Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO): FY 2021 Mandela Washington Fellowship for Young African Leaders
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0007630
Assistance Listing (formerly CFDA) Number: 19.009
Key Date/Application Deadline: April 23, 2021

Program Description/Executive Summary: The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State is seeking proposal submissions for one cooperative agreement to design, implement, and oversee the Mandela Washington Fellowship for Young African Leaders. Begun in 2014, the Mandela Washington Fellowship has enjoyed great success in its first seven years, building and sustaining a committed network of approximately 4,400 young African leaders across critical sectors to cement stronger ties between Sub-Saharan Africa and the United States and to prepare the African participants (Fellows) for leadership roles across the continent. The Mandela Washington Fellowship is the flagship program of the Young African Leaders Initiative (YALI), which aims to strengthen democratic institutions and good governance, spur economic growth and prosperity, and enhance peace and security across Africa and the United States.

The award recipient will be responsible for planning and administering all components and aspects of the Mandela Washington Fellowship including six-week Leadership Institutes at U.S. campuses for approximately 700 Fellows, a Summit for all Fellows, Professional Development Experiences (PDEs) for approximately 100 Fellows, follow-on alumni activities, and a Reciprocal Exchange component that includes at least 100 American participants. Under this award, the first group of Fellows would travel to the United States for the Leadership Institutes in summer 2022. The award recipient should design the Fellow application materials, develop an outreach and recruitment plan, receive and screen applications in collaboration with the U.S. Department of State, and oversee the final Fellow selection and placement process. The recipient will recruit, select, and oversee the U.S. host institutions that will implement the Leadership Institutes in one of three themes: Business, Civic Engagement, or Public Management.

The Leadership Institutes should be six weeks long and should take place at an accredited U.S. college or university. The Institutes should provide groups of 25 young African leaders with an intensive academic course on one of the three themes, as well as include robust leadership development components, networking opportunities, community service activities, site visits, and cultural enrichment. Please see Overview of Leadership Institutes, section A.2, and the Project Objectives, Goals, and Implementation (POGI) for more information.

The Summit should take place at either the beginning or the end of the Institutes for three or four days. The PDEs are professional placements at relevant U.S. businesses, non-governmental organizations, or U.S. government agencies and should take place after the Leadership Institute and Summit. The Reciprocal Exchange component should provide small grants to approximately 100 Americans to travel to Sub-Saharan Africa to build

upon strategic partnerships and professional connections developed during the Mandela Washington Fellowship in the United States. Please see the POGI for more information on these program components.

Applicants should submit a proposal to administer all Leadership Institutes, the Summit, the PDEs, the Reciprocal Exchange component, and follow-on alumni activities. ECA will award one cooperative agreement comprising all of these activities.

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.

It is anticipated that the total amount of funding available for this cooperative agreement will be approximately $16,950,000. Each U.S. university or college selected to host an Institute should expect costs of approximately $250,000, inclusive of cost share. Of this total amount, the recipient should be prepared to transfer approximately $215,000 to host universities/non-governmental organizations for the administration of each Institute under sub-award agreements. ECA welcomes applications from U.S. public and private non-profit organizations, consortium of organizations, and accredited post-secondary U.S. education institutions meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). **It is the Bureau's intent to award one cooperative agreement (one base year plus two non-competitive continuations) for an estimated total amount of $50,850,000, pending successful performance. Please see section B.) Federal Award Information, below for additional details.**

ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, Institute themes, the number of Institutes, and/or countries based on program needs and the availability of U.S. government funding (see Eligibility Information, section C).

A. Program Description:

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

A.1.   Purpose:
The Mandela Washington Fellowship is the flagship program of the Young African Leaders Initiative (YALI), which also includes the YALI Africa Regional Leadership Centers and the online YALI Network. The Fellowship aims to build the skills of young African leaders to improve the accountability and transparency of government, start and expand their own businesses, and serve their communities. The Fellowship provides African leaders with the opportunity to further develop their skills through six weeks of intensive Leadership Institutes at a U.S. college or university as well as other activities.

A.2.   Overview of the Leadership Institutes:
Each Leadership Institute should be approximately six weeks long and held at an accredited U.S. university or college. U.S. public and private non-profit organizations meeting the provisions of a 501(c)3 are eligible to apply as a sub-award recipient; however, the Leadership Institutes should take place on a U.S. college or university campus. (See section A.9 Program Administration for more information on host universities.)

