

**Department of State**

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

**(NOFO):** FY 2021 Global Sports Mentoring Program

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0007530

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

**Key Date/Application Deadline:** April 1, 2021

**Executive Summary:** The Office of Citizen Exchanges, Sports Diplomacy Division, in the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2021 Global Sports Mentoring Program (GSMP). Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to conduct two separate month-long professional development mentorship programs and a reciprocal overseas exchange involving approximately 75 international and American participants in total. By empowering women and people with disabilities, the GSMP directly supports U.S. foreign policy goals, promotes social inclusion, and elevates the status of marginalized populations. Through the mentorship experience, the GSMP encourages mutually beneficial relationships between American sports executives and leaders in the sports sector overseas. Furthermore, the GSMP engages alumni from previous years through sustained U.S. Embassy relationships, follow-on individual grants to alumni, and monitoring and evaluation. Tapping into the power of public-private partnerships and founded on participant-led business plans, the GSMP positively impacts communities at home and abroad and creates a more secure and democratic global playing field for all.

The FY 2021 Global Sports Mentoring Program model has two distinct professional development mentorship exchanges—the Sport for Community GSMP and the espnW GSMP. Set for spring of 2022, the Sport for Community GSMP on disability rights taps into the global attention received by mega-sporting events—in particular, the Paralympic Games, Special Olympics, and Deaflympics—to connect approximately 20 emerging leader participants with 15 to 20 American mentors in the adaptive sports sector. Sport for Community focuses on increasing the inclusion and full participation of marginalized youth and people with disabilities through sports opportunities worldwide. In fall of 2022, the espnW GSMP on women’s empowerment—a public-private partnership with espnW (ESPN’s sports brand dedicated to women in sports)—will connect approximately 20 female change agents with approximately 15 to 20 American mentors, all of whom are dedicated to promoting the rights and empowerment of women and girls around the world through sports. From start to finish, the Americans with Disabilities Act (ADA) and Title IX serve as core themes. By demonstrating how landmark U.S. legislation promotes democratic values and equality, the GSMP underscores American competitiveness and leadership on an international scale. To keep pace with the burgeoning sport for social change and business trend, the GSMP will also incorporate programmatic elements on how sports philanthropy, marketing, and entrepreneurship play into action plan development and implementation.

The recipient will organize and lead an orientation for American mentors before each of the respective programs as well as organize pre-departure briefings for both groups of international participants. Under the reciprocal exchange, approximately five to 10 Americans who support the GSMP will participate in evaluation and follow-on programming overseas toward the end of 2022. Approximately 75 individuals (40 emerging leader participants from other countries and 35 American mentors) will be directly involved through these two mentorship programs. On an ongoing basis, the recipient will remain supportive of over 150 international GSMP alumni through surveying and tracking, support of action plans, virtual communication, follow-on grant disbursements, and media and social media storytelling updates. The recipient will be responsible for maintaining a pre-existent U.S. Department of State GSMP website and social media platforms.

Applicants may submit only one proposal under this cooperative agreement competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

It is the Bureau's intent to award one cooperative agreement (one base year plus two non-competitive continuations pending successful performance and availability of funding) for an estimated total amount of \$3,390,000 over three years. Please see section B.) Federal Award Information, below for additional details.

### **A. Program Description:**

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

**A1. Purpose:** Sports Diplomacy enhances cross-cultural understanding, provides a platform for promoting democratic values, and opens avenues of dialogue and collaboration between individuals and nations. Using this two-pronged mentorship model, the GSMP is an integral component of the Bureau of Educational and Cultural Affairs (ECA)'s sports diplomacy and professional development initiatives. As an intensive mentorship, innovation-focused, and business skill-building exchange, the GSMP galvanizes the efforts of leaders in the sports sector to positively and sustainably

impact the lives of women, girls, and people with disabilities worldwide. With women's empowerment and disability rights as key themes, the GSMP curriculum emphasizes Title IX and the Americans with Disabilities Act (ADA) and underscores U.S. competitiveness and leadership in the promotion of equality domestically and worldwide.

