Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2021 Global Undergraduate Exchange Program

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0007221

Catalog of Federal Domestic Assistance Number: 19.009

Key Date/Application Deadline: September 21, 2020

Executive Summary: The Office of Academic Exchange Programs of the Bureau of Educational and Cultural Affairs announces an open competition for the administration of the FY 2021 Global Undergraduate Exchange Program (Global UGRAD). The total amount of funding for this award will be up to $6,050,000, pending the availability of FY 2021 funds. U.S. public and private non-profit organizations meeting the provisions described in IRS regulation 26 CFR 1.501(c) (3) may submit proposals to cooperate with the Bureau in the administration and implementation of the Global UGRAD Program. Organizations with less than four years of experience in conducting international exchange programs are not eligible for this competition. See Section C.3. Other Eligibility Requirements for further information.

The Global UGRAD Program selects outstanding underserved students from East Asia and the Pacific, Europe and Eurasia, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere to receive scholarships for one semester of non-degree study at U.S. institutions of higher education. Some students may also participate in one additional semester of pre-academic English language training. Funding should support approximately 250 participants, pending the availability of FY 2021 funds. Every effort should be made to maximize the number of scholarships awarded.

Proposals should demonstrate flexibility and creativity in program planning and administration.

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.

Purpose:

The Global UGRAD Program is designed to promote mutual understanding by awarding outstanding, underserved undergraduate students from East Asia and the Pacific, Europe and Eurasia, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere full scholarships for one semester of non-degree undergraduate study at accredited four-year colleges and universities which represent the institutional and geographic diversity of the United States. During their programs, students enhance their academic education with community service activities and professional development workshops. At the end of their academic program, students are required to immediately return to their home countries.

Applicant organizations must demonstrate the ability to administer all aspects of the Global UGRAD Program, including administering scholarships for one semester of non-degree undergraduate study for visiting students at accredited four-year institutions of higher education in the United States. Additional administrative responsibilities include, but are not limited to: the development of promotional, recruitment, and application materials, and the provision of these materials to Public Affairs Sections of U.S. embassies and Fulbright Commissions in participating countries; the development and technical management of an online application system; the recruitment and selection of appropriate host institutions throughout the United States; the coordination of TOEFL testing, provision of TOEFL vouchers, and receipt of TOEFL scores for students nominated to participate in the AY 2021-2022 program; the review of all nominations for program eligibility; the placement of student nominees at host institutions; the development and oversight of in-person or virtual pre-departure and arrival orientation workshops; the management of travel arrangements for participants; the administration of in-person pre-academic English language programming (with a planned contingency for virtual programming, if required); monitoring and support of program participants; the development and execution of emergency planning protocols to ensure the health, safety, and security of all participants; the oversight and planning of community service and professional development activities; the development and implementation of in-person or virtual re-entry workshops; the development and administration of a communications strategy, which includes identification of impact stories, in coordination with the program office; the management of program finances; the evaluation of all program components; and development of alumni tracking, programming, and follow-on activities, in collaboration with the Bureau, including the registering of program alumni with the Bureau's Office of Alumni Affairs and the International Exchange Alumni website.

Administrative responsibilities in support of the program taking place in AY 2022-2023 may include, but are not limited to: the development of promotional and application materials, and the provision of these materials to Public Affairs Sections of U.S. Embassies and Fulbright Commissions in participating countries; the development and technical management of an online application system; the development and delivery of messaging for applicants and participants related to financial planning and the pre-departure reimbursement process; the electronic sharing and transfer of application materials to ECA and, upon request and if necessary, to other organizations involved in the management of an anticipated FY 2022 Global UGRAD Program; the coordination of TOEFL testing, provision of TOEFL vouchers, and receipt of TOEFL scores

for students nominated to participate in the AY 2022-2023 program; and the review of all nominations for program eligibility.

Public Affairs Sections of U.S. embassies and bi-national Fulbright Commissions will be responsible for the recruitment and nomination of student participants. The Bureau, in conjunction with Public Affairs Sections, will be responsible for final selection of all program applicants. Applicant organizations must demonstrate flexibility and the willingness to work with any and all countries in the identified regions. ECA reserves the right to add or remove participating countries depending on Bureau priorities and the availability of funds.

The recipient organization must ensure that all program and promotional materials, including verbal presentations, state prominently that the Global UGRAD Program "is a program of the Bureau of Educational and Cultural Affairs of the United States Department of State." Promotional materials must be approved by the Bureau and follow Department of State branding guidelines. Only the Bureau of Educational and Cultural Affairs may issue the certificates of program completion to the Global Undergraduate Exchange Program participants.

The award recipient will serve as the principal liaison with Global UGRAD Program host institutions and the Bureau. Further details on specific program responsibilities can be found in the Project Objectives, Goals, and Implementation (POGI) document, which is part of the formal solicitation package available from the Bureau. Interested organizations should read the entire announcement for all information prior to preparing proposals.

