Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO): FY 2020 Community Engagement Exchange Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0006676
Catalog of Federal Domestic Assistance Number: 19.415
Key Date/Application Deadline: June 8, 2020

Executive Summary: The Office of Citizen Exchanges in the Bureau of Educational and Cultural Affairs invites proposal submissions for the FY 2020 Community Engagement Exchange Program (CEE) in Africa, East Asia and the Pacific, Europe and Eurasia, the Middle East and North Africa, South and Central Asia, and the Western Hemisphere. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to conduct this international civic leadership exchange program. The Community Engagement Exchange Program is a bold new global initiative to support approximately 120 passionate emerging community leaders, ages 20-27, from over 100 countries around the world working at the nexus of public, private, and non-profit sectors to address public concerns and improve the quality of community. CEE participants will undertake a two- to three-month U.S.-based civil society exchange program with placements in public institutions, government offices, social incubators, businesses, or non-profit organizations, working with professional counterparts and seasoned civil society and community leaders on pre-defined substantive issues of mutual interest. The program will include a professional practicum, robust leadership training, service-learning, and opportunities to transform ideas into actionable community projects in participants' countries. The program will also support overseas travel for approximately 40 American participants from U.S. host organizations and approximately 30 global leadership professionals, including alumni of U.S. government programs, to work with CEE participants on community engagement projects of mutual interest in the United States and overseas. The Community Engagement Exchange Program is intended to promote a global civil society eco-system by building a network of young emerging civil society and community leaders in the United States and around the world through international exchanges, civic leadership education, innovative community initiatives, and civil society projects that maximize the program's reach and amplify impact.

Applicants 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.

Shifting demographics together with changes in technology, economic structures, and democratic norms are rapidly reshaping the global landscape. Economic, environmental, social, and political trends are putting unprecedented strain on conventional systems, eroding civil society, and challenging human rights. Bold steps and creative thinking are required to rebuild trust in public institutions and political systems, foster collaborative action, advance civic engagement, ensure civil liberties, and address issues of public concern. These new and evolving global challenges require a renewed investment in future leaders willing and able to harness the power of networks, relationships, and information to develop multifaceted and innovative approaches to building healthy and engaged communities. The CEE Program is a multi-layered exchange established to ensure that the next generation of democratically inclined leaders possess the knowledge, skills, experiences, and values required to work across sectors to support engaged and inclusive communities. The CEE Program expands the generational, geographic, and thematic reach of other U.S. government leadership and civil society programs by supporting the development a global civil society eco-system and robust network of emerging civil society leaders with the skills and expertise necessary to help build security, prosperity, and peace around the world.

The CEE Program supports American and global change makers working to address the most critical issues of the 21st Century by drawing on best practices in leadership, community development, and civil discourse from around the world. The program will support approximately 120 emerging community leaders, ages 20-27, from approximately 100 countries who are starting careers in the civil society sector, to spend two- to three-months in the United States in an immersive civil society exchange that includes a professional practicum and provides opportunities to cultivate leadership skills, develop actionable projects, establish career goals that support engaged and inclusive communities, and builds capacity for civil society.

Through a U.S.-based exchange complemented by leadership coaching and professional development, service-learning opportunities, community mentoring, and civic education, the CEE Program provides opportunities for eligible individuals to experience U.S. best practices in supporting healthy inclusive communities, learn effective models of civil discourse and community engagement, and develop concrete strategies to build community cohesion and address issues of public concern. The CEE Program also enables U.S. organizations to build capacity, strengthen domestic programs, and more effectively engage local communities.

As a global tool to support engaged and inclusive communities, the Community Engagement Exchange Program seeks to:

1) prepare the next generation of decision makers, thought leaders, and community activists, empowering participants to assume greater leadership roles in their institutions and communities and creating a pipeline of global leaders;

2) build capacity for civil society and civil society organizations by equipping participants with the knowledge, skills, experiences, and democratic principles necessary to be informed and active members of their communities;

3) strengthen participants' ability to lead collaboratively and ethically, while addressing issues of public concern; and,

4) develop a global network of diverse, multi-disciplinary civil society and community leaders that contribute to a global civil society eco-system and work together to develop multifaceted and innovative approaches to healthy and resilient communities.

ECA anticipates funding one project for approximately $5,000,000 from ECA's FY2020 base appropriations, to take place from approximately September 30, 2020 through December 31, 2022. It is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, pending the availability of funds and successful performance, before openly competing it again.

The CEE Program will address the following five broad themes, with a special emphasis on cultivating responsible and engaged digital citizens: 1.) Civic Dialogue and Peace Building; 2.) Open and Participatory Government; 3.) Women and Gender Issues; 4.) Resilience and Sustainable Development, and 5.) Youth Engagement. Eligible countries and guidance for each theme are provided in Section A.1f. of this solicitation.

