

Department of State

Bureau of Educational and Cultural Affairs (ECA) Request for Grant Proposals: FY 2014

Workshops for Youth Leaders in English Teaching (WYLET)

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: ECA-ECAPEC-14-052

Catalog of Federal Domestic Assistance Number: 19.415

Application Deadline: May 23, 2014

Executive Summary: ECA intends to award one cooperative agreement for up to \$420,000 to fund a multi-phased exchange program that supports English Language teaching. Program design and implementation will involve three workshops to be presented to consecutive groups of competitively selected students participating in ECA-funded academic year high school exchange programs, the training and inclusion of former alumni as peer trainers starting with the previously funded spring 2015 workshop, and follow-on activities. The overarching workshop goal is to provide each participant the skills to actively engage and teach others upon their return home; therefore, alumni support and follow-on is in many ways the most important component in this program. Program development and planning should begin in September 2014 with the transparent and merit-based recruitment strategy to identify workshop alumni who will travel to the United States starting in the first half of 2015 to participate in teaching at a series of U.S. workshops that will take place in the spring of 2016, 2017 and 2018. . The theme of the workshops will be the teaching of English as a foreign language. A similar award was made in FY12 for workshops taking place in 2013, 2014, and 2015. Alumni should undergo training and preparation for their participation through a virtual component. ECA will assist the FY14 award recipient in reaching out to workshop alumni and building on resources developed through the FY12 project.

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.

Purpose:

WYLET will provide and substantive on-going support to participants to become teachers of English and support other USG-sponsored English language programs when they return home.

The project will offer three one-week workshops over a three-year period for selected international high school students (ages 15-17) participating in academic year exchange programs funded by the Department of State's Bureau of Educational and Cultural Affairs. The specialized workshops will focus on teaching English as a foreign language and be presented to

three consecutive cohorts of students in the spring of 2016, 2017, and 2018 during their exchange year in the United States. Each workshop will be for approximately 25-30 students. The overarching workshop goal is to provide each participant the skills to actively engage and teach others upon their return home; therefore, alumni support and follow-on is in many ways the most important component in this program. Applicants must submit proposals for all three presentations of the English Teaching Workshop.

Eligible participants each year will be competitively selected from approximately 1,800 students living in host communities throughout the 50 U.S. states and the District of Columbia. They will be current participants in the American Serbia and Montenegro Youth Leadership Exchange (A-SMYLE), Future Leaders Exchange (FLEX), and Youth Exchange and Study (YES) programs. Students are all placed and supported by Placement Organizations that ECA has funded to provide these services. Another organization and its partners have a cooperative agreement with ECA to conduct activities such as communications and coordination among Placement Organizations, liaison support with the students' natural families, and alumni programming. (For more information on these programs, follow the links to each at <http://exchanges.state.gov/non-us/>.)

The overarching goals for the WYLET are:

1. To provide participants with basic pedagogical skills to teach English in their home communities after the exchange program;
2. To train participants in organizational skills useful in one-on-one tutoring and group teaching, including session design and delivery;
3. To provide follow-on training, resources, and peer-support opportunities that allow participants to continue to improve their skills, including wherever possible the possibility of qualifying them in other ECA- and Embassy-supported English teaching programs, such as the English Access Microscholarship Program; and
4. To build on the basic themes of the A-SMYLE, FLEX, and YES exchange programs that include civic responsibility and service, mutual understanding, and a commitment to the global community.

The applicant should present a program plan that allows the participants to thoroughly explore the program themes in a creative, memorable, and practical way. Activities should be designed to be replicable and provide practical knowledge and skills that the participants can apply to school and civic activities at home. Activities should take place in classroom settings, on-line, and in the community.

A successful program will be one that nurtures a cadre of students to be actively engaged in addressing issues of concern in their schools and communities upon their return home. Program activities will equip participants with the knowledge, skills, and confidence to become involved citizen leaders and teachers of English.

The program will provide participants with a theoretical framework underpinned by site visits that illustrate methods and strategies of practical implementation. The project will also help the participants develop leadership skills, such as public speaking, team-building, and goal-setting,

so that they are prepared to assess resources, establish networks, and begin to organize teaching opportunities after they return home.

