

Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO):
FY 2015 E-Teacher Scholarship Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: ECA-ECAALW-15-002
Catalog of Federal Domestic Assistance Number: 19.421
Application Deadline: May 8, 2015

Executive Summary: The Office of English Language Programs of the Bureau of Educational and Cultural Affairs (ECA/A/L) announces an open competition for the FY 2015 E-Teacher Scholarship Program which will offer foreign English teaching professionals the opportunity to engage in virtual learning opportunities, including but not limited to online university courses, Massive Open Online Courses (MOOCs), webinars, communities of practice, digital libraries, and other virtual methods of learning. In cooperation with ECA/A/L, the recipient will manage scholarships for appropriate online learning courses in the field of Teaching English to Speakers of Other Languages which will be offered to teachers nominated by U.S. embassies overseas. Courses may be offered globally, regionally or to specific countries at the request of U.S. embassies. Approximately 1,200 teachers world-wide will participate in online courses under this cooperative agreement. All courses are to be university-level English as a Foreign/Second Language professional development courses that will familiarize participants with U.S. student-centered teaching methods, introduce the most current methods and techniques in teaching English as a Foreign/Second Language, and prepare the participants to formally disseminate the newly acquired knowledge to their colleagues. All courses will be licensed using open copyright guidelines through the use of the Creative Commons Attribution License, version 4.0 or later (CC BY), to ensure that this award will have a significant multiplier effect, be cost-effective, and that it will encourage innovation in the development of new learning materials. More information on participants and regional groupings can be found in Section A.5) Participants and further information on CC BY licenses is in Section A.4) Program Administration.

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.

A.1) Purpose: The E-Teacher Scholarship Program offers professional development for English language teaching professionals through online courses provided by multiple U.S. universities. The courses introduce the most recent English language teaching methods and techniques while offering teachers the opportunity to engage in a distance learning program that employs the latest in educational technology, and provides direct access to U.S. experts with whom participants might not normally have the opportunity to interact. Participants are expected to share their learning with other teachers in their home countries.

A.2) Background: In FY 2004, the U.S. Department of State launched the E-Teacher Scholarship Program as a pilot program. The program offered five courses: Assessment for EFL, Teaching Critical Thinking, English for Business, English for Law, and Teaching English to Young Learners (primary school level). Presently, ten courses are offered: *Building Teaching Skills Through the Interactive Web*; *Critical Thinking in Language Learning and Teaching*; *Introduction to Pedagogy and Practices for Teaching English to Speakers of Other Languages*; *Practical Applications in Language and Learning Skills*; *English for Specific Purposes: Aligning Context with Practices and Materials*; *Special Education and Differentiated Instruction in EFL Contexts*; *Teaching English to Pre-teens and Teens*; *Teaching English to Young Learners*; *Assessment: Summative and Formative Assessment in Language Learning and Teaching*; and *Developing Local Leadership for Global English Language Teaching*. The program is currently operating, or has operated, in over 155 countries in all regions of the world. All participants are nominated through U.S. embassies and selected by the Office of English Language Programs (ECA/A/L).

A.3) Program Administration: The recipient organization will be responsible for fulfilling the project objectives and goals as outlined in the Project Objectives, Goals, and Implementation (POGI) document. The recipient organization will manage an open competition to select accredited U.S. colleges and universities to receive subawards to provide online courses appropriate for foreign teachers. As necessary, the recipient may also manage a competition to contract with independent consultants to provide additional courses unavailable through the selected U.S. colleges and universities. Courses will be selected based on needs assessments conducted with Regional English Language Officers (RELOs) and U.S. embassies overseas. The recipient organization may not subaward to itself as this would be considered a conflict of interest; subawards may not be awarded to any entity or individual that has an unfair competitive advantage over competing entities or individuals.

The recipient organization will ensure all online courses are available in the public domain through the use of the Creative Commons Attribution License, version 4.0 or later. As a condition of signing an E-Teacher Scholarship Program cooperative agreement, the recipient organization will be required to license to the public all work (except for computer software source code) created with the support of the cooperative agreement and any subawards under an open copyright license, including new content created using subaward funds, modifications made to pre-existing, subrecipient-owned

content using subaward funds, and new works and modifications made to pre-existing works commissioned from third parties using subaward funds. An open copyright license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. For general information on the Creative Commons Attribution license (CC BY), please visit <http://creativecommons.org/licenses/by/4.0>

The recipient organization must designate a project director to oversee the implementation of this program, including the competition for subawards and any contracting for services or products. The recipient organization must demonstrate it has appropriate staff for this program, expertise in large-scale program management, and in the field of Teaching English to Speakers of Other Languages (TESOL), particularly in working with non-native English speaking teachers.

