

Department of State

Bureau of Educational and Cultural Affairs (ECA) Request

for Grant Proposals: Global Connections and Exchange: Youth
TechCamps

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: ECA/PE/C/PY-13-43

Catalog of Federal Domestic Assistance Number: 19.415

Application Deadline: May 28, 2013

Executive Summary: The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for a new program, Global Connections and Exchange: Youth TechCamps. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to conduct seven- to ten-day, academically rigorous technology camps overseas for youth. The camps will be held in four to five of the eligible countries/republics listed below, primarily in calendar year 2014. Through these intensive, in-person technology camps and follow-on virtual exchange components, up to 210 competitively selected U.S and non-U.S. secondary school students will be provided the opportunity to build

their digital literacy skills, expand their understanding of the vast array of online resources that can be utilized to promote community engagement and foster change within their communities, and gain a deeper understanding of other countries' cultures. It is the Bureau's intent to award up to two cooperative agreements for an estimated total amount of \$500,000.

I. Funding Opportunity Description:

Authority:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The

funding authority for the program above is provided through legislation.

Background:

Since 1998, the Youth Programs Division has implemented Internet-based exchanges through its School Connectivity and Global Connections and Exchange (GCE) programs. GCE Youth TechCamps are a new initiative based upon the Department's 21st Century Statecraft policy. They strive to build upon the success of the eDiplomacy Office's and ECA's TechCamp series (<http://techcampglobal.org>), which consist of short-term technology training seminars developed under former Secretary Clinton's Civil Society 2.0 initiative. With this solicitation, the Youth Programs Division creates a pilot program under GCE specifically designed to deliver a wide range of technology-based experiences outside the United States for international and U.S. youth audiences.

Purpose:

The centerpiece of the program is an intensive, in-person technology camp approximately seven to ten days in length, accompanied by pre- and post-camp virtual exchange

components. Each camp will consist of 35-45 secondary school students from the United States and the host country. (Please note that the references in this solicitation to "countries" includes the Republic of Taiwan.) Competitively selected American youth participants will travel to the selected host country where they will engage with local youth participants in an in-depth examination of how digital tools and resources can be leveraged to address issues within their home communities that relate to the selected camp theme.

Technologies may include the use of social media, the design and set-up of websites, use of mobile applications, network or cloud-based applications, and global tracking systems. Explorations in hardware and networking along with creative application of technology relevant to what is used by youth in the host country is encouraged, provided that subjects are tailored to the specific needs, ability level, and interests of the camp participants.

The camps will combine three key learning activities: (1) discussions on the selected theme and identification of community issues related to that theme, (2) exploration of various technologies, and (3) investigation of how

technology can be used to help address the community issues.

Program Goals:

- Empower high school-aged youth to use available technology to engage in meaningful dialogue with peers, examine themes that are of importance and relevance to the United States and participating countries, and address social issues in their home communities.
- Promote problem-solving and critical thinking, and collaborative project development.
- Equip participants with leadership skills to influence positive change in their communities.
- Build mutual understanding and respect between the people of the United States and the participating countries.
- Link peers who share common interests.
- Provide a program of academic study of applied technology for young people and empower them to pursue higher education and careers in technology.

Post-Camp Learning Objectives:

By the end of the technology camp, participants will have:

- Enhanced their understanding of various technological tools and their specific uses and applications in their country, as well as of how technology is used on a global scale.
- Developed a specific process and step-by-step action plan on how they will utilize technology to solve a problem in their community, as well as a blueprint of how each team member will contribute to the project.

Post-Program Learning Objectives:

By the end program, participants will be able to:

- Explain their community service project, the technologies used in its implementation, and how the project benefitted their community.
- Relate their project to what others are doing to solve similar issues in their own country (or the partner country).
- Demonstrate an understanding of how their project can be utilized as an example for other problems at the local, national, or global level.

