Department of State
**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO):** FY 2021 U.S. Exchange Alumni Network and Capacity Building Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0007845
Assistance Listing (formerly CFDA) Number: 19.452
Key Date/Application Deadline: May 27, 2021

Executive Summary:

The Office of Alumni Affairs of the Bureau of Educational and Cultural Affairs (ECA)
announces an open competition for the administration of the FY 2021 U.S. Exchange Alumni
Network and Capacity Building Program. U.S. public and private non-profit organizations that
meet the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit
proposals to conduct programs in support of expanding opportunities to U.S. citizen alumni of
U.S. government-sponsored people-to-people exchange programs, to include organizing and
implementing a professional development series and a small grants program.

The professional development series will be composed of approximately 12-20 in-person,
virtual, and hybrid professional development seminars and accompanying career events in
different cities across the United States, focusing on professional networks, capacity building,
and job skills training.

Each in-person professional development seminar will take place over the course of 2-3 days in
various cities around the United States and host approximately 50 attendees. An in-person
seminar should make full use of the host city, including site visits to local organizations and
engagement with local international companies and the local alumni community. In-person
networking events during the seminar should also include local industry and government
professionals and be open to additional alumni beyond the seminar attendees.

Each virtual seminar will include a series of synchronous and asynchronous sessions over the
course of several weeks and may host approximately 200 attendees. Each session should last 1-2
hours and include opportunities for alumni to engage with speakers and one another through
breakout rooms, Q&A sessions, or networking events.

Each hybrid seminar will include an initial series of virtual sessions and/or webinars followed by
one day of in-person meetings that host approximately 100 attendees. Hybrid sessions may
allow those unable to attend in person to join the final event virtually.

ECA will determine the type of seminar in advance in coordination with the grantee. Applicants will strive to ensure that each seminar, whether virtual, hybrid, or in-person provides a similar experience and level of engagement for the attendees.

The small grants program will target U.S. citizen alumni to provide opportunities for them to use the skills, knowledge, and networks gained on their exchange programs to carry out community projects. The program will be administered as an open competition, with alumni teams submitting project proposals that address certain themes or areas of interest, as decided by ECA. Applicants should expect to implement at least three rounds of the small grants program, or one round for each year of the cooperative agreement.

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

A. Program Description:

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

Purpose: In order to enhance the U.S. Department of State's engagement with U.S. citizens who are alumni of U.S. government-sponsored exchange programs ("U.S. exchange alumni") in support of U.S. foreign policy and public diplomacy objectives, the Bureau of Educational and Cultural Affairs' (ECA), Office of Alumni Affairs (ECA/P/A), will enter into a cooperative agreement with an award recipient to conduct the FY 2021 U.S. Exchange Alumni Network and Capacity Building Program.

Background: The Bureau of Educational and Cultural Affairs' Office of Alumni Affairs leads and coordinates efforts to engage alumni of U.S. government-sponsored people-to-people exchanges in order to maintain relationships with these current and emerging leaders. With millions of exchange alumni worldwide, including over 400,000 American citizens, ECA is committed to providing resources to sustain engagement with and tap into the energy, enthusiasm, and expertise of this influential audience. Working closely with U.S. Department of

State regional bureaus and U.S. embassies worldwide, ECA/P/A supports alumni programs that are strategic and designed to reinforce U.S. foreign policy objectives.

Key to this effort is deepening ECA engagement with American citizens who have participated in USG-funded and facilitated international exchange programs to strengthen their connection with the Department of State, reinforce their understanding of their status as part of the exchange alumni community, and expand their professional networks both at home and abroad.

In recognition of the size and influence of this group of alumni, ECA/P/A has initiated several programs in recent years to engage U.S. citizen alumni. These programs include the Alumni Thematic International Exchange Seminar (Alumni TIES) Program, which is administered under a separate cooperative agreement; the Citizen Diplomacy Challenge storytelling and photo contests, currently defunct; as well as the existing Career Connections professional development series and the Citizen Diplomacy Action Fund small grants competition, which are the subjects of this notice of funding opportunity.

This cooperative agreement seeks to build upon prior successes and further expand ECA/P/A's engagement with U.S. alumni by offering professional development opportunities in different regions of the United States, providing funding opportunities for alumni to build on their exchange experience through small grants, and by enabling alumni to share their experiences through opportunities for mentorship, public outreach, and social media.

