

**U.S. Department of State**  
**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity**  
**(NOFO): FY 2019 International Sports Programming Initiative**  
**Announcement Type: New Cooperative Agreement**  
**Funding Opportunity Number: SFOP0005508**  
**Catalog of Federal Domestic Assistance Number: 19.415**  
**Key Dates/Application Deadline: February 22, 2019**

**Program Description/Executive Summary:** The Office of Citizen Exchanges, Sports Diplomacy Division, of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition for the FY 2019 International Sports Programming Initiative (ISPI). 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 manage sports exchange projects designed to reach underserved youth and/or their coaches/sports administrators who manage youth sports programs. These exchanges between the United States and select countries will be reciprocal exchanges that employ sports to address the Sport and Social Change theme outlined below. The International Sports Programming Initiative uses sports to help underserved youth around the world develop important leadership skills, achieve academic success, promote tolerance and respect for diversity, and positively contribute to their home and host communities. Sports Diplomacy programs are an important tool for advancing U.S. foreign policy goals through interaction with hard-to-reach groups such as at-risk youth, women, minorities, people with disabilities, and non-English speakers. The focus of all programs must be on both male and female youth and/or their coaches/sports administrators. Programs designed to train elite athletes or coaches are ineligible under C.3. Other Eligibility Requirements below.

ECA intends to issue approximately three Cooperative Agreements, for an estimated total of \$2,100,000, pending the availability of FY2019 funds, to U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) for the implementation and oversight of the exchange programs for each of the eligible region groups, as outlined in A.3. Eligible Regions /Countries as listed below. Applicant organizations may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process. 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 and opens new avenues of dialogue and collaboration between individuals and nations. In support of U.S. foreign policy objectives, ECA's sports diplomacy programs create people-to-people and institutional linkages through sport. ECA's [Functional Bureau Strategy \(2018-2022\)](#) details how programs, including sports diplomacy exchanges, advance the [National Security Strategy](#). Two key goals that these programs will address from the Functional Bureau Strategy is to Advance American foreign policy objectives through flexible, responsive exchange programs and to Increase Americans' global competitiveness. The Office of Citizen Exchanges welcomes proposals that directly respond to the Sport for Social Change theme outlined below.

Applicant organizations are invited to submit one application to administer one Cooperative Agreement which consists of at least five two-way exchange programs (five groups of foreign participants traveling to the United States, and five groups of American participants traveling overseas), each lasting a minimum of two-weeks (inclusive of travel), under the Sport for Social Change theme, as listed in Section A.2. Eligible Theme. Each of the approximately three cooperative agreements will support approximately 60 foreign youth, sports administrators, emerging leaders in the sports sector, and/or coaches from one of the three regions (Europe and Eurasia – EUR, Sub-Saharan Africa – AF, or Western Hemisphere – WHA) and support approximately 60 American youth, sports administrators, emerging leaders in the sports sector, and/or coaches from all across the United States. Overall, the foreign participants can come from a designated country or multiple countries from the same regional group. Final country selections will be determined after the award has been issued in consultation with the ECA Program Officer and the Department's Regional Bureaus. See A.3 Eligible Regions /Countries and C.3. Other Eligibility Requirements in the NOFO for additional information.

The award recipient organization may conduct up to two of the five two-way exchange programs. The award recipient organization must also oversee and monitor at least three additional subaward recipient organizations to conduct the remaining two-way exchange programs. Each of the two-way exchange programs are required to last approximately two-weeks in duration, inclusive of travel, but can last longer, if possible. Through the cooperative agreement, the award recipient organization will be responsible for the management and oversight of the five two-way exchange programs and for the oversight of the subaward recipient organizations that implement the programs. To ensure a diverse set of subaward recipients, award recipient organizations must solicit proposals from other U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) that can provide subject

matter expertise related to the programs proposed and implement the two-way exchange programs. The proposal should include a detailed plan to solicit subaward recipients' proposals as well as the types of organizations and/or institutions the applicant intends to recruit. The applicant organization may indicate specific organizations and/or institutions that it intends to work with in its proposal; however, the final selection of the subaward organizations will be determined through a subaward competition in consultation with the ECA Program Officer and the warranted Grants Officer after the award has been issued. Letters of support and/or letters of commitment are not required during the application phase as the selection of the subaward organizations will be determined after the award has been issued. The ECA Program Officer and the warranted Grants Officer retain the right to review all subaward recipients' proposals and to accept or refuse subaward recipients recommended by the award recipient.

All proposals under the Sports for Social Change theme should clearly indicate the region and timeline for the two-way exchange programs, and should demonstrate thematic expertise, as well as any country/regional expertise, if applicable.

