

Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity****(NOFO):** FY 2019 International Airport Arrival and Departure Program**Announcement Type:** New Cooperative Agreement**Funding Opportunity Number:** SFOP0005164**Catalog of Federal Domestic Assistance Number:** 19.402**Key Date/Application Deadline:** August 6, 2018

Program Description/Executive Summary: The Bureau of Educational and Cultural Affairs, Office of International Visitors (ECA/PE/V), invites proposal submissions for the design and implementation of the FY 2019 International Airport Arrival and Departure Program for approximately 1,000 requests per year for service at a limited number of domestic airports. Services to be provided will assist participants on the International Visitor Leadership Program (IVLP).

It is the Bureau's intent to award a cooperative agreement for one base year plus two non-competitive continuations for an estimated total amount of \$1,035,000. Please see section B. Award Information, below for additional details:

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.

A. Program Description:

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: The Bureau of Educational and Cultural Affairs (ECA) is seeking detailed proposals for the Airport Arrival and Departure Program from U.S. public and private not-for-profit organizations that meet the provisions described in IRS regulation 26 USC 501(c) 3 and that have an established reputation and experience with:

1. International airport arrivals and departures for official participants under the International Visitor Leadership Program or other similar international exchange programs;
2. U.S. Customs and Border Protection (CBP), Department of Homeland Security (DHS);
3. Transportation Security Administration (TSA);
4. International airport facilities and services;
5. Airport security regulations;
6. Port Authority Officials to secure background checks and badges;
7. Recruiting, interviewing, selecting, hiring, training, monitoring of international airport arrivals Reception Officers; and
8. Accessing the Federal Inspections areas.

In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine grant monitoring. ECA activities and responsibilities for this program are as follows:

Community Relations Branch, ECA/PE/V/C/R:

1. Provides flight data to the award recipient to request airport arrival and occasional departure services.
2. Approves and assigns all flights to be met by the award recipient and communicates any missed flights, cancellations, or requested additional meets.
3. Monitors current world situations/news and determines prioritization of strategic airport meets based on the participants for select airports.
4. Consults closely with award recipient during weekend and non-business hours regarding issues or changes with participant arrivals at the airports.
5. Approves all key personnel changes of the award recipient.
6. Provides close consultation to the award recipient to ensure that the award recipient properly maintains appropriate relationships at the designated airports and conducts pre-approved staff site visits at all airports throughout the fiscal year.
7. Reviews and consults closely with award recipient on required weekly weekend arrivals reports for each airport and monthly airport reception program reports.
8. Performs an annual performance evaluation/review of the award recipient. Satisfactory performance is a condition of continued administration of the program and execution of all non-competitive continuations.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two non-competitive continuation years are exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

The International Airport Arrival and Departure Program shall include meeting IVLP participants at designated airports to provide assistance with transfers to Washington, D.C. and/or transfers to the appropriate project hotel. In addition, when requested in writing by the Community Relations Branch (ECA/PE/V/C/R), the award recipient must provide assistance inside the Customs and Border Protection hall to assist individuals from specified countries with their immigration entry procedures.

In some cases, the award recipient will be asked to provide assistance to outgoing IVLP participants as they navigate TSA security checkpoints and transfer to their international flights.

Key designated airports are:

- Atlanta-Hartsfield International Airport;
- Chicago International Airport;
- Miami International Airport;
- San Francisco International Airport;
- New York Metropolitan Area Airports (Newark Liberty International Airport and John F. Kennedy International Airport); and
- Washington DC Metropolitan Area Airports (Dulles International Airport).
- The award recipient may be asked to provide services to participants at other airports to meet the needs of the office.

It is anticipated that a cooperative agreement for **\$345,000**, will be awarded on or about January 1, 2019, pending the availability of FY 2019 funds. The 2019 cooperative agreement will begin on or about January 1, 2019 and end December 31, 2019, and will be based on approximately 1,000 incoming and outgoing flights per the 2019 base year, 2020 NCC 1st year, and the 2021 NCC 2nd year, mainly at the airports listed above.

Proposed funding will support the following specific activities:

1. Liaising with U.S. Customs and Border Protection (CBP) officials, Transportation Security Administration (TSA) officials, and Port Authority officials at ports of entry (POE) to carry out the scope of work under the cooperative agreement.
2. Recruiting, selecting, training, assigning, compensating, monitoring, and evaluating Airport Service Officers to carry out designated functions at the selected airports.
3. Recruiting, selecting, training, assigning, compensating, monitoring, and evaluating an Airport Program Coordinator who will be the central point of contact for ECA/PE/V/C/R.
4. Managing the administrative preparation of participant arrival information for all Airport Service Officers to ensure all airport services are conducted in a professional manner and that proper access has been approved by CBP and TSA.
5. Liaising with the designated ECA/PE/V/C/R Program Specialist to determine weekly workload and requested airport meets.
6. Coordinating with Liaisons (Ls) and Interpreters (Is) to ensure appropriate arrival logistics.