Goals: The mission of ECA/P/A is to advance U.S. foreign policy by means of robust alumni programs. The Office of Alumni Affairs engages American and international alumni of U.S. Government sponsored exchange programs to develop the leadership capacity and networks necessary to pursue and protect American interests at home and abroad. Through the FY 2021 U.S. Exchange Alumni Network and Capacity Building Program, ECA/P/A aims to:

1. Strengthen U.S. Department of State ties to U.S. citizen alumni by offering benefits which allow them to expand upon their exchange experiences and use the skills they developed abroad to address shared global challenges.

2. Provide U.S alumni with information, resources, and networks that will allow them to leverage skills and experiences gained through their exchanges to prosper in a globalized world and professional marketplace.

3. Support alumni-driven initiatives that address international issues of common concern and promote mutual understanding between the United States and countries around the world.

4. Reinforce existing alumni program identities and build a sense of common identity among past participants of U.S. government-sponsored exchange programs.

The first cooperative agreement to manage this activity was awarded in FY2018. To date, ECA/P/A has offered five in-person seminars and a virtual professional development series, reaching over 700 alumni. Seminar topics have included pathways to careers in the federal government, careers in international development, opportunities for higher education, interview skills, and resume building.

Additionally, ECA/P/A has to date offered three rounds of small grants, funding nearly 100 projects and reaching nearly 200 alumni. Grant themes have included media literacy, fostering alumni network development, building community resilience, and empowering women and girls. Themes for grant competitions are decided by ECA in collaboration with U.S. Department of State stakeholders.

Professional Development Seminars, Networking, and Career Opportunities: "Seminars" are defined as a set of learning, leadership, and networking activities for exchange alumni, focused on building professional development and skills training. The seminars should focus on how alumni can leverage cross-cultural skills, language competencies, or international knowledge gained on their exchange programs to succeed in the local and global economy. Each seminar will draw on expert speakers and trainers, promote group discussions, allow time for presentations by the participants, and foster networking among the participants, local alumni, and international organizations. While alumni early in their careers may benefit most from these sessions, the award recipient may seek to engage mid-career and senior level alumni, whether through opportunities for mentorship, networking sessions, as presenters, or through professional development topics relevant to their needs.

During the course of this award, the award recipient will conduct multiple seminars in different cities across the United States, and each seminar should draw upon the local community to inform the selection of topics, venue, speakers, and participants. Every seminar should be accompanied by virtual opportunities to expand the reach of the program and may include job or opportunity fairs, networking events, mentorship programs, closed social media groups, or other professional development activities where feasible. Virtual and hybrid seminars may cover similar topics and should strive to provide equitable opportunities for networking and mentorship, while bringing together a wider range of participants, both Americans domestically as well as residing abroad.

Applicants should propose to hold approximately 12-20 seminars, with a target of approximately 50 participants for an in-person session, 100 for a hybrid session, and up to 200 participants for a fully virtual format. ECA would like to host a seminar in Washington, D.C. roughly once a year

to highlight the opportunities offered in the nation's capital and fully tap into the resources of the U.S. Department of State; this session may be the in-person capstone to a longer hybrid session.

Seminars should include both virtual and in-person formats taking place in different regions of the United States, chosen in consultation with ECA. For in-person activities, single occupancy lodging, some refreshments, and incidental travel costs will be covered for each participant. Extra consideration will be given to the recruitment of participants resident in the host city/surrounding region and not in need of travel or lodging. Flight, single occupancy lodging, full per diem, and other travel expenses will be covered for each presenter. Extra consideration will be given to the recruitment of local presenters who will not need lodging or travel.

Small Grant Program: "Grants" are funding opportunities of up to $10,000 per selected project available through a competitive opportunity for any eligible American citizen alumnus/a of a U.S. government-sponsored exchange program to propose projects that build on their exchange experiences in support of ECA and foreign policy goals. In order to promote collaboration and alumni network-building, projects should be submitted by teams of at least two alumni, with a U.S. citizen alumnus or alumna as a team lead. Project activities can take place in the United States or overseas and should multiply the effects of participants' exchange experience by positively impacting communities in the United States and around the world. All projects should respond to specific ECA and foreign policy themes, as determined by ECA/P/A.

