



Kennedy-Lugar Youth Exchange and Study Overseas Components to:

- (1) recruit and select international students from designated countries (referred to herein as "inbound" participants) and American students (referred to herein as "outbound" or "YES Abroad" participants);
- (2) identify host families and schools and provide programs and support to American participants in approximately thirteen countries overseas;
- (3) provide orientations to all groups;
- (4) coordinate travel and logistics;
- (5) liaise with U.S. embassies and natural families; and
- (6) provide follow-on alumni programs that promote civil society, leadership, and mutual understanding. Pending the availability of funds, ECA intends to award one cooperative agreement for approximately \$17,250,000.

**I. Funding Opportunity Description:**

**Authority:** Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, as amended, Public Law 87-256, 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.

**Program Scope and Purpose:** Since 2003, the YES inbound program has provided scholarships for youth from countries with significant Muslim populations to spend up to one academic year in the United States. (Note that the Malaysian students will participate only in the spring semester due to the school year calendar in their home country.) The program promotes mutual understanding and respect between Americans and people of the participating countries. Students live with host families, attend high school, engage in activities to learn about American society and values, acquire leadership skills, and help educate Americans about their countries and cultures. Since 2009, the YES Abroad program has sent over 150 American youth to participating YES countries. Similar in purpose to the YES inbound program, participants share about American culture and values while learning about their host countries.

Nearly 7,000 students have participated in the program since 2003. For the 2014-15 academic year, the Bureau anticipates

providing scholarships for approximately 900 inbound participants and approximately 65 outbound participants.

The accompanying Program Objectives, Goals and Implementation (POGI) document describes in detail the award recipient's responsibilities. In general, the award recipient will be expected to:

- Develop all program materials for marketing to U.S. and non-U.S. students, handbooks, and all other standardized program forms and publications.
- Maintain interactive website, social media, and mobile resources.
- Recruit and select approximately 900 YES inbound participants in approximately 40 designated countries to participate in an academic semester or academic-year exchange in the United States.
- Develop and implement a targeted plan to recruit students with disabilities.
- Recruit and select approximately 65 American participants from across the United States to participate in an academic semester or year exchange in a selected YES host country.
- Prepare and place YES Abroad participants with host families and schools.

- Support and monitor YES Abroad participants.
- Provide cross-cultural training to staff and participants.
- Conduct student, natural family, and host family orientations.
- Provide a specialized preparatory workshop for students with disabilities and conduct needs assessments to aid appropriate placement efforts.
- Collaborate with U.S. placement organizations to facilitate communication with overseas partners for on-program support of inbound students.
- Implement a one-week Civic Education program in Washington, D.C. for approximately 100 YES students.
- Coordinate visa applications and transportation of all participants.
- Conduct alumni programs for both YES inbound and YES Abroad participants, regardless of the year in which they participated.

As no one organization will likely have the desired experience and expertise in all countries, the strongest proposals may be from organizations that propose sub-awards to a number of organizations with the capacity to carry out activities in each country. Nonetheless, the applicant must accept full

responsibility for coordination, standardization, and delivery of high-quality performance within each country.

**Placement of YES Inbound Participants:** A separate announcement solicits proposals from organizations for the YES Placement Components (or "Placement Components") to arrange for the placement of inbound YES students with American host families and schools; provide U.S.-based orientations and relevant activities; and monitor participants' health, safety, and welfare. The recipient of this Overseas Components award will be required to liaise with these organizations to ensure smooth communication of students' progress and well-being to their recruiting offices and natural families.

**Eligible Countries:** The partner countries for this program have been selected based on several factors: (1) U.S. foreign policy objectives, (2) a favorable climate for exchange, and (3) anticipated recruitment and placement capacity for students from each country. The list below includes the countries currently participating in the YES inbound program. A preliminary target number of students is indicated for each country based on the experience of previous years and in agreement with relevant Bureaus of the Department of State and each U.S. Embassy. Proposals offering a partial list of these countries will not be

accepted. Proposals should budget for a targeted number of students as follows:

YES Inbound Program:

Albania (10)	Mali (13)
Bahrain (12)	Morocco (20)
Bangladesh (29)	Mozambique (10)
Bosnia and Herzegovina (12)	Nigeria (18)
Bulgaria (6)	Oman (7)
Cameroon (8)	Pakistan (108)
Egypt (50)	Philippines (30)
Gaza (10)	Qatar (7)
Ghana (20)	Saudi Arabia (15)
India (40)	Senegal (13)
Indonesia (85)	Sierra Leone (8)
Israel (Arab Communities) (20)	South Africa (14)
Jordan (20)	South Sudan (5)
Kenya (18)	Suriname (6)
Kosovo (7)	Tanzania (16)
Kuwait (12)	Thailand (16)
Lebanon (30)	Tunisia (30)
Liberia (8)	Turkey (52)
Libya (5)	West Bank (25)
Macedonia (12)	Yemen (30)
Malaysia (45)	

YES Abroad Program: No fewer than four Americans may go to each of the following countries:

Bosnia and Herzegovina	Morocco
Egypt	Oman
Ghana	South Africa
India	Thailand
Indonesia	Tunisia
Malaysia	Turkey
Mali	

The Bureau reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the needs of the program and availability of funds. In addition, the Bureau reserves the right to adjust the participant countries should conditions change in a partner country or if other countries and/or regions are identified as Department priorities. The number of students who will participate is subject to the availability of funding in fiscal year 2013. Should an applicant have questions in regard to countries on this list, please contact the Bureau. (See Section IV.1 for contact information.)

For YES inbound recruitment, an applicant must propose no fewer

than the number of students per country shown above. Applicants must submit proposals that include all the countries. YES inbound participants are governed by the protections of the J-1 visa regulations governing exchange students coming to the U.S; applicants must coordinate with Placement Organizations to uphold all U.S. J-1 visa regulations.

For YES Abroad, an applicant must propose placing no fewer than four students per country. Although exchanges involving outbound American participants are not subject to the J-1 visa regulations governing exchanges for foreign students traveling to the United States, it is a requirement of this award that an applicant must provide protections and oversight to YES Abroad students similar to that afforded to inbound students under the U.S. J-1 visa regulations.

Applicants are encouraged to view the programs' websites at:

<http://exchanges.state.gov/non-us/program/kennedy-lugar-youth-exchange-study-yes> and

<http://exchanges.state.gov/us/program/kennedy-lugar-youth-exchange-study-yes-abroad> and at <http://www.yesprograms.org> and

to contact the Youth Division Program Office representatives listed in this solicitation with any questions.

**Approximate Timeline:** Funding for the YES inbound program will support 2014/15 academic year exchanges (between August 2014 and June 2015) with students enrolled in accredited U.S. schools and placed with host families. Proposals for single semester exchanges for inbound students (spring 2015) may be proposed only for Malaysia, where the academic calendar will not allow a full-year U.S. program. Funding for YES Abroad will support academic year exchanges between July 2014 and June 2015, except for Mali, which is a semester program.

- April 2013: Cooperative Agreement awarded, pending the availability of funds
- Summer 2013-Winter 2014: Marketing and recruitment of students
- January-February 2014: Selection of finalists and alternates
- March-May 2014: Student applications submitted (September-November 2014 for spring semester students)
- June-August 2014: Pre-Departure preparation and orientations of students
- August 2014: Staggered travel of students (Some YES Abroad students may depart in July)
- Late August 2014: All final placement information (host family names and addresses, confirmed school enrollments,

etc.) to be submitted to Department of State for inbound students

- YES Abroad host family and school placement information due two weeks prior to departure
- August-Early September 2014: Post-Arrival orientations for YES Abroad students
- Alternate travel schedules will be determined for semester YES Abroad students
- August 2014: Arrival workshop for students with disabilities
- January-February 2015: Mid-Year orientations for all students
- Spring 2015: Civic Education Workshop for approximately 100 selected YES inbound students
- Spring 2015: Youth TechCamp and English Language Teaching workshop
- May 2015: Pre-Departure orientations for students
- June 2015: Return of students to home country
- June 2015-Summer 2016: Alumni programming
- September 30, 2016: Cooperative Agreement end date

**Important Notes for Planning:** Given current U.S. visa processing timelines in some countries, inbound students must be

selected early enough to allow up to six months between the visa application date and the date of departure for students. The award recipient must work with the U.S. Embassy in each country to ensure timely processing of U.S. visas for all inbound participants.

