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Department of State
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**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO):** FY 2022 Pan Africa Youth Leadership Program
**Announcement Type:** <mark>Amendment to a New Cooperative Agreement Announcement</mark>
**Funding Opportunity Number:** SFOP0008507
**Assistance Listing (formerly CFDA) Number:** 19.415
**Key Date/Application Deadline:** <mark>March 25, 2022</mark>

**Executive Summary:**
The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2022 Pan Africa Youth Leadership Program, an exchange program for African high school students and adult educators. U.S. public and private academic and cultural institutions, exchange-of-persons, and other non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to provide participants with three-week exchange programs in the United States focused on civic education, community service, and youth leadership development, and to support the implementation of service projects in their home communities. U.S. embassies in Sub-Saharan Africa will recruit, screen, and select the participants. ECA funding will support the planning and implementation of U.S.-based programming, including participant international travel, for approximately 150 participants in 2023.

Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

It is the Bureau's intent to award a cooperative agreement of one base year plus two non-competitive continuations. Please see section B.) Federal Award Information, below for additional details.

<mark>This NOFO has been amended to correct a typo in section G, Agency Contacts, and extend the deadline for submission.</mark>

**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 Pan Africa Youth Leadership Program began in FY 2013 and directly supports the U.S. foreign policy goal of youth empowerment and development by equipping exchange participants with the knowledge and skills to become active and responsible members of their communities. In addition to nurturing young leaders, the program also supports the Department's goal of fostering regional cooperation on the African continent.  The program offers secondary school youth (ages 15-18) and a small number of adult educators from countries in Sub-Saharan Africa the opportunity to engage in intensive, thematic exchanges in the United States focused on civic education, community service, and youth leadership development.  Subthemes that explore these overarching themes should be added, such as entrepreneurship, the environment, climate change resiliency, food security, media literacy (including social media), and/or public health.  The applicant should present a program plan that allows the participants to thoroughly explore civic life in the United States in a creative, memorable, hands-on way.

Youth Leadership Programs offer an examination of democratic principles within U.S civil society and provide leadership development training.  Participants should engage in workshops on leadership and service, community site visits related to the program themes and subthemes, interactive training, presentations, visits to high schools, local cultural activities, and other activities designed to achieve the program's stated goals, while living with American families for a significant period of the exchange.  Additional opportunities for participants to interact meaningfully with their American peers must be included.  Follow-on activities with the participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning and carrying out service projects in their home communities.

The program goals are to:
1) Promote mutual understanding between the people of the United States and the people of Sub-Saharan Africa;
2) Prepare African youth leaders to become responsible citizens and contributing members of their communities; and
3) Foster relationships among African and American youth from different ethnic, religious, and national groups.

The program objectives are for participants to:
1) Demonstrate a better understanding of the elements of a participatory democracy as practiced in the United States;
2) Demonstrate critical thinking, problem-solving, and leadership skills; and
3) Demonstrate skill at developing project ideas and planning a course of action to bring follow-on projects to fruition.

The primary program themes are listed below:
1) Civic Education (citizen participation, grassroots democracy and rule of law);
2) Community Service (social/corporate responsibility, volunteerism, and philanthropy);
3) Respect for Diversity (including ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities); and

4) Youth Leadership Development (team building, public speaking, negotiation, goal setting, and project planning).

Applicant organizations must focus on these primary themes.  Subthemes will serve to illustrate the more abstract concepts of the primary themes.  For example, the secondary theme of the environment can be used to examine how a group of individuals can start a recycling campaign in their community, thus demonstrating leadership, volunteerism, and civic engagement.  The secondary theme should be integrated into most aspects of the program, including workshops, presentations, and community service.

Using these goals, objectives, and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation.  Proposals should indicate how recipients will achieve the short-term program objectives, and how these objectives will contribute to the achievement of the stated long-term goals.

The program aims to advance dialogue and encourage substantive interaction between Americans and citizens of the participating African countries.  Exchange delegations must have multiple opportunities to meet and interact with American students of a similar age in a substantive way.  Applicants are urged to present creative plans that will foster interaction between the participants and American youth.  Proposals that include a plan to demonstrate impact on American youth and communities will be more competitive.  The program also must include opportunities for the adult educators to work with their American counterparts to develop their leadership and mentoring skills.

Guidelines:
Total funding for the project (FY 2022 base year) is $1,600,000.  ECA anticipates awarding one cooperative agreement to a U.S. public or private academic and cultural institution, exchange-of-persons, and other non-profit organization meeting the provisions described in Internal Revenue Code section 26 USC 501 (c) (3) to design and implement U.S.-based exchanges for approximately 150 participants from eligible countries in Sub-Saharan Africa (see country list in following section).  This program must include both English language and French language exchanges.  Please note: participants in the French language exchange will not need English skills to participate; award applicants should propose programming in French and should provide interpretation by individuals who have previous experience and/or demonstrated skill in interpretation.

The ECA cooperative agreement should begin on or about September 1, 2022, pending the availability of FY 2022 funding.  The FY 2022 base year award period will be approximately 15 months in duration and will cover all aspects of the program planning of U.S.-based exchange activities and follow-on activities.  Planning and preparation for the exchanges will start in fall 2022, and the exchanges will take place in calendar year 2023.