The espnW GSMP advances the U.S. Department of State's foreign policy priority to promote the rights and empowerment of women and girls worldwide. Further, studies by the United Nations and other organizations prove that girls who play sports are more likely to attend and finish school, have better health, earn higher wages, and reach their full potential as contributors to society. The Sport for Community GSMP on disability rights enters its sixth year in 2021 and is a unique platform to highlight the U.S. foreign policy goal of removing barriers and creating a world in which all people enjoy dignity and full inclusion and participation in all aspects of society. By successfully implementing the Sport for Community GSMP on disability rights and the espnW GSMP on women's empowerment, ECA directly supports the advancement of the rights of people with disabilities, women and girls through sports.

## **A2. Sport for Community GSMP Basics:**

Pairing international emerging leader participants with American mentors at U.S. companies, organizations, or universities in the disability sports sector, the Sport for Community GSMP focuses on increasing sports opportunities for marginalized youth and people with disabilities worldwide. The 2022 spring exchange will provide training, tools, and networks for international participants as they develop action plans to create opportunities for vulnerable communities back home. In turn, international participants will involve their American mentors and local U.S. communities in a substantive and meaningful way. The mentorship will last approximately four to five weeks, including three weeks at the mentor site with roughly one week each of opening and closing activities in Washington, D.C. and another strategic location in the country.

Identified by U.S. Embassies or Consulates, the international emerging leader participants are nominated based on demonstrated leadership abilities and a commitment to multiplying the knowledge and skills gained during their mentorships through action plans that promote disability rights through sports. Finalists will be selected from distinct levels of the sports sector within each country, including but not limited to ministries of sport, non-governmental organizations, or private sector companies. Ranging from ages 25 to 40 and open to both males and females, international participants must possess English language fluency. Participants will create individual GSMP business plans during the U.S.-based mentorship to implement over the course of the cooperative agreement timeline. Their participation and action plans will engage the American mentors, expose mentor communities to challenges overseas, and create opportunities through sports in marginalized communities—particularly for people with disabilities—around the world.

The recipient, in coordination with ECA, is responsible for identifying and recruiting qualified American mentors across the nation who represent the full geographic, social, and cultural diversity of the United States. Letters of support from potential mentoring organizations should be included in proposal.

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

### **A3. espnW GSMP Basics:**

In 2012, the U.S. Department of State and ESPN/espnW launched a public-private partnership on the espnW GSMP in a shared effort to promote gender equality through sports at home and abroad. Entering its ninth year in 2021, the espnW GSMP has become the Department's flagship professional development exchange to empower women through sports. The recipient must work closely with ECA and espnW on this exchange ensuring that communication and coordination on program activities are seamless. With ECA input, espnW takes the lead to recruit and secure American mentors from U.S. companies, organizations, and universities in the sports sector. The recipient must manage complex logistics, meet strict timelines, manage the needs of private sector partners and mentors, and promote the program through media and social media.

Pairing international female emerging leader participants with American mentors at a U.S. company, organization, or university in the sports sector, the espnW GSMP focuses on increasing sports opportunities for women and worldwide. With 2022 marking the 10<sup>th</sup> anniversary of the espnW GSMP and the 50<sup>th</sup> anniversary of Title IX, the recipient would be expected to organize special public diplomacy activities to highlight these anniversaries. The 2022 fall exchange will provide training, tools, and networks for international participants as they develop action plans to create opportunities for vulnerable communities back home. In turn, international participants will involve their American mentors and local U.S. communities in a substantive and meaningful way. The mentorship will last approximately four to five weeks, including three weeks at the mentor site with roughly one week each of opening and closing activities in Washington, D.C. and another strategic location in the country. At the mid-point of the mentorship, the international sportswomen will attend the annual espnW Women and Sports Summit with gift-in-kind passes provided by ESPN/espnW.

Identified by U.S. Embassies or Consulates, the international female emerging leader participants are nominated based on demonstrated leadership abilities and a commitment to multiplying the knowledge and skills gained during their mentorship through an action plan that promotes women's empowerment through sports. Finalists will be selected from distinct levels of the sports sector within each country, including but not limited to ministries of sport, non-governmental organizations, or private sector companies.

