

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO):** FY 2021 Study of the U.S. Institutes for Student Leaders from the Western Hemisphere

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0007849

**Assistance Listing (formerly CFDA) Number:** 19.009

**Application Deadline:** May 24, 2021

**Executive Summary:** The Study of the U. S. Branch (ECA/A/E/USS), Office of Academic Exchange Programs, Bureau of Educational and Cultural Affairs (ECA), invites proposal submissions from accredited U.S. post-secondary education institutions (community colleges, liberal arts colleges, public and private universities) and other U.S. public and private non-profit organizations meeting the provisions of a 501(c)3 (see section C. Eligibility Information) for the design and implementation of five (5) Study of the U.S. Institutes (SUSIs) for Student Leaders from the Western Hemisphere to take place over the course of five weeks in summer 2022 and winter 2023. Each Institute will focus on a theme that reflects U.S. foreign policy priorities in the region. The themes selected for these Institutes are Civic Engagement, Entrepreneurship and Economic Development, and Women’s Leadership for Indigenous and Afro-Latina Women. See details in section A.3. Institutes.

The Study of the U.S. Institutes for Student Leaders from the Western Hemisphere should provide multinational groups of undergraduate students from the Western Hemisphere, primarily from indigenous, Afro-Latino, and underserved communities, with a deeper understanding of U.S. society, culture, values, and institutions. Four Institutes will be completely conducted in Spanish and one program will be conducted in English. Each academic Institute will be approximately five weeks in duration and should have a four-week academic residency at a U.S. academic institution and a one-week integrated study tour that will expose the foreign undergraduate students to another region of the United States. Each program will host 20 participants, for a total of 100 foreign undergraduate students across all five Institutes. Three Institutes will take place in summer 2022 and two Institutes will take place in winter 2023. More information on the Institutes can be found in section A.3. Institutes.

The award recipient will be responsible for planning, overseeing, and implementing the program including the administration of all five Institutes and the oversight and management of performance of all subaward recipients under the award. 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. The awarding of the non-competitive continuations in FY 2022 and FY 2023 is contingent on the availability of funding and successful performance.

It is ECA’s intent to award one (1) cooperative agreement (one base year plus two non-competitive continuations) for an estimated total amount of \$4,500,000, pending the availability of funds and 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, the number of Institutes, Institute themes, Institute formats, and Institute language based on program needs and the availability of U.S. government funding.**

#### **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:** Study of the U.S. Institutes for Student Leaders are intensive academic programs that provide groups of foreign undergraduate students with a deeper understanding of U.S. society, culture, and institutions. Institutes include academic sessions, an integrated study tour, leadership training, community service activities, and opportunities to interact with a wide range of Americans. The ultimate goal is to provide foreign student leaders with an in-depth examination of a specific field of study, while also developing their leadership skills and heightening their awareness of the history and evolution of U.S. society, culture, values, and institutions, broadly defined.

**A.2. Overview:** Each Institute must be approximately five weeks in length; participants should spend approximately four weeks at a U.S. university or college campus and approximately seven days on an integrated educational study tour, including at least three days in Washington, D.C. The program should include a one-day event that will bring together up to 60 participants in summer 2022 and up to 40 participants in winter 2023 from the concurrent Study of the U.S. Institutes for Student Leaders from the Western Hemisphere. The event will be planned in conjunction with the ECA program officer for this award. It will consist of speakers from the Department of State, participants’ final presentations, and debriefings with participants.

The academic program should include group discussions, experiential learning activities, and exercises that focus on the Institute theme and include aspects of leadership, teambuilding, collective problem-solving skills, effective communication, and management skills. Therefore, participants should gain both theoretical knowledge and practical skills. Institutes should also include a community service component in which the students participate in weekly volunteer service activities and experience firsthand how not-for-profit organizations and volunteerism play a key role in U.S. civil society. Institutes should foster an inclusive environment by incorporating speakers from diverse backgrounds and encouraging open and collaborative discussions.

In addition, all Institutes should foster ECA's mission to promote mutual understanding between citizens of the United States and other countries. Thus, the programs should include robust opportunities for participants to meet Americans from a variety of backgrounds, to interact with their U.S. peers, and to engage with appropriate student and civic groups to share their experiences and life in their home communities. **Please see the Project Objectives, Goals, and Implementation (POGI) document for more information.**

ECA's goal is to resume in-person exchanges for SUSI 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.