Proposals should maximize the number of participants and the length of the U.S.-based program at the solicited funding level. Therefore, applicant organizations who engage public and private partners for programming support, and employ other creative techniques to increase or stretch funding dollars will be deemed more competitive than those that do not, as described under the "Cost Effectiveness and Cost-Sharing" review criterion listed in this solicitation.

A.1. Substantial Involvement:
In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. ECA anticipates working closely with the recipient organization to ensure that all aspects of the program model support the Community Engagement Exchange Program goals. These activities and the roles and responsibilities of

the Department and your organization are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) document.

A.1a. Participants

For the purposes of this program, "participants" or "CEE Fellows" are defined as non-U.S. citizens of eligible countries selected through a merit-based, global competition to travel to the United States to take part in an immersive professionally relevant practicum. Participants must be entry-level career professionals, ages 20-27, who have recently started, or have an interest in pursuing, a career in the civil society sector. Participants must have demonstrated leadership abilities and be engaged in civic projects, either in a professional or volunteer capacity, that advance the public good. CEE Fellows must possess the intercultural and English language skills necessary to benefit fully from the U.S.-based professional practicum and related leadership activities.

The CEE Program will also support approximately 40 American participants or "U.S. Fellows" traveling to the participating countries listed in the FY2020 CEE NOFO to support community development projects, build connections, cultivate opportunities for community engagement, and contribute to the development of a global civil society eco-system.

A.1b. U.S. Host Placements

While in the United States CEE Fellows should work with professional counterparts and seasoned civil society and community leaders on pre-defined issues of mutual interest. Practicum hosts should understand that CEE Fellows, while not experienced professionals, have passed through a rigorous selection process and are in the United States based on their potential to become future civil society and community leaders. For CEE Fellows to derive full benefit from the exchange program, hosts should provide substantive opportunities to engage with U.S. communities, participate in activities that foster real life civic dialogue, practically apply leadership lessons, transform ideas into action, and develop concrete strategies to implement projects or initiatives within their local communities. Hosting institutions and organizations should have expertise relevant to the participant's focus and be working on innovative community engagement projects. Preference should be given to interested host organizations that have identified potential collaborative projects or initiatives that align with CEE Fellows' interests and where hosting a CEE Fellow would also benefit U.S. communities. Proposals should address how technology will be utilized to support a global network of civil society and community leaders and support CEE Fellows' community engagement projects in their home communities in ways that amplify and expand impact.

A.1c. Partner Organizations

Proposals must identify the U.S.-based and any foreign-based organizations and individuals with whom the applicant is proposing to collaborate to implement the CEE Program and describe any previous cooperative activities. While having a presence in each eligible country is not required, applicants that demonstrate institutional capacity overseas and regional

expertise (whether through their own resources or through partnerships with other organizations or institutions) will be deemed more competitive under the "Institutional Capacity and Track Record" criterion. In addition, proposals must demonstrate capacity in the United States to secure effective and appropriate host placements for the participants. Proposals that include letters of commitment from possible U.S-based host organizations will be deemed more competitive under the "Institutional Capacity and Track Record" criterion listed in this solicitation.

A.1d. Project Activities

The CEE Program is a robust global leadership program for emerging civil society and community leaders that requires a highly tailored, nuanced approach to international programming, including but not limited to an inclusive recruitment and selection process designed to attract a diverse applicant pool, careful identitfication of two- to three-month immersive professional practicums, a robust online platform for program engagement, enhancement activities, as well as support for a global network and alumni programming both in the United States and overseas. The CEE Program will also support the development of innovative community initiatives, or innovation hubs, that 1) provide ongoing support to emerging civil society and community leaders; 2) create opportunities for program alumni to connect and share resources and best practices; 3) cultivate advanced professional and leadership skills; and 4) work collaboratively with other global professionals to build capacity and lead community-based efforts to address local challenges.

Strong program designs will ground and augment the practicum experience with enhancement activities that provide leadership development, civic education, service-learning opportunities, and community mentoring to support civil society and engaged communities. Please reference the corresponding FY 2020 CEE Project Objectives, Goals, and Implementation (POGI) document for additional details.

A.1e Projected Timeline.

ECA envisions the approximate dates of FY 2020 the Community Engagement Exchange Program to be as follows:
- *September – December 2020*: Recruitment and selection of foreign participants.
- *January – April 2021*: Recruitment of U.S. hosting institutions. Secure U.S.-based hosts and practicum sites.
- *Summer 2021*: CEE Fellows travel to the United States to attend an arrival orientation before departing for practicum sites.
- *Summer – Fall 2021*: CEE U.S.-based practicum.
- *Fall 2021*: CEE Fellows travel to Washington, D.C. for an end-of-program workshop before departing for their home countries.
- *Winter – Spring 2022*: Recruitment and selection of U.S. Fellows.
- *Spring – Fall 2022:* Travel for global leadership professionals. Implementation of follow-on community engagement projects, collaborative programming, and alumni activities including innovation hubs.

A.1f. Program Themes and Partner Countries.