Ranging from ages 25 to 40, international participants must possess English language fluency. They will create their business plans during the U.S.-based mentorship for implementation over the course of the cooperative agreement timeline. Their participation and action plans will engage the American mentors, expose mentor communities to challenges overseas, and create sports opportunities for marginalized communities—particularly, people women and girls—around the world.

While espnW takes the lead to recruit American mentors for the espnW GSMP, the recipient should help ensure that American mentors represent the full geographic, social and cultural diversity within the United States and include underrepresented female leaders. The matches will be based on the interests, skills, and experience of the participants and mentors. Participants and mentors should be matched at least two months prior to each program opening with mentor commitments confirmed at least three months in advance. Ideally, mentors will extend their involvement until the end of the award to support participants throughout the lifetime of their action plan projects.

#### **A4. Reciprocal Exchange Basics:**

For the outbound reciprocal exchange, five to ten American GSMP supporters will travel to a strategic alumni community to support, engage, and learn from the local contexts. Timing of the reciprocal trip will depend on participant, mentor and recipient availability with an approximate duration of one to two weeks. The Americans will work with the participants in the implementation of action plans and be prepared to conduct/participate in seminars, workshops, evaluation, and other on-site consultancies with the goal of reinforcing the GSMP network and supporting action plan activities. The recipient, in coordination with ECA should prioritize underrepresented communities when selecting Americans to participate in, and the destination of the annual outbound reciprocal exchange. With support from the recipient, relationships between the mentors and participants will continue through virtual and traditional communication avenues once the Americans return to the United States.

#### **A5. Embassy Involvement:**

U.S. Embassies and Consulates, in coordination with ECA's Sports Diplomacy Division, will be responsible for recruitment and nomination of emerging leader participants for both the Sport for Community GSMP and the espnW GSMP, collaborating with the U.S. recipient organization in providing pre-departure briefings and overseeing alumni follow-on activities. In as much as this program involves American citizens for the reciprocal exchange, the U.S. Embassies and ECA's Sports Diplomacy Division will remain informed on the plans of the reciprocal exchange overseas, represent the U.S. Government during the overseas exchange, and assist program staff and participants in the event of an emergency. The cooperative agreement, though, requires that the award recipient manage the in-country aspects of this program in its entirety, with little reliance on the U.S. Embassy staff for support.

**A6. Costs:**

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

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

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

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

**A7. Additional Information on Sport for Community GSMP and espnW GSMP**

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

**A8. Organizational Capacity:**

Applicants must demonstrate knowledge, experience, and capacity in the following areas: 1) delivery of successful international sports exchange programs; 2) creation and facilitation of mentoring relationships between participants and individuals in the private sector, non-profits, or universities; 3) technical knowledge and significant experience in sports diplomacy and/or sport for development programs, especially those targeting women, girls, people with disabilities, and youth from marginalized populations; 4) monitoring and evaluation of both international and American participant experiences

and follow-on project implementation data; and 5) high quality digital production to include photos, videos, website content, social media, and public-facing written content for social and traditional media use.

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

#### **A9. Guidelines:**

Competitive proposals will include the following:

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

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. 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.

Proposal narratives should include a commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

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

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

**Fiscal Year Funds:** FY2021 – \$1,130,000 base year; FY2022 – non-competitive continuation year-one \$1,130,000, pending successful performance and the availability of funds; FY2023 – non-competitive continuation year-two \$1,130,000, pending successful performance and the availability of funds.

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

**Approximate Number of Awards: One**

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

**Floor of Award Range:** None

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

**Anticipated Award Date:** September 30, 2021

**Anticipated Project Completion Date:** October 31, 2024. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

**Additional Information:**

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.

