
Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity:**

FY 2018 Professional Fellows On-Demand Program

Announcement Type: New Cooperative Agreement**Funding Opportunity Number:** ECA-ECAPEC-18-018**Catalog of Federal Domestic Assistance Number:** 19.415**Application Deadline:** January 16, 2018

Program Description/Executive Summary: The Professional Fellows Division in the Office of Citizen Exchanges at the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) invites proposals for the FY 2018 Professional Fellows On-Demand Program. The Professional Fellows On-Demand Program will build upon the foundation of the current Professional Fellows Program and prior Professional Fellows On-Demand Program exchanges. This exchange program supports U.S. foreign policy goals by enabling the U.S. Department of State to respond in a timely manner to emerging foreign policy priorities. 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 provide a series of two-way exchange projects ranging in size and scope, each involving current or potential government, business, and civil society leaders. It is anticipated that the cooperative agreement would support approximately six to eight distinct exchange projects for approximately 140 participants pending the availability of FY 2018 funds: approximately 85 foreign participants and approximately 55 American participants. The focus, size, and nature of each project will be identified and developed by ECA, in consultation with Department of State stakeholders and the award recipient during the course of the cooperative agreement period. Each exchange should include multiple components or activities designed around the achievement of the specific project goal. A central component of each project will be a group of foreign participants who will travel to the United States for an intensive, tailored program. The foreign group component will be followed or preceded by reciprocal overseas programs, as conditions permit, for smaller groups of American participants. The American participants should have experience or expertise in the field of the exchange project, and an established connection or linkage with the foreign participants. The award recipient will work closely with U.S. Embassies and in-country or regionally-based partner organizations, as appropriate, to recruit, screen, and select the participants and develop program activities that best address the specific project goal. The final list of participants should be approved by ECA prior to offers being extended. American participants will be selected in close consultation with ECA. Additional project components, such as regional gatherings of participants overseas, small grants competitions, local trainings, or other follow-on components should be developed, as appropriate, based on the scope and goals of the specific exchange.

It is ECA's intent to award one cooperative agreement of approximately \$2,000,000, pending the availability of funds. ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, and the number of projects in accordance with the needs of the On-Demand Program and the availability of funds. For additional details on awards, please see Section B. "Federal Award Information" below.

A. Program Description:

A.1. Authority

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations... and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

A.2. Purpose and Program Description

To complement existing public diplomacy efforts supporting emerging young professionals, and to allow the Department of State to more nimbly respond to emerging foreign policy issues and events around the world, ECA has developed the Professional Fellows (PF) On-Demand Program. The PF On-Demand Program offers a more flexible program model with a shorter lead time than the Professional Fellows Program (PFP). The existing PFP supports month-long intensive professional development opportunities in the United States for emerging leaders from countries around the world. The PF On-Demand Program, developed within a tight time-frame, will allow professionals from countries and regions around the world to take part in a specially-designed exchange focused on a specific U.S. foreign policy priority or foreign policy goal. While the subject matter of each individual PF On-Demand project will differ, a key theme cutting across the PF Programs is strengthening the capacity of civil society and government to respond to pressing challenges that arise within varying regions or countries.

The FY 2018 PF On-Demand Program supports the following broad goals:

1. To provide timely support for emerging foreign policy priority issues where existing public diplomacy resources are not immediately available or accessible;
2. To create lasting partnerships between emerging leaders from foreign countries and the United States in specific and substantive areas of focus;
3. To provide opportunities for foreign and American emerging leaders to collaborate and share ideas, approaches, and strategies regarding challenges to pressing issues;
4. To enhance professional and leadership skills for both foreign and American participants to effect positive change in their workplaces and communities.