YES Abroad schedules will depend on the academic calendar in each host country. Most participants will depart the United States during the late summer of 2014 and remain in their host countries for ten or eleven months until their departure between mid-May and early July 2015. Exceptions may be made only where academic calendars in the host country are not compatible with American academic schedules.

The award recipient will be required to provide and support alumni activities, which may include alumni travel to some events, to increase inclusiveness and outreach, regardless of the year the alumnus participated.

**YES Program Identity:** Applicants may not propose names other than "Kennedy-Lugar Youth Exchange and Study (YES) Program" or "Kennedy-Lugar Youth Exchange and Study (YES) Abroad Program," so that all participants and alumni will identify themselves first and foremost with the YES program. All materials produced

for program activities should bear the YES logo, the American flag, acknowledge the U.S. Department of State as the funding source, and reflect the Department's objectives for the program. An exception to this requirement can only be made upon agreement from ECA and the U.S. Embassy in the respective countries.

The YES inbound program is for students from countries with significant Muslim populations. However, participation in the YES program is not limited to Muslim students. It is ECA's expectation that the participants from any country will collectively reflect the religious, ethnic, socio-economic, and geographic diversity of their country, to the extent possible and in consultation with the U.S. Embassy.

**ECA and Embassy Activities and Responsibilities:** In a cooperative agreement, the Public Affairs Sections of the U.S. embassies and ECA are substantially involved in program activities above and beyond routine monitoring.

ECA's activities and responsibilities for this program include, but are not limited to the following:

- Providing guidance and assistance in the execution of all program components, and requiring concurrence on many aspects of the program's implementation, materials, and

procedures.

- Serving as liaison between the award recipients and personnel within the Department of State, including ECA, regional bureaus, and overseas posts.
- Monitoring and evaluating the program and its participants through communications by email, phone, and site visits.
- Requesting periodic and unscheduled reports on students' status and placement details, activities, accomplishments, and well-being.
- Providing guidance on and clearing dates and venues for activities and events.
- Participating in student orientations and workshops.
- Coordinating with award recipient for YES and YES Abroad students and alumni participation in appropriate Department of State activities; coordinating media coverage as appropriate to such activities.
- Requiring information about YES and YES Abroad participant biographical data, placement data, and alumni contact information.
- Issuing DS-2019 forms for international participants and alternates. All international participants will travel on a U.S. government designation for the J-1 Visa Exchange Visitor program.

- Creating and updating YES participants' SEVIS status and maintaining all SEVIS records.
- Approving program promotional materials and website information.
- Representing the U.S. government as the program sponsor at events and orientations.
- Performing an annual performance evaluation/review of the award recipient.

Involvement of U.S. embassies will vary considerably from country to country. The award recipient and its in-country representatives will work with each embassy to establish the appropriate level of involvement as requested by the embassy. U.S. embassies' activities and responsibilities may include, but are not limited to, the following:

- Determining populations and priority areas of focus for YES recruitment.
- Providing guidance and clearance on geographical location and type of school(s) for YES Abroad participants.
- Requiring at a minimum monthly reports and/or meetings with in-country implementers to discuss program and student progress.
- Providing guidance and clearance of timelines, dates of in-

country activities and events, and venues for such.

- Participating in student orientations and workshops.
- Providing or assisting with a security briefing for YES Abroad students.
- Coordinating with in-country representatives on inclusion of YES Abroad students and YES alumni in appropriate embassy activities; assisting in or coordination of media coverage as appropriate.
- Requiring information about YES and YES Abroad placements and alumni contact information.

## **II. Award Information:**

**Type of Award:** Cooperative Agreement

**Fiscal Year Funds:** 2013

**Approximate Total Funding:** \$17,250,000

**Approximate Number of Awards:** 1

**Approximate Average Award:** \$17,250,000

**Anticipated Award Date:** Pending availability of funds, April 30, 2013

**Anticipated Project Completion Date:** September 30, 2016

**Additional Information:** Pending successful implementation of this program, award recipient's ability to comply with Federal Regulations and ECA guidelines, and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this

cooperative agreement for two additional fiscal years before openly competing it again.

