

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Kennedy-Lugar Youth Exchange and Study (YES) Program: Placement Components Reference Number: ECA/PE/C/PY-13-21-OY-OB

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

The Kennedy-Lugar Youth Exchange and Study program for the 2014-2015 academic year comprises two separate funding opportunities: (1) the “YES Placement Components,” which is the subject of this solicitation announcement, ECA/PE/C/PY-13-21-OY-OB, and (2) the “YES Overseas Components.” The awardees of each of these placement components will be required to understand and cooperate with ECA and the Overseas Components implementers throughout the duration of the program.

These POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Citizen Exchanges to manage the YES Placement Components for the 2014-2015 academic year. Proposals must conform to the RFGP, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program-specific guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

A. Overview:

The Kennedy-Lugar Youth Exchange and Study program provides scholarships for approximately 900 high school students (ages 15-17; consideration of students up to age 18.5 will be granted in special situations) from approximately 40 countries with significant Muslim populations to spend a semester* or an academic year in the United States during the approximate period of July 2014 until June 2015. The program is vital to expanding communication between the people of the United States and its partner countries in the interest of promoting mutual understanding and respect. Students live with volunteer 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.

*Note: Malaysian students, who will arrive in January 2015, are currently the only group that participates for a single semester. For budgetary purposes, applicant may expect that 1 for every 15-20 students will be semester student with a shortened 6-month program.

Overseas Components: Overseas operations for the YES program are conducted under a separate YES Overseas Components award. The Overseas Components recipient is responsible for recruitment and selection of students; preparation of cross-cultural materials; pre-departure orientations; roundtrip international travel from home to host community; facilitation of ongoing communication between the participants’ natural parents and the

Placement Organizations (POs) selected under this solicitation, as needed; maintenance of a student database; and ongoing follow-up with alumni after their return to their home countries.

POs will coordinate with the Overseas Components Grantee on virtually all activities. Your organization must work efficiently and openly with the Department of State and the Overseas Components recipient for the duration of the grant. The Overseas Components recipient is responsible for the coordination of many overarching activities involved in the implementation of the YES program. Each PO is provided the *YES Operational Guidelines* developed by the Overseas Components recipient, a manual that gives instructions for these overlapping roles that POs must follow for the smooth coordination of tasks.

For the purpose of developing your proposal, the details of the manual should not be necessary and should not impact your budget. For your information and context, instruction topics in the *Operational Guidelines* include, but are not limited to:

- Process and timelines for coordination of students' arrival and departure travel (International and domestic to/from the nearest airport to the students' host communities is funded through the Overseas Components award.);
- Information on and timelines for receiving student applications for the purposes of placement;
- Procedures for reporting student support concerns to be conveyed to overseas partner organizations and natural parents;
- Chains of communication between overseas representation and your organizations; and
- Procedures and timelines for reporting placement information and changes thereof into a central database.

The following components of the YES program are described for your information as you conceptualize and develop your proposal. Your budget will not need to reflect expenses related to these activities.

Disability Component: Students with disabilities are recruited by the Overseas Components recipient along with all other students. Students with disabilities must meet the same eligibility standards as all other applicants, but may receive reasonable accommodations for testing. Your organization may be asked to place, monitor, and support at least one student with a disability. You may request additional students with disabilities in your proposal. The Overseas Component award recipient will conduct a post-arrive training and provide funding for reasonable accommodations and support for students with disabilities to be coordinated through POs. Additional information is provided in the section on students with disabilities below.

Civic Education Workshop - For Informational Purposes: All YES students will have the opportunity to apply to attend a one-week Civic Education Workshop, generally held in March in Washington, DC. Approximately 100 students will be selected to participate. Your proposal does not need to contain information or a request for funds for this workshop but should include confirmation that you will notify your students of the opportunity to apply.

Award recipients will receive additional information from the Overseas Components award recipient about application procedures. (Domestic travel to and from the workshop is funded through the Overseas Components award.) Note: Students will be eligible to participate in only one of the Civic Education, English Teaching, or Social Media Workshops.