Eligibility List:

Greece

Europe and Eurasia

Kosovo

Lithuania

Turkey

Ukraine

South and Central Asia

Bangladesh

Kazakhstan

Kyrgyzstan

Western Hemisphere

Argentina

Bolivia

Dominican Republic

Panama

Sub-Saharan Africa

South Africa

Zambia

Zimbabwe

East Asia and the Pacific

Malaysia

New Zealand

Taiwan

Thailand

Vietnam

Middle East & North Africa

Jordan

Morocco

Oman

Youth TechCamp Themes:

- Environment/climate change
- Rule of law/civic education
- Social entrepreneurship
- Conflict resolution/peace education

- Food security
- Health
- Literacy and education
- Disaster preparedness

The proposed theme for each camp should be of importance to, and align with, host country priorities. Additionally, the connective technologies selected to address the camp themes should be relevant, appropriate, and easily adopted for use in the host country.

Using the goals stated above and the theme of technology, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation. Proposals should indicate how recipients will achieve the short-term program objectives, and how these objectives will contribute to the achievement of the stated long-term goals.

Participants

Participants will be high school students aged 15 to 18 years old who have demonstrated creativity, leadership

aptitude, and have an interest in community service, the program theme, and applied technology. All participants should be proficient in the English language in order to effectively engage in the program. It is anticipated that each camp will include approximately 8-12 American participants and 27-33 non-U.S. participants from the selected host country.

U.S. award recipients and their in-country partners will be strongly encouraged to collaborate with participating U.S. embassies to recruit and select non-U.S. participants primarily from English Access Microscholarship Program networks in order to further engage youth from disadvantaged and underserved communities when/where possible. Students who were designated as alternates of other ECA youth programs, such as the Future Leaders Exchange (FLEX) and the Kennedy-Lugar Youth Exchange and Study (YES) program, may also be viable candidates for participation.

Additionally, to further the Department priority of empowering girls and young women, U.S. award recipients will be required to strive for gender balance in

participant selection, with at least 50% female participants.

Adult Project Roles

Adults will play a variety of roles, such as facilitators, technology trainers, mentors, chaperones and technologists. They will train, inspire, and support the participants. Please see the POGI for detailed information on adult roles for this program.

Program Overview:

The RFGP and accompanying documents provide a deliberately general description of Youth TechCamps, to allow for creativity in project design and for activities to be tailored to the needs and resources of the host country.

Camps will be held in four to five of the eligible countries where the selected award recipients have strong capacity and capable in-country partners. Applicant organizations must propose to conduct two to three TechCamp projects and specify within their proposals the number of TechCamps they propose to implement and in which countries. Please note that each camp must be held in a separate country. Applicant organizations should also specify the

theme of each camp; the camps may have the same theme or may have different themes, as appropriate to the venue.

a) Pre-Camp

After participant selection, a survey of the participants' knowledge, skills, and experience using technology will be a critical part of this program planning process. The program will begin at least several weeks before the planned date of the camp with a series of virtual ice-breakers and exercises with the participants, designed to allow them to get to know each other, as well as for staff to introduce and explain the goals, objectives, and activities taking place at each camp.

b) TechCamp

These seven- to ten-day camps will be academically rigorous, innovative, and tailored to meet each group's needs. Youth TechCamps should not be general technology trainings, but should focus on the practical use of technology to solve community problems related to the chosen theme. While cultural activities can be interspersed throughout the camp, you may wish to start or end the camp with cultural activities to help ease the transition of arrival and departure. An orientation

session and discussions of online safety, community engagement, and youth leadership development should be at the start of each camp and will provide the context for the activities. Activities may include, but are not limited to, icebreaker exercises; a balanced combination of large group presentations, lectures, small group discussions, and interactive training sessions; field trips; case studies; and team-based community project design and development (with some flexibility for individual projects as needed). The camp should include hands-on labs on topics such as social media, web content and mobile applications relevant to the camp theme, the age group, and the interests and language abilities of the participants.