A.2a. Projects:

“Projects” are defined as a set of exchanges focused on specific, often urgent and emerging, foreign policy priorities. During the course of this cooperative agreement, it is anticipated that approximately four to eight projects will be approved for implementation, on a broad range of thematic topics and geographic focuses. Each project will be identified by ECA in consultation with Department of State stakeholders, including regional bureau representatives and U.S. embassies. Once officially approved by ECA, work on a new project will commence. Exchange projects identified by the U.S. Department of State should have a four-month turnaround time from project approval to project completion. It is highly likely that multiple projects will take place on overlapping timelines and the award recipient needs to be able to manage several projects in various phases of design and implementation at the same time

A.2b. Participants:

"Participants" are defined as those who travel under federal award funding from their country of origin to a designated exchange country of a project. Foreign participants should, as appropriate, be selected through a merit-based, open competitive process. Unless requested otherwise, participants should be up-and-coming, mid-level government, business, or civil society professionals with experience and current employment directly relevant to the approved exchange project. It is preferable that all selected participants be proficient in written and oral English, have demonstrated leadership ability, and a professional commitment to the project goals. It will be possible to include participants who do not have strong English skills, but specific provisions for the possibility of non-English speaking participants should be spelled out in the proposal.

U.S. participants should include professionals with relevant expertise in the subject matter or policy issue area on which the project is focused. The U.S. participants should be individuals who have had or will have significant engagement with the foreign participants during their U.S. exchange program.

A.2c. Organizational Capacity:

Applicant organizations must demonstrate their capacity for conducting international professional exchanges; supporting short-term fellowship placements in relevant host organizations; administering exchanges focused in a range of different subject areas and geographic regions; implementing exchange projects that address specific policy challenges; and providing substantive programming and leadership training for up-and-coming professionals.

Proposals should illustrate the organization’s breadth of experience working in difficult environments, establishing professionally-tailored fellowships in a range of fields, and demonstrating flexibility, adaptability, and creativity in programming under challenging conditions. Proposals should include concrete examples in which the organization has responded quickly to rapidly evolving circumstances, including, if possible, examples

that demonstrate the organization's ability to initiate international exchanges in countries in which the organization has not previously worked. Proposals should clearly articulate a staffing plan that allows the organization to conduct multiple On-Demand Program projects concurrently.

A.2d. Partner Organizations:

Applicant organizations should provide examples of programs, businesses, institutions, organizations, and individuals with whom they would collaborate and should describe previous cooperative activities. A proposal could identify a hypothetical program theme and goal, and spell out a proposed approach to developing a program, with examples of organizations or individuals upon whom the applicant might rely to develop aspects of the program design. Proposals must demonstrate capacity in the United States to secure suitable short-term, tailored placements for foreign participants and develop professionally relevant, substantive programming. Applicant organizations should also submit a list of partner organizations outside of the United States through which participants have been recruited for previous programs as an indication of the organizational capacity to collaborate with foreign partner organizations. As it is anticipated that program activity may take place in countries where an organization does not have its own presence, the proposal should demonstrate a willingness and ability to identify and work with a new in-country or regional partner organization to assist with program design and implementation. Proposals should include concrete examples in which the applicant organization has established and worked with new in-country or regional partner organizations in a short timeframe.

A.2e. U.S. Embassy Involvement:

It is anticipated that U.S. Embassy staff may be actively engaged in each project. U.S. Embassies may work closely with the award recipient on program activities including, but not limited to, recruitment and selection of the participants; pre-departure briefings; U.S. visas; and alumni follow-on projects. The proposal should discuss how the award recipient plans to consult regularly with the Public Affairs Section (PAS) at participating U.S. Embassies to implement the exchange projects. While PAS will be actively engaged in any particular project, the onus will remain with the award recipient to manage the overall program activities.

A.2f. Guidelines:

The cooperative agreement will begin on or about September 1, 2018. The award period will be approximately 15 months in duration. The exact dates of each exchange project will not be determined until a proposed project is officially approved. Applicant organizations should propose at least one sample timeline and outline for a hypothetical project.

In a cooperative agreement, ECA/PE/C/PF is substantially involved in program activities above and beyond routine monitoring.

A.3a. The award recipient will be responsible for the following:

Program Model: Upon word that a new project has officially been approved by ECA, the award recipient will begin fleshing out the exchange activities that would potentially make up the project and submit a detailed outline to the Professional Fellows Division in the Office in Citizens Exchanges. Each project will be unique, and will likely necessitate a different program model or design. The size, scope, and timing of each project should be designed with a flexible and collaborative approach to maximize program effectiveness and demonstrate impact.