Social Media and English Teaching Workshops - For Informational Purposes: Under separate awards from ECA, students participating in ECA-sponsored academic year programs, including YES, will be eligible to apply to attend workshops focused on the training of teaching English as a foreign language and on the use of social media in the spring of their exchange year. Each workshop may include 10-15 YES students. Dates, requirements, and other details will be provided during the program. While the implementation and funding for the programs, including travel, do not affect this award, you will be asked to support your students in applying and attending if selected. Note: Students will be eligible to participate in only one of the Civic Education, English Teaching, or Social Media Workshops.

YES Program Participants:

YES participants are 15-18.5 years old at the time of their arrival. They travel to the United States on J-1 visas, issued by the U.S. Department of State. Applicants must demonstrate knowledge of and adhere to all requirements and regulations of the J-1 Secondary School Student visa program. Countries included in the YES program are listed in the RFGP.

The Department of State seeks to include students of diverse national and ethnic backgrounds and students with disabilities. Participants are selected for the program on the basis of academic merit and personal character. Finalists also undergo rigorous medical screening. Applicants undergo a series of exams and are interviewed in person for evaluation of their ability to adjust to new cultures and their English language proficiency. Although most applicants have good academic standing and English comprehension, speaking, and writing skills, it should be anticipated that a small number of those accepted into the program will need English language enhancement training or academic tutoring in certain school subjects after arriving in their host communities. Organizations are encouraged to propose resources that could meet this need.

Distribution of Students:

Under the Placement Components cooperative agreement, awardees will accept and place students assigned by the Overseas Components award recipient. Your organization's students may come from any of the countries listed in the RFGP. The Bureau reserves the right to reduce, revise, or increase the proposal project configurations, budgets, participant numbers, countries, and program duration at its discretion as situations warrant and as funding permits.

B. Goals of the YES Inbound Program:

The overall goals of the YES program are to:

1. Promote better understanding by youth from selected countries about U.S. society, people, institutions, values, and culture;
2. Foster lasting personal ties;
3. Engage participants in activities that advance mutual understanding, respect for diversity, leadership skills, and understanding of civil society during their exchange in the United States;

4. Enhance Americans' understanding of other countries and cultures; and
5. Engage alumni in leadership skill- building and community service activities that further advance mutual understanding and civil society among the population in their home countries.

C. Organization Staff/Volunteer Responsibilities and Oversight:

The Bureau's Office of Citizen Exchanges is the designated Exchange Visitor Program sponsor with ultimate responsibility for the YES program. Placement Organizations (including their employees, officers, agents, and third parties involved in the administration of the YES program) administering the Placement Components will be considered under the terms of such grants to be "*third parties cooperating with or assisting the sponsor [i.e., The Office of Citizen Exchanges] in the conduct of the sponsor's exchange program.*" (22 CFR Section 62.2)

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that all Placement Organizations (including their employees, officers, agents, and third parties involved in the administration of the YES Program) will both comply with the regulations and requirements of the Exchange Visitor Program and render all necessary assistance to enable the Office of Citizen Exchanges to be in full compliance with the same. Accordingly, Placement Organizations must ensure their "*employees, officers, agents, and third parties involved in the administration of the [students placed under YES Program grants and cooperative agreements] ... are adequately qualified, appropriately trained, and comply with the Exchange Visitor Program regulations*" (22 CFR 62.9(f) (2)).

Relevant portions of the regulations governing the administration of an exchange visitor program are set forth in 22 CFR 62.25(d)(5), Program administration: "*Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may from time to time impose.*"

D. Responsibilities of the Placement Organization:

The YES program Placement Components award recipients will be responsible for the following general activities. Further guidelines and explanations of YES program requirements also are found in Section II, "Program Specific Guidelines."

1. *Materials:* Prepare and disseminate YES Programs materials.
2. *Host Families:* Screen, select, and secure host families prior to the students' departures from their home countries.
3. *Host Schools:* Identify accredited secondary schools and secure enrollment for the students prior to their departures from their home countries.

