Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO): FY 2022 Hubert H. Humphrey Fellowship Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0008008
Assistance Listing (formerly CFDA) Number: 19.010
Key Date/Application Deadline: June 30, 2021

Executive Summary:
The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition to manage the administration of the FY2022 Hubert H. Humphrey Fellowship Program, a Fulbright exchange. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to work with the Bureau on the administration and implementation of the FY2022 Humphrey Fellowship Program. The final amount that will be available in FY2022 to fund the Humphrey Program has not yet been determined; however, applicants are asked to prepare a budget not to exceed $10,765,000, pending the availability of funds. Pending the availability of FY2022 funds, the agreement should begin on October 1, 2021 and should expire on September 30, 2026.

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

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.

The Hubert H. Humphrey Fellowship Program was established by presidential initiative in 1978. The program enhances leadership among international professionals who collaborate to address local and global challenges and foster change for our collective good. Through academic study and professional development with U.S. counterparts, this growing global network shares best practices and builds expertise in fields of critical importance to advance societal and institutional capacity, promote human rights and freedoms, ensure sustainable environments, and develop thriving communities. As leaders in their fields, Humphrey Fellowship alumni become important interlocutors within their countries and regions, advancing solutions to global problems, often in collaboration with the United States and in support of U.S. bilateral relationships.

The Humphrey Fellowship Program consists of two primary components, the long-established and longer term Humphrey Fellowship, and a recently-developed and shorter term Distinguished Humphrey Program, complemented by special events, in-person and virtual activities and resources, and alumni programming. The Humphrey Fellowship consists of up to an academic year of non-degree graduate level study at a U.S. host university and a professional affiliation at an organization in the United States. The Distinguished Humphrey Leadership Program consists of a minimum two week intensive program, including executive level training in leadership or an approved foreign policy topic and an individualized placement. Within the duration of the FY2022 agreement, approximately 145 Humphrey Fellows will be funded, including approximately 135 Humphrey Fellows and no less than one cohort of approximately 10 Distinguished Humphrey Fellows. The overwhelming majority of Humphrey Fellows should be placed in university-based cohorts in the United States during the 2022-2023 academic year, with the remaining Fellows, including the Distinguished Humphrey Fellows, selected and placed within the duration of the cooperative agreement and in close consultation with ECA. The applicant organization should illustrate the capacity and willingness to support additional Fellows supported by separate funding (on average, 15-20 additional fellows have been supported annually through additional sources of funding in past years).

Humphrey Fellows are leaders in fields that are critical to U.S. foreign policy goals and bilateral relationships, including law and human rights, climate change, contagious and infectious diseases, public health policy and management, communications and journalism, economic development, agricultural and rural development, education, and public policy. Eligible countries are determined in consultation with U.S. Department of State regional bureau colleagues. In recent years, U.S. Embassies and Fulbright Commissions in more than 140 countries from every world region have been eligible to nominate candidates for the program. Please see the POGI for more detail regarding the program model and participant profile.

Applicant organizations should submit a 20 page narrative and supporting work plan and other documentation to indicate how they plan to implement the following program components: recruitment, selection, and placement of Humphrey Fellows; participant monitoring; host institution selection and oversight; English language training; professional development activities; foreign policy priorities; alumni programming and ongoing engagement; program evaluation activities; program marketing, communications, and branding in accordance with ECA guidelines.

Applicant responses should provide a holistic vision for the program, ensuring robust academic coursework, significant professional development opportunities, and strategic alumni engagement for Fellows. Applicants should provide innovative ideas and recommendations for the program, including highlighting fellows, alumni, and program achievements that are responsive to U.S. foreign policy goals, and building and sustaining professional development and networks in and around the program's designated fields of study. Responses should include a description of how the various components of the program will build upon and reinforce one another.