At least $1,000,000 of the total award amount should be set aside for the small grants fund (roughly $330,000 total per year for the three years of the cooperative agreement period). Candidates should propose a timeline for implementing the small grant program and plan to implement at least three small grant cycles, or at least one small grants cycle for each year of the award period. Applicants should, however, demonstrate flexibility in the frequency of running a small grants cycle more than once per year, depending on policy priorities, available funding, and other current events.

In close coordination with ECA/P/A, the award recipient should be prepared to develop the grant management process, oversee application submissions, propose a review process, oversee the transfer of funds, and monitor and evaluate small grants for projects taking place in the United States and countries around the world.

ECA/P/A and the award recipient will review all submitted proposals and hold a grants panel to recommend projects for funding. ECA/P/A will coordinate with both embassies abroad and domestic Department of State offices for comments on relative projects and make the final selection of approved projects.

Participants: "Participants" are defined as U.S. exchange alumni of any U.S. government-sponsored and U.S. government-facilitated exchange program. To the extent possible, participants should represent the full diversity of the United States or of the host region for in-person events, including women, minorities, individuals with disabilities, and other marginalized populations.

The award recipient will seek to build upon the experiences, connections, and knowledge that alumni gained through their exchanges by designing programming to meet their needs. In addition, the recipient will work to empower participants to share their international exchange experiences more broadly, through storytelling, photos, and public speaking in cooperation with the Office of Alumni Affairs outreach team.

The online application process will be managed by the award recipient, with ECA/P/A determining the final slate of seminar participants. The award recipient is expected to manage overall program logistics before, during, and after the seminars with substantive input and guidance from ECA/P/A.

Candidates shall agree that all private data related to alumni, including name, email address, and other demographic information, are only to be used for Department of State related activity as described in this notice of funding opportunity.

Organizational Capacity: Applicant organizations must demonstrate their capacity for conducting international educational and cultural exchanges, including managing all logistics (flights for presenters, lodging, per diem, transport, etc.), supporting exchange alumni engagement activities, and providing substantive programming for up-and-coming leaders.

Applicants should illustrate in their proposals the breadth of their experience working in alumni engagement and a record of flexibility and adaptability in programming under short timelines or challenging conditions. Proposals should include concrete examples in which the organization has responded quickly to rapidly evolving circumstances, including, if possible, examples that demonstrate the ability to recruit participants from a diverse and geographically dispersed alumni community.

In addition, applicants must demonstrate the breadth of their experience working with youth and emerging leaders, including professional development programming, virtual engagement, and the development of action plans and small grant opportunities. Applicant organizations must demonstrate the ability to oversee technical logistics for a competitive small grants program, provide resources for alumni to draw upon when developing strong proposals, and facilitate a transparent process for selecting competitive proposals that include U.S. Department of State representation. Applicants should explain their awards management process, including

identification of an online system that will be used for the lifecycle of nomination and grants. The proposed process must also include a robust monitoring and evaluation plan that will enable the Department of State to measure impact following the term of the cooperative agreement. Applicants should also demonstrate the ability to responsibly transfer and monitor funds for projects taking place in countries around the world.

Partner Organizations: Applicants should provide examples of organizations and individuals with whom they would collaborate and describe previous cooperative activities. Proposals should include an engagement strategy advancing ECA/P/A's core mission, namely to advance U.S. foreign policy by leading robust alumni engagement that is mutually beneficial to the people of the United States and the people of other countries, and which strengthens alumni programs and networks while building a lifelong relationship between the Exchange Alumni global community and the Department of State. In addition to this engagement strategy, proposals should include a hypothetical professional development seminar and provide a proposed plan for developing the program, with examples of organizations or individuals upon whom the applicant would rely to develop the most appropriate substantive aspects of the program design.

Guidelines:
The cooperative agreement will begin on or around September 1, 2021. The award period will be approximately 36 months in duration and shall cover all aspects of program planning, professional development activities, and the small grants program for U.S. citizen alumni. Applicants should submit an engagement strategy describing their concept and propose a timeline for the year, including potential seminar dates and planning milestones, along with contingency planning taking into account the possibility of shifting to partial or total virtual engagement. Applicants should provide a sample outline for a hypothetical seminar, as well as a timeline for implementing the small grants competition.