4. *Sharing of Information with Overseas Component Awardee:* Provide information about your organization and its policies and procedures to the Overseas Components recipient to assist in the production of YES websites, program materials, handbooks, and other YES materials to be developed under that award.
5. *Marketing:* Develop organization-specific promotional and marketing materials that identify the YES program as a U.S. Department of State-sponsored program. Additional marketing materials can be obtained from the Overseas Components recipient.
6. *ECA Academic Year Programs Annual Meeting:* Participate with approximately two representatives in the annual ECA academic year programs meeting, to be held for two days in Washington, D.C. (Spring 2014). One representative must be from your organization's financial office.
7. *Student Insurance:* Provide medical insurance for the students. (See Section II.)
8. *Local Coordinators and Host Family Training:* Provide YES program-specific training and orientation to local coordinators and host families. Training must also address J-1 visa regulations.
9. *Orientations:* Conduct post-arrival, mid-program, and end-of-year orientations for students.
10. *Enhancement Programs:* Conduct cultural enhancement programs throughout the exchange. (See allowable costs under "Tab D" of this document.)
11. *Students with Disabilities:* Provide support for students with disabilities. (See allowable costs under "Tab D" of this document.)
12. *English and Academic Tutoring:* Project and budget for the potential needs of English language and/or other academic tutoring. (See allowable costs under "Tab D" of this document.)
13. *Leadership Development:* Facilitate skills and leadership development programs within \$400 allowable cost for enhancement activities.
14. *Community Service Activities:* Establish guidelines for community service requirements and assist students in identifying opportunities for community service and involvement.
15. *Providing Highlighted Stories:* Regularly provide timely reports of students' significant accomplishments throughout the exchange.

16. *Student Likeness (Photos and Video) Usage:* Confirm with the Overseas Components awardee that a waiver, signed by the student and the student's natural family to have photographic or video images of the student taken, reproduced and published, is on record before allowing such activity.
17. *Participant Monitoring:* Monitor students, local coordinators, and host families to ensure the health, safety, and welfare of the students as well as academic and social adjustment success. As problems of any nature arise, including concerns related to adjustment, behavior, academics, health and safety, etc., provide timely management of the situation and support to the student, communicating such concerns to the Overseas Components recipients and to ECA as directed.
18. *Staff Training and Monitoring:* Train and monitor employees and volunteers of U.S. YES inbound Placement Organizations, including local coordinators and third parties acting on their behalf to support students.
19. *Financial Management:* Manage fiscal data and accounting for award funding, as required by federal law, including cost-sharing and any funds provided to approved sub-awardee(s), if applicable.
20. *Sub-Awardee Management:* If applicable, ensure that sub-awardees have received a copy of the RFGP and POGI and are versed in all requirements, your organization's expectations, and J-1 visa regulations. Provide oversight to sub-awardees that ensures the quality of their performance of duties for the YES program under your organization's award.
21. *Evaluation:* Conduct quarterly evaluations of your organization's success in achieving the YES program outcomes and report such results on a quarterly basis.
22. *Performance and Financial Reporting:* Prepare quarterly and final program performance and financial reports.

II. PROGRAM-SPECIFIC GUIDELINES AND FURTHER DETAIL OF RESPONSIBILITIES

Student Travel Documents:

Placement Organizations must obtain (and retain for three years) copies of the following documents for each Program participant:

- Name/photo page of international passport;
- J-1 visa page in passport;
- I-94 with date of U.S. entry indicated; and
- DS-2019 with stamp issued at U.S. port of entry.

Pre-Departure Orientation Materials:

Placement Organizations must prepare materials specific to their organization for students that will be distributed by the Overseas Components recipient during the Pre-Departure Orientation (PDO). Materials must be received by the Overseas Components award recipient by May 1, 2014 for distribution at PDO. All materials must identify students as YES students and must include information on the U.S. Department of State as the program sponsor.

Promotional Materials:

All official documents and materials developed for promotional purposes must acknowledge the U.S. Department of State's role as program sponsor. Where appropriate, documents will include the American flag and the State Department seal. The Bureau will retain copyright use of and may distribute materials related to this program.