Funding for administrative expenses under this award, such as salaries and benefits, staff travel, office supplies, postage, communications, and indirect costs will primarily cover the period October 1, 2021 through September 30, 2022, unless otherwise explicitly authorized by ECA. Funding for program expenses will cover programmatic needs for the ECA-funded 2022-2023 class of Humphrey Fellows, other longer term Fellows as needed and determined in consultation with ECA, and at least one short-term Distinguished Humphrey Fellowship Program to be scheduled within the duration of the grant agreement and in close consultation with ECA. The Bureau reserves the right to reduce, revise, or increase program budgets, program components, timelines, and priority topics in accordance with the needs of the program, U.S. Department of State foreign policy goals, and the availability of funds. Should travel restrictions or extenuating circumstances prevent fellows from traveling during the academic year cited above, the award recipient will be required to provide a recommendation on how to complete programming in line with the program objectives stated herein during the award's period of performance.

During the award period, the recipient should inform ECA if there are unexpected cost-savings and/or remaining funds that could be readily reprogrammed to maximize the overall success of the award. In consultation with ECA, the recipient will consider the appropriate, allowable, and allocable utilization of funds to support priority projects on foreign policy, alumni engagement, program evaluation and impact, and workshops for key stakeholders or target audiences.

ECA reserves the right to alter travel payment methods, including the use of ECA travel platforms, as needed. Proposals should identify efficiencies in supporting travel costs for approximately 145 Fellows to, from, and around the United States.

It should be noted that funding may have to shift across program components based on travel restrictions and feasibility. ECA has the right to adjust total funding across programs based on conditions on the ground, travel restrictions, and local health requirements to allow for maximized implementation and participant numbers across the Humphrey components. Should in-person program activities shift to online components due to travel restrictions and/or there be increases in specific line items to accommodate participant health and safety or adhere to local requirements, the recipient is required to resubmit the budget and budget narrative highlighting corresponding funding changes for ECA review and approval.

Please refer to the POGI for specific program and budget guidelines.

Applicants should outline overall staffing patterns and level of effort by position, as well as clearly designate all key personnel. Key personnel include responsible signatories on the award and the director and deputy director, or equivalents, responsible for overall program implementation, as well as the principal staff responsible for liaising with U.S. Embassies and Fulbright Commissions, liaising with Fellows and host universities, alumni outreach, communications planning and implementation, and budget matters. Other key personnel may be identified during the period of performance. Please include the job descriptions and resumes for

key personnel in your proposal. ECA reserves the right to review and approve the roles and responsibilities of these positions prior to any future advertisement and subsequent hiring.

Proposals should include details on plans to clearly communicate the program's goals and impact in a consistent way through a suite of print and/or digital marketing materials, including a new website and comprehensive social media plan. A recent, program-wide strategic review and revision of all program communications goals and methods will guide this effort, in close consultation with ECA. Applicant responses should indicate a willingness to incorporate both current and past fellow and alumni data, trends, and impact stories, including those collected as a result of recent 40th anniversary programming and outreach.

Applicants are encouraged to propose ways to build further expertise within and across designated fields of study through the expansion of professional and academic networks, including public private partnerships and outreach to the diverse array of U.S. higher education institutions. Ideal partnerships reinforce foreign policy goals, strengthen professional networks, and sustain program collaboration. In order to fully and accurately represent diversity within the United States, ECA also encourages respondents to propose innovative methods to conduct outreach to include minority-serving institutions and historically black colleges and universities within the Humphrey Fellowship partner network.

Applicants should propose program innovations and virtual activities to connect current Fellows and alumni to one another across regions, thematic topics, and fields of study, thereby strengthening the Humphrey network. Activities may include access to mentoring relationships, promoting regular engagement with program alumni, and expanding professional networking opportunities for increased long-term partnerships. Alumni programming remains a priority of the Bureau and is vital for the sustained and collaborative engagement between alumni fellows and the Department. Proposals should include alumni engagement that is strategic, cost-effective, and meets U.S. foreign policy goals. The Bureau reserves the right to modify proposed alumni programming during the period of the award to ensure the overall program's successful implementation in light of the ongoing pandemic.

Given the world's increasing reliance on technology, the cost-effectiveness of virtual meetings, and the recent shift to virtual engagement in 2020 due to the COVID-19 pandemic, applicants should also state a willingness and exhibit the capacity to shift programming from in-person to virtual or hybrid models as needed to maintain continuity of programming while ensuring the safety of all participants and partners to the extent possible.