**Please see the Project Objectives, Goals, and Implementation (POGI) document for more information.**

#### **A.2. Eligible Theme:**

**Sport for Social Change:** Sports-based people-to-people exchanges build and promote values of inclusion and open opportunities for people to contribute fully to society, and create opportunities to establish the trust needed to build a more stable, secure, and prosperous world. Exchanges funded under the Sport for Social Change theme will focus on a broad range of audiences and address critical social issues overseas and within the United States, including effective ways that sport can play a role in promoting more stable and inclusive communities.

Project goals include:

- Demonstrate how organized sports, through the principles of leadership, responsibility, teamwork, healthy living, and self-discipline, can encourage youth to stay in school, prevent substance abuse and violence, and mitigate extremist voices.
- Demonstrate the use of sport as a tool to promote tolerance and understanding through organized activities that appeal to youth and youth influencers and that focus on conflict prevention/resolution.
- Demonstrate how sports can improve the quality of life for persons with disabilities by providing affordable, inclusive sports experiences that build self-esteem and confidence, enhance active participation in community life, and make a significant contribution to the physical and psychological health of people with disabilities.
- Enable local youth sports organizations in the United States and their counterparts overseas to share best practices, emphasizing the importance of grassroots

community-based sports programs in a community's development and sustainability.

- Share local community-based practices globally while learning from counterparts in another community outside of the United States.
- Emphasize the responsibility of the broader community to support healthy behaviors and teach young people how to prevent and manage non-communicable diseases through sports programs.

Proposals should clearly outline how proposed exchange programs will benefit participants and communities both overseas and in the United States.

Proposals that address themes outside of the Sport for Social Change theme listed in the NOFO will be deemed technically ineligible under C.3. Other Eligibility Requirements.

**A.3. Eligible Regions/Countries:** ECA anticipates that participants will be drawn from the following regions and countries:

- **Europe and Eurasia:** (possible countries include: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Macedonia, Montenegro, Serbia, Turkey, and Ukraine)
- **Sub-Saharan Africa:** (possible countries include: Angola, Benin, Botswana, Cameroon, Cape Verde, Djibouti, Democratic Republic of the Congo, Madagascar, Mozambique, Rwanda, South Africa, Tanzania, Uganda, Zambia, and Zimbabwe)
- **Western Hemisphere:** (possible countries include: Argentina, Bolivia, Chile, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Nicaragua, Panama, Paraguay, Suriname, Trinidad and Tobago, and Uruguay)

Applicant organizations should propose specific countries within the region with the understanding that ECA reserves the right to amend or modify the list of participating regions and countries should conditions change in the listed countries or if other countries are identified as U.S. foreign policy priorities. Individual two-way exchange programs can be single-country or multi-country and may only include participants from within that region. Final country selection will be confirmed after the award has been issued in consultation with the ECA Program Officer and the Department's Regional Bureaus and Public Affairs Sections at U.S. Embassies abroad.

Proposals that include or target countries and regions that are not listed as eligible in the NOFO, or that address more than one region, will be deemed technically ineligible under C.3. Other Eligibility Requirements.

**A.4. Audience:** The intended audiences are non-elite youth (approximately 15 years old and above) and coaches and/or administrators (approximately 23 years old and above).

Participants will include women, minorities, people with disabilities, and non-English speakers. The program will work with coaches/sports administrators, emerging leaders in the sports sector, and non-governmental organizations in communities in the countries/regions specified to reach these intended audiences.

**A.5. Participant Selection:** Proposals must clearly describe the types of persons that will participate in the program, as well as the participant recruitment and selection processes. It is a priority of the Bureau to include female participants in all of its programs. In the selection of foreign participants, the Bureau would like the U.S. Embassies and/or U.S. Consulates (when possible) to be involved in the recruitment and selection processes and the proposal should state how the applicant organization intends to accomplish this. The Bureau and U.S. Embassies and/or U.S. Consulates retain the right to review all participant nominations and to accept or refuse participants recommended by the award recipient. Priority for foreign participants will be given to those who have not previously traveled to the United States. The applicant is responsible for providing professional interpretation as needed for each exchange. In the selection of American participants, the ECA program office should be involved in the final selection process and the proposal should state how the applicant organization intends to accomplish this. When participants are selected, the award recipient must provide to the ECA program office participant names and biographical data, including a brief biography.

**A.6. Program Administration:** ECA is seeking detailed proposals from U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) and based on the eligibility requirements outlined under Section C below. After an award has been issued, award recipient organizations will be required to ensure that all subaward arrangements include clearly outlined duties and responsibilities of the subaward recipient(s), ideally in the form of subaward proposals that include detailed line-item budgets.