The academic program of each Institute should examine American leadership in one of the three themes: Business, Civic Engagement, or Public Management. Institutes should be structured to provide Fellows with exposure to American leadership approaches; highlight challenges and successes in business, civic engagement, and public management; and enable Fellows to connect American examples to the African context. The recipient will be responsible for providing guidelines for curricula to host institutions to promote a consistent level of quality and thematic content in each Institute. In addition to the academic coursework, the Institutes should include practical hands-on training related to the given theme. Site visits in the community should provide opportunities to observe and participate in varied aspects of American life as they relate to the Institute topic and to discuss lessons learned in the academic program.

In addition to promoting enhanced knowledge and skills in the Institute topic, an important objective of the Institutes is to develop the Fellows' leadership skills. In this context, the academic program should include a robust universal leadership curriculum to be implemented across all three Institute tracks. The leadership component should consist of group discussions, trainings, and exercises that focus on topics such as consensus building, networking, negotiation, collective problem solving, effective communication and public speaking, and management skills. The recipient should also propose a leadership assessment that each Fellow will complete and a sample curriculum for Institutes to utilize the results of the leadership assessment.

Institutes should also include a community service component in which the Fellows experience firsthand the key role of not-for-profit organizations and volunteerism as a core value in American civil society. Institutes should highlight the importance of community service and discuss impacts of the activity in the community.

Institutes should provide Fellows with an in-depth examination of one of the themes outlined under Institute Themes. Fellows should gain both theoretical knowledge and

practical skills. Institutes should foster ECA's mission to promote mutual understanding between citizens of other countries and citizens of the United States. Institutes should foster an inclusive environment by incorporating speakers from diverse backgrounds and encouraging open and collaborative discussions. In addition, the programs should include robust opportunities for Fellows to meet Americans from a variety of backgrounds, to interact with U.S. peers, and to engage with appropriate student and civic groups to share their experiences and life in their home communities.

ECA's goal is to resume in-person exchanges beginning in summer 2022. Due to the current COVID-19 pandemic and its impact on travel and university operations, it is unclear when current travel restrictions and health advisories will allow for in-person program activities to take place. As such, proposals should include language to demonstrate maximum flexibility, creativity, and a rapid response capability for program planning and administration. Applicants should also address the steps taken to ensure continuity of services should the current situation continue for an extended period of time. The applicant should present innovative options for virtual activities to augment, and/or substitute for, in-person engagement with all program stakeholders, if exchange travel continues to not be possible.

Institute Themes:
1) *Leadership in Business Institutes* should provide Fellows with an overview of U.S. entrepreneurial strategies, including those that are employed to address social issues. The Institutes should focus on developing Fellows' skills in business and entrepreneurship while examining the development, history, challenges, and successes of U.S. enterprises and social enterprises, in the United States and globally, with specific relevance to the African continent. Topics may include, but are not limited to, business plan development, business ethics, diversity and inclusion in the workplace, international and regional trade, infrastructure and service delivery, strategies for sustainable business development, public-private partnerships, and financial management, among others. The Institutes should encourage Fellows to elaborate innovative and practical plans to expand their engagement in business and/or entrepreneurship in their communities and to engage with others in this area.

2) *Leadership in Civic Engagement Institutes* should provide Fellows with an overview of how citizens both as individuals and in groups, have shaped U.S. history, government, and society, including discussion of similarities and contrasts with experiences and opportunities on the African continent. The academic program should define civic engagement; examine its development in the United States; and build skills in topics such as active citizenship, community building, economic development, grass-roots activism, social justice, political organizing and leadership, volunteerism, and the ways in which traditional and social media can be leveraged to advance civic causes. The Institutes should encourage Fellows to develop innovative and practical plans to expand their engagement as citizens in their own communities and to work with others in this area.