Applicants should describe how they will produce and maintain a content-rich archive of digital resources, including issue-based toolkits, to be made available for program alumni and current Fellows.

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

Department and your organization are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) document.

B. Federal Award Information:
Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under Substantial Involvement in the POGI.
Fiscal Year Funds: 2022
Approximate Total Funding: $10,765,000, pending the availability of funds
Approximate Number of Awards: 1
Anticipated Award Date: Pending the availability of funds, October 1, 2021
Anticipated Project Completion Date: September 30, 2026
Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for four additional, consecutive fiscal years, before openly competing it again.

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

C.)   Eligibility Information:

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

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

C.2. Other Eligibility Requirements:

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

c.)   Eligible applicants may not submit more than one proposal in this competition.

If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note**: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

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

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

D.) Application and Submission Information:

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

D.1. 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.3n. "Application Deadline and Method of Submission" section below.

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

(DUNS) number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

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

D.3c. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

D.3.d. Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over $250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

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

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

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

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

D.3f. Adherence To All Regulations Governing The J Visa: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program.

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

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

Please refer to Solicitation Package for further information.

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

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3h. Program 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 agreements, the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
  - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.9 - Percent of participants who traveled abroad for the first time on an ECA exchange program
    - E1.1.10 - Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program
    - E.1.1.1 - Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
    - E1.1.4 - Percent of foreign participants with more favorable opinions of the United States Government
    - FBS1.1.1a - Percent foreign participants with more favorable opinions of the American People
    - FBS1.1.1b - Percent of foreign participants indicating a change in understanding of United States culture and values

- ▪ FBS4.2.1 - Percent of foreign participants expressing support of democratic values
- ▪ E1.1.13 - Percent of foreign participants who are more likely to recommend the United States as a good place to study
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
  - ▪ E2.0.1 - Percent of participants that volunteer or give back to their host communities
  - ▪ E2.0.6 - Number of hours that participants spend to volunteer or give back to their host communities
  - o Sub-Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries
    - ▪ E2.2.1 - Percent of participants who believe that they can have an impact on their community or country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - ▪ E3.0.9 - Percent of participants who identify as a Department of State program alumni
  - ▪ E3.0.3 - Percent of participants who report increasing their network of Americans
  - o Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing
    - ▪ E3.1.6 - Percent of participants who are registered or subscribed to a U.S. Department of State platform
    - ▪ E3.1.3 - Percent of participants who learned of new resources for information-gathering and sharing
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - ▪ FBS2.5.1 - Percent of participants reporting increases in their job skills through training, internships and/or mentoring they received as part of their exchange experience
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - ▪ E4.1.01: Number of total participants
    - ▪ E4.1.03 - Number of foreign exchange participants in the U.S.
  - o Sub-Objective 4.2: Increase the ability of participants to recognize and counter disinformation
    - ▪ E4a.0.16 - Percent of participants who report improved belief in their ability to counter disinformation (Note: This will be added exclusively for Distinguished Humphrey Programs that received Congressional disinformation funding.
- Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-government organizations, and educational institutions in ECA programming

- o 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
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - E8.0.01: Dollar amount ($) spent on monitoring and evaluation activities

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

PMPs
Please see below for a sample 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 the 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 template and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.

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

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

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

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

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

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

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

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

Definitions of PMP Columns

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

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

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

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

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

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

Entity Responsible: Person or entity responsible for collecting the data

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 who traveled abroad for the first time on an ECA exchange program	<u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". <u>Abroad</u> – A country outside of one's home country **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "**no**" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Before this exchange program, did you travel outside of your home country? [Yes/No] If yes, why did you travel outside of your home country [select all that apply]: • Tourism/ • Visit friends/family • Participation in another ECA exchange program • Study • Work • Other: _____	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "**no**" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Before this exchange program, did you travel to the United States? [Yes/No] If "yes", why did you travel to the United States [select all that apply]: • Tourism • Visit friends/family • Participation in another ECA exchange program • Study • Work • Other: _____	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients
Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures	Participant-A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency**	To be completed by the applicant	To be completed by the applicant	My exchange program's activities offered opportunities for cultural connectedness and sharing. For example: Conversations about each other's' countries, attending cultural events, etc.[Y/N]	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks	Award recipients

	Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.				after an activity has ended.	
Percent of foreign participants with more favorable opinions of the United States Government	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States government and the American people change as a result of your program participation? • United States government • American People Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable	Post-Program: 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 recipient

	number of respondents who reply "more favorable" about the United States Government while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent foreign participants with more favorable opinions of the American People	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* Host Community - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. *This indicator applies specifically to the*	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States government and the American people change as a result of your program participation? • United States government • American People Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable	Post-Program: 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 recipient

	United States as the host community. **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who respond "more favorable" about <u>the American people</u> while denominator is the total number of survey respondents.					
Percent of foreign participants indicating a change in understanding of United States culture and values	<u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* <u>Host Community</u> - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How much did participation in the program change your understanding or knowledge of the following topics? • United States democracy • United States economy • Foreign affairs in the United States • Domestic affairs in the United States • United States values and culture • Daily life in the United States • Religious and ethnic diversity in the United States	Post-Program: 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 recipient

participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. *This indicator applies specifically to the United States as the host community.* **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose response value is 2 or greater while denominator is the total number of survey			• Freedom of speech and press in the United States • Voluntary community service in the United States Scale: no change, minimal change, moderate change, substantial change		

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent of foreign participants expressing support of democratic values	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors" **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** The values for each response are combined and divided by the total number of response categories answered, producing the average value for an individual respondent to that question. The indicator value is the percentage of respondents whose average value is greater than or equal to 4 on a 1-5 scale (respondents indicating, on average, that they agree or strongly agree); denominator is total number of respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) To what extent do you agree or disagree with the statements below? • Voting is important because real decisions are made in elections • Free and fair elections are the cornerstone of democracy • An independent media is important to the free flow of information • All citizens in a country should have equal rights and protections under the law, regardless of circumstances • The Rule of Law is fundamental to a functioning democracy • Individuals and organizations have the right to free speech and to voice opposition • Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practices [Scale – Strongly Disagree, Disagree, Neither Agree not Disagree, Agree, Strongly Agree]	Post-Program: 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 recipient

Percent of foreign participants who are more likely to recommend the United States as a good place to study	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". This indicator only applies only to foreign participants. **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "more likely to recommend" while denominator is the total number of survey respondents. Divide the <u>numerator by the denominator and then multiply by 100 for the percent value.</u>	To be completed by the applicant	To be completed by the applicant	Compared to before your program participation, how likely are you to recommend the U.S. as a good place to study? scale –less likely to recommend, no change – I was never likely to recommend, no change – I was always likely to recommend, more likely to recommend	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						
Percent of participants who volunteer	Participant-A participant is a person or group of persons that has directly participated in, and	To be completed by the applicant	To be completed by the applicant	Did you volunteer your time during your exchange?	Post-Program: Data should be	Award recipients

or give back to their host communities	primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Volunteer-To volunteer or give back means to offer one's time or services to an organization or community effort for free. Host Community-A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the question, while the denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			[Yes/ No/ My program did not offer the opportunity to volunteer]	collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	
Number of hours that	Participant-A participant is a person or group of persons that has directly	To be completed	To be completed	How many hours did you spend volunteering your	Post-Program: Data	Award recipients

participants spend to volunteer or give back to their host communities	participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Volunteer-To volunteer or give back means to offer one's time or services to an organization or community effort for free. Host Community-A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the question, while the denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	by the applicant	by the applicant	time during your exchange? (Please note that volunteer hours do not include time spent working as part of your professional placement)	should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	

ECA Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries

Percent of participants who believe that they can have an impact on their community or country	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculation** To determine the percent value, numerator is number of respondents that responded "increased" or "stayed the same" while denominator is the total number of survey respondents.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) As a result of your program participation, has your confidence in the following statements changed? [Increased, stayed the same, decreased] • I know several ways in which I can make a difference on some of society's most worrisome problems. • I feel I have the ability to make a difference in my local community. • I feel I have the ability to make a difference in the global community	Post-Program: 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 recipient
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
Percent of participants who identify as a Department of State program alumni	Alumni are 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. **Count Frequency** Each respondent should only be counted once per reporting year, even if they are eligible for data collection through multiple programs	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Do you consider yourself an alumni of a U.S. Department of State program? (yes/no)	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6	Award recipient