Applicants must designate/identify in their proposal narrative and accompanying budget, a project director to oversee all of the programs, coordinate logistical and administrative arrangements, ensure an appropriate level of continuity between the award recipient and the subaward recipient(s) and serve as ECA's primary point of contact. In addition, project directors or coordinators must be designated at each subaward recipient organization, once those organizations have been determined in consultation with the ECA Program Officer and the warranted Grants Officer and after the award has been issued, to help facilitate the supervision of the program participants, budgetary, logistical, reporting, and other administrative arrangements.

ECA also reserves the right to reduce, revise, or increase proposal budgets and participant numbers based on program needs and the availability of U.S. government funding.

**A.7. Organizational Capacity:** Applicant organizations must demonstrate their capacity for conducting international exchanges, focusing on three areas of competency:

(1) provision of projects that address the purpose and theme outlined in this document; (2) age-appropriate programming for youth and/or coaches and sports administrators; and (3) previous experience working on programs in the identified region groups/countries. Award recipients will be required to identify, with the help of subaward recipient organizations and the U.S. Department of State, a local in-country partner organization that will help facilitate the in-country aspects of the program. The roles and responsibilities of the proposed in-country partners will need to be delineated as part of the overall terms and conditions of the cooperative agreements.

Competitive proposals for the International Sports Programming Initiative should include the following:

- Organizations that have never been ECA award recipients or have not received a grant or cooperative agreement from ECA in the last three years must submit the following attachments to the application: (a) a copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation;
- A detailed description of the recruitment and selection process for the foreign and American participants;
- A detailed description of U.S.-based activities, including workshops, seminars and/or other activities conducted by the Americans for the foreign participants;
- A detailed description of overseas activities, including workshops, seminars and/or other activities conducted by the Americans and the role of returned foreign participants in each of these proposed activities;
- A detailed description of the planned activities for each group (American and foreign) that will take place over the approximately two-week exchange (inclusive of travel);
- A proposed timeline detailing all planned activities and how each activity supports the program goals and objectives;
- A detailed plan to solicit subaward recipients' proposals, through their own network and through the help of the ECA program office, as well as the types of organizations and/or institutions the applicant intends to recruit. The applicant organization may indicate specific organizations and/or institutions that they intend to work with in their proposal; however, the final selection of the subaward organizations will be determined through a subaward competition in consultation with the ECA Program Officer and the warranted Grants Officer after the award has been issued. Letters of support and/or letters of commitment are not required during this phase as the selection of the subaward organizations will be determined after the award has been issued. The ECA Program Officer and the warranted Grants Officer retain the right to review all subaward recipients' proposals and to accept or refuse subaward recipients recommended by the award recipient;
- Resumes of experienced staff who have demonstrated a commitment to implement and monitor international exchange projects and ensure outcomes;

- A comprehensive plan to evaluate how the program's outcomes will achieve the specific objectives described in the proposal narrative that includes a data collection strategy to demonstrate the program's effectiveness both in the United States and overseas;
- A detailed post-award activity plan that demonstrates how the participants will remain in contact after the Bureau-funded project has concluded and how the activities will enhance program sustainability;
- A detailed line-item budget and detailed budget narrative that fully explains the costs associated with the program;
- A detailed plan to enroll all participants (Foreign and American) in the Bureau of Education and Cultural Affairs' International Exchange Alumni website <https://alumni.state.gov>;
- If small grants will be utilized, a detailed plan that demonstrates how the small grants are dispersed and how this element will enhance the program's goals and objectives;
- Unsolicited Documents: Attachments that do not directly address the proposed project (i.e., organization brochures, pamphlets, unsolicited reports) are strongly discouraged.

**A.8. U.S. Embassy Involvement:** It is important that the proposal narrative clearly state the applicant's commitment to consult closely with the Public Affairs Section of the U.S. Embassy and/or U.S. Consulate in the relevant country/countries and region to develop plans for project implementation, to select project participants, and to publicize the program through the media. Proposals should state how the applicant organization intends to include the U.S. Embassy and/or U.S. Consulate in the final selection of all participants once the final country selection has been confirmed.

**A.9. Media:** Proposals should include specific strategies for publicizing the project, both in the United States and overseas, as applicable. Sample materials can be included in the appendix. In any contact with the media (print, television, web, etc.) award recipients must acknowledge funding from the Bureau of Educational and Cultural Affairs of the U.S. Department of State for the program. Before information is released to the media, the ECA Program Officer must approve the document. All award recipients are required to submit photos, highlights, and/or media clips for posting on the ECA website: <http://exchanges.state.gov/sports/>. Please refer to D.3l. Communications Guidance for ECA Grant Recipients for further information.