Applicants should propose to host approximately 150 youth and adult participants, who will travel to the United States for a three-week exchange in 2023. Applicants should propose specific exchange dates in their proposals, but the exact timing may be altered through the mutual agreement of ECA and the award recipient, particularly given the large number of participating African countries and the varying academic calendars. The successful applicant will demonstrate flexibility regarding the number of exchanges, exchange dates, delegation sizes, and country combinations.

For example, applicants could propose to have all participants travel to the United States at the same time or could propose two different delegations and exchange dates. Applicants must propose a plan to divide a large delegation of participants into smaller cohorts (of approximately 20-25 participants) for most of the exchange activities. This will ensure that all participants actively take part in the exchange and that program staff can adequately monitor the safety and well-being of the participants. Applicants are encouraged to hold the welcome and closing orientations with the larger delegation. Applicants are encouraged to be creative and flexible in making arrangements that will meet the program goals.

Recent trends of this program have shown approximately equal numbers Anglophone and Francophone participants. In past years, the majority of U.S. embassies participating in the Anglophone exchanges have demonstrated preference for a spring exchange, which often coincides with Easter and a school break. Summer exchange dates also have been popular for both Anglophone and Francophone participants. Applicants should keep these trends in mind when developing their proposals.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds.

In pursuit of the goals outlined above, the award recipient will be responsible for the following:

Orientations:
Provide pre-departure materials and information about the U.S. program to assist the U.S. embassies, participants, and their families in preparation for the exchange. Conduct orientations for host families and other participating individuals/groups in the host community. Conduct a welcome orientation for participants upon arrival to the United States and closing session to summarize the program experience and prepare participants for their return home.

Logistics:
Manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, group meals, French interpretation (where applicable), and disbursement of pocket money. The award recipient should be prepared to provide funds to participants to cover costs for their domestic expenses within Africa, such as passport fees, travel allowances, and travel to the capital city for visa interviews, pre-departure orientation, and/or international departure, as needed.

Exchange Activities:
Design and plan three weeks of exchange activities that provide a creative and substantive program that develops both the youth and the adult participants' knowledge and skill base in civic education, community service, and youth leadership development.  The program might include an emphasis on current and former civic and political leaders of African-American descent and individuals who displayed a strong commitment to advancing multi-lateral relations between the U.S. and the countries of Sub-Saharan Africa.  Exchanges will take place in no more than two or three locations so that the participants have time to familiarize themselves with a community.  The exchanges will focus primarily on interactive activities, practical experiences, and other hands-on opportunities that provide a substantive experience on the specified program themes.  Some activities should be community-based, and the projects will involve as much sustained interaction with U.S. peers as possible (for both the youth and adult participants).  Participants will explore leadership through activities such as project planning, team building, and public speaking.  Cultural, social, and recreational activities will balance the schedule.  Adult participants must be provided with ample opportunity to engage in activities specifically geared to developing their professional skills during the exchange, in addition to joint activities with youth participants.

Applicants should arrange a 4-5 day visit to Washington, D.C. during the exchange so that participants can explore the U.S. Capitol and American government institutions.  The Washington, D.C. visit must include substantive exchange activities (such as site visits to youth or community organizations and/or interactive workshops), in addition to cultural and recreational activities.  The visit also should provide participants with an opportunity to meet U.S. Department of State representatives.

Accommodations:
Arrange homestays for the participants in the United States with properly screened and briefed American families for most of the exchange period.  Criminal background checks (including a search of the Department of Justice's National Sex Offender Public Registry) must be conducted for each member of the host family household who is 18 years of age or older.  Please see the Project Objectives, Goals, and Implementation (POGI) for more details on host family screening and placement.

Monitoring:
Develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly.  The award recipient will be required to provide proper staff supervision to ensure that the teenagers and adult participants have safe and pedagogically rich programs.  Staff, along with the adult participants, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed.

Follow-on Activities:

Provide guidance and support to participants while in the U.S. by advising and supporting them in planning the implementation of community service projects, and offering opportunities to reinforce the ideas, values and skills imparted during the exchange. Participants should return home from the exchange prepared to implement projects that serve a need in their schools or communities. To amplify program impact, proposals should present creative and effective ways to address the project themes, for both program participants and their peers. While virtual follow-on activities are encouraged, proposals also should address alternative ways to support alumni without reliance on the Internet and technology, which may not be accessible to all participants.

U.S. embassies may be able to assist the award recipient in overseeing follow-on activities and arranging in-person alumni gatherings. However, the award recipient should be prepared to take the lead on maintaining on-going correspondence with participants, monitoring program activities, and providing guidance to participants as they conduct their follow-on projects. Applicants should describe in detail their plans for implementing follow-on activities, as well as methods for monitoring and reporting project results and impact.

Participants:
U.S. embassies in the participating countries will recruit, screen, and nominate the participants; ECA will make the final selections. The award recipient will not be involved in participant selection. The final list(s) of participants will be sent to the recipient prior to the start of the exchanges. It is anticipated that at least three participants will be selected from each participating country listed below, though final numbers will depend on post interest and other factors.