Award Recipient's Responsibilities:

For all workshops, the award recipient will be responsible for:

1. Identification of two to three 2013 and 2014 workshop alumni who have successfully implemented English language learning activities in their home countries to bring to the United States to share best practices, serve as advisors, ensure continuity for the development of the 2016, 2017, and 2018 workshops, assist in session planning and presentation, and serve as team-teachers and mentors for participants of each of the workshops. ECA anticipates that different alumni will participate in each workshop. Meetings with Department of State and Congressional members should be arranged for the alumni.
2. The development of selection criteria, and an open competition and selection process for workshop participants. Selection should be made at least two months prior to the workshop. Criteria should include a base level of demonstrated skill in the theme of English teaching to maximize the effectiveness and ultimate impact of the workshop.
3. The dissemination of information about the workshop to the participants through the ECA-funded Placement Organizations and pre-workshop preparatory communications with the participants.
4. Domestic transportation of participants to and from the workshop site(s) and host communities.
5. Accommodations and meals for participants throughout the workshop.
6. Curriculum development and implementation of workshop sessions and activities, and associated logistics, and support.
7. Staffing of the workshop for the provision of content, supervision of the students, and administrative and logistical support throughout the program.
8. Substantive follow-on activities including monitoring and programmatic support of participants for at least one-year following each workshop that effectively incorporate social media and other online tools to increase the multiplier effect of the workshops.
9. Program evaluation including pre-workshop, end of workshop, and follow-on assessment up to one year after the workshop event.

Workshop Content and Follow-on:

The WYLET provide basic pedagogical instruction for approximately 25-30 international high school students currently participating in ECA-funded exchange programs. The week-long Teaching of English to Speakers of Other Languages (TESOL) training will include sessions of approximately 5.5 hours per day. The training will expose participants to student-centered teaching methodology, include peer-teaching activities, and focus on training participants to teach basic and intermediate English skills to learners. Participants will learn to use the Internet and social media as a way for their future students to practice and engage with other English speakers. Themes to be incorporated into the curriculum include civil society concepts. ECA's Office of English Language will provide an overview of its freely available materials and tools, and other content as resources permit. Local field trips that complement the workshop goals may include meetings with TESOL teachers and visits to classrooms to observe pedagogy classes for TESOL teachers and language classes for learners of English.

An objective of the workshop and follow-on support will be to prepare participants to become informal and formal teachers of English in other USG-sponsored English programs, including the English Access Microscholarship Program for youth as young as 14, which are carried out in many of the countries that send students on these ECA high school exchange programs. The program will include substantive follow-on activities and technical support to ensure participants are successful in their efforts to utilize local resources and engage in both formal and informal English-teaching activities in their home countries.

For more information about the English Access Microscholarship Program, visit: <http://exchanges.state.gov/englishteaching/eam.html>. ECA will provide the award recipient information about the participating Access countries and in-country implementers, as well as other USG-sponsored English programs. Follow-on programs for workshop alumni should support these USG-sponsored English programs as much as possible.

Eligible Exchange Program Participants and Countries:

American Serbia and Montenegro Youth Leadership Exchange (A-SMYLE) Program
Serbia and Montenegro

Future Leaders Exchange (FLEX) Program

Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, and Ukraine

Youth Exchange and Study (YES) Program

Albania, Bahrain, Bangladesh, Bosnia and Herzegovina, Bulgaria, Cameroon, Egypt, Gaza, Ghana, India, Indonesia, Israel (Arab Communities), Jordan, Kenya, Kosovo, Kuwait, Lebanon, Liberia, Libya, Macedonia, Malaysia, Mali, Morocco, Mozambique, Nigeria, Oman, Pakistan, Philippines, Qatar, Saudi Arabia, Senegal, Sierra Leone, South Africa, Suriname, Tanzania, Thailand, Tunisia, Turkey, West Bank, and Yemen

The above list of countries is representative of participating countries in FY 2014. ECA reserves the right to modify/expand this list to meet foreign policy objectives as needed.