**Please note:** In a Cooperative Agreement, ECA's Sports Diplomacy Division (ECA/PE/C/SU) is substantially involved in program activities above and beyond routine monitoring. The division may request that the recipient make modifications to the program plan and/or exchange components of the program. The recipient will be required to obtain approval of significant program changes in advance of their implementation. These activities and the roles and responsibilities of the Department and the award recipient organization are outlined in the attached POGI.

**B. Federal Award Information:**

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

**Fiscal Year Funds:** FY 2019

**Approximate Total Funding:** \$2,100,000, pending the availability of FY 2019 funds. Each Cooperative Agreement is funded up to \$700,000, pending the availability of FY 2019 funds.

**Approximate Number of Awards:** Three

**Approximate Average Award:** \$700,000, pending the availability of FY 2019 funds.

**Floor of Award Range:** None

**Ceiling of Award Range:** \$700,000, pending the availability of FY 2019 funds.

**Anticipated Award Date:** September 15, 2019, pending the availability of FY 2019 funds.

**Anticipated Project Completion Date:** September 30, 2022.

**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.

The Office of Citizen Exchanges strongly encourages applicant organizations to plan enough time after project activities are completed to measure project outcomes. Please refer to the Program Monitoring and Evaluation section, item D.3.j. below, for further guidance on evaluation.

**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). **However, please see C.3. Other Eligibility Requirements below.**

**C.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage 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, 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.) Experience in Conducting International Exchanges:** 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 multiple awards in the amount of \$700,000 per cooperative agreement to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

**b.) Technical Eligibility:** It is imperative that all proposals follow the requirements outlined in the Proposal Submission Instructions (PSI) technical format and instructions document. Additionally, all proposals must comply with the following or they will result in your proposal being declared technically ineligible and will not receive further consideration in the review process:

- Eligible applicants may not submit more than one (1) proposal for 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.
- Proposals that include or target countries and regions that are not listed as eligible in the NOFO, or that address more than one region, or address themes outside of the Sport for Social Change theme listed in the NOFO, will be deemed technically ineligible.
- 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; this is in addition to the required SF-424, 424A, and 424-B Forms and SF-LLL form, if applicable). Failure to submit all required elements will cause your proposal to be declared technically ineligible.
- The Office of Citizen Exchanges does not support proposals limited to conferences or seminars (i.e., one- to fourteen- day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only when they are a small part of a larger project that is receiving Bureau funding from this competition. No funding is available exclusively to send U.S. citizens to conferences or conference type seminars overseas; nor is funding available to support the attendance of foreign nationals at conferences or at routine professional association meetings in the United States.
- The Bureau of Educational and Cultural Affairs does not fund programs that involve building structures of any kind, including playing fields, recreation centers, or stadiums.
- The pursuit of academic degrees from U.S. institutions is not an acceptable focus of this program. Proposals that have only an academic focus will be deemed technically ineligible and will receive no further consideration in the review process.
- Programs designed to train elite athletes or coaches are ineligible.

- 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. 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:**

In the event an applicant cannot obtain an electronic application package from Grants.gov, please contact Ryan Murphy, U.S. Department of State, Bureau of Educational and Cultural Affairs, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-6058, [MurphyRM@state.gov](mailto:MurphyRM@state.gov) to request a Solicitation Package. Please refer to the title of this NOFO when making your request.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

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

Please specify Program Officer Ryan Murphy 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>.

Please read all information before downloading.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3q. "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. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) 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 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 your proposal to be declared technically ineligible.

**D.3g. Required Registration with SAMS Domestic:** All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

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

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov) and copy the program officer associated with the solicitation.

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

**D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

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

compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

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

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

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

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-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. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

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

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

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.

3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

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

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

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

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

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



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

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

**D.3o. Allowable Costs:** Allowable costs for the program include the following:

**1. Travel.** International and domestic airfare; 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 programs.

**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. Interpreters:** ECA requires applicants to hire locally based (if and when possible) professional interpreters. One interpreter is typically needed for every six participants who require interpretation. When an applicant is required to use interpreters (for groups of non-English speaking participants), the following expenses should be included in the budget: Published Federal per diem rates (both "lodging" and "M&IE") and transportation costs per interpreter. Bureau funds cannot support interpreters who accompany delegations from their home country or travel internationally.

**4. Book and Cultural Allowances:** Foreign 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. program staff, trainers or participants are not eligible to receive these benefits.