Proposals for the CEE Program must embrace a global program design that incorporates all five thematic areas: 1.) Civic Dialogue and Peace Building; 2.) Open and Participatory Government; 3.) Women and Gender Issues; 4.) Resilience and Sustainable Development, and 5.) Youth Engagement. Proposals can include possible sub-themes or additional thematic areas of concentration provided they are well-grounded and have a strong justification for inclusion in the FY 2020 CEE Program. All five themes should explore the way that technology supports active, informed, and engaged digital citizens.

To the fullest extent possible, program participants should be recruited and selected from all of the countries listed below. No guarantee is made or implied that every country will have participants.

Note: The Bureau reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the program's needs and the availability of funds. In addition, the Bureau reserves the right to adjust and/or add eligible countries should conditions change in a country and/or if other countries are identified as viable alternatives and/or based on Department priorities. Eligible countries and thematic areas are as follows:

Participating CEE Countries:

Africa:
Angola, Botswana, Cameroon, Democratic Republic of Congo, Ethiopia, Ghana, Guinea, Kenya, Liberia, Malawi, Mali, Mozambique, Namibia, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, South Sudan, Sudan, Tanzania, Uganda, Zambia, and Zimbabwe

East Asia and the Pacific:
Brunei, Burma, Cambodia, Federated States of Micronesia, Fiji, Indonesia, Laos, Malaysia, Mongolia, Papua New Guinea, Philippines, Republic of the Marshall Islands, Singapore, Thailand, Timor-Leste, and Vietnam

Europe and Eurasia:
Albania, Armenia, Azerbaijan, Bosnia-Herzegovina, Bulgaria, the Czech Republic, Estonia, Georgia, Hungary, Kosovo, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovakia, Turkey, and Ukraine

Middle East and North Africa:
Algeria, Egypt, Iraq, Israel, Jordan, Lebanon, Libya, Morocco, Syria, Tunisia, and West Bank/Palestinian Territories

South and Central Asia:
Bangladesh, Bhutan, Kazakhstan, Kyrgyzstan, Maldives, Nepal, Pakistan, Sri

Western Hemisphere:
Bolivia, Brazil, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Jamaica,

Lanka, Tajikistan, Turkmenistan, and
Uzbekistan

Mexico, Nicaragua, Paraguay, Peru,
Trinidad and Tobago, and Uruguay

CEE Themes:

Civic Discourse and Peace Building:
This theme should explore models and strategies that support public discourse, civic membership and deliberative participation, and allow diverse communities to work together to achieve mutual goals. CEE Fellows working in this theme could also observe and develop creative strategies for peace building, inclusive public spaces, multi-cultural programming, anti-discrimination initiatives, and conflict resolution. Practicums could provide opportunities to observe, practice, and develop innovative approaches to dialogue and inclusion as a way to support human rights, prevent or heal from community-based violence, expand participation of minorities or marginalized populations, and provide alternatives to hate speech and destructive or radical messaging. Practicums should also explore how technology and social media can be utilized as tools for promoting dialogue, peace, inclusion, resolving conflicts, and preventing violence.

Open and Participatory Government:
This theme could explore programs, models, and/or institutions related to civic education, civic engagement, deliberative participation, open and transparent systems, community organizing and advocacy, civil liberties and human rights, participatory democracy, good governance, anti-corruption efforts, ethics, accountability, press freedom, and/or fair elections. Professional practicums may also explore the role technology and media play in supporting civil society, ensuring public accountability and transparency, and promoting human rights. Under this theme, the important role of public forums, network development, youth engagement, and volunteerism could also be addressed.

Women and Gender Issues:
The Women and Gender theme could focus on providing innovative and inclusive models to ensuring that women are supported, empowered, and included in all aspects of public life and a community's leadership, resources, and well-being. This includes women's education, economic empowerment, health, and access to leadership roles. Practicums may also focus on issues related to gender and gender equality, anti-discrimination policies and practices, and/or preventing domestic and gender-based violence. Special emphasis should be placed on developing the next generation of community leaders committed to inclusion and supporting the political, economic, and social empowerment of women, women's voices, and individuals marginalized because of their gender. This theme could also examine innovative ways technology is being utilized to empower women and elevate issues related to gender and gender equality.

Resilience and Sustainable Development:

The resilience and sustainable development theme could focus on how communities can be engaged to address issues related to water and resource management, building zero-waste communities, food access and security, health, sustainable community-based agriculture, and/or social entrepreneurship that leverages science and technology to address ecological and environmental issues. Practicums can also explore best practices for how communities work with public officials and policy makers to initiate inclusive change for their communities around low-carbon technologies, renewable energy, pollution reduction, and use of natural resources. Fellows may also explore how communities can support future leaders and resilient communities through environmental education, volunteerism, youth engagement, and technology use to inform and shift community narratives.