Pending the availability of FY 2021 funds, it is ECA's intent to award one cooperative agreement for this program. Should an applicant organization wish to work with other organizations in the implementation of this program, ECA requests that sub-award agreement(s) be developed. The same requirements apply to the sub-award recipient as to the primary award recipient.

A1. Substantial Involvement:

In a cooperative agreement, the Office of Academic Exchange Programs (ECA/A/E) is substantially involved in program activities above and beyond routine grant monitoring. For ECA/A/E activities and responsibilities, please review the POGI.

A2. Recipient Responsibilities

The responsibilities of the recipient organization are as follows:

1. Implementing all aspects of the Global UGRAD Program, including administering scholarships for one semester of non-degree undergraduate study for visiting students at accredited four-year institutions of higher education in the United States;
2. Developing promotional and application materials, and providing these materials to Public Affairs Sections of U.S. embassies;
3. Recruiting and selecting appropriate host institutions throughout the United States;
4. Placing student nominees at host institutions;

5. Developing and overseeing in-person or virtual pre-departure orientation workshops, and virtual arrival orientation workshops;
6. Managing student travel arrangements;
7. Development and execution of emergency planning protocols to ensure the health, safety, and security of all participants;
8. Development and administration of an outreach plan, which includes impact stories, in coordination with the program office;
9. Administering pre-academic English language programming;
10. Monitoring and supporting program participants;
11. Overseeing and planning of community service and professional development activities for program participants;
12. Managing program finances;
13. Evaluating all program components;
14. Developing and implementing in-person re-entry workshops, with the option to host it virtually;
15. Development of alumni tracking, engagement, and follow-on activities, including registering alumni with ECA's Office of Alumni Affairs and the International Exchange Alumni website; and
16. Responding promptly and fully to requests from Public Affairs Sections and the Bureau.

Satisfactory performance is a condition of continued administration of the program.

B.) Federal Award Information:

Type of Award: *Cooperative Agreement*. ECA's level of involvement in this program is listed under A1. Substantial Involvement under A. Program Description.
Fiscal Year Funds: FY 2021
Approximate Total Funding: $6,050,000, pending the availability of funds.
Approximate Number of Awards: 1
Approximate Average Award: $6,050,000, pending the availability of funds.
Floor of Award Range: None
Ceiling of Award Range: $6,050,000, pending the availability of funds.
Anticipated Award Date: Pending the availability of funds, November 1, 2020.
Anticipated Project Completion Date: October 31, 2022. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

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

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

C.) Eligibility Information:

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

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D3a and D3c below).

C.2. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in Bureau funding. ECA anticipates making one grant/cooperative agreement, in an amount of up to $6,050,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

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

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

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

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

D.) Application and Submission Information:

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

D.1 Contact Information to Request an Application Package:

Please contact the Office of Academic Exchange Programs, ECA/A/E/MR, SA-5, Floor Four, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 340-9413, LysaghtM@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 ECA/A/E/MR Program Officer Megan Lysaght 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. Federal Funding Accountability and Transparency Act (FFATA) Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their award activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of program activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

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

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

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

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

D.3g. Adherence To All Regulations Governing The J Visa: The 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.3h. Diversity, Freedom, and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau

"shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3i. Program Monitoring and Evaluation: Please Note: The Bureau plans to add standardized indicators and corresponding data collection questions for performance monitoring during the period of performance of this award. Therefore, proposed performance monitoring plans and data collection instruments should be flexible enough to incorporate those once established. Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

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

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

> 1. **Participant satisfaction** with the program and exchange experience.

> 2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.

3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.

4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

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

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

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

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

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

D.3l. Budget Format: Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets.

Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

The below budget format is provided as an aid in organizing the budget, it is suggested but not required as a submission format for your proposal budget.

D.3m. Key Personnel

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

D.3n. Allowable costs for the program include the following:

1) Program Expenses
2) Domestic Administration

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

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

Application Deadline Date: Monday, September 21, 2020
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/organizationregistration.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 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

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

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

E.) APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of the program idea and program planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above.

2. **Ability to achieve program objectives/multiplier effect/impact:** The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

3. **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.

4. **Institutional Capacity/Institution's Record/Ability:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. 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.

5. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

6. **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.

F.) Federal Award Administration Information

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

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

F.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance, 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

http://www.whitehouse.gov/omb

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

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

F.3a. Palestinian Authority, West Bank, and Gaza Programming: All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Program Officer Megan Lysaght at 202-340-9413 or/and LysaghtM@state.gov for additional information.

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

> 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 90 calendar days after the 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 90 days after the expiration or termination of the award;

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

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

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

F.5. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

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

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 Megan Lysaght, U.S. Department of State, Office of Academic Exchange Programs, ECA/A/E/MR, SA-5, Fourth Floor, 2200 C Street, NW, Washington, DC 20037, (202) 340-9413, LysaghtM@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

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

H.) Other Information:

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

Marie Royce   July 22, 2020

Assistant Secretary for Educational and Cultural Affairs

U.S. Department of State