The Open World Leadership Center

The Open World Program

2019 Grant Guidelines

2019

TABLE OF CONTENTS

INTRODUCTION **2**

2019 GRANT PROCEDURES **4**

GRANTS OVERVIEW 4
GRANT GUIDELINES CONTENT 5
ELIGIBILITY FOR AN OPEN WORLD GRANT AND PROGRAMMING PRIORITIES 5
OBJECTIVES 7
HOSTING THEMES BY COUNTRY 9
2019 OPEN WORLD PROGRAM PROPOSED TRAVEL DATES 40
GRANTEE PROGRAMMING AND ADMINISTRATIVE REQUIREMENTS 44
GRANTEE INTERACTION WITH OPEN WORLD CONTRACTORS 47
DOCUMENT-EXCHANGE DEADLINES FOR AN OPEN WORLD VISIT 47
RESULTS 49
KEY DATES AND DEADLINES 51

GRANT PROPOSAL OUTLINE **52**

FINANCIAL PROCEDURES-2019 GRANTS **54**

GRANT PROPOSALS 54
GRANT DOCUMENTATION AND COMPLIANCE 57
GRANT PERIOD AND EXTENSIONS 60
REPORTING REQUIREMENTS 61
PAYMENTS AND INTEREST 62
BUDGET REVISIONS 63
ORGANIZATIONAL PRIOR APPROVAL SYSTEM 63
COST SHARING AND COST-SHARING RECORDS 64
SUSPENSION AND TERMINATION 65
FINANCIAL MANAGEMENT STANDARDS 67
RECORD RETENTION AND AUDITS 68

APPENDIX 1 ..... **69**

PROCUREMENT RESPONSIBILITY 69
PROCUREMENT STANDARDS 69
PROCUREMENT PROCEDURES 71
CONTRACT PROVISIONS 72
OTHER FEDERAL GUIDANCE 73

APPENDIX 2- COST PRINCIPLES **74**

APPENDIX 3- COST-SHARE REPORT FORM AND INSTRUCTION SHEET **78**

APPENDIX 4- GLOSSARY OF TERMS **81**

OPEN WORLD PROGRAM
OPEN WORLD LEADERSHIP CENTER

2019 GRANT GUIDELINES

Introduction

Open World Leadership Center (Open World) is a legislative branch agency that supports the U.S. Congress. The Open World program brings emerging leaders from participating countries to the United States in order to give them firsthand exposure to the American system of participatory democracy and free enterprise. The program allows American leaders and their counterparts from Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Moldova, Mongolia, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan to engage constructively with one another in a manner that complements the U.S. Congress's public diplomacy efforts on timely issues such as accountable governance and the legislative process, young leadership development, entrepreneurship, health issues, education, environment, and the rule of law. The principles of accountability, transparency, and citizen involvement in government are among the concepts emphasized by the Open World program.

Today, Open World has more than 27,000 alumni and a network of 8,300 host families in more than 2,100 communities throughout the United States. The program is administered by the Open World Leadership Center (Open World), an independent entity established in the U.S. legislative branch in 2000. The program serves Members of Congress—and their constituents and staff—and demonstrates to delegates the role of the legislative branch in a mature and vibrant democracy, with the goal of helping these delegates strengthen legislative bodies—and citizen involvement in the legislative process—in their own countries.

Open World's mission is:

> To introduce rising leaders of emerging countries to the importance of legislative functions in creating and sustaining democracies . . . through the introduction of young foreign leaders to American democratic governance and free market operations at every level: federal, state, and local.

In light of this mission, Open World will continue to bring emerging leaders from Eurasia to the United States, while endeavoring to foster lasting ties that result in ongoing cooperation and collaboration. This solicitation seeks proposals to host delegates from the following countries: Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kosovo,

Kyrgyzstan, Macedonia, Moldova, Mongolia, Russia, Serbia, Tajikistan, Ukraine, and Uzbekistan. Open World will give greater weight to those 2019 hosting proposals that (a) give delegates significant exposure to federal, state, county, and local legislators, the structure and functions of legislatures, and the legislative process; (b) include planned meeting(s) with relevant Members of Congress and/or staff; (c) are likely to produce new partnerships or further existing ones; (d) include specific follow-on project activities and/or significant projected results, such as plans for substantive future reverse travel;[1] (e) include collaborative programming with American young professionals organizations; (f) provide delegations an appropriate opportunity to make a formal presentation on their professional activities to their U.S. counterparts (this is a program requirement); and (g) provide for significant cost-sharing of program expenses. Some hosting proposals will be judged specifically for their ability to program as described in (a) above, especially in a state capital when the state legislature is in session (usually the first three months of the year).

The Open World program was originally established in 1999 as a Library of Congress–administered pilot project to give emerging Russian leaders firsthand exposure to the American system of democracy through visits to local governments and communities in the United States. Open World began expanding to other countries in 2003. To date, more than 27,000 current and future leaders—from virtually all administrative regions of the participating countries—have taken part in Open World. Since the beginning of the program, the average age of delegates is 37 (with 1/3 being under 30, and the average age being 33 in recent years); roughly, half are women.

Overall, the Open World program focuses on developing an international leadership network through which professional counterparts with mutual interests are able to consult and cooperate with each other on issues affecting their communities. Reflecting its identity as a U.S. legislative branch entity, the Open World Leadership Center ensures that *all* delegations receive significant exposure to the role and procedures of American legislative bodies. As part of this focus, Open World will ask local host organizations to set up meetings with Members of Congress, congressional staff, and state, county, and local legislators and their staff members, so that delegates can review such functions as lawmaking, legislative oversight, and constituent relations with officials engaged in these activities. Delegates should also learn about the effect of legislation on their exchange's assigned theme.

Open World intends to award grants for the hosting of 140 delegations under these guidelines for calendar year 2019. Each delegation will consist of five delegates and one facilitator[2], except for the Estonian judicial delegation, which will consist of four English-speaking delegates. **These 140 delegations include thirteen delegations of parliamentarians and four delegations of parliamentary staffers from the countries**

[1] Reverse travel is when someone affiliated with an Open World U.S.-based exchange travels to a participating Open World country and meets with alumni during this visit. Open World cannot fund reverse travel or follow-on activities.

[2] Facilitators are young co-nationals of the delegates, with excellent English skills and, usually, previous experience living in the United States. They will provide after-hours interpretation support, especially for meals and cultural events, along with facilitating logistical and cross-cultural matters.

listed in this solicitation. Open World invites U.S.-based organizations with either established foreign visitor programs or demonstrated ability to host foreign visitors to propose hosting from one to eighty-two (plus any parliamentary) delegations from the participating countries. Those organizations that have projects and/or partnerships with their colleagues in participating countries are strongly encouraged to offer to defray and/or cover some of the costs of such programming by either covering some of the airfares and/or hosting costs themselves or having their proposed delegation members prepared to cover all or some part of their travel or other programmatic costs.

Proposals for all country programming in this solicitation are due close of business Monday, October 22, 2018. Please see pp. 44 for instructions on submitting applications.

Open World will provide grants for hosting delegations to approved organizations that support Open World's objectives (see below).

2019 GRANT PROCEDURES

Grants Overview

The **2019 Open World Program** will focus on emerging political, civic, and community leaders from the national, regional, and local levels, and will put a strong emphasis on (1) acquainting participants with American lawmakers and legislative functions and processes at different levels of government; (2) helping develop new, or further existing, networks and/or partnerships between delegates and their U.S. counterparts; and (3) hosting delegates age 30 and under.

While some candidates are nominated by international organizations, most are nominated by U.S. and participating-country agencies and institutions. Open World looks for talented, emerging leaders. Candidates are vetted using the following criteria: demonstrated leadership skills and a commitment to building a civil society; extent of activities in one or more of the thematic areas for Open World exchanges; participation in the political process, especially as legislative officeholders, candidates, or staff; community involvement or volunteer work; and established U.S. ties or the potential to forge such ties. Ideal nominees will have no previous travel to the United States. English-language fluency is not required.

Delegates and facilitators will be invited for up to 10-day exchanges[3] in the United States. Homestays with American host families are an integral element of the program.

[3] Delegations stay in Washington, DC, for two days to attend an orientation program hosted by the Open World, then spend eight days in the local host community. Exceptions may be made by Open World on an as-needed basis, and in close consultation with the appropriate grantee(s).

Open World plans to host up to 838 participants[4] (140 delegations) under these guidelines, with up to 288 participants (48 delegations) coming from Ukraine, up to 234 participants (39 delegations) from Russia, up to 24 participants (4 delegations) from Armenia, up to 24 participants (4 delegations) from Azerbaijan, up to 18 participants (3 delegations) from Belarus, up to 4 participants (1 delegation) from Estonia, up to 36 participants (6 delegations) from Georgia, up to 24 participants (4 delegations) from Kazakhstan, up to 18 participants (3 delegations) from Kosovo, up to 24 participants (4 delegations) from Kyrgyzstan, up to 12 participants (2 delegations) from Macedonia, up to 24 participants (4 delegations) from Moldova, up to 12 participants (2 delegations) from Mongolia, up to 48 participants (8 delegations) from Serbia, up to 18 participants (3 delegations) from Tajikistan, and up to 30 participants (5 delegations) from Uzbekistan.

Final 2019 hosting numbers will depend on available funding.

Grant Guidelines Content

This document contains, in order:

- Eligibility requirements for an Open World grant and programming priorities
- Open World objectives
- Short Hosting Theme descriptions
- Proposed 2019 travel dates
- Grantee programming and administrative requirements
- Local-hosting document deadlines
- Results tracked by Open World
- Key dates and deadlines
- Criteria for evaluating grant applications
- A grant proposal outline
- Financial procedures, including methods of determining in-kind contributions
- Appendixes
    - Procurement guidelines
    - Cost principles
    - A cost share report form and instructions for reporting cost shares
    - A glossary of terms

Please note: the section on results describes outcomes tracked by the Open World Leadership Center and explains grantees' and local host organizations' roles in helping report them.

Eligibility for an Open World Grant and Programming Priorities

[4] The term "participants" includes delegates and facilitators. This is the number of participants covered by this solicitation. Additional delegations/programmatic countries might be added in the future. Open World grantees will be solicited to host them if such additions occur.

Any U.S.-based organization with either established foreign visitor programs or demonstrated ability to host foreign visitors is eligible. U.S.-based organizations with ongoing project activity or initiatives in any of the countries covered by this solicitation that can be furthered by an Open World visit should describe this activity. An applicant proposal:

- Must demonstrate that the applicant organization has the ability, experience, and expertise to provide excellent programming in the Hosting Theme(s) for which it is applying and/or will establish cooperative agreements with expert local host organizations that can do so.[5]

- Will be given preference if it demonstrates that the applicant organization has the ability to provide programmatic activities with federal, state, county, and local legislators and legislative staff that will enhance the delegates' understanding of the legislative process and the structure and functions of American legislative bodies.

- Will be given preference if it is likely to produce new partnerships or further existing ones.

- Will be given preference if it includes ideas for specific follow-on project activities and/or significant projected results, such as plans for substantive future reverse travel.

- Will be given preference for a grant award if it demonstrates how the applicant organization will involve one or more organizations composed of young American professionals[6] in providing some of the delegates' professional, networking, and cross-cultural programming. To the extent possible, such young professional organizations should be focused on activities relevant to a delegation's Hosting Theme.

- Will be given preference for a grant award if its accompanying budget submission includes a significant cost share/in-kind contribution for Open World delegations, such as paying all or a significant portion of local hosting expenses, or all or portions of airfares.

- Will be given preference for a grant award if it demonstrates how results (as defined on pp. 49 below) will be accomplished, particularly if this programming would further ongoing or proposed projects/partnerships with the applicant organization or one of its proposed local host organizations.

[5] Local host organizations for past Open World exchanges have included local affiliates of grantee organizations; colleges and university-based centers; and civic associations that have experience with international visitors. Each local host organization designates a local host coordinator who will have overall responsibility for the eight-day community visit.

[6] Types of organizations include young-adult chapters of professional and business organizations; young-alumni associations, and young-adult branches of charitable organizations.

Open World will permit (on a very limited basis) organizations awarded 2019 Open World grants under these guidelines to nominate candidates for competitive delegate selection for exchanges that will support the organizations' ongoing or proposed projects/partnerships. **Any applicant organization that wishes to nominate candidates must include in its proposal a clear strategy for nominations that demonstrates the organization's ability to identify quality candidates who match Open World's criteria, including Open World's emphasis on including emerging professionals on the program.** If the applicant organization plans on having one or more participating-country organizations propose candidates for a specific hosting program, the rationale for using each organization, and each organization's complete contact information, must be included in the proposal. The nominations strategy must also demonstrate that the candidates will meet Open World's selection criteria, enhance a community partnership and/or project, and/or foster long-term collaboration with U.S. counterparts.[7] It is also encouraged that delegates chosen to participate in such ongoing project or partnership programming pay some or all of their program related travel and pre-departure orientation expenses. In these cases, such cost-share information should be included in the nominations strategy for that project.

Any candidates nominated by grantees must submit Open World's standard delegate application form and go through the same competitive, transparent vetting process as other nominees for the program. Open World will closely coordinate the nomination process with the relevant grantees. Please note that these programs receive extra scrutiny from the vetting committees, and if there are not sufficient finalists from the grantee's nominees, other Open World finalists that fit the delegation will be used to fill the delegation.

Open World also seeks proposals that, for one or more local programs, clearly specify the type(s) of delegates desired (e.g., regional and local legislators, mayors, NGO leaders, media professionals) and/or localities that delegates should come from, in order to have Open World exchanges that support specific projects or foster existing partnerships. Please make such requests very clear in any proposal.

Objectives

Open World delegates include some of the participating countries' most dynamic, highly educated emerging leaders, who are eager to share their experiences with Americans for a robust and mutually beneficial exchange of ideas—an element critical to our programming. The Open World program is designed to ensure that delegates have the opportunity to:

- Develop an understanding of the people who interact with their American professional counterparts. For example, a delegation of mayors and other city officials might meet with the host community's mayor, city manager, city council members, mayor's office staff, key departmental staff, and local political reporters.

[7] If an applicant organization anticipates that one or more of its prospective subgrantees will want to nominate candidates, its proposal should include the information requested in this paragraph for each such prospective subgrantee.

- Share their professional expertise through planned formal presentations, panel discussions, and/or roundtables with their American counterparts and contacts, and present information about their country's culture, history, and current affairs to members of their host community (this is a program requirement).

- Develop an understanding of the role of the U.S. Congress and state, county, and local legislatures in shaping, overseeing, and/or funding programs and institutions connected with the applicable Open World Hosting Theme and Subtheme.

- Develop an understanding of how citizens and interest groups work to affect the legislative process (at the federal, state, county, and local levels) on issues related to the delegates' Hosting Theme.

- Network with American professionals and hosts who are interested in maintaining contact beyond the eight-day community visit for ongoing cooperation and collaboration.

- Exchange views with influential representatives of appropriate federal, state, county, and local government agencies; legislators; civic organizations and other non-governmental organizations (NGOs); and the business and education communities.

- Participate in community events to gain an understanding of the role of community organizations' interactions with government.

- Receive an overview of the relationships among:
    a) the executive, legislative, and judicial branches of state, county, and local government;
    b) the business and civic communities and government; and
    c) individual citizens and government.

Through the Open World program, the delegates should also be introduced to basic concepts of American civil society so that they:

- Acquire an understanding of the important elements of American civil society in order to make constructive comparisons with civil society in their own country.

- Acquire an understanding of governance in a mature democratic society and the rule of law in American society, including the concepts of accountability and transparency, the separation of powers, and the interrelationships of federal, state, county, and local governments.

- Acquire an understanding of the roles of American government, civic institutions, free enterprise, and voluntary organizations as they relate to the relevant Open World Hosting Theme.

- Develop a better understanding of American culture and society and contribute to enhanced American knowledge of the Open World country's society, culture, and institutions.

Finally, an essential component of the Open World program is that the delegates have many opportunities to inform their hosts and their host communities about their countries, their professional lives and responsibilities, and the key political and cultural dynamics of the societies in which they live.

Hosting Themes

The **2019 Open World Program** will offer a different set of themes for each participating country. Country themes are developed in close consultation with the U.S. Embassy in each participating country, NGOs, experts on the region, and participating-country organizations. Delegates will be selected based on their activities and background in one or more of the themes.

Since Open World is a legislative branch agency that serves the U.S. Congress, its historical mission includes exposing delegates to the role of legislatures and legislators in a successful democracy. Open World, therefore, asks grantees and their local host organizations to set up meetings and other professional activities for their delegates with Members of Congress or their staff, state legislators, and city council members and other local lawmakers. The purpose of these activities is to give delegates firsthand insights into how American legislators carry out such functions as lawmaking, legislative oversight, and constituent relations, especially as these functions relate to a delegation's Hosting Theme. Meetings with staff of state legislative committees and legislative support agencies are also encouraged, when feasible.

Open World staff oversees the process of forming and placing Open World delegations and will work to place delegates in host communities that are comparable to their own communities and that can offer experiences and information directly relevant to the delegates' interests. Open World staff will also work closely with grantees on matching specific delegates or specific types of delegates with approved grantee programs. Wherever possible, these placements will be based on already-established ties or plans specified in grant applications to forge new ones. Open World staff will also work with grantees to ensure that host-community visits include opportunities for delegates to give voluntary presentations and to meet with lawmakers and legislative staff.

The host-community visit should give delegates firsthand experience with their professional counterparts' daily work routines and offer a view of American life through community and cultural activities and homestays. All programming, regardless of Hosting Theme, should include extensive exposure to legislative processes, and how these processes affect the Hosting Theme. Delegates will prepare for their host-community activities by attending a pre-departure program (usually held in their home country's capital city) followed by an arrival orientation program conducted in Washington, D.C. The orientation programs will review the Open World program's goals and provide an overview of the delegations'

Hosting Theme(s); federal, state, and local governments and their interrelationships; a general overview of the federal legislative process; the balance of powers; current issues in U.S. governance and politics; the rights of individual citizens; and American culture. The delegates will also learn about American home life and practices to prepare them for their homestays.

During the orientation process, delegates will join Open World's vast professional alumni network of over 27,000 leaders in Eurasia. Open World alumni are invited to stay connected to their peers and our agency via the social networking sites of Facebook, Twitter, and Instagram.

On Facebook, participants and alumni from the countries of Armenia, Azerbaijan, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Moldova, Serbia and Tajikistan have access to a closed (private) Facebook group to remain connected and meet Open World alumni in their respective countries. These groups are only for current Open World delegates, Open World alumni, and host families (or other host community stakeholders). In these closed groups, Open World alumni share professional updates on their lives, projects, photos, and articles. For Russia and Ukraine, private Facebook groups are created for every travel date and are used during the Open World program and alumni once they complete their Open World program.