The youth participants will be high school students aged 15 to 18 years old at the start of the exchange who have demonstrated leadership potential through academic work, community involvement, and extracurricular activities. Each exchange delegation will include adult participants who are teachers, trainers, or community leaders who work with youth. They will have the role of exchange participant, chaperone, and post-exchange mentor. While each delegation should include one adult participant per country represented, there may be circumstances where an adult mentor is not present from every country represented in the exchange.

Participants selected for the English language exchanges will have sufficient English language proficiency to participate fully in interactions with their host families and their peers and in educational activities. The Francophone participants will not be required to have English proficiency; therefore applicants must provide French language programming and/or French language interpretation for these exchanges. Additionally, the award recipient must place these participants in host families where at least one member speaks French.

Participating countries may include: Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic (CAR), Chad, Cote d'Ivoire, Democratic Republic of the Congo (DRC), Djibouti, Eswatini, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia,

Niger, Nigeria, Republic of Congo, Rwanda, Senegal, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

The Bureau reserves the right to add or delete countries from this list should conditions change in the partner country or if other countries are identified as Department priorities.

Organizational Capacity:
Applicant organizations must demonstrate their capacity for conducting international youth exchanges, focusing on three areas of competency: (1) provision of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; and (3) previous experience working on programs in the region. Organizations must demonstrate their capacity to manage a complex, multi-phase program with several separate exchange projects. Applicants need not have organizational capacity in the participating countries, as the U.S. embassies will recruit and nominate participants. Organizations must have a method in place to assist participants with pre-departure activities such as coordinating travel and lodging for visa interviews and the disbursement of funds for domestic expenses such as passport fees, travel allowances, etc.

U.S. Embassy Involvement:
U.S. embassies will recruit, screen, and nominate participants. In addition to recruitment, U.S. embassies will facilitate passports and visas, pre-departure briefings, and alumni engagement, though the costs associated with these activities should be covered through the award. Once a cooperative agreement is awarded, the recipient must consult regularly with the Public Affairs Section at the U.S. embassy in the partner countries to implement the project and coordinate participants' international airline tickets and provide funds to participants to cover costs for their domestic expenses within Africa (such as passport fees, travel allowances, and domestic travel to the capital city for visa interview, pre-departure orientation, and international departure, as needed). The award recipient will be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants.

Additional Information:
The award recipient will retain the name "Pan Africa Youth Leadership Program" to identify the exchange program. All materials, publicity, and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. See ECA's Communications Guidance for more information in section D.12.

The award recipient must inform the ECA Program Office and participating U.S. embassies of its progress at each stage of the project's implementation in a timely fashion and will be required to obtain approval of any significant program changes in advance of their implementation.

The proposal must demonstrate how it will meet the stated objectives. The proposal narrative should provide detailed information on the major project activities, and applicants should explain

and justify their programmatic choices. Projects must comply with J-1 visa regulations for the International Visitor and Government Visitor category. Please be sure to refer to the complete Solicitation Package – this NOFO, the POGI, and the Proposal Submission Instructions (PSI) – for further information.

**A1. Substantial Involvement:** In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached POGI.

**A2. Non-Competitive Continuations:** Proposal narratives should include a commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

**B. Federal Award Information:**

**Type of Award:** Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description above.
**Fiscal Year Funds:** FY 2022 - $1,600,000, pending the availability of funds; FY 2023 - $1,600,000; FY 2024 - $1,600,000; pending successful performance and the availability of funds.
**Approximate Total Funding:** $4,800,000. This figure represents base year plus two non-competitive continuation years, pending successful performance and the availability of funds.
**Approximate Number of Awards:** One
**Approximate Average Award:** $1,600,000; pending the availability of funds.
**Floor of Award Range:** None
**Ceiling of Award Range:** $1,600,000; pending the availability of funds.
**Anticipated Award Date:** September 1, 2022; pending the availability of funds.
**Anticipated Project Completion Date:** December 31, 2025. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.
**Additional Information:** The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Cooperative agreements will be awarded for a period of 15 months (base year) with non-competitive continuations for two additional 12 month periods (non-competitive continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a non-competitive continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a non-competitive

continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

## C. Eligibility Information:

**C.1. Eligible applicants:** U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-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.3. and D.5. below).

**C.2. Other Eligibility Requirements:** The following additional eligibility requirements apply to this NOFO announcement:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in Bureau funding. ECA anticipates making one cooperative agreement, in an amount over $130,000 to support all 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.) All proposals must comply with the requirements stated in the NOFO, POGI, and the PSI; non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

c.) Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

**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:**

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.  Solicitation Package Location:**  The entire Solicitation Package may be downloaded from the Bureau's website at https://eca.state.gov/organizational-funding or from the Grants.gov website at https://www.grants.gov.

**D.2.  Content and Form of Submission:**  Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation.  The application should be submitted per the instructions under D.16. "Application Deadline and Method of Submission" section below.