3) *Leadership in Public Management Institutes* should provide Fellows with an overview of public management and leadership including regional economic and workforce development, financial management in public and non-profit organizations, planning and the global knowledge economy, and domestic and foreign development policies. Within the broader frame of the public policy process, Institutes should expose Fellows to specific public management questions on topics such as public finance and budgeting, rule of law, education, public health, climate change and the environment, public sector accountability, transparency and good governance, wildlife trafficking, and foreign policy including multilateralism. The Institutes should encourage Fellows to create innovative and practical plans to expand their engagement in public management in their communities and to work with others in this area.

A.3.   Overview of the Professional Development Experience:
The award recipient will be responsible for arranging four-week Professional Development Experiences (PDEs) in the United States for approximately 100 of the Fellows. The Fellows selected for the PDEs will have distinguished records of accomplishment in promoting innovation and positive change in their organizations, institutions, and communities. The PDEs are intended to provide Fellows with substantive professional experiences within U.S. organizations to enhance their leadership skills, expand practical skillsets, and provide opportunities for the Fellows to form mutually beneficial long-term professional relationships with their U.S. counterparts. For U.S. companies and organizations, the PDEs afford a unique opportunity to benefit from the insights and knowledge of dynamic young African professionals. As PDE Fellows often work in the same sector as the host U.S. organization or company, the PDEs allow the U.S. host to build global networks and expand their work to, or throughout, Africa. PDEs should be designed to offer an engaging experience for Fellows within relevant agencies and/or organizations. The U.S. Department of State requires one placement for the full duration of PDEs (rather than shorter successive placements) in order to allow the Fellow to get an in-depth understanding of the organization. PDE Fellows should also have the option to complete an extended virtual experience or project with the U.S. host. Host organizations should expect to host one or in some cases two Fellows per PDE. Host organizations with multiple campuses may host up to three Fellows in different cities. Proposals must discuss how the award recipient, in collaboration with ECA, will recruit and select diverse U.S. host organizations.

To ensure that each Fellow has a substantive professional experience at his/her PDE, PDEs should involve the commitment of at least one designated host supervisor/mentor who understands the goals and objectives of the Mandela Washington Fellowship. The supervisor/mentor will be able and willing to provide the Fellow professional insight in the appropriate field of expertise.

Please note that the award recipient must secure all placements of PDEs in advance of the arrival of the Fellows in the United States.

A.4.   Overview of the Mandela Washington Fellowship Summit
The recipient will be responsible for planning and implementing a Summit either at the beginning or the end of the Leadership Institutes. Fellows will convene for a Summit to forge connections with one another and U.S. leaders from the private, public, and non-profit sectors, setting the stage for long-term engagement. The Summit will occur over the course of three to four days and should include the following aspects: interaction among Fellows and senior U.S. government officials, U.S. civic leaders, and members of the diplomatic community; interaction among Fellows and leaders in climate change and the environment, agriculture, public health, science and technology, business, and banking and finance, among others; inspirational speeches from distinguished American leaders and/or other prominent leaders; opportunities for Fellows to engage with each other formally and informally, including one networking day; workshops and seminars that further complement and reinforce academic themes explored during the Institute and the leadership curriculum; and information sharing on alumni and follow-on activities. The Summit is also an opportunity for host Institute staff to exchange ideas for future programming. Institute staff will participate in a debriefing session with program staff. Applicants should include a plan to recruit Summit speakers along with a timeline.

The Summit budget should include all housing and meal arrangements for Fellows and Institute staff. The recipient must propose possible locations for the Summit, including, but not limited to, Washington, D.C. The recipient should also propose plans for virtual engagement with Fellows.

A.5.   Overview of the Reciprocal Exchange Component:
The recipient will be responsible for administering the Mandela Washington Fellowship Reciprocal Exchange component for at least 100 American professionals. The Reciprocal Exchange component should provide funding opportunities for Americans from the private, public, and non-profit sectors to collaborate with Fellowship Alumni on projects across Sub-Saharan Africa. Through these projects, U.S. experts and leaders should work with Fellows to tackle critical issues such as climate change, good governance, public health, education, and development. Projects should also encourage lasting partnerships, contribute to market or network expansion, and other priority areas, and increase mutual understanding between the United States and countries in Sub-Saharan Africa.   The recipient is responsible for managing the application form for both the American professionals and for Mandela Washington Fellowship Alumni from all cohorts since 2014 (as hosts and project partners) to compete in a merit-based open competition for a Reciprocal Exchange. Please see the POGI for more information on this component.

