

Department of State

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

(NOFO): FY2022 Youth Ambassadors Program

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0008470

Assistance Listing (formerly CFDA) Number: 19.415

Key Date/Application Deadline: March 14, 2022

Executive Summary: The Office of Citizen Exchanges, Youth Programs Division of the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for the FY 2022 Youth Ambassadors Program. 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 administer a program that will recruit and select youth and adult participants, provide the participants with three-week exchanges focused on civic education, community service, and youth leadership development, and support follow-on programs in their home communities. The Youth Ambassadors program directly supports the U.S. foreign policy goal of youth empowerment and development by equipping exchange participants with the knowledge and skills to become active and responsible members of their communities. The program will build mutual understanding, tolerance, and respect through shared culture and values; empower participants to be actively engaged in addressing issues of concern in their schools and communities upon their return home; and foster relationships among youth from different ethnic, religious, and national groups. Exchange delegations will travel to the United States from Antigua and Barbuda, Argentina, Barbados, the Bahamas, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, the Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Nicaragua, Panama, Paraguay, Peru, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, and Venezuela; U.S. exchange delegations will travel to select countries in the Western Hemisphere. The Bureau anticipates that the single award recipient will manage the comprehensive organizational and administrative responsibilities of this program, and will identify qualified sub-award recipients to implement programming for at least 60 percent of the exchange participants. The award will provide funding for approximately 459 exchange participants (339 foreign and 120 U.S.). **It is the Bureau's intent to award a cooperative agreement (one base year plus two Non-Competitive Continuations (NCCs) in FY2023 and FY2024) for an estimated total amount of \$10,200,000. Please see section B.) Federal Award Information, below for additional details.**

A. Program Description:

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

peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose:

The Youth Ambassadors program provides participants with a comprehensive survey of civic education, community service, and youth leadership development, building their knowledge and skill levels in these areas and supporting them to become active and responsible members of their communities. The program includes a three-week exchange for high school youth (ages 15-18 at the start of the program) from underserved communities and adult educators focused on themes and subthemes such as social inclusion, entrepreneurship, countering disinformation, and environmental protection. Participants engage in a variety of activities such as workshops on leadership and service, community site visits related to the program themes and subthemes, interactive training, presentations, visits to high schools, local cultural activities, homestays, civic education programming in Washington, D.C., or the capital city of the partner country, and other activities designed to achieve the program's stated goals. Multiple opportunities for participants to interact meaningfully with their host country peers will be included. Follow-on activities with the participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning service programs in their home communities.

The program goals are to:

- 1) Promote mutual understanding between the people of the United States and citizens of Western Hemisphere countries;
- 2) Prepare youth leaders to become responsible citizens and contributing members of their communities;
- 3) Foster future leaders by providing them a better understanding of the U.S. systems, culture, and government; and
- 4) Cultivate relationships among youth from different ethnic, racial, religious, and national groups and create hemispheric networks of youth leaders, both within the participating countries and internationally.

The program objectives are for participants to:

- 1) Demonstrate a better understanding of the elements of a participatory democracy in action;
- 2) Deepen critical thinking and leadership skills; and
- 3) Develop program planning and implementation skills

The primary program themes are:

- 1) Civic Education (Citizen Participation, Grassroots Democracy and Rule of Law)
- 2) Community Service
- 3) Youth Leadership Development

For each exchange, applicant organizations must focus on these primary themes. Subthemes, such as social inclusion, social entrepreneurship, countering disinformation, volunteerism, and

environmental protection may serve to illustrate the more abstract concepts of the primary themes. For example, the subtheme of environmental protection can be used to examine how a group of individuals demonstrate leadership and service by initiating a recycling campaign in their community. The subtheme should be integrated into most aspects of the program, including workshops, presentations and community service.

Using these goals, objectives, and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the program specifications provided in this solicitation. Applicants should also devise a mechanism by which they are measuring their success in recruiting from underserved populations

Program Options:

Total funding for the FY 2022 base year of the program is \$3,400,000. ECA anticipates awarding one cooperative agreement for the management of the Youth Ambassadors program. ECA reserves the right to reduce, revise, or increase proposal program configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds. In addition, ECA reserves the right to adjust the participating countries should conditions change in partner countries or if other countries are identified as U.S. Department of State priorities.

Organizations may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared technically ineligible and receive no further consideration in the review process. ECA strongly urges organizations to consider in which countries they exhibit the strongest organizational capacity, and to explain how they will administer the sub-award arrangement. The organization's capacity to conduct exchanges and administer subawards must be thoroughly described in the proposal. ECA encourages applicants to be creative and flexible in making arrangements that will help meet the program goals. The proposal must outline how the organization will provide exchanges for all countries in the Youth Ambassadors program, and specify which will be conducted by the primary award recipient and which will be administered through subaward recipients.

COVID-19 has had a major impact on the operations of all exchange programs. Applications should take COVID-19 obstacles into account when setting timelines, protocols, and contingency plans.

Applicants should address how to send a large delegation representing multiple countries to the United States at one time and must propose a plan to break them into smaller cohorts for most of the exchange activities. This will ensure that all participants actively take part in the exchange and that program staff can adequately monitor the safety and well-being of the participants. Applicants must hold the welcome and closing orientations with the entire delegation.

