

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY18 Global Sports Mentoring Program**

**Announcement Type: New Cooperative Agreement**

**Funding Opportunity Number: ECA-ECAPEC-18-106**

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

**Key Date/Application Deadline: June 1, 2018**

**Program Description/Executive Summary:** The Office of Citizen Exchanges, Sports Diplomacy Division, in the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2018 Global Sports Mentoring Program (GSMP). U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to conduct two separate month-long professional development mentorship programs, Sport for Community GSMP and the espnW GSMP, and a reciprocal overseas exchange involving approximately 80 international and American participants in total. By empowering women and people with disabilities, the GSMP directly supports U.S. foreign policy goals, promotes social inclusion, and elevates the status of marginalized populations. Through the mentorship experience, the GSMP encourages mutually beneficial relationships between American sports executives and leaders in the sports sector overseas. Further, the GSMP engages alumni from previous years through sustained U.S. Embassy relationships, follow-on individual grants, and monitoring and evaluation. Tapping into the power of public-private partnerships and founded on participant-led business plans, the GSMP positively impacts communities at home and abroad and creates a more secure and democratic global playing field for all.

The FY 2018 Global Sports Mentoring Program model has two distinct professional development mentorship exchanges—the Sport for Community GSMP and the espnW GSMP. Set for spring of 2019, the Sport for Community GSMP on disability rights taps into the global attention received by mega-sporting events—in particular, the Paralympic Games, Special Olympics, and Deaflympics—to connect approximately 20 emerging leaders with 15 to 20 American mentors in the adaptive sports sector. Sport for Community focuses on increasing sports opportunities for marginalized youth and people with disabilities worldwide. In fall of 2019, the espnW GSMP on women’s empowerment—a public-private partnership with ESPN/espnW—will connect approximately 20 female change agents with approximately 15 to 20 American mentors, all of whom are dedicated to opening doors for young women around the world through sports. From start to finish, the Americans with Disabilities Act (ADA) and Title IX serve as core themes. By demonstrating how landmark U.S. legislation as such promotes democratic values and equality, the GSMP underscores American competitiveness and leadership on an international scale. To keep pace with the burgeoning sport for social change and business trend, the GSMP will also incorporate programmatic elements on how sports philanthropy, marketing, and entrepreneurship play into action plan development and implementation.

The recipient will organize and lead an orientation for American mentors before each of the respective programs as well as organize virtual pre-departure briefings for both groups of international participants. Under the reciprocal exchange, approximately five to 10 Americans involved in the GSMP will participate in evaluation and follow-on activities overseas toward the end of 2019. A total of approximately 80 individuals (40 emerging leaders from other countries and approximately 40 American mentors) will be directly involved through these two mentorship programs. On an ongoing basis, the cooperative partner will remain supportive of over 150 GSMP international alumni through surveying and tracking, support of action plans, virtual communication, follow-on grant disbursements, and media and social media storytelling updates. The recipient will be responsible for maintaining a pre-existent U.S. Department of State GSMP website and social media platforms.

Applicants may submit only one proposal under this cooperative agreement competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process. It is the Bureau's intent to award a cooperative agreement (one base year plus two non-competitive continuations pending successful performance and availability of funding) for an estimated total amount of \$3,390,000 over three years. Please see section B.) Federal Award Information, below 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.

**A.1. Purpose:** Sports Diplomacy enhances cross-cultural understanding, provides a platform for promoting democratic values, and opens avenues of dialogue and collaboration between individuals and nations. The GSMP is an integral component of the Bureau of Educational and Cultural Affairs (ECA)'s sports diplomacy and professional development initiatives. As an intensive mentorship, innovation-focused, and business skill-building exchange, the GSMP galvanizes the efforts of leaders in the sports sector to positively and sustainably impact the lives of women, girls, and people with disabilities worldwide. With women's empowerment and disability rights as key themes, the GSMP curriculum emphasizes the Americans with Disabilities Act (ADA) and Title IX and underscores U.S. competitiveness and leadership in the promotion of equality domestically and worldwide.