A.6.   Overview of Alumni/Follow-on Activities:
Proposals should provide plans for continued follow-on activities that ensure that ECA-supported programs are not isolated events. Proposed follow-on activities for alumni (Fellows and American Reciprocal Exchange participants) should include innovative ideas, must reflect the goals and objectives of the program, and must contribute to ECA's mission to foster mutual understanding between the people of the United States and of other countries. The proposal should include an outline of follow-on alumni

programming (including a timeline), information regarding how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained.

Proposals should include plans for a small grant component encouraging project collaboration and a sharing of best practices among alumni. Proposals should also include a way to recognize outstanding alumni who have a strong record of servant leadership and advocacy on behalf of the Fellowship. Applicants are encouraged to propose ways to provide technical support to Fellowship alumni, fund event travel, and support ongoing efforts of American Reciprocal Exchange alumni. Proposals should also reserve funds for on-demand alumni activities.

The award recipient is responsible for maintaining an alumni database with updated records of all Mandela Washington Fellowship alumni since 2014. The FY 2021 award recipient will be responsible for working with the FY 2018 award recipient to transfer previous data. Each applicant must confirm that its system for collecting and storing data on participants is compatible with the Bureau's systems. For current and future Fellowship Alumni, the database must continue to include biographical information on all participants, track media mentions and success stories, and include functionality to easily search for notable Fellowship Alumni by name, Leadership Institute name, cohort year, professional sector, keywords, and other search criteria.

Applicants should designate at least one staff member to oversee alumni activities. The award recipient will report to ECA on the outcomes and effectiveness of all alumni activities and administer an alumni evaluation throughout the period of the cooperative agreement, as well as provide information on aggregate data and outcomes of the evaluation. ECA will collaborate with the award recipient on alumni follow-on activities. Please see the POGI for more information.

A.7. Overview of Recruitment and Selection:
Proposals must demonstrate the capacity for the recipient to conduct a recruitment and selection process for Fellows, PDEs (including participants and host organizations), Reciprocal Exchange participants, and Institute Partners. The recipient will be responsible for developing creative and comprehensive plans for the recruitment of applicants through an open competition for all Mandela Washington Fellowship opportunities. The recruitment plans should make clear the primary purpose and audience for key messages, making sure to differentiate between recruitment and general program marketing and promotion. The recruitment plans should include the development of marketing materials including, but not limited to, print materials (flyers, fact sheets, one pagers, brochures); prerecorded content (radio advertisements, podcasts, etc.); online content (website information, social media campaigns); and outreach to stakeholders in U.S. higher education, sectors related to Fellows' professional backgrounds, and other relevant stakeholders. Successful recruitment plans will provide specific strategies for attracting well-qualified and diverse pools of applicants, as well as the ability to translate materials into other languages such as French and Portuguese. All aspects of diversity included in ECA's Diversity Statement should be addressed in the

recruitment plans including, where applicable, institutional, geographic, racial, gender, ethnic, age, religious, socio-economic status, disability, sexual orientation, and gender identity.

The recipient will be responsible for creating a Fellow application form that will be posted on the program website for an open competition. Please see the POGI for more information.

Additionally, the recipient is responsible for developing and managing a viable recruitment, selection, and placement plan that allows for U.S. Department of State involvement. Applicants for the Mandela Washington Fellowship should have the option of applying for PDEs. The plan should also include the development of application forms for the Reciprocal Exchange and other alumni opportunities so that American professionals and Mandela Washington Fellowship alumni from all cohorts since 2014 (as hosts and project partners) can apply in an open competition. U.S. embassies and consulates and other U.S. government agencies throughout Sub-Saharan Africa will play a significant role in recruitment and selection. Proposals should include information about how the recipient plans to collaborate with posts in recruitment efforts. Please see the POGI for more information.

A.8.   Overview of Outreach:
In addition to the recruitment plans, the proposal must include an outline to describe how the Mandela Washington Fellowship will be publicized to various audiences and media outlets, including print, online, and broadcast, to reach the widest possible audience of qualified applicants, potential U.S. host institutions, PDE host organizations, and other relevant audiences. The proposal must also include a community outreach plan to educate Americans on the Mandela Washington Fellowship, particularly those who will interact with Fellows during the Institutes, Summit, and PDEs; outreach should include print and virtual content.

