

Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity

(NOFO): FY 2022 Study of the U.S. Institutes for Young Women Leaders

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0008441

Assistance Listing (formerly CFDA) Number: 19.009

Key Date/Application Deadline: January 13, 2022

Executive Summary: The Study of the U.S. Branch (ECA/A/E/USS), Office of Academic Exchange Programs, Bureau of Educational and Cultural Affairs (ECA), invites proposal submissions from accredited U.S. post-secondary education institutions (community colleges, liberal arts colleges, public and private universities) and other U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) (see section C. Eligibility Information) for the design and implementation of the FY 2022 Study of the U.S. Institutes (SUSIs) for Young Women Leaders to take place concurrently over the course of five weeks beginning no sooner than June 15, 2022, pending the availability of FY 2022 funds. See details in section A.4. Program Administration.

The Study of the U.S. Institutes for Young Women Leaders provide multinational groups of undergraduate female students with a deeper understanding of U.S. society, culture, values, and institutions while simultaneously developing their leadership skills. Each Institute should be organized for a group of 20 foreign undergraduate women for a total of 80 participants in four concurrent Institutes. Each Institute will focus on a specific theme. The themes selected for these Institutes are Civic Engagement, Economic Empowerment, Environmental Issues, and Public Policy. Institutes should be five weeks in duration, including an academic residency at a U.S. academic institution of approximately four-weeks and an integrated educational study tour of approximately one-week. The academic residency should take place at a U.S. university or college campus, and should include academic coursework as well as weekly community service activities, weekly leadership development sessions, and opportunities for interaction with diverse American speakers and peers. The study tour to another region of the United States should complement the academic residency. A convening event will bring participants together from all four Institutes for networking and exploration of program themes. The program should include opportunities for continued follow-on engagement once participants return home. More information on the theme can be found in A.3. Institute Theme.

The award recipient will be responsible for planning and implementing the program including the administration of all four Institutes and the oversight and management of subaward recipients under the award. Applicants may submit only one proposal under this competition. 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. The awarding of the non-competitive continuations in FY 2023 and FY 2024 is contingent on the availability of funding and successful performance.

It is the Bureau's intent to award one (1) cooperative agreement (one base year plus two non-competitive continuation years) for an estimated total amount of \$4,200,000 over three years, pending the availability of funds and successful performance. Please see section B. Federal Award Information below for additional details. **ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers and countries, the number of Institutes, sub-topics within the overall Institute themes, and Institute formats based on program needs and the availability of U.S. government funding.**

A. Program Description:

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

A1. Purpose: Study of the U.S. Institutes for Young Women Leaders are intensive academic programs that provide groups of foreign female undergraduate students with a deeper understanding of U.S. society, culture, values, and institutions while developing their leadership skills. Institutes should include classroom-based lectures, discussions, and skills-building workshops; site visits and educational travel; leadership training, community service activities, and opportunities to interact with a wide variety of Americans. The ultimate goal is to provide young women leaders from around the world with an in-depth examination of a specific field of study, build knowledge, capacity, and networks among emerging women leaders, and strengthen their understanding of the history and evolution of U.S. society, culture, values, and institutions, broadly defined.

A2. Overview: Each Institute should be five weeks in length, including four weeks at a U.S. academic institution and approximately seven days on an integrated educational study tour. The program should include a convening event that will bring together the approximately 80 participants from all four Study of the U.S. Institutes for Young Women Leaders cohorts.

The academic program should include group discussions, experiential learning activities, and exercises that focus on the theme and include aspects of leadership, teambuilding, collaborative problem-solving, effective communication, and management. Therefore, participants should be able to gain thematic knowledge and practical skills. Institutes should also include a community service component in which participants experience the key role of non-profit organizations and volunteerism in U.S. civil society. Institutes should encourage open and collaborative discussions and foster an inclusive environment by incorporating speakers and hosts from diverse backgrounds.

All Institutes should foster ECA's mission to promote mutual understanding between citizens of other countries and citizens of the United States. Thus, the programs should include robust opportunities for participants to meet and interact with Americans from a variety of backgrounds, including opportunities to speak to appropriate student and civic groups about their own cultures and experiences in their home countries. **Please see the Project Objectives, Goals, and Implementation (POGI) document for more information.**

ECA's goal is to conduct the SUSIs for Young Women Leaders in person in summer 2022. However, due to the COVID-19 pandemic and its current impact on travel and university operations, it is unclear whether travel restrictions and health advisories will allow for in-person program activities to take place. As such, proposals should include language that demonstrates maximum flexibility, creativity, and rapid response capability for program planning and administration. Applicants should also ensure continuity of services should the current situation continue for an extended period of time. The applicant should present innovative options for virtual activities to augment, and/or substitute for, in-person engagement with all program stakeholders, if travel is not possible.