Each camp should bring together a team of technology professionals, including host country technologists and a mix of U.S. and host country technology trainers and subject matter experts who are able to provide expertise, leadership and inspiration from their field. If host country and American technology professional resources are not available, technology professionals from the region may also be used selectively. Along with technology leaders, facilitators who can serve as master of ceremonies will be a critical part of the group. The camps will have a mix of

practitioners from the private sector, non-governmental organizations, education, and government to give the participants a well-rounded viewpoint on use of technology and its applications.

The camp should provide exposure to tools that can be readily adopted for use in the participants' home countries. It may be complemented by additional activities designed specifically for this audience such as mentoring experiences, job shadowing, mini-internships, or site visits to local high tech organizations. The development of mentor-mentee relationships between the youth participants and technology trainers, technologists and subject matter experts (as appropriate) should be encouraged.

Participants should be afforded ample opportunity throughout the course of the camp to engage in small group work to design and develop projects that are relevant to the field and will produce tangible, presentable outcomes, as well as to plan for follow-on activities. Field trips to visit local organizations working in areas pertinent to the TechCamp themes are encouraged, and will provide non-native participants with a chance to learn about their host

country. The camp will be rounded out by planned social, recreational, and community service activities; home hospitality arrangements (such as meals with local families), field trips, and other activities designed to achieve the program's stated goals above. To maximize the opportunities for interaction between American students and their overseas peers, U.S. award recipients will arrange accommodations at an appropriate venue, such as a hotel or university, so that Americans share rooms with non-U.S. camp participants.

The camps will be held in English. One of the roles of the local technology trainers and technologists will be to provide minor translation and explanation as needed for complex theories or terminology.

c) Follow-on Projects

The development of final collaborative projects is a critical component of each camp. Project teams will be organized and created to maximize participant productivity in ways to best solve identified issues. The project teams will be roughly 4-6 participants and composed of host country and/or American students. Time will be provided

during the camp for team selections, project development, and mentoring and feedback on each project. Final projects may range from using existing websites and mobile applications to implement community service projects to developing mobile applications, designing a webpage, or issuing public service announcements.

d) TechTorrent

At the end of the camp, participants should have a specific, measurable, achievable, realistic and timely goal for their collaborative projects. A highly visual presentation of each project should be part of their program. As an example, participants will show online how they will use an application that is already developed to further positive change in their community, or the specific ways they will develop and apply an online awareness campaign.

The final presentation event will be called a TechTorrent, and include representatives of the U.S. Embassy, invited media, and host country government officials as appropriate. Though projects will be showcased to broad audiences, both nationally and internationally, via public social networking sites and selected organizational

websites, the focus should be on the quality of the project, with secondary focus on the presentation itself. This should be made clear to all participants and audiences in advance.

e) Virtual Exchange and Online Community

A follow-on virtual exchange component will commence directly following the technology camp, once the American students have returned home from the host country. During each technology camp, participants will form community service project teams, so that they can collaborate on community projects virtually and in-person, if some live in close proximity to each other. Award recipient organizations must support post-TechCamp virtual exchange activities. A platform should be utilized to support digital dialogue and online media sharing and continued theme-based discussions. Technology trainers and technologists from the camp will be encouraged to be active on this site to provide informal mentoring and support. With this virtual space, participants can learn from each of the other groups and share ideas and information. The platform will be moderated by the technology provider but student-driven.

If funding becomes available, the Bureau intends to establish a Youth TechCamps online community that will connect participants from all Youth TechCamps through a virtual web-based presence. This platform will host alumni from other camps. Once this platform is live, the award recipient will be expected to communicate with participants from the camps they hosted, help alumni join, and support the entire Youth TechCamps program.

f) Online Project Fair

Participants should implement their projects within 4-6 months following the completion of the camp.