**5. 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.

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

**7. Materials:** Proposals may contain costs to purchase, develop and translate materials for participants. Costs for high quality translation of materials should be anticipated and included in the budget. Award recipient organizations should expect to submit a copy of all program materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

**8. Equipment:** Applicants may propose to use award funds to purchase equipment, such as computers and printers; these costs should be justified in the budget narrative. Costs for furniture are not allowed.

**9. 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.

**10. Return Travel Allowance:** A return travel allowance of \$70 for each foreign participant may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

**11. Health Insurance:** 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 insurance policy and must include the cost of the insurance 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. Wire Transfer Fees:** When necessary, applicants may include costs to transfer funds to partner organizations overseas. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

**13. In-country Travel Costs for visa processing purposes:** Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with visa interviews or DS-2019 pick-up.

**14. 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 grant funds will be more competitive under the cost effectiveness and cost-sharing review criterion, per item E.1 Review Criteria below.

**15. Reasonable Accommodations:** Organizations should budget for the reasonable accommodations of individuals with disabilities. Proposals may allocate up to 5 - 7% of the total requested ECA award funds for this purpose, and reflect plans to make the necessary program modifications or participant numbers should these funds be used for reasonable accommodations.

**D.3p.** Applicants will be required to participate in a one to two-day grant orientation in Washington, D.C., facilitated by the program office. Organizations outside the Washington, D.C. metropolitan area are invited to send two representatives to Washington, D.C. and should include costs for the program orientation (travel, local transportation, lodging, per diem) in the budget. The exact date of the orientation is to be determined but will be scheduled as early in the cooperative agreement period as possible. The purpose of the orientation is to provide award recipients information about

working with the Sports Diplomacy Division, working with the ECA Grants Division, communicating with the Public Affairs Section of U.S. Embassies, as well as the relation between public diplomacy and U.S. foreign policy. While ECA strongly encourages all award recipients to make every effort to attend, any organization unable to send a representative in person can be included via teleconference.

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

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

Application Deadline Date: **Friday, February 22, 2019**

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.3r. 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. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with

Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

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

**D.3s. 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 U.S. 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 stated clearly and should reflect the applicant's expertise in the subject area and region group. Objectives should respond to the topics in this announcement and should relate to the current conditions in the target country/countries. A detailed agenda and relevant work plan should explain how objectives will be achieved and should include a timetable for completion of major tasks. The substance of workshops, internships, seminars and/or consulting should be described in detail. Sample training schedules should be outlined. Responsibilities of proposed in-country partners should be clearly described. A discussion of how the applicant intends to address language issues should be included, if needed.

**2. Institutional Capacity:** Proposals must include: 1) the institution's mission and date of establishment; 2) detailed information about proposed in-country partner(s), their roles and responsibilities, and the history of the partnership; 3) an outline of prior awards — U.S. government and/or private support received for the target theme/country/region; and 4) descriptions (Bios and CV's) of experienced staff members who will implement the

program. The proposal should reflect the institution's expertise in the subject area and knowledge of the conditions in the target country/countries. Proposals should demonstrate 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. The Bureau 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 in-country partners, where applicable.

**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. Proposals whose administrative costs do not exceed twenty-five (25) percent of the total funds requested from the Bureau will be deemed more competitive under this criterion. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

**4. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the PSI and to section D.3i. Diversity, Democracy and Freedom Guidelines in the NOFO for additional information.

**5. Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events. Funds for all post-cooperative agreement 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. Please refer to the POGI for additional information on follow-on activities.

**6. Program Monitoring and Evaluation:** Proposals should include a detailed plan to monitor and evaluate the program, both as the grant activities unfold and at the end of the program. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicant organizations would measure these results, and proposals must include draft data collection instruments (surveys, questionnaires, etc.). See section D.3j. Program Monitoring and Evaluation above for more information on the components of a competitive evaluation plan. Successful applicants 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 grantee institutions 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 ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from ECA's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

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

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

- 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 and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at:

<http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](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 [USA Spending.gov](http://USA Spending.gov) website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 4.) The final program report is a detailed account of all program activity throughout the duration of the grant, plus a detailed summary of the program monitoring and evaluation conducted throughout the duration of the grant. The organization is required to include summary data from the program monitoring and evaluation, as well as sample survey results (quantitative and qualitative) in the final report.

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.

**F.4. Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

**G. Agency Contacts**

For questions about this announcement, contact: Ryan Murphy, U.S. Department of State, Bureau of Educational and Cultural Affairs, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-6058, [MurphyRM@state.gov](mailto:MurphyRM@state.gov).

All correspondence with ECA 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, ECA 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

December 14, 2018