Applicants are required to have in-country capacity or partner organizations for all countries except for Brazil and the Caribbean, where the U.S. embassies will be responsible for participant

recruitment. Applicants should expect to work closely with in-country partners and embassies to ensure the program meets State Department goals.

Total participant numbers: the program will provide exchanges between countries throughout the Americas for a total of approximately 459 participants (339 foreign exchange participants and 120 U.S. exchange participants).

There will be several exchanges, some of them reciprocal. Exchanges will be divided into either single country or multi-country programs; they should be organized as follows:

Single Country Programs:

Brazil

There will be one reciprocal exchange for English-speaking participants from Brazil and the United States.

Approximately 52 Brazilians (50 youth and 2 adults) will travel to the United States, and 30 U.S. participants will travel to Brazil. U.S. Embassy Brasilia will serve as the in-country partner and the programming will be in English. The embassy will manage Brazilian participant recruitment and selection, cover Brazilian participants' in-country expenses, arrange and purchase their international travel, oversee their follow-on activities, and administer the Brazil-based exchange activities for the U.S. participants. The award recipient or implementing partner will be responsible for organizing and funding the U.S.-based exchange activities for the Brazilian participants. The award recipient or implementing partner also will be responsible for U.S. participant recruitment and selection, U.S. participants' pre-departure expenses, including international travel, all program expenses in Brazil for U.S. participants, and U.S. participants' follow-on activities. The exchange to the United States will take place in January 2023, and the exchange to Brazil will take place in summer 2023.

Canada

There will be one exchange program conducted in English for Canadian citizens with a subtheme of social inclusion. Approximately 15 participants (13 youth and 2 adults) will travel to the United States in summer 2023. Recruitment must focus on new Canadians (first generation Canadians and Canadians born outside Canada), and members of the First Nations, and marginalized populations.

Haiti

There will be one exchange program conducted in French for Haitian citizens. Approximately 15 participants (13 youth and 2 adults) from Haiti will travel to the United States in 2023. Participants will not need English skills to participate and applicants should propose programming in French and provide for interpretation.

Regional/Multi-Country Programs:

Argentina, Bolivia, Chile, Colombia, Paraguay, Peru, Uruguay, Ecuador and Venezuela

There will be reciprocal exchanges in English for participants from the above-mentioned countries and the United States. Participants from nine South American countries (Argentina, Bolivia, Chile, Colombia, Paraguay, Peru, Uruguay, Ecuador, and Venezuela) will travel to the United States and U.S. participants will travel to selected countries from this list.

Approximately 15 participants from each South American country listed above will travel to the United States (approximately 135 in total); approximately 60 U.S. participants will travel to at least two countries within this group: Argentina, Bolivia, Chile, Paraguay, Peru, Ecuador and Uruguay. Applicants should propose sending U.S. participants to countries where they or their implementing partner can provide the most comprehensive programming for them. Exchanges can be grouped according to organizational capacity, but the grantee and implementing organizations also should be flexible in designing programs based on State Department guidance.

Central America and the Dominican Republic

There will be three exchanges for seven Central American countries and the Dominican Republic. Participants from Central America and the Dominican Republic will travel to the United States and U.S. participants will travel to select countries in the region. Approximately 10 participants from each country (Belize, Costa Rica, the Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, and Panama), 80 total, will travel to the United States. The organization should be prepared to conduct the program in either English or Spanish based on State Department guidance.

Proposals should include two exchanges for approximately 15 U.S. participants each (30 total) to travel to at least two of the eligible countries (Belize, Costa Rica, Dominican Republic, and Panama). Applicants should only propose sending U.S. participants to countries where they or their implementing partner can provide the most comprehensive programming for them. American participants going to predominantly Spanish-speaking countries should have intermediate conversational Spanish skills.

Caribbean

The Caribbean program is one exchange conducted in English for approximately 42 participants selected from the region (the Bahamas, Barbados, Guyana, Jamaica, Suriname, and Trinidad and Tobago and other smaller Caribbean countries served by Embassy Bridgetown listed below).

For this program, the U.S. embassies in the participating countries will serve as the in-country partners and will recruit and select the participants. Proposals should note the applicant's willingness to work with the program office and participating U.S. embassies to finalize proposed country groupings and dates for the exchanges once an award is made. The award recipient must detail how they plan to coordinate in-country costs related to recruitment, selection, and pre-departure orientation. The award recipient must work closely with the embassies to ensure that they have the support required to screen and interview the participants, and manage the budgets for the selection process and pre-departure orientation.

Please note that Embassy Bridgetown (Barbados) serves several eastern Caribbean countries and the participants Embassy Bridgetown selects may come from any of the following countries: Antigua and Barbuda, Barbados, Dominica, Grenada, St. Kitts and Nevis, St. Lucia, and/or St. Vincent and the Grenadines.

Participants:

All youth and adult participants must meet the following eligibility requirements:

- 1) Be citizens of the country from which they are applying (dual U.S. citizens are not eligible);
- 2) Be enrolled in a secondary school with at least one semester or its equivalent remaining before graduation;
- 2) Be selected through a merit-based competition;
- 3) Represent the diversity of their home country; and
- 4) Demonstrate an interest in the partner country and the program themes.