Youth Engagement:
The Youth Engagement theme could focus on empowering youth voices, building multi-generational connections, and providing community engagement and volunteer opportunities that help prepare the next generation of active informed citizens. Practicums could explore best practices and models for youth-led organizations, youth-led community transformation, civic education, civic technology entrepreneurship, value-based collaborative leadership and character development, community-based and non-profit journalism, and elevating voices in the community through social and new media. The youth engagement theme should give special attention to ways that youth-led or youth-focused programming creates a blueprint for positive and inclusive opportunities to engage the broader community.

B. Federal Award Information:
Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under Substantial Involvement in the POGI.
Fiscal Year Funds: FY 2020
Approximate Total Funding: $5,000,000
Approximate Number of Awards: One
Approximate Average Award: $5,000,000
Floor of Award Range: None
Ceiling of Award Range: $5,000,000
Anticipated Award Date: September 30, 2020
Anticipated Project Completion Date: December 31, 2022

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.

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

C.)   Eligibility Information:

C.1. Eligible applicants: U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3a and D.3c below).

C.2. Other Eligibility Requirements:

a.)   Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in Bureau funding. ECA anticipates making one cooperative agreement, in an amount (over $130,000) to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

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

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

d.)   Proposals that target only specific countries or fail to include all five thematic areas listed in this solicitation will be deemed technically ineligible.

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing 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 may be reduced in like proportion.

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 Linnéa E. Allison, U.S. Department of State, Office of Citizen Exchanges Professional Division (ECA/PE/C/PF) at (202) 632-6060 or allisonle@state.gov to request a solicitation package.

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

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

Please specify Program Name and the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2.   To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at https://eca.state.gov/organizational-funding or from the Grants.gov website at https://www.grants.gov.

D.2a.   Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3o. "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, budget, and budget narrative.

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 a current registration 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 is completed on any issued award. 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.3.d.   Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over $250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.3e.   Federal Funding Accountability and Transparency Act (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 award 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 program 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. 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.servicenowservices.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://afsitsm.servicenowservices.com/ilms/.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact 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.3g. 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 recipient organization 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.3h.   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.3i.   Program Performance Monitoring and Evaluation (M&E): A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as

established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for each award. The PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. These corresponding data collection questions help ensure that the data is being collected in a uniform way across the entire Bureau.

For this proposal and the resulting cooperative agreement(s)/grant(s), the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
    - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
        - *Indicator 1*: Percent of foreign participants with more favorable opinions of the United States Government
        - *Indicator 2*: Percent of foreign participants with more favorable opinions of the American people
        - *Indicator 3:* Percent of foreign participants indicating a change in understanding of United States culture and values
        - *Indicator 4*: Percent of participants agreeing with statements in support of democratic values
        - *Indicator 5*: Percent of participants indicating a change in understanding of a third country's culture and values
- Objective 2: Increase the impact that participants and alumni have on their communities/countries
    - *Indicator 1*: Percent of participants that volunteer or give back to their host communities
    - *Indicator 2*: Number of hours that participants spend to volunteer or give back to their host communities
        - Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
            - *Indicator 1*: Percent of participants who believe that they can have an impact on their community or country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
    - *Indicator 1*: Percent of participants who identify as a Department of State program alumni
    - *Indicator 2*: Percent of participants who report increasing their network of Americans
    - *Indicator 3:* Percent of participants who report increasing their network of third country stakeholders

- o Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing
  - ▪ *Indicator 1*: Percent of participants who learned of new resources for information gathering and sharing
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - ▪ *Indicator 1*: Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program
  - ▪ *Indicator 2*: Percent of participants reporting an increase in soft-skills as a result of ECA program participation
  - ▪ *Indicator 3*: Percent of participants who report an increase in technical skills as a result of ECA program participation
    - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange
      - ▪ *Indicator 1*: Number of participants
- Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-government organizations, and educational institutions in ECA programming
  - o Sub-Objective 5.3: Exchange participants support local economy during their visit
    - ▪ *Indicator*: Amount of U.S. dollars spent by foreign exchange participants during their exchange
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - ▪ *Indicator*: Dollar amount ($) spent on monitoring and evaluation activities

ECA recommends that applicants use the indicators listed in this section as the minimum requirement for measurement. Applicant-designed objectives and indicators that are specific to the proposed program and this proposal should be added as necessary to sufficiently measure the relevant proposed program outputs, outcomes, and impact over the course of the proposed period of performance

PMPs
Please see below for a sample PMP and accompanying instructions. While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:
- Programmatic objectives, which are statements of the condition(s) or state(s) the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: https://eca.state.gov/about-bureau) or other applicant-designed program-specific objectives.

For more information on SMART see the ECA Evaluation Division's website: https://eca.state.gov/impact/eca-evaluation-division/capacity-building. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.

- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
    - In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
    - ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.
    - Baseline data (whether collected specifically for the program at the beginning of the award or from a previously existing source) for each indicator shall be included where relevant, as well as the target number to be achieved for each indicator.

The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming. Award recipients are responsible for collecting indicator data on participant outcomes only during the period of performance of the exchange itself (see the PMP for guidelines as to when these data collection efforts should occur).