**D.3.  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.4.  Required Proposal Elements:**  All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

**D.5.  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.6.  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.7.  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.8.  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.9.    Diversity, Equity and Inclusion (DEI) and Freedom and Democracy Guidelines**:  Pursuant to the Bureau's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity, equity, and inclusion will enhance the program's goals and objectives and the participants' exchange experience.  Proposals should demonstrate how the program will further engage diverse and underserved communities.  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.  Please refer to the "Support of Diversity, Equity, and Inclusion" review criterion of this document for more information on how this will be reviewed as a part of any application.  Please also refer to the "Diversity, Equity, and Inclusion" section in the "Proposal Submission Instructions" document for specific suggestions on incorporating DEI into the 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.10.  Program Performance Monitoring and Evaluation (M&E):**  A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs.  This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation.  Performance monitoring is

designed to assess progress against established goals and objectives across the Bureau and as established for each award.

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

For this proposal and the resulting cooperative agreement, the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
    - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
        - Indicator 1: Percent of participants with more favorable opinions of the United States Government
        - Indicator 2: Percent of participants who traveled abroad for the first time because of their program
        - Indicator 3: Percent of foreign participants who traveled to the United States for the first time during their program
        - Indicator 4: Percent of foreign participants with more favorable opinions of the American people
        - Indicator 5: Percent of foreign participants indicating an increase in understanding of United States culture and values
        - Indicator 6: Percent of participants agreeing with statements in support of democratic values
        - Indicator 7: Percent of foreign participants indicating a change in understanding of third- party countries' cultures and values
        - Indicator 8: Percent of participants reporting that their exchange experiences offered opportunities to engage with other cultures
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
        - Indicator 9: Percent of foreign participants that volunteer in their host communities
        - Indicator 10: Number of hours that foreign participants spend volunteering in their host communities

- o Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries
  - Indicator 11: Percent of participants who have more confidence in their ability to have an impact in their home country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - Indicator 12: Percent of foreign participants who report increasing their network of Americans
  - Indicator 13: Percent of participants who identify as a Department of State program participant
  - Indicator 14: Percent of foreign participants who report increasing their network of third country nationals
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - Indicator 15: Percent of participants reporting an increase in soft skills as a result of exchange program participation
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - Indicator 16: Total number of participants
    - Indicator 17: Total number of program cohorts
- Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming
  - o Sub-Objective 5.3: Exchange participants support local economy during their visit
    - Indicator 18: Amount of U.S. dollars spent by foreign exchange participants during their exchange
- Objective 6: Increase capacity of ECA partner institutions to achieve program strategic goals
  - o Sub-Objective 6.1: Increase capacity of implementing partners and educational institutions for the internationalization of programs
    - Indicator 19: Number of U.S. study abroad exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - Indicator 20: Dollar amount ($) spent on monitoring and evaluation activities of ECA awards by ECA award recipients

- Indicator 21: Response rate for participant surveys

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

## **PMPs**

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

- Programmatic objectives, which are statements of the condition(s) or state(s) the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: https://eca.state.gov/about-bureau) or other applicant-designed program-specific objectives. For more information on SMART see the ECA Evaluation Division's website: https://eca.state.gov/impact/eca-evaluation-division/capacity-building. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.
- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
  - o In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
  - o ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.
  - o Baseline data (whether collected specifically for the program at the beginning of the award or from a previously existing source) for each indicator shall be included where relevant, as well as the target number to be achieved for each indicator.

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

**PROGRAM PERFORMANCE M&E NARRATIVE**

ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the applicant's team structure and responsibilities surrounding performance monitoring
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including: which platform will be used, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures
- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals

**RESULTS PERFORMANCE MONITORING REPORTING REQUIREMENTS**

The State Assistance Management System Domestic (SAMS-D) is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, any recipients of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

# PERFORMANCE MONITORING PLAN

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

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

(Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

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

**Completion:** All components of the PMP are included.

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

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

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

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

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

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

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

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

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

**Definitions of PMP Columns**

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

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

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

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

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

**When to Collect:**  Specifies when the indicator will be measured, for example: post-program, end of award, etc.

- A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended
- Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself.  Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur.  Note:  The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming.

**Entity Responsible:**  Person or entity responsible for collecting the data.

| Performance Indicator | Definition | Baseline | Target | Data Source and Question | When to Collect | Entity Responsible |
|---|---|---|---|---|---|---|
| **ECA Objective 1:**   Advance participant and beneficiary cross-cultural competence and global perspective | | | | | | |
| **ECA Sub-Objective 1.1:** Promote cultural exchanges and enhance understanding between participants and their host communities | | | | | | |
| Percent of participants with more | Participant - A person who has directly participated in an ECA | 0 | To be completed | Survey (self-reported data) | Post-Program | Award recipient |

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| favorable opinions of the United States Government | exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>To calculate percentage, numerator will be number of respondents who select "much more favorable" OR "somewhat more favorable" on the survey question. The denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | <span style="color:red">by the applicant</span> | Did your views of the United States government change as a result of your exchange program participation?<br>• Yes<br>• No<br><br>If YES:<br><br>How did your views of the United States government change? Are your views:<br>• Much less favorable<br>• Somewhat less favorable<br>• Somewhat more favorable<br>Much more favorable | | |
| Percent of participants who traveled abroad for the first time because of their program | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>Abroad – A country outside of one's home country | 0 | <span style="color:red">To be completed by the applicant</span> | Survey (self-reported data)<br><br>Before this exchange program, had you traveled outside of your home country?<br>• Yes<br>• No<br><br>If YES: | Post-Program | Award recipient |