Selection criteria for the participants will include leadership skills, an interest in community service, strong academic and social skills, openness and flexibility. To reach beyond the elite, participants should be recruited from underserved or disadvantaged populations of youth in these countries. Geographic, socio-economic, and ethnic diversity is important, including outreach to indigenous and Afro-descendant populations. It is desirable that participants be clustered by community to facilitate future collaboration upon their return to their home country.

The youth participants must be high school students aged 15 to 18 years old at the start of the exchange, with at least one semester of high school remaining. The adult participants may be teachers, trainers, school administrators, and/or community leaders who work with youth. They will have the role of chaperone, exchange participant, and post-exchange mentor. The ratio of youth to adults should be approximately 10:1, depending on the size of the exchange delegation. Preference should be given to individuals who have not previously traveled to the exchange country, especially on a U.S. government-sponsored program.

For the programs that will be conducted in English, the participants must have sufficient English language proficiency to participate fully in interactions with their host families and their peers and in all educational activities. Programs conducted in Spanish or in French do not require English-speaking participants. For the U.S.-based activities that will be conducted in Spanish or French, the award recipient or implementing partner must provide interpretation and must place participants who do not speak English with host families where at least one member speaks Spanish or French. Some Spanish language ability is required for the American participants traveling to the Spanish-language program countries. Portuguese is not required for the U.S. participants traveling to Brazil.

Organizational Capacity:

Applicant organizations must demonstrate their capacity for conducting international youth exchanges, focusing on three areas of competency: (1) provision of programs that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for

youth; and (3) previous experience working on programs in the region. Organizations must demonstrate their capacity to manage a complex, multi-phase program with several separate exchange programs.

Organizations applying for this award must demonstrate their organizational capacity in the administration and oversight of international youth exchange programs, leadership programming, and related cultural activities and youth leadership training.

In addition to their U.S. presence, applicants must have the organizational capacity in the relevant countries through their own offices or through an implementing partner organization to recruit and select participants for the program, to provide follow-on activities, and to organize a content-rich program for the U.S. participants, if specified. The importance of a viable, experienced in-country partner cannot be over-emphasized and details of this capacity should be addressed. Applicants should consult with their partners and involve them in the proposal preparation if possible. Before submitting a proposal, applicants may consult with Public Affairs Sections in U.S. embassies concerning the selection and reliability of in-country partner organizations. Please e-mail ECA Program Officer Naureen Nalia (NaliaNM@state.gov) for embassy contact information.

U.S. Embassy Involvement:

It is important that the proposal narrative clearly state the applicant's commitment to consult closely with the Public Affairs Section of the U.S. embassy in the host country to develop plans for program implementation, including recruitment, selection and orientation of participants, publicity events, and follow-on activities, once a cooperative agreement is awarded. In countries where there is a reciprocal component involving U.S. citizen minors, the U.S. embassy will provide oversight and monitoring; concur on housing arrangements, including host family locations (regions, neighborhoods); represent the U.S. Government while the exchange activities are taking place in the host country; and assist program staff and participants in the event of an emergency. At the same time, the cooperative agreement requires that the administering organization must be able to manage the program in the host country in its entirety, with little reliance on embassy staff for support. For the Brazil region and the Caribbean region, the U.S. embassies will serve as the in-country partners, subject to change.

Guidelines:

It is anticipated that the cooperative agreement will begin on or about August 1, 2022 and end on April 30, 2026. The FY 2022 base year award period will span 15 months, and will cover all aspects of the programming in South America, Central America, the Caribbean, Haiti, Canada and the United States – participant recruitment, selection, and orientation, three weeks of exchange activities, and support of follow-on activities. Planning and preparation will start in 2022, and the exchanges will take place at various points throughout 2023. Applicants should propose the period of the exchange(s) in their proposals, but the exact timing of each program may be altered through the mutual agreement of the U.S. Department of State and the recipient.

Additional Information:

Award recipients will retain the name “Youth Ambassadors Program” to identify their program. All materials, publicity, and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. ECA will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. Award recipients will acknowledge that the program is an ECA program on all branding, which will have ECA Program Officer approval prior to publication.

Proposals must demonstrate how the applicant will meet the stated objectives. The proposal narrative should provide detailed information on the major program activities, and applicants should explain and justify their programmatic choices. Programs must comply with J-1 visa regulations for the International Visitor and Government Visitor category. Please be sure to refer to the complete Solicitation Package – this NOFO, the Project, Objectives, Goals, and Implementation (POGI), and the Proposal Submission Instructions (PSI) – for further information.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional NCCs 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 NCCs are exercised. ECA will perform an annual performance evaluation/review to determine if a NCC will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all NCCs.

A1. Recipient Responsibilities:

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

Monitoring & Evaluation Plan. 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.

A2. Non-Competitive Continuations (NCCs):

Proposal narratives should include a commitment to implement the program for the base year, plus two additional NCCs, 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 NCCs are exercised. ECA will perform an annual performance evaluation/review to determine if a NCC will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all NCCs.

B. Federal Award Information:

Type of Award: Cooperative Agreement.

ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: FY 2022-\$3,400,000; FY 2023- NCC year one-\$3,400,000, pending successful performance and the availability of funds; FY 2024-NCC year two-\$3,400,000, pending successful performance and the availability of funds.

Approximate Total Funding: \$10,200,000. This figure represents base year plus two NCC years, pending successful performance and the availability of funds.

