

Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity

(NOFO): FY 2017 Professional Fellows Congress

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: ECA-ECAPEC-17-023

Catalog of Federal Domestic Assistance Number: 19.415

Key Date/Application Deadline: May 1, 2017

Program Description/Executive Summary: The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs invites proposal submissions to conduct the 2018 spring and fall “Professional Fellows Congress” (PFC), the concluding element of the FY 2017 Professional Fellows Program. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to conduct a three-day Professional Fellows Congresses in spring and fall 2018. The Professional Fellows Program (PFP) is a two-way exchange program which brings young leaders from civil society and government from around the world to the United States for month-long working placements with U.S. organizations throughout the country. The PFP provides non-U.S. participants with knowledge and experience of U.S. practices and techniques in their field of expertise, while deepening their understanding of U.S. society, culture, and people. Similarly, through their involvement in the PFP, U.S. participants gain a deeper understanding of the societies, cultures, and professional standards of their non-U.S. counterparts. The Professional Fellows Congress brings all non-U.S. participants together at the end of their fellowship program and provides a larger context for their shared experiences, promotes collaboration, introduces them to alumni and other resources, and strengthens the PFP’s role as a vital element of U.S. public diplomacy.

It is the Bureau’s intent to award a cooperative agreement (one base year plus two non-competitive continuations) for an estimated total amount of \$2,025,000. Please see Section B.) “Federal Award Information” for additional details.

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:

ECA anticipates funding one cooperative agreement of approximately \$675,000 for the development, management, and implementation of two Professional Fellows Congresses that will occur at the end of the 2018 spring and fall fellowship components of the Professional Fellows Program.

The Professional Fellows Program is a two-way exchange which brings emerging leaders, 25 – 40 years old, from around the world to the United States for intensive month-long fellowships designed to broaden their professional expertise and leadership skills. Participants are placed in non-profit organizations, private sector businesses, and government offices across the country to learn first-hand how issues in their field are addressed in the United States and share strategies and approaches from their own professional experience with U.S. counterparts. During their stay in the United States PFP Fellows build a broad network with both their American colleagues and other program participants working on areas of mutual interest.

The three-day Professional Fellows Congresses should promote active engagement between Fellows from participating PFP countries; highlight professional achievements; support planning around follow-on projects; provide opportunities for the program participants to reflect on how their U.S. experiences can translate into actionable projects in their home communities and workplaces; and offer Fellows exposure to speakers and workshops that further professional competencies. The proposal should clearly outline how the goals and objectives of the PFC will be integrated into all activities, propose possible workshop themes and forums, and discuss how the program will support the exchange of ideas between participants and invited guests. The proposal should also include a clearly articulated media strategy for sharing the Professional Fellows Congress with external stakeholders. Special attention should be paid to incorporating adult learning styles into the Congress design and program with a strong focus on leadership, community development, and civic engagement.

As the capstone events of the 2018 spring and fall Professional Fellows Program, each Professional Fellows Congress will provide the fellows with:

- the opportunity to network with colleagues from around the world, share their U.S. experiences, and learn from the experiences of other Professional Fellows;
- a contextual framework for the broader fellowship experience and exchange program;
- an opportunity to examine ways an individual, organization, or interest group can generate change for the common good; and
- a greater understanding of public diplomacy in the global community.

Additional information about the FY 2017 Open Competition for the Professional Fellows Program can be found in a separate NOFO (**ECA-ECAPEC-17-025**) published

on Grants.gov, as well as on the ECA website at <http://eca.state.gov/organizational-funding>. Potential applicants may wish to review the FY 2017 Open Competition for the Professional Fellows Program before developing a proposal for the FY 2017 Professional Fellows Congress and as appropriate, are eligible to apply for both solicitations.

In a cooperative agreement, the Professional Fellows Division at ECA is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Professional Fellows Division and the recipient organization are outlined in the attached FY 2017 Professional Fellows Congress Program Objectives, Implementations, and Goals (POGI).

Projected Timeline.

ECA envisions the Professional Fellows Congress calendar as follows:

- October – November 2017: Recruitment of non-U.S. Fellows for the spring 2018 Professional Fellows Program in the United States.
- April – May 2018: Travel by the first cohort of non-U.S. Fellows for the spring 2018 Professional Fellows Program in the United States.
- February – March 30, 2018: Recruitment of the non-U.S. Fellows for the fall 2018 Professional Fellows Program in the United States.
- **Spring 2018 Professional Fellows Congress in Washington, D.C., tentatively scheduled for May 29-31, 2018.**
- June – July 2018: Prepare Spring Final Professional Fellows Congress Report. Meet with Professional Fellows Division within ECA for an official programmatic debrief.
- October – November 2018: Travel by the second cohort of non-U.S. fellows for the fall 2018 Professional Fellows Program in the United States.
- **Fall 2018 Professional Fellows Congress in Washington, D.C., tentatively scheduled for November 13-15, 2018.**
- December 2018 – January 2019: Prepare Final Fall Professional Fellows Congress Report. Meet with Professional Fellows Division within ECA for an official programmatic debrief.

Program themes and Eligible Partner Countries: Congress proposals should reflect a global program design that builds on the FY 2017 Open Competition for the Professional Fellows Program outlined in the NOFO on Grants.gov, as well as on the ECA website at <http://eca.state.gov/organizational-funding>. The three themes for the FY 2017 Open Competition for the Professional Fellows Program are: Governance and Society, Economic Empowerment, and Civic Engagement. For a full list of the eligible countries under each specific theme, please refer to the FY 2017 Open Competition for the Professional Fellows Program NOFO.

Participants.