Student Clustering:

ECA encourages placements in all 50 states and the District of Columbia in a wide range of rural, urban, and suburban settings. Placement Organizations that choose to cluster all or most of their students will be deemed more competitive. A cluster is defined as a minimum of three ECA-funded scholarship students who live within reasonable proximity and can be brought together for activities that address common ECA-funded program themes (e.g., orientations and program enhancement activities). ECA-funded scholarship students are identified as those participating in YES, as well as the American Serbia and Montenegro Youth Leadership Exchange (A-SMYLE), the Congress-Bundestag Youth Exchange (CBYX), and the Future Leaders Exchange (FLEX) programs.

Applicants are expected to cluster a minimum of 60% of their placements. Multiple local coordinators may work together to form a cluster. Applicants must describe how local staff and volunteers will provide non-clustered exchange students the benefits of orientations and enhancement activities.

Host Families:

Placement Organizations' practices and procedures for recruiting, screening, and selecting host families and placing YES participants with host families must meet the Exchange Visitor Program regulations for the secondary school student category (22 CFR 62.25).

Proposals that demonstrate compliance with these regulations and detail your organization's oversight over local coordinators will be deemed more competitive. Please contact the YES Program Office if you have any questions regarding how the regulations apply to YES participants.

Host Schools:

Placement Organizations' practices and procedures for placing YES participants in accredited public or private secondary educational institutions must meet the Exchange Visitor Program regulations for the secondary school student category (22 CFR 62.25). Due to unique sensitivities, Placement Organizations must obtain ECA concurrence before placing students in religious, private, and non-traditional public schools. Home schooling is not an option.

Tutoring and Supporting Students with Disabilities:

You should anticipate that a small percentage of students may require English or other academic tutoring to support them in their educational requirements. You are not expected to organize a formal training program. However, you should offer cost-effective plans for how you would address this need and budget for it.

The Overseas Components award recipient will budget for reasonable accommodations for students with disabilities and you will coordinate necessary expenses with that recipient. However, in your proposal, you should describe how you will address placements and support for students with disabilities. It is anticipated that each Placement Organization would be assigned at least one student with disabilities.

Your proposal should describe your strengths in placing and supporting students with these individualized needs. Suggest a number of students with disabilities, specifying types of disabilities, if applicable, and a number of students with tutoring needs within the total number that you believe your organization could place.

Student Insurance:

Placement Organizations must provide health and accident coverage to exchange participants either through the Bureau's Accident and Sickness Program for Exchanges (ASPE) plan or your organization's provider that offers equal or greater coverage. Detailed information on ASPE can be found in 10 FAM 240: <http://www.state.gov/m/a/dir/regs/fam/c22995.htm>.

Placement Organizations wishing to use a different plan must demonstrate that the alternate plan provides comparable or more comprehensive coverage and costs less than ASPE. **Students and natural families must be informed in writing of any limitations of coverage noted in the policies. Coverage must begin when students depart their home countries and not conclude until they return to their home countries.** Please keep in mind that the students with disabilities who participate in the disability-specific post-arrival workshop must be covered by the Placement Organization's health insurance policy while they are participating in the workshop.

YES-Program Specific Training and Orientation of Staff and Host Families:

Placement Organizations are responsible for conducting YES program-specific training for all their staff, volunteers, and third parties acting on their behalf who are involved in the YES program. This training should explain the PO's policies, procedures, and rules, as well as provide the methods and tools necessary for monitoring and supporting YES program students, their host families, and school personnel with sensitivity to cross-cultural issues unique to this exchange population. The training must ensure understanding of the goals, expectations, and requirements of the YES program as explained in this POGI, as well as all J-1 visa requirements.

Placement Organizations are also responsible for conducting YES program-specific orientation programs for host families prior to the students' placement in their homes. Proposals should include sample outlines with relevant topics to be covered in staff, volunteer, and host family orientations.

Student Orientations:

Placement Organizations' practices and procedures for YES program student orientations must meet the general J-1 Exchange Visitor Program regulations and the secondary school student category-specific orientation requirements. Orientations should address the PO's policies, procedures, and rules, as well as the PO's procedures for communicating with students and for monitoring and supporting their exchange with sensitivity to cultural issues unique to this exchange population. The orientations must ensure understanding of the goals, expectations, and requirements of the YES program as explained in this POGI.