PROGRAM PERFORMANCE M&E NARRATIVE
ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to:
- An overview of resources available to the applicant that outline the applicant's team structure and responsibilities surrounding performance monitoring
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including: which platform will be used, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures
- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals

REPORTING REQUIREMENTS
The State Assistance Management System Domestic (SAMS-D) is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, any recipients of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM

will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

PERFORMANCE MONITORING PLAN

Applicant Name:	Example Organization
Fiscal Year and Program Title:	FY## Example Program
Funding Opportunity #:	SFOP000XXXX

Instructions: A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and impact over the course of the award's proposed period of performance. (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

    Completion: All components of the PMP are included.

    Inclusion of ECA Standard indicators: Includes the standardized ECA indicators pre-populated in the PMP template and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.

    Baselines and targets: Baselines and targets are included and realistic. If there is no baseline to report, there should be a plan for how to obtain or produce the value in the future.

If the applicant chooses to include any *applicant-designed objectives* and indicators, successful applicants will include the following elements:

    SMART Objectives and Indicators: Objectives and Indicators should follow SMART principles (https://eca.state.gov/files/bureau/a_good_start_with_smart.pdf).

Details of indicators: All basic information of the indicators (definition, data source and question, collection timeline and responsible entity) should be included. The definitions of the standardized ECA indicators should be used as examples of what to include and the format.

Depth of indicators: Outcomes should be used where possible to demonstrate if a program is meeting its objectives. While outputs are important to understand if a program achieved what it was meant to do, outcomes demonstrate the larger effect of the program.

Indicator Structure: Ensures that the indicator does not measure multiple things (participants AND host families), does not start with a direction ("Increase" is a result, "Number of" is an indicator), and should reports numeric data ("good test results" is not an indicator)

Redundancy: There should be a clear and distinct reason for each indicator, and the indicator should not overlap with ECA standard indicators. Each indicator should be clearly linked to either an ECA standard objective or a custom objective.

Consistency with ECA Indicators: Key terms are defined the same way. Disaggregations align where appropriate, and calculations follow the same structure.

Definitions of PMP Columns

Performance Indicator: An observable or measurable characteristic that indicates the extent to which a program objective is being achieved. Specify if the indicator is an ECA standard indicator or a custom indicator.

Definition: Clarifies all terms necessary, provides details on how to calculate the data collected to measure the change expected, and includes any disaggregation (male/female; country; region; age; etc.) that needs to be reported for the indicator.

Baseline: The value of an indicator before the implementation of a program

Target: Specific, planned level of result to be achieved within an explicit timeframe

Data Source and Question: Specifies how the data will be obtained (such as a survey, observation, interview, etc.) and the **mandatory** question linked to the data collection.

When to Collect: Specifies when the indicator will be measured, for example: post-program, end of award, etc.
- A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended

- Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself. Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur. Note: The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming.

Entity Responsible: Person or entity responsible for collecting the data

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective						
ECA Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities						
Percent of foreign participants with more favorable opinions of the United States Government	<u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "more favorable" about the United States Government while denominator is the total number of survey respondents. Divide the numerator by the denominator and then	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States government and the American people change as a result of your program participation? • United States government • American People Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	multiply by 100 for the percent value.					
Percent of foreign participants with more favorable opinions of the American People	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* Host Community - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. *This indicator applies specifically to the United States as the host community.* **Counting Frequency** Each respondent should only be counted once per	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States government and the American people change as a result of your program participation? • United States government • American People Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

| | reporting year following their program completion.

Calculations
To determine the percent value, numerator is number of respondents who respond "more favorable" about <u>the American people</u> while denominator is the total number of survey respondents. | | | | | |
|---|---|---|---|---|---|---|
| Percent of foreign participants indicating a change in understanding of United States culture and values | <u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.*

<u>Host Community</u> - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the | To be completed by the applicant | To be completed by the applicant | Survey (self-reported data) How much did participation in the program change your understanding or knowledge of the following topics?
• United States democracy
• United States economy
• Foreign affairs in the United States
• Domestic affairs in the United States
• United States values and culture
• Daily life in the United States
• Religious and ethnic diversity in the United States
• Freedom of speech and press in the United States | Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended | Award recipient |

	participants and/or alumni during or after the program. *This indicator applies specifically to the United States as the host community.* **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose response value is 2 or greater while denominator is the total number of survey respondents. Divide the			• Voluntary community service in the United States Scale: no change, minimal change, moderate change, substantial change		

	numerator by the denominator and then multiply by 100 for the percent value.					
Percent of foreign participants expressing support of democratic values	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors" **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** The values for each response are combined and divided by the total number of response categories answered, producing the average value for an individual respondent to that question. The indicator value is the percentage of respondents whose average value is greater than or equal to 4 on a 1-5 scale (respondents indicating, on average, that they agree or strongly agree); denominator is total number of	To be completed by the applicant	To be completed by the applicant	To what extent do you agree or disagree with the statements below? • Voting is important because real decisions are made in elections • Free and fair elections are the cornerstone of democracy • An independent media is important to the free flow of information • All citizens in a country should have equal rights and protections under the law, regardless of circumstances • The Rule of Law is fundamental to a functioning democracy • Individuals and organizations have the right to free speech and to voice opposition • Democratic principles enhance the workplace. Supervisors should incorporate democratic	Semi-Annually	Award recipient