Participants in the FY 2017 Professional Fellows Program will come from a minimum of 30 countries worldwide and from multiple geographic regions. Proposals for the FY 2017 Congress must demonstrate a high degree of cross-cultural sensitivity and the ability to engage a diverse group of program participants. Proposal narratives should include a brief commitment to implement the Congress for the base year, plus two additional non-competitive continuations (formerly referred to as option years), pending successful performance of grant responsibilities and 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 continuations are exercised. ECA will perform an annual internal evaluation to determine if a non-competitive continuation will be exercised. Satisfactory performance of stated cooperative agreement activities and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

B. Federal Award Information:

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

Fiscal Year Funds: FY 2017 - \$675,000, pending the availability of funds
 FY 2018 - \$675,000, pending the availability of funds
 FY 2019 - \$675,000, pending the availability of funds

Approximate Total Funding: \$2,025,000, pending successful performance and the availability of funds. This figure represents base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.

Approximate Number of Awards: 1

Approximate Average Award: \$675,000

Floor of Award Range: \$675,000

Ceiling of Award Range: \$675,000

Approximate Average Award: \$675,000

Anticipated Award Date: Pending the availability of funds, September 15, 2017

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

Additional Information: A cooperative agreement will be awarded for a period of 18 months (base year) with non-competitive continuations (formerly referred to as option years) for two additional 18 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 Circular 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:

a. 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 an amount over \$130,000 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.

b. **Technical Eligibility:** All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process:

- Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

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 Malaika McAdams in the Office of Citizen Exchanges, Professional Fellows Division, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, (202) 632-6083, McAdamsM@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number located at the top of this announcement when making your request.

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 contact Sheila Shamber, U.S. Department of State, Professional Fellows Division, ECA/PE/C/PF, SA-5, 2200 C Street, NW, Washington, DC 20037, 202-632-9372. ShamberST@state.gov, referencing 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.3p. "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. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov 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:

D.3h. Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

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

to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

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

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

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 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**, such as 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.

For competitions that will be renewed through a Non-Competitive Continuation (formerly referred to as Option Years) applicants must submit:

- the SF-424A which must include the budget request amount for the base-year of the program;
- 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
- 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 his/her 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.

- i. 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.3o. Allowable costs for the program include the following:

- 1) Programming and meals including coffee breaks for a total of approximately 500 Professional Fellows, plus up to two staff for each participating recipient organization (divided evenly with approximately half in the spring, half in the fall)
- 2) Honoraria for speakers and workshop facilitators
- 3) Lodging and hotel expenses for four nights for all of the Professional Fellows and the recipient organization representatives, including conference space and audio-visual support
- 4) Meals, including working meals (to include at minimum one formal program reception or closing banquet)
- 5) Cultural programming
- 6) Ground transportation in the Washington, D.C., area for participants, staff, and speakers
- 7) Educational materials
- 8) Online leadership training for fellows
- 9) Printed materials including the production of Congress program, books with participant bios, conference related promotional pieces including name tags, table tents, signage, and other supporting Congress related items.

- 10) Travel to and from Washington, D.C., per diem and lodging (for up to five nights) for approximately eight total non-U.S. and American Alumni Impact Award winners of the Professional Fellows Program to fully take part in each of the Professional Fellows Congresses (four alumni in the spring and four in the fall).
- 11) Awards for Alumni Impact Award winners
- 12) Mobile apps or other technology designed to enhance communication and networking capacities among Congress participants, speakers, and invited guests
- 13) Reasonable Accommodation for individuals with disabilities
- 14) Staffing and general administrative expenses

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

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: Monday, May 1, 2017

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 “Find” portion of the system.

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

Please follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

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

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

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

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

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

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

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

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, D.C. time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3q. 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:*** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
- 2. *Program planning and ability to achieve objectives:*** Program objectives should be stated clearly and should reflect conference expertise as well as capacity in adult learning and leadership development. Detailed agenda, sample materials, and relevant work plan should be comprehensive in nature and demonstrate prior substantive undertakings and logistical capacity and outline how they will support larger program objectives. As applicable, responsibilities of proposed partners including contractors, trainers/coaches or workshop facilities should be clearly articulated. Proposed agenda and sessions should adhere to the stated Professional Fellows Programs and Congress guidelines described above. Proposals should clearly demonstrate how the institution or organization will meet the PFC goals and objectives.
- 3. *Support of Diversity:*** Proposals should demonstrate the institution's or organization's commitment to promoting diversity in all aspects of the Congress planning, development and implementation. Diversity, in its broadest sense, should be used as a platform for learning and advancing stated program goals and objectives.
- 4. *Institutional Capacity and Track Record:*** Proposed personnel and institutional resources should be adequate and appropriate to designing, developing, implementing, and managing a spring and fall capstone event for the Professional Fellows Programs. Proposals should demonstrate an institutional record of successful execution of large scale conference, workshop, or symposium type programming and related activities, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards.
- 5. *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.
- 6. *Cost-effectiveness and cost-sharing:*** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as is reasonable. All

other items should be necessary and appropriate, geared towards making the PFC as useful as possible for the participants. Organizations and institutions are encouraged to cost share a portion of overhead and administrative expenses and/or find innovative ways to off-set costs.

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.

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 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 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>
<https://www.statebuy.state.gov/fa/pages/home.aspx>

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). A SF-PPR, “Performance Progress Report” Cover Sheet 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 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) (formerly referred to as Option Years), 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.

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.3j **Program Monitoring and Evaluation**.

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. Program Data Requirements:

The award recipient 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: Sheila Shamber, U.S. Department of State, Professional Fellows Division, ECA/PE/C/PF, SA-5, 2200 C Street, NW, Washington, DC 20037, 202-632-9372. ShamberST@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 above.

Mark Taplin

March 1, 2017

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