Participants should then provide virtual presentations of their projects. Virtual programs may be similar to mini-“TED” talks, which are videotaped footage of a live, interactive presentation (www.ted.gov) made available on commercial video locations such as YouTube, as well as on the alumni platform. In these presentations, participants will show examples of their activities, and talk about how their communities benefited. As with the TechTorrent, projects will be showcased to broad audiences via public social networking sites and selected organizational websites. Local project presentations to schools and other select venues are also encouraged.

Role of the U.S. Award Recipient Organizations and In-Country Partners

Each U.S. award recipient and its in-country partners will be responsible for designing and implementing two or more technology camps in countries in which they have strong capacity and experience. They will be responsible for program outreach, recruitment, interview and selection of all U.S. and foreign TechCamp participants, as well as developing, supporting, and migrating students to a platform for virtual exchange activities (e.g. web chats, discussion boards), and handling program logistics including international travel (American youth, staff, experts) and in-country travel and accommodations.

The importance of a viable, experienced in-country partner cannot be over-emphasized, as the partners will manage the camps and all related logistics. The partner organization must have a functioning office in the host country. They will be responsible for recruiting local student participants, local and regional subject matter experts, technology trainers and technologists, and arranging productive interactions with private sector partners and

the students. The local partner will also have a large, clearly defined role in in-country programming (e.g. identifying and arranging site visits, and suggested home hospitality programming). To vet potential in-country partners, email or phone ECA Program Officer Andrew Posner [PosnerA@state.gov, 202-632-2969] for Embassy contact information. Embassy Public Affairs Sections will provide feedback on potential in-country partners.

The U.S. award recipients will handle all outreach, recruitment and selection in the United States, and make all virtual arrangements.

The U.S. award recipients and in-country partner (in consultation with ECA and the U.S. Embassy) should work together to achieve the goals and themes outlined in this document, and provide age-appropriate programming for youth, specific to the host country and the United States. The proposal will need to provide detailed and compelling evidence that both the U.S. and in-country organization can accomplish all responsibilities successfully.

Embassy Involvement

Participating U.S. embassies will serve in a support capacity, serving as resources for the award recipients and their in-country partners and assisting with the recruitment and selection of non-U.S. participants, including publicizing the program through various alumni networks and media outlets. Award recipients should consult and coordinate with the U.S. embassies on options for technology partners, the level and availability of in-country technology, and in developing TechCamp content that is both culturally appropriate as well as appropriate to the technological capacity of the host countries. Should TechCamps be held in the relevant countries, embassies may also assist in identifying adult staff and mentors by reaching out to ECA's TechWomen and TechGirls program alumnae.

Additionally, Embassy principal officers and PAS staff will be invited to participate in the TechCamp as available, to provide participants with broader context into the importance of international exchanges and how they, in their role as program participants, are contributing to broader public diplomacy efforts.

Public-Private Partnerships

U.S. award recipients will be strongly encouraged to partner with the private sector and/or garner private sector support to expand the program and ensure its longevity. The Bureau encourages the expansion of the scope of this program beyond what it is able to fund. Private sector monies and in-kind offerings may be used, for instance, to fund additional visits to local technology companies, and to ramp up the use of technologies of interest during the technology camp, as well as provide internships or cost share on anything required to implement the camp. These partnerships can also be a good source of volunteer time and resources to alumni in support of their community projects.

Guidelines

It is anticipated that the award period will begin on or around September 1, 2013, and the camps will take place primarily in 2014. The Youth Programs Division anticipates awarding up to two cooperative agreements to U.S. organizations to design and implement the in-country technology camps and virtual exchange components, in collaboration with their in-country partners and participating U.S. embassies. Each cooperative agreement will be for up to a two-year period. Applicants should

propose the specific seven- to ten-day TechCamp dates in their proposals, but the exact timing may be altered through the mutual agreement of the Department of State and the award recipient.

