other means of student involvement in the decision making process in schools, implementing recycling or environmental awareness projects, producing visual materials that share information on issues that affect their daily lives, developing peer-support or peer-mediation programs or workshops, cooperating with local NGOs trying to develop a spirit of volunteerism, or supporting activities that help increase media coverage of youth issues. The ideas and plans should spring from the participants, but the project staff should be prepared to assist the participants in developing these plans during the U.S.-based project.

Follow-on Activities: Applicants should develop a creative plan to help support alumni as they implement follow-on projects in their home communities. This may include the provision of materials, serving as a resource or advisor, and working with the Embassies to help nurture on-going contact with the participants. Internet-based correspondence and project activity may not be possible in all areas, but should be facilitated for those who do have access, in part through the utilization of the International Exchange Alumni (alumni.state.gov) and ExchangesConnect (exchanges.state.gov) websites. Applicants should provide a detailed description of their follow-on plan in the proposal.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the long-term impact of the program to determine how the participants' attitudes and behavior have changed and to evaluate the acquisition of knowledge and skills associated with leadership and civil society.

Other notes: The award recipient organization is responsible for all components of the program outlined in this document. The Bureau requires the recipient organization to communicate with the Public Affairs Section of the U.S. Embassy in Rangoon and with the Bureau of Educational and Cultural Affairs on a regular basis about program activities. The award recipient organization must also inform the ECA program officer of their progress at each stage of the project's implementation in a timely fashion. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. It is the Bureau's intent to award two cooperative agreements for one base year plus two non-competitive continuation years in this competition. The Bureau retains the right to exercise

the non-competitive continuation year based on successful performance of the awardee during the base year and the availability of funds.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

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

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

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

Online Forms

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

Program Narrative

Executive Summary (One page)

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

1. Name of applicant organization and participating institutions
2. Beginning and ending dates of the program
3. Nature of activity and venues
4. Number of participants from each country
5. Anticipated outcomes
6. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources

Narrative

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

1. Vision and Motivation: Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire. Also describe the

applicant's motivation for applying to conduct the project.

2. **Participating Organizations:** Identify any partner organizations for the program, their roles, and the applicant's reasons for including them.

3. **Project Activities:** Describe the components of the exchanges, including project planning, orientations, manifestation of the project themes, educational activities, cultural activities, meetings, site visits, community service, and the closing session. A detailed outline of the three- to four-week exchanges should be included as an appendix in the additional information section. Also, describe support for follow-on activities.

4. **Travel, Housing, and Other Logistics:** Detail how the applicant will arrange international travel in compliance with the Fly America Act domestic travel; ground transportation; stipend disbursement; interpretation; and relevant administrative matters. Regarding homestays and other housing arrangements, please refer to the Housing section above.

5. **Participant Monitoring:** Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program.

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

7. **Diversity:** Explain how the program managers will be pro-active in supporting diversity in the selection of participants, leaders, host families, program staff, and others involved in the project as well as in program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly and should include geographic, urban/rural, ethnic, racial, socio-economic, and religious diversity.

8. **Institutional Capacity and Project Management:** Outline the applicant organization's capacity for doing projects of this nature, focusing on three areas of competency: (1) provision of leadership and civic education programming, (2) age-appropriate programming for youth, and (3) demonstrated understanding of and experience in programs with Southeast Asia. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources. Include this information for primary partner organizations as well, and describe the division of program responsibilities between the award recipient and the partner organization(s).

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

10. **Non-competitive continuation:** Applicants should provide a brief commitment to implement the program for the base year, plus two additional years, pending successful program performance and availability of funds

Additional Information to be Submitted

Organizations may submit only one proposal.

Detailed Budget:

The ECA funding available for the Youth Leadership Program with Burma is up to \$190,000, pending the availability of funds. The Bureau anticipates supporting one cooperative agreement. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included. For clarification, any organization applying to implement more than one project should provide separate sub-budgets for each program component, phase, location, or activity.

The U.S. Embassy in Burma will recruit and select exchange participants. The award recipient will arrange and pay for orientation expenses, travel expenses for participants within Burma, international airfare to the designated U.S. city, and a travel allowance. Applicants for the Burma program should include these costs within their total program budget.

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

- Staff travel
- Participant travel (international travel, domestic travel, ground transportation, passport fees)
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging, when not in homestays
- Food (primarily group meals)
- Follow-on activities
- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities

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

Maximum limits on funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-

\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts.

Please note that there are no fees for the J-1 visas that foreign participants will use to enter the United States. Applicants should budget for program participants to travel to the U.S. Embassy for visa interviews. Exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange. This cost does not need to be included in the budget. More information on ASPE is available at <http://www.usdos.sevencorners.com>.

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

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- Calendar of activities/itinerary, if applicable
- *Letters of commitment from program partners and/or proposed sub-awardees*
- *Resumes of all program staff should be included in the submission.* No one resume should exceed two pages. Include resumes for organizational partner staff members, as appropriate
- *Attachments/appendices.* Limit to those materials essential for understanding the proposed program such as a draft schedule, application forms, or evaluation questionnaires. Not to exceed 20 total pages. If more than 20 pages are submitted, only the first 20 pages of the attachment/appendices section will be considered as part of the application.
- First Time Applicant Attachments, if applicable.

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

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

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

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior

executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

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 the Youth Leadership Program with Burma, contact Greg Marcus, Program Officer, Youth Programs Division, at (202) 632-6363; e-mail: MarcusGR@state.gov.