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| | **Counting Frequency** Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations** To calculate percentage, numerator will be number of respondents who answered "no" to the first question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | Why did you travel outside of your home country? *Select all that apply.*<br>• Tourism<br>• Visit friends/family<br>• Participation in another U.S. Department of State exchange program (including U.S. Embassy-sponsored exchanges)<br>• Participation in a non-U.S. Department of State exchange<br>• Study<br>• Work<br>Other: _____ [write-in] | | |
| Percent of foreign participants who traveled to the United States for the first time during their program | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency** Each respondent should only be counted once per reporting year following their program completion.<br><br>**Calculations** To determine the percent value, numerator is number of respondents | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>Before this exchange program, had you traveled to the United States?<br>• Yes<br>• No<br><br>If YES:<br><br>Why did you travel to the United States? *Select all that apply.*<br>• Tourism<br>• Visit friends/family<br>• Participation in another U.S. Department of State exchange program | Post-Program | Award recipient |

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| | who reply "no" to the first question while denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | (including U.S. embassy-sponsored exchange programs)<br>• Participation in a non-U.S. Department of State exchange<br>• Study<br>• Work<br>Other: _____ [write-in] | | |
| Percent of foreign participants with more favorable opinions of the American people | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>To determine the percent value, numerator is number of respondents who reply "much more favorable" OR "somewhat more favorable" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>Did your views of the American people change as a result of your exchange program participation?<br>• Yes<br>• No<br><br>If YES:<br><br>How did your views of the American people change? Are your views:<br>• Much less favorable<br>• Somewhat less favorable<br>• Somewhat more favorable<br>Much more favorable | Post-Program | Award recipient |

| | multiply by 100 for the percent value. | | | | | |
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| Percent of foreign participants indicating an increase in understanding of United States culture and values | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>Responses to each item should be scored in the following manner:<br>No change – 1<br>Minimal change – 2<br>Moderate change – 3<br>Substantial change – 4<br><br>The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent.<br><br>To determine the percent value, numerator is number of respondents whose total question score is 2 or greater while the denominator will be the total number of survey | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>How much did participation in the exchange program change your understanding or knowledge of each of the following topics?<br>• United States democracy<br>• United States economy<br>• Foreign affairs of the United States<br>• Domestic affairs in the United States<br>• United States values and culture<br>• Daily life in the United States<br>• Religious and ethnic diversity in the United States<br>• Freedom of speech and press in the United States<br>• Voluntary community service in the United States<br><br>[Scale: No change, Minimal change, Moderate change, Substantial change] | Post-Program | Award recipient |

| | respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | | |
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| Percent of participants agreeing with statements in support of democratic values | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>Democratic values - The ideas or beliefs that make a society fair, including: democratic decision-making, freedom of speech, equality before the law, social justice, equality, social justice.<br><br>**Count Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>Responses to each item should be scored in the following manner:<br>Strongly disagree – 1<br>Disagree – 2<br>Neither disagree nor agree – 3<br>Agree – 4<br>Strongly agree – 5<br>I don't know/I can't ascertain – 0 | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>To what extent do you agree or disagree with the statements below?<br>• Voting is important because real decisions are made in elections<br>• Free and fair elections are the cornerstone of democracy<br>• An independent media is important to the free flow of information<br>• All citizens in a country should have equal rights and protections under the law, regardless of circumstances<br>• The rule of law is fundamental to a functioning democracy<br>• Individuals have the right to free speech and to voice opposition<br>• Organizations have the right to free speech and to voice opposition<br>• Democratic principles enhance | Post-Program | Award recipient |

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| | To determine the percent value, numerator is the number of respondents whose average question score is greater than or equal to 4 on a 1-5 scale while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | the workplace. Supervisors should incorporate democratic principles into their management practices<br><br>[Scale: Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree, I don't know/I can't ascertain] | | |
| Percent of foreign participants indicating a change in understanding of third-party countries' cultures and values | <u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br><u>Third-party country</u> - A country that is not the participant/alumni's home or host country. Generally, this refers to the home countries of fellow participants.<br><br>**Counting Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations** | 0 | To be completed by the applicant | Thinking about the exchange participants you met from other countries (not your home country or the U.S.), how much did participation in the program change your understanding or knowledge of the following topics related to **those countries**?<br><br>• Political system<br>• Economy<br>• Foreign affairs<br>• Domestic affairs<br>• Values and culture<br>• Daily life<br>• Religious and ethnic diversity<br>• Freedom of speech and press<br>• Voluntary community service<br><br>[Scale: No change, Minimal change, Moderate change, Substantial change] | Post-Program | Award recipients |

| | Responses to each item should be scored in the following manner:<br><br>No change – 1<br>Minimal change – 2<br>Moderate change – 3<br>Substantial change – 4<br><br>The response scores for each item should be summed and divided by the number of items they responded to in order to give an average question score for each respondent.<br><br>To determine the percent value, numerator is number of respondents whose average question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | |
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| Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency** | 0 | To be completed by the applicant | Do you agree with the following statement?<br><br>My exchange program offered opportunities for making cultural connections and sharing. *For example: Conversations about each other's' countries, Attending cultural events, etc.* | Post-Program | Award recipients |