Additionally, the proposal should address the recipient's ability to maintain the Mandela Washington Fellowship website and all of its components, including the private Fellowship Portal. The Fellowship Portal should provide additional information about the Fellowship to alumni and selected finalists and alternates. The award recipient must regularly check the website content to ensure that all posted material is current and correct and must submit any new strategies for presenting program information or major revisions of current online materials to ECA in advance for approval. ECA may request that website content be added or removed in a timely manner. On occasion, ECA may request that the recipient assist in promoting and coordinating opportunities for Fellowship Alumni with other elements of YALI including the YALI Network and the YALI Africa Regional Leadership Centers.

Once an award is issued, the recipient should develop a comprehensive outreach plan designed to raise public awareness of the Mandela Washington Fellowship and to demonstrate inclusiveness, innovations, and the U.S. and international impact of the program.

Publications, program materials, the website, and all other online platforms, including social media and websites, should explain the mission of the Mandela Washington Fellowship and emphasize the U.S. Department of State's role as the program's sponsor and manager. As such, all materials should note that "The Mandela Washington Fellowship for Young African Leaders is a program of the U.S. Department of State with funding provided by the U.S. Government and administered by [award recipient]." When applicable, the note should include a link to the program website. This language should appear prominently on all print and electronic materials and should precede any language regarding the role of the award recipient in administering the program. Publications should prominently feature the Mandela Washington Fellowship logo and the U.S. Department of State seal in accordance with established guidelines. The outreach strategy and all publication materials, including cover designs, must be submitted to ECA for approval prior to publication and dissemination.

Please see the POGI for more information.

A.9. Program Administration:
ECA is seeking detailed proposals from U.S. public and private non-profit organizations, consortia of organizations, and accredited post-secondary U.S. education institutions meeting the eligibility requirements outlined below.

ECA intends to issue one cooperative agreement and is seeking proposals from organizations with the ability to administer a complex recruitment and selection process; develop and oversee Leadership Institutes and a robust leadership curriculum at host universities around the country; identify, coordinate, support, and monitor PDEs; administer the Reciprocal Exchange component; develop and oversee alumni activities; organize the Summit; and manage the program website and Fellowship Portal, among other responsibilities. Recipients may be U.S. public or private non-profit organizations, a consortium of organizations, and accredited post-secondary U.S. education institutions that will provide at least 28 sub-awards to host colleges, universities, or non-profit organizations to implement the Leadership Institutes. The majority of Institute activities should take place on a U.S. college or university campus. The recipient will serve as the lead administrator and will be responsible for the oversight of all aspects of this project, including managing and monitoring performance of all sub-award recipients. The FY 2021 award recipient will need to be prepared to work with the FY 2020 award recipient in ensuring the success of the program going forward. Please see the POGI for more information.

A.10. Program Guidelines:
It is essential that proposals provide a detailed and comprehensive narrative describing the objectives of the overall program; Leadership Institute content and curricula; leadership curriculum; budgets; and plans for the Summit, the Reciprocal Exchange component, PDEs, and alumni activities. For the Leadership Institutes, the proposal should demonstrate the applicant's ability to recruit host colleges, universities, or non-profit organizations that reflect regional and other diversity, including public, private,

urban, rural, minority serving institutions, and community colleges. Leadership Institutes must take place on a U.S. college or university campus.

Overall, proposals will be reviewed on the basis of their responsiveness to NOFO criteria listed in Section E. Application Review Information. The POGI provides program-specific guidelines that all proposals must address fully.

Please note:
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 POGI.

ECA will provide advice and assistance on the Institutes as indicated in the POGI. ECA may request that the recipient make modifications to the program. The recipient will be required to obtain approval of significant program changes in advance of their implementation.