Approximate Number of Awards: One

Approximate Average Award: \$3,400,000

Floor of Award Range: None

Ceiling of Award Range: \$3,400,000

Anticipated Award Date: August 1, 2022

Anticipated Project Completion Date: April 30, 2026. This date reflects the anticipated duration of the award – one base year plus two NCC years.

Additional Information:

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

Cooperative agreements will be awarded for a period of 15 months (base year) with NCCs for two additional 15-month periods (NCC years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a NCC 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 NCC 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 cooperative agreement, in an amount of over \$130,000 to support all costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) All proposals must comply with the requirements stated in the NOFO, POGI (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.) 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.3p. "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 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 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 the 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, 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
 - E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
 - E1.1.04: Percent of participants with more favorable opinions of the United States Government
 - E1.1.09: Percent of participants who traveled abroad for the first time because of their program
 - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program
 - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values
 - E1.1.12: Percent of foreign participants indicating a change in understanding of third-party countries' cultures and values
 - E1.1.16: Percent of virtual exchange (VE) participants who report VE as their only likely way to interact with citizens from other countries in the future
 - E1.1.17: Percent of foreign participants with more favorable opinions of the American people
 - E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values
 - E1.1.19: Percent of participants agreeing with statements in support of democratic values
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
 - E2.0.01: Percent of foreign participants that volunteer in their host communities

- E2.0.04: Number of hours that foreign participants spend volunteering in their host communities
 - Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
 - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
 - E3.0.02 – Percent of foreign participants who report increasing their network of Americans
 - E.3.04: Percent of foreign participants who report increasing their network of third country nationals
 - E3.0.07: Percent of participants who identify as a Department of State program participant
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
 - E4.0.03: Percent of participants reporting an increase in soft skills as a result of exchange program participation
 - E4.0.09: Percent of participants reporting an increase in language skills as a result of exchange program participation
 - E4.0.14: Percent of participants reporting new digital skills/competencies gained from virtual exchange (VE) programming
 - Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
 - E4.1.01: Total number of participants
 - E4.1.02: Total number of program cohorts
- Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming
 - Sub-Objective 5.3: Exchange participants support local economy during their visit
 - E5.3.01: Amount of U.S. dollars spent by foreign program exchange participants during their exchange
- Objective 6: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
 - E6.1.02: Number of US study abroad exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges

- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
 - E8.0.01: Dollar amount (\$) spent on monitoring and evaluation activities
 - E8.0.03: Response rate for survey participants

ECA recommends that applicants use the indicators listed above 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 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.
 - In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
 - ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.
 - 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 section 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

Program Goals:

1. Promote mutual understanding between the people of the United States and citizens of Western Hemisphere countries;
2. Prepare youth leaders to become responsible citizens and contributing members of their communities;

3. Foster future leaders by providing them a better understanding of the U.S. systems, culture, and government; and
4. Cultivate relationships among youth from different ethnic, racial, religious, and national groups and create hemispheric networks of youth leaders, both within the participating countries and internationally.

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 reporting that their exchange experience offered opportunities to engage with other cultures	<p>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who answered “yes” while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Do you agree with the following statement?</p> <p>My exchange program offered opportunities for making cultural connections and sharing. For example: Conversations about each other’s’ countries, Attending cultural events, etc.</p> <ul style="list-style-type: none"> • 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 weeks after an activity has ended.	Award recipient
Percent of participants with more favorable opinions of the	Participant - A person who has directly participated in an ECA exchange program. Note	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Did your views of the United States government</p>	Post-Program: A post-program	Award recipient

United States Government	<p>that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who select “much more favorable” OR “somewhat more favorable” on the survey question. The denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<p>change as a result of your exchange program participation?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>How did your views of the United States government change? Are your views:</p> <ul style="list-style-type: none"> • Much less favorable • Somewhat less favorable • Somewhat more favorable • Much more favorable 	<p>collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.</p>	
Percent of participants who traveled abroad for the first time because of their program	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p><u>Abroad</u> - A country outside of one’s home country.</p> <p>Counting Frequency Each respondent should only be counted once in</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Before this exchange program, had you traveled outside of your home country?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Why did you travel outside of your home country? <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Tourism • Visit friends/family 	<p>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</p>	Award recipient

	<p>the reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who answered “no” to the first question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Participation in another U.S. Department of State exchange program (including U.S. Embassy-sponsored exchanges) • Participation in a non-U.S. Department of State exchange • Study • Work • Other: _____ [write-in] 	has ended.	
Percent of foreign participants who traveled to the United States for the first time during their program	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each respondent should only be counted once per reporting year following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who reply “no” to the first question while denominator will be the total number of survey respondents. Divide the numerator by the denominator and then</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Before this exchange program, had you traveled to the United States?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Why did you travel to the United States? <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Tourism • Visit friends/family • Participation in another U.S. Department of State exchange program (including U.S. embassy-sponsored exchange programs) • Participation in a non-U.S. Department of State exchange • Study • Work 	<p>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.</p>	Award recipient