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.				principles into their management practices [Scale – Strongly Disagree, Disagree, Neither Agree not Disagree, Agree, Strongly Agree]		
Percent of participants indicating a change in understanding of a third country's culture and values	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Third-party country: A country that is not the participant/alumni's home or host country. Generally this refers to the home countries of an individual's fellow participants. **Counting Frequency** Pre/Post: Each respondent should only be counted once per reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner:	To be completed by the applicant	To be completed by the applicant	Thinking about the exchange participants you met that were from other countries (not your home country or the U.S.), how much did participation in the program change your understanding or knowledge of the following topics related to those countries? • Political system • Economy • Foreign affairs • Domestic affairs • Values and culture • Daily life • Religious and ethnic diversity • Freedom of speech and press • Voluntary community service Scale – no change, minimal change, moderate change, substantial change	Semi-annually	Award recipient

	No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose response value is 2 or greater while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Objective 2: Increase the impact that participants and alumni have on their communities/countries						
Percent of participants that volunteer or give back to their host communities	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Volunteer - To volunteer or give back means to	To be completed by the applicant	To be completed by the applicant	Did you volunteer your time during your exchange? [Yes/ No/ My program did not offer the opportunity to volunteer]	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6	Award recipient

					weeks after an activity has ended	
	offer one's time or services to an organization or community effort for free. Host Community - A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the question, while the denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Number of hours that participants spend to volunteer or give back to their host communities	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors".	To be completed by the applicant	To be completed by the applicant	How many hours did you spend volunteering your time during your exchange? (Please note that volunteer hours **do not** include time spend working as part of your professional placement)	Post-Program: Data collection should occur no earlier than before the participant departs the United	Award recipient

	Volunteer - To volunteer or give back means to offer one's time or services to an organization or community effort for free. Host Community - A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion.				States and no later than 6 weeks after an activity has ended	
ECA Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries						
Percent of participants who believe that they can have an impact on their community or country	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculation**	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) As a result of your program participation, has your confidence in the following statements changed? [Increased, stayed the same, decreased] • I know several ways in which I can make a difference on some of society's most worrisome problems. • I feel I have the ability to make a	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	To determine the percent value, numerator is number of respondents that responded "increased" or "stayed the same" while denominator is the total number of survey respondents.			• difference in my local community. • I feel I have the ability to make a difference in the global community		
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
Percent of participants who identify as a Department of State program alumni	A <u>participant</u> is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Benefits towards primary beneficiaries are intended, expected, and attributable to the program's activities. An <u>alumni</u> is a program participant who has been exposed to at least 36 hours of an exchange or cultural exchange element with the possibility of sustained networking. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To calculate percentage, numerator will be number of participants who answered "yes" in response to the survey question. The denominator will be number	To be completed by the applicant	To be completed by the applicant	Do you consider yourself a alumni of a U.S. Department of State program? (yes/no)	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	of participants who responded to the survey question. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent of participants who report increasing their network of Americans	A network is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. A participant is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Because of your participation in the program, have you increased the number of Americans you are professionally or personally connected with? (yes/no) **If yes:** I have _____ the number of Americans I am connected with (answer options: greatly increased, moderately increased, barely increased)	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

Percent of participants who report increasing their network of third country stakeholders	A network is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. A participant is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". A third country stakeholder is defined as a person or institution who does not have the same nationality and is not from the country in which the exchange took place or from the country of a participant of the exchange **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while denominator is the total number of survey respondents. Divide the	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Have you increased the number of individuals from a country other than your own or the United States that you are personally or professionally connected with? (yes/no) **If yes, then:** I have _____ the number of persons I am connected with who are from a country other than my own or where the exchange took place (answer options: greatly increased, moderately increased, barely increased)	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	numerator by the denominator and then multiply by 100 for the percent value.					
ECA Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing						
Percent of participants who learned of new resources for information gathering and sharing	A <u>participant</u> is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". <u>Resources</u> must be new to the participant. Can include information that is either personal or professional. Does NOT include persons. Can be information provided during the exchange, at a U.S. Government-sponsored event, activity, or place. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the first item while denominator is the total number of survey respondents. Divide the	To be completed by the applicant	To be completed by the applicant	Through your program experience, did you learn about any new resources that will be useful to you in the future (either personally or professionally)? [Yes/No] **If yes:** Please select the appropriate response for each resource: • Small grants applications • AEIF applications • Contact information for other alumni • Project Development tool kits • Information on workshops/ events hosted by the Embassy • Other Resource: _____ [write-in] [Response Options: I did not know this was a resource, I know this resource exists but do not know where to find it, I know where to	Semi-annually	Award recipient

	numerator by the denominator and then multiply by 100 for the percent value.			find this resource and have used it, I know where to find this resource but have not used it]		
ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries						

Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program	Knowledge, skills, and abilities of relevance may include, but are not limited to:
	
	    Networking
	    Technical skills
	    Language
	    proficiency
	
	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors"
	
	Count Frequency
	Each respondent should only be counted once per reporting year following their program completion.
	