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| | Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>To calculate percentage, numerator will be number of respondents who answered "yes" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | • Yes<br>• No | | |
| **ECA Objective 2:** Increase the impact that participants and alumni have on their communities / countries | | | | | | |
| Percent of foreign participants that volunteer in their host communities | Participant-A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors".<br><br>Volunteer-To volunteer or give back means to offer one's time or services to an organization or community effort for free.<br><br>Host Community-A host community is a community or institution that sponsors, supports or | 0 | To be completed by the applicant | Did you volunteer your time during your exchange?<br><br>[Yes/ No/ My program did not offer the opportunity to volunteer] | Post-Program | Award recipients |

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| | provides exchange programs support or services.<br><br>**Count Frequency**<br>Each respondent should only be counted once per reporting year following their program completion.<br><br>**Calculations**<br>To determine the percent value, numerator is number of respondents who reply "yes" to the question, while the denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | |
| Number of hours that foreign participants spend volunteering in their host communities | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>Volunteer - To offer one's time or services to an organization or community effort for free.<br><br>Host community - A community or institution that sponsors, supports, or | 0 | To be completed by the applicant | How many hours did you spend volunteering during your exchange program? (Please note that volunteer hours do not include time spent working as part of your professional placement.)<br><br>Fill in the blank: _____ [validate as numeric] | Post-Program | Award recipients |

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| provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program.<br><br>Host community members comprise two groups: 1) <u>host families</u> who welcomed exchange visitors into their homes; and 2) <u>host institutions or businesses</u> who provided professional or academic experiences to exchange visitors.<br><br>**Count Frequency**<br>Each respondent should only be counted once in a reporting year following their program completion.<br><br>**Calculations**<br>Participants will complete a survey question that will request the number of hours of time spent volunteering during their exchange program. The total number of hours for all participants should be reported. | | | | | |

| ECA Sub-Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries | | | | | | |
|---|---|---|---|---|---|---|
| Percent of participants who have more confidence in their ability to have an impact in their home country | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>Home community - The community that the program participant originates from and will return to at the conclusion of the program.<br><br>Home country - The country in which the program participant resides.<br><br>**Count Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculation**<br>To determine the percent value, numerator is number of respondents that responded "more confident" to the statement about their ability to make a difference in the 'community where I live' while the denominator will be the total number of survey respondents. | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>As a result of your program participation, how has your confidence in each of the following changed?<br><br>• I have the ability to make a difference in the **community** where I live<br>• I have the ability to make a difference in the **country** where I live<br>• I have the ability to make a difference in the **global community**<br><br>[Scale: I am less confident; No change in confidence, I am more confident] | Post-Program | Award recipient |

| | Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | |
|---|---|---|---|---|---|---|
| **ECA Objective 3:** Strengthen engagement among participants, alumni, beneficiaries, and institutions | | | | | | |
| Percent of foreign participants who report increasing their network of Americans | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>Network - An interconnected or interrelated group or system. In the context of MODE, this refers to an interconnected or interrelated group intentionally convened, sustained, or otherwise facilitated through ECA programming.<br><br>**Count Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while the denominator will be the total number of survey respondents. Divide the | 0 | To be completed by the applicant | Survey (self-reported data)<br><br>Are you still in contact with any Americans you met during your program exchange?<br>• Yes<br>• No<br><br>If YES:<br><br>Are the contacts you maintain with Americans personal, professional, or both?<br>• Personal<br>• Professional<br>Both personal and professional | Post-Program | Award recipient |

| | numerator by the denominator and then multiply by 100 for the percent value. | | | | | | |
|---|---|---|---|---|---|---|---|
| Percent of participants who identify as a Department of State program participant | **Participant** - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." <br><br> **Alumni** - Program participants who have been exposed to at least 36 hours of an exchange or a cultural exchange element with the possibility of sustained networking. <br><br> **Count Frequency** <br> Each respondent should only be counted once in the reporting year following their program completion. <br><br> **Calculations** <br> To calculate percentage, numerator will be number of participants who answered "yes" in response to the survey question. The denominator will be the total number of survey respondents. Divide the numerator by the denominator and then | 0 | To be completed by the applicant | Survey (self-reported data) <br><br> Do you consider yourself a participant of a U.S. Department of State program? <br> • Yes <br> No | Post-Program | Award recipient |

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|---|---|---|---|---|---|---|
| | multiply by 100 for the percent value. | | | | | |
| Percent of foreign participants who report increasing their network of third country nationals | Participant - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." <br><br> Network- An interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. <br><br> Third-country national - A person who does not have the same nationality and is not from the country in which the exchange took place or from the country of a participant of the exchange. <br><br> **Count Frequency** <br> Each respondent should only be counted once in the reporting year following their program completion. <br><br> **Calculations** | 0 | To be completed by the applicant | Are you still in contact with any individual not from the U.S. and not from your own country that you met during your program exchange? <br> • Yes <br> • No <br><br> If YES: <br><br> Are the contacts you maintain with these individuals personal, professional, or both? <br> • Personal <br> • Professional <br> • Both personal and professional | Post-Program | Award recipient |