	multiply by 100 for the percent value.			<ul style="list-style-type: none"> Other: _____ [write-in] 		
Percent of American participants indicating a change in their understanding of their host country's culture and values	<p>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Host country - The country in which the participant traveled to for their exchange program.</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4</p> <p>The response scores for each item should be summed and divided by the number of items they responded to in order to give an average question score for each respondent.</p> <p>To determine the percent value, the numerator is the number of</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>How much did participation in the exchange program change your understanding or knowledge of the following topics?</p> <ul style="list-style-type: none"> Host country political system Host country economy Foreign affairs of my host country Domestic affairs in my host country Host country values and culture Daily life in my host country Religious and ethnic diversity in my host country Freedom of speech and press in my host country Voluntary community service in my host country <p>[Scale: No change, Minimal change, Moderate change, Substantial change]</p>	<p>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.</p>	Award recipient

	respondents whose average question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent of foreign participants indicating a change in understanding of third-party countries' cultures and values	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Third-party country</u> - A country that is not the participant/alumni's home or host country. Generally, this refers to the home countries of fellow participants.</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Thinking about the exchange participants you met from other countries (not your home country or the U.S.), how much did participation in the program change your understanding or knowledge of the following topics related to those countries?</p> <ul style="list-style-type: none"> • Political system • Economy • Foreign affairs • Domestic affairs • Values and culture • Daily life • Religious and ethnic diversity • Freedom of speech and press • Voluntary community service <p>[Scale: No change, Minimal change, Moderate change, Substantial change]</p>	<p>Post-Program:</p> <p>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.</p>	Award recipient

	<p>The response scores for each item should be summed and divided by the number of items they responded to in order to give an average question score for each respondent.</p> <p>To determine the percent value, numerator is number of respondents whose average question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>					
Percent of virtual exchange (VE) participants who report VE as their only likely way to interact with citizens from other countries in the future	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's "Exchange Visitors."</p> <p><u>Virtual exchange</u> - A sustained, multi-way interaction, that are online, used to build networks and shared knowledge around policy priorities. For a program to be considered a virtual exchange, participants must engage 51% or more virtually. A series of virtual components can be considered an exchange if they are (1) originated as a unit with a collective</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>In the future, are virtual exchanges likely to remain your only way to interact with citizens from other countries?</p> <ul style="list-style-type: none"> • Yes • No <p>I don't know</p>	<p>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.</p>	Award recipient

start and end date and (2) are organized around a unifying theme. For example: a series of MOOCs would be considered an exchange if they are offered as a set (of say six classes) and are centered on a specific topic (for example, media literacy). Offering MOOCs as an online resource is not considered a virtual exchange program.

Virtual element - Expand the reach of programs and increase engagement for participants and alumni. Unlike virtual programs, virtual elements are single, stand-alone components, offered either as add-on enrichment to an in-person exchange or as general outreach by ECA. For example, offering single MOOCs to the general public or virtual pre-departure orientation webinars are both considered virtual elements. Additionally, online spaces for participants to communicate (such as a program Facebook page) is considered a virtual element.

Count Frequency

	<p>Each respondent should only be counted once per reporting year following their program completion.</p> <p>Calculations To calculate percentage, numerator will be number of respondents who answered “yes” while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p> <p>This indicator counts participants involved in virtual exchange programs (see definition above) and WILL NOT count participants engaging with virtual program elements as part of a non-virtual program.</p>					
<p>Percent of foreign participants with more favorable opinions of the American people</p>	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>Did your views of the American people change as a result of your exchange program participation?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>How did your views of the American people change?</p> <p>Are your views:</p> <ul style="list-style-type: none"> • Much less favorable 	<p>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</p>	<p>Award recipient</p>

	<p>Calculations To determine the percent value, numerator is number of respondents who reply “much more favorable” OR “somewhat more favorable” while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Somewhat less favorable • Somewhat more favorable <p>Much more favorable</p>	<p>has ended.</p>	
<p>Percent of foreign participants indicating an increase in understanding of United States culture and values</p>	<p>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4</p> <p>The response scores for each item should be summed and divided by</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>How much did participation in the exchange program change your understanding or knowledge of each of the following topics?</p> <ul style="list-style-type: none"> • United States democracy • United States economy • Foreign affairs of 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 • Freedom of speech and press in the United States • Voluntary community service in the United States 	<p>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.</p>	<p>Award recipient</p>

	<p>the number of items they responded to in order to give a total question score for each respondent.</p> <p>To determine the percent value, numerator is number of respondents whose total question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			[Scale: No change, Minimal change, Moderate change, Substantial change]		
Percent of participants agreeing with statements in support of democratic values	<p>Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Democratic values - The ideas or beliefs that make a society fair, including: democratic decision-making, freedom of speech, equality before the law, social justice, equality, social justice.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>To what extent do you agree or disagree with the statements below?</p> <ul style="list-style-type: none"> • 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 have the right to free speech 	<p>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.</p>	Award recipient

	<p>Responses to each item should be scored in the following manner: Strongly disagree – 1 Disagree – 2 Agree – 3 Strongly agree – 4</p> <p>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 the number of respondents whose total question score is greater than or equal to 3 on a 1-4 Scale while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<p>and to voice opposition</p> <ul style="list-style-type: none"> • 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 <p>[Scale: Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree, I don't know/I can't ascertain]</p>		
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ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries

<p>Percent of foreign participants that volunteer in their host communities</p>	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Volunteer</u> - To offer one's time or services to an organization or community effort for free.</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>Did you volunteer your time during your exchange?</p> <ul style="list-style-type: none"> • Yes • No • My program did not offer the opportunity to volunteer 	<p>Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6</p>	<p>Award recipient</p>
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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.