General Guidelines:

Inter-organizational Communication: For the success of the program, all communication, scheduling, and activities involved in the preparation, implementation, and follow-on to the workshops must be conducted in close coordination with ECA and the award recipient organizations responsible for these exchange programs. Students will have been assigned to one of approximately 14-16 Placement Organizations responsible for their host family placement, school enrollment, and ongoing support. It is critical that these organizations are aware of all plans, activities, and communications with the students in carrying out these workshops.

Follow-on to Maximize Long-Term Success: With over 50 countries involved in the three ECA-funded exchange programs, conceivably each student in the workshops could be the only participant representing his or her home country, if an open competition is held for each

workshop. Alternative selection processes may be suggested to increase sustainability. The proposal must present clear and substantive alumni follow-on activities that ensure participants' continued motivation and active participation. A significant amount of the program budget is expected to be for follow-on support of participants. The proposal must demonstrate various ways to ensure long-term success, including:

1. Thoughtful and creative selection criteria and methods (e.g., accepting applications from pairs of students who commit to working together once back home or requesting follow-on time commitments as part of the workshop application process);
2. Follow-on peer support and learning via the Internet;
3. Clear, realistic, and individualized follow-on plans for each participant that include developing a support network and steps to getting started with community outreach; and
4. Support by either the applicant's staff or representatives in-country or negotiated agreements with other appropriate NGOs or other entities with each country that can provide structures for alumni support and resources to carry out follow-on activities.
5. NOTE: It is not anticipated that participants will return home to engage in paid or unpaid full time "employment positions" in their program's area, and grant funds cannot be used as "salaries" for participants to serve in such capacities upon their return home. In most cases, students will return to school full-time, and though a commitment to engage in follow-on activities is expected, time commitments must be reasonable, given other educational and vocational responsibilities they will likely have.

Award recipients will also be expected to work with the in-country implementers of the A-SMYLE, FLEX, and YES programs to negotiate ways to assist in the support of the workshop alumni. (These in-country implementers also have responsibilities in facilitating alumni programs for these students and may be willing to discuss specific, follow-on support with the applicant for this award.)

Cultural Relevance: Proposals must demonstrate the applicant's knowledge and expertise regarding the political, social, and cultural nuances in the diverse representative countries, and/or the commitment to research these factors as well as to determine and address the contextual realities and availability of resources necessary for the success of the participants' follow-on activities that they are to carry out upon their return home. Additionally, the applicant must demonstrate a clear, supported plan and ability to organize substantive and culturally relevant exchange activities.

Workshop Timing: The workshops should take place in the February to April time period. Applicants should propose a more specific timeframe for the workshops; however, the exact timing of them may be altered through the mutual agreement of the Department of State, the organizations implementing the participants' U.S. exchange programs, and the award recipient. The workshop should be five to six full days in duration, not including travel to and from the site.

Pre- and Post-Workshop Communication with Participants: Program staff should help facilitate regular program-oriented communication with and among the exchange participants

prior to and following the workshop, including via the internet, voice over internet, video conferencing, and other social media.

Participant Characteristics: The participants will be international high school students between the ages of 15 and 17 who have demonstrated leadership abilities in their schools and/or communities. Participants will be proficient in the English language. They will have been in the United States since July/August the year previous to the Workshop.

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

Department of State's Responsibilities:

- Facilitate contact with FY12 workshop alumni.
- Oversee and provide instruction on coordination of activities between the award recipient for this program and the U.S. placement organizations and overseas organizations including, but not limited to, communication with students, timing of workshops, travel, and students' time involved in preparatory and follow-up assignments related to the workshop while still participating in their high school exchange;
- Provide input on and final approval of participant selection criteria and methods;
- Provide input on and final approval of workshop curricula;
- Provide input on and facilitate identification of relevant USG-sponsored programs in which to involve workshop alumni on return to their home countries; and
- Work closely with award recipient and provide feedback following each workshop and periodically throughout the award to identify needs for improvement in subsequent years of the program.
- Provide input on and assist in identification of relevant USG-sponsored programs in which to involve workshop alumni on return to their home countries; and
- Provide on-going feedback to awardee about quality and success of follow-on activities of alumni.