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|---|---|---|---|---|---|---|
| | To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | |
| **ECA Objective 4:** Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries | | | | | | |
| Percent of participants reporting an increase in soft skills as a result of exchange program participation | **Definitions**<br>Soft skills - Qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills.<br><br>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Count Frequency** | 0 | To be completed by the applicant | 1. Did you increase your personal and/or professional skills as a result of your participation in this program? [Scale: Yes/No] If yes, ask question 2: 2. Please select the skills you increased: (Please select all that apply) •Leadership skills •Communication skills •Listening skills •Self-awareness •Self-initiative •Self-confidence •Resourcefulness •Decision-making skills •Problem-solving skills •None of the above skills | Post-Program | Award recipient |

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| | Each participant should only be counted once in the reporting year following their program completion.<br><br>**Calculations**<br>To determine the percent value, numerator is number of respondents who select at least one answer option except for "none of the above skills" in the second question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value. | | | | | |
| **ECA Sub-Objective 4.1:** Participants engage in language, academic, professional, and cultural exchange programs | | | | | | |
| Total number of participants | Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency**<br>Each participant should only be counted once per semi-annual reporting cycle following their program completion. | 0 | To be completed by the applicant | Administrative data from award recipients | Annually | Award recipient |
| Total number of program cohorts | Program cohort - A group of participants hosted separately under a program umbrella and following a set course of | 0 | To be completed by the applicant | Administrative data from award recipients | Annually | Award recipient |

| | activities and/or study. For instance: <br> •      IVLP is a program – each individual IVLP project conducted in a year would be considered a sperate cohort. <br> • PFP is a program – the two groups of participants PFP brings to the US each year are each considered separate cohorts. <br><br> **Counting Frequency** <br> Each cohort should only be counted once per semi-annual reporting cycle following its completion. | | | | | |
|---|---|---|---|---|---|---|

| ECA Objective 5:     Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming |||||||
|---|---|---|---|---|---|---|
| **ECA Sub-Objective 5.3:**   Exchange participants support local economy during their visit |||||||
| E5.3.01: Amount of U.S. dollars spent by foreign exchange participants during their exchange | <u>Participant</u> – A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." <br><br> **Count Frequency** <br> Each respondent should only be counted once in the reporting year. <br><br> **Calculations** <br> Participants will complete a survey question that will request participants to report a whole dollar | N/A | N/A | Survey (self-reported data) <br><br> Approximately how much money did you spend on food, travel, leisure, and/or merchandise while in the United States for your exchange program? This should include any stipend money that you spent. Please estimate to the nearest dollar and use numbers only (no symbols). | Post-Program | Award recipient |

| | amount in U.S. dollars spent on food, travel, leisure, and merchandise during the program.<br><br>This indicator also requests disaggregation based on a participant's placement state. This only applies if an exchange participant was based in one state for more than one month; for example, for IVLP participants, the placement state would not need to be reported. | | | Fill in the blank:<br>_____ [validate as numeric] | | |
|---|---|---|---|---|---|---|
| **ECA Objective 6:**  Increase capacity of ECA partner institutions to achieve program strategic goals | | | | | | |
| **ECA Sub-Objective 6.1:**  Increase capacity of implementing partners and educational institutions for the internationalization of programs | | | | | | |
| Number of US study abroad exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges | This indicator counts the number of foreign exchange participants, from or hosted by minority serving institutions (MSIs), participating in BOTH ECA's funded programs and the private-sector non-funded programs.<br><br><u>Study abroad/exchange partnership</u> - Requires an active agreement between an HEI office/department and an international institution to offer their students study abroad and/or exchange options.<br><br><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note | 0 | To be completed by the applicant | Administrative Records<br><br>Provide the number of program participants from or placed at the following (see MSI category options). If you do not have participants from/placed at one of the MSI categories, enter "0."<br>• Historically Black Colleges and Universities<br>• Hispanic Serving Institutions<br>• Tribal Colleges and Universities<br>• Total<br><br>[Include two answer options as applicable: one for participants | Semi-annually | Award recipient |

| | | | | | | |
|---|---|---|---|---|---|---|
| | that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Count Frequency**<br>Each respondent should only be counted once in the reporting year following their program completion. | | | who are from one of the MSI categories and one for foreign participants who were placed at one of the MSI categories] | | |