The cooperative agreements will provide funding to cover all aspects of the program including planning and preparation, the design and implementation of the camps (including venue and laptop/computer rentals, use of Wi-Fi, etc.), international travel expenses for American youth, staff, technology trainers, in-country travel and expenses for all participants (including accommodations, meals, per diem). The Bureau encourages private sector contributions and public-private partnerships.

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

In pursuit of the goals outlined above, the award recipient will be responsible for the following:

- 1) Recruiting and selecting U.S. and host country participants.
- 2) Arranging and purchasing international travel for U.S. participants and local travel, arranging for adult accompaniment on the international flights, and overseeing pre- and post-exchange activities in each country.
- 3) Identifying all adults who will serve in teaching, training and facilitative roles (see POGI for specific roles) at the camp and handling their travel and accommodations, as necessary.
- 4) Managing logistical arrangements, including any domestic travel, ground transportation, accommodations, group meals, and disbursement of pocket money.
- 5) Conducting an orientation for the participants from the U.S. and host country.
- 6) Arranging housing for the participants in a dormitory, hotel, or some combination thereof and providing staff monitoring of the housing arrangement throughout the exchange.
- 7) Designing and planning a pre-camp virtual program, and seven to ten days of TechCamp activities, to provide a

- creative and substantive program aimed at developing the participants' knowledge and skill base in chosen areas of technology.
- 8) Developing and implementing a plan to monitor the participants' safety and well-being during the exchange. Craft channels of communication in which participants can share potential issues and resolve them promptly. The award recipient will be required to provide proper staff supervision and facilitation to ensure that the participants have a safe and pedagogically rich program. Staff, along with mentors will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed.
 - 9) Making proper arrangements for participants' religious observances.
 - 10) Facilitating, in coordination with ECA and the U.S. Embassies, continued engagement among the participants and offering opportunities to reinforce the ideas, values, and skills imparted during the exchange.
 - 11) Collaborating with ECA and the U.S. Embassies to design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on U.S. host and home communities.

Please note:

The ECA award for the GCE: Youth TechCamp program will take the form of a cooperative agreement with the award recipient. In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine grant monitoring. The Department's activities and responsibilities for the GCE: Youth TechCamp program are as follows:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Review and approve the recruitment and selection of all youth participants. Approve the selection of all adults participating in the program.
- 3) Provide the Accident and Sickness Program for Exchanges (ASPE) health benefits plan for U.S. student participants.
- 4) Facilitate interaction within the Department of State, to include ECA, the regional bureau, and overseas embassies and consulates.
- 5) Facilitate meetings with Department of State officials in the participating countries.

- 6) Approve publicity materials and final schedule of exchange activities.
- 7) Monitor and evaluate the program, through regular communication with the award recipient and possibly one or more site visits.

Additional Information:

Award recipients will retain the name "Global Connections and Exchange: Youth TechCamp" to identify their project. All materials, publicity, 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.

The organization must inform the ECA Program Officer and participating U.S. Embassies of their progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any significant program changes in advance of their implementation.

Proposals must demonstrate how the stated objectives will be met. The proposal narrative should provide detailed

information on the major project activities, and applicants should explain and justify their programmatic choices. Projects must comply with J-1 visa regulations for the International Visitor category. Please be sure to refer to the complete Solicitation Package - this RFGP, the Project Objectives, Goals, and Implementation (POGI), and the Proposal Submission Instructions (PSI) - for further information.

II. Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under Section I above.

Fiscal Year Funds: FY-2013

Approximate Total Funding: \$500,000

Approximate Number of Awards: 1-2

Approximate Average Award: \$250,000

Floor of Award Range: \$200,000

Ceiling of Award Range: \$500,000

Anticipated Award Date: September 1, 2013

Anticipated Project Completion Date: 12-24 months after start date, to be specified by applicant based on project plan

III. Eligibility Information:**III.1. Eligible applicants:**

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

III.2. Cost Sharing or Matching Funds:

There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching.