Recruitment and Selection: The award recipient will work closely with the relevant U.S. Embassy(ies), and, if appropriate, an in-country or regionally-based partner to recruit and select qualified participants for an approved project from the countries involved. The recruitment strategy should include:

1. A recruitment campaign that targets individuals meeting the eligibility criteria for each project, supports a merit-based open competition, and adheres to the project's goals;
2. A web-based application tool that collects data across projects;
3. A transparent review process to evaluate candidates. The award recipient will work closely with ECA on the development and implementation of review criteria, involving each applicable embassy or consulate's PAS in the selection process, and selecting eligible applicants;
4. Arrangement of English language interviews (virtual or in-person) for semi-finalists as part of the selection process.

Pre-Departure Orientation and/or Arrival Orientation: For both foreign and American participants, the award recipient will be responsible for conducting an in-person or virtual pre-departure orientation (PDO) prior to departing their home country and an in-person arrival orientation upon arriving in the destination country, including providing pre-departure materials and information about the program to prepare participants for the exchange. The PDO, to the extent possible, should include representation from the U.S. Department of State. The arrival orientation should, if possible, be held in Washington, D.C. to maximize opportunities for the participants to engage with Department of State officials. The PDO and arrival orientation should cover, at a minimum:

- travel logistics, including arrival information and J-1 visa regulations;
- project goals, programmatic expectations, performance measurement;
- a detailed Program Schedule, including specific information about the community where each fellow will be located; and
- cross-cultural issues and day-to-day considerations, such as including professional standards of conduct.

Facilitating the Visa Process: The award recipient will work with ECA and Public Affairs Sections to assist foreign participants with the J1 visa application process, as well

as work directly with the foreign embassy of the partner country to arrange visas for U.S. travelers. The recipient will collect and send ECA all biographical information from foreign participants necessary to complete the DS-2019 form required for J-1 visas. ECA will issue the DS-2019 forms required for J visas; see Section D.3h. for additional information related to the administration of J visa programs.

Logistics: The award recipient will manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, and meals.

Round-trip International Travel: The award recipient will comply with all federal regulations regarding the use of U.S. government funds for travel including the Fly America Act.

Insurance: The award recipient will enroll U.S. and foreign participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) for the duration of the program and issue health benefits identification cards. More information on ASPE is available at www.usdos.sevencorners.com.

U.S.-based Activities for Foreign Participants: The award recipient will be responsible for arranging individually-designed programming in the United States for foreign participants that best address the overall project goal. English-language skills permitting, programming should be designed to offer hands-on experience for all participants within relevant agencies and/or organizations. While some group activities during the fellowship may be appropriate, site visits where the participants have only a brief glimpse of a variety of organizations should be kept to a minimum. As there may be cases in which exchange participants do not have adequate English-language skills to benefit from an embedded professional experience or fellowship in the United States, the award recipient will need to be creative in designing programs that will maximize relevant professional learning.

Overseas Activities for U.S. Participants: The overseas program for American participants could take place before or after the foreign participant travel to the United States, depending on what is most appropriate for the goals of a specific project. For example, American experts in a particular field could be engaged to provide technical support during an overseas program. Proposals should discuss proposed methods for identification of potential U.S. participants, as well as examples of planning for logistical information such as local travel arrangements and suitable accommodations. Activities for the American overseas program components should directly contribute to project goals, build professional relationships, and support sustainable linkages beyond the grant period. Overseas programming must be developed in close collaboration with PAS offices of the U.S. Embassy to allow the embassy's full participation and, where possible, additional programming of the American expert.

Monitoring: The award recipient will develop and implement a plan to monitor participants' safety and well-being while on the exchange. Proposals should articulate how the program will ensure effective communication and feedback loops so potential problems are resolved promptly. Proposals should include clear staffing structures that can support program activity and ensure that participants have safe and rewarding programs.