7. Communicating effectively with ECA/PE/V/C/R on weekends and off-business hours on matters related to participant arrivals.
8. Maintaining and growing relationships at the designated airports through meetings and site visits.
9. Liaising closely with airport services for visitors with disabilities.
10. Remaining flexible and adaptive in various immigration and customs situations that occur and providing support for ECA/PE/V.

B. Federal Award Information:

Type of Award: Cooperative Agreement

ECA's level of involvement in this program is listed under A. Program Description above.

Fiscal Year Funds: FY 2019-base year funding amount \$345,000, pending the availability of FY 2019 funds; FY 2020-non-competitive continuation year-one \$345,000, pending the availability of funds and successful performance; FY 2021- non-competitive continuation year-two \$345,000 pending the availability of funds and successful performance.

Approximate Total Funding: \$1,035,000 this figure represents base year plus two Non-Competitive Continuation years, pending the availability of funds and successful performance.

Approximate Number of Awards: 1

Floor of Award Range: None.

Ceiling of Award Range: \$1,035,000, pending the availability of funds.

Approximate Average Award: \$345,000, pending the availability of funds.

Anticipated Award Date: *January 1, 2019*, pending the availability of FY 2019 funds

Anticipated Project Completion Date: December 31, 2021, this date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

Additional Information:

The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

A cooperative agreement(s) will be awarded for a period of 12 months (base year) with Non-Competitive Continuations (NCC) for two additional 12 month periods (non-competitive continuation years one and two). ECA will notify the recipient of our intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

C. Eligibility Information:

C.1. **Eligible applicants:** Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.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 the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 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.

C.3. Other Eligibility Requirements:

1. Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in the amount of \$345,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years' experience in conducting international exchanges are ineligible to apply under this competition.

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. The Bureau of Educational and Cultural Affairs (ECA) is seeking detailed proposals for the Airport Arrival and Departure Program from U.S. public and private not-for-profit organizations that meet the provisions described in IRS regulation 26 USC 501(c) 3 and that have an established reputation and experience with:

1. International airport arrivals and departures for official participants under the International Visitor Leadership Program or other similar international exchange programs;
2. U.S. Customs and Border Protection (CBP), Department of Homeland Security (DHS);
3. Transportation Security Administration (TSA);
4. International airport facilities and services;
5. Airport security regulations;
6. Port Authority Officials to secure background checks and badges;
7. Recruiting, interviewing, selecting, hiring, training, monitoring of international airport arrivals Reception Officers; and
8. Accessing the Federal Inspections areas.

2. 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.

D. Application and Submission Information:

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

D.1. Contact Information to Request an Application Package:

Please contact the Community Relations Branch, Office of International Visitors, ECA/PE/V/C/R, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, 202-632-3278, CurtisGA@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 Gail Curtis and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. 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.

D.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.16 “**Application Deadline and Method of Submission**” section listed below.

D.4. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) 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 UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.5. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative and budget.

1. Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document.

Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov. All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in 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.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.6. Non-Profit Status: You must have nonprofit status with the IRS at the time of application. **Please note:** 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.

D.7. FFATA Report: 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.

D.8. Verifying Non-Profit Status: 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.

D.9. Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the "create an

account” link. SAMS Domestic is the U.S. Department of State’s grants management system and is supported by the Department’s Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

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

D.10. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of International Visitors 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-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.11. 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.

D.12. 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" (S-specific, M-measurable, A-attainable, R-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 NOFO.

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 NOFO (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

D.13. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.14. Applicants must submit SF-424A – “Budget Information

Please take the following information into consideration when preparing your budget:

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.

For competitions that will be renewed through a Non-Competitive Continuation applicants must submit:

1. the SF-424A which must include the budget request amount for the base-year of the program;
2. a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds; and
3. an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

To exercise the Non-Competitive Continuation (formerly referred to as Option Years) mechanism the recipient will be required to submit:

1. timely quarterly performance and financial reports;
2. a request in writing to ECA at least 90 days in advance of the expiration of the current program year;
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5. a brief narrative to support the continuation of the award.

The ECA Grants Officer and Program Officer will:

1. Closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)
2. Review and evaluate all mandatory quarterly program and financial reports;
 - All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
 - Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
 - The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.
3. Prior Grants Officer approval is required to carry forward an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program

activity, the Grants Officer may decline the Recipient's request to carry forward the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to carry forward funds. A final determination and approval to carry forward any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

The request to carry forward an unobligated balance must include:

- a. A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,
- b. A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D. 15. Allowable costs for the program include the following:

- Recruitment, selection payment, and training/orientations of airport Reception Officers and Coordinator
- Reimbursement of travel to and/or parking at airport for airport reception officers assigned to duty
- Approved travel for training
- Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.16 Application Deadline and Method of Submission:

Application Deadline Date: **August 6, 2018**

Method 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 "Search Grants" portion of the system.