**A.3. Institutes:** All Institutes should enhance participants' knowledge of U.S. history, government, institutions, society, and culture. The Institutes should incorporate a focus on American historical events and current political, social and economic aspects of contemporary American life. Discussions should center on the pluralistic and diverse character of American society. Specific overall themes and topics for these programs reflect U.S. foreign policy priorities in the Western Hemisphere region. The themes selected for these Institutes are:

- Civic Engagement: topics could include, but are not limited to, active citizenship, community building, public policy, political leadership, and volunteerism. One Institute in summer.
- Entrepreneurship and Economic Development: topics could include, but are not limited to, principles of entrepreneurship and social entrepreneurship, concepts of social capital strategies for sustainable economic development, organizational development and management, innovation, microfinance, women's economic empowerment, corporate social responsibility, strategic business planning and innovation. Up to two Institutes, one in summer and one in winter.
- Women's Leadership for Indigenous and Afro-Latina Women: topics could include, but are not limited to, women leaders in the U.S. in government, business, the private sector and academia, the history of women's rights in the United States, women's gender and racial issues including the struggle of the LGBTQI community for inclusion in the United States and Latin America, current challenges in global women's issues such as the economic impact of the pandemic on women and girls' lives, and the increasing role of indigenous and Afro-Latina women in their countries. Up to two Institutes, one in summer and one in winter.

In addition to topics related to the overall theme of each program, the Institutes should also address the influence of principles and values such as democracy and democratic institutions, equal rights, social inclusion, freedom of expression, and diversity.

Each Institute will host approximately 20 participants, for a total of approximately 60 foreign undergraduate students in summer 2022 and 40 foreign undergraduate students in winter 2023. All Institutes should take place on U.S. university and college campuses. One cooperative agreement of up to \$1,500,000 will support the program in the FY 2021 base year of funding. Each U.S. academic institution selected to host an Institute should plan for costs of approximately \$240,000 per Institute.

The academic residency on a U.S. university or college campus should also include weekly community service activities and leadership development sessions, and opportunities for interaction with American peers. The content of the one-week study tour to another region of the United States should complement the academic residency. All programs will conclude in Washington D.C. with a stay of at least three days, including a one-day event (one in summer 2022 and one in winter 2023), that will bring together participants from the concurrent Institutes. Three programs will take place in summer 2022 and two in winter 2023. See details in A.5. Participants.

**A.4. Program Administration:** ECA is seeking detailed proposals from accredited U.S. post-secondary higher education institutions (community colleges, liberal arts colleges, public and private universities) and other U.S. public and private non-profit academic organizations meeting the provisions of a 501(c)3 and the other eligibility requirements outlined in section C. Eligibility Information. ECA intends to issue one cooperative agreement for the administration and implementation of five Institutes. The recipient may propose to administer all five Institutes through sub-awards or may propose to implement up to two of the five Institutes (one in summer 2022 and one in winter 2023) and administer sub-awards to host institutions to conduct the remaining three Institutes. No institution will be permitted to host more than two Institutes in one fiscal year.

All proposals should demonstrate regional expertise. Participating countries will be determined by ECA, in coordination with Fulbright Commissions, the Public Affairs Sections at U.S. embassies abroad, and the Regional Bureau.

**ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, the number of Institutes, Institute themes, Institute formats, and Institute language based on program needs and the availability of U.S. government funding.**

**A.5. Participants:** ECA anticipates that participants for the five Institutes will come primarily, from indigenous, Afro-Latino, and underserved communities in the following countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, and Venezuela.

**Please note:** ECA reserves the right to amend or modify the list of participating countries should conditions change in the nominating country or if other countries are identified as U.S. priorities, or for other reasons.

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

**A.6. Program Guidelines:** The award recipient is responsible for the conception, structure, and monitoring of all aspects of all five Institutes and follow-on activities. Proposals must provide a detailed and comprehensive narrative describing the goals of the entire project. The proposal should also include a sample academic syllabus and calendar demonstrating proposed components for each program and how they relate to the overall goals of the entire project. In addition, the proposal should also include a summary of the applicant's experience and expertise in the Western Hemisphere region, as well as any thematic expertise in the areas of civic engagement, entrepreneurship and economic development, and/or women's leadership, among other areas. For the 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. Institutes must take place on a U.S. college or university campus. In addition, the proposal should also demonstrate the applicant's capacity to design and implement a program completely conducted in **Spanish**.

Overall, proposals will be reviewed on the basis of their responsiveness to NOFO criteria listed in Section E.1. Review Criteria. The POGI provides program-specific guidelines that all proposals must address fully.

**A.7. Substantial Involvement:** In a cooperative agreement, the Study of the U.S. Branch (ECA/A/E/USS) is substantially involved in program activities above and beyond routine monitoring. The Branch may request that the award recipient make modifications to the academic residency and/or educational travel components of the program. The award recipient will be required to obtain approval of significant program changes in advance of their implementation. These activities and the roles and responsibilities of the Department and the recipient are outlined in the POGI.

Proposal narratives should include a brief commitment to implement the program for the base year plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the subsequent two non-competitive continuation years 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:**

### **Award Information:**

**Type of Award:** Cooperative Agreement

**Fiscal Year Funds:** FY 2021 base year, \$1,500,000; FY 2022 Non-Competitive Continuation year-one, \$1,500,000, pending successful performance and the availability of funds; FY 2023 Non-Competitive Continuation year-two, \$1,500,000, pending successful performance and the availability of funds.

