

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2025 International Sports Programming Initiative

Funding Opportunity Number: DFOP0017393

Office of Citizen Exchanges, Sports Diplomacy Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by Office of Citizen Exchanges, Sports Diplomacy Division (ECA/PE/C/SD) for the FY 2025 International Sports Programming Initiative (ISPI). Your proposal must conform to the solicitation, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Any application not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the guidelines outlined in the PSI. If there is a perceived disparity between documents, the solicitation is to be the dominant reference.

I. STATEMENT OF WORK

ECA/PE/C/SD has outlined approximate participant and unique exchange numbers below. The recipient is highly encouraged to go beyond these numbers should their expertise lead to cost-efficiencies. The recipient is required to obtain approval of significant program changes in advance of their implementation. During the course of implementation, ECA/PE/C/SD may request that the recipient make modifications to the program plan and/or exchange components of the program. The activities and the roles and responsibilities of the U.S. Department of State and the recipient are outlined below.

Proposals must describe in detail the program model that will be used by both the implementing partner and the sub-award recipients and must also describe the oversight of the sub-award recipients to ensure consistent and high-quality programming.

Recipient Responsibilities:

The responsibilities of the recipient are as follows:

1. Provide oversight of the programs;
2. Conduct an assessment that links outcomes of the exchange programs to stated program goals and objectives and present outcomes through data visualizations that are clear and engaging;
3. Assist ECA and U.S. embassies and consulates with follow-on program development and implementation;
4. Manage ECA and other funds for this activity, including submitting required semi-annual and final financial reports to ECA as well as regular updates to the program office;

5. Enroll the participants in ECA's Accident and Sickness Program for Exchanges (ASPE) health benefit program for the duration of the exchanges and issuing health benefit identification cards for each participant;
6. Recruit and select exchange participants from the U.S. in consultation with Post for the outbound portion of the exchange to the host country;
7. Contract with a host country-based interpreter and translator to translate all materials for participants and provide interpretation during the pre-program webinars;
8. Implementing a series of webinar presentations for participants with contracted speakers to prepare them for the exchange program;
9. Assign an appropriate number of staff to accompany participants for each exchange, including one staff person on each sub-award recipient-led exchange, to ensure participant health and safety and that each exchange is pedagogically enriching and in line with foreign policy goals. Criminal background checks must be conducted for all program staff;
10. Develop programming both in the U.S. and the host country, with the support of local partners;
11. Clearly outline and describe the roles and responsibilities of all proposed partner organizations in terms of project logistics, management, and oversight;
12. Provide for participant domestic transport, lodging, and per-diem at program sites;
13. Manage participants' small grant projects, including the distribution of funds and follow-on communication;
14. Manage all sub-awards, both programmatically and financially; develop and implement a thorough plan for oversight with a special focus on ensuring the safety and well-being of all participants; coordinate logistical and administrative arrangements for participants; and provide programmatic and administrative management of the programs including ongoing oversight of the sub-award recipients;
15. Announce, disperse, support, and monitor alumni follow-on small grants; and
16. Secure the services of a photographer (as necessary);
17. Deliver all photos and media to the ECA program officer and Post via shareable link;
18. Coordinate the establishment, implementation, and monitoring of action plans;
19. Collect MODE data from participant post-exchange surveys
20. Purchase round trip international airfare for both exchanges, as well as ground transportation as necessary while on the exchange;
21. Issue participant DS-2019 forms for inbound participants and make necessary pre-departure travel arrangements including passport and foreign visa assistance for outbound participants, immunizations, and other arrangements as needed;
22. Issue contractual payments for U.S.-based and country-based interpreters (including identifying interpreters to hire) during the U.S. and host country-based program – this includes all interpreter per-diem, lodging, and domestic transportation to the exchange site and throughout the exchange program;

23. Manage participant lodging, per-diem, ground transportation, and cultural expenses during each exchange program;
24. Issue wire fees to transfer small-grant funding to participants (as needed).
25. Facilitate communication between the U.S. Embassy or Consulate in the host country to determine the specific focus of the exchange program as it relates to Post's foreign policy objectives and communicating these objectives to the sub-awardee for the development of exchange programming content
26. Inform and consult with ECA about any program or participant problems, emergencies, or other issues as well as the progress of necessary corrective action.
27. Provide ECA with final list of U.S. citizen participants for approval; and
28. Prepare necessary educational and promotional materials that support the program. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. All ECA Award Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

Substantial Involvement:

Please refer to section C.12. Substantial Involvement in the NOFO.

II. PROGRAM SPECIFIC GUIDELINES

Please refer to the NOFO for Program Specific Guidelines

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner.

Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

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

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

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF) - Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, "Application for Federal Assistance"
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, "Assurances – Non-Construction Programs," (only required for organizations if its representations and certifications have not been completed in the System for Award Management (SAM.gov). If an organization is exempt from registering in SAM.gov, then it would still need to provide the form as part of its application.)
- Include other attachments, if applicable, such as the Negotiated Indirect Cost Rate Agreement (NICRA), form 990 Return of Organization Exempt From Income Tax, SF-LLL Disclosure of Lobbying Activities (only required for organizations that engage in lobbying activities), etc.

Program Narrative

Executive Summary (One page)

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

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In twenty 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

Additional Information to be Submitted

- Detailed Budget: Please refer to section C.6. of the NOFO for allowable costs. 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.
- Calendar of activities/itinerary
- Resumes and CVs: Resumes of all staff should be included in the submission; no resume should exceed two pages.
- First Time Applicant Attachments, if applicable.

IV. OTHER AWARD INFORMATION

Adherence To All Regulations Governing J Visas

ECA places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing J visas. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, 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.

The award recipient 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 Private Sector Exchange Designation
U.S. Department of State

SA-5, Floor C2, Room C2L13
2200 C Street, NW
Washington, DC 20522

Please refer to Solicitation Package for further information.

V. APPLICATION SUBMISSION

The solicitation document 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, contact Nicholas Hirsch, Sports Diplomacy Division, at, 202-957-9237, HirschNW@state.gov