A3. Institute Theme: Study of the U.S. Institutes for Young Women Leaders should enhance participants' knowledge of U.S. history, government, institutions, society, and culture while developing their leadership skills. The Institutes should incorporate a focus on American historical events as well as contemporary American life including current political, social, and economic debates in a pluralistic society. The Institutes should examine how government policies, business and private sector practices, and socio-cultural norms engage and affect women through the four thematic lenses presented below. The Institutes should also provide participants with opportunities to discuss current U.S. and global women's issues such as: progress and opportunities for women's leadership, combatting violence against women, addressing income disparity and other challenges to women in the workplace, women's health issues, and the ways in which women can contribute to global peace, security, and stability. The program should examine the participation of women in the following four Institute themes:

- **Civic Engagement:** topics may include, but are not limited to, active citizenship and responsibilities of citizens in a democracy, civil rights and protections, voting, social justice, gender equity, community-building, grassroots and youth activism, political leadership, media literacy, preventing disinformation, and volunteerism. One Institute.
- **Economic Empowerment:** topics may include, but are not limited to, an overview of the U.S. economic system and structures, economic prosperity and opportunity, building sustainable economies, inequities in economies, financial access, entrepreneurship and entrepreneurial ecosystems, social capital development, financial literacy, and organizational development and management. One Institute.
- **Environmental Issues:** topics may include, but are not limited to, climate change, sustainable development, clean energy, conservation, environmental justice, ocean protection, pollution, ecotourism, water access, climate entrepreneurship, sustainable

agricultural practices, public health, and the impact of climate change on underserved, youth, and minority populations and communities including women. One Institute.

- **Public Policy:** topics may include, but are not limited to, women in public service, the roles of government, private sector, civil society, and media in the policymaking process, and public policy as it relates education, public health, economic issues, technology and privacy, and diversity and inclusion, among others. One Institute.

Pending the availability of funds and successful performance, one award of up to \$1,400,000 will be awarded in the FY 2022 base year, with additional funding in Non-Competitive Continuation Year One in FY 2023 and Non-Competitive Continuation Year Two in FY 2024 pending successful performance and the availability of funds.

A.4. Program Administration: ECA is seeking detailed proposals from accredited post-secondary U.S. higher education institutions (community colleges, liberal arts colleges, public and private universities) and other U.S. public and private non-profit organizations that meet the eligibility requirements outlined under section C. Eligibility Information. ECA intends to issue one cooperative agreement for the administration and implementation of four Institutes. The recipient may propose to administer all four Institutes through sub-awards or may propose to implement one of the four Institutes and administer sub-awards to three host institutions to conduct the remaining three Institutes. Each host institution should only implement one Institute. The recipient may not implement more than one Institute.

All proposals should demonstrate thematic expertise, as well as any regional expertise, if applicable. Participating countries and regions will be determined by ECA, in coordination with Fulbright commissions, Public Affairs Sections at U.S. embassies abroad, and Regional Bureaus. **ECA reserves the right to reduce, revise, or increase proposal budgets, participant numbers and countries, the number of Institutes, sub-topics within the overall Institute themes, and Institute formats based on program needs and the availability of U.S. government funding.**

A.5. Participants: The SUSIs for Young Women Leaders will be comprised of students from South and Central Asia, the Near East and North Africa, Sub-Saharan Africa, and the East Asia Pacific region. Each Institute will host approximately 20 participants for a total of 80 participants. Participants will be highly motivated undergraduate students who represent diverse backgrounds, with emphasis on representation of underserved and disadvantaged groups, and who have limited to no international experience. All participants will be women. The recipient will NOT participate in the recruitment or selection of participants; a final list of participants will be sent to the award recipient in spring 2022.

Please note: ECA reserves the right to amend or modify the list of participating countries and regions should conditions change in the nominating country or if other countries and regions are identified as U.S. priorities. All participants will be proficient in English.

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

A.6. Program Guidelines: The award recipient is responsible for the conception, structure, and monitoring of all four Institutes and the design, organization, and implementation of the convening event for approximately 80 participants. Applicants must propose academic syllabi and program calendars for each Institute and how they relate to the overall goals of the entire project. In addition, the proposal should include a summary of the applicant's experience and expertise in the program theme; pre-departure preparation and logistics; experience with and plans for monitoring and communicating with sub-recipients; incorporation of a diversity and inclusion framework into all aspects of the program; a media and outreach strategy; and follow-on activities. For the Institutes, the proposal should demonstrate the applicant's ability to recruit host colleges, universities, or non-profit organizations that reflect regional and other diversity, including public, private, urban, rural, minority-serving institutions, and community colleges. All four Institutes must take place at a U.S. college or university campus. For the convening event, applicants should propose an agenda for all participants.