Proposal narratives should include a commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance. 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 under section A. Program Description above.
Fiscal Year Funds: FY 2021 base year, up to $16,950,000; FY 2022 Non-Competitive Continuation year one, up to $16,950,000, pending successful performance and the availability of funds; FY 2023 Non-Competitive Continuation year two, up to $16,950,000, pending successful performance and the availability of funds.
Approximate Total Funding: $50,850,000. This figure represents base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.
Approximate Number of Awards: One
Floor of Award Range: None
Ceiling of Award Range: $16,950,000 for FY 2021 base year (or $50,850,000 for the base year plus two Non-Competitive Continuation years)
Approximate Average Award: $16,950,000 for FY 2021 base year (or $50,850,000 for the base year plus two Non-Competitive Continuation years)
Anticipated Award Date: June 1, 2021

Anticipated Project Completion Date: November 30, 2025. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

Additional Information: A Cooperative Agreement will be awarded for a period of 18 months (base year) with Non-Competitive Continuations for two additional 18 month periods (non-competitive continuation years one and two). ECA will notify the recipient of our intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

C.   Eligibility Information:

C.1.   Eligible applicants:
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 award, 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, 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. **ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, the number of Institutes, Institute themes, Institute format, and/or countries based on program needs and the availability of U.S. government funding.**

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 required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

D.   Application and Submission Information:

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 Program Officer Jessica Zanikos, Office of Academic Exchange Programs, ECA/A/E/USS, SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, telephone: 202-374-6991, email: ZanikosJL@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 Jessica Zanikos 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 http://eca.state.gov/organizational-funding or from the Grants.gov website at http://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.3d. 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.   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.3f.   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 award 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.

The award recipient 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.3g.   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.3h.   Program Monitoring and Evaluation:
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, 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

- E1.1.4: Percent of foreign participants with more favorable opinions of the United States Government
- FBS1.1.1a: Percent foreign participants with more favorable opinions of the American People
- FBS1.1.1b: Percent of foreign participants indicating a change in understanding of United States culture and values
- FBS4.2.1: Percent of foreign participants expressing support of democratic values
- E1.1.9: Percent of participants who traveled abroad for the first time on an ECA exchange program
- E1.1.10: Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program
- E1.1.1: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures

- Objective 2: Increase the impact that participants and alumni have on their communities / countries
    - E2.0.6: 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
      - E2.2.1: 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
    - E3.0.9: Percent of participants who identify as a Department of State program alumni
    - E3.0.3: Percent of participants who report increasing their network of Americans
    - E3.0.6: Percent of participants who report increasing their network of third country stakeholders
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
    - FBS2.5.1: Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program
    - E4.0.03: Percent of participants reporting an increase in soft skills as a result of ECA program participation
  - Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
      - E4.1.01: Number of total participants

- ▪ E4.1.02: Number of American exchange participants in foreign countries
- Objective 5: Increase the contribution of exchange programs to local economies in the United States, and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming
  - ○ Sub-Objective 5.3: Exchange participants support local economy during their visit
    - ▪ E5.3.01: Amount of U.S. dollars spent by foreign exchange participants during their exchange
    - ▪ FBS2.3.1: Number of educational institutions supporting ECA programs
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - ○ E8.0.01: 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 Performance Monitoring Plan (PMP) and accompanying instructions. While ECA recommends the applicant use the format provided, this is not a requirement. However, all content presented below should be included in any PMP that the applicant submits. Successful PMPs should include the following:
- Programmatic objectives, are statements of the condition(s) or state(s) what 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 (FBS), 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. (To disaggregate data means to break it down by subgroups. It is important to consider only the information that you need to know, as there are infinite ways to

disaggregate information. Note that all people-level indicators must be sex-disaggregated.) .

- o In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
- o ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.
- o 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 proposals include a section within the program narrative that outlines how the applicant intends to measure the indicators 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, when and how surveys 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; and
- An overview of a proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals.

RESULTS PERFORMANCE MONITORING 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, the recipient 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. Designated staff of award recipient organizations will need to attend a one-time three-hour required SAMS-D RPM module training to gain access to the system. Also as part of the

reporting requirements, the award recipient must 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 above section. 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

Program Goals: The Mandela Washington Fellowship supports the following broad goals:
1. Strengthen democratic institutions and good governance,
2. Spur economic growth and prosperity, and
3. Enhance peace and security across Africa and the United States.