Entering its seventh iteration in 2018, the espnW GSMP advances the U.S. Department of State’s foreign policy priority to raise the status of women and girls worldwide. The 2018 National Security Strategy affirms that the United States will support gender equality efforts, protect the rights of women and girls, and promote youth empowerment programs. Further, studies by the United Nations and other organizations prove that girls who play sports are more likely to attend and finish school, have better health, earn higher wages, and reach their full potential as contributors to society. The Sport for Community GSMP on disability rights enters its third year in 2018 as a unique platform to highlight the U.S. foreign policy goal of removing barriers and creating a world in which all people enjoy dignity and full inclusion. Per the December 2017 statement from the White House on the International Day of Persons with Disabilities: “As Americans, we must set the global standard for ensuring those with disabilities are treated with the dignity and respect that all people deserve. Working with other nations, we will advance the rights of people with disabilities around the world.”

Through the Global Sports Mentoring Program: the Sport for Community GSMP on disability rights and the espnW GSMP on women’s empowerment, ECA directly supports these two U.S. foreign policy goals.

#### **A.2. Sport for Community GSMP Basics:**

Pairing international emerging leaders with American mentors at U.S. companies, organizations, or universities in the disability sports sector, the Sport for Community GSMP focuses on increasing sports opportunities for marginalized youth and people with disabilities worldwide. As with years past, Sport for Community will provide training, tools, and networks for international delegates as they develop action plans to create opportunities for vulnerable communities back home. In turn, international participants will involve their American mentors and local U.S. communities in a substantive and meaningful way. The duration of the mentorship will be approximately four to five weeks, including three weeks at the mentor site with roughly one week each of opening and closing activities in Washington, D.C. and another strategic location in the country.

Award recipient responsibilities include: establishing mentorship guidelines, preparing orientation materials, recruiting mentors, matching emerging leaders and mentors, conducting leadership training, developing a curriculum that emphasizes ADA, supporting action plan development, updating the GSMP website and social media platforms, and facilitating the relationships between mentors and emerging leaders. Activities may include, but are not limited to: a series of virtual orientation meetings with mentor and emerging leaders, management of all logistics and accommodations for participants, and implementation of an orientation and closing session for mentors and emerging leaders.

Identified by U.S. Embassies or Consulates, the international emerging leaders are nominated based on demonstrated leadership abilities and a commitment to multiplying the knowledge and skills gained during their mentorships through action plans that promote disability rights through sports. Finalists will be selected from distinct levels of the sports sector within each country, including but not limited to ministries of sport, non-

governmental organizations, or private sector companies. Ranging from ages 25 to 40 and open to both males and females, international participants must possess English language fluency. They will create the GSMP business plans during the U.S.-based mentorship for implementation over the course of the cooperative agreement timeline. Their participation and action plans will engage the American mentors, expose mentor communities to challenges overseas, and create sports opportunities for marginalized communities—particularly, people with disabilities—around the world.

The award recipient, in coordination with ECA, is responsible for identifying and recruiting qualified American mentors across the nation. Letters of support from potential mentoring organizations should be included in the proposal.

The matches will be based on the interests, skills, and experience of the emerging leaders and mentors. Delegates and mentors should be matched at least two months prior to each program opening with mentor commitments confirmed at least three months in advance. Ideally, mentors will extend their involvement until the end of the award to support emerging leaders throughout the lifetime of their action plan projects.

### **A.3. espnW GSMP Basics**

In 2012, the U.S. Department of State and ESPN/espnW launched a public-private partnership to create the espnW GSMP in a shared effort to promote gender equality through sports at home and abroad. The espnW GSMP has become the Department's flagship professional development exchange to empower women through sports. The award recipient must work closely with ECA and espnW on this exchange ensuring that communication and coordination on program activities are seamless. With ECA input, espnW takes the lead to recruit and secure American mentors from U.S. companies, organizations, and universities in the sports sector. The award recipient must manage complex logistics, meet strict timelines, manage the needs of private sector partners, and promote the program through media and social media.