Host community members comprise two groups: 1) host families who welcomed exchange visitors into their homes; and 2) host institutions or businesses who provided professional or academic experiences to exchange visitors.

Count Frequency

Each respondent should only be counted once in the reporting year following their program completion.

Calculations

To calculate percentage, numerator will be number of respondents who answered “yes” while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then

weeks after an activity has ended.

	multiply by 100 for the percent value.					
Number of hours that foreign participants spend volunteering in their host communities	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p><u>Volunteer</u> - To offer one's time or services to an organization or community effort for free.</p> <p><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 participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program.</p> <p>Host community members comprise two groups: 1) <u>host families</u> who welcomed exchange visitors into their homes; and 2) <u>host institutions or businesses</u> who provided professional or academic experiences to exchange visitors.</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>How many hours did you spend volunteering during your exchange program? <i>(Please note that volunteer hours do not include time spent working as part of your professional placement.)</i></p> <p>Fill in the blank: _____ [validate as numeric]</p>	<p>Post-Program:</p> <p>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.</p>	Award recipient

	<p>Count Frequency Each respondent should only be counted once in a reporting year following their program completion.</p> <p>Calculations Participants will complete a survey question that will request the number of hours of time spent volunteering during their exchange program.</p> <p>The total number of hours for all participants should be reported.</p>					
ECA Sub-Objective 2.2: Foster participant’s belief that civic engagement benefits communities/countries						
<p>Percent of participants who have more confidence in their ability to have an impact in their home country</p>	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p><u>Home community</u> - The community that the program participant originates from and will return to at the conclusion of the program.</p> <p><u>Home country</u> - The country in which the program participant resides.</p> <p>Count Frequency Each respondent should only be counted once in</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>As a result of your program participation, how has your confidence in each of the following changed?</p> <ul style="list-style-type: none"> • I have the ability to make a difference in the community where I live • I have the ability to make a difference in the country where I live • I have the ability to make a difference in the global community <p>[Scale: I am less confident; No change in confidence, I am more confident]</p>	<p>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.</p>	<p>Award recipient</p>

	<p>the reporting year following their program completion.</p> <p>Calculation To determine the percent value, numerator is number of respondents that responded “more confident” to the statement about their ability to make a difference in the ‘community where I live’ while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>					
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ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions

<p>Percent of foreign participants who report increasing their network of Americans</p>	<p>A <u>network</u> is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming.</p> <p>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”.</p> <p>Count Frequency Each respondent should only be counted once per</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>Are you still in contact with any Americans you met during your program exchange?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Are the contacts you maintain with Americans personal, professional, or both?</p> <ul style="list-style-type: none"> • Personal • Professional • Both personal and professional 	<p>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.</p>	<p>Award recipient</p>
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	<p>reporting year following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who reply “yes” to the 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.</p>					
Percent of foreign participants who report increasing their network of third country nationals	<p><u>Participant</u> - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p><u>Network</u>- An interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming.</p> <p><u>Third-country national</u> - A person who does not have the same nationality and is not from the country in which the exchange took place or from the country of a participant of the exchange.</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>Are you still in contact with any individual not from the U.S. and not from your own country that you met during your program exchange?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Are the contacts you maintain with these individuals personal, professional, or both?</p> <ul style="list-style-type: none"> • Personal • Professional • Both personal and professional 	<p>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.</p>	Award recipient

	<p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who reply “yes” to the first question item while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>					
<p>Percent of participants who identify as a Department of State program participant</p>	<p><u>Participant</u> - A person or group of persons that has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p><u>Alumni</u> - 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.</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data) Do you consider yourself a participant of a U.S. Department of State program?</p> <ul style="list-style-type: none"> • Yes • No 	<p>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.</p>	<p>Award recipient</p>

	<p>Calculations To calculate percentage, numerator will be number of participants who answered “yes” in response to the survey question. The denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>					
ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries						
<p>Percent of participants reporting an increase in soft skills as a result of exchange program participation</p>	<p><u>Soft skills</u> - Qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills.</p> <p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Count Frequency Each participant should only be counted once in the reporting year</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p><i>NOTE: Question 1 is also included in Indicator 4.0.01 and 4.0.05. If at least two of those questions are to be included in a survey, question 1 can be asked once, with two multiple follow-up questions based on an affirmative response.</i></p> <p>Did you increase your personal and/or professional skills as a result of your participation in this program?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES:</p> <p>Please select the skills you increased. <i>Select all that apply.</i></p> <ul style="list-style-type: none"> • Leadership skills • Communication skills • Listening skills 	<p>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.</p>	<p>Award recipient</p>

	<p>following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who select at least one answer option except for “none of the above skills” in the second question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.</p>			<ul style="list-style-type: none"> • Self-awareness • Self-initiative • Self-confidence • Resourcefulness • Decision-making skills • Problem-solving skills • None of the above skills 		
Percent of participants reporting an increase in language skills as a result of exchange program participation	<p><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.”</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p> <p>Calculations To determine the percent value, numerator is number of respondents who answered yes in question 1, while the denominator will be the total number of survey respondents. Divide the numerator by the</p>	To be completed by the applicant	To be completed by the applicant	<p>Survey (self-reported data)</p> <p>1. Did you improve your skills in another language as a result of your participation in the exchange program?</p> <ul style="list-style-type: none"> • Yes • No <p>If YES to question 1, ask questions 2 and 3:</p> <p>2. Which of the following best described your ability to speak in that foreign language before your participation in the program exchange?</p> <ul style="list-style-type: none"> • No ability at all • Able to communicate only in a very limited capacity • Able to satisfy basic survival needs and 	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

denominator and then multiply by 100 for the percent value.

minimum courtesy requirements

- Able to satisfy routine social demands and limited work requirements
- Able to speak with sufficient grammatical accuracy and vocabulary to discuss relevant professional areas
- Able to speak fluently and accurately in all situations
- Proficiency equivalent to that of a native speaker

[Use display logic to show those choices with abilities greater than the selection in question 2.]