POs must carry out three orientations for YES students: post-arrival orientations within approximately one-month of arrival; mid-year orientations in December to February; and re-entry orientations held toward the end of the program. Proposals should include sample outlines with relevant topics to be covered in each of the three orientations.

Cultural Enhancement Activities:

Placement Organizations are required to conduct cultural enhancement activities during the academic year to increase the participants' understanding of American culture, values, and history. These activities should expose students to key elements of American civil society and foster dialogue and enduring ties between the students and their host communities.

Examples of cultural enhancement activities include briefings on local or state government and the judicial system; programs on community issues and concerns (e.g., environmental protection, substance abuse prevention, HIV awareness) that expose participants to and increase their understanding of the diversity that exists in American society.

Funding for enhancement activities should be disbursed in small increments throughout the year to encourage a variety of activities. There is a maximum \$400 per student activities fund to cover the cost of these enhancement activities. Enhancement funds may not be spent on large packaged sightseeing trips.

Leadership Development Programs:

Placement Organizations are encouraged to allocate separately a portion of the enhancement activities fund mentioned above for specialized training in the development of leadership skills such as public speaking, team-building, critical thinking, and goal-setting so that the students are prepared to apply these skills once they return to their home countries. Proposed training should explore issues that foster civic responsibility, tolerance, public service, conflict-resolution, and management. Placement Organizations are encouraged to interact with established local youth-oriented groups and to use free or low-cost resources.

Community Service Requirements:

All YES students are required to participate in community service activities. Placement Organizations are expected to provide participants and their host families with clear and precise guidelines that reflect the standards, requirements, and expectations, including but not limited to the following:

1. Minimum number of hours and type (e.g., volunteer work or other tasks) of required community service;
2. Method by which Placement Organizations will monitor community service; and
3. Consequences of failing to meet this obligation.

Participant Monitoring:

Placement Organizations' practices and procedures for monitoring YES participants must meet the Exchange Visitor Program regulations for the secondary school student category (22 CFR 62.25).

Requirements Additional to the Regulations for Site visits:

- Full-time permanent employee(s) or an official designate of the Placement Organization's headquarters must conduct site visits to the homes of 20% of the YES students placed by your organization. The purpose of these visits is to see the YES students in their host environments. The visits should cover a combination of clustered and non-clustered students. These site visits should be conducted in close coordination with the Bureau to complement Program Office site visits and ensure maximum coverage.
- Placement Organizations should submit site visit plans to ECA through the on-program support email address provided to award recipients. Site visit plans for October-December should be submitted by September 15, 2014. Site visit plans for January-June should be submitted by December 15, 2014.

Training and Monitoring Employees and Volunteers of Placement Organizations and Third Parties Acting on Their Behalf:

Placement Organizations' practices and procedures for training and monitoring their officers, employees, and volunteers, and third parties (including sub-awardee organizations) acting on their behalf who are involved in the administration of the YES program must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25(d)(1): "Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... are adequately trained and supervised and that any such person in direct personal contact with exchange students has been vetted through a criminal background check."

Student Financial and Gift Incentives:

As recipients of full scholarship with continuing support and opportunities for alumni, YES students accept considerable responsibilities in return. Participation in program activities, including orientations, cluster meetings and events; community service; and presentations during International Educations Week are requirements. Therefore, POs should not propose to give students monetary or other large material incentives to participate in program-related activities. Small reward programs can be contained within the per capita enhancement activity fund.

III. PROPOSAL CONTENTS

Since applicant organizations do not have the opportunity to meet with reviewing officials or otherwise discuss the merits of their applications, each proposal should describe a program in a convincing and comprehensive manner, addressing all the criteria set forth in the solicitation and the other guidelines identified in the introduction to this document.

Proposals should address all elements described below succinctly and completely. Proposals must be submitted through Grants.gov only in the following formats:

- Microsoft Word,
- Microsoft Excel,
- Adobe Portable Document Format (PDF),
- ASCII Text (less desirable), or
- Joint Photographic Experts Group (JPEG images).

Proposals should include the following information:

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

Applications must include a completed “Application for Federal Assistance (SF-424). Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number to complete Box 8(c) of the Form SF-424. Applicants may obtain DUNS numbers at no charge by contacting Dun and Bradstreet at <http://www.dunandbradstreet.com> or 1-866-705-5711.