	Calculations
	To determine the percent value, numerator is number of respondents who reply in the affirmative to the survey question below while denominator is the total number of survey respondents. Divide the numerator by the
		To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Has participating in this program increased your job skills (including language proficiency)? [Y/N]	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	denominator and then multiply by 100 for the percent value.					
Percent of participants reporting an increase in soft-skills as a result of ECA program participation	Soft skills are qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each participant should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select any option besides "no skills improvement" while denominator is the total number of survey	*To be completed by the applicant*	*To be completed by the applicant*	Do you feel that you have increased your skill level in any of the following areas as a result of participation in this program? *Please select all that apply.* • Communication skills • Listening skills • Self-awareness • Awareness of others • Self-initiative • Self-confidence • Resourcefulness • Decision-making skills • Problem-solving skills • No skills improvement	Post-Program: Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value					
Percent of participants who report an increase in technical skills as a result of ECA program participation	Technical skills are the knowledge and/or abilities to perform specific tasks. Technical skills include, but are not limited to project management, entrepreneurship, journalism, teaching instruction, science, technology, engineering and mathematics (STEM) competence. A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select an affirmative response to the question below (any response	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Have you increased any of the following skills as a result of participating in this program? *(Please select all that apply)* • project management skills • entrepreneurship skills • journalism skills • teaching instruction skills • science skills • technology skills • engineering skills • mathematics competence • writing skills • translation skills • other technical skill(s) no skills improvement	Data collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended	Award recipient

	besides "no skills improvement"), while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
Number of total participants	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator includes American, including those that are part of reciprocal exchanges, and foreign participants.* **Counting Frequency** Each participant should only be counted once per reporting year following their program completion	To be completed by the applicant	To be completed by the applicant	Administrative records	Annually	Award recipients
ECA Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-government organizations, and educational institutions in ECA programming						
ECA Sub-Objective 5.3: Exchange participants support local economy during their visit						
Amount of U.S. dollars spent by foreign exchange participants	**Calculations** To determine amount of U.S. dollars, participants will complete a survey question that will request participants to report the amount in U.S. dollars	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) In the past [TIMEFRAME], how much money have you spent on food, travel, leisure,	Post-Program: Data should be collected no earlier than three	Award recipient

during their exchange	spent on food, travel, leisure, and merchandise during the program.			and merchandise that was purchased in the United States? • $100 or less • $101 - $300 • $301 - $500 • $501 - $1,000 $1001 or more	days before an activity ends and no later than 6 weeks after an activity has ended	
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						
Dollar amount ($) spent on monitoring and evaluation activities	This indicator tracks the amount expended to include salary and expenses associated with monitoring and evaluation (M&E) activities by ECA Award Recipients. Award Recipient is an entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. For ECA Exchange Visitor Programs, these entities are called Exchange Sponsors, which are not ECA-funded, and consist of public, private, or nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events. **Count Frequency** Each Award Recipient should only be counted once per reporting period, even if they have	N/A	N/A	Survey (self-reported data) What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for Fiscal Year 2019? For your convenience, we have included details below on what activities constitute monitoring and evaluation. These include: • Reviewing program outputs and any outcomes • Reviewing web-based analytics • Data collection with	Annually	ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the Evaluation Division)

	implemented multiple programs.			implementing partners		
				• Program conceptualization through review/reflection		
				• Developing theory of change and/or logic models		
				• Working with the ECA Evaluation Division		
				• Event observation		
				• Data collection with program participants		
				• Site visits to U.S. host institutions		
				• Discussions with program stakeholders regarding program performance		
				• Reviewing grantee performance monitoring reports (Internal only)		
				• International monitoring trips		
				• Data collection efforts to measure against the FBS		
				• Managing and reviewing external evaluations in conjunction with the Evaluation Division		

				• Creating or reviewing evaluation data collection tools • Conducting M&E capacity-building activities for ECA implementing partners • Attending capacity-building workshops, presentations, or trainings on M&E · Research activities intended to inform program design Please note: either one person can enter the information in for the costs of the entire organization, or each person responsible for an ECA program can enter the information for ONLY that particular program-- whichever is easier for your organization.		
Applicant Objective 1: To be completed by the applicant						
Indicator						
Applicant Objective 2: To be completed by the applicant						
Indicator						

D.3j.   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.3k.   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.3l.   Budget Format: 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.3m. Key Personnel
ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: https://www.state.gov/about-us-office-of-the-procurement-executive/).