Program Closing: The award recipient should conduct an appropriate program closing session at the end of the exchange components. The closing component should be interactive in nature with a special emphasis on creating a forum for participants to share best practices and key learnings from their exchange experience. Time should be devoted to discussing follow-on activities and projected outcomes related to the project goal. Preferably, for U.S.-based project activities, this closing session should take place in Washington, D.C., and include sessions at the U.S. Department of State. The award recipient or its in-country partner organization should also conduct an in-country debriefing for foreign participants, in consultation with PAS. ECA would also consider proposals to hold virtual in-country debriefs; proposals should include suggested online platforms to be used for conducting any virtual training, orientations or debriefs.

Promote Sustained Post-Fellowship Engagement: The award recipient should develop enhancement activities that reinforce and support project goals after the participants' return to their home country. This includes encouraging participants' on-going involvement with ECA's on-line International Exchange Alumni community and helping them maintain and expand ties established during the exchange.

Evaluation: The award recipient must design and implement an evaluation plan that assesses the short- and medium-term impact of the exchange project in meeting On-Demand program goals. The evaluation plan should include a means of assessing substantive knowledge acquisition, network creation, and, as applicable, leadership skills development for the participants. The award recipient should establish a clear framework under which all On-Demand projects, across all geographic regions and thematic areas, can be evaluated. The award recipient should budget one to two percent of the award for an evaluation if contracting with an outside evaluator; if the evaluation is to be conducted in-house by the award recipient, the proposal should clearly demonstrate both the capacity and prior experience to conduct a comprehensive evaluation. Evaluations data should be included in regular reporting and provided to ECA upon request.

Reporting: In addition to the reporting requirements outlined in section F.3., the award recipient should create and maintain a means of tracking all On-Demand projects initiated, ongoing and completed for the duration of the award period. Tracking information should include the amount of the award budgeted for (and already spent on) projects, the number of foreign and U.S. participant numbers overall and within each

country/region, as well as other key data to be determined in consultation with ECA. Tracking data should be included in regular reporting and provided to ECA upon request.

Branding: The award recipient should work with ECA on developing a brand identity and promotional materials for the On-Demand Program that can be used with a variety of different audiences.

A.3b. ECA's activities and responsibilities for the PF On-Demand Program are as follows:

- 1) Provide official approval of each new PF On-Demand Project, and subsequently notify the award recipient of each approved project.
- 2) Upon approval of a new project, convene an introductory meeting with the award recipient and relevant stakeholders within the State Department and as appropriate, with outside representatives.
- 3) Provide advice and assistance in the execution of all project components and activities including the recruitment and selection of the participants, pre-departure orientations, U.S.-based orientation, State Department meetings, briefings, and follow-on activities.
- 4) Issue DS-2019 forms and support participants in the J-1 visa application process. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
- 5) Liaise with relevant embassy or consulate PAS staff as well as with country desk officers at the State Department on recruitment, selection, web-based publicity efforts, and DC-based opening and closing events so that the overall program better aligns with mission priorities.
- 6) Monitor and evaluate project activities and project implementation, through regular communication with the award recipient and possibly one or more site visits.
- 7) Approve key personnel changes at the implementing partner organization who will work on the program. Additionally, the PF Division will approve, in advance, all international travel paid for using funds of the ECA award.
- 8) Approve changes to partner organizations, including in-country partner organizations and sub-award recipients.
- 9) Approve decisions related to special circumstances or complex matters that arise throughout the duration of program, including assisting with participant emergencies.
- 10) Work with award recipients to publicize the program through various media outlets (such as the social media platforms of ECA and PAS), including approving branding and publicity materials.

A.4. Additional Information:

Award recipients will utilize the name "Professional Fellows On-Demand Program" to identify their project. All materials, publicity, and correspondence related to the program

will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of the PF On-Demand brand and be allowed to distribute materials related to this program as it sees fit.

Projects must comply with J-1 visa regulations for the International Visitor and Government Visitor categories. Please be sure to refer to the complete Solicitation Package for further information.

A.5. What to Include in Your Proposal

A.5a. Executive Summary. The Executive Summary should be one page in length and include: program title, goals of the program, and a statement outlining the organization's capacity to capably and quickly design and implement exchange programs in any geographic region of the world.