3. Which of the following best describes your ability to speak in that foreign language **after** the program exchange?

- Able to communicate only in a very limited capacity
- Able to satisfy basic survival needs and minimum courtesy requirements
- Able to satisfy routine social demands and limited work requirements
- Able to speak with sufficient grammatical accuracy and vocabulary to discuss

				<p>relevant professional areas</p> <ul style="list-style-type: none"> • Able to speak fluently and accurately in all situations • Proficiency equivalent to that of a native speaker 		
<p>Percent of participants reporting new digital skills/competencies gained from virtual exchange (VE) programming</p>	<p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s “Exchange Visitors.”</p> <p><u>Virtual Exchange</u> - A sustained, multi-way interaction, that are online, used to build networks and shared knowledge around policy priorities. For a program to be considered a virtual exchange, participants must engage 51% or more virtually. A series of virtual components can be considered an exchange if they are (1) originated as a unit with a collective start and end date and (2) are organized around a unifying theme. For example: a series of MOOCs would be considered an exchange if they are offered as a set (of say six classes) and are centered on a specific topic (for example, media literacy). Offering MOOCs as an online</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>Did you gain new digital skills/competencies as a result of your participation in the exchange program?</p> <ul style="list-style-type: none"> • Yes • No 	<p>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.</p>	<p>Award recipients</p>

resource is not considered a virtual exchange program.

Virtual Elements - Expand the reach of programs and increase engagement for participants and alumni. Unlike virtual programs, virtual elements are single, stand-alone components, offered either as add-on enrichment to an in-person exchange or as general outreach by ECA. For example, offering single MOOCs to the general public or virtual pre-departure orientation webinars are both considered virtual elements. Additionally, online spaces for participants to communicate (such as a program Facebook page) is considered a virtual element.

Digital skill/competencies - Digital skills are defined as a range of abilities to use digital devices, communication applications, and networks to access and manage information, and to participate in a virtual exchange. Skills include: knowledge about various low and high-tech technologies (such as the

internet, digital video, software programs, etc.), knowledge of how various technologies can be used to communicate with others, knowledge required by teachers for integrating technology into their classrooms, and/or creating content for various technologies.

Count Frequency

Each respondent should only be counted once in the reporting year following their program completion.

Calculations

To determine the percent value, numerator is number of respondents who respond “yes” to the question, while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.

This indicator counts participants involved in virtual exchange programs (see definition above) and WILL NOT count participants ONLY engaging with virtual program elements.

ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
Total number of participants	Participant - A person who has directly	To be completed	To be completed	Administrative records	Semi-annually	Award recipient

	<p>participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Each participant should only be counted once per semi-annual reporting cycle following their program completion.</p>	by the applicant	by the applicant			
Total number of program cohorts	<p><u>Program cohort</u> - A group of participants hosted separately under a program umbrella and following a set course of activities and/or study. For instance:</p> <ul style="list-style-type: none"> • IVLP is a program – each individual IVLP project conducted in a year would be considered a sperate cohort. • PFP is a program – the two groups of participants PFP brings to the US each year are each considered separate cohorts. <p>Counting Frequency Each cohort should only be counted once per semi-annual reporting cycle following its completion.</p>	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipient
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						

<p>Amount of U.S. dollars spent by foreign program exchange participants during their exchange</p>	<p>Participant – A person who has directly participated in an ECA exchange program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Count Frequency Each respondent should only be counted once in the reporting year.</p> <p>Calculations Participants will complete a survey question that will request participants to report a whole dollar amount in U.S. dollars spent on food, travel, leisure, and merchandise during the program.</p> <p>This indicator also requests disaggregation based on a participant’s placement state. This only applies if an exchange participant was based in one state for more than one month; for example, for IVLP participants, the placement state would not need to be reported.</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Survey (self-reported data)</p> <p>Approximately how much money did you spend on food, travel, leisure, and/or merchandise while in the United States for your exchange program? This should include any stipend money that you spent. Please estimate to the nearest dollar.</p> <p>Fill in the blank: _____ [validate as numeric]</p>	<p>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.</p>	<p>Award recipients</p>
<p>ECA Objective 6: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau’s resources, policy, and stakeholder relationships</p>						
<p>Number of US study abroad exchange participants from or hosted by Minority-Serving Institutions participating in</p>	<p>This indicator counts the number of foreign exchange participants, from or hosted by minority serving institutions (MSIs), participating in BOTH</p>	<p>To be completed by the applicant</p>	<p>To be completed by the applicant</p>	<p>Administrative data</p> <p>Provide the number of program participants from or placed at the following (see MSI category options). If you do not</p>	<p>Post-Program: Data should be collected no earlier than before the</p>	<p>Award recipients</p>