D.3n. Allowable costs
Allowable costs for the program are included in the corresponding Project Objectives, Goals, and Implementation (POGI) document. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3o. Application Deadline and Method of Submission:
Application Deadline Date: Monday, June 8, 2020
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.3p. 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 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, 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. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

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

E.   APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation

Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the 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. Quality of Program Idea and Ability to Achieve Objectives: The proposal should exhibit originality, substance, precision, and relevance to the Bureau's mission. Program objectives should be stated clearly and should reflect regional expertise as well as capacity in leadership development and the CEE Program's five thematic areas, with a special emphasis on cultivating responsible and engaged digital citizens: 1.) Civic Dialogue and Peace Building; 2.) Open and Participatory Government; 3.) Women and Gender Issues; 4.) Resilience and Sustainable Development, and 5.) Youth Engagement. Objectives should respond to the topics in this solicitation and should relate to the current conditions in the target country/countries. Timelines should be comprehensive in nature and include deadlines for completion of all major tasks and activities. The substance of leadership and professional development activities, U.S.-based practicums, overseas programming for Americans and other global leaders, civic education and service-learning components, leadership innovation hubs, and follow-on and alumni programming should be described in detail. The proposal should explain how these elements will be integrated into and support the program objectives. Responsibilities of proposed partners including contractors, trainers, coaches, and regional/in-country partners should be clearly described. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals.

2. Cost Effectiveness and Cost Sharing: Overhead and administrative costs in the proposal budget, including salaries, honoraria and subcontracts for services should be reasonable, while ensuring proper support for program activities. Applicant organizations are strongly encouraged to cost share a portion of overhead and administrative expenses and/or find innovative ways to off-set costs. Cost-sharing and in-kind contributions, including contributions from the applicant organization, proposed in-country partner(s), and other sources should be included in the budget or budget notes. Please address how the program will utilize innovative tools, low-carbon technologies, and socially responsible approaches to program implementation, including web-based and other technologies, to reduce the program's carbon footprint and be a faithful steward of federal resources.

3. 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, program evaluation, etc.) and program content (orientation, wrap-up sessions, program meetings, resource materials, follow-up activities, etc.). Diversity, in its broadest sense, should be used as a platform for learning, modeling best practices of inclusive programming, and advancing stated program goals and objectives. Please refer to the Bureau's Diversity, Freedom, and Democracy Guidelines in Section D.3h. of the NOFO and in the PSI.

4. Multiplier Effect/Follow-on Activities: The proposed program should strengthen long-term mutual understanding, including maximum sharing of best practices, innovative models, and resources and the establishment of long-term institutional and individual linkages between program participants. Emphasis should be placed on how the proposed program will cultivate and provide support for a global network of emerging civic and community leaders actively working to build resilient inclusive communities responsive to issues of public concern both in the United States and around the globe.

5. Project Evaluation: Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a Performance Monitoring Plan (PMP) that includes the goals, objectives, and indicators outlined in the M&E section, as well as any applicant-designed, program-specific objectives and indicators that sufficiently measure the relevant program outputs and outcomes during the period of performance. Proposals will be evaluated for feasibility and alignment with the M&E section, including: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures being sufficiently detailed and realistic; 2) a realistic learning plan that provides a strategy to review, understand, and incorporate M&E data into programmatic decisions and practices in conjunction with the Grant Officer/GOR; and 3) a PMP that is complete, clear, and well-organized. All submitted PMPs and M&E narrative sections will be reviewed to ensure the applicant has provided information on the minimum data required as per the solicitation. Proposals may include draft data collection instruments (surveys, questionnaires, etc.) and if relevant, sample data sets from exchange programs referenced in the proposal.

6. Institutional Capacity and Track Record: The proposal should demonstrate an institutional record of successful management of complex multi-tiered global exchange programs, including the development of leadership modules, online platforms, knowledge management systems, network building, and alumni programming. Proposals should also demonstrate a stated track record of responsible fiscal management and compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

F.   Federal Award Administration Information

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

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

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:

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

F.3. Region and Topic Specific requirements: The following additional requirements apply to this project:

F.3a. Palestinian Authority, West Bank, and Gaza Programming: 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 Linnéa Allison, 202-632-6060, AllisonLE@state.gov for additional information.

F.4. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. 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.

2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' 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.

3.) A final program and financial report no more than 90 days after the expiration or termination of the award;

4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3i. 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.5. 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 such as host organizations and U.S. mentors.
2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for all in-country and U.S. activities

must be received by the ECA Program Officer at least four weeks prior to the official opening of the activity.

Please see the Community Engagement Exchange Program POGI for additional information on required data.

G. Agency Contacts

For question about this announcement, contact Linnéa E. Allison, U.S. Department of State, Office of Citizen Exchanges Professional Division (ECA/PE/C/PF) at (202) 632-6060 or allisonle@state.gov.
All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:
The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

Marie Royce   April 10, 2020
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State