**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 award 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 and cooperative agreement guidelines require that organizations with fewer than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. Since an award to support program and administrative costs required to implement this exchange program will exceed this amount, organizations with fewer than four years of 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. **Sub-Awards:** Due to the scope and geographic breadth of this grant, ECA anticipates that applicants will propose multiple organizations as sub-award partners. This approach is encouraged to strengthen the award recipient's capacity in each country. Each partner must have significant previous experience in youth exchange within the respective country(ies) that it will implement the program. The applicant will, however, be fully responsible

for the oversight of its sub-award recipients. Further information on sub-agreements is provided in the OMB Circulars referenced in section VI.2.

**c. Technical Eligibility: All proposals must comply with the following or will be declared technically ineligible and given no further consideration in the review process:**

- **Proposed programs may not include multiple academic year exchanges; and**
- **Proposals must identify partners and include letters of commitment from implementing partners.**

**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 Matt O'Rourke at ECA/PE/C/PY, U.S. Department of State, SA-5, 3-I17, 2200 C Street, N.W., Washington, D.C. 20522, telephone: 202-632-6065 or email: [ORourkeMM@state.gov](mailto:ORourkeMM@state.gov) to request a Solicitation Package. Please refer to the Funding Opportunity Number ECA/PE/C/PY-13-20 located at the top of this announcement

when making your request. Alternatively, 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 contact Program Officer Kevin Baker, by e-mail at [BakerKM1@state.gov](mailto:BakerKM1@state.gov), or by phone at 202-632-6073, 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://exchanges.state.gov/grants/open2.html> 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 section IV.3f.

**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, budget, and budget narrative. 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](http://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 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 that 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 J1 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, you should discuss your record of

compliance with 22 CFR 62 et seq., including the oversight of 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.

ECA will review the record of compliance with 22 CFR 62 et seq. of applicant organizations designated as Exchange Visitor Program Sponsors by ECA's Office of Private Sector Exchange as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

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://exchanges.state.gov> or from:

Department of State  
Office of Private Sector Exchange  
ECA/EC/D/PS  
SA-44, Suite 668  
301 4th Street, S.W.  
Washington, D.C. 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**, such as 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.

Program Monitoring includes a focus specifically on ensuring students' health, safety, and welfare throughout the year. Successful monitoring depends heavily on setting clear goals and outcomes at the outset of a program. Your monitoring plan should include a description of your objectives for YES Abroad and how and when you intend to measure these outcomes. You should also show how your project objectives link to the goals of the program described in this RFGP.

Overall, the quality of your monitoring plan will be judged on how well it specifies successes and challenges. Grantees will be required to provide reports analyzing their YES Abroad monitoring findings to the Bureau in their quarterly 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.3e.** Please take the following information into consideration when preparing your budget:

**IV.3e.1.** Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. The award may not exceed \$17,250,000.

Please indicate clearly the number of students funded by country. 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.

**IV.3e.2.** See POGI section III, tab D Budget Submission for allowable costs. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**IV.3e.3.** All sub-award agreements including accompanying budgets required to accomplish overall program objectives described herein, shall be submitted with the proposal package and must be approved by the Grants Officer, prior to commencement.

Please refer to the Solicitation Package for complete budget

guidelines and formatting instructions.

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

Application Deadline Date: February 6, 2013

Reference Number: ECA/PE/C/PY-13-20

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: Monday-Friday, 7a.m.-9p.m. Eastern Time

Email: support@grants.gov

Applicants have until midnight (12:00a.m.), Washington, D.C. 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. In addition, ECA will review the record of compliance with 22 CFR 62 et seq. of applicant organizations designated as Exchange Visitor Program Sponsors by ECA's Office of Private Sector Exchange. If it is determined that an applicant organization submitting a proposal has a record of not being in compliance, their proposal will be deemed technically ineligible and receive no further consideration in the review process. If in compliance, the applicant organization's record of compliance will be used as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

All eligible proposals will be reviewed by the program office,

as well as the Public Diplomacy section overseas, 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 and cooperative agreements resides with the Bureau's Grants Officer.