D.17 Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

D.18 How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application

submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Grants.gov Support and Submission Issues

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

Timely Receipt Requirements and Proof of Timely Submission

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.

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

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

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 "Applicant FAQs" 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. ECA will not notify you upon receipt of electronic applications.

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. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

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.

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

E. APPLICATION REVIEW INFORMATION

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. All awards will be assessed for risk prior to their issuance. 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.

E.1. REVIEW CRITERIA

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

1. Quality of the program idea/Ability to achieve program objectives: Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Proposals should convey that the applicant has a good understanding of the overall goals and objectives of the International Airport Arrival and Departure Program. Key staff must have expert knowledge of international airport arrivals and departure activities and qualifications to perform these services. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistics. Objectives should be reasonable, feasible, and flexible. Your proposal should exhibit originality, substance, and precision, and be responsive to the requirements stated in the NOFO.

The proposal should contain a detailed and relevant work plan that demonstrates substantive intent and logistical capacity. It must adhere to the statement of work and program guidelines described in the NOFO and this document.

2. Support of Diversity: Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

3. Institution's Record/Capacity: Proposals should clearly demonstrate the applicant's capability for performing the type of work required by the International Airport Arrival and Departure Program and how the institution will execute its program activities. Proposals should demonstrate an institutional record of a minimum of four years of successful experience in conducting similar airport functions of the magnitude and scope of work outlined in this solicitation. Applicants must demonstrate how their organizations will effectively consult with the ECA point of contact on a regular basis to ensure that the services are professional in nature and meet overall program objectives. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals. The award recipient must maintain a Washington, D.C. presence. Proposals must demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past Bureau 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. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

4. Project Evaluation: While award recipients do not have sole responsibility for program evaluation, proposals should describe how the award recipient will evaluate the activity's success as the activities unfold and through all required reporting. The evaluation section should address how lessons learned during the program will be incorporated in future project planning. A description of the methodology used to link outcomes to original project objectives is strongly recommended. Applicants should also indicate how they will evaluate their project management.

5. Cost-effectiveness and Cost-sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F. Federal Award Administration Information

F.1. 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 transmitted 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.

FOR ASSISTANCE AWARDS INVOLVING IRAN:

The following additional requirements apply to this project:

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

Note: To assure that planning for the inclusion of Iran complies with requirements, please contact: Gail Curtis, U.S. Department of State, Community Relations Branch, Office of International Visitors, ECA/PE/V/C/R, SA-5, 3rd Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-3278, CurtisGA@state.gov.

FOR ASSISTANCE AWARDS INVOLVING ANTI-TRAFFICKING MEASURES:

Prohibition on the use of Federal Funds to promote, support, or advocate for the legalization or practice of prostitution.

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

The recipient shall insert the foregoing provision in all sub-agreements under this award.

This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Department of State prior to the end of its term.

FOR ASSISTANCE AWARDS INVOLVING THE PALESTINIAN AUTHORITY, WEST BANK, AND GAZA:

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Gail Curtis, U.S. Department of State, Community Relations Branch, Office of International Visitors, ECA/PE/V/C/R, SA-5, 3rd Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-3278, CurtisGA@state.gov.

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

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb>
<https://www.state.gov/m/a/ope/index.htm>

F.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 complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system, which is replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>. 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/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the

programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) 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. 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.
- 4.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.
- 5.) Quarterly financial reports are due within thirty (30) days following the end of the calendar year quarter for all services under this agreement.
- 6.) 6. Weekly weekend arrival updates for each airport are due to the ECA/PE/V/C/R Grants Officer Representative by COB Monday morning. The reports should include any visitors who did not arrive and relevant information regarding secondary screenings or miscellaneous arrival issues, including the ECA program officer's name associated with the visitor/project. Airport reception program reports are due within 15 days after the close of the previous month's activities. These reports must list separately the number of visitors/flights met at each airport. They must include date; visitor name; flight number; name of assigned officer; differentiate between visitors who "did not arrive" vs. a "no-show meet"; whether or not ECA/PE/V is charged for the reception service, i.e., if more than one visitor is on a flight, only one charge is made for airport reception; and itemize any expenses incurred, such as miscellaneous parking and mileage or other incurred expense covered under the agreement. The reports must be submitted to ECA/PE/V/C/R via IVLPGrants@state.gov.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to Section D. Application and Submission Instructions under D.12 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.

G. Agency Contacts

For questions about this announcement, contact: Gail Curtis, U.S. Department of State, Community Relations Branch, Office of International Visitors, ECA/PE/V/C/R, SA-5, 3rd Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-3278, CurtisGA@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

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

H. Other Information:

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements.

Marie Royce
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

June 7, 2018