	Calculations To calculate percentage, numerator will be number of alumni who answered "yes" in response to the survey question. The denominator will be number of alumni who responded to the survey question. Divide the numerator by the denominator and then multiply by 100 for the percent value.				weeks after an activity has ended.	
Percent of participants who report increasing their network of Americans	A <u>network</u> is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. A <u>participant</u> is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Because of your participation in the program, have you increased the number of Americans you are professionally or personally connected with? (yes/no) **If yes:** I have _____ the number of Americans I am connected with (answer options: greatly increased, moderately increased, barely increased)	Post-Program: 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 recipient

	first question item while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing						
Percent of participants who are registered or subscribed to a U.S. Department of State platform	A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". A platform is a place, opportunity, or event for public discussion or interpersonal engagement intentionally convened, sustained, or otherwise facilitated through ECA programming. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to at least one of the question items while denominator is the total number of survey respondents. Divide the numerator by the denominator and then	To be completed by the applicant	To be completed by the applicant	Are you registered on the following websites (for each, answer response will be "yes/no/do not know"): International Exchange Alumni Network (IEAN), Program Facebook page, program WhatsApp group, other:	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

	multiply by 100 for the percent value.					
Percent of participants who learned of new resources for information-gathering and sharing	Alumni are 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. A platform is a place, opportunity, or event for public discussion or interpersonal engagement intentionally convened, sustained, or otherwise facilitated through ECA programming. **Count Frequency** Each respondent should only be counted once per reporting year, even if they are eligible for data collection through multiple programs **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to any of the question items while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Are you registered on the following websites [yes/no/I don't know]: International Exchange Alumni Network (IEAN), Program Facebook page, program whatsapp group, other:	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients
ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries						
Percent of participants reporting increases in their job skills through	This indicator applies to both American and foreign exchange participants.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Has participating in this program increased your job skills (including	Post-Program: A post-program collection should	Award recipient

training, internships, and/or mentoring they received as part of their exchange program	Knowledge, skills, and abilities of relevance may include, but are not limited to: Networking Technical skills Language proficiency Participant: a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply in the affirmative to the survey question below while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			language proficiency)? [Yes/No]	occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	
ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
Number of total participants	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipient

	Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator includes American, including those that are part of reciprocal exchanges, and foreign participants.* **Counting Frequency** Each participant should only be counted once per reporting year following their program completion					
Number of foreign exchange participants in the United States	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency** Each participant should only be counted once per reporting year following their program completion	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipients
ECA Sub-Objective 4.2: Increase the ability of participants to recognize and counter disinformation						
Percent of participants who report improved belief in their ability to counter disinformation	**For Humphrey Distinguished Fellows programmed on the topic of Disinformation ONLY.** 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	To be completed by the applicant	To be completed by the applicant	As a result of your program participation, how has your perspective on the following statements changed? [Agree more; My views have not changed: I agree; My views have not changed: I disagree; Disagree] • If I am misinformed by the news media, it is my own behavior that determines how	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks	Award recipients

	(ECA/EC) "Exchange Visitors". Disinformation is purposeful dissemination of false information which is intended to mislead or harm. It can include authentic information or true facts that are used in the wrong context to make false connections or it can be outright false information or propaganda. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents that replied "agree more" or "remained the same, I agree" for at least one question item while denominator is the total number of survey respondents.			soon I will learn credible information • I am in control of the information I get from the news media • The main thing that affects my knowledge about the world is what I myself do • If I pay attention to different sources of news, I can avoid being misinformed • If I take the right actions, I can stay informed	after an activity has ended.	