All award activities, including professional development seminars and grant competition activities, must be completed prior to the anticipated end date of the award, September 1, 2024. Applicants should propose specific seminar dates and key small grant benchmarks, but the exact timing may be altered through the mutual agreement of the Department of State and the award recipient based on the flexible, rapid-response approach preferred.

ECA reserves the right to reduce, revise, or increase proposal project configurations, budgets, seminars, number and size of small grants, and participant numbers in accordance with the needs of the program and the availability of funds.

A1. Substantial Involvement:

In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine grant monitoring. ECA/P/A's activities and responsibilities for the FY 2021 U.S. Alumni Network and Capacity Building Program are as follows:

1. Provide advice and assistance in the execution of all program components.
2. Provide clear guidance and final approval on locations, themes, speakers, and presenters.
3. Approve internal timeline to achieve each seminar and small grant roll-out.
4. Develop selection criteria for small grants and serve on the final review panel.
5. Approve final list of small grants recipients after each review panel.
6. Initiate and facilitate interaction within the Department of State, to include ECA, regional bureaus, embassies/consulates, and other stakeholders, as needed.
7. Approve promotional materials and final calendar of activities for each seminar and the small grants program.
8. Assist with promotion of seminars and grant opportunities to the alumni community.
9. For U.S. grants recipients, monitor and evaluate the project, through regular communication with the award recipient and routine site visits.
10. Provide feedback following each seminar and program component periodically throughout the cooperative agreement to identify areas of improvement.

A2. Recipient Responsibilities:

The responsibilities of the recipient organization are as follows:

1. Develop and execute a communications strategy that strengthens alumni connections with the Department of State and provide a timeline for participants with program materials and logistical information prior to each seminar. Create a social media campaign that aligns with ECA/P/A's Outreach Strategy and branding guidelines that will run prior to and during each seminar to highlight the seminar topics and disseminate alumni stories. Use video and other tools to create shareable content and use online streaming capability to livestream parts of the seminar if possible.
2. Create and use a program-related domain (such as "USAlumni.com") for all email communications, social media, and website platforms. Adhere to both ECA bureau communications guidance and ECA/P/A office communications strategy and branding guidelines for all communications.
3. Manage logistical arrangements and fees, including professional development seminar site selection and contract(s), arranging all technical equipment, staffing, travel, insurance, ground transportation, accommodations, group meals, and seminar organization for all participants.

4. Develop and implement a plan to monitor the participants' safety and well-being while traveling to and from the seminar and creating opportunities for participants to share potential issues and resolve them promptly.
5. Make proper arrangements for participants' religious observances and dietary needs.
6. Conduct an orientation for the seminar upon participants' arrivals at the host site. Orientation should reinforce alumni connections with the Department of State.
7. Research, design, and plan seminar curriculum and activities to develop the participants' knowledge and skill base for the professional development topics presented.
8. Identify speakers, trainers, and local business contacts to assist in the facilitation of each seminar and follow-on activities.
9. Develop appropriate follow-on activities, such as webinars, mentorship programs, and other opportunities.
10. Research and identify potential organizations or locations for off-site visits in relation to the themes of the seminar.
11. Facilitate a small grants program for U.S. exchange alumni, including developing the application process, creating supporting resources for participants, implementing a system for application review, and coordinating the selection panel.
12. Develop resources and assist participants in developing action plans and collaborative, innovative project proposals for the small grants program.
13. Oversee the responsible transfer and monitoring of funds to selected alumni for projects that take place in the United States and countries around the world.
14. Establish a reporting plan covering recipients of the small grants program, and regularly update ECA with the results of alumni projects.
15. Facilitate, in coordination with ECA/P/A, continued engagement among the participants and offering opportunities to reinforce the ideas, values, and skills imparted during their exchange and seminar experience, and to strengthen participants' connection to the U.S. Department of State.
16. Collaborate with ECA/P/A to design and implement a monitoring and evaluation (M&E) plan that assesses the short-and medium-term impact of the program on the participants, and that will enable ECA to assess long-term impact. Prepare and provide interim M&E reports as agreed.
17. Share all data and information gathered on U.S. exchange alumni participants with ECA/P/A on a regular basis through a data sharing framework established in cooperation with ECA/P/A.