A cooperative agreement will be awarded for a period of 12 months (base year) with Non-Competitive Continuations for two additional 12-month periods (non-competitive continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

**C.) Eligibility Information:**

**C.1. Eligible applicants:** 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 D3a and D3c 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 of \$1,130,000 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:

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

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

**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 the Sports Diplomacy Division in the Bureau of Educational and Cultural Affairs, SA-5, 4<sup>th</sup> Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 294-2163, [HolmesKD@state.gov](mailto:HolmesKD@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 Officer Kalisha Holmes in the Sports Diplomacy Division (ECA/PE/C/SU) and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

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

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

**D.3a. Unique Entity Identifier Number:** You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**D.3b. Required Proposal Elements:** All proposals must contain an executive summary, proposal narrative, 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](http://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](mailto:ECA_SAMSDomestic@state.gov) and copy the program officer associated with the solicitation.

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

**D.3g. Adherence To All Regulations Governing The J Visa:** The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of 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.

ECA will be responsible for issuing DS-2019 forms to participants in this program.

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

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-4E (Bldg. 3)  
2430 E Street, NW  
Washington, DC 20037

Please refer to Solicitation Package for further information.

**D.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 Monitoring and Evaluation:** Please Note: The Bureau plans to add standardized indicators and corresponding data collection questions for performance monitoring during the period of performance of this award. Therefore, proposed performance monitoring plans and data collection instruments should be flexible enough to incorporate those once established. Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount.

Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

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

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

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

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

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

**D.3j. Virtual Exchange Component:** Award recipients should have the ability and capacity to transition to virtual implementation strategies that continue to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants. Proposals must include, innovative options for virtual activities to augment,

or substitute for, in-person engagement with all program stakeholders when changing political and/or environmental situations result in restrictions on international travel that require ECA to temporarily halt in-person exchange activities. Proposals must also address how the organization will conduct virtual exchanges for participants who have limited access to internet and/or limited access to a computer or mobile device.

Additionally, 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. Non-Competitive Continuations:** For competitions that will exercise a Non-Competitive Continuation applicants must submit:

- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and the availability of funds; and
- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

**To exercise the Non-Competitive Continuation mechanism the recipient will be required to submit:**

1. performance and financial reports on time;
2. a request in writing to ECA at least 30 days in receipt of the NCC invitation;
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5. a brief narrative to support the continuation of the award.

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

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



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

- i. The request to utilize the remainder from an unobligated balance must include:
  - a. A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,
  - b. A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

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

- 1) Travel: International and domestic airfare, transit, and ground transportation costs to cover travel for participants in and staff working on the two mentorship programs, in-person mentor orientations, and reciprocal exchange. Please note that all air travel must be in compliance with the Fly America Act. Participants in ECA-sponsored programs do not have a J-1 visa fees;
- 2) Per Diem: For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: <http://www.gsa.gov/perdiem>. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at: [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78);
- 3) Cultural Activities: Foreign participants are entitled to a one-time, individual cultural allowance of \$150 per person;
- 4) Consultants: Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day. Organizations are encouraged to cost-share rates that would exceed that figure;
- 5) Media: With website and social media maintenance as grant deliverables, funds toward required maintenance of public facing platforms are allowable;
- 6) Equipment: Applicants may propose using award funds to purchase equipment, such as computers. These costs should be justified in the budget narrative. Costs for furniture are not allowed;
- 7) Room Rental: The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost shared;