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

Amount of U.S. dollars spent by foreign exchange participants during their exchange	**Calculations** To determine amount of U.S. dollars, participants will complete a survey question that will request participants to report the amount in U.S. dollars spent on food, travel, leisure, and merchandise during the program.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) In the past [TIMEFRAME], how much money have you spent on food, travel, leisure, and merchandise that was purchased in the United States? • $100 or less	Post-Program: A post-program collection should occur no earlier than before the	Award recipient

				$101 - $300 $301 - $500 $501 - $1,000 $1001 or more	participant departs the United States and no later than 6 weeks after an activity has ended.	
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						
Dollar amount ($) spent on monitoring and evaluation activities	This indicator tracks the amount expended to include salary and expenses associated with monitoring and evaluation (M&E) activities by ECA Award Recipients. Award Recipient is an entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. 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. **Count Frequency** Each Award Recipient should only be counted once per reporting period, even if they have implemented multiple programs.	N/A	N/A	Survey (self-reported data) What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for Fiscal Year 2019? For your convenience, we have included details below on what activities constitute monitoring and evaluation. These include: - Reviewing program outputs and any outcomes - Reviewing web-based analytics - Data collection with implementing partners - Program conceptualization through review/reflection - Developing theory of change and/or logic models	Semi-annually	ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the Evaluation Division)

				- Working with the ECA Evaluation Division - Event observation - Data collection with program participants - Site visits to U.S. host institutions - Discussions with program stakeholders regarding program performance - Reviewing grantee performance monitoring reports (Internal only) - International monitoring trips - Data collection efforts to measure against the FBS - Managing and reviewing external evaluations in conjunction with the Evaluation Division - Creating or reviewing evaluation data collection tools - Conducting M&E capacity-building activities for ECA implementing partners - Attending capacity-building workshops, presentations, or trainings on M&E · Research activities intended to inform program design Please note: either one person can enter the information in for the costs of the entire organization, or each		

				person responsible for an ECA program can enter the information for ONLY that particular program--whichever is easier for your organization.		
Applicant Objective 1: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Applicant Objective 2: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant		

Program Goal: The Hubert H. Humphrey Fellowship Program enhances leadership among international professionals who collaborate to address local and global challenges and foster change for our collective good.

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

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

D.3k. Budget Format: Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. Budget requests may not exceed $10,765,000. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

See the POGI for more budget information.

D.3l. Key Personnel
ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: https://www.state.gov/about-us-office-of-the-procurement-executive/).

D.3m. Allowable costs for the program are outlined in detail in the POGI document. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3n. Application Deadline and Method of Submission:
Application Deadline Date: Wednesday, June 30, 2021
Method of Submission: Applications may only be submitted electronically through Grants.gov (https://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.3o. Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

How to Submit an Application to ECA via Grants.gov
For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

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

Grants.gov Customer Support
Contact Center Phone: 800 -518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays
Email: support@grants.gov

Timely Receipt Requirements and Proof of Timely Submission
Applicants have until 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.3p. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E.   APPLICATION REVIEW INFORMATION

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

E.1.   REVIEW CRITERIA

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

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

3. Multiplier effect/impact: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

4. Support of Diversity: Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

5. Institution's Record/Ability: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

6. Follow-on Activities: Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

7. 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.

8. Cost-effectiveness and Cost-Sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F.   Federal Award Administration Information

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

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

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

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

Please reference the following websites for additional information:

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

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

F.3b. Prohibition on the use of Federal Funds to Promote, Support, or advocate for the legalization or practice of Prostitution: The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

The recipient shall insert the foregoing provision in all sub-agreements under this award.

This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Department of State prior to the end of its term.

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

1.) Performance Progress Reports (PPRs) shall be required quarterly and should include program and administrative budget review details. The fourth quarter report should include a comprehensive summary and timeline of activities and deliverables completed during the reporting period and a description of how program goals and objectives are being monitored and met. Quarterly reports shall be due 30 days after the reporting

period. 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.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3h. Program 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.5. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

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

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

G. Agency Contacts

For questions about this announcement, contact: Allison Dower, U.S. Department of State, Office of Global Educational Programs, ECA/A/S/U**,** SA-5**,** 4th Floor, 2200 C Street, NW, Washington, DC 20037, 202-769-8616, doweram@state.gov**.**

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

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

H. Other Information:

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

Matthew Lussenhop   April 12, 2021
Principal Deputy Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State