Pairing international female emerging leaders with American mentors at a U.S. company, organization, or university in the sports sector, the espnW GSMP focuses on increasing sports opportunities for women worldwide. As with years past, the espnW GSMP will provide training, tools, and networks for international delegates as they develop action plans to create opportunities for vulnerable communities back home. In turn, international participants will involve their American mentors and local U.S. communities in a substantive and meaningful way. The duration of the mentorship will be approximately four to five weeks, including three weeks at the mentor site with roughly one week each of opening and closing activities in Washington, D.C. and another strategic location in the country. At the mid-point of the mentorship, the international sportswomen will attend the annual espnW Women and Sports Summit in California with gift-in-kind passes provided by ESPN/espnW.

Award recipient responsibilities include: establishing mentorship guidelines, preparing orientation materials, communicating with private sector partners, matching emerging leaders and mentors, conducting leadership training, developing a curriculum that

emphasizes Title IX, driving action plan development, supporting the delegation's attendance at the espnW Summit in California, and facilitating the relationships between mentors and emerging leaders. Activities may include, but are not limited to: a series of virtual orientation meetings with mentor and emerging leaders, management of all logistics and accommodations for participants, GSMP website and social media platform maintenance, and implementation of an orientation and closing session for mentors and emerging leaders.

Identified by U.S. Embassies or Consulates, the international female delegates are nominated based on demonstrated leadership abilities and a commitment to multiplying the knowledge and skills gained during their mentorship through an action plan that promotes women's empowerment through sports. Finalists will be selected from distinct levels of the sports sector within each country, including but not limited to ministries of sport, non-governmental organizations, or private sector companies. Ranging from ages 25 to 40, international participants must possess English language fluency. They will create their business plans during the U.S.-based mentorship for implementation over the course of the cooperative agreement timeline. Their participation and action plans will engage the American mentors, expose mentor communities to challenges overseas, and create sports opportunities for marginalized communities—particularly, women and girls—around the world.

The matches will be based on the interests, skills, and experience of the emerging leaders and mentors. Delegates and mentors should be matched at least two months prior to each program opening with mentor commitments confirmed at least three months in advance. Ideally, mentors will extend their involvement until the end of the award to support emerging leaders throughout the lifetime of their action plan projects.

#### **A.4. Reciprocal Exchange:**

For the annual outbound reciprocal exchange, approximately ten American mentors will travel to a strategic alumni community to support, engage, and learn from the local contexts. Timing of the reciprocal trip will depend on emerging leader/mentor and award recipient availability with an approximate duration of one to two weeks. The Americans will work with the emerging leader(s) in the implementation of action plans and be prepared to conduct/participate in seminars, workshops, evaluation, and other on-site consultancies with the goal of reinforcing the GSMP network and interacting in action plan activities. With support from the award recipient, relationships between the mentors and emerging leaders should continue through virtual and traditional communication avenues once the Americans return to the United States.

#### **A.5. U.S. Embassy Involvement:**

U.S. Embassies and Consulates, in coordination with ECA's Sports Diplomacy Division, will be responsible for recruitment and nomination of emerging leaders for both the Sport for Community GSMP and the espnW GSMP, collaborating with the U.S. recipient organization in providing pre-departure briefings and overseeing alumni follow-on activities. In as much as this program involves American citizens for the reciprocal exchange, the U.S. Embassies and ECA's Sports Diplomacy Division will remain

informed of the plans for the reciprocal exchange overseas, represent the U.S. Government during the overseas exchange, and assist program staff and participants in the event of an emergency. The cooperative agreement, though, requires that the award recipient manage the in-country aspects of this program in its entirety, with little reliance on the U.S. Embassy staff for support.

#### **A.6. Costs:**

For costs associated with the GSMP Sport for Community on disability rights, the award recipient must account for international and U.S.-based travel of 20 emerging leaders from around the world as well as lodging and per diem for the international participants during the orientation, U.S.-based travel, mentorship exchange, and closing programs.