A.4) Participants: Participants will be identified and/or selected by the U.S. embassies and consulates in participating countries worldwide, based on allocations determined by ECA and with final selection made by ECA. Each course will host approximately 25 participants with approximately 1,200 total participants during the length of this agreement, not including any OER projects that may occur.

A.5) Program Dates: Courses should be conducted throughout a series of academic cycles beginning in 2016.

A.6) Cooperative Agreement: In a cooperative agreement, ECA/A/L is substantially involved in program activities above and beyond routine monitoring.

A.7) ECA/A/L activities and responsibilities for this program include but are not limited to:

1. Grant Management and Program Administration Responsibilities:
 - a. Provide overall program policy design and direction.
 - b. Collaborate on and approve the request for proposals to seek appropriate courses from U.S. higher education institutions and independent consultants.
 - c. Give final approval of all subawards and contracts.
 - d. Approve the selection criteria, types of courses and the academic level of courses for teachers overseas, and final offerings of courses.
 - e. Review, analyze, and approve the curriculum, syllabi and materials of proposed courses to ensure they will promote the Bureau's public diplomacy and exchanges goals and will contribute to raising the academic standards of English language teaching overseas.
 - f. Determine scholarship allocations for each post.
 - g. Determine revisions to program as needed in cooperation with recipient.
 - h. Approve all major personnel changes in the recipient organization that are directly involved with this cooperative agreement.
 - i. Monitor the administration of the cooperative agreement including monitoring

all online courses and activities of the recipient.

2. Technical Oversight Requirements:
 - a. Approve data management and learning management system(s). Coordinate with recipient to ensure system(s) are tailored to the E-Teacher program.
 - b. Approve all publicity for the program to ensure its identification with the U.S. Department of State.
 - c. Determine the types of Open Educational Resources to be implemented by the recipient.
 - d. Approve all CC BY licensing in subawards providing online courses.

A.8) Cooperative Agreement Recipient Responsibilities include but are not limited to:

1. Grant Management and Program Administration Responsibilities:
 - a) Assess U.S. embassies' needs for courses and select appropriate courses in coordination with ECA/A/L.
 - b) Manage the open competition(s) as needed for the subaward process from accredited U.S. higher education institutions and for individual consultants to solicit appropriate online courses for teachers of English as a Foreign/Second Language overseas.
 - c) Manage a learning management system (LMS) and application/registration system that will be fully accessible to ECA/A/L and posts at all times.
 - d) Seek ECA/A/L's guidance and approval in the selection and placement of scholarship participants based on nominations from U.S. embassies.
 - e) Ensure that materials and syllabi are submitted in advance for ECA/A/L approval by established deadlines determined by the recipient and ECA/A/L.
 - f) Seek approval of critical personnel changes with ECA/A/L.
 - g) Develop a plan for placement and retention in courses to be implemented with the subrecipient(s) in coordination with ECA/A/L.
2. Reporting and Documentation Responsibilities:
 - a) Develop and implement a strategic communication plan in close coordination with ECA/A/L. Please see D.3e.1. Communications Guidance for ECA Grant Recipients for further information.
 - b) Submit brief weekly updates to ECA/A/L as well as required quarterly and final program reports by the established deadlines and other ad hoc reporting as requested and as appropriate.
 - c) Inform and consult with ECA/A/L about the administration of the program, any program or participant-related problems or deficiencies, and the progress of any necessary action(s).
 - d) Draft and finalize official documentation of subawards before disbursing funds to universities or individual consultants.
 - e) Provide regular status updates on the subaward process to ECA/A/L. This includes proposals, official documents, reports, disbursements, and reminders of reports that are due and overdue.
 - f) Manage all ECA/A/L funds for E-Teacher activities, including submitting