TAB B - Executive Summary

The Executive Summary is a single double-spaced page that provides the following information:

- Name of the organization submitting the proposal
- Beginning and ending dates of the program
- Scope of the project, including the following:
 - Number of students to be placed
 - Geographic distribution of students
 - Method of placement
 - Nature of activities
 - Funding level requested from the Bureau
 - Total program cost
 - Total cost sharing from applicant and other sources
 - Total per-student cost

TAB C – Program Narrative and Calendar of Activities/Itinerary

Program Narrative

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

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Calendar of Activities/Itinerary

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

TAB D - Budget Submission

Applicants must submit a Form SF-424A along with a comprehensive line item budget. The budget must include and distinguish between funds requested under this RFGP and funds applicants acquire through cost-sharing or from other sources. You must submit a Program Activity Cost Summary. Include an explanatory budget narrative and submit per-participant and total costs. Per-participant costs are calculated as the total award funds requested divided by the number of participants.

Each budget must include the following costs:

- \$125 per student monthly allowance for 11 months for social activities and personal items (e.g., movie and pizza with friends, toiletries, haircut)
- \$300 reimbursable per student incidentals allowance to be spent by the host family for school start-up costs and other school-related expenses (e.g., yearbook, locker fees, gym shorts) for which receipts must be presented to the Placement Organization
- \$100 per student emergency expense fund to be retained by the Placement Organization for small emergency expenses (e.g., eyeglasses, minor dental problems)
- \$400 per student for enhancement activities (**All related activities including field visits, leadership training, cross-culture and inter-faith workshops, community service projects, etc. must be included in this amount. Additional funding requests will not be accepted.**)
- Support and monitoring of regional and local staff; include support for home visits to a minimum of 20% of YES students
- Staff travel, i.e., expenses for at least one person per organization, including sub-grantees, to Washington, DC to attend a two-day ECA Youth Programs Division annual meeting

Budgets also may include the following items:

- National and regional local coordinator trainings
- Orientations (post-arrival, mid-program, and re-entry) for students and host families
- Stipends and honoraria for non-salaried staff and volunteers
- Identifying, screening (e.g., criminal background checks and interviewing), and selecting host families
- Monitoring students and host families, problem resolution, counseling, and resettling students, as necessary
- Program materials (include an explanation of how materials will be used)
- Administrative costs (e.g., salaries, communication, and supplies)
- English/academic tutoring provided in the most cost-effective way, when necessary
- Promotional materials, including social media and website development and maintenance (Proposals must offer examples and provide substantive justification for

promotional requests and how the funds will advance marketing needs specific to the YES program. General, ongoing promotion and marketing expenses of the organization may not be requested as a direct cost.)

- Mandatory school fees, including registration and books

The ECA requested budget should not include excess baggage fees or international travel, which may be cost-shared. The Overseas Components grantee will provide funding for accommodation to support students with disabilities.

Cost Sharing: All cost sharing declared in the proposal budget must be auditable. Applicants are encouraged to develop sources of funding to complement the grant funds. Private partnerships with corporations or foundations are encouraged. Direct contributions from the applicant organization itself are welcome, both cash and in-kind. Costs borne by host families are considered “in-kind contributions” and may not be declared as a cost share item.

Program Activity Cost Summary: In addition to the budget, submit a Program Activity Cost Summary that reflects all costs (even if they do not easily fit into the enumerated categories). The Program Activity Cost Summary is used to identify project cost drivers and will not be used to evaluate proposals submitted in this competition. Annotate those line items that are affected by unique or changing cost drivers, e.g., high transportation costs, increases in stipends for local coordinators.

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

TAB F

1.) SF-424B, “Assurances - Nonconstruction Programs”.

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

3.) Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways: (1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form; or, (2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

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

IV. REVIEW PROCESS

Please see RFGP for review process and criteria.

V. APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are **NO EXCEPTIONS** to this deadline. For further information regarding this program or the competition, contact ECA Program Officer Kevin Baker by telephone at (202) 632-6073 or by email at BakerKM1@state.gov.