For costs associated with the espnW GSMP on women's empowerment, the award recipient must account for U.S.-based travel of 20 female emerging leaders from around the world as well as lodging and per diem for the international participants during the orientation and closing programs. Through the public-private partnership, the espnW GSMP model allows for mentor sites to cover participants' international travel, lodging, and per diem for the duration of the roughly three-week mentorship component. ESPN/espnW provides gift-in-kind passes for the delegates to attend the espnW Summit, but the cooperative agreement must also cover lodging and per diem for delegates during their time at the three-day event in California.

For costs associated with the outbound exchange, the cooperative agreement must cover all travel fees associated with sending approximately ten American representatives overseas. Budget plans for all programs should be included in proposal.

ECA reserves the right to reduce, revise or increase project configurations, budgets, participant numbers, and participating countries in accordance with the needs of the program, U.S. foreign policy objectives, and the availability of funds.

#### **A.7. Additional Information on Sport for Community GSMP and espnW GSMP**

Together, the Sport for Community GSMP and espnW GSMP have a distinct target population, mentors, timelines, and regional focus. The existing international alumni cohort includes over 150 individuals in every region of the world. On an ongoing basis, the cooperative partner will remain supportive of the GSMP alumni through surveying and tracking, support of action plans, virtual communication, follow-on grant allotments, and media and social media storytelling updates. The recipient organization will also be expected to nurture pre-existing mentor and emerging leader relationships, while integrating new participants into the U.S. Department of State's GSMP alumni cohort. The recipient will be responsible for maintaining a pre-existent U.S. Department of State GSMP website and social media platforms.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program

design, duration, and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

#### **A.8. Organizational Capacity:**

Applicants must demonstrate knowledge, experience, and capacity in the following areas: 1) delivery of successful international sports exchange programs; 2) creation and facilitation of mentoring relationships between emerging leaders and individuals in the private sector, non-profits, or universities; 3) technical knowledge and significant experience in sports diplomacy and/or sport for development programs, especially those targeting women, girls, people with disabilities, and youth from marginalized populations; 4) monitoring and evaluation of both international and American participant experiences and follow-on project implementation data; and 5) high quality digital production to include photos, videos, website content, social media, and public-facing written content for social and traditional media use.

Applicants must identify any U.S.-based and foreign-based organizations and individuals with whom the organization is proposing to collaborate and describe any previous cooperative activities.

#### **A.9. Guidelines:**

Competitive proposals will include the following:

- A proposed timeline detailing goals, objectives, and activities;
- A proposed curriculum on leadership development;
- A detailed budget (both line-item and budget narrative) supporting all aspects of programming in the United States and abroad;
- A description of U.S.-based activities for the duration of the exchanges, plus the respective international and American participant pre-program orientations, opening weeks, and closing weeks in Washington, D.C. and another strategic location;
- A description of the reciprocal overseas exchange by representatives from U.S. host organizations;
- A monitoring and evaluation strategy, and;
- A plan to award and process small grants to alumni for assistance in the implementation of their action plan projects.

In this cooperative agreement, ECA's Sports Diplomacy Division (ECA/PE/C/SU) will be substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and the award recipient are listed in the attached Program, Objectives, Goals, and Implementation (POGI) document.

#### **B. Federal Award Information:**

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

**Fiscal Year Funds:** FY 2018

**Approximate Total Funding:** \$3,390,000. This figure represents base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.

**Approximate Number of Awards:** One.

**Floor of Award Range:** None.

**Ceiling of Award Range:** \$1,130,000.

**Approximate Average Award:** \$1,130,000.

**Anticipated Award Date:** September 28, 2018.

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

**Additional Information:**

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

This cooperative agreement will be awarded for a period of 12 months (FY 2018 base year) with Non-Competitive Continuations for two additional 12 month periods pending the availability of funds. 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:** No minimum or maximum percentage is required for this competition. However, ECA 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, grant recipients must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's



Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event done does 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.) ECA grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in ECA funding. ECA anticipates making one award, in an amount of \$1,130,000 to support program and administrative costs required to implement this exchange program with Non-Competitive Continuations in the same amount for two additional 12 month periods pending the availability of funds. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) **Technical Eligibility:** All proposals must comply with the requirements stated in the NOFO, POGI, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process:

- All proposals must contain an executive summary (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-item budget and a budget narrative; in addition to the required SF Forms). Failure to submit all required elements will cause your proposal to be declared technically ineligible.
- If your organization is a private non-profit, you must submit the necessary documentation to verify non-profit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

c.) 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, ECA 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 Sports Diplomacy Division in the Bureau of Educational and Cultural Affairs, ECA/PE/C/SU, SA-5, 4<sup>th</sup> floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 632-3318 and [BoltonMC@state.gov](mailto:BoltonMC@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 as well as the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify the contact as Program Officer Trina Bolton in the Sports Diplomacy Division (ECA/PE/C/SU) 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 <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

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

**D.3b. Required Proposal Elements:** All proposals must contain an executive summary, proposal narrative, and budget. Please Refer to the Solicitation Package with the mandatory Proposal Submission Instructions (PSI) and Project, Objectives, Goals, and Implementation (POGI) document for additional formatting and technical requirements.

**D.3c. Required Registration with the System for Award Management (SAM):** All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. 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.

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

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

**D.3d. Non-Profit Status:** You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation) in the application. 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. FFATA Report:** In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

**D.3f. Verifying Non-Profit Status:** If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

**D.3g. SAMS Domestic:** All ECA awards recipient organizations must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com>. SAMS Domestic is the U.S. Department of State's grants management system, which is replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). SAMS Domestic will utilize three ILMS modules to support the Federal Financial Assistance Award process including the SAMS Domestic portal a.k.a. Service Now; Ariba; and Status Tracking a.k.a. the Federal Award File. To register as a SAMS Domestic user, please click the "create an account" link at <https://mygrants.service-now.com>. Organizations that have previously used SAMS Domestic do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

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

In the event you are having difficulty registering, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

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 emphasis 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-4E (Bldg. 3)

2430 E Street, NW  
Washington, DC 20037

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. ECA 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 and POGI.

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 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 mechanism the recipient will be required to submit:**

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

5. a brief narrative to support the continuation of the award.

**The ECA Grants Officer and Program Officer will:**

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

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

- 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.30. Allowable costs for the program include the following:**



**1) Travel.** International and domestic airfare, transit, and ground transportation costs to cover travel for participants in and staff working on the two mentorship programs, in-person mentor orientations, and reciprocal exchange. Please note that all air travel must be in compliance with the Fly America Act. Participants in ECA-sponsored programs do not have a J-1 visa fees.

**2) Per Diem.** For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: <http://www.gsa.gov/perdiem>. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at: [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

**3) Cultural Activities:** Foreign participants are entitled to a one-time, individual cultural allowance of \$150 per person.

**4) Consultants:** Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day. Organizations are encouraged to cost-share rates that would exceed that figure.

**5) Media:** With website and social media maintenance as grant deliverables, funds toward required maintenance of public facing platforms are allowable.

**6) Equipment:** Applicants may propose using award funds to purchase equipment, such as computers. These costs should be justified in the budget narrative. Costs for furniture are not allowed.

**7) Room Rental:** The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost shared.

**8) Working Meal:** A maximum of one working meal may be authorized per project unless extenuating circumstances exist, in which case prior approval must be obtained from a DOS Grants Officer. Unless additional working meals are approved, the award recipient agrees to reduce the participants per diem to cover the cost of any additional working meals. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one.

**9) Reasonable accommodations:** For the Global Sports Mentoring Program—particularly the Sport for Community GSMP—reasonable accommodations for participants with disabilities should be at least five to seven percent of the overall budget.