**V.2. 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 and Planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission and the purposes outlined in the solicitation. Detailed agenda and relevant work plan should demonstrate the ability to ensure that the proposed project accomplishes the stated objectives in the desired time frame. Proposals should demonstrate how students will be recruited,

selected, monitored, trained, and prepared for their role as YES alumni. The level of creativity, resources, and effectiveness will be primary factors for review. Proposals should be clearly and accurately written, with sufficient, relevant detail. The narrative should address all of the items in the Statement of Work and Guidelines described above.

**2. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity in all program aspects including participants (exchange students and hosts), and sending and hosting communities, as well as content of orientations, program activities, resource materials, and follow-up activities. Proposals should articulate a diversity plan, not just a statement of compliance.

**3. Organization's Record/Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. Reviewers will assess the applicant and its partners to determine if they offer adequate resources, expertise, and experience to fulfill program objectives. Partner activities should be clearly defined. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal

management and full compliance with all reporting and J-1 Visa requirements for past Bureau grants as determined by Bureau Grant Staff. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants. In addition, organizations designated as Exchange Visitor Program Sponsors must include a discussion of 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. Proposals that fail to include the above information in their narrative will be deemed less or not competitive under this review criterion. ECA will review the record of compliance with 22 CFR 62 et seq. of organizations designated as Exchange Visitor Program Sponsors as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

- 4. Multiplier Effect/Follow-on Activities:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual ties both during the exchange and

after the participants return home. Proposals should provide a plan for continued contact with alumni to ensure that they are tracked over time, utilized and/or organized as alumni, and provided opportunities to reinforce the knowledge and skills they acquired on the exchange and share them with others.

**5. Participant Monitoring:** Proposals must include a detailed monitoring plan for YES Abroad students. Given the importance the Department places on this criterion, you should dedicate a significant percentage of the narrative to explaining how you will achieve the Department's goals in regard to monitoring. You may use the appendices to house additional details and supporting documentation.

**6. Project Evaluation:** The proposal narrative must demonstrate how the applicant plans to assess the program's success in achieving program objectives and efficient operations, and what instruments will be employed to evaluate the program, including pre-departure orientations. Applicants may describe any experience conducting results-oriented evaluations. Successful applicants will demonstrate clear program goals and objectives as well as strategies for tracking both YES inbound and YES Abroad alumni activities that demonstrate results and outcomes of the program.

**7. Cost-Effectiveness/Cost-Sharing:** Budgets must be accurate, clear, and cost-effective. Applicants must include a budget narrative, which is separate from the proposal narrative that clarifies formulas used and costs that require further explanation and/or justification. Applicants must ensure that the budget is appropriate and sufficient to complete tasks outlined in the project narrative. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions. Proposals that demonstrate a high quality, cost-effective program will be deemed more competitive.

**8. Value to U.S.-Partner Country Relations:** Proposals should indicate how the program is of value to U.S. and partner countries' interests, and receive positive assessments by the U.S. Department of State's geographic area desks and overseas officers with regard to the need for the program, potential impact, and significance in the partner countries.

**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.

To assure that planning for the inclusion of the Palestinian

Authority complies with requirements, please contact Program Officer Kevin Baker by telephone (202) 632-6073, or email [BakerKM1@state.gov](mailto:BakerKM1@state.gov).

## **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> and <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 performance reports (PPR) must be submitted electronically to the Grants Office at [reportseca@state.gov](mailto: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.

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.

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

**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. As 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 international and 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 Program Officer Kevin Baker, ECA/PE/C/PY, 3E14 Ref. Nr. ECA/PE/C/PY-13-20, U.S. Department of State, SA-5, 2200 C Street, N.W., Washington, D.C. 20522, phone 202-632-6073, or email [BakerKM1@state.gov](mailto:BakerKM1@state.gov).

All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/PE/C/PY-13-20.

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

January 8, 2013

Assistant Secretary for Educational and Cultural Affairs

U.S. Department of State