In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements:

a) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making multiple awards in amounts exceeding \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

b) Organizations may submit only one proposal (total) under this competition. If multiple proposals are received from the same applicant, all submissions will be declared technically ineligible and will be given no further consideration in the review process.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-

424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

IV. Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

IV.1. Contact Information to Request an Application

Package:

An electronic application package may be obtained from grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Program Officer Andrew Posner and refer to the Funding Opportunity Number ECA/PE/C/PY-13-43 located at the top of this announcement on all other inquiries and correspondence.

IV.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS

number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the System for Award Management (SAM) database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted.

Failure to register in SAM will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **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.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to 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.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1 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 RFGP, and an employee of the Bureau will be the "Responsible Officer"

for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

Although J-Visas will not be issued due to the program design, the Bureau of Educational and Cultural Affairs places critically important emphases on the safety and security of the American participants abroad. Applicants must provide similar protections and oversight traditionally afforded to foreign students in the United States under the J-1 visa regulations. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your

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

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://jlvisa.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

IV.3d.2. Diversity, Freedom and Democracy Guidelines:

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American

political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into your proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

IV.3d.3. Program Monitoring and Evaluation:

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the

easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

- 1) **Participant satisfaction** with the program and exchange experience.

- 2) **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
- 3) **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
- 4) **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes

will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3d.4. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during

and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

IV.3d.5. Describe your plans for: i.e. sustainability, overall program management, staffing, coordination with ECA and PAS or any other requirements etc.

IV.3e. Please take the following information into consideration when preparing your budget:

Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-

budgets for each program component, phase, location, or activity to provide clarification. Please refer to the Solicitation Package (POGI and PSI) for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: May 28, 2013

Reference Number: ECA/PE/C/PY-13-43

Methods of Submission:

Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation.

Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly

recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information:

V.1. REVIEW PROCESS

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. 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 (cooperative agreements) resides with the Bureau's Grants Officer.

REVIEW CRITERIA

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

- 1. Quality of the program idea:** Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the applicant will meet the program's objectives and plan. The proposed program should be creative and age-appropriate, respond to the design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail.

Proposals should also include a plan for the virtual aspects of the program as well as their work on the community action projects during and after completion of the TechCamp.

- 2. Program planning:** A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved. The agenda and plan should adhere to the program overview and guidelines described above. The substance of pre-camp activities, the TechCamp itself and all associated events during the camp period, as well as post-camp work should be described in detail.
- 3. Support of diversity:** The proposal should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (recruitment and selection of all participants, including adults, and choice of camp locations) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
- 4. Institutional capacity and track record:** Proposed personnel and institutional resources in both the United States and in the partner countries should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record of

successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

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. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

6. Cost-effectiveness and cost sharing: The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

VI. Award Administration Information

VI.1. Award Notices:

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and sent to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.2. Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

VI.3. Mandatory Reporting Requirements:

You must provide ECA with an electronic copy of the following required reports:

1) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period.

(Frequency of these reports will be determined by the Grants Officer and Program Officer). The performance reports (PPR) must be submitted electronically to the Grants Office at reportseca@state.gov with a copy sent to the Program Officer. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/> .

Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

2) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.

3) A final program and financial report no more than 90 days after the expiration or termination of the award;

- 4) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 5) Quarterly program and financial report guidelines will be sent once an award is made.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV.3.d.3 Application and Submission Instructions above for Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.

VII. Agency Contacts:

For questions about this announcement, contact: Andrew Posner, Youth Programs Division, ECA/PE/C/PY/T, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, by telephone 202-632-2969, fax 202-632-9355, or e-mail PosnerA@state.gov

All correspondence with the Bureau concerning this RFGP should reference the above title and reference number ECA/PE/C/PY-13-43.

Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

VIII. Other Information:**Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the RFGP does not constitute an award commitment on the part of the Government. 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. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Ann Stock

April 19, 2013

Assistant Secretary

Bureau of Educational and Cultural Affairs

Department of State