A.5b. Proposal Narrative. In no more than 20, double-spaced pages the narrative should include:

Project Goals, Objectives, Anticipated Outcomes: A clear, succinct statement of project goals, objectives, and anticipated outcomes that support program goals as stated in this NOFO. Objectives should be described in specific, measurable, and realistic terms that are achievable within the scope of each project, both in terms of time and funding. They should be framed from the participant perspective, i.e., "By (time), the participants will..." Proposals that clearly delineate salient objectives in measurable terms and plan activities in a sequence that progressively leads to achieving those objectives, will be considered more competitive.

Background Information on Implementing Organizations: Information on proposed organizations and staff involved in the implementation of the project including organizational mission, relevant expertise in conducting programs of a related nature, and on-going and planned activities not including the proposed project which demonstrate organizational capacity. If the applicant has received awards from ECA in the past, please include an attachment listing examples of relevant projects by office (Citizen Exchanges, International Visitors, Academic Exchanges, etc.), including project name, countries, year, and amount.

Roles and Responsibilities: A clear delineation of proposed roles and responsibilities for potential partner organizations in terms of project logistics, management, and oversight.

Support of Diversity: A description on how the Bureau's policy on Support of Diversity will be integrated into all aspects of the project including but not limited to individually-tailored professional placements, program materials, training methodology, etc. Please refer to guidance in the Proposal Submission Instructions (PSI) under "Diversity, Freedom and Democracy Guidelines."

Promotion of Post-fellowship Engagement: Proposals should include concrete plans for developing innovative and sustainable enhancement activities that reinforce project goals after the foreign fellows return to their home country. Proposals should clearly articulate how the award recipient will provide ECA with regular updates on the foreign fellows' professional development, linkages and successes resulting from their participation in the Professional Fellows On-Demand Program.

Evaluation Plan: The evaluation plan should measure the impact of the program in achieving its stated objectives and be focused on four ways: (1) participant assessment of the project, including accommodations, orientation, cultural activities, transportation, meals, etc.; (2) measurement of the increase in knowledge or skills attributable to the program; (3) measurement of the participant's change in behavior or attitudes; (4) measurement of the changes in behavior of organizations or groups with which the participant is associated. Please refer to section D.3j. "Program Monitoring and Evaluation" for further guidance. Detailed evaluation plans, sample surveys and other evaluative instruments should be included as attachments.

Budget: Please refer to section D.3o. in this document for "Allowable Costs" and the PSI for guidance on formatting your budget.

Working with Public Affairs Sections: Proposals should include an articulated plan as to how the grantee proposes to work with PAS of the U.S. Embassy(ies) overseas to develop plans for project implementation, select project participants, conduct outreach, and include representatives of the embassy(ies) and/or consulate(s) in program activities.

Acknowledging ECA's Financial Support: An acknowledgment to follow guidance in the Proposal Submission Instructions (PSI) entitled "Acknowledgment of ECA's Financial Support and Use of the Department Seal." Proposals should also indicate agreement to use the "Professional Fellows Program" logo in all relevant program materials, applications, websites, and other related materials.

A.5c. Supporting materials. The items below should be included as attachments. Please label each attachment in a clear and concise manner (i.e. Program Management Plan; Letters of Support, etc.).

Project Management Plan: A simple project management plan for the life of the project that lists, in table format, proposed outputs (major events or tasks performed by the grantee organization or partners), dates and the person or group responsible.

Resumes: Resumes of principal staff of all partner organizations involved in the implementation of the project should be included, limited to not more than two pages in length.

Letters of Commitment and/or Letters of Support: Letters of commitment or support from potential partner organizations/partner institutions that demonstrate a capacity to arrange and conduct U.S. and overseas activities should also be included.

Project Materials: Materials that help demonstrate project design and implementation should be included. These could include:

1. Sample calendar outline
2. Sample program agenda including PDO, orientation, end of program workshops, and debriefs.
3. Draft application, recruitment, selection materials
4. Evaluation plan including a sample evaluation and survey instruments
5. List of potential in-country partners
6. Project management plan
7. Sample social media plan
7. Draft promotional and branding materials

Unsolicited Documents: Attachments that do not directly address the proposed project (i.e., organization brochures, pamphlets, unsolicited reports) are strongly discouraged.