**10) Small Alumni Grants:** As called for in the NOFO, small grants in the amount of approximately \$2,500 should be awarded to approximately 15 to 20 participants. When necessary, applicants may also include costs to transfer funds to alumni recipient organizations overseas. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

**11) Participant Health Coverage:** The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for participants in this program. There is no cost to the award recipient if the award recipient opts to use the ASPE plan. Award recipients wishing to use a different plan must demonstrate that such alternate plan provides comparable or more comprehensive coverage. Coverage must begin when participants depart their home countries and not conclude until

they return home. If you choose not to use ASPE, your proposal must include a copy of your chosen policy and must include its cost in the budget. The insurance you propose to use must meet the requirements of 22 CFR 62.14. Details of the ASPE policy can be provided by the contact officer identified under section G. Agency Contacts in this NOFO. The premium is paid by ECA and should not be included in the proposal budget.

**12) Administrative Costs:** Costs necessary for the effective administration of the program may include salaries for recipient organization employees, fringe benefits, and other direct and indirect costs per detailed instructions in the Application Package. While there is no rigid ratio of administrative to program costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA cooperative agreement funds will be more competitive under the cost effectiveness and cost-sharing review criterion, per item E.1 Review Criteria below.

**13) Monitoring and Evaluation:** In conjunction with the NOFO's demands for extensive monitoring and evaluation, applicants can propose funds toward high-quality M&E on the program.

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

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

Application Deadline Date: Friday, June 1, 2018

Method of Submission:

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

**D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures**

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

**How to Register to Apply through Grants.gov**

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

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

**How to Submit an Application to ECA via Grants.gov**

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

**Grants.gov Support and Submission Issues**

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

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

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

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

**Timely Receipt Requirements and Proof of Timely Submission**

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

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

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

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

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

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

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

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

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

## **E. APPLICATION REVIEW INFORMATION**

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

### **E.1. REVIEW CRITERIA**

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

- 1. Program Planning and Ability to Achieve Objectives:** Program objectives should be clearly stated and reflect the applicant's expertise in the GSMP's priority areas of women's empowerment and disability rights as well as be indicative of the organization's knowledge in developing cross-cultural relations through sports. Objectives should respond to the key topics in this NOFO, demonstrate originality, and relate to the current conditions in countries around the world. A detailed agenda, relevant work plan, timetable, and leadership development curriculum should explain

how objectives will be achieved paired with a timetable for completion of major tasks. The substance of program components should be described in detail. Responsibilities of proposed domestic partners should be clearly described.

2. **Institutional Capacity:** Proposals must include: 1) the institution's mission and date of establishment; 2) an outline of prior awards — U.S. government and/or private support received for the target themes/region; and 3) descriptions (Bios and CV's) of experienced staff members who will implement the program. The proposal should reflect the institution's expertise in the key subject areas called for in the NOFO, an institutional record of successful exchange and mentorship programs, and responsible fiscal management and full compliance with all reporting requirements for past ECA grants as determined by ECA grants staff. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. The Bureau requires applicants to submit letters of support from proposed partners and mentoring organizations, especially regarding the Sport for Community mentorship program.
3. **Cost Effectiveness and Cost Sharing:** Overhead and administrative costs in the proposal budget, including salaries, honoraria, and subcontracts for services, should be kept to a minimum. While there is no rigid ratio of administrative to program costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA cooperative agreement funds will be more competitive under the cost effectiveness and cost-sharing review criterion. Applicants are strongly encouraged to cost share a portion of overhead and administrative expenses. The proposal should maximize cost sharing through other private sector support as well as institutional direct funding contributions, which demonstrate institutional and community commitment. Please note that the American mentor sites contributing to the espnW GSMP through the public-private partnership with espnW should not be included as the applicant is not responsible for securing this cost-share.
4. **Support of Diversity:** Proposals should show substantive support of ECA'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. Proposals must have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
5. **Post-Cooperative Agreement Activities:** Applicants must provide a plan to conduct activities after the ECA-funded project has concluded in order to ensure that the exchanges programs are not isolated events and build toward the Bureau's mission. Funds for all post-cooperative agreement activities and alumni activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget, but should be outlined in the narrative.
6. **Program Monitoring and Evaluation:** Proposals should include a detailed plan to monitor and evaluate the program, both as the cooperative agreement activities unfold and after the program. Program objectives should clearly target and define results in quantitative terms. Competitive evaluation plans will describe how applicant organizations plan to measure these results, and proposals must include draft data