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	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. *This indicator only applies only to foreign participants.* **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 "more favorable" about the United States Government 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) 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	Award recipient
Percent foreign participants with more	Participant: A person or group of persons that has directly participated in, and benefits from, an	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States	Post-Program	Award recipient

| favorable opinions of the American People | ECA exchange program. *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.*

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 respond "more favorable" about the American people while denominator is the total number of survey respondents. | | | 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 | | |
| Percent of foreign participants indicating a change in understanding of United States culture and values | Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. *This indicator only applies only to foreign participants.* | 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? | Post-Program | Award recipient |

	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.* **Count 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			• 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 • Voluntary community service in the United States Scale: no change, minimal change, moderate change, substantial change		

	respondents. Divide the 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. **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 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) 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 principles into their management practices [Scale – Strongly Disagree, Disagree, Neither Agree not Disagree, Agree, Strongly Agree]	Post-Program	Award recipient
Percent of participants who traveled abroad for the first time on an ECA	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program.	To be completed by the applicant	To be completed by the applicant	Before this exchange program, did you travel outside of your home country? [Yes/No] If yes, why did you travel outside of your home	Post-Program	Award recipients

exchange program	Abroad: A country outside of one's home country **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 "**no**" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			country [select all that apply]: • Tourism/ • Visit friends/family • Participation in another ECA exchange program • Study • Work Other: _____		
Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. **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 "**no**" 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	Before this exchange program, did you travel to the United States? [Yes/No] If "yes", why did you travel to the United States [select all that apply]: • Tourism • Visit friends/family • Participation in another ECA exchange program • Study • Work Other: _____	Post-Program	Award recipients
Percent of participants reporting that their	Participant: A person or group of persons that has directly participated in,	To be completed by the applicant	To be completed by the applicant	My exchange program's activities offered opportunities for cultural connectedness and	Post-Program	Award recipients

exchange experience offered opportunities to engage with other cultures	and benefits from, an ECA exchange program. **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" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			sharing. For example: Conversations about each other's' countries, attending cultural events, etc.[Y/N]		
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						
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". 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.	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 spent working as part of your professional placement)	Post-Program	Award recipients

	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.					
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. Count Frequency Each respondent should only be counted once per reporting year following their program completion. Calculation 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.	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 difference in my local community. • I feel I have the ability to make a difference in the global community	Post-Program	Award recipient
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
Percent of participants who identify as a	Alumni: Alumni are program participants who have been exposed to at least 36 hours of an	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data)	Post-Program	Award recipient

Department of State program alumni	exchange or a cultural exchange element with the possibility of sustained networking. **Count Frequency** Each respondent should only be counted once per reporting year, even if they are eligible for data collection through multiple programs **Calculations** To calculate percentage, numerator will be number of alumni who answered "yes" in response to the survey question. The denominator will be number of alumni who responded to the survey question. Divide the numerator by the denominator and then multiply by 100 for the percent value.			Do you consider yourself an alumni of a U.S. Department of State program? (yes/no)		
Percent of foreign participants who report increasing their network of Americans	Network: A network is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. Participant: A participant is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations**	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	Award recipient

	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.					
Percent of participants who report increasing their network of third country stakeholders	Network: A network is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. Participant: A participant is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Third country stakeholder: 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	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	Award recipient

	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					
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	This indicator applies to both American and foreign exchange participants. Knowledge, skills, and abilities of relevance may include, but are not limited to: Networking Technical skills Language proficiency Participant: person or group of persons that has directly participated in, and benefits from, an ECA exchange program. **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 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) Has participating in this program increased your job skills (including language proficiency)? [Yes/No]	Post-Program	Award recipient

Percent of participants reporting an increase in soft skills as a result of ECA program participation	Soft skills: 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. 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 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 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	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	Award recipients
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,	To be completed	To be completed	Administrative records	Semi-annually	Award recipient

	and benefits from, an ECA exchange program. *This indicator includes American, including those that are part of reciprocal exchanges, <u>and</u> foreign participants.* **Count Frequency** Each participant should only be counted once per reporting year following their program completion.	by the applicant	by the applicant			
Number of American exchange participants in foreign countries	<u>Participant</u>: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. "Exchange Visitors." *This indicator includes American, including those that are part of reciprocal exchanges, <u>and</u> foreign participants.* **Count 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	Semi-annually	Award recipients
ECA Objective 5: Increase the contribution of exchange programs to local economies in the United States, and engagement of U.S. businesses, non-governmental 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 during their exchange	**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 spent on food, travel, leisure, and merchandise during the program.	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, and merchandise that was purchased in the United States? • $100 or less • $101 - $300 • $301 - $500 • $501 - $1,000 • $1001 or more	Post-Program	Award recipient
Number of educational	<u>Supporting</u>: Supporting is defined as those	To be completed	To be completed	Program administrative data	Semi-annually	Award recipient