- 8) Working Meal:** A maximum of one working meal may be authorized per project unless extenuating circumstances exist, in which case prior approval must be obtained from a DOS Grants Officer. Unless additional working meals are approved, the recipient agrees to reduce the participants per diem to cover the cost of any additional working meals. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one;
- 9) Reasonable accommodations:** For the Global Sports Mentoring Program—particularly the Sport for Community GSMP—reasonable accommodations for participants with disabilities should be at least five to seven percent of the overall budget;
- 10) Small Alumni Grants:** As called for in the NOFO, small grants in the amount of approximately \$2,500-\$5000 for individuals and \$10,000-\$12,000 for groups of alumni should be awarded to approximately 15 to 20 participants. When necessary, applicants may also include costs to transfer funds to alumni recipient organizations overseas. The recipients are urged to research applicable taxes that may be imposed on these transfers by host governments;
- 11) Participant Health Coverage:** The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for participants in this program. There is no cost to the recipient if the recipient opts to use the ASPE plan. The recipients wishing to use a different plan must demonstrate that such alternate plan provides comparable or more comprehensive coverage. Coverage must begin when participants depart their home countries and not conclude until they return home. If you choose not to use ASPE, your proposal must include a copy of your chosen policy and must include the cost in the budget. The insurance you propose to use must meet the requirements of 22 CFR 62.14. Details of the ASPE policy can be provided by the contact officer identified under section G. Agency Contacts in this NOFO. The premium is paid by ECA and should not be included in the proposal budget;
- 12) Administrative Costs:** Costs necessary for the effective administration of the program may include salaries for recipient organization employees, fringe benefits, and other direct and indirect costs per detailed instructions in the Application Package. While there is no rigid ratio of administrative to program costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA grant funds will be more competitive under the cost effectiveness and cost-sharing review criterion, per item E.1 Review Criteria below;
- 13) Monitoring and Evaluation:** In step with the NOFO's demands for extensive monitoring and evaluation, applicants can propose funds toward high-quality M&E on the program;
- 14) Programming to celebrate the 10<sup>th</sup> anniversary of the espnW GSMP and 50<sup>th</sup> anniversary of Title IX in 2022;**
- 15) Virtual programming:** For both GSMP espnW and Sport for Community cost associated with implementing virtual programming; and
- 16) COVID-19 Related Expenses:** Organizations should budget for reasonable expenses related to COVID-19 accommodations of exchanges. Proposals should include costs associated with a-symptomatic testing if required for the start of exchange programs

to/from the U.S. Proposals may include funding to allow for smaller exchange groups: single occupancy lodging, smaller group meetings, transportation that allows for social distancing, and other social distancing measures. Proposals may include costs associated for medically required quarantine (outside of medical facilities covered under ASPE insurance) during the course of the exchange program.

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

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

Application Deadline Date: April 1, 2021

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

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

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

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

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

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

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

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

**Grants.gov Support and Submission Issues**

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

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays  
Email: [support@grants.gov](mailto:support@grants.gov)

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

Applicants have until 11:59 p.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 the application deadline date and time 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.3r. Intergovernmental Review of Applications:** Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the 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 the program idea:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission;
- 2. Program planning:** A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above;

- 3. Ability to achieve program objectives:** The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan;
- 4. Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages;
- 5. Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity;
- 6. Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals;
- 7. Institution's Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full 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;
- 8. Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events;
- 9. Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports;
- 10. Cost-effectiveness and Cost-Sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions; and
- 11. Value to U.S.-Partner Country Relations:** Proposed projects should receive positive assessments from the U.S. Department of State's Regional Bureau(s) and from Public Affairs Sections (PAS) at U.S. Embassies overseas of program need, potential impact, and significance in the partner country (ies).

## **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](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

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

**F.3. 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 Pen Agnew, [AgnewPC@state.gov](mailto:AgnewPC@state.gov) for additional information.

**F.3b. Special Provision For Performance In A Designated Combat Area And Future Contingency Operations (Currently Iraq And Afghanistan):** Each federal assistance award within areas of combat operations or future contingency operation, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over \$150,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to [AQMOps@state.gov](mailto:AQMOps@state.gov) for information. Information on how to register in SPOT

and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

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

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

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

These reports should be sent to [AQMOps@state.gov](mailto:AQMOps@state.gov). The SPOT program office will enter the numbers into SPOT.

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

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



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

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

**F.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 cooperative agreement 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](mailto:ECA_SAMSDomestic@state.gov).

- 3.) A final program and financial report no more than 120 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](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's [USAspending.gov](http://USAspending.gov) website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements; and

- 5.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must submit program and financial reports on time. The due dates for these reports will be included in the cooperative agreement. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

The 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:** The 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; and
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

## G. Agency Contacts

For questions about this announcement, contact: Kalisha Holmes, U.S. Department of State, U.S. Department of State, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, 4th floor, 2200 C Street, NW, Washington, DC 20037, (202) 294-2163, [HolmesKD@state.gov](mailto:HolmesKD@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  
Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

January 6, 2021