- required quarterly and financial reports to ECA/A/L, by established deadlines.
- g) Ensure existing ECA/A/L educational materials are integrated into course materials and syllabi as appropriate. (See <http://americanenglish.state.gov/>). The recipient will also seek guidance on collaborating with other ECA/A/L award recipients on programs such as the English Language Fellow and Specialist Program and the English Access Microscholarship Program.
 - h) Communicate with U.S. embassies to resolve participant issues (connectivity, academic level, etc.).
 - i) Review evaluations of courses from participants and evaluation of participants by course instructors and provide analysis to ECA/A/L.
 - j) Work with sub-recipients to ensure that recommendations based on evaluations are implemented.
3. Technical Oversight:
- a) Seek ECA/A/L's guidance and approval of the use of a Learning Management System to include an application/nomination feature and registration mechanism that is accessible to all parties involved, i.e. ECA/A/L, award recipient, and subrecipients. This LMS will be a software application for the administration, documentation, tracking, reporting, and delivery of the electronic educational technology (also called e-learning) education courses.
 - b) Coordinate with ECA/A/L and Creative Commons to ensure courses and materials are accessible under the designated Creative Commons Attribution License, version 4.0 or later.
 - c) Ensure communications and database information protects personally identifiable information according to ECA/A/L guidelines. Please see D.3e.1. Communications Guidance for ECA Grant Recipients for further information.
 - d) Oversee the research, development, and production of Open Educational Resources (OER) for English language learning in response to the articulated needs of ECA/A/L; coordinate and support the deployment of these resources overseas, including the purchase and shipment of equipment, as necessary; and manage professional development activities to allow educators to use these products most effectively abroad.
 - e) Draft and clear all public advertisements, newsletters, course syllabi, handouts, course materials, webpage, and any OER materials with ECA/A/L before dissemination to ensure proper identification with the U.S. Department of State, including adherence to ECA/A/L guidelines. Please see D.3e.1. Communications Guidance for ECA Grant Recipients for further information.

B.) Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under number A.) Program Description above.

Fiscal Year Funds: 2015

Approximate Total Funding: \$2.5 million

Approximate Number of Awards: 1

Approximate Average Award: \$2.5 million

Floor of Award Range: None.

Ceiling of Award Range: \$2.5 million

Anticipated Award Date: June 1, 2015

Anticipated Project Completion Date: September 30, 2017

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again. Noting the Bureau reserves the right to increase or decrease funding amounts in subsequent renewal awards – based on successful performance and availability of funds in subsequent fiscal years.

C.) Eligibility Information:

C.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).

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 Circular 2 CFR Parts 200 and 600, entitled 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:

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount up to \$2,500,000, 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. Sub-recipients with less than four years of experience could potentially support the program through subawards of \$130,000 or less if they do not meet the required four years of experience.

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 Office of English Language Programs, ECA/A/L, SA-5, 4E17, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, telephone (202)632-9274, fax (202)632-6490, or email gardyJA@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.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Jacqueline Gardy, Program Officer, and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.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.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3b. "Application Deadline and Method of Submission" section below.

D.3a. 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 (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.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, and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

D.3c. 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.

D.3d. 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.

D.3e. 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.3f. 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.3g. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing 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 or 1-866-577-0771.

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

FOR INFORMATIONAL PURPOSES ONLY:

D.3h. 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.

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 4th Street, SW
Washington, DC 20547

Please refer to Solicitation Package for further information.

D.3i. 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.3j. **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 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.3k. 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.

D.3l. **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.3m. Please take the following information into consideration when preparing your budget:

D.3n. 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.

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:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
- 2. 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.
- 3. 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.
- 4. Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
- 5. 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.

6. Institutional Capacity: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.

7. Institution's Record/Ability: 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.

8. Follow-on Activities: Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

9. 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 the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

10. Cost-effectiveness: 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.

11. Cost-sharing: 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 an 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.

F.1b. 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 (NEA/IR – Gregg Sullivan, Iran Coordinator, at telephone 202-647-8951 or sullivangw@state.gov) for additional information.

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 Rachel Rubin, at telephone 202-647-4558 or rubinre@state.gov for additional information.

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 Circular 2 CFR Parts 200 and 600, entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars.)

Please reference the following websites for additional information:

For a copy of the OMB circular 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/grants>.

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

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

- 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. 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. 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 [GrantSolutions.gov](http://Grantsolutions.gov), in the same manner specified for the programmatic reports. 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. 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 D. Application and Submission Instructions (D.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.

F.4 Additional 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. At 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.

G. Agency Contacts

For questions about this announcement, contact: Jacqueline Gardy, U.S. Department of State, Office of English Language Programs, ECA/A/L, SA-5, 4E17, 2200 C Street, NW, Washington, DC 20037, telephone (202)632-9274, fax (202)632-6490, or gardyJA@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 F.3 Reporting Requirements above.

Evan Ryan
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

March 24, 2015