institutions supporting ECA programs	institutions that host exchange participants on inbound (NOT outbound) programs, that receive or host cultural program(s) and/or their participants/envoys. An institution can be a grantee, but does not have to have a contractual relationship with ECA. Transactional events (such as a U.S. educational institution inquiring about a program at an EducationUSA event) should not be included.	by the applicant	by the applicant			
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. **Count Frequency** Each Award Recipient should only be counted once per reporting period, even if they have implemented multiple programs.	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 20XX? 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 implementing partners • Program conceptualization	Semi-annually	ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the Evaluation Division)

				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	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Applicant Objective 2: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant		

D.3i. 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. ECA reserves the right to change in person programming to virtual programming if necessitated.

D.3j. Communications Guidance for ECA Recipients: All ECA 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.3k. 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.3l. 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.3m. 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 annual program and financial reports;
- All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
- Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
- The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

3.) Prior Grants Officer approval is required to 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.3n. Allowable Costs for the program include the following: Please refer to section F.2. Administrative and National Policy Requirements of this document for more information on allowable costs. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.
Allowable costs for the program include the following:

 Administrative Costs:
- Staff salaries and benefits. Each staff person must be listed separately. Provide the percentage of time spent on the program.
- Other direct expenses
- Indirect costs

Program Costs:
- Institute costs including, but not limited to, honoraria for speakers, educational materials, lodging, room rental(s), welcome and farewell events, and participant admissions;
- Summit costs;
- Professional Development Experience Costs (PDE) including housing, meals and incidentals, and transportation;
- Sub-awards;
- Travel costs including, but not limited to, round trip international airfare, visa travel, ground transportation, domestic travel, and other transit costs;
- Per participant allowances including baggage allowance, travel allowance ($100), book and cultural allowance ($200), and meals and incidentals;
- Reciprocal Exchange (RE) costs;
- Follow-on activities;
- Tax withholding;
- Wire transfer fees;
- Consultant fees;
- Web hosting;
- Communications (i.e., participant cell phones or sim cards);
- Recruitment and outreach materials;
- Medical contingency;
- Medical costs related to the pandemic including, but not limited to, testing and medically required quarantine (outside of medical facilities covered under ASPE);
- Reasonable accommodations; and
- Other cost categories as necessary

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

D.3o. Application Deadline and Method of Submission:
Application Deadline Date: Friday, April 23, 2021
Method of Submission: Applications may only be submitted electronically through Grants.gov (http://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "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 11:59 p.m. Washington, D.C. 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.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 Plan and Ability to Achieve Program Objectives: Proposals should exhibit originality and clearly demonstrate how the applicant will meet the objectives laid out in this solicitation. A detailed agenda and staff work plan should demonstrate substantive undertakings and logistical capacity. Activities should be reasonable, feasible, and form a coherent program for participant exploration of the topic. Competitive proposals will clearly promote ECA's mission: to foster mutual understanding between the people of the United States and the people of other countries to promote friendly and peaceful relations.

2. 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.

3. Project Evaluation: Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a 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.

4. 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.

5. Institutional Track Record and 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. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.

6. Follow-on Activities: Proposals should discuss provisions made for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages. Proposals also should provide a plan for continued follow-on activity (without ECA support) ensuring that ECA supported programs are not isolated events. Please see the POGI for additional information on follow-on activities.

F.   Federal Award Administration Information

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

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

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

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

   1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement; 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 120 days after the expiration or termination of the award;

4.) 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.

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

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

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

1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

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

G.   Agency Contacts

For questions about this announcement, contact: Program Officer Jessica Zanikos, U.S. Department of State, Office of Academic Exchanges, ECA/A/E/USS, SA-5, 4th floor, 2200 C Street, NW, Washington, DC 20037, telephone: 202-374-6991, email: ZanikosJL@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.

Matthew Lussenhop   February 11, 2021
Principal Deputy Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State