<p>ECA (both funded and private sector) exchanges</p>	<p>ECA's funded programs and the private-sector non-funded programs.</p> <p><u>Study abroad/exchange partnership</u> - Requires an active agreement between an HEI office/department and an international institution to offer their students study abroad and/or exchange options.</p> <p><u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."</p> <p>Count Frequency Each respondent should only be counted once in the reporting year following their program completion.</p>			<p>have participants from/placed at one or other of the other MSI categories, enter "0"</p> <ul style="list-style-type: none"> • Historically Black Colleges and Universities • Hispanic Serving Institutions • Tribal Colleges and Universities • Total <p>[Include two answer options as applicable: one for participants who are from one of the MSI categories and one for foreign participants who were placed at one of the MSI categories]</p>	<p>participant departs the United States and no later than 6 weeks after an activity has ended.</p>	
<p>ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships</p>						
<p>Dollar amount (\$) spent on monitoring and evaluation activities</p>	<p><u>Award recipient</u> - 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</p>	<p>N/A</p>	<p>N/A</p>	<p>Survey (self-reported data)</p> <p>What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for this reporting period? Please estimate to the nearest dollar.</p>	<p>Semi-annually</p>	<p>ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the</p>

	<p>nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events.</p> <p>Count Frequency Each award recipient should only be counted once per reporting period, even if they have implemented multiple programs.</p> <p>Calculation This figure can include fees to any sub-contractors conducting M&E on behalf of the ECA program. This can also include the salaries of award recipient and ECA personnel, but only for the time they spend on M&E of ECA awards. For salaries, can estimate the number of hours spent on M&E activities for the reporting period and multiply by the salary figures.</p>			<p>Fill in the blank: _____ [validated as numeric] <i>The following activities constitute monitoring and evaluation:</i></p> <ul style="list-style-type: none"> • <i>Reviewing program outputs and any outcomes</i> • <i>Reviewing web-based analytics</i> • <i>Data collection with sub-grantees</i> • <i>Program conceptualization through review/reflection</i> • <i>Developing theory of change and/or logic models</i> • <i>Working with the ECA MELI Unit</i> • <i>Event observation</i> • <i>Data collection with/from program participants</i> • <i>Site visits to host institutions</i> • <i>Performance (not grants/compliance) monitoring trips</i> • <i>Creating or reviewing evaluation data collection tools for ECA programs</i> • <i>Attending capacity-building workshops, presentations, or trainings on M&E</i> 	<p>Evaluation Division)</p>
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				<p><i>by the ECA MELI Unit</i></p> <ul style="list-style-type: none"> <i>Research activities intended to inform ECA program design</i> 		
Response rate for participant surveys	<p>Definitions <u>Participant</u> - A person who has directly participated in an ECA program. Note that participants also include ECA’s Office of Private Sector Exchange’s (ECA/EC) “Exchange Visitors.”</p> <p>Counting Frequency Response rates will be calculated and reported semi-annually on surveys that <u>closed</u> (i.e. ceased allowing respondents to respond) in that six-month period, even if the survey opened in the previous six-month period. This may be a single survey or an aggregation, if more than one survey closed in that six-month period. Each survey invitation should be counted once, and each response (if received) should be counted once.</p> <p>Calculations The response rate will be calculated by</p>	N/A	N/A		Semi-Annually	Award Recipient

	<p>dividing the number of survey responses received by the number of survey invitations issued (sent by email or directly invited in some other way). Note that “survey responses” will include cases in which any portion of a survey was returned (at least one piece of response data provided). It will not include cases where respondents opened the survey and opted out by selecting the option not to continue on the opening consent screen.</p>					
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		

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, not exceeding \$3,400,000. 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.13.a. Allowable costs for the program include the following:

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

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 NCCs as discussed above.

D.15.a. For competitions that will exercise a NCC applicants must submit:

- The SF-424A which must include the budget request amount for the base-year of the program.
- A detailed proposal narrative and budget for the base year of funding. (Please refer to the PSI for general budget guidance.) The narrative also should include a brief commitment to implement the program for the base year, plus two additional NCC 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 NCC years).

D.15.b. To exercise the NCC 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 NCC year.
- A brief narrative to support the continuation of the award.

D.15.c. For awards using NCCs, 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 NCCs. (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 program and financial reports;
 - All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional NCCs.
 - Any/all concerns or issues 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 NCCs.
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 describing why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,
- A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.16. Application Deadline and Method of Submission:

Application Deadline Date: Monday, March 14, 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 also may 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 the program idea:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
- 2. Ability to achieve program objectives:** The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 3. 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.
- 4. Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.
- 5. 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.

6. 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.

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

F. Federal Award Administration Information

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

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

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

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

Please reference the following websites for additional information:

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

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

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#).
- 2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/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 NCCs, applicants must submit program and financial reports on time. The due dates for these reports will be included in the cooperative agreement. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.10. Program Performance Monitoring and Evaluation (M&E) 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: Naureen Nalia, U.S. Department of State, Youth Exchange Division, PE/C/PY, 202-826-4309, NaliaNM@state.gov.

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

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

H. Other Information:**Notice:**

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

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

December 7, 2021