Open World's broadest outreach efforts on Facebook, Twitter and Instagram can be found at:

- Facebook: https://www.facebook.com/openworldleadershipcenter2
- Twitter: https://twitter.com/OWprogram
- Instagram: https://www.instagram.com/owprogram/

The host community visit must include an appropriate opportunity or opportunities for the delegates to present the professional and cultural aspects of their life to their colleagues and the community at large. The professional and cultural programming should be interactive in nature to ensure that the delegates have the opportunity to discuss their professional responsibilities and aspirations, the status of their theme/subtheme in their country, as well as their country's cultural milieu. The learning experience must be a two-way street.

Please note that a number of delegations from among the countries listed below might consist entirely of young professionals age 30 or under. The relevant grantee will be informed of these delegations in a timely manner.

Applicant organizations are asked to indicate in their proposals for which countries, themes and subthemes, and dates they seek to host. (See instructions beginning on p.44.) Proposed travel dates can be found in the table on pp. 40.

Below, listed by country, are the Hosting Themes, each with an accompanying rationale and a general description of the types of delegates who will participate.

Armenia Themes

Civic Education (February 13th):
According to Transparency International's Corruption Barometer Data (2017), Armenians have a very high tolerance level toward corruption, with 67% stating they will not report corruption. The political transition following the May 2018 "Velvet Revolution" has brought about a government crackdown on high-level corruption; however, it is yet to be seen how this will affect behavioral practices at the individual level. One way to address this challenge in the long term is through civic education with a targeted focus on raising awareness on and instilling intolerance toward corruption among youth during high school and university. Open World civic education programming designed for civics teachers, education faculty and policy makers and implementers, as well as civil society representatives, is very timely and can expose such leaders to different models and effective approaches of addressing corruption-related issues through education curricula. Supporting the development of an anti-corruption curriculum that can be tailored to different school age groups as well as outside classroom environments (e.g. summer camps), together with the Ministry of Education's commitment to institutionalize such a curriculum, can have a long-term impact on decreasing Armenians' tolerance toward corrupt practices.

Public Broadcasting and Governance (February 13th):
Armenia's Public TV and Radio for years were a mouthpiece for the ruling regime. With the 2018 "Velvet Revolution," their news departments were suddenly free to be more independent and professional. Given its reach as one of the few truly nationwide networks, developing an independent public broadcaster in Armenia will help cement the democratic advances seen since the installation of a new government in May and will provide an alternative to Russian-language media that too often dominates the airwaves in Armenia. This program would be designed for Public Radio and TV leadership and news professionals and relevant government officials. Meeting with U.S. Congress members and staff, they would learn about how a government can support public broadcasting while allowing it to maintain its independence. Speaking with the Broadcasting Board of Governors, they could learn about how to receive public funding but remaining objective despite being government funded. In meetings with local public broadcasters, they could explore ways to engage the local community and raise funding from donors to increase public broadcasters' financial independence from any one source. Through sessions with academics and think tank experts, they could explore the importance of independent public broadcasting and development of new media voices.

Judges-Jury Trials (October 17th):
Currently, there are no jury trials in Armenia, and cases/facts are tried/heard by professional judges. Proceedings are adversarial in nature, and the right to cross-examination is guaranteed. However, judges are entitled, and sometimes required, to act of their own motion in order to establish the truth. For many decades, the law enforcement and justice system were widely perceived as corrupt. This contributed to an overall lack of public confidence and trust in the judiciary as well. The young generation of Armenian judges, who work hard to incorporate western values in to the system, believe that a jury trials system, which has already played a crucial part in American democracy for more than two

hundred years, will improve the public's trust in the Armenian judicial system. Armenia's reform-minded judges are seeking to observe and learn about the structure and rules that govern jury selection and deliberation, principles behind jury trials, the difference between grand juries and trial juries, and the difference between a bench trial and a jury trial, among other aspects of the adversarial system of justice in the United States

Members of Parliament (November 12th):
Please see page 39 for a general description regarding Open World parliamentary programs.

Azerbaijan Themes

Judges - Commercial Law/IPR Issues (July 25th):
To attract foreign investment and assist with economic diversification efforts, Azerbaijan's commercial law sector needs to improve. The proposed OpenWorld program will examine business and regulatory legal procedures and enforcement for key participants from Azerbaijan's judiciary. The program would also examine Intellectual Property Rights (IPR) protection issues and the establishment of a legal environment that creates conditions where foreign companies can safely invest and guarantee the protection of their intellectual property.

Community Nursing and Administration (September 11th):
Nursing in Azerbaijan is not viewed as a skilled profession, with the health care system not utilizing nurses the way the American health care system does. The Azerbaijan Medical University is in the process of developing its first nursing curriculum, and the medical community in Azerbaijan needs to understand the roles and functions strong nurses can provide. This Open World program would focus on best practices in nursing care and in health care administration in general, particularly for rural or underserved communities. Members of the medical community and government officials would observe both large-scale hospital operations and community programs where nurses play a vital role in patient care.

Community Pre-School Education (October 9th):
Azerbaijan is interested in expanding its pre-school programs and exploring how to get the broader community interested in education. The education model in Azerbaijan has not provided support to parents and other community leaders who want input in the education process. This OpenWorld program would take Ministry of Education and community officials and explore the role of government, business, and the community providing well-rounded pre-school education. Such a program could highlight public-private partnerships and collaborations within local communities, particularly in rural or other low-income communities. It could also demonstrate the ways the U.S. pre-school education model provides greater access to pre-school education, examine best practices in pre-school education, experiential learning, internship programs and teachers' professional development.

Climate-Smart Agriculture (October 30th):

Agriculture is critical to Azerbaijan's stability and economic growth and it accounts for a significant portion of employment, food security, and rural development. The sector is highly climate sensitive and adverse changes in temperature, precipitation, and frequency of extreme events (droughts, heat waves, floods) can have a devastating effect. This Open World program for government agriculture officials, small farmers and agricultural entrepreneurs should focus on the application of climate-smart practices and technologies, and would examine ways to increase agriculture productivity, maintain soil fertility and increase environmental investment in the agriculture sector.

Belarus Themes

News and Media Literacy (March 20th):
Belarusian journalists, bloggers, and digital media managers will examine the impact of digital and social media on the availability and veracity of news. Participants will discuss the economic, political, and social impact of disinformation. They will also explore the importance of fact checking and myth busting, as well as the critical role and responsibility of journalists in ensuring accurate reporting in a complex digital media environment.

Tourism Development (October 30th):
Tourism professionals, including tourism officials, tour operators, and NGOs active in tourism from Belarus will examine strategies used to promote tourism in the U.S., paying particular attention to tourism marketing on a local, regional, and national level. Participants will explore trends in tourism such as adventure tourism, cultural tourism, food tourism, family tourism, heritage tourism and eco-tourism; examine concepts of sustainable and responsible tourism and the role of small business in the tourism industry; and will also assess the link between tourism and local economic development.

Entrepreneurship in Small and Medium Enterprises (December 4th):
Representatives of small and medium enterprises (SMEs) in Belarus, both private and state-owned, will be provided with an overview of current economic, political, and social factors influencing and encouraging the development of small business and entrepreneurship in the U.S. through an Open World program. Participants will examine programs and incentives that support small businesses, learn about the impact of U.S. small businesses on local, national, and global economies, and explore theoretical concepts and practical applications to operating successful small businesses.

Estonia Theme

Judges- Rule of Law (April 4th):
For the last five years, Open World has worked closely with the Judicial Training Department of the Supreme Court of Estonia to field one delegation of three judges and one prosecutor for a program providing a general and broad overview of the American judicial system and processes and hosted by a U.S. Federal Judge. Estonian courts have a strong history of independence that is guaranteed under that country's constitution. Although

Estonia uses a civil law system (based on codification) while the United States uses a common law system (based on precedent), these programs have provided opportunities for judicial professionals to improve their processes and systems by providing an opportunity for direct contact and interaction between peers, especially as the distinctions between civil law and common law lessens.

Georgia Themes

Parliamentary Staffers (January 30th):
Please see page 39 for a general description regarding Open World parliamentary programs

Health Care Policy Making (February 20th):
To ensure universal health coverage, Georgia has implemented reforms of its health care system. A market based approach and privatization of public facilities were the major characteristics of the reform process. Because of a lack of strategic policymaking capacity, the reforms have not been successful and subsequent changes in the reforms have undermined the sustainability in health financing, efficiency, equity and quality of healthcare. Massive privatization of the health sector without effective regulatory mechanisms has led to an impending risk of market failure. To improve efficiency and effectiveness in the health care sector in terms of improving universal health coverage, healthcare quality, financial protection of the general population and sustainability in health financing, improvement in the regulatory framework and a public- private mix regulatory system is a priority. These issues are of significant debate in the United States as well, and an Open World program in this sphere would allow for comparative development and use of best practices for health care policy makers and practitioners from both Georgia and the United States. Such a program would explore how health care can be provided in a fair, efficient and equitable way.

Higher Education Policy Making (February 20th):
Development of its education system to be fair and provide equal opportunity has long been a priority of an independent Georgia and the Ministry of Education and Science of Georgia (MES). Georgia acceded to the Bologna Process and in a signatory to the Lisbon Convention making its educational system compatible with European standards. While reform of the education sphere in Georgia has taken place, new policy/legislation is being debated and developed having to do with being inclusive of minorities and language issues, making education affordable to those who deserve it, and assuring fairness in access and admittance. An Open World program in this area would demonstrate how those issues, and education policy in general, are handled in the policy and public arenas.

Judicial Rule of Law (April 4th):
Increasing judicial independence and transparency has been a goal of the legal reform community in the Republic of Georgia for years. Currently a working group consisting of members of the Parliament, the Ministry of Justice, and the High Council of Justice are working on new laws/procedures to reduce caseload and backlog and improve the rules for judicial discipline. It is widely noted that the courts in Georgia should cease being a tool for

political retribution and that significant reform is called for. In addition, Parliamentary leaders have indicated that improvements to the judiciary should also include the development of courts that can handle significant commercial disputes/private disputes/reorganizations, and that the court system should broaden its use of mediation. This theme will have Open World fielding a delegation of judges from the judiciary of Georgia looking at judicial independence, ethics and processes, and might have a focus on mediation (it is too premature to indicate this at the time of writing). Open World's judicial programs must indicate that a U.S. Federal or State Judge(s) will be integral to such programming, and he/she/they should be identified in any proposal.

Members of Parliament (May 14th)
Please see page 39 for a general description regarding Open World parliamentary programs

Rural Tourism Development (September 4th)
The government of Georgia has placed a high priority on economic development, and developing tourism in particular. The Georgian National Tourism Administration is focused on developing the country's image and promoting Georgia as a tourism destination worldwide. There is tremendous potential in the mountain regions. Challenges include outmigration and a need for capacity building in infrastructure, marketing, and how to work with government at various levels to form public-private partnerships in support of tourism development. Open World provides an excellent opportunity to help Georgian professionals learn best practices on management and protection of public lands and parks and examine the use of education programs with a focus on tourism development, improvement and management.

Kazakhstan Themes

Members of Parliament (March 26th):
Please see page 39 for a general description regarding Open World parliamentary programs

Local Legislators (May 15th):
The program will enhance the role of the citizens in decisions that are made at the local level and enhancing the accountability of local authorities. Participants will meet with representatives of the state, large city, county, and small town levels to learn of the different government structures at each level, and the mechanisms, which allow citizen input and participation.

U.S. Libraries/Community Centers (June 12th)
Program Objectives include studying the role and functions of libraries and information specialists in the United States, examining the wide variety of U.S. libraries, exploring the latest information technology applied by libraries, including online and digital services, and studying policy-making for programs and activities in American libraries.

Judicial Rule of Law (October 17th)

The government of Kazakhstan is currently working to strengthen the rule of law and reform of the judiciary in Kazakhstan through supporting the implementation of s national policy of "humanization" of the justice system in an effort to enhance the protection of individual rights, particularly in the wider criminal justice system. Reforms are being made in the penal process and with other judicial procedures. The goals are improvement and humanization of the criminal justice system, modernizing sentencing, and improving the training and capacity building within the judicial system. An Open World judicial program for Kazakhstan would feature these aspects of the American judicial system to compare notes, discuss best practices and share experience among colleagues with the goal of forwarding Kazakhstan's judicial reform efforts and improving the judicial system in both countries.

Kosovo Themes

Members of Parliament: The Legislature's Role in Oversight of Independent Institutions (February 26th)

The Kosovo Assembly plays a key oversight role in ensuring accountability of public institutions, in particular, the 37 independent agencies it oversees. The Assembly selects Constitutional Court judges, appoints the Central Bank governor, Independent Media Commission members, the Auditor General, the Director of the Anti-Corruption Agency, Ombudsperson, a number of Kosovo Judicial and Prosecutorial Councils members, and many other board members and heads of institutions. Currently, the Kosovo government is undertaking reforms to modernize these agencies and improve oversight. This program would bring key legislators with oversight roles to the United States to gain a better understanding of the relationship between legislatures and independent state agencies, and how elected representatives work to improve accountability of these institutions.

Integrating Renewable Energy into the Power Supply (June 5th)

Kosovo produces 98 percent of its energy from two aged coal fired power plants. As part of its diversification efforts and obligations under European Union's Energy Community, Kosovo has committed to pursuing an aggressive renewable program with a target of producing 30% of its energy from renewable sources by 2020. With very little experience in integrating renewables into the grid, this target will pose a serious challenge to both the Kosovo Energy Transmission and Market Operator (KOSTT) and other stakeholders in the energy sector in both balancing the grid and attracting investment. The intermittency of renewables, particularly wind, becomes even more of a challenge for Kosovo given its small size and lack of grid balancing mechanisms such as large hydropower plants. Additionally, the policies for attracting investment in renewables might result in serious consequences, such as higher energy tariffs. The aim of the project is for officials in Kosovo and energy stakeholders to the European Union's better understand the U.S. best practices in integrating renewables into the energy mix. Upon their return to Kosovo, participants will be encouraged to use their gained knowledge to reform current policies and practices in an attempt to integrate renewables in the most efficient manner.

Community-Led Tourism Development (June 5th)

This program will bring together a multi-ethnic group of participants from Gracanica/e to learn how business owners and local government officials can work together to increase tourism and develop the local economy. While the city of Gracanica/e is home to primarily Kosovo Serbs, the municipality's 20,000 residents come from all ethnic groups in Kosovo. The groups live together peacefully, but are frequently described as living alongside each other rather than with each other, missing a significant opportunity for cooperation on economic development and reconciliation. Two of Kosovo's most significant cultural sites—the Roman archeological site Ulpiana and Gracanica Monastery—as well as Badovac Lake, are located in Gracanica/e. A few entrepreneurs have suggested additional ways the municipality or other businesses could work together to promote tourism, but are struggling to find like-minded partners to work with. The municipal leadership is very interested in developing tourism, but is struggling to develop appropriate policies and is unsure how to inspire community members to support new ideas. While on the program, proposed meetings include the state tourism association, parks associations, local business owners, and even Native American reservations. The delegation would also look at the role of religious monasteries and tourism.

Kyrgyzstan Themes

Civil Aspects of International Child Abduction (March 27th):
Accession by the Kyrgyz Republic to the Hague Convention on the Civil Aspects of International Child Abduction (or Hague Abduction Convention) would protect children from the harmful effects of international abduction by a parent, by encouraging the prompt return of abducted children to their country of habitual residence, and to organize or secure the effective rights of access to a child. Although currently not a party to the Convention, the Kyrgyz Republic responds to international child abduction allegations through the combined efforts of the following governmental entities: Ministry of Justice, General Prosecutor's Office, Ministry of Internal Affairs, Ministry of Labor and Social Development, Judicial Department of the Supreme Court, State Migration Service, and Ministry of Foreign Affairs. An Open World program on the civil aspects of international child abduction would provide the Kyrgyz government and other interested parties with a framework to create a unified, functional central authority where concerted efforts to process international child abduction cases can be expediently coordinated, leading ultimately to the institutional capacity necessary for future Convention accession.

Banking Sector Reform (March 27th):
Since its 2014 graduation from the Financial Action Task Force's monitoring process, the Kyrgyz Republic has consistently worked to improve compliance with Anti-Money Laundering/Combating the Finance of Terrorism requirements. Despite these sincere efforts, however, significant challenges remain in both commercial banking and government oversight. In mid-2017, every Kyrgyz bank saw the closure of correspondence accounts with U.S. financial institutions. In 2018, the country's long-standing program with the International Monetary Fund (IMF) abruptly ended after the Kyrgyz Parliament rejected IMF-suggested amendments to banking laws that would promote transparency in banking governance and oversight. An Open World program on banking sector reform

would provide Kyrgyz government and commercial banking experts the opportunity to observe internationally-accepted banking practices and legislation, leading ultimately to adoption and implementation of appropriate legislation and measures to improve the banking industry and reintegrate the Kyrgyz financial network with global partners.

Members of Parliament/Staff: Strengthening Committee Operations to Promote Judiciary Reform (April 9th):

Key responsibilities of the Kyrgyz Parliament Committee on Human Rights, Constitutional Law, and State Structure include oversight and policymaking in areas of constitutional issues, judiciary reform, fundamental rights and freedoms, the legal profession and notaries, and election administration. This Open World program will provide members and lead staffers of this Parliamentary Committee an overview of committee operations in the U.S. Congress and state legislature by highlighting committee structure and operations, including developing the committee's policy agenda, managing committee resources and staffing. The program will cover topics such as internal and external policy analysis resources, and the oversight role and oversight tools available to the committee. Emphasis will be placed on organizing, preparing and conducting public hearings, mark up sessions, oversight and field hearings. This program will allow Committee members and staffers to review legislative and judiciary branch relations at the federal and state level, to study the role of political parties in oversight of rule of law, and upon return create an environment where judges can operate more independently -- with public oversight.

Judges: Criminal Justice Sector Reform (October 17th):

On December 22, 2016, the Parliament of the Kyrgyz Republic adopted a new Criminal Code (CC), which the President signed on January 24, 2017. The new CC, alongside the new Criminal Procedure Code (CPC), are scheduled to enter into force on January 1, 2019. New provisions introduced in the new CC and CPC made Kyrgyz criminal legislation comply more closely with internationally recognized standards and introduced an adversarial trial system. The new CC reforms such areas of criminal law and procedure, the system and types of criminal punishment, the integration into the CC of security measures, the creation of the institution of probation, the introduction of mediation in criminal matters, and new mechanisms and approaches for the social integration of persons convicted of criminal wrongdoing, among others. The stated aim of the law is to humanize the system of law enforcement in the country. As these new laws undergo revisions and go into effect, training or capacity building activities for criminal justice sector institutions and practitioners—judges, prosecutors, defense attorneys and police officers—who will be in charge of enforcing, or otherwise working with, the new CC and CPC are insufficient. An Open World program on criminal justice sector reform would provide Kyrgyz criminal justice sector practitioners the opportunity to observe internationally recognized criminal justice sector legislation and practices so that they can effectively enforce and flexibly implement the evolving and improving CC and the CPC upon their return.

Macedonia Themes

Members of Parliament (June 18th):

Please see page 39 for a general description regarding Open World parliamentary programs

Parliamentary Staffers (November 6th):
Please see page 39 for a general description regarding Open World parliamentary programs

Moldova Themes

Civic Programs – 2 Delegations (May 29th)
As of the writing of this solicitation, the theme/subtheme for these two Moldova programs have not been designated. This solicitation will be amended when these two themes/subthemes are identified

Members of Parliament (September 17th):
Please see page 39 for a general description regarding Open World parliamentary programs

Judges (October 17th)
This theme statement will be appended when more specific information is known regarding Open World's 2019 Moldova rule of law/judges program. Proposals for judicial programming, with a lead host judge, will be accepted at this time though.

Mongolia Theme

Judges- Rule of Law (July 25th):
For the last six years, Open World has worked closely with the Foreign Affairs Department of the Judicial General Council of Mongolia, which is an organ of the Mongolian judiciary mandated by the Constitution of Mongolia to maintain the independence of the judiciary, represent the Mongolian judiciary and advise on the selection and removal of judicial officers, to field two standard Open World delegations of judges for a program providing a general and broad overview of the American judicial system and processes and hosted by a U.S. Federal Judge. Although Mongolia uses a civil law system (based on codification) while the United States uses a common law system (based on precedent), these programs have provided opportunities for judicial professionals to improve their processes and systems by providing an opportunity for direct contact and interaction between peers, especially as the distinction between civil law and common law lessens.

Russia Themes

Local Legislators- 4 delegations (February 13th)
Elections for local Mayors/legislators (mayors are the head of local legislators) in Russia have been one area that the opposition has had some success; a quiet voice. Local leaders in Russia are faced with the great demands of their citizenry, and there are numerous young leaders that are making a name for themselves by trying to make government work. Open World plans to host four (4) groups of delegates that understand the importance of the legislative process and how local legislators respond to their constituent needs. For hosting

in this theme, we would prefer locations in which the State legislator will be in session so that our visitors will be able to spend some time observing the legislative process and can gain from seeing all aspects of the legislative process.

Women in Politics - 2 delegations (March 6th):
Although Russia has a relatively large share of female political leaders in regional legislatures, the number of influential women decreases sharply at the top of both the legislative and executive branch, and in the civic realm. Many young Russian women either do not view politics or civic leadership as a worthwhile venture or do not believe they can successfully partake in it. There are very few women in politics and civic leadership in Russia, and the women in power are usually in spheres "traditional" to women, such as human rights and education. Exposing young, female, aspiring Russian politicians and civic leaders to their successful peers in America will inspire and help them navigate fields traditionally dominated by men. Women-lead leadership and public speaking workshops, meetings with successful female politicians, and roundtables with other young female leaders would help Russian women civic and political leaders develop a skillset that is underappreciated and underdeveloped for women in Russia at the current time.
Russia also lacks formal mentorship programs for female politicians and civic leaders that have thrived elsewhere. This program would engage Russian women at the start of their political and civic careers and link them with American leaders and organizations engaged in the mentorship of women. The goals are to: build relationships with Russia's future leaders; increase the capacity of Russian women to organize and reach the highest echelons of politics and civil society; and encourage Russian women active in politics and civic leadership to develop mentorship networks.

Women in STEM - 2 delegations (March 6th) :
A Russian-American initiative began at a Graduate Women International Conference in Cape Town, South Africa in August 2016 aimed at expanding women's professional contribution in the STEM fields. Changing societal norms and increasing women's ability and representation in technical fields will help to ensure the application of technological thinking to the exercise of finding solutions for issues that particularly affect women, and the development of opportunities that would particularly benefit them. These Open World programs will look at U.S. programs designed to create opportunities and encourage girls/women to participate in STEM education and careers and would be targeted to government officials and civic leaders charged with development of school curriculums and outside activities, youth leaders, and advocates of increased opportunities for girls and women.

Media/Journalism - 2 delegations (March 20th)
The nationalistic tone of the dominant Russian media continues to drown out independent and critical journalism, stressing patriotic themes associated with Russia's 2014 military incursions into Ukraine and the launch of air strikes in Syria. Russian leaders and pro-government media outlets also seek public support and to suppress any dissent in the face of an economic downturn linked to falling oil prices, and Ukraine and U.S. elections meddling-related sanctions. Deterrents to independent reporting and commentary have included draconian laws and extralegal intimidation. At the same time, Russia has waged

an aggressive media campaign aimed at weakening the institutions in the West. This Open World programming is aimed at reviewing journalistic practices and turning down the volume a bit so that professional journalists can compare best practices and find best ways to investigate.

Parliamentary Journalism - 2 delegations (March 20th):
The U.S. Congress receives negative coverage in Russian media and is seen as hostile to improved relations with Russia. This message is finding fertile ground because of a lack of knowledge of how the American legislative branch works, the role of checks and balances in a democracy, and especially the role of the U.S. Congress in the foreign policy process. An Open World program would be useful for Russian parliamentary journalists to provide them with a comprehensive overview of the American legislative branch, to include: how the U.S. Congress is elected and how legislators represent their state's interests in their daily work; issues in Congressional elections campaigns; and, how the transfer of power works in the United States. A major portion of the program should be devoted to Congress' role in foreign policy. What guides the Congress in this area? What tools are available to it? What is the role of Congressional staff members? How does the Congress interact with the executive branch? In addition, attention should be paid to how the U.S. Congress in covered by American media: how the American press covers the legislative branch; how open it is to national and foreign press; and whether any special Congressional press corps exists and how it works. Having gained insights firsthand, Russian parliamentary journalists could draw comparisons with the Russian system and better understand how the U.S. Congress makes decisions based on facts rather than on Russian propaganda.

Children's Librarians (April 24th)
Based on a successful 2018 program, Open World will invite a delegation of Children's Librarians to participate in the program to ensure continuing relations between U.S. libraries and libraries in Russia, particularly in how they serve children and families. Such a program will provide a broad overview of how libraries are funded and governed in the United States. This is in addition to looking at best practices and use of advanced technologies.

National Parks (April 24th)
Russian protected areas can potentially serve as a source for both revenue and environmental education within Russia. Some Russians that live in protected areas worry that expanded use of national parks and nature preserves can only be detrimental. Russian protected area managers see the U.S. system of national parks as a model and many Russians are working to create a culture change within their system in relation to how public lands are maintained and enjoyed. Younger Russian park managers are seeking to help the Russian national park system better develop its outreach and visitor education programs, including the use of visitor centers. This program will support the goal of developing environmental/green tourism in and around national parks in Russia. The program will also help support Russian civil society, by fostering the establishment of "friends of parks" associations and societies, which are organized to assist national parks and nature reserves through volunteer work and the collection of private donations. This program should demonstrate hands on training in environmental education, proper ways to

develop new trails and infrastructure. This visit would give Russian experts a better understanding of how U.S. park management works. It is recommend that the hosting location be situated near a national park/refuge/reserve with recognized excellence in outreach and visitor support activities, and ecotourism, especially parks that have established partnerships with "friends" societies and other NGOs that support them.

Partnerships (Civic Activism, NGO, Community Development) - 3 delegations (April 24th)
Agreements, both formal and informal, between American and Russian sister cities/regions/clubs have long existed, and these relationships are waning in the current environment of worsening relations between the United States and Russia. Many of the cities/clubs that still maintain such relations were formed during the Soviet era, and in the early days of the Russian Federation (1990s). As these partnerships matured, the focus changed to sustainable development of economic and human resources, and the promotion of trade. These Open World programs will be aimed at hosts that either have ongoing partnerships with these cities/region/clubs or indicate that they are able to sustain such relationships. These projects must be clearly defined and be goal oriented and the partnership representative(s) from Russia that will participate much be integral to the future ability to sustain and grow the partnership, as well as be a leader in the proposed partnership activity under the grant.

Legal Mediation (May 15th)
The Government of Russia is extending the use of mediation for administrative and public trust violations and will introduce a paid "mediator" in the court system. Much of the details of the potential expended mediation practice in Russia is still being developed. An Open World program providing leaders in the development of mediation practices within the Russian judiciary would be extremely beneficial in this regard and will provide great insight into many aspects of mediation practices, including costs and benefits.

Public Defenders (May 15th)
In Russia, there are large numbers of arrests and people who face prison time because they lack information about their rights as accused. Additionally, Russian often faces a shortage of lawyers who able to represent these people. While there is an NGO that has a "public defender school" which offers a weeklong course, leaders of Civil Society Organizations in Russia could benefit from exposure to the functions of the U.S. legal system, as well as how lawyers and non-lawyers are trained on the role of public defenders. Such a program would be important in the effort to educate people on their rights as defendants.

Partnerships (Civic Activism, NGO, Community Development) - 5 delegations (June 12th)
Agreements, both formal and informal, between American and Russian sister cities/regions/clubs have long existed, and these relationships are waning in the current environment of worsening relations between the United States and Russia. Many of the cities/clubs that still maintain such relations were formed during the Soviet era, and in the early days of the Russian Federation (1990s). As these partnerships matured, the focus changed to sustainable development of economic and human resources, and the promotion of trade. These Open World programs will be aimed at hosts that either have ongoing partnerships with these cities/region/clubs or indicate that they are able to sustain such

relationships. These projects must be clearly defined and be goal oriented and the partnership representative(s) from Russia that will participate much be integral to the future ability to sustain and grow the partnership, as well as be a leader in the proposed partnership activity under the grant.

Demographics and Epidemiology (September 11th)
This program is aimed at familiarizing young demographers – future leaders from Russian universities and research centers - with the system of research and higher professional education in the Unites States in the fields of demographics and epidemiology. The program will provide an overview of the state statistics, the system of funding for research and professional training in demographics and epidemiology. The group will include 5-7 young demographers, post doctorates or PhD students as well as those, who already work in the field of statistical data collection and analyze epidemiological and demographic data.

Nelson Fellows - Oncology (September 11th)
Open World's Board of Trustees created the Senator Ben Nelson Fellows program to honor Senator Nelson's contribution to Open World and improve ties between the U.S. and Russia in the medical field. Open World has hosted six annual delegations of Senator Ben Nelson Fellows. The 2019 program focus will be on oncology. Throughout the program, delegates will gain insight into recent development, and treatment options for in the field of oncology and will further working relations with their American peers. The delegation will consist of leaders in the field of oncology from Russia.

Palliative Care (September 11th)
Palliative care was non-existent in Russia until recently. After adoption of the law on Palliative care in 2013, the Center of Palliative care was established in Moscow in 2015, along with hospices in other regions and with Open World programming in this area. Pediatric palliative care is only starting to develop. According to Moscow Palliative Care Center's director, 200 thousand Russian children are in need of palliative care. There is not enough expertise and this field and there is a big need in training pediatric palliative care experts. A visit by a group of experts to the U.S. will help further advance this field of care in Russia.

Smart Cities (September 25th)
Smart city technologies and practices such as the use of innovative systems for controlling urban infrastructure/transport not only improves a population's quality of life, but also helps in forming a comprehensive strategy of urbanization. Russia has made great strides in developing smart cities/technologies as has various locations in the United States. Such programming will be aimed at sharing experiences and developing joint plans for future collaboration in the field.

Alternative Energy (September 25th)
Russia is one of the world's largest producers of energy, most of which it obtains from oil, natural gas, and coal. The country's focus on those resources for production and export, which constitute more than 60% of foreign trade earnings, means it has paid little attention to renewable energy, except for hydropower as part of the legacy of the Soviet Union.

However, as the costs of fossil fuels rise and the use of new renewable technologies brings the cost of electricity down, Russia has recognized a need to develop alternative energy source, especially for internal consumption, if it wishes to continue to export its fossil fuels. De delegation of renewable experts from Russia will learn a lot from such a program regarding new technologies and new economies of renewable use and development and a dialogue will be open between the delegates and their hosts as to energy policy in the modern world. .

Watershed Management (September 25th)

The goal of the program is to familiarize young professionals from Russian universities, research centers, NGOs, and private enterprises with the U.S. approaches to integrated watershed management. This exchange is proposed to focus on the Chesapeake Bay Program, a unique regional partnership that has led and directed the restoration of the Chesapeake Bay since 1983. The program serves as a model of successful cooperation of the federal, local, and municipal governments with private companies, research centers, and local communities to solve environmental, social, and economic issues of the watershed region. According to the Russian Federal Service of State Statistics, 35.4% of wastewater is discharged into natural waters in Russia without any treatment. Municipal sewage and industrial wastewater contaminate the environment in urban areas, resulting in drinking water that does not comply with many of Russia's legal standards. Long-term water quality data demonstrates that water pollution in Russia is increasing. Poor water quality contributes to the degradation of environmental conditions, loss of biodiversity as well as in economic losses and public health decline in the watershed areas. Currently, municipal governments and sewage enterprises are responsible for local water issues. However, many of local governments and these enterprises do not have adequate resources to insure water purity. The situation is worsened by poor coordination of efforts to improve water quality and lack of communication between federal, local governments, private companies, and local communities. In this context, improving watershed management is of critical importance to addressing the most pressing environmental, economic, social, and public health issues associated with poor water quality. The proposed program would provide a group of environmental specialists, water engineers, public administration practitioners, educators, and NGOs representatives with experience and contacts at the leading U.S. institutions that shape and implement integrated watershed management programs aimed to improve water quality and solve economic and health issues associated with poor water management.

Judicial Academy (October 17th)

In October 2018, Open World will host judicial/legal educator delegation from the Russian Academy of Justice under the Supreme Court. If this program is successful, tentative plans will be made at that time to host other groups aimed at cooperative efforts between the United States and Russia on partnering legal faculties and/or courts. Such programming will be aimed at finding common ground between the judiciaries of the United States and Russia for further mutual development of ties between countries in all spheres; the rule of law being a critical component.

Combatting Violent Extremism- (October 30th)

Although Russia's Muslim community is large, Muslim faithful have limited access to mosques and moderate Islamic teachings, even in Moscow. Leaders of the Russian Muslim community are concerned, therefore, that young men in the Muslim community are turning to radical sources for religious inspiration. An Open World program would allow them to learn from the practical experience of American Muslim leaders in countering violent extremism and also give them perspective on the American Muslim experience in the 21st century. One preferred location for this program is the greater Manhattan region, but hosting requests are not required for that area (some geographic preference will be given to a strong Manhattan-based proposal though).

Disaster Response (non-governmental) (October 30th)

The Russian government's approach to disaster response can be at times inadequate, leaving disaster victims vulnerable. This was evidenced by the large number of appeals or calls made to President Putin during his annual "direct line" regarding victims of recent flooding or the conflict in the Donbas. Absent government assistance, victims turn to civil society, NGOs, faith-based groups, or charities for assistance. These groups are often under-resourced and piecemeal. Such grassroots organization will learn a lot from U.S. disaster response groups like the American Red Cross and other volunteer-based organizations, both faith-based or not. .

Identifying/Treating Domestic Violence (October 30th)

According to the Russian Public Opinion Research Center, one woman among four has experienced domestic violence in Russia. In spite of this fact, in 2017 the Russian State Duma shifted the legal status of violence committed by family members from a criminal offense to an administrative offense. In the past year, news sources reported a significant increase of domestic violence. The Open World program will focus on how to reveal cases of domestic violence when a woman or a child first resorts to consultation at the level of the general practitioners, gynecologists, or social workers. USG health institutions and NGOs will share their experience creating interviews and questionnaires that allow doctors or social workers to uncover domestic violence if a doctor or a social worker suspects it may have taken place, without crossing privacy borders or traumatizing a client. The participants can also learn how to help victims deal with the shame and social stigma, and where to refer them for further help. Target audience would be health care practitioners, social workers, and NGOs working with high risk female groups, including HIV positive or drug-dependent women.

Internally Displaced Persons (October 30th)

The Southern Federal Region of Russia is the third busiest migration hub in Russia (after the metropolitan centers of Moscow and St. Petersburg). Following Russia-supported separatist conflict in Eastern Ukraine, the flow of migrants and displaced persons to Rostov (the largest city in the Region) has intensified. Responding to the associated public health challenge of connecting to care people who are undocumented has fallen to the local NGOs. The undocumented in the region include people who are homeless, undocumented immigrants, and displaced and stateless individuals. Such people face extreme challenges in accessing healthcare in Russia while also being at risk or already living with HIV or viral Hepatitis. Migrants are marginalized and they are often blamed for transmission of infectious and communicable diseases and other social ills. The goal of the program is to educate a core cadre of dedicated activists who will become experts in working with migrants across the region. The project is being proposed in collaboration with the NGO

"Kovcheg", which serves as a training hub for the region and operates in Rostov, its largest population center.

Entrepreneurship- 2 delegations (December 4th)
Entrepreneurship and small business development are vital to promoting economic growth and social stability in Russia. This program will focus on the strategic goal of economic growth and business development. The program will highlight the critical role entrepreneurship plays in the U.S. economy and examine U.S. interests in promoting entrepreneurship worldwide to foster economic development and contribute to the development of free and open societies.

Small and Medium Sized Enterprises- 2 delegations (December 4th)
Small and medium sized business in business in Russia is experiencing a long-term crisis and Russian cities and towns see closing shops and businesses with little optimism from their owners for improvements in the near future. Developing e-commerce might be a way out for many small and medium sized companies. The participants in the program, consisting of policy makers and business/technology leaders, will learn about American best practices supporting the development and sustainability of small and medium enterprises as the backbone of the U.S. economy and way to further regional economic growth and improve the standard of living for a population. Such a program will include information on establishing an online presence and marketing it through social media, as well as cover the logistics, tax regulations and other related issues with commerce in the SME sector. .

Serbia Themes

Members of Parliament (2 delegations- January 22nd and October 1st):
Please see page 39 for a general description regarding Open World parliamentary programs

Renewable Energy – Auction System – Transition to Market Competition (February 27th)
Current Serbian legislation to incentivize renewable energy production in Serbia is based on a feed-in tariff scheme. The Serbian Government, in line with Energy Community recommendations, plans to transition to an incentive system based more firmly on market principles, through an auction system. Serbia is currently preparing a "hybrid system" that will combine the long-term stability of a feed-in tariff system with the pricing advantage of an auction system, but it does not reflect true market principles because it is based on the state-owned power company EPS as the sole buyer of power. In the coming years, Serbia will need to create a fully competitive market to support its future developments in renewable energy. Market-based regimes for renewable energy pricing are highly developed in the United States, and U.S. expertise in this area is well regarded. Participants in this program will learn about renewable energy auction mechanisms from practices in place in the Unites States, both from a market and a regulatory perspective. They will also learn how the U.S. system works to thwart collusive behavior and price manipulation among bidders and sellers, especially when competition is limited. Delegates will be chosen from the Ministry of Mining and Energy, Energy Agency of the Republic of

Serbia, the South East European Power Exchange (SEEPEX), and state-owned power company EPS and academia.

Responsible Journalism - Combating Disinformation (2 delegations- March 20th and November 13th)

The trivialization of media content, as a direct negation of the concept of an "informed citizen," is a global trend, but its impact on smaller markets, such as Serbia has, is devastating, because there is limited possibilities for quality and specialized journalism to begin with. Serbia has been a primary target of what many experts see as an increasingly aggressive Russian propaganda operation in the region. This program will cover trends and technologies to discern and respond to deceptive, biased or false news and to combat disinformation. Serbian editors and journalists will be able to learn about efforts in the United States to educate the public on the issue, to encourage professional and responsible journalism, and to counter misinformation – including state-sponsored disinformation and propaganda. The program will highlight the serious threat that mis- and disinformation poses to democracies, programs that promote media literacy, the importance of fact checking and myth busting, as well as the response from government, nonprofits, and traditional and social media.

Judges - Working with Whistleblowers in Criminal Investigations (April 4th)

Whistleblowers are persons who expose what they perceive to be illegal, unethical, wasteful, fraudulent, or abusive. They expose wrongdoing in a wide variety of organizations, whether private, public or governmental. Based on their unique perspective, whistleblowers can be an important source of investigative leads for law enforcement authorities and help expose corrupt practices and other misconduct. The U.S. Embassy in Serbia has consistently supported that country's efforts to develop and implement strong whistleblower protections, including Serbia's Whistleblower Protection Law (enacted in 2015), which is considered by international experts to be the strongest whistleblower protection law in the world. This program would bring Serbian prosecutors, police investigators, judges, and representatives of Pistaljka (a leading civil society organization in the area of whistleblower rights) to the United States to learn about how American law enforcement authorities work with whistleblowers in criminal investigations, from exposing corruption and fraud to ensuring public safety. This program will expose Serbian officials and civil society members to how U.S. law enforcement develops successful criminal cases with whistleblowers, in collaboration with lawyers who represent whistleblowers. It will also expose participants to how whistleblowers can help support Serbia's efforts to enhance the rule of law and fight corruption. Participation in this program will also foster momentum for the use of whistleblowers in criminal investigations at this critical time when Serbia needs to progress toward more transparent and accountable government institutions and meaningfully tackle corruption and financial crimes.

Anti-corruption (May 15th):

The main goal of this program is to strengthen civil society in its efforts to engage citizens in holding public institutions accountable and transparent. The purpose of this program is e to learn more about how federal and state institutions in the United States interact with citizen groups, and to learn about successful civic initiatives and models of citizen

engagement aimed at increasing the accountability of elected officials and/or local and federal authorities. The program will demonstrate what strategies/tactics/resources that local agents of change (CSOs, activists, journalists) use to generate interest and support for their initiatives in the areas of anti-corruption, transparency of state/local institutions, accountability of elected representatives, freedom of speech, and other areas related to government accountability. This program is aimed at gaining a better understanding of the relationship between citizen demand for accountable governance, and institutional responses to this demand.

U.S. Wastewater Treatment and Management with Linkage to Solid Waste Management System (September 25th):

Because large-scale construction of wastewater treatment plants (WWTPs) is a precondition for Serbia's EU accession, this program will directly support the U.S. Embassy in Serbia's Integrated Country Strategy goal of "Serbia Better Integrated into Euro-Atlantic Institutions." This program will focus on (WWTPs) and management with linkage to solid waste management systems. Belgrade, a city of approximately 2 million people, does not have a WWTP. Presently, it disposes thousands of tons of sewage sludge, including industrial sewage, directly and untreated into the Danube and Sava Rivers. For potential participants, this program would provide an ideal opportunity to visit new and cutting-edge WWTPs in the U.S. Many of these plants are more energy efficient, comply with stringent emission standards, and are integrated with solid waste treatment plants that produce power and/or heat for residential or commercial consumption. Learning how these such plants in the United States are financed will also benefit the participants in this program, such as city planners. Beyond financing, the group will with project development teams that work on successful new WWTPs, and learn more about how U.S. municipalities conduct technical and feasibility studies. In addition, this program will provide an opportunity for participants to interact with U.S. companies that work in this field, and learn about the benefits of their technologies, thus providing a potential business opportunity for U.S. firms. Participants will include senior representatives from the Ministry of Environmental Protection, the public company Belgrade Waterworks and Sewerage Company, the City Secretariat for Communal and Residential Services, the City Secretariat for Environmental Protection and the Mayor's Office. Belgrade could serve as a model for the rest of the country, and participants could serve as mentors to their colleagues in other Serbian cities.

Tajikistan Themes

Women Leaders (March 6th):

The Government of Tajikistan has prioritized the development of sports programs aimed to benefit women and girls. It recently stablished a Committee on Youth Affairs and Sports to manage sports facilities and health/exercise activities. The purpose of this Open World program would be for the delegates to earn how to use sports to encourage young people, especially girls, to focus on improving their lives and communities by incorporating sports and healthy lifestyles into their lives. Delegates will discuss and observe programs aimed at involving more females in sports activities, and will learn about programs that emphasize

how sporting activities inspire youth and others to stay away from extremism, drugs and crime.

Members of Parliament (April 30th):
Please see page 39 for a general description regarding Open World parliamentary programs

Innovation in Education (October 9th):
This program will focus on to strengthening and enhancing the knowledge and capacity of Tajik educators, and will demonstrate best practices of the education system in the United States. The program will also provide examples of the use of innovation to improve education and will provide extensive discussion on how curriculum and texts/textbooks are developed and chosen. Participants will include top educators and Government and Ministerial officials (Ministry of Education of the Republic of Tajikistan), representatives of educational institutions, and NGO implementers of the "Access Microscholarship" program.

Ukraine Themes

Legislators/Legislative Issues - Budgets for Social Safety Net Issues (January 30th)
As part of Open World's efforts to ensure programming for legislatures and legislators/staff, programming will take place early in the year to coincide when most U.S. state legislatures are in session for broad programming in legislative processes. Ukraine is currently in the process of overhauling much of the legislative basis for its procurement, budgeting, education, energy, civil service, and health (and all other) systems as it works for greater transparency, battles the forces of corruption that are endemic to its society, and devolves power from the center to the regions/localities through the process of decentralization. These groups will consist of legislators and staffers (and those advising these bodies) on both the national and regional/local level that are looking at the budgeting process and how government funds are spent on programming for the needy in an effective and transparent manner.

Legislators/Legislative Issues - Health Issues- 2 delegations (January 30th)
As part of Open World's efforts to ensure programming for legislatures and legislators/staff, programming will take place early in the year to coincide when most U.S. state legislatures are in session for broad programming in legislative processes. Ukraine is currently in the process of overhauling much of the legislative basis for its procurement, budgeting, education, energy, civil service, and health (and all other) systems as it works for greater transparency, battles the forces of corruption that are endemic to its society, and devolves power from the center to the regions/localities through the process of decentralization. These groups will consist of legislators and staffers (and those advising these bodies) on both the national and regional/local level that are playing a key role in the in implementation of the sweeping health care reforms of 2017 and 2018.

Legislators/Legislative Issues - IDP Support (January 30th)

As part of Open World's efforts to ensure programming for legislatures and legislators/staff, programming will take place early in the year to coincide when most U.S. state legislatures are in session for broad programming in legislative processes. Ukraine is currently in the process of overhauling much of the legislative basis for its procurement, budgeting, education, energy, civil service, and health (and all other) systems as it works for greater transparency, battles the forces of corruption that are endemic to its society, and devolves power from the center to the regions/localities through the process of decentralization. This group will consist of legislators and staffers (and those advising these bodies) on both the national and regional/local level that are looking at issues having to do with providing for the more than 2 million internally displaced persons that Russia aggression has caused since 2014.

Legislators/Legislative Issues- Budget Issues/Appropriations- 2 delegations (February 20th)
As part of Open World's efforts to ensure programming for legislatures and legislators/staff, programming will take place early in the year to coincide when most U.S. state legislatures are in session for broad programming in legislative processes. Ukraine is currently in the process of overhauling much of the legislative basis for its procurement, budgeting, education, energy, civil service, and health (and all other) systems as it works for greater transparency, battles the forces of corruption that are endemic to its society, and devolves power from the center to the regions/localities through the process of decentralization. These groups will consist of legislators and staffers (and those advising these bodies) on both the national and regional/local level that are looking at the budgeting and appropriations process and how government funds are authorized and spent through a committee process and with openness and transparency.

Legislators/Legislative Issues- Education Issues- 2 delegations (February 20th)
As part of Open World's efforts to ensure programming for legislatures and legislators/staff, programming will take place early in the year to coincide when most U.S. state legislatures are in session for broad programming in legislative processes. Ukraine is currently in the process of overhauling much of the legislative basis for its procurement, budgeting, education, energy, civil service, and health (and all other) systems as it works for greater transparency, battles the forces of corruption that are endemic to its society, and devolves power from the center to the regions/localities through the process of decentralization. These groups will consist of legislators and staffers (and those advising these bodies) on both the national and regional/local level that are playing a key role in the implementation of the dramatic reforms of the education system in recent years. The reforms now allow for individualism, home schooling, distance learning, independent learning and other modern forms of educating that were, until very recently, considered to be "nontraditional".

Energy Efficiency- 2 delegations (February 27th)
Ukraine is facing unprecedented energy security challenges because of ongoing geopolitical and financial crises. Improving energy efficiency across the economy will strengthen energy security by decreasing the country's reliance on fossil-fuel imports (although great advances have already been made in this regard), reduce pressure on public budgets that have historically shouldered billions of euros a year in energy subsidies (although some

energy subsidies are now being phased out), reduce costs to consumers and improve the comfort and health of its residents. There is a large potential for energy efficiency gains in Ukraine. Recent studies have suggested tapping Ukraine's energy efficiency potential through the widespread rollout of residential building envelope refurbishments, installation of building energy control systems and meters, replacement of inefficient appliances and equipment (including motors), information campaigns to reduce wasteful energy consumption and other cross-sectoral programs. Open World programming in his sphere would focus on providing a broad series of options and best practices in furthering efficient energy practices.

Renewable Energy- 2 delegations (February 27th)

In 2017, the new law, *On Electricity Market*, was adopted, which improved the outlook for the country's renewable energy industry and stabilized the legal framework, having enshrined all key components of the support mechanism introduced for power production from renewable energy sources (RES). This support mechanism, and the guaranteed channels for the sale of electricity, provide additional security and protection against the market challenges relating to the search for buyers and sale markets, as well as against currency and/or price fluctuations. With the introduction of market-based incentives for renewable energy production, more complex, Ukraine renewable energy producers to take advantage of these opportunities are exploring diversified and flexible approaches. In Ukraine, there are already proposals to consider new approaches to selling electricity produced from RES, such as power sale auctions, which are increasingly coming into focus, or feed-in premiums. It can be foreseen that incentives for power production from RES will become more diversified in Ukraine in the years to come, and will not be solely limited to a feed-in tariff (FIT). With these development, Ukraine renewable energy experts will learn of energy market opportunities and development to further the profitability and use of renewable fuels in Ukraine, further moving towards complete energy independence

Parliamentary Staffers (March 12th)

Please see page 39 for a general description regarding Open World parliamentary programs

Anti-Trafficking in Persons - 2 delegations (March 27th)

Ukraine is a source, transit, and destination country for men, women, and children subjected to forced labor and sex trafficking, and human trafficking remains an acute problem in the country. The problem is addressed in numerous laws and implementing regulations. The Ministry of Social Policy is the government agency that coordinates the activities of national and regional (local) government bodies working to combat human trafficking. The Ministry reviews all human trafficking cases, decides whether to grant an individual the status of a human trafficking victim, and runs rehabilitation facilities for the victims. Because of the ongoing conflict between Russia and Ukraine, over 2 million people have been displaced since March 1, 2014. According to experts, these people are especially vulnerable to exploitation. There have been reports of kidnappings from conflict-affected areas for the purpose of sex and labor trafficking, as well as employing minors as soldiers and informants or using them as human shields. Ukraine has declared its adherence to international standards for combatting human trafficking and these delegations will assist it as it better develops its ability to prevent such actions. One of these two delegations will

focus on anti-trafficking in women and the other will look at the broader issues involving sex and labor trafficking. Although both programs should provide broad exposure to all cases. .

Roma Issues (March 27th)

The Roma who live in tarpaulin camps and abandoned buildings in and around Kyiv and other major cities say they make their money harmlessly by picking wildflowers and selling the bouquets to lovers on city streets. However, members of Ukrainian nationalist groups say that, instead, the Roma pickpockets steal scrap metal and foul the cities with their presence, often dressed in rags or hand-me-downs while begging. Tensions over the Roma are as old as Ukraine, and run as deep in Ukraine as anywhere in Eastern Europe, but the ancient enmity has taken a twist recently. Beginning in April 2018, Ukrainian nationalist groups have taken to attacking the Roma camps, saying they are "cleaning" Ukraine's cities. Initially, the Government of Ukraine did not respond to this racist activity, or at least this activity was not discouraged. In July 2018, the Office of the High Commissioner on Human Rights at the U.N. indicated, "Ukraine must take immediate action to stop what amount to be a 'systemic persecution' of the country's Roma minority," and condemned these heinous acts. A program looking at issues of conflict toward the Roma community in Ukraine would focus on tolerance and observe how mixed communities live in peace and constructively in some U.S. communities. Such a program should look at the history of race relations in the United States, and emphasize the advances made to society when civil rights are expanded and society is inclusive. The programming will also encourage policy makers to make better efforts at integration of Roma into Ukrainian society.

Anti-Narcotics - 2 delegations (March 27th)

Ukraine's harsh criminalization of drugs is stopping drug users from accessing (opioid substitution treatment) OST and fueling the country's HIV epidemic. Low drug thresholds for incarceration – compared to Western Europe – have led to an extraordinarily high amount of drug users being sentenced to prison, where they cannot access OST and other harm reduction measures, such as clean needle exchanges. Ukraine – after Russia – has the largest HIV epidemic in Eastern Europe and Central Asia with a prevalence of 0.9 per cent, or 240,000 people – infection rates doubled between 2010 and 2016. Throughout the Soviet Union drug, addiction was considered criminally and morally degenerative, as opposed to a medical issue, reinforcing the government's predilection for a punitive drug policy. The notion of rehabilitation was absent. Tolerance toward drug users is low in Ukraine. A 2017 poll by the Razumkov Center, a Kiev-based think tank, showed that out of 2,000 respondents, tolerance was lowest toward drug users, alcoholics and homosexual people. Open World programming focused on promoting effective anti-narcotics policy should emphasize constructive and modern ways of fighting addiction in light of the Ukrainian government's and society's unenlightened understanding of drug abuse.

Persons with Disabilities/Autism- 2 delegations (March 27th)

More than 6% of Ukrainian citizens (more than 2.7 million people) are people with disabilities. Ukrainians get disabilities not only congenitally, due to different health disorders or different events in their life, but also due to the war of aggression against

Ukraine since 2014. This segment of the population remains underserved and even marginalized. People with disabilities encounter barriers that limit their access to education and employment, and prevent their full participation in society. This program will allow the U.S. Mission in Ukraine to further support disability rights in that country, an important area in the human rights spectrum. This delegation will consist of activists, lawyers and experts working on disability issues with the goal of learning about the U.S. experience related to disability advocacy and reform. Upon their return, program participants will be better prepared to raise the profile of disability related issues and actively promote legislative and policy reforms in this sector. This delegation is expected to be a dynamic group of individuals that are already enthusiastically working to improve the lives of the disabled. .

Judges - 2 delegations (April 4th)

Open World plans to host these two (2) judicial delegations in close partnership with the United States Agency for International Development (USAID) Nove Pravosuddya Justice Sector Reform Program (New Justice Program). The program is designed to support the Judiciary, the Government, the Parliament, the Bar, Law Schools, Civil Society, Media and Citizens to create the conditions for independent, accountable, transparent, and effective justice system that upholds the rule of law and fights effectively against corruption. The April 2019 program focus (besides these two groups focusing on best judicial practices) is currently in development, but we gladly encourage proposals with strong judicial programming, including judicial training, ethics, and court automation/technology. Proposals as to how to support a "anti-corruption" court will also be appreciated, as this will likely be a topic for one of these two groups (or an additional group), as of the time of this writing.

Women Veterans - 2 delegations (May 29th)

For much of the war, which began in spring 2014, official government forces did not permit women to fight on the front lines; the 17,000 women who served in the military were allowed to work in only supporting roles, such as medics, engineers and administrators. The hundreds of women who were desperate to fight instead joined nationalist paramilitary groups, which did offer women combat roles. The integration of the militias into the army in July 2015 meant that female fighters suddenly found themselves in an official army that did not permit them to fight. To get around this restriction, many registered on paper as paramedics or support personnel to avoid being sent home. However, they still fought as they had before. In 2017, a new law was adopted that allowed women to enroll in the army as soldiers and fight at the frontline. The women veteran of battle and the role woman have played in support of combat has created a new class of veteran, with different needs, although combat related. These delegations will observe how female veterans are treated through the US Veterans Administration and other formal and informal societal support networks for woman veterans from health (disabilities, addictions and PTSD) to other livelihood matters (jobs, safe housing, healthy food).

Issues of IDPs - 2 delegations (May 29th)

Due to Russia's annexation of Crimea and the hostilities in the South and East of Ukraine, there has been a significant increase in the number of refugees and IDPs (more than 1.8

million with a significant number of these IDPs being Crimean Tatars) that are in great need of relocation strategies, sustenance, and psychological support. The Open World host for this programming will demonstrate to the government and civic leaders in these delegations U.S. policy toward refugees and IDPs, and will openly discuss the debate in this country regarding policy and implementation issues, with the goal of sharing best practices and finding commonality in response to this issue in both countries.

Decentralization of Health Care - 2 delegations (June 5th)

Ukraine is in the midst of undergoing significant reform of its healthcare system. One of the main goals of this reform is an efficient allocation of funds. Therefore through late 2017–early 2018, the Ministry of Health of Ukraine plans to introduce a new National Health Service, which will focus specifically on procurement. The current reforms envision a healthcare system that reforms primary, emergency, and palliative care simultaneously. The new National Health Service would be an independent body in the executive branch under the Cabinet of Ministers. The new reforms also aim to introduce medical insurance into the daily life of Ukrainians. Such a radical transformation of the healthcare system in Ukraine will benefit if healthcare managers and practitioners have an opportunity to learn from the American experience and current health care debate to see what works best for Ukraine. In addition, a great majority of Ukrainian clinics and hospitals are state owned. Due to complications in Ukraine's economy, medical enterprises often have to use old or even outdated equipment and practitioners have little opportunity to develop new skills. Medical workers lack opportunities to obtain new knowledge and keep up with changes in global health care. With health care reform underway in Ukraine, now is a critical time for Ukrainian health professionals (managers, practitioners, and government officials) to familiarize themselves with the experiences of their American counterparts.

Local Governance -Regional Economic Development - 2 delegations (June 5th)

In its economic history, Ukraine has evolved first from an agricultural to an industrialized, and then to a service-oriented country. Major industries include coal, electric power, machinery, chemicals, food processing, woodworking, and tourism. The industrialization of Ukraine started in 1930s when it was a part of the Soviet Union. Having inherited a huge industrial potential from the USSR, Ukraine, as an independent country, has lost part of its industrial capacity due to ongoing inner political and economic crises. Dependence on Russian energy supplies is also a problem as are non-economic, social factors, including an under-developed institutional and social infrastructure and corruption, which have further delayed Ukraine's transition to a fully developed industrial/service economy. In recent years, Ukraine has made progress in allowing budgeting/expenditures to be done at the local level so that municipalities could control more of the tax revenue that they process. This has led to uneven regional economic development, with wealthier and more sophisticated regions benefitting and making economic progress, much of this is the agricultural sector. This Open World programming will empathize how municipalities/states plan for regional economic development and how to use their resources effectively to promote regional growth.

Infrastructure Development (June 5th)

The strategic objective of the Ministry of Infrastructure of Ukraine is to implement key reforms to ensure the availability and quality of transport services, transport infrastructure development, investment climate improvement, safety, environmental friendliness and energy efficiency of transport improvement to achieve European standards of living in Ukraine. The Ukrainian government implemented a total of 399 major projects in 2017 aimed at developing the regional infrastructure. The projects include the construction or overhauls of hospitals, schools, kindergartens and transport infrastructure facilities, said the statement on the government's website. To carry out the projects, the government allocated about 125 million U.S. dollars from the State Regional Development Fund. The government's investments in regional infrastructure development are expected to rise by about two-thirds in 2018. Open World programming in this sphere will be aimed at Ukrainian leaders that are working to improve Ukraine's infrastructure by demonstrating large infrastructure projects in the U.S, and various financing schemes such as bonds and other tools. Project finance and the budgeting/allocation process will also be key components this program.

Scouting/Leadership/Change Agent (June 5th)

Since gaining independence in 1991, Ukraine has seen a strong revival of the scouting movement, with organizations such as PLAST – founded in 1911 and re-established in the years prior to Independence in 1991 – numbering in the tens of thousands of members, and other local groups springing up throughout the country, The National Organization of the Scouts of Ukraine became a formal member of the World Organization of the Scout Movement in July 2008, and it serves as a vital and strong institution in Ukraine promoting healthy lifestyles, volunteer service and discipline. Ukraine robust history with camping organizations make such programming for Open World aimed at the sharing of best and most effective practices for Scouts and for the development of future joint projects and activity and, hopefully, the creation of long-term sustainable partnering based on scouting values.

Members of Parliament (July 9th)

Please see page 39 for a general description regarding Open World parliamentary programs

Access to Public Information (September 4th)

The Ministry of information policy of Ukraine works to ensure equal access for all to information relying on the European standards of openness and transparency in the work of public authorities. The purpose of the Law of Ukraine *"On Access to Public Information"* is to ensure transparency and openness of public authorities and creates mechanisms for the realization of the right of everyone to access to public information. While this law is on the books, public information is not readily available in Ukraine. This program will explore issues relating to making public information readily available, reviewing best Freedom of Information (FOIA) practices, and other aspects of making public information available with the use of advanced technologies.

Free Legal Aid (War Veteran's Legal Aid) - 2 delegations (September 4th)

With the enactment of The *Law of Ukraine on Free Legal Aid* in June 2011, the Government of Ukraine committed to protect the rights of its marginalized citizens. The

Minister of Justice of Ukraine with the support of various donors created the Coordination Center for Legal Aid Provision to develop an effective free legal aid system in Ukraine, ensuring access and quality. While this concept is new to Ukraine, the complications caused by a violent war of aggression and the taking/annexation of land, businesses and homes has left so many with difficult legal questions, besides the legal needs of those wounded in war and/or suffering from PTSD. Therefore, while impressive early steps in providing free legal aid have been made in Ukraine, the demand has grown exorbitantly. Open World programming in this area will demonstrate how best legal aid practices enable our veterans and the needed to obtain the services that they need, These are complicated processes and Open World programming should focus on successful programs that have provided assistance to veterans, among other needing free legal aid.

Labor Protection (September 4th)

Ukraine has a well-educated and skilled labor force of about 26 million people with a nearly 100 percent literacy rate. As of October 2016, the unemployment rate of the population of working age individuals (ILO methodology) averaged 9.5 percent. As of December 2016, the State Employment Service registered 390,800 unemployed people and 317,100 unemployed people received state assistance. According to official statistics, which count only those registered to receive unemployment benefits, unemployment was only 1.5 percent in December 2016. Throughout 2016 unemployment continued, increasing in the industrial eastern regions and many big enterprises faced lay-offs due to severe economic challenges, including the loss of access to Russian and CIS markets. In addition, some enterprises were destroyed, robbed, dismantled, and shipped to Russian territory. Within classic sectors of the economy, sector-specific collective bargaining agreements involve representative employers' associations (e.g., chemical employers), sector trade unions, and some participation of the government through the Ministry of Social Policy. Such agreements can also take place at the regional level. According to Ukraine's Statistics Service, 79.8 percent of employees were covered by collective bargaining agreements in 2014. The independence of unions from government or employer control, however, was disputed. During 2016, the State Labor Service and its predecessor, the State Labor Inspectorate**,** was responsible for enforcing labor laws. Inspectors were limited in number and funding. Although the Government of Ukraine renewed planned and unplanned labor inspections in 2016, the number of completed inspections continued to fall, and experts assessed the number to be inadequate relative to the size of the Ukrainian economy. So, while Ukraine has labor protection on the books, very rarely are labor's interests and concerns listened to by the government and/or industry and there are not enough resources available for the proper protection of all workers' rights. Open World's programming in this theme will demonstrate how labor is organized in the United States and what protections' workers in the United States have, as well as debates as to unionization and worker's rights.

LGBT Issues/Legal Protections (September 4th)

On June 17, 2018. Thousands of activists have marched in Ukraine's capital, marking an annual celebration of gay and lesbian rights that has been marred by violence in the past. The June parade, which took place amid an increased police presence, was one of the largest such event held in Ukraine in years. Clashes broke out early in the morning when

riot police dispersed more than 150 far-right protesters seeking to block off the route of the march, police said in a statement. While this is progress, the road to equality and true civil rights for the LGBT community is still an uphill one and much organization skill is needed. This programming will increase the capacity of the leadership of the LGBT community in Ukraine to organize impactful events (such as Pride events) and increase its effectiveness in protecting and securing the rights of those in the LGBT community.

Inclusive Education - 2 delegations (October 9th)

The Ukrainian Constitution declares that "The state guarantees free access to pre-school, secondary, vocational and high education", but in practice, a very small percentage of children with disabilities are provided for. According to government statistics, in 2016 out of 50,000 children with disabilities in Ukraine, only 2,520 of them have access to inclusive education. In 2017, changes to the Law *on Education* were approved stating that people with special needs have the right and should be able to get an education in any given educational establishment, both at the secondary and higher levels of education. Because of this change, any school might have to be in a position to teach the disabled and many other disabled students are expected in the classroom. Open World programs in this theme will demonstrate how effectively disabled or challenged students are integrated into schools in the United States, and should provide some methodology as to how classes are taught with a disabled person(s). In addition, such programming should emphasize how "special" students are valued and treated with dignity.

Internationalization of Education – 1 delegation (October 9th)

The process of internationalization of is essential for Ukrainian higher education reform, and the primary reason for that is the fact that such exposure provides real opportunities and mechanisms for quality improvement of the current higher education system. The state keeps working on creating favorable conditions for international cooperation between institutions of higher education and encourages programs of bilateral and multilateral exchange between countries and universities involving students, post-graduates, doctoral candidates, scientific and teaching staff. One main goal of Ukraine's efforts to internationalize is institutions of higher education is to expand cooperation with foreign partners, and to increase exchanges of experience and communication. Programming aimed at increasing the internationalization of higher education for will result in the improvement of higher education quality, increase the effectiveness of scientific research, and improve the competitiveness of Ukrainian tertiary education institutions in the global market for higher education.

Medical Education - 2 delegations (October 9th)

The Ministry of Health of Ukraine has recently made a statement that changes in the national health care system are not possible without changes in the field of medical education. The Ministry has already implement a minimum passing grade for medical specialties and also offered tools for quality control of educational processes: continuous professional development, a single state qualification examination and international monitoring of the quality of higher medical education, all of which start as of calendar year 2018. Therefore, two Open World delegations of practicing university professors, university administrators and civil society activists would benefit greatly from programs

that demonstrate their American counterparts' experiences in terms of new innovative approaches of teaching and learning in the medical field, including overall curriculum development.

Investigative Journalism - 2 delegations (November 13th)
Investigative journalism in Ukraine has no uniform ethical standards. Investigative reporters routinely use hidden cameras, do not always identify themselves as journalists when interviewing people, and in their reports, use dramatic music and effects, like over-the-top re-enactments, to heighten drama. Ukraine's journalism schools are partly to blame for the lack of quality reporting. Most are stuck in a Soviet mode in which professors with little or no newsroom experience teach theory—not the practical application of reporting and editing, and certainly not the modern skills of shooting video and using social media. Students themselves often lack the ambition to tackle investigative stories, another legacy of the Soviet system, which seldom rewarded hard work. As a result, journalism graduates arrive in their newsrooms unprepared to do basic stories, let alone investigative pieces. However, since the events on the Maidan (the "Revolution of Dignity") in 2014 journalism in Ukraine has rapidly transformed. New independent media outlets have emerged that focus on the most pressing societal issues. Although the new generation of reporters aims to be as transparent, unbiased and ethical as possible, there is still a long way to go. It would be beneficial for young media/news professionals through these Open World programs to observe and learn from the practices of their American colleagues and to be acquainted with the well-established tradition of solid investigative reporting that is, for the most part, free of bias and unethical practices.

Media Literacy - 2 delegations (November 13th)
Now more than ever, producers and consumers of news must be able to process information, identify biases and inconsistencies, and make decisions quickly. As such, the concept of "media literacy" has become a global theme all over the world, which is dealing with new phenomena like "fake news," "troll factories," and other aspects of the "weaponization" of information. Access to public information is also a key tool in gathering facts and reporting fairly. Through this Open World program, participants will visit media outlets (including U.S. based foreign outlets like BBC and Al Jazeera America), civil society organizations, and online companies that host news aggregators (Facebook, Google, etc..) in order to observe and explore how the various players create, distribute, and analyze the news in a broadly open society.

Members of Parliament (December 10th)
Please see page 39 for a general description regarding Open World parliamentary programs

Uzbekistan Themes

Accountability in Government (May 15th):
This program will explore the United States' commitment to transparency, ethics, and accountability at all levels of its government. Delegates will examine the methods employed by the public sector to prevent corruption, encourage ethical leadership and

transparency, and ensure accountability and responsibility to the public. They will explore the critical role that NGOs, advocacy groups, and the media play as "watchdogs" as well as how social media monitors/acts as a check on good governance and transparent practices. Participants will also look at "whistleblower" legislation and protections as well as the impact of the Freedom of Information Act.

Parliamentary Staffers (June 5th)
Please see page 39 for a general description regarding Open World parliamentary programs.

Science and Technology Entrepreneurship (September 25th):
The delegates will explore the role of government, private enterprise, professional organizations, and universities in fostering entrepreneurship and supporting innovation. Delegates will meet with investors and entrepreneurs/business advocates involved in recognizing, promoting, and developing science and technology start-ups. The program will explain how innovations are adopted and diffused into diverse sectors such as medicine, agriculture, manufacturing, and communications, and also in non-traditional fields or less economically vibrant areas.

Members of Parliament (October 22nd):
Please see page 39 for a general description regarding Open World parliamentary programs

Energy and Water Resources Management (December 4th):
This program will examine how the United States has implemented more efficient and equitable resource management policies and practices. Delegates will assess U.S. efforts to balance competing sectors' demands for energy and water use through technological innovations, recycling water, and watershed and other management approaches. They will also examine regional and trans-boundary challenges and cooperative efforts to share energy and water resources.

Multi Country Theme

Parliamentary and Parliamentary Staff Programs (Multiple Travel Dates)
In addition to the above thematic programs, Open World is also soliciting expressions of interest/capability statements for delegations of parliamentarians (possibly parliamentarians and staffers in one delegation) and parliamentary staff from countries abroad. Through this program, Open World is seeking to match delegations from these countries with key counterparts in the U.S. Senate, the House of Representatives, and in state governments. These delegations may be defined by the committees the members serve on or by subject area, or might be a general group looking at the legislative process in a macro sense. The proposed illustrative programming should identify a Member of Congress who would be responsible for some aspect of the delegation's program (preferably in Washington, D.C. and in the Member's state or district). It should also include proposed high-level meetings in Washington, D.C. with other Members of Congress, executive branch officials, congressional staff and policy experts, and in-depth discussions with a variety of political, civic, and business leaders in the relevant state/district.

2019 Open World Program – Proposed Travel Dates

U.S. Arrival Date	Theme	Country	Number of Delegations
22-Jan	Members of Parliament	Serbia	1
30-Jan	Parliamentary Staffers	Georgia	1
	Legislators/Legislative Issues - Budgets for Social Safety Net Issues	Ukraine	1
	Legislators/Legislative Issues - Health Issues	Ukraine	2
	Legislators/Legislative Issues - IDP Support	Ukraine	1
13-Feb	Civic Education	Armenia	1
	Public Broadcasting and Governance	Armenia	1
	Local Legislators	Russia	4
20-Feb	Health Care Policy Making	Georgia	1
	Higher Education Policy Making	Georgia	1
	Legislators/Legislative Issues - Budget Issues/Appropriations	Ukraine	2
	Legislators/Legislative Issues-Education Issues	Ukraine	2
26-Feb	Members of Parliament - The Legislature's Role in Oversight of Independent Institutions	Kosovo	1
27-Feb	Renewable Energy-Auction System-Transition to Market Competition	Serbia	1
	Energy Efficiency	Ukraine	2
	Renewable Energy	Ukraine	2
6-Mar	Women in Politics	Russia	2
	Women in STEM	Russia	2
	Women Leaders	Tajikistan	1
12-Mar	Parliamentary Staffers	Ukraine	1
20-Mar	News and Media Literacy	Belarus	1
	Media/Journalism	Russia	2
	Parliamentary Journalism	Russia	2
	Responsible Journalism: Combating Disinformation	Serbia	1
26-Mar	Members of Parliament	Kazakhstan	1
27-Mar	Banking Sector Reform	Kyrgyzstan	1

U.S. Arrival Date	Theme	Country	Number of Delegations
	Civil Aspects of International Child Abduction	Kyrgyzstan	1
	Anti-Narcotics	Ukraine	2
	Anti-Trafficking in Women	Ukraine	2
	Persons with Disabilities/Autism	Ukraine	2
	Roma Issues	Ukraine	1
4-Apr	Judicial Rule of Law	Estonia	1
	Judicial Rule of Law	Georgia	1
	Judges- Working with Whistleblowers in Criminal Investigations	Serbia	1
	Judicial Rule of Law	Ukraine	2
9-Apr	Members of Parliament/Staff-Strengthening Committee Operations to Promote Judiciary Reform	Kyrgyzstan	1
24-Apr	Children's Librarians	Russia	1
	National Parks	Russia	1
	Partnerships (Civic Activism, NGO, Community Development)	Russia	3
30-Apr	Members of Parliament	Tajikistan	1
14-May	Members of Parliament	Georgia	1
15-May	Local Legislators	Kazakhstan	1
	Legal Mediation	Russia	1
	Public Defenders	Russia	1
	Anti-Corruption	Serbia	1
	Accountability in Government	Uzbekistan	1
29-May	Civic	Moldova	2
	Issues of IDPs	Ukraine	2
	Women Veterans	Ukraine	2
5-Jun	Community-Led Tourism Development	Kosovo	1
	Integrating Renewable Energy into the Power Supply	Kosovo	1
	Decentralization of Health Care	Ukraine	2
	Infrastructure Development	Ukraine	1
	Local Governance-Regional Economic Development	Ukraine	2
	Scouting/Leadership/Change Agent	Ukraine	1

U.S. Arrival Date	Theme	Country	Number of Delegations
	Parliamentary Staffers	Uzbekistan	1
12-Jun	U.S. Libraries/Community Centers	Kazakhstan	1
	Partnerships (Civic Activism. Community Development, etc.)	Russia	5
18-Jun	Members of Parliament	Macedonia	1
9-Jul	Members of Parliament	Ukraine	1
25-Jul	Judges- Commercial Law/IPR Issues	Azerbaijan	1
	Judges	Mongolia	2
4-Sep	Rural Tourism Development	Georgia	1
	Access to Public Information	Ukraine	1
	Free Legal Aid (War Veteran's Legal Aid)	Ukraine	2
	Labor Protection	Ukraine	1
	LGBT Issues/Legal Protections	Ukraine	1
11-Sep	Community Nursing and Administration	Azerbaijan	1
	Demographics and Epidemiology	Russia	1
	Nelson Fellows-Oncology	Russia	1
	Pediatric Palliative Care	Russia	1
17-Sep	Members of Parliament	Moldova	1
25-Sep	Smart Cities	Russia	1
	Alternative Energy	Russia	1
	Watershed Management	Russia	1
	U.S. Wastewater Treatment and Management with Linkage to Solid Waste Management System	Serbia	1
	Energy Management	Uzbekistan	1
1-Oct	Members of Parliament	Serbia	1
9-Oct	Community Pre-School Education	Azerbaijan	1
	Innovation in Education	Tajikistan	1
	Inclusive Education	Ukraine	2
	Internationalization of Education	Ukraine	1
	Medical Education	Ukraine	2
17-Oct	Judges - Jury Trials	Armenia	1
	Judges	Moldova	1
	Judicial - Criminal Justice Sector Reform	Kyrgyzstan	1

U.S. Arrival Date	Theme	Country	Number of Delegations
	Judges	Kazakhstan	1
	Judicial Academy	Russia	1
22-Oct	Members of Parliament	Uzbekistan	1
30-Oct	Climate-Smart Agriculture	Azerbaijan	1
	Tourism Development	Belarus	1
	Combatting Violent Extremism	Russia	1
	Disaster Response (non-governmental)	Russia	1
	Identifying/Treating Domestic Violence	Russia	1
	Internally Displaced Persons	Russia	1
6-Nov	Parliamentary Staffers	Macedonia	1
12-Nov	Members of Parliament	Armenia	1
13-Nov	Responsible Journalism: Combating Disinformation	Serbia	`1
	Investigative Journalism	Ukraine	2
	Media Literacy	Ukraine	2
4-Dec	Entrepreneurship in Small and Medium Enterprises	Belarus	1
	Entrepreneurship	Russia	2
	Small and Medium Sized Enterprises	Russia	2
	Energy and Water Management	Uzbekistan	1
10-Dec	Members of Parliament	Ukraine	1

Grantee Programming and Administrative Requirements

Successful grantee organizations will be responsible for eight days and eight nights of programming (including weekends) for delegations (most consisting of **five delegates** and **one facilitator**) arriving in the United States between January, 2, and December 10 , 2019. Delegations will land in the United States on a Wednesday or Thursday and arrive in their host communities on a Friday or Saturday.[8] Grantee organizations will be expected to successfully complete and/or oversee the following programmatic and administrative activities:

[8] Open World will consider proposals that contain different provisions (for the length of stay, size of delegations, arrival day, etc.) than those outlined here, if needed to deliver quality programming.

- Recruit and select local host organizations and families. The local host organizations must demonstrate expertise in, and programming resources for, the Hosting Theme(s) and subthemes selected by the grant applicant. Programs should emphasize mutual learning and dialogue. Grantees are encouraged to recruit host coordinators, presenters, and home hosts who are interested in maintaining contact with the Open World delegates after their U.S. visit through joint projects, ad hoc and/or formal organization-to-organization ties, and regular communications.

- Submit a Host Organization Profile Form for each local program to be hosted by a local host organization approved by Open World. The grantee organization must submit the form(s) to the Open World within two weeks of being notified of a host organization's approval. The form (supplied by Open World) asks for the local host organization's theme/subtheme preferences and preferred hosting dates, a general description of the planned local program, and descriptions of three or four proposed professional activities. This information, which will be shared with the Open World's logistical contractor (only for Russia and Ukraine), will improve Open World's ability to match delegates with local host organizations quickly and appropriately.

- If providing nominations: (1) ensure that nominating partners (both domestic and international) submit only names of qualified and high-quality candidates and the necessary background program and partnership/project information to the logistical contractor **by the designated deadlines**, and (2) be responsible for reviewing nominees' applications prior to their submission to the logistical contractor to ensure that nominees meet Open World criteria and that the information in the applications is complete and accurate. Nominators identified by the grantee will work closely with Open World staff to select appropriate applicants.

- Be responsible for effective implementation of each program developed by local host organizations.

- Participate, either in person or via telephone conference, in coordination meetings with representatives of Open World and/or representatives of Open World's logistical contractor.

- Attend the 2019 Open World grantee orientation meeting, which is expected to be held in January 2019 in Washington, DC. (The cost for one representative to attend the meeting is to be included in the proposed budget; see p. 55 for details.)

- Help make arrangements for Open World staff to conduct site visits during local hosting programs, if requested by Open World.

- Submit required reports by scheduled deadlines, including the host coordinator post-program report for each visit, the final program report, federal financial reports, and cost-share reports.
- Assist Open World in coordinating press outreach, if requested, with local host organizations.
- Report on visit outcomes as required (see Results section below).
- Ensure that local host coordinators are aware of Open World's website and social-networking resources; have local host coordinators encourage presenters and host families to find the Open World Leadership Center on Facebook at www.facebook.com/openworldleadershipcenter2; and encourage local host coordinators, presenters, and host families to get up-to-the-minute information on Open World by following http://twitter.com/owprogram.
- Adhere to federal income tax regulations.

Grantees are responsible for ensuring that they or the local host organizations will:

- Coordinate with Open World on congressional outreach in the local communities and Washington, DC, and ensure, when possible, that delegates have the opportunity to meet with Members of Congress or their local staff, and send any photos from such meetings to Open World as soon as possible.
- Ensure that delegates have voluntary opportunities to share their professional expertise and their knowledge about their native country in meetings with their American counterparts and in public settings such as conferences, colloquia, classroom and civic-association presentations, town meetings, and media interviews.
- Provide local transportation during participants' visits, beginning with pickup at the U.S. final destination airport and ending with delivery to the departure airport. **Participants may not take public transportation to a professional activity unless the grantee gets advance approval from Open World, and a local escort must accompany the participants.**
- Provide a suitable homestay placement for each delegate, usually for eight days, including weekends. **Homestays are a centerpiece of the Open World experience and a major factor in grant application evaluations.**

- **Each participant and interpreter must be given his or her own private bedroom.** If this cannot be arranged, the grantee must get advance approval from Open World for delegates to share a bedroom. The facilitator and interpreter may not share a bedroom with a delegate under any circumstances.

- Ensure that breakfast, lunch, and dinner are provided daily to the delegates and facilitator(s) during their stay. Unlike similar U.S. government programs, **Open World does not provide per diem to its participants.**

- Note that interpretation services are no longer required in the grant submission; Open World uses the services of a contractor.

- Prepare an eight-day program for each participant group that reflects the selected Hosting Theme and includes other activities that meet program objectives. Approximately **32 hours** of programming should directly address the Hosting Theme. Time spent in professional sessions with federal, state, county, or local legislators and legislative staff counts toward this total. Cross-cultural activities should be scheduled for weekends and some evenings. A cross-cultural activity is an activity designed to promote exposure and interchange between the delegates and Americans in order to increase their understanding of each other's society, culture, and institutions. Cross-cultural activities include cultural, social, and sports activities.

- Provide an end-of-visit review session for the delegates, facilitator(s), and host coordinator to review program successes/weaknesses and to identify any new projects, or any joint projects, reciprocal visits, or other continued professional interactions between delegates and their new American contacts, that will likely result from the Open World program.

- Coordinate with Open World on press outreach, including sharing drafts of any press material developed for each delegation in advance, if requested, and reviewing any relevant press material developed by Open World, if requested. Open World strongly encourages local host organizations to try to get press coverage of Open World visits. **Local press releases on Open World exchanges must credit the Open World Leadership Center and the U.S. Congress.**

- Track results efficiently and regularly report them. Definitions of results, and requirements and methods for reporting them, are given in the Document-Exchange Deadlines table on the next page and in the Results section that immediately follows it.

Grantee Interaction with Open World Contractors

OpenWorld contracts with a logistical support organization for Russia and Ukraine that will provide administrative and logistical support for the Open World program, including assistance with (a) planning and administration of the nominations process in the countries included in this solicitation; (b) visas and travel arrangements; (c) selection and training of facilitators; (d) formation of delegations; (e) organization of pre-departure orientations; and (f) review of program agendas (which supplements Open World's own review of the agendas). Grantees and their local hosts will be required to work closely with this contractor through all steps of the planning process and meet the relevant deadlines in the following table. Open World will serve as the logistical contractor for the delegations from Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Mongolia, Serbia, Tajikistan, Turkmenistan, and Uzbekistan, and possibly for a limited number of delegations from one or more of the other countries covered by this solicitation.

Open World contracts with an interpretation service provider that will recruit and contract with all interpreters needed for Open World programs. Grantees and their local hosts will be required to work closely with this contractor to ensure that the interpreters are placed in appropriate lodging and receive all program documents and information prior to the delegation's arrival in the hosting community.

Document-Exchange Deadlines for an Open World Visit

The table below lists the major deadlines for information and document exchange between local host coordinators/grantees and Open World's logistical contactor, measured backward from the delegation's U.S. arrival date (two to three days before the host-community arrival date). For the few delegations for which Open World serves as the logistical contractor, the information and document exchange will take place between the local host coordinator (or grantee) and Open World.

Deadline	***Host Coordinator provides:***	***Logistical contractor provides:***
8-6 weeks before arrival		• Participant Names and Profiles
4 weeks before arrival	• Draft Program Agenda	• Flight Itineraries

2 weeks before arrival	• Updated Program Agenda (with changes highlighted) • Host Family Forms (including contact info. and brief bios) • Emergency Contact Information (if different from that on the Updated Program Agenda)	
3 weeks after departure	• Post-program Report (Host Narrative, Post-program Program Agenda, Final Host Family Forms, Media Coverage, Photos)*	• Delegation Feedback on Program to Grantee and Local Host Coordinator

*The required forms will be sent to grantees by Open World staff. The Host Narrative Form asks for information on professional activities, including meetings with Members of Congress and congressional staff; brief descriptions of actual and potential trip results; and host-coordinator comments and recommendations. The agenda submitted as part of the Post-program Report is to show the actual activities conducted. Open World's handbook for local host coordinators now ask hosts to make press articles and photos from their exchanges available to Open World as soon as possible, rather than waiting to include them with the Post-program Report. **Grantees are also requested to make available to Open World as soon as possible any photos they receive from their local host organizations.**

Results

Open World tracks the results of the Open World program using eight categories, or "bins." Below are definitions and examples of these categories, along with explanations of which results categories grantee and local host organizations *must* report on and which categories they are *encouraged* to report on.

RESULT	DESCRIPTION	EXAMPLES	GRANTEE/SUBGRANTEE REPORTING REQUIREMENTS
Benefits to Americans	Open World promotes **mutual** understanding and benefit. Hosts, presenters, and others can gain new information from delegates.	• Estimate of audience size for delegate presentations. • Publicity for host organization.	• The **Final Program Report** (submitted by the Grantee) and the **Host Narrative** must report any benefits to Americans that resulted from the exchange.
Partnerships	An American organization involved in a visit partners with an organization from the delegates' country on a joint project or starts an affiliate in that country.	• University-to-university e-learning partnerships. • Sister-court relationships. • Community-to-community interactions between governmental entities.	• The **Host Narrative** is to report on any partnerships that might result from the exchange. The **Final Program Report** must report on actual post-visit partnership activities.
Projects	A delegate implements an idea inspired by the Open World experience.	• Opening city council meetings to the public.	• The **Host Narrative** is to report on any delegate projects that might result from the visit. The **Final Program Report** must report on any actual projects that the grantee learns about.
Multipliers	A delegate shares his/her new knowledge back home, thereby	• After returning home, a delegate gives talks on knowledge gained during the visit.	• The **Host Narrative** is to report on any potential multipliers mentioned by delegates. The **Final**

	"multiplying" the Open World experience.		**Program Report** must report on any actual multipliers that the grantee learns about.
Reciprocal Visits	Americans involved in the exchange meet with alumni in-country or work in-country on an Open World–inspired project.		• The **Host Narrative** is to report on any reciprocal visits that might result from the exchange. The **Final Program Report** must report on reciprocal visits by grantees or subgrantees.
Press	A delegation's visit is covered by local media.		• The **Host** is to send press on the visit to the **Open World** and the logistical contractor. Grantees are encouraged to include later articles in the **Final Program Report**.
Contribu-tions	In-kind (in hours or material goods) or cash donations.	• Volunteer hours to plan and conduct hosting. • Private donations to Open World events.	• Grantees must submit the Open World Cost-Share Report Form. The **Host** must report to the **Grantee** on contributions.
Professional Advance-ment	Alumni are promoted or experience other career enhancements after their Open World visit.	• An alumnus wins a grant to fund an NGO project. • An alumna is elected to office.	• The **Final Program Report** must report any professional advancement that the grantee learns about. (A **Host** learning of post-visit advancement is encouraged to report it to Open World.)

Key Dates and Deadlines[9]

For all countries covered by this solicitation, grant applications are due on Monday, October 22, 2018.

A final program report on the overall administration of Open World grant and hosting activities, including recommendations for future program changes and a description of outcomes achieved (as defined in the Results section above), **must be submitted by the grantee organization within 90 days of its final hosting activity under the grant**.

All 2019 grants will end on **March 30, 2020,** when final financial reports are due to Open World, unless a later date is agreed to in writing by Open World. Please note again that grantees are encouraged to submit all final financial documentation by ninety (90) days after the completion of programming activities.

Criteria for Evaluating Grant Applications

All grant applications for the Open World program under these guidelines will be evaluated on the following factors, listed in order of importance:

1. Degree to which proposed program plans address Open World's programming priorities and objectives, especially with regard to (a) giving delegates significant exposure to federal, state, county, and local legislators, the structure and functions of legislatures, and the legislative process; (b) the likelihood of producing new partnerships or furthering existing ones; (c) the potential for follow-on project activities and/or significant projected results, such as plans for future reverse travel; (d) collaborative programming with American young professionals organizations; and (e) including a significant cost share.

2. Past experience in hosting similar programs, especially for citizens of the specific country(ies) for which you are applying.

3. Demonstrated ability or experience in creating programs in the Hosting Theme(s) proposed in the application.

4. Demonstrated ability to recruit or plan for recruiting host coordinators, presenters, and home hosts who are interested in maintaining contact with the delegates after their U.S. visit.

5. Quality of submitted sample agendas (one important factor in determining quality is whether the agendas include opportunities for delegates to make presentations to

[9] See table on p. 40 for deadlines for document delivery to the logistical contractor.

professional and public audiences and to have open dialogue with their hosts and professional counterparts).

6. Ability to home host.

7. Per person costs. (Please note that the "per person cost" does not stand alone as a criterion. Open World also looks at the ratio of administrative costs to program costs, as well as the cost share amount the organization is proposing.)

8. Ability to host on theme dates.

9. Quality of submitted work plans, including plans for the implementation of the U.S. programs, results tracking and reporting, and the nomination strategy (if applicable).

10. For previous Open World grantees: assessments of previous hosting quality and results. Assessments are based on input from Open World program managers, facilitator reports, and informal delegate surveys, and on the quality and promptness of grantee programmatic/administrative and financial reporting, including the accuracy of financial records.

11. For proposals that contain plans for nominations, Open World will weigh the degree to which the proposed programs advance Open World's programming priorities indicated above in the first criterion.

GRANT PROPOSAL OUTLINE

Proposals and budgets should be e-mailed to the Grants Officer: Lewis Madanick, Program Manager, Open World Leadership Center, at lmad@openworld.gov. Please put "2019 Open World Grant Proposal" in the subject line. Please contact Mr. Madanick at (202) 707-8943 or lmad@openworld.gov if you have questions regarding this solicitation.

The Open World Leadership Center grants committee will review applications and respond no later than 35 calendar days after receipt of an application.

ACTUAL DETERMINATIONS OF PARTICIPANT HOSTING LEVELS AND THE DATE OF AWARDS WILL DEPEND ON AVAILABLE FUNDING.

All submissions must provide the following cover sheet:

NAME OF ORGANIZATION
MAILING ADDRESS
PROGRAM CONTACT – NAME, EMAIL ADDRESS, AND PHONE NUMBER
FINANCIAL/BUDGET CONTACT – NAME, EMAIL ADDRESS, AND PHONE NUMBER

All submissions must follow the outline below.[10]

1. **Project Summary** – A narrative document of no more than eight double-spaced pages providing the following information:

- Estimates of your hosting capabilities, i.e., number of host communities and number of participants (delegates and facilitators) to be hosted.
- General description of your programming capabilities for the countries for which you are applying.
- Descriptions of how your organization will fulfill the program objectives, programming priorities, and the requirements given above, including how results will be accomplished and reported, and how delegates will be introduced to legislators (including Members of Congress), legislative staff, and legislative entities, processes, and functions.
- Examples of how your organization's hosting activities and past experience will be applied to recruiting host coordinators, presenters, and host families potentially interested in maintaining contact or developing joint projects with delegates.

2. **Proposed Countries and Hosting Themes –** For each country that you propose to host for, please submit the following:

- Detailed description of your capabilities to host in the proposed theme(s) and subtheme(s).
- Proposed schedule of selected hosting dates (with proposed hosting sites) by country.
- Sample/illustrative activities or sample agendas.
- Organizations/persons participating.
- Objective of illustrative activity: i.e., lessons to be learned.
- Special resources required.

3. Summary of your organization's past experience with similar programs

[10] Pages 11-24 contain more information on financial management and budget requirements, including a recommended budget form (p.12).

4. **Statements of any unique qualifications for this program**

5. **Work Plan** – The work plan is a chronological outline that demonstrates your ability to administer the grant and meet all required deadlines, including those for reporting on results and cost sharing.

6. **Budget Submission** – The budget submission is the financial expression of your organization's proposal to become an implementing partner in the Open World program. Therefore, your budget submission needs to reflect your administration of a program that meets the objectives and theme rationales outlined above.

FINANCIAL PROCEDURES – 2019 GRANTS

PLEASE READ CAREFULLY

I. Grant Proposals

Every grant proposal must be accompanied by a project budget (per instructions below) as well as the prospective grantee's latest audit report.

a. Budget Submission

Budget categories should contain a **narrative description** detailing what the funds for this category will cover, and how those estimates were calculated (for example, salary costs should delineate the position, the hourly rate, the number of hours calculated, etc.).

Each budget category should include an accounting of any **cost-share contribution** the organization is providing. **Cost-share contributions are an important factor in the grant selection process.** Organizations are encouraged to carefully consider their ability to share in the cost of the program and to offer the maximum contributions feasible. All organizations awarded grants by Open World will be required to submit cost-share report forms by April 10, 2020.

Below are some possible categories for your budget submission. Each category in your budget proposal must provide dollar amounts accompanied by a narrative justification. When an individual category will be under $500, you might want to combine one or more like categories. **NOTE: When preparing your budget, please keep in mind that an overage of 10 percent or more in any one category will require prior written approval**

from the Open World Leadership Center's Executive Director/Budget Officer**, Jane Sargus.**[11]

1. Personnel Compensation – Salaries and wages paid directly to your employees.
2. Personnel Benefits – Costs associated with employee benefits.
3. Administrative Travel – Costs associated with having one representative attend the grantee orientation meeting for one night and day, including economy/coach travel to and from Washington, DC; transportation within Washington, DC; and a one-night hotel stay at a designated local hotel. (Dinner, breakfast, and lunch will be covered by Open World.)
4. Local Travel and Transportation – Local travel and transportation of staff and/or local transportation for delegates.
5. Office Expenses – Postage, telephone, supplies, etc.
6. Cultural Activities & Refreshments – Receptions, admissions to events, meals, etc.
7. Sub-grants – Grants made to others by your organization.

Budget submissions reflecting any General and Administrative Overhead Costs must have such costs shown as separate line items and supported by narrative justifications.

Sample Budget Submission:

Proposed Budget for Submission
Under the 2019 Open World Program

Proposed Number of Participants:
Cost Per Participant:

Budget Category[12]	**Amount**	**Cost Share**	**Narrative Justification**
Personnel Compensation	$XX,XXX	$XX,XXX	Director and Specialist will work for 2 months as follows: Director: XXX hours @ $XX/hour=$X,XXX Specialist: XXX hours @ $XX/hour=$X,XXX
Personnel Benefits	$X,XXX	$X,XXX	Benefits calculated @ XX% of salary
Administrative Travel	$XXX	$XXX	Transportation to, from, and within Washington, DC; one-night hotel stay
Local Travel and Transportation (domestic)	$X,XXX	$X,XXX	Local transportation for staff and rental of transport for delegation (one van @ $XXX

[11] Under no circumstances does obtaining Open World's written approval for an overage in a given category permit a grantee to exceed the total amount that it was awarded by Open World.
[12] Please note that Open World does not fund equipment purchases.

			per day for X days); $XXX taxi and public transportation[13]
Office Expenses	$XXX	$XXX	Utilities, supplies, printing, etc. Utilities=$X,XXX Supplies, phone, printing=$XXX
Cultural Activities & Refreshments	$XXX	$XXX	Receptions, admissions, etc. For meals, please use the number of delegates X 5 lunches X local per diem lunch rate + number of delegates X 2 dinners X local per diem dinner rate
Sub-Grants	$XX,XXX	$XXX	E.g., three local organizations will each receive a grant for $X,XXX=$XX,XXX to cover hosting expenses[14]
Total	**$XX,XXX**	**$XX,XXX**	
PROPOSED BY:			
Signature Program Officer and Date:			

b. Allowable Costs

The reasonableness, allowability, and allocation of costs for work performed under a Center grant shall be determined in accordance with the applicable federal cost principles and the terms and conditions of the grant award.

1. **Pre-Award Costs.** Applicant organizations may include project costs incurred within the 90-calendar-day period immediately preceding the beginning date of the grant in the proposed budget. Pre-award expenditures are made at the risk of the applicant organization, and the Center is not obligated to cover such costs in the event an award is not made or is made for an amount that is less than the applicant organization anticipated.

2. **Travel Costs.** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those who are on official business attributable to work under a grant. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs, or on a combination of the two, provided the method used results in charges consistent with those normally allowed by the grantee in its regular operation, as set forth in the grantee's written travel policy. Airfare costs in excess of the lowest available commercial discount or customary standard (coach) airfare are unallowable unless such accommodations are not reasonably available to accomplish the purpose of travel. All air travel that is paid in

[13] Participants (delegates and their facilitator[s]) may not take public transportation to a professional activity unless the grantee gets advance approval from Open World, and a local escort must accompany the participants.
[14] Sub-Grants to third-party organizations require a separate attached budget.

whole or in part with Center funds must be undertaken on U.S. air carriers unless the Center gives prior written approval for use of non-U.S. carriers.

II. Grant Documentation and Compliance

a. Introduction

Through its grants, the government sponsors everything from complex multimillion dollar, multiyear scientific research and development undertakings to the creative efforts of individual young artists. As might be expected, the rules that have been developed to address all the situations likely to arise between the government and its grantees are extensive. Working from a comprehensive set of grant principles established by the Office of Management and Budget (OMB), the Open World Leadership Center (the Center) has identified specific rules that will apply to all grantees and subrecipients of Open World grants. These rules are explained below. It is important to become familiar with these provisions and comply with them.

Title 2 Code of Federal Regulations (CFR) Grant Agreements is the basis for all federal grants. All OMB federal grant circulars have been combined into 2 CFR Part 200. Title 2 CFR Part 200 may be referred to as the new super circular, Uniform Grant Guidance (UGG), Uniform Guidance (UG), or 2 CFR 200.
Please note that the Open World Leadership Center, as a legislative branch agency, is not required to apply the OMB grants-related guidance for executive branch agencies and departments found in Title 2 of the CFR. Nevertheless, it is the policy of the Center to follow this familiar grants guidance and to deviate from it only when in the best interest of the Open World program. Consequently, 2 CFR 200 will apply as customarily implemented by the Center in connection with the Open World program. For example, the requirement in 2 CFR 200.107 for clearance through OMB of any deviations to the terms of the CFR will not apply to Open World. Instead, grantees should direct any questions about the Center's implementation of the CFR to Jane Sargus, Executive Director/Budget Officer, at jsar@openworld.gov.

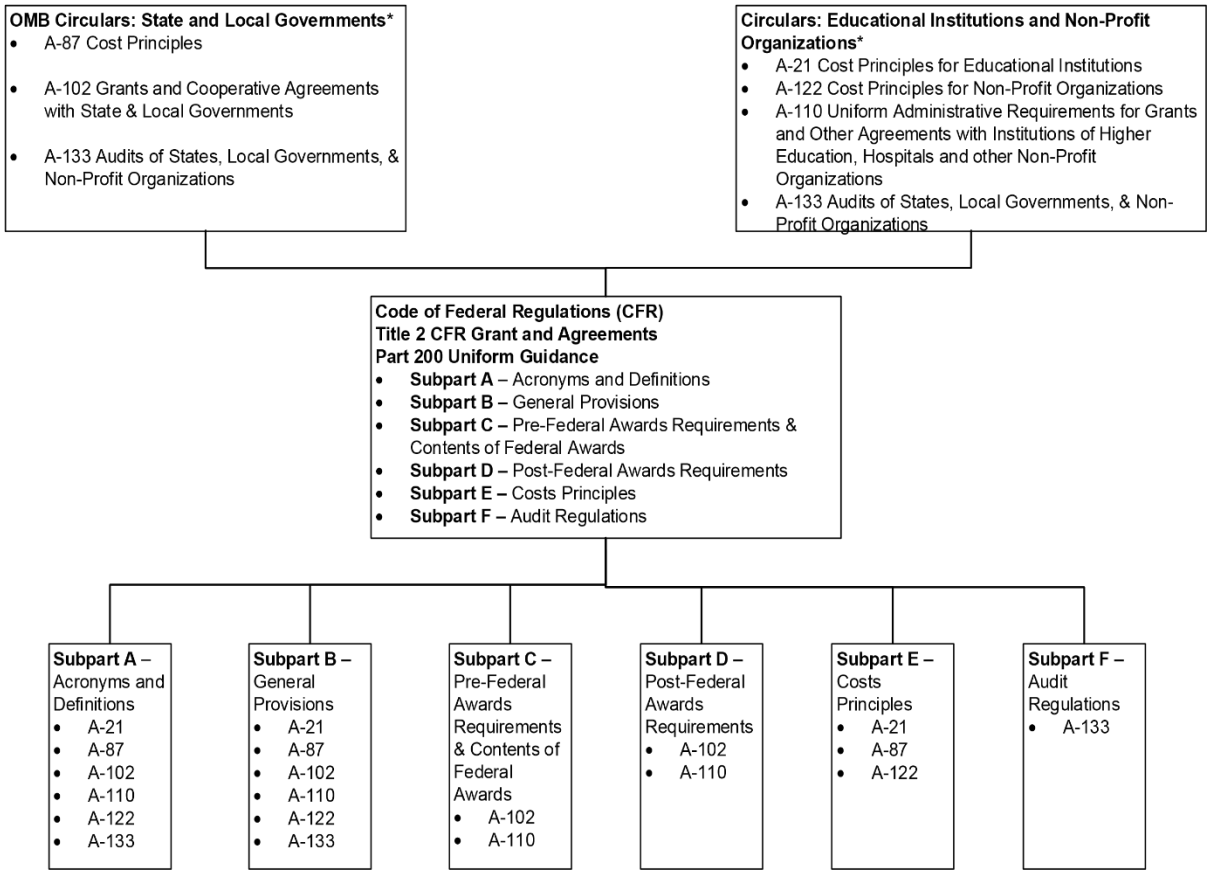
Unless otherwise specified herein, sections from the CFR, as interpreted and implemented by the Center, will be incorporated by reference into Center grant awards.

The full text of these authorities is available as follows:

- Code of Federal Regulations, Title 2, Grants and Agreements, Part 2, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is available online via the Government Printing Office (GPO) website at: https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf

- Copies of relevant authorities are also available from the Center upon request

New Uniform Grant Guidance Flow Chart
Code of Federal Regulations (CFR)
Title 2 CFR Grant and Agreements



b. Basic Grantee Responsibilities

The grantee holds full responsibility for the conduct of project activities under a Center award, for adherence to the award conditions, and for informing the Center during the course of the grant of any significant programmatic, administrative, or financial problems that arise. In accepting a grant, the grantee assumes the legal responsibility of administering the grant in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions and expenditures affecting the grant. Failure to comply with the requirements of the award could result in suspension or termination of the grant and the Center's recovery of grant funds. The grantee also assumes full legal responsibility for any contracts entered into relating to the grant program.

c. Compliance with Federal Law

Applicant organizations must certify that their programs operate in compliance with the requirements of various federal statutes and their implementing regulations. These are described below. Grantees are also required to obtain an executed certification of compliance with these statutes from all organizations that are subrecipients under a Center grant.

1. **Nondiscrimination**. Grants are subject to the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975 (as amended), and the regulations issued pursuant thereto. Therefore, no person on grounds of race, color, national origin, disability, or age shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under a program funded by the Center. In addition, if a project involves an educational activity or program, as defined in Title IX of the Education Amendments of 1972, no person on the basis of sex shall be excluded from participation in the project.

2. **Lobbying Activities**. The Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, prohibits recipients of federal contracts, grants, and loans from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations. Finally, 2 CFR Part 200.450 identifies activities that are unallowable "lobbying" charges to grant funds or cost sharing.

3. **Drug-Free Workplace**. The Drug-Free Workplace Act of 1988, 41 U.S.C. 701, requires grantees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the

workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the grant; and to identify in the funding proposal or to keep on file in its office the place(s) where grant activities will be carried out.

4. **Debarment and Suspension.** Applicant-organization principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or grantee organization shall provide immediate written notice to the Center Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Grantees shall not make or permit any subgrant or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs

Grantee organizations must complete two forms annually in reference to the above: Disclosure of Lobbying Activities (Form LLL) and Assurances – Non-Construction Programs (Form 424B). Both forms will be provided by the Open World Leadership Center.

III. Grant Period and Extensions

Grant Period - The grant period is the span of time during which the grantee has the authority to obligate grant funds and undertake project activities. However, when approved by the Center, a grantee may incur necessary project costs in the 90-day period prior to the beginning date of the grant period. **All 2019 grants will begin on the date of the grantee's signature on the award letter and end no later than March 31, 2020.**

Final Program Report - A **final program report** on the overall administration of Open World grant and hosting activities, including recommendations for future program changes and a description of outcomes achieved, **must be submitted by the grantee organization within 90 days of its final hosting activity under the grant**.

Financial Reports - Final financial reports are due for the period ending March 31, 2020 to the Center no later than April 10, 2020, unless a later date is agreed to in writing by the Center. Please note that grantees are encouraged to submit all final financial documentation with the final program report by ninety (90) days after the completion of programming activities. See Section IV for detailed information on quarterly financial reporting.

Extension of Grant - The Center may authorize a one-time extension of the expiration date established in the initial grant award if additional time is required to complete the original scope of the project with the funds already made available. A single extension that shall not exceed 2 months may be made for this purpose, provided it is made prior to the original

expiration date. Grant periods will not be extended merely for using the unliquidated balance of project funds.

IV. Reporting Requirements

Each organization awarded a grant by the Center is required to submit by fax or e-mail the following reports. **Please include the Open World Grant Number (e.g., OWLC-1976) in the fax's or e-mail's subject line each time a report is submitted. Failure to meet these deadlines will negatively affect consideration for future grants from the Center.**

a. Federal Financial Reports (Standard Form 425)

A Federal Financial Report (Standard Form 425) is required for each grant awarded and still open. The quarterly reporting periods are:

1. Beginning of grant award–March 31, 2019 (Due 4/10/19)
2. April 1–June 30, 2019 (Due 7/10/19)
3. July 1–September 30, 2019 (Due 9/30/19)
4. October 1–December 31, 2019 (Due 1/10/20)
5. January 1–March 31, 2020 (Due 4/10/2020)

When submitting Federal Financial Reports, please include the Open World Grant Number in the fax's or e-mail's subject line.

b. Cost Share Report

A Cost Share Report (form provided by the Center) must be completed no later than April 10, 2020. The report must identify all cost-share contributions made toward the program for which the grant was given. When submitting, please include the Open World Grant Number in the fax's or e-mail's subject line.

c. Final Financial Reports

To close a grant the following must be submitted:

1. Final Federal Financial Report (Form 425)
2. Request for Advance or Reimbursement (Form 270), if appropriate, and marked "Final" and

3. A Variance Report that compares actual expenditures by major budget categories against the grant award budget categories. The variance report shall give the following data: approved budget categories; amount approved for each category; amount expended in each category; and the percent over/under the approved budget amount in each category.

NOTE: Please keep in mind that an overage of 10 percent or more in any one category would have required prior written approval from the Open World Leadership Center's Budget Officer.

4. Cost Share Report (form provided by Open World).

Final Financial Reports for the period ending March 31, 2020 must be submitted to the Center not later than April 10, 2020, unless a later date is agreed to in writing by the Center. When submitting, please include the Open World Grant Number in the fax's or e-mail's subject line.

V. Payments and Interest

Grantees may be paid on an advance basis, unless otherwise specified in the grant award, and payment will be effected through electronic funds transfer. Whenever possible, advances should be deposited and maintained in insured accounts. Grantees are also encouraged to use women-owned and minority-owned banks (banks that are owned at least 50 percent by women or minority group members).

a. **Payment Requests.** Requests for advance payment shall be limited to no more than 50 percent of the funds remaining on the grant, with the expectation that the advance will be used within a thirty day period from when it is requested, unless otherwise specified by the Center. Grant funds that have been advanced but are unspent at the end of the grant period must be returned to the Center. **Grantees must make every effort to avoid requesting advance payment of funds that then are not used.**

b. **Interest on Grant Funds.** All grantees, except states (see glossary), are required to maintain advances of federal funds in interest-bearing accounts unless the grantee receives less than $120,000 per year in advances of grant funds or the most reasonably available interest-bearing account would not earn more than $250 per year on the federal cash balance, or would entail bank services charges in excess of the interest earned. Interest that is earned on advanced payments shall be remitted to the Center.

c. **Requesting Reimbursement or Advance.** When requesting reimbursement or advance of funds, the Request for Advance or Reimbursement of Funds (Form 270)

must be used. Grantees must clearly mark in their documentation for requesting funds whether the request is for a **partial** advance payment**, reimbursement**, or the **final close-out payment of the grant**. **NOTE: If the request is for an advance of funds, the "period covered" must state a time period subsequent to the request. If the request is for a reimbursement of funds, the "period covered" must state a time period prior to the request. It is also possible to request both a partial reimbursement and an advance, and in this case the beginning date must be in the past and the ending date in the future.**

VI. Budget Revisions

The project budget is the schedule of anticipated project expenditures that is approved by the Center for carrying out the purposes of the grant. When grantees or third parties support a portion of the project costs, the project budget includes the nonfederal as well as the federal share of project expenses. All requests for budget revisions must be signed by the recipient organization's grant administrator and submitted to the Center.

Within 14 calendar days from the date of receipt of the request for budget revision, the Center will review the request and notify the grantee whether or not the budget revision has been approved. NOTE: Budget categories are firm, and any overage in expenditure in a particular category of more than 10 percent must be approved by the Center in advance. **Under no circumstances does obtaining the Center's written approval for an overage in a given category permit a grantee to exceed the total amount that it was awarded by the Center.**

Grantees must obtain prior written approval from the Center whenever a budget revision is necessary because of:

- the transfer to a third party (by subgranting, contracting, or other means) of any work under a grant (Center approval is not required for third-party transfers that were described in the approved project plan, or for the purchase of supplies, materials, or general support services);
- the addition of costs that are specifically disallowed by the terms and conditions of the grant award;
- the transfer of funds from one budget category to another in excess of 10 percent of each category; or
- changes in the scope or objectives of the project.

VII. Organizational Prior Approval System

The recipient organization is required to have written procedures in place for reviewing and approving in advance proposed administrative changes such as:

a. the expenditure of project funds for items that, under the applicable cost principles, normally require prior agency approval;

b. the one-time extension of a grant period;

c. the incurring of project costs prior to the beginning date of an award; and

d. budget revisions that involve the transfer of funds among budget categories.

1. **Purpose.** The procedures for approving such changes are sometimes referred to as an "organizational prior approval system." The purpose of such a system is to ensure that:

    - all grant actions and expenditures are consistent with the terms and conditions of the award, as well as with the policies of the Center and the recipient organization;
    - any changes that may be made do NOT constitute a change in the scope of the project; and
    - any deviation from the budget approved by the Center is necessary and reasonable for the accomplishment of project objectives and is allowable under the applicable federal cost principles.

2. **Requirements.** Although grantees are free to design a prior approval system that suits their particular needs and circumstances, an acceptable system must at a minimum include the following:

    - the procedure for review of proposed changes must be in writing;
    - proposed changes must be reviewed at a level beyond the project director;
    - whenever changes are approved, the grantee institution has to retain documentation of the approval for three years following the submission of the final financial report.

VIII. Cost Sharing and Cost-Sharing Records

While the Center tries to fund as many of the project activities as is fiscally possible, a grantee is expected to share in project expenses as much as possible and at the level indicated in its approved project budget. Grantees must maintain auditable records of all

project costs whether they are charged to grant funds or supported by cost-sharing contributions. All cash and in-kind contributions to a project that are provided by a grantee or a third party are acceptable as cost sharing when such contributions meet the following criteria:

- Are verifiable from the grantee's records;
- Are not included as contributions for any other federally assisted program;
- Are necessary and reasonable for the proper and efficient accomplishment of project objectives;
- Are types of charges that would be allowable under the applicable cost principles;
- Are used to support activities that are included in the approved project work plan;
- Are incurred during the grant period.

Contributions such as property, space, or services that a grantee donates to a project are to be valued in accordance with the applicable federal cost principles and not on the basis of what would normally be charged for the use of these items or services. When cost sharing includes third-party in-kind contributions, the basis for determining the valuation of volunteer services and donated property or space must be documented and must conform to federal principles. Appendix 3 illustrates the cost-share report form [with instructions] that the Center will provide to grantees and local hosts to aid them in estimating cost-share totals. The form/s are due to the Center by April 10, 2020.

IX. Suspension and Termination

a. Grants may be terminated in whole or in part:

- by the Center if the grantee materially fails to comply with the terms and conditions of an award;
- by the Center with the grantee's consent, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion of the project to be terminated; or
- by the grantee, upon sending to the Center via fax or e-mail written notification—followed by signed documents sent via overnight or express delivery PER ARRANGEMENTS MADE BY CONTACTING OPEN WORLD EXECUTIVE DIRECTOR JANE SARGUS AT (202) 707-8943—setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion of the project to

be terminated. However, if the Center determines that the reduced or modified portion of the grant will not accomplish the purposes for which the grant was made, it may terminate the grant in its entirety either unilaterally or with the grantee's consent.

b. Suspension or Termination for Cause. When the Center determines that a grantee has failed to comply with the terms of the grant award, the Center may suspend or terminate the grant for cause. Normally, this action will be taken only after the grantee has been notified of the deficiency and given sufficient time to correct it, but this does not preclude immediate suspension or termination when such action is required to protect the interests of the Center. In the event that a grant is suspended and corrective action is not taken within 90 days of the effective date, the Center may issue a notice of termination.

c. Allowable Costs. No costs that are incurred during the suspension period or after the effective date of termination will be allowable except those that are specifically authorized by the suspension or termination notice or those that, in the opinion of the Center, could not have been reasonably avoided.

d. Report and Accounting. Within 30 days of the termination date, the grantee shall furnish to the Center a summary of progress achieved under the grant, an itemized accounting of charges incurred against grant funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date.

e. Termination Review Procedures. If the grantee has received a notice of termination, the grantee may request review of the termination action. The grantee request for review must be sent via overnight or express delivery [PER ARRANGEMENTS MADE BY CONTACTING OPEN WORLD EXECUTIVE DIRECTOR JANE SARGUS AT (202) 707-8943] no later than 30 days after the date of the termination notice and should be addressed to the Chairman of the Board, Open World Leadership Center, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-9980, with a copy sent via overnight or express delivery [PER ARRANGEMENTS MADE BY CONTACTING THE OFFICE OF THE INSPECTOR GENERAL AT (202) 707-6314] to the Inspector General, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-1060.

A request for review must contain a full statement of the grantee's position and the pertinent facts and reasons supporting it. The grantee's request will be acknowledged

promptly, and a review committee of at least three individuals will be appointed. Pending the resolution of the review, the notice of termination will remain in effect.

None of the review-committee members will be among those individuals who recommended termination or were responsible for monitoring the programmatic or administrative aspects of the awarded grant. The committee will have full access to all relevant Center background materials. The committee may also request the submission of additional information from the recipient organization or from Center staff and, at its discretion, may meet with representatives of both groups to discuss the pertinent issues. All review activities will be fully documented by the committee. Based on its review, the committee will present its written recommendation to the Chairman of the Board of the Center, who will advise the parties concerned of the final decision.

X. Financial Management Standards

Grantee financial management systems must meet the following standards:

a. Accounting System. Grantees must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each federally sponsored project. Accounting records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly.

b. Source Documentation. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the grant and general ledger accounts that are to be charged or credited.

(1) The documentation required for salary charges to grants is prescribed by the cost principles applicable to the grantee organization. If an applicant organization anticipates salary changes during the course of the grant, those charges must be included in the budget request.

(2) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs that are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of the grantee organization.

c. Third-Party Contributions. Cash contributions to the project from third parties must be accounted for in the general ledger with other grant funds. Third-party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. If third-party in-kind (non-cash) contributions are used on a project, the valuation of these contributions must be supported with adequate documentation.

d. Internal Control. Grantees must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantees must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantees must also have systems in place that ensure compliance with the terms and conditions of each grant award.

e. Budget Control. Records of expenditures must be maintained for each grant project by the cost categories of the approved budget (including indirect costs that are charged to the project), and actual expenditures are to be compared with budgeted amounts no less frequently than quarterly. Center approval is required for certain budget revisions.

f. Cash Management. Grantees must also have written procedures to minimize the time elapsing between the receipt and the disbursement of grant funds to avoid having excessive federal funds on hand. Requests for advance payment shall be limited to immediate cash needs and are not to exceed anticipated expenditures for a 30-day period. Grantees must ensure that all grant funds are obligated during the grant period and spent no later than 60 days after the end of the grant period.

XI. Record Retention and Audits

Grantees must retain financial records, supporting documentation, statistical records, and all other records pertinent to the grant for three years from the date of submission of the final expenditure report. If the three-year retention period is extended because of audits, appeals, litigation, or the settlement of claims arising out of the performance of the project, the records shall be retained until such audits, appeals, litigation, or claims are resolved. Unless court action or audit proceedings have been initiated, grantees may substitute CD-ROM or scanned copies of original records.

The Center, the Comptroller General of the United States, the Inspector General of the Library of Congress (on behalf of the Center), and any of their duly authorized representatives shall have access to any pertinent books, documents, papers, and records of a grantee organization to make audits, examinations, excerpts, transcripts, and copies. Further, any contract in excess of the simplified acquisition threshold (currently $150,000)

that grantees negotiate for the purposes of carrying out the grant project shall include a provision to the effect that the grantee, the Center, the Comptroller General, the Inspector General of the Library of Congress, or any of their duly authorized representatives shall have access for similar purposes to any records of the contractor that are directly pertinent to the project.

Appendix 1

Procurement Guidelines

I. Procurement Responsibility

The standards contained in this section do not relieve the grantee of the contractual responsibilities arising under its contracts. The grantee is the responsible authority, without recourse to the Center regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a grant project. Matters concerning the violation of a statute are to be referred to such federal, state, or local authority as may have proper jurisdiction.

The grantee may determine the type of procurement instrument used, e.g., fixed price contracts, cost reimbursable contracts, incentive contracts, or purchase orders. The contract type must be appropriate for the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods shall not be used.

II. Procurement Standards

When grantees procure property or services under a grant, their procurement policies must adhere to the standards set forth below. Subrecipients of grant funds are subject to the same policies and procedures as the grantee.

a. **Contract Administration.** Grantees shall maintain a system for contract administration that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Grantees shall evaluate contractor performance and document, as appropriate, whether or not contractors have met the terms, conditions, and specifications of the contract.

b. **Ethical Standards of Conduct.** Grantees shall maintain a written standard of conduct for awarding and administrating contracts. No employee, officer, or agent of the recipient organization shall participate in the selection, or in the awarding or administration, of a contract supported by federal funds if a real or

apparent conflict of interest would be involved. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for a contract: the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the preceding.

Grantee officers, employees, and agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, grantees may set standards governing when the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by grantee officers, employees, or agents.

c. Open and Free Competition. All procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Grantees should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the grantee, price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeror must fulfill in order for the bid/offer to be evaluated by the grantee. When it is in the grantee's interest to do so, any bid/offer may be rejected.

d. Small, Minority-Owned, and Women's Business Enterprises. The grantee shall make positive efforts to assure that small businesses, minority-owned firms, and women's business enterprises are used whenever possible. Organizations receiving federal awards shall take all the steps outlined below to further this goal. This shall include:

1. Placing qualified small, minority and women's business enterprises on solicitation lists;

2. Assuring that these businesses are solicited whenever they are potential sources;

3. Contracting with consortiums of small, minority-owned, or women's business enterprises, when a contract is too large for one of these firms to handle individually;

4. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency; and

5. Considering in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

III. Procurement Procedures

Grantees must have formal procurement procedures. Proposed procurements are to be reviewed to avoid the purchase of unnecessary or duplicative items.

a. Solicitations. Solicitations for goods and services shall provide the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.

2. Requirements that the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.

3. Whenever practicable, a description of technical requirements in terms of the functions to be performed or the performance required, including the range of acceptable characteristics or minimum acceptable standards.

4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.

5. Preference, to the extent practical and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.

b. Selecting Contractors. Contracts will be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration should be given to such matters as contractor integrity, the record of past performance, financial and technical resources or accessibility to other necessary resources.

1. Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the

review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.

2. Procurement records and files for purchases in excess of the simplified acquisition threshold (currently $150,000) shall include the basis for contractor selection, justification for lack of competition when competitive bids or offers are not obtained, and the basis for award cost or price.

IV. Contract Provisions

a. Contracts in Excess of $150,000. All contracts in excess of $150,000 established under the grant award from the Center must provide for:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and such remedial actions as may be appropriate.

2. Termination for cause and for convenience by the grantee, including the manner by which it will be effected and the basis for settlement. In addition, these contracts shall also contain a description of the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

3. Access by the recipient organization, the Center, the Comptroller General of the United States, or any other duly authorized representatives to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

b. Standard Clauses. All contracts, including small purchases, shall contain the following provisions as applicable:

1. Equal Employment Opportunity. All contracts awarded by the grantee and the grantee's contractors and subrecipients having a value of more than $10,000 must contain a provision requiring compliance with Department of Labor regulations (41 CFR, Part 60).

2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $150,000 or more must file a certification with the grantee stating that they will not and have not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member

of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, cooperative agreement, loan, or any other award covered by 31 U.S.C. 1352. Such contractors must also disclose to the grantee any lobbying that takes place in connection with obtaining any federal award.

3. Debarment and Suspension. No contracts shall be made to parties listed on the General Services Administration's Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs. These lists contain the names of contractors debarred, suspended, or proposed for debarment by agencies, and contractors declared ineligible under other statutory or regulatory authority. Grantees must obtain a certification regarding debarment and suspension from all subrecipients and from all parties with whom they contract for goods or services when (a) the amount of the contract is $150,000 or more, or (b) when, regardless of the amount of the contract, the contractor will have a critical influence or substantive control over the covered transaction. Such persons would be project directors and providers of federally required audit services.

V. Other Federal Guidance

a. Buy American Act. Consistent with the Buy American Act, 41 U.S.C. 10a-c and Public Law 105-277, grantees and subrecipients who purchase products with grant funds should purchase only American-made equipment and products.

b. Welfare-to-Work Initiative. To supplement the welfare-to-work initiative, grantees are encouraged, whenever possible, to hire welfare recipients and to provide additional needed training and/or mentoring.

APPENDIX 2

Cost Principles

I. Introduction

2 CFR 200 contains a comprehensive explanation of which costs are allowable under a government grant, how to determine whether a cost is reasonable, and how direct and indirect costs should be allocated. Applicant organizations may obtain a paper copy from the Center or read the full text online by going to https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf.

II. Basic Definitions

2 CFR 200 describes

a. Allowable Costs. To be allowable under an award, costs must meet the following general criteria:

1. Be reasonable for the performance of the award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization.
4. Be accorded consistent treatment.
5. Be determined in accordance with generally accepted accounting principles.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
7. Be adequately documented.

b. Reasonable Costs. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. In determining the reasonableness of a given cost, consideration shall be given to:

1. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.

2. The restraints or requirements imposed by such factors as generally accepted sound business practices, arms-length bargaining, federal and state laws and regulations, and terms and conditions of the award.

3. Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the federal government.

4. Significant deviations from the established practices of the organization that may unjustifiably increase the award costs.

c. Allocable Costs. A cost may be allocated to the recipient organization's grant in accordance with the relative benefits received. A cost is allocable to a federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

- Is incurred specifically for the award.

- Benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or

- Is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.

- Any cost allocable to a particular award or other cost objective under these principles may not be shifted to other federal awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of the award.

III. Potential Costs

2 CFR 200.420 describes 55 types of costs and explains when they are allowable and when they are not. Some of the potential costs covered by the CFR are not relevant to Center projects. Please note that costs marked with an "X" in the list below are **never** allowable and must not be included in an applicant organization's budget for Center activities or in a grantee's requests for payment. Other costs on the list may be unallowable in certain circumstances. Please refer to the CFR for explanations and contact the Center with any questions.

Failure to mention a particular item of cost is not intended to imply that it is unallowable; rather, determination as to allowability in each case should be based on the treatment or principles provided for similar or related items of cost.

1. Advertising and public relations

2. Advisory councils

X 3. Alcoholic beverages
4. Alumni/ae activities
5. Audit services
X 6. Bad debts
7. Bonding costs
8. Collections of improper payments
9. Commencement and convocation costs
10. Compensation – personal services
11. Compensation – fringe benefits
12. Conferences
X 13. Contingency provisions
14. Contributions and donations
15. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements
16. Depreciation
17. Employee health and welfare costs
18. Entertainment costs
X 19. Equipment and other capital expenditures
20. Exchange rates
X 21. Fines, penalties, damages and other settlements
X 22. Fund raising and investment management costs
X 23. Gains and losses on disposition of depreciable assets
24. General costs of government
X 25. Goods or services for personal use
26. Idle facilities and idle capacity
27. Insurance and indemnification
28 Intellectual property
X 29. Interest

X	30.	Lobbying
X	31.	Losses on other awards or contracts
	32.	Maintenance and repair costs
	33.	Materials and supplies costs, including costs of computing devices
	34.	Memberships, subscriptions, and professional activity costs
X	35.	Organization costs
	36.	Participant support costs
	37.	Plant and security costs
	38.	Pre-award costs
	39.	Professional service costs
	40.	Proposal costs
	41.	Publication and printing costs
	42.	Rearrangement and reconversion costs
	43.	Recruiting costs
	44.	Relocation costs of employees
	45.	Rental costs of real property and equipment
	46.	Scholarships and student aid costs
	47.	Selling and marketing costs
	48.	Specialized service facilities
	49.	Student activity costs
	50.	Taxes (including Value Added Tax)
	51.	Termination costs
	52.	Training and education costs
	53.	Transportation costs
	54.	Travel costs
	55.	Trustees

APPENDIX 3

Cost-Share Report Form and Instruction Sheet

Below are illustrations of the form and instruction sheet that the Center will provide to grantees to aid them and local host coordinators (sub grantees) in reporting cost share. The actual form is a spreadsheet that calculates totals automatically.

Open World Leadership Center
Tel 202.707.8943 Fax 202.252.3464

I. Identifying Information:	
Grantee:	
Grant Number:	
Program Theme:	
Program Dates:	**Date Form Completed:**

II. REQUIRED COST SHARE:

	Column 1		Column 2		Column 3		Column 4
Homestay value:	# of Nights		# of Participants		Unit Value		Cost Share
Number of nights with home hosts:		X		X	$100.00	=	$0.00
(www.gsa.gov/perdiem)							
Donated meals:	# of Meals		# of Participants		Unit Value		Cost Share
Breakfasts:		X		X	$10.00	=	$0.00
Lunches:		X		X	$15.00	=	$0.00
Dinners:		X		X	$30.00	=	$0.00
(www.gsa.gov/perdiem)					**SUBTOTAL:**		**$0.00**
Volunteer/host driving in their own cars:	Miles		Price per mile				Cost Share
Total miles all drivers:		X	$0.51			=	$0.00
(http://www.gsa.gov/)							
Volunteer time:	Hours		Cost per hour				Cost Share
Other unpaid hours (staff, presenter, etc.):		X	$8.00			=	$0.00
(http://www.dol.gov/esa/minwage/america.htm					**SUBTOTAL:**		**$0.00**
					SUBTOTAL REQUIRED COST SHARE:		$0.00

III. OPTIONAL SECTION

Items received for free or at a discount, or that you are not claiming reimbursement for:

Item Description	**Value**
SUBTOTAL OPTIONAL COST SHARE:	$0.00

Grand Total Cost Share: **$0.00**

Open World Cost-Share Report Form Instruction Sheet

The Open World Cost-Share Report Form is designed to be a quick electronic tool for calculating in-kind contributions. Although the form can be printed and filled out by hand, the Center recommends using it on-screen, as the Excel file has all of the formulas loaded into it. If you are a local host coordinator, you may either e-mail or fax the completed form to your Grantee, along with all other final financial documentation, or you may mail a printout of it along with hard copies of final financial documentation to your Grantee. Sending this documentation via e-mail is preferred. All cost-share estimation forms are due to the Center by April 10, 2020.

Note that the form has three sections. The "Identifying Information" and "Required Cost Share" sections must be filled out in their entirety. The default amounts provided in Columns 2 and 3 are only estimates—please use the web links provided to find the amounts that apply to your state. There is no need to provide official documentation supporting the dollar amounts entered. The "Optional Section" is provided for you to list any other relevant in-kind contributions you choose. If you have any questions about these instructions, please contact Executive Director Jane Sargus at 202-707-8943 or jsar@openworld.gov (please put GRANT NUMBER OWLC-17XX - COST SHARE in the subject line).

INSTRUCTIONS

IDENTIFYING INFORMATION:

1. List your organization's name. If a sub grantee is completing the form, please list first the primary grantee organization followed by the sub grantee organization.
2. Fill in the Open World Grant Number (e.g., OWLC—1976).
3. List the theme and dates of your program.
4. Note the form's completion date.

REQUIRED COST SHARE:

Homestay value:

1. Complete Column 1 with the number of nights of homestay provided to participants (delegates plus facilitator[s]).
2. Complete Column 2 with the number of participants to whom homestays were provided.

3. Column 3: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 3 (based on your state). If you can, plug the higher value into the box titled “Unit Value.”

4. Column 4 will automatically populate.

Donated meals:

1. Complete Column 1 with the number of meals donated to the participants. (NOTE: This may include meals provided by homestay hosts, banquets, group breakfasts, etc.)

2. Complete Column 2 with the number of participants for each different type of donated meal (delegates plus facilitator[s]).

3. Column 3: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 3 (based on your state). If you can, plug the higher value into the box titled “Unit Value.”

4. Column 4 will automatically populate, as will the “Subtotal” amount.

Volunteer/hosts driving in their own cars:

1. Complete Column 1 with the total number of miles donated in the process of transporting participants.

2. Column 2: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 2 (based on your state). If you can, plug the higher value into the box titled “Price per mile.”

3. Column 4 will automatically populate.

Volunteer time:

1. Complete Column 1 with the number of volunteer hours donated in the appropriate category.

2. Column 2: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 2 (based on your state). If you can, plug the higher value into the box titled “Cost per hour.”

3. Column 4 will automatically populate.

“Subtotal Required Cost Share” will automatically populate.

OPTIONAL SECTION:

Examples of items that might be noted in this section include donated gifts for delegates, discounts or free tickets for entertainment, donated overhead or administrative fees, and receptions.

1. Provide a brief but complete description of each in-kind contribution.
2. Enter the appropriate value amount for each contribution.
3. The "Subtotal Optional Cost Share" amount and the "Grand Total Cost Share" amount will automatically populate.
4.

APPENDIX 4

Glossary of Terms

Cash Contributions - The cash outlay for budgeted project activities, including the outlay of money contributed to the grantee by third parties.

Cost Sharing - The portion of the costs of a project not charged to the Center funds. This would include cash contributions (as defined above) as well as the value of third-party in-kind contributions.

Debarment - The ineligibility of a grantee to receive any assistance or benefits from the federal government, either indefinitely or for a specified period of time, based on legal proceedings taken pursuant to agency regulations.

Equipment - Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

Federally Recognized Tribal Government - The governing body or a governmental agency of any Indian tribe, Indian band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

Grant - A legal instrument that provides financial assistance in the form of money or property to an eligible recipient. The term includes cooperative agreements but it does not apply to technical assistance, which provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. The term does not include fellowships or other lump sum awards for which the recipient is not required to provide a financial accounting.

Grant Administrator - The member of the grantee organization who has the official responsibility for administering the grant, e.g., for negotiating budget revisions, overseeing

the submission of required reports, and ensuring compliance with the terms and conditions of the grant.

Grant Period - The period established in the grant award during which the Center activities and expenditures are to occur.

Grantee - The organization to which a grant is awarded and which is accountable for the use of the funds provided.

Grants Officer - The Center staff member so designated by the Executive Director.

In-Kind Contributions - The value of noncash contributions provided by third parties. In-kind contributions may be in the form of charges for real property and equipment or the value of goods and services directly benefitting and specifically identifiable to the project.

Intangible Property - Includes, but is not limited to, trademarks; copyrights; patents and patent applications.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of government, any other regional or interstate government entity, or any agency or instrumentality of a local government.

Obligation - The amounts of orders placed, contracts and grants awarded, goods and services received, and similar transactions during the grant period that will require payment.

Program Income - Money that is earned or received by a grantee or a subrecipient from the activities supported by grant funds or from products resulting from grant activities. It includes, but is not limited to, income from fees for services performed and from the sale of items fabricated under a grant; admission fees; broadcast or distribution rights; and royalties on patents and copyrights.

Project Funds - Both the federal and nonfederal funds that are used to cover the cost of budgeted project activities.

Simplified Acquisition Threshold - This term replaces “small purchase threshold,” and the threshold is currently set at $150,000 [41 U.S.C. 1908].

State - Any of the several states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a state exclusive of local governments, institutions of higher education, and hospitals.

Sub grant - An award of financial assistance in the form of money or property, made under a grant by a grantee to an eligible sub recipient or by a sub recipient to a lower-tier sub recipient. The term includes financial assistance, which is provided by any legal agreement, even if the agreement is called a contract, but it does not include the procurement of goods

and services nor does it include any form of assistance that is excluded from the definition of a “grant.”

Sub recipient (Sub grantee) - The legal entity to which a sub grant is awarded and which is accountable to the grantee for the use of the funds provided.

Supplies - All personal property excluding equipment and intangible property, as defined in this glossary.

Suspension -

(1) The suspension of a grant is the temporary withdrawal of Center sponsorship. This includes the withdrawal of authority to incur expenditures against grant funds, pending corrective action, or a decision to terminate the grant.

(2) The suspension of an individual or organization that causes that party to be temporarily ineligible to receive any assistance and benefits from the federal government pending the completion of investigation and legal proceedings as prescribed under agency regulations. Such actions may lead to debarment of the grantee.

Termination - Cancellation of Center sponsorship of a project, including the withdrawal of authority to incur expenditures against previously awarded grant funds before that authority would otherwise expire.