Please see Section D. Application and Submission Information for application submission requirements. Proposals will be reviewed on the basis of their responsiveness to the six review criteria listed in Section E. in this NOFO. The accompanying POGI provides program-specific guidelines that all proposals must address fully.

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

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

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA’s level of involvement in this program is listed under Statement of Work in the POGI.

Fiscal Year Funds: FY 2022 base year, up to \$1,400,000, pending the availability of funds; FY 2023 Non-Competitive Continuation year one, up to \$1,400,000, pending successful performance and the availability of funds; FY 2024 Non-Competitive Continuation year two, up to \$1,400,000, pending successful performance and the availability of funds.

Approximate Total Funding: \$4,200,000. These figures represent base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.

Approximate Number of Awards: One.

Approximate Average Award: \$1,400,000, pending successful performance and the availability of funds.

Floor of Award Range: None.

Ceiling of Award Range: \$1,400,000 for FY 2022 base year (or \$4,200,000 for the base year plus two Non-Competitive Continuation years), pending the availability of funds.

Anticipated Award Date: April 1, 2022, pending the availability of FY 2022 funds.

Anticipated Project Completion Date: September 30, 2025. This date reflects the anticipated duration of the award – one base year plus two Non-Competitive Continuation years.

Additional Information: 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.

A cooperative agreement will be awarded for a period of 12 months (base year) with Non-Competitive Continuations for a second and third period of 12 and 18 months, respectively, to ensure adequate time for post-Institute follow-on activities. ECA will notify the recipient of its intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient’s performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

C. Eligibility Information:

C.1. Eligible applicants: U.S. public and private 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 of \$1,400,000 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 (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. It is ECA's intent to award one (1) cooperative agreement to one applicant organization to administer a total of four (4) Institutes under this competition.

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://afsism.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, 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 PSI 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.10. Program Monitoring and Evaluation: Please Note: The Bureau plans to add standardized indicators and corresponding data collection questions for performance monitoring during the period of performance of this award. Therefore, proposed performance monitoring plans and data collection instruments should be flexible enough to incorporate those once established. Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

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

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

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

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

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

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

D.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 Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and the availability of funds.
- 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.15.d. Allowable costs for the program include the following:

- Staff salaries and benefits. Each staff person must be listed separately. Provide the percentage of time spent on the program;
- Other direct expenses;
- Indirect expenses;
- Institute costs including, but not limited to, honoraria for speakers, educational materials, lodging, room rental(s), welcome and farewell events, and participant admissions;
- Sub-award(s);
- Travel costs including, but not limited to, round trip international airfare, visa travel, ground transportation, domestic travel, and other transit costs;
- Per participant allowances including baggage allowance, travel allowance, book and cultural allowance, and meals and incidentals;
- Follow-on activities;
- Tax withholding;
- Wire transfer fees;
- Consultant fees;
- Web hosting;
- Communications (e.g. participant cell phones or SIM cards);
- Medical contingency;
- Health benefits, as necessary;
- Medical costs related to the pandemic including, but not limited to, medically required quarantine (outside of medical facilities covered under health benefits program);
- Reasonable accommodations; and
- Other cost categories as necessary.

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

D.16. Application Deadline and Method of Submission:

Application Deadline Date: Thursday, January 13, 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. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system, and will be technically ineligible.

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

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

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

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

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

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

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

D.18. 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.

Review Criteria

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

- 1. Quality of Program Plan and Ability to Achieve Program Objectives:** Proposals should exhibit originality and clearly demonstrate how the program will meet the objectives laid out in this solicitation. A detailed staff work plan should demonstrate substantive undertakings and logistical capacity. Activities should be reasonable, feasible, and form a coherent and substantive program for participant exploration of the topic. Competitive proposals will clearly promote ECA's mission: to foster mutual understanding between the people of the United States and the people of other countries to promote friendly and peaceful relations.
- 2. Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity, which is included as an attachment to the PSI document. Proposals should demonstrate how diversity will be achieved in all aspects of program administration, program design, content, and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
- 3. Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.
- 4. Cost-effectiveness/Cost-sharing:** The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support, as well as institutional direct funding contributions.
- 5. Institutional Track Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs (past exchange programs need not have been ECA funded). ECA will consider the past performance of prior recipients including responsible fiscal management and full compliance with all reporting requirements for past ECA awards (grants or cooperative agreements) as determined by ECA Grants Staff. ECA will consider

the demonstrated potential of new applicants. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.

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

F. Federal Award Administration Information:

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal 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 Monitoring and Evaluation information.)

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

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

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts:

For questions about this announcement, contact: Program Officers Tania Jazynka and Chrissy Mangiaforte, U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of Academic Exchange Programs, ECA/A/E/USS, SA-5, 4th Floor, 2200 C Street, NW, Washington, DC 20037, (202)230-9898, JazynkaT@state.gov, and (202)230-3820, MangiaforteCT@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
Principal Deputy Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

November 12, 2021