A.6. Key Administrative Elements

Visas for Entry into the United States and Foreign Countries

To procure U.S. visas for the foreign fellows, the award recipients will work with ECA and the Public Affairs Section of the respective U.S. Embassy. Award recipients will need to collect and submit to ECA all required biographical information on the foreign fellows that is necessary to complete the DS-2019 form required for their J-1 visas. To procure foreign visas for the American fellows, if necessary, the award recipients will work directly with the respective foreign embassy in the United States.

International Air Travel

Award recipients must comply with all federal regulations regarding the use of U.S. government funds including the Fly America Act. These regulations apply to both U.S. and foreign travelers.

A.7. Proposals should include the following items under the section headings in the GrantSolutions Application Checklist:

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-construction Programs”
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 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.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

B. Federal Award Information

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

Fiscal Year Funds: FY 2018

Approximate Total Funding: \$2,000,000, pending the availability of FY 2018 funds.

Approximate Number of Awards: 1

Approximate Average Award: \$2,000,000, pending the availability of FY 2018 funds.

Floor of Award Range: None.

Ceiling of Award Range: \$2,000,000, pending the availability of FY 2018 funds.

Anticipated Award Date: September 1, 2018, pending the availability of FY 2018 funds.

Anticipated Project Completion Date: December 31, 2019

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again.

C. Eligibility Information

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

C.2. Cost Sharing or Matching Funds. There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions

must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements

a.) Bureau grant guidelines require that organizations with less than four years' experience in conducting international exchanges be limited to \$130,000 in Bureau funding. Because ECA anticipates that the approximate average award will be \$2,000,000, organizations with less than four years' experience in conducting international exchanges are ineligible to apply under this competition.

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, phone: (202) 632-6083, fax: (202) 632-9355, email: 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 Instructions (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

On all other inquiries and correspondence, please refer to the Funding Opportunity Number and contact Sheila Shamber at (202) 632-9372 or ShamberST@state.gov.

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

D.3a. Unique Entity Identifier: 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. 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. It contains the mandatory Proposal Submission Instructions (PSI) 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 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 will render applicants ineligible to receive funding.

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 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. 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 the proposal to be declared technically ineligible.

D.3g. GrantSolutions: 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 Washington, DC time, 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 its 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
ECA/EC/D/PS, SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

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 represent 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. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Proposals should provide a clearly articulated plan for incorporating diversity into all aspects of the program and not simply express general support for the concept of diversity. Please refer to the review criteria under the 'Support for 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 proposal submissions.

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 are linked to the goals of the program described in this NOFO.

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

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

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

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

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

interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

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

D.3k. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our [International Exchange Alumni](#) space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

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

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

D.3o. Allowable costs. Allowable costs for the project include the following:

D.3o.1. Travel. International and domestic airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act. There is no charge for J-1 visas for participants in Bureau-sponsored projects.

D.3o.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/portal/category/21287>. 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/web920/per_diem.asp

D.3o.3. Book and Cultural Allowances. Participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed up to \$150 for expenses when they escort participants to cultural events. U.S. project staff, trainers or participants are not eligible to receive these benefits.

D.3o.4. Consultants. Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day per session. Organizations are encouraged to cost-share rates that would exceed that figure. Subcontracting organizations may also be employed, in which case the written agreement between the prospective grantee and sub-grantee should be included in the proposal. Such subawards should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.

D.3o.5. Room Rental. The rental of meeting space should not exceed \$250 per day per activity. Any rates that exceed this amount should be cost shared.

D.3o.6. Materials. Proposals may contain costs to purchase, develop and translate materials for fellows. Costs for high quality translation of materials should be anticipated and included in the budget.

D.3o.7. Supplies. Applicants may propose to use award funds to purchase supplies, such as computers and printers; supply costs should be justified in the budget narrative. Costs for furniture are not allowed.

D.3o.8. Working Meal. One working meal may be provided during U.S.-based and foreign-based components. Per capita costs for working meals may not exceed \$45/person, excluding room rental and other overhead charges. The number of invited guests may not exceed fellows by more than a factor of two-to-one.