II. Award Information:

Type of Award:	Cooperative Agreement. ECA's level of involvement in this program is listed under number I above.
Fiscal Year Funds:	2014
Approximate Total Funding:	\$420,000
Approximate Number of Awards:	1
Approximate Average Award:	\$420,000
Floor of Award Range:	\$350,000
Ceiling of Award Range:	\$420,000
Anticipated Award Date:	September 1, 2014
Anticipated Project Completion Date:	March 31, 2019

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 of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount ranging from \$350,000 up to \$420,000 (over \$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. **Technical Eligibility:** All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.
 - Eligible applicants may not submit more than one proposal in this competition.
 - If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive 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:

Please contact Kevin Baker in the Office of Citizen Exchanges, Youth Programs Division, SA-5, 3-E14, U.S. Department of State, 2200 C Street, N.W., Washington, D.C. 20037, phone: 202-632-6073 or e-mail: bakerkm1@state.gov to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

Please specify Kevin Baker and refer to the Funding Opportunity Number 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 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. All ECA awards recipient organizations must be registered with GrantSolutions by accessing www.GrantSolutions.gov. To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at help@grantsolutions.gov or 1-866-577-0771.

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.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 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.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:
Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

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 political, social and cultural life in the United States and abroad. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total 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.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

IV.3e.2. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program.

Budget requests for one three-workshop series may not exceed \$420,000. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants should provide separate sub-budgets for each workshop and its related follow-on.

IV.3e.3. Allowable costs for the program include the following:

1. Travel and reasonable accommodations for staff and participants
2. Proportionate staff salaries and benefits based on time spent on program

3. Workshop material and related activities
 4. Sub-agreement as necessary for workshop support or follow-on activities
- Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

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

Application Deadline Date: Friday, May 23, 2014

Method 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 cooperative agreement assistance awards resides with the Bureau's Grants Officer.

Review Criteria

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

1. **Quality of the Program Idea:** Proposals should exhibit originality, substance, precision, and resourcefulness. It should have reasonable and feasible program objectives that are clearly relevant to the described program. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above and should clearly demonstrate how the program will meet objectives. Reviewers will examine ways in which the program will encourage participants to continue with follow-on projects.

2. **Ability to Achieve Program Objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. **Impact and Follow-On Activities:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Follow on plans should ensure that all program participants have the preparation, and in-country support and resources necessary to carry out teaching activities related to their workshop themes. The proposal should describe how the program will track participants to confirm that they share their knowledge and information with their U.S. communities and, even more importantly, that they organize ways to teach and engage others in their home countries.
4. **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
5. **Institutional Capacity and Track Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
6. **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 program objectives is recommended.
7. **Cost-effectiveness and Cost-sharing:** 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. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

VI. Award Administration Information

VI.1a. 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 mailed 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.1b The following additional requirements apply to this project:

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Kevin Baker at 202-632-6073 or BakerKM1@state.gov for additional information.

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. Reporting Requirements:

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

Mandatory:

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 first page of the Performance Progress Report form (SF-PPR) must be submitted with all programmatic reports and can be found here: http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68. The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1

- (866) 577-0771 (toll free for US callers) or by email at help@grantsolutions.gov. 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 report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USA Spending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
 5. Program and financial reports should include a review of tasks initially indicated in the proposed timeline, summary of actual implementation, and assessment of progress.

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

VI.4. Program Data Requirements:

Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

1. Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
2. Itineraries of domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

VII. Agency Contacts

For questions about this announcement, contact Kevin Baker, U.S. Department of State, Office of Citizen Exchanges, Youth Programs Division, ECA/PE/C/PY SA-5, 2200 C Street, N.W., Washington, D.C. 20522, phone: 202-632-6073, email: bakerkm1@state.gov.

All correspondence with the Bureau concerning this RFGP should reference the title and funding opportunity number listed at the top of this solicitation.

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.

Evan Ryan

April 15, 2014

Assistant Secretary for Educational and Cultural Affairs

Department of State