**ECA Objective 8:** Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships

| | | | | | | |
|---|---|---|---|---|---|---|
| Dollar amount ($) spent on monitoring and evaluation activities of ECA awards by ECA award recipients | Award recipient - An entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. For ECA Exchange Visitor Programs, these entities are called Exchange Sponsors, which are not ECA-funded, and consist of public, private, or nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events.<br><br>**Count Frequency**<br>Each award recipient should only be counted once per reporting period, even if they have implemented multiple programs.<br><br>**Calculation**<br>This figure can include fees to any sub- | N/A | N/A | Administrative records<br><br>What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for this reporting period? Please estimate to the nearest dollar.<br><br>Fill in the blank: _____ [validated as numeric]<br>See "M&E Budget Tracking Guidance" document for additional guidance. (https://app.box.s/bpfkvas1as8qpyrh1ad78qvikkgwih6f) | Annually | Award Recipient |

| | contractors conducting M&E on behalf of the ECA program. This can also include the salaries of award recipient and ECA personnel, but only for the time they spend on M&E of ECA awards. For salaries, can estimate the number of hours spent on M&E activities for the reporting period and multiply by the salary figures. | | | | | |
|---|---|---|---|---|---|---|
| Response rate for participant surveys | Participant - A person who has directly participated in an ECA program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."<br><br>**Counting Frequency** Response rates will be calculated and reported semi-annually on surveys that closed (i.e. ceased allowing respondents to respond) in that six-month period, even if the survey opened in the previous six-month period. This may be a single survey or an aggregation, if more than one survey closed in that six-month period. Each survey invitation should be counted once, and each response (if received) should be counted once. | N/A | N/A | Survey Records | Semi-Annually | Award Recipient |

| | **Calculations**<br>The response rate will be calculated by dividing the number of survey responses received by the number of survey invitations issued (sent by email or directly invited in some other way). Note that "survey responses" will include cases in which any portion of a survey was returned (at least one piece of response data provided). It will not include cases where respondents opened the survey and opted out by selecting the option not to continue on the opening consent screen. | | | | | |
|---|---|---|---|---|---|---|
| **Applicant Objective 1:** To be completed by the applicant | | | | | | |
| Indicator | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant |
| **Applicant Objective 2:** To be completed by the applicant | | | | | | |
| Indicator | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant |
| Indicator | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | To be completed by the applicant | | |

Program Goal: Prepare African youth leaders to become responsible citizens and contributing members of their communities.

**D.11. Virtual Exchange Component:** When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA

determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges.  Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants.  Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming.  ECA 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) 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.  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.12.  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.13.  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, a detailed budget, and a budget narrative.  Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**D.14.  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.15.  Non-Competitive Continuations:**  Pending successful performance and the availability of funds this award will utilize non-competitive continuations as discussed above.

**D.15.a.  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 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.
- An abbreviated/estimated summary budget presenting the total projected costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

**D.15.b. To exercise the Non-Competitive Continuation mechanism the recipient will be required to submit:**
- Performance and financial reports on time.
- A request in writing to ECA at least 30 days in receipt of the NCC invitation.
- A summary budget that projects expenses through the end of the current year.
- A detailed budget outlining expenses for the requested non-competitive continuation year.
- A brief narrative to support the continuation of the award.

**D.15.c. For awards using Non-Competitive Continuations, in addition to the Substantial Involvement for the Cooperative Agreement, the ECA Grants Officer and Program Officer will:**

1. Closely monitor the recipient's performance through site visits, desk audits, mandatory performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)

2. Review and evaluate all mandatory quarterly program and financial reports;
   - All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
   - Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
   - The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

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.

The request to utilize the remainder from an unobligated balance must include:

- 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,

- 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.16.  Application Deadline and Method of Submission:**
Application Deadline Date:  Friday, March 25, 2022
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.17.  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).

**D.17.a.  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

**D.17.b.  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

**D.17.c.  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

**D.17.d.  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.  <u>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.</u>

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

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.17.  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:**  Objectives should be reasonable, feasible, and flexible.  The proposal should clearly demonstrate how the institution will meet the program's objectives and plan.  The proposed program should be creative and age-appropriate, respond to the design outlined in the solicitation, and demonstrate originality.  It should be clearly and accurately written, substantive, and with sufficient detail.  Proposals should also include a plan to support participants' follow-on, community activities upon their return home.

**2.  Program Planning:**  A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved.  The agenda and plan should adhere to the program overview and guidelines described above.  The substance of workshops, seminars, presentations, school-based activities, site visits, and follow-on project planning should be described in detail.

**3. Support of Diversity, Equity, and Inclusion (DEI):** Proposals should show substantive support of the Bureau's policy on Diversity. Proposals should demonstrate how DEI will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEI plan and not simply express general support for the concept of DEI. Proposals should demonstrate how DEI will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities.

**4. Institutional Capacity and Track Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals, to include facilitating a program in French. 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 Office Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Successful applicants will have experience working in the Sub-Saharan region.

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

**6. Cost-effectiveness and Cost-Sharing:** The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All costs 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:

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; quarterly or semi-annual reports shall be due 30 days after the reporting period.  (Frequency of these reports will be determined by the Grants Officer and Program Officer).  The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's SAMS Domestic.

2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS).  The electronic version of the FFR can be accessed at: http://www.dpm.psc.gov/.  Once a financial report has been approved by the Department, the Recipient must upload the approved report to SAMS Domestic, in the same manner specified for the programmatic reports.  Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

   In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

3.) A final program and financial report no more than 120 days after the expiration or termination of the award;

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

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.10. Program Performance Monitoring and Evaluation information.)

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

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

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

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

## G. Agency Contacts

For questions about this announcement, contact: Pamela Rasmussen, U.S. Department of State, Youth Programs Division, RasmussenP@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.


_____          _____
Lee Satterfield                                          Date
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State