D.3o.9. Return Travel Allowance. A return travel allowance of \$70 for each foreign fellow may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

D.3o.10. Debriefing sessions. Costs related to providing fellows a debriefing session may include per diem, hotel accommodations, material development, and other related expenses.

D.3o.11. Health and Travel Insurance. The award recipient will be responsible for working with ECA to ensure that both foreign and American fellows are enrolled in the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE). The premium is paid by ECA and should not be included in the proposal budget. Applicants may include costs for travel insurance for both foreign and American fellows in the budget.

D.3o.12. Wire Transfer Fees. When necessary, applicants may include costs to transfer funds to foreign-based partner organizations. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

D.3o.13. In-Country Travel Costs for Visa Processing Purposes. Visas for foreign fellows are provided by DOS and should not be included in the budget. Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with procuring visas, including travel for interviews, delivering or picking up passports, etc.

D.3o.14. Administrative Costs. Costs necessary for the effective administration of the project may include salaries for employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. Proposals should show strong administrative cost sharing contributions from the applicant, the in-country partner and other sources. Award recipient staff travel should NOT be included in the exchange participant numbers.

D. 3o.15. Reasonable Accommodations. Organizations should budget for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up to 5-7% of the total requested ECA award funds for this purpose.

D.3o.16. Post-fellowship engagement and Alumni Activities. Reasonable costs related to post-fellowship engagement and alumni activities may be included. The proposal must include an outline of any proposed post-fellowship engagement and alumni activities. Proposals should also demonstrate how the recipient organization will creatively utilize technology and online networking sites to enhance and amplify alumni programming.

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

Application Deadline Date: January 16, 2018

Method of Submission:

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

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 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.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 Public Affairs Sections 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:** Proposals should exhibit originality, substance, precision, direct linkage to the goals of the Professional Fellows On-Demand Program, and relevance to the Bureau's mission. Proposals should demonstrate ability to develop realistic and achievable programming that fits within the budgetary and time parameters set forth in the NOFO. Proposals should clearly demonstrate how project objectives and key project elements will be achieved through programmatic activities.
- 2. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity and describe how that policy will be integrated into all aspects of the program including but not limited to selection of fellows, fellowship placements, program materials, training methodology, etc. Applicants should demonstrate readiness to accommodate fellows with physical disabilities. Applicants should refer to the Bureau's "Diversity, Freedom and Democracy Guidelines" in the PSI.
- 3. Institutional Capacity and Track Record:** Proposals should include (1) the institution's mission and date of establishment; (2) information about potential partners including a clear delineation of roles and responsibilities; (3) an outline of prior awards, U.S. government and/or private support received, for programs of a similar nature; and (4) descriptions and resumes of key staff who will implement the program. The proposal should reflect the institution's expertise in conducting exchanges in a range of subject areas and an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 4. 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. Proposals should include draft evaluation instruments, such as surveys and questionnaires, plus a description of a methodology that will be used to link outcomes to original project objectives.
- 5. Cost Effectiveness and Cost Sharing:** The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

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 mailed to the recipient's responsible officer identified in the application.

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

F.1b. The following additional requirements apply to this project:

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

Note: To assure that planning for the inclusion of Iran complies with requirements, please contact (Sheila Shamber (Program Officer) at 202-632-9372 or ShamberST@state.gov.) for additional information.

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

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Sheila Shamber at 202-632-9372 or ShamberST@state.gov for additional information.

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

(Revised August 2014)

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 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 website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.
<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 *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://www.dpm.psc.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.

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 information.

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

F.4. Additional Program Data Requirements:

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

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place, including Final Program Schedules for in-country and U.S. exchange components.

G. Agency Contacts

For questions about this announcement, contact: Sheila Shamber U.S. Department of State, Office of Citizen Exchanges, Professional Fellows Division, SA-5. 3rd Floor, 2200 C Street, NW, Washington, DC 20037, phone: (202) 632-9372, fax: (202) 632-9355, email: ShamberST@state.gov

All correspondence with the Bureau concerning this NOFO should reference the title and the Funding Opportunity Number located 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.

Alyson Grunder
Deputy Assistant Secretary for Policy
Bureau of Educational and Cultural Affairs
Department of State

November 9, 2017