collection instruments (surveys, questionnaires, etc.). See the “Program Monitoring/Evaluation” section; item D.3j.above for more information on the components of a competitive evaluation plan. Successful applicants (grantee institutions) will be expected to submit a report after each program component concludes or on a quarterly basis, whichever is less frequent. The Bureau also requires that award recipients submit a final narrative and financial report no more than 90 days after the expiration of a grant.

## **F. Federal Award Administration Information**

**F.1. Award Notices:** Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau’s Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient’s responsible officer identified in the application.

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

### **For assistance awards involving Iran:**

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 (Program Office – Trina Bolton; 202-632-3318; [BoltonMC@sttate.gov](mailto:BoltonMC@sttate.gov) for additional information.

### **Prohibition on the use of Federal Funds to Promote, Support, or Advocate for the legalization or practice of Prostitution.**

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the

suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

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

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

**For assistance awards involving the Palestinian Authority, West Bank, and Gaza:**

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

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Program Officer Trina Bolton of ECA/PE/C/SU at [BoltonMC@state.gov](mailto:BoltonMC@state.gov) and (202) 632-3318 for additional information.

**SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA AND FUTURE CONTINGENCY OPERATIONS (CURRENTLY IRAQ AND AFGHANISTAN)**

Each federal assistance award within areas of combat operations or future contingency operation, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over \$150,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to [AQMOps@state.gov](mailto:AQMOp@state.gov) for information. Information on how to register in SPOT and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

Recipients that do not utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support can be entered through the SPOT aggregate functionality. Upon the award of a grant/and or cooperative agreement in a designated area of combat operations or future contingency operation (currently Iraq and Afghanistan), the Grants Officer or his/her designee will enter the following award information into SPOT to include (i) a brief description of the contract (to the extent consistent with security considerations); (ii) the total value of the contract; and (iii) whether the contract was awarded competitively. The Recipient should send updated deployment numbers for each award sent to the Grants Officer and his/her designee and the Department of State's SPOT program office on a quarterly basis as follows:

The Recipient is required to submit with the quarterly financial report submission information regarding the number of individuals receiving payment from the funds being granted under this award. This report is due 30 days after the calendar year quarter and 90 days after the award period end date and also should be sent to AQMOps@state.gov with the subject line "SPOT Quarterly Report -- Award Number". The following information shall be provided:

1. Total number of individuals receiving payment from the funds being granted:
  - a. Total Number U.S. Personnel Deployed:
  - b. Total Number Host Country Personnel:
  - c. Total Third Country Personnel Deployed:

These reports should be sent to AQMOps@state.gov. The SPOT program office will enter the numbers into SPOT.

Recipients utilizing personnel who are performing a private security function; or require access to U.S. facilities, services, or support must be entered into SPOT individually with all required personal information. The recipient organization will designate a SPOT administrator who will obtain a SPOT company administrator account. Recipients of federal assistance awards shall register personnel in SPOT before deployment, or if already operational in the designated operational area, register personnel upon becoming an employee under the award and maintain current data in SPOT. Procedures on how to register in SPOT will be provided by the Grants Officer and his/her designee.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, Recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

In a designated area of combat operations or future contingency operation, the term PSC includes any personnel providing protection of the personnel, facilities, property of a Recipient or sub-recipient at any level, or performing any other activity for which personnel are required to carry weapons in the performance of their duties.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

**F.2 Administrative and National Policy Requirements:** Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and



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

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

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

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

*Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system, which is replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted

to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

- 4.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

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

#### **G. Agency Contacts**

For questions about this announcement, contact: Trina Bolton, U.S. Department of State, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, 4<sup>th</sup> floor, 2200 C Street, NW, Washington, DC 20037, BoltonMC@state.gov , (202) 632-3318.

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.

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

April 11, 2018