Additional Information:
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. The recipient organization should ensure to receive explicit consent from all

participants to include their contact information in the Alumni Archive, to use their likeness in promotional materials, and to share their stories through ECA/P/A media. All private data related to alumni including but not limited to names, email address, etc., are only to be used for Department of State-related official activity as described in this NOFO and cannot be retained/used for recipient-initiated activities or messaging purposes.

What to Include in Your Proposal

Executive Summary. The Executive Summary should be one page in length, formatted in Times New Roman, size 12 font with one-inch margins. The Executive Summary should include program title, goals of the program, names of potential partner organizations responsible for project implementation, proposed numbers of activities and participants, and a general outline of the seminars and small grant program.

Proposal Narrative. In no more than 20 double-spaced pages, the narrative should include:

Project Goals, Objectives, Anticipated Outcomes. A clear, succinct statement of program goals, objectives, and anticipated outcomes that expand upon program goals as stated in this NOFO. Objectives should be described in specific, measurable, and realistic terms that are achievable within the scope of the program, both in terms of time and funding. They should be framed from the participant perspective, i.e., "By (time), the participants will..." Proposals should clearly delineate salient objectives in measurable terms and plan activities in a sequence that progressively leads to achieving those objectives.

Project Management Plan. A simple project management plan for the life of the program that lists, in table format, proposed outputs (major events or tasks performed by the grantee organization or partners), dates, and the person or group responsible.

Background Information on Implementing Organizations. Information on proposed organizations and staff involved in the implementation of the project, including the mission, relevant expertise in conducting programs of a related nature, including on-going and planned activities not including the proposed project. If the applicant has received awards from ECA in the past, please list examples of relevant projects by office (Citizen Exchanges, International Visitors, Academic Exchanges, etc.), including project name, countries, year, and amount.

Roles and Responsibilities. A clear delineation of proposed roles and responsibilities for the potential award recipient and sub-recipient(s) in terms of project logistics, management, resources, and oversight.

Support of Diversity. A description on how ECA's policy on Support of Diversity will be integrated into all aspects of the seminar, including but not limited to program materials and training methodology. Please refer to guidance in the Proposal Submission Instructions (PSI) under "Diversity, Freedom and Democracy Guidelines."

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.

Budget. Please refer to section D.3n in this document for allowable costs and the PSI for guidance on formatting your budget.

Acknowledging ECA's Financial Support. An acknowledgment to follow guidance in the PSI entitled "Acknowledgment of ECA's Financial Support and Use of the Department Seal." Proposals should also indicate agreement to use the "International Exchange Alumni" logo in all relevant program materials, applications, websites, and other related materials, including in direct communications with alumni.

Resumes. Resumes of principal staff of all partner organizations involved in the implementation of the project should be included. Resumes should be no more than two pages in length.

Letters of Commitment and/or Letters of Support. Letters of commitment or support from partner organizations/partner institutions that demonstrate a capacity to arrange and conduct U.S. and overseas activities should also be included.

Project Materials. Materials that help demonstrate seminar design and implementation should be included. These include:

1. Sample calendar outline
2. Sample seminar agenda
3. Draft materials to support the alumni small grants program

4. Sample evaluation and survey instruments
5. List of potential in-country partners
6. Project management plan
7. Sample social media plan
8. Draft promotional materials

Unsolicited Documents. Attachments that do not directly address the proposed project (i.e., organization brochures, pamphlets, unsolicited reports) are strongly discouraged.

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: FY2021

Approximate Total Funding: $2,250,000

Approximate Number of Awards: One.

Approximate Average Award: $2,250,000

Floor of Award Range: $2,250,000

Ceiling of Award Range: $2,250,000

Anticipated Award Date: September 1, 2021.

Anticipated Project Completion Date: September 1, 2024.

Additional Information: The cooperative agreement will be awarded for a period of performance ending September 1, 2024. This award will cover three years of activity.

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

C.) Eligibility Information:

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

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

C.2. Other Eligibility Requirements:

1. Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in Bureau funding. ECA

anticipates making one cooperative agreement, in an amount of $2,250,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

2. Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

D.) Application and Submission Information:

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

D.1. Contact Information to Request an Application Package: Please contact the Office of Alumni Affairs, ECA/P/A, SA-5, Floor 1, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, GarrPS@state.gov, 202-655-7959 to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation.

Please specify Paul Garr and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at https://eca.state.gov/organizational-fundingor from the Grants.gov website at https://www.grants.gov.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3o. "Application Deadline and Method of Submission" section below.

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

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

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

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

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

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

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

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

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

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

D.3f. FOR INFORMATIONAL PURPOSES ONLY:

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 in22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival

information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

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

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

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

Please refer to Solicitation Package for further information.

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

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

D.3h. Program Performance Monitoring and Evaluation (M&E): A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for 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 2: Increase the impact that participants and alumni have on their communities / countries
    - Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
        - E2.2.1: Percent of participants who believe that they can have an impact on their community or country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
        - E3.0.9: Percent of participants who identify as a Department of State program alumni
        - E3.0.3: Percent of participants who report increasing their network of Americans
    - Objective 3.1: Alumni subscribe to platforms for resources and information-sharing
        - E3.1.6: Percent of participants who are registered or subscribed to a U.S. Department of State platform
        - E3.1.3: Percent of participants who learned of new resources for information-gathering and sharing
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
        - FBS2.5.1: Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program
        - E4.0.03: Percent of participants reporting an increase in soft skills as a result of ECA program participation
        - E4.0.05: Percent of participants who report an increase in technical skills as a result of ECA program participation
    - Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
        - E4.1.01: Number of total participants
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
    - E8.0.01: Dollar amount ($) spent on monitoring and evaluation activities

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

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

- Programmatic objectives, which are statements of the condition(s) or state(s) the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: https://eca.state.gov/about-bureau) or other applicant-designed program-specific objectives. For more information on SMART see the ECA Evaluation Division's website: https://eca.state.gov/impact/eca-evaluation-division/capacity-building. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.
- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
    - 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 sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to:

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

Results Performance Monitoring Reporting Requirements

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

Performance Monitoring Plan

Applicant Name:	Example Organization
Fiscal Year and Program Title:	FY## Example Program
	SFOP000XXXX

Instructions: A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed

objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and impact over the course of the award's proposed period of performance. (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

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

Completion: All components of the PMP are included.

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

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

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

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

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

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

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

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

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

Definitions of PMP Columns:

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

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

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

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

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

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

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

Entity Responsible: Person or entity responsible for collecting the data

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						

ECA Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries						
Percent of participants who believe that they can have an impact on their community or country	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculation** To determine the percent value, numerator is number of respondents that responded "increased" or "stayed the same" while denominator is the total number of survey respondents.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) As a result of your program participation, has your confidence in the following statements changed? [Increased, stayed the same, decreased] I know several ways in which I can make a difference on some of society's most worrisome problems. I feel I have the ability to make a difference in my local community. I feel I have the ability to make a difference in the global community	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						

Percent of participants who identify as a Department of State program alumni	Alumni are program participants who have been exposed to at least 36 hours of an exchange or a cultural exchange element with the possibility of sustained networking. **Count Frequency** Each respondent should only be counted once per reporting year, even if they are eligible for data collection through multiple programs **Calculations** To calculate percentage, numerator will be number of alumni who answered "yes" in response to the survey question. The denominator will be number of alumni who responded to the survey question. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Do you consider yourself an alumni of a U.S. Department of State program? (yes/no)	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

Percent of participants who report increasing their network of Americans	A <u>network</u> is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. A <u>participant</u> is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the 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.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Because of your participation in the program, have you increased the number of Americans you are professionally or personally connected with? (yes/no) **If yes:** I have _____ the number of Americans I am connected with (answer options: greatly increased, moderately increased, barely increased)	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

ECA Objective 3.1: Alumni subscribe to platforms for resources and information-sharing

Percent of participants who are registered or subscribed to a U.S. Department of State platform	A <u>participant</u> is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". A <u>platform</u> is a place, opportunity, or event for public discussion or interpersonal engagement intentionally convened, sustained, or otherwise facilitated through ECA programming. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to at least one of the question items while denominator is the total number of survey	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Are you registered on the following websites? [Yes/No/Do Not Know] International Exchange Alumni Network Program Facebook page Program WhatsApp group Other: _____ [write-in]	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

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					

Percent of participants who learned of new resources for information-gathering and sharing	A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors".	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data)	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
				Through your program experience, did you learn about any new resources that will be useful to you in the future (either personally or professionally)? [Yes/No]		
	Resources must be new to the participant. Can include information that is either personal or professional. Does NOT include persons. Can be information provided during the exchange, at a U.S. Government-sponsored event, activity, or place.			**If yes**: Please select the appropriate response for each resource: Small grants applications AEIF applications Contact information for other alumni Project Development tool kits Information on workshops/ events hosted by the Embassy Other Resource: _____ [write-in]		
	Count Frequency Each respondent should only be counted once per reporting year following their program completion.			[Response Options: I did not know this was a resource, I know this resource exists but do not know where to find it, I know where to find this resource and have used it]		
	Calculations To determine the percent value, numerator is number of respondents who reply "yes" to the first item while denominator is the total number of survey					

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					

ECA Objective 4:   Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries

Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program	This indicator applies to both American and foreign exchange participants. Knowledge, skills, and abilities of relevance may include, but are not limited to: Networking Technical skills Language proficiency Participant: a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply in the affirmative to the survey question below while denominator is the total number of survey respondents.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Has participating in this program increased your job skills (including language proficiency)? [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

	Divide the numerator by the denominator and then multiply by 100 for the percent value.					

Percent of participants reporting an increase in soft skills as a result of ECA program participation	Soft skills are 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 Participant: a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each participant should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of	To be completed by the applicant	To be completed by the applicant	Do you feel that you have increased your skill level in any of the following areas as a result of participation in this program? (Please select all that apply) •communication skills •listening skills •self-awareness •awareness of others •self-initiative •self-confidence •resourcefulness •decision-making skills •problem-solving skills •no skills improvement	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

	respondents who select any option besides "no skills improvement" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value					

Percent of participants who report an increase in technical skills as a result of ECA program participation	Technical skills are the knowledge and/or abilities to perform specific tasks. Technical skills include, but are not limited to project management, entrepreneurship, journalism, teaching instruction, science, technology, engineering and mathematics (STEM) competence. A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select an affirmative response to the	To be completed by the applicant	To be completed by the applicant	Have you increased any of the following skills as a result of participating in this program? (Please select all that apply) ·project management skills ·entrepreneurship skills ·journalism skills ·teaching instruction skills ·science skills ·technology skills ·engineering skills ·mathematics competence ·other technical skill(s) ·no skills improvement	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

	question below(any response besides "no skills improvement"), while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					

ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
Number of total participants	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator includes American, including those that are part of reciprocal exchanges, and foreign participants.* **Counting Frequency** Each participant should only be counted once per reporting year following their program completion	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipient
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						

| Dollar amount ($) spent on monitoring and evaluation activities | This indicator tracks the amount expended to include salary and expenses associated with monitoring and evaluation (M&E) activities by ECA Award Recipients.

Award Recipient is an entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. For ECA Exchange Visitor Programs, these entities are called Exchange Sponsors, which are not ECA-funded, and consist of public, private, or nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events.

Count Frequency
Each Award Recipient should only be counted once per reporting period, even if they have implemented multiple programs. | N/A | N/A | Survey (self-reported data)
What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for Fiscal Year 2019?

For your convenience, we have included details below on what activities constitute monitoring and evaluation. These include:

Reviewing program outputs and any outcomes
Reviewing web-based analytics
Data collection with implementing partners
Program conceptualization through review/reflection
Developing theory of change and/or logic models
Working with the ECA Evaluation Division
Event observation
Data collection with program participants
Site visits to U.S. host institutions | Semi-annually | ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the Evaluation Division) |

| | | | | | Discussions with program stakeholders regarding program performance Reviewing grantee performance monitoring reports (Internal only) International monitoring trips Data collection efforts to measure against the FBS Managing and reviewing external evaluations in conjunction with the Evaluation Division Creating or reviewing evaluation data collection tools Conducting M&E capacity-building activities for ECA implementing partners Attending capacity-building workshops, presentations, or trainings on M&E · Research activities intended to inform program design

Please note: either one person can enter the information in for the costs of the entire organization, or each person responsible for an ECA program can enter the information for ONLY that particular program-- | | |

				whichever is easier for your organization.		

Applicant Objective 1: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Applicant Objective 2: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant		

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

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

D.3k. Budget Format: Applicants must submit SF-424A –"Budget Information –Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget, as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. The below budget format is provided as an aid in organizing the budget, it is suggested but not required as a submission format for your proposal budget.

D.3L. Key Personnel

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

D.3n. Allowable costs for the program include the following:

1. Travel: International and domestic airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act.
2. Per Diem: For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: http://www.gsa.gov/portal/category/21287. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at: https://aoprals.state.gov/web920/per_diem.asp
3. Consultants: Consultants (i.e. trainers, speakers, etc.) may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed $250 per day per session. Organizations are encouraged to cost-share rates that would exceed that figure. Subcontracting organizations may also be employed, in which case the written agreement between the prospective award recipient and subrecipient should be included in the proposal. Such subawards should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.
4. Room Rental: The rental of meeting space should not exceed $250 per day per activity. Any rates that exceed this amount should be cost shared.
5. Materials: Proposals may contain costs to purchase, develop and translate materials for fellows. Costs for high quality translation of materials should be anticipated and included in the budget.
6. Working Meal: One working meal may be provided during U.S.-based and foreign-based components. Per capita costs for working meals may not exceed $45/person, excluding room rental and other overhead charges. The number of invited guests may not exceed seminar participants by more than a factor of two-to-one.
7. Wire Transfer Fees: When necessary, applicants may include costs to transfer funds to foreign-based partner organizations. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.
8. In-Country Travel Costs for Visa Processing Purposes: Visas for participants to travel to the seminar host-country may be necessary, and applicants should plan to cover these

costs. Applicants should also include costs for any travel associated with procuring visas, including travel for interviews, delivering or picking up passports, etc.

9. Administrative Costs: Costs necessary for the effective administration of the project may include salaries for employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. Proposals should show strong administrative cost sharing contributions from the applicant, the in-country partner and other sources. Award recipient staff travel should NOT be included in the exchange participant numbers.

10. Insurance: Travel and health insurance should be provided to all participants.

11. Reasonable Accommodations: Organizations should budget for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up to 5-7% of the total requested ECA award funds for this purpose.

12. Post-Seminar Engagement and Alumni Small Grants Program: Reasonable costs related to post-seminar engagement and alumni activities may be included. The proposal must include an outline of any proposed post-seminar engagement and alumni activities, including the facilitation of the Alumni Small Grants Program. Proposals should also demonstrate how the recipient organization will creatively utilize technology and online networking sites to enhance and amplify alumni programming.

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

D.3o. Application Deadline and Method of Submission:
Application Deadline Date: Thursday, May 27, 2021.
Method of Submission: Applications may only be submitted electronically through Grants.gov (https://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

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

How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information. The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with

Grants.gov. Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

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

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

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

Timely Receipt Requirements and Proof of Timely Submission
Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their
entire application has been uploaded to the Grants.gov site. 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 thoroughly review 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.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

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

E.1. REVIEW CRITERIA

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

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

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

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

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

6. 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: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

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 identified in the application.

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

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.3b Prohibition on the use of Federal Funds to Promote, Support, or advocate for the legalization or practice of Prostitution.

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

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

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

F.3c. Palestinian Authority, West Bank, and Gaza Programming

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Paul Garr at (202) 655-7959 for additional information.

F.3d. Special Provision for Performance In A Designated Combat Area and Future Contingency Operations (Currently Iraq and Afghanistan)

Each federal assistance award within areas of combat operations or future contingency operation, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over $150,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to AQMOps@state.gov for information. Information on how to register in SPOT and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

Recipients that do not utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support can be entered through the SPOT aggregate functionality. Upon the award of a grant/and or cooperative agreement in a designated area of combat operations or future contingency operation (currently Iraq and Afghanistan), the Grants Officer or his/her designee will enter the following award information into SPOT to include (i) a brief description of the contract (to the extent consistent with security considerations); (ii) the total value of the contract; and (iii) whether the contract was awarded competitively. The Recipient should send updated deployment numbers for each award sent to the Grants Officer and his/her designee and the Department of State's SPