

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Request**

**for Grant Proposals:** Sport for Community: Emerging Leaders  
in Action Program

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** ECA-ECAPEC-14-031

**Catalog of Federal Domestic Assistance Number:** 19.415

**Application Deadline:** February 7, 2014

**Executive Summary:**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2014 SportsUnited program, "Sport for Community: Emerging Leaders in Action Program." Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals for exchange projects designed to use the popularity and power of mega sporting events, such as the World Cup, to create positive change in communities through sustained mentorship and youth-led community-based sports initiatives. In support of U.S. Department of State foreign policy objectives, ECA's SportsUnited programs create both people-to-people and institutional linkages through sport exchanges. The FY

2014 "Sport for Community: Emerging Leaders in Action Program," under the Global Sports Mentoring Program, will focus on both male and female youth, ages 20-35. Sport for Community will provide ten (10) to twenty (20) emerging leaders with a U.S.-based mentorship in the sports sector. Approximately ten (10) American representatives of the mentoring organizations will then travel to the host country for follow-on programming with their mentees. At the time of publication, Sport for Community may be implemented in conjunction with the Men's World Cup, but the U.S. State Department reserves the right to modify the host country based on changing circumstances.

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

**I. Funding Opportunity Description:**

**Authority:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to

enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

**Purpose:**

Sports Diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. Mega sporting events, such as the 2014 World Cup and the 2016 Summer Olympics, provide the host country an immense opportunity to translate the power and attention of these events into positive social benefits for local communities. "Sport for Community: Emerging Leaders in Action Program" allows the United States to further this goal by engaging emerging leaders through an exchange and mentorship experience designed to establish a

skill set that will lead to lasting and localized benefits as a result of mega sporting events.

ECA seeks to accomplish the following goals through the implementation of this program:

1. Promote mutual understanding between the people of the United States and host country nationals.
2. Build upon participants' leadership skills to benefit their communities.
3. Develop a cadre of emerging leaders who possess the knowledge and skills to generate positive community-based change, using sports, post-mega sporting events.
4. Provide representatives from U.S. host organizations the opportunity to engage local communities and support the emerging leaders to create a positive legacy from the mega sporting events.

**U.S. Embassy Involvement:**

The U.S. Embassy and SportsUnited will be responsible for recruitment and selection of 10 to 20 emerging leaders to participate in the U.S.-based mentoring program. The participants will be between the ages of 20 and 35, and

will be recruited from mega sporting event venue cities. In as much as this program involves U.S. citizens for the follow-on component, the U.S. Embassy will provide oversight and monitoring; concur on travel arrangements; represent the U.S. Government while the exchange activities are taking place; and assist program staff and participants in the event of an emergency. At the same time, the requirements of the cooperative agreement are that the award recipient must be able to manage the in-country aspects of this program in its entirety, with little reliance on the embassy staff for support.

### **Project Details**

The award recipient will accomplish the goals of "Sport for Community: Emerging Leaders in Action Program" through the following components:

#### 1) Mentorship

The mentorship component will link 10 to 20 emerging youth leaders between the ages of 20 and 35 with a mentor from a U.S. company or U.S. organization that works in the sports sector. The mentorship serves as a foundation for

sustainability by providing the training, tools, and networks for the mentee to leverage upon returning to their home country and implementing projects for community-based change through sport that were developed during the mentorship. The total duration of the mentorship will be approximately 28 days and include three weeks at the mentor site and eight days in Washington, DC (to include pre and post-mentorship activities).

The mentees will have demonstrated leadership skills and have a commitment to multiply the knowledge and skills learned during their mentorship through the implementation of a project that addresses a critical community need such as but not limited to: access to sport and physical activity, inclusivity and gender equality, economic empowerment, education, and health. The project will be implemented over the course of 18 months, engage the U.S. private sector mentor, and most importantly address a community need using sports.

Themes that will be covered during the mentorship are based on participant needs and may include but not be limited to: leadership and service, volunteerism, establishing sport and youth development programs, business and program

planning for NGOs, project management, community diagnostic tools, fundraising, and teambuilding. It is essential that mentees engage local U.S. communities in a substantive and meaningful way during their mentorship.

The award recipient is responsible for identifying mentors, establishing mentorship guidelines, and facilitating the relationship between mentor and mentee. This may include but not be limited to: an orientation program with mentor and mentee at the beginning of the program, managing logistics for participants throughout the mentorship, and implementing a closing ceremony for mentors and mentees. The mentor and mentee match will be based on the interests, skills, and experience of both parties. Submissions should contain letters of commitment or support from partner companies for the proposed mentorships. Mentor commitments would ideally extend through the end of the award to support youth throughout the implementation of their projects.

By participating in the mentorship program, mentors and their U.S. organizations have the opportunity to demonstrate their commitment to host country communities through youth engagement, support a positive local legacy

from the mega sporting events, and ultimately generate a better business environment through promoting a sense of community.

## 2) Reciprocal Exchange

Approximately ten Americans from mentoring organizations will travel to the host country to meet their mentee and discuss their individual projects. The reciprocal trip can be as a group or as individuals depending upon the mentor's availability. The approximate duration of each mentor visit will be one week. The Americans will work with the emerging leader in the implementation of their project and should be prepared to conduct/participate in seminars, workshops, on-site consultancies, and other types of activities with the goal of reinforcing the mentorship experience and creating a wider network of emerging leaders. The relationship between the mentors and mentees will continue through virtual and traditional communication avenues once the Americans return to the United States.

### **Organizational Capacity:**

Applicants must demonstrate their knowledge, experience, and capacity in the following areas: 1) support for

international exchange programs; 2) creating and facilitating mentoring relationships between youth leaders and the private sector; 3) youth development, particularly in the sport and development sector in the host country; and 4) U.S. Embassy coordination. In addition to their U.S. presence, applicants must identify a qualified and established organization with offices in the host country to assist with both the mentorship and reciprocal exchange program to meet the goals of "Sport for Community: Emerging Leaders in Action Program." The importance of a viable, experienced in-country partner cannot be over-emphasized. Applicants should consult with their in-country partners and involve them in the preparation of the proposal.

**Guidelines:**

The cooperative agreement will begin on or about April 1, 2014 and will be approximately 18 months in duration.

Competitive proposals will include the following:

- A proposed timeline detailing potential activities and goals;

- A detailed budget supporting all aspects of programming in the U.S. and host country;
- A description of U.S.-based activities, including participant orientation, assigning mentors, and supporting participant/mentor relationship, a closing ceremony in the United States for mentors and mentees;
- A description of the reciprocal visit by representatives from U.S. host organizations; and
- A plan to award and process small grants to the returning emerging leaders to assist in the implementation of their projects.

The U.S.-based mentorship may take place in conjunction with the dates of the 2014 World Cup. The Department of State reserves the right to alter the dates and venue of the program based on unforeseen circumstances.

**II. Award Information:**

**Type of Award:** Cooperative Agreement

ECA's level of involvement in this program is listed under number I above.

**Fiscal Year Funds: FY2014 Approximate Total Funding:**

**\$400,000**

**Approximate Number of Awards:** 1

**Approximate Average Award:** \$400,000

**Anticipated Award Date:** Pending availability of funds,  
April 1, 2014

**Anticipated Project Completion Date:** October 1, 2015.

**Additional Information:**

**III.) Eligibility Information:**

**III.1. Eligible applicants:**

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

**III.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition.

However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be

paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

### **III.3. Other Eligibility Requirements:**

- a.) Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to \$130,000.
- b.) Technical Eligibility: All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.
  - Eligible applicants may not submit more than one proposal in this competition.
  - If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal

name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

**IV.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

IV.1 Contact Information to Request an Application Package:

Please contact the office of SportsUnited, ECA/PE/C/SU SA-5, 4<sup>th</sup> floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, Matt Ferner, 202-632-6061 (telephone) 202-632-9355 (fax), FernerMM@state.gov to request a Solicitation Package.

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

Please specify Matt Ferner and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

IV.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS

number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the System for Award Management (SAM) database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
  
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other

information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing [www.GrantSolutions.gov](http://www.GrantSolutions.gov). To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the

system, please contact GrantSolutions.gov Help Desk for help in gaining access.

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

Please take into consideration the following information when preparing your proposal narrative:

**IV.3d.1 Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's

compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

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

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-44, Suite 668  
301 4<sup>th</sup> Street, SW  
Washington, DC 20547

IV.3d.2 **Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad.

"Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the

participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

#### IV.3d.3. **Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other

technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.

3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that

evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3d.4. **Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural

exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

IV.3e.2. Allowable costs for the program include the following:

- Staff travel
- Participant travel (international, domestic, ground transportation, passport and visa fees)
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging
- Food (primarily group meals)
- Interpreters
- Follow-on activities
- Evaluation
- Other justifiable expenses directly related to supporting program activities
- Reasonable accommodations for participants with disabilities
- Small grants in the amount of approximately \$1,500 to be awarded to participants

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

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

Application Deadline Date:      Friday, February 7, 2014

Methods of Submission: Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an

electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site.

There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation.

Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their**

**entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **V. Application Review Information**

### **V.1. REVIEW PROCESS**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

**REVIEW CRITERIA**

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

**1. Program planning:** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

**2. Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

**3. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the PSI and the Diversity, Freedom

and Democracy Guidelines section, Item IV.3d.2, above for additional guidance.

**4. Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The bureau recommends that a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives.

**5. Institution's Record/Ability/Institutional Capacity:**

Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.

**6. Cost-effectiveness:** The applicant should demonstrate efficient use of Bureau funds. Overhead and administrative costs in the proposal budget, including salaries, honoraria and subcontracts for services, should be kept to a minimum. Proposals whose administrative costs are less than twenty-

five (25) per cent of the total funds requested from the Bureau will be deemed more competitive under this criterion. All other items should be necessary and appropriate.

7. **Cost-sharing:** Proposals should maximize cost sharing through other private sector support as well as institutional direct funding contributions

## **VI.) Award Administration Information**

### **VI.1a. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.2 **Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

VI.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

*Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The first page of the Performance Progress Report form (SF-PPR) must be submitted with all programmatic reports and can be found here: [http://aopefa.a.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68). The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this

Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov). The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

- 2.) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as

part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

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

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

VI.4. Optional Program Data Requirements:

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

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel,

providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

### **VII. Agency Contacts**

For questions about this announcement, contact: Matt Ferner, U.S. Department of State, Office of Citizen Exchange, ECA/PE/C, SA-5, Fourth Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-6061 (telephone) 202-632-9355 (fax), FernerMM@state.gov

All correspondence with the Bureau concerning this RFGP should reference the above title and number

Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