**Approximate Total Funding:** \$4,500,000 - This figure represents base year plus two non-competitive continuation years, pending successful performance and the availability of funds.

**Approximate Number of Awards:** One

**Ceiling of Award Range:** \$1,500,000 for FY 2021 base year (or \$4,500,000 for the base year plus two non-competitive continuation years)

**Anticipated Award Date:** September 1, 2021.

**Anticipated Project Completion Date:** September 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 12 months (base year) with Non-Competitive Continuations for a second and third period of 18 months each to ensure adequate time for post-Institute follow-on activities. ECA will notify the recipient of its intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

## **C. Eligibility Information:**

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

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

### **C.2. Other Eligibility Requirements:**

**1. Experience in Conducting International Exchange:** ECA grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in ECA funding. ECA anticipates making one cooperative agreement, in an amount of \$1,500,000 per year 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.

**2. Technical Eligibility:** All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process. It is ECA's intent to award one (1) cooperative agreement to one applicant organization to administer a total of five (5) Institutes under this competition. **ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, the number of Institutes, Institute themes, Institute formats, and Institute language based on program needs and the availability of U.S. government funding.**

**3.** 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, ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

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

**D.1. Contact Information to Request an Application Package:** In the event an applicant cannot obtain an electronic application package from Grants.gov, please contact José Marrero, Program Officer, Study of the U.S. Branch, ECA/A/E/USS, SA-5, Fourth Floor, U.S. Department of State, 2200 C Street, NW, Washington, DC 20037, [MarreroJA@state.gov](mailto:MarreroJA@state.gov), 202-676-7945 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. ECA/A/E/USS also provides a sample budget in Microsoft Excel format. You may request that template in editable format by contacting Program Officer José Marrero at [MarreroJA@state.gov](mailto:MarreroJA@state.gov).

Please specify José Marrero 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 ECA's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.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 Registrations with the System for Award Management (SAM):** All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is



granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

### **D.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](mailto:ECA_SAMSDomestic@state.gov) and copy the program officer associated with the solicitation.

**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 ECA'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:** Please Note: ECA 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. ECA 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. ECA 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 ECA 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 ECA upon request.

**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.

**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 must 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 quarterly program and financial reports;
- All program and financial reporting requirements must be current and up-to-date before ECA 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.

1. 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:**

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;
- 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, book and cultural allowance, and meals and incidentals;
- Closing event;

- Follow-on activities;
- Tax withholding;
- Wire transfer fees;
- Consultant fees;
- Web hosting;
- Communications (i.e., participant cell phones or sim cards);
- Medical contingency;
- Medical costs related to the pandemic including, but not limited to personal protective equipment (PPE), medically required quarantine (outside of medical facilities covered under ASPE);
- Reasonable accommodations; and
- Other cost categories as necessary

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

Application Deadline Date: Monday, May 24, 2021

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

**D.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](mailto:support@grants.gov)

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

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system, and will be technically ineligible.

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

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

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

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

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



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

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

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

## **E. APPLICATION REVIEW INFORMATION**

ECA 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 ECA regulations and guidelines and forwarded to ECA 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 ECA'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 program will meet the objectives laid out in this solicitation. A detailed staff work plan should demonstrate substantive undertakings and logistical capacity. Activities should be reasonable, feasible, and form a coherent and substantive program for participant exploration of the Institutes. 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 ECA's

policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program design and implementation, and how diversity will enhance the program's goals and objectives. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity. Proposals should also indicate how reasonable accommodations for participant needs, including disability accommodations, will be implemented.

3. **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. ECA 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.
4. **Cost-effectiveness/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/Ability:** Proposals should demonstrate an institutional record of successful exchange programs (past exchange programs need not have been ECA funded). ECA will consider the past performance of prior recipients including responsible fiscal management and full compliance with all reporting requirements for past ECA awards (grants or cooperative agreements) as determined by ECA Grants Staff. ECA will consider 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 refer to 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 ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from ECA's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S.

Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer as identified in the application.

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

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

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>

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

**F.3. 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 year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a Post Award Activity under the corresponding record for this cooperative agreement/Grant in the U.S. Department of State's [SAMS Domestic](#).
- 2) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future cooperative agreements.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

- 3) A final program and financial report no more than 120 days after the expiration or termination of the award;
- 4) 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 ECA 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 ECA 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 ECA 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 José Marrero, U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of Academic Exchange Programs, ECA/A/E/USS, SA-5, 4<sup>th</sup> Floor, 2200 C Street, NW, Washington, DC 20037, tel: 202-676-7945 and email: MarreroJA@state.gov.

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

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

**H. Other Information:**

**Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. ECA 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  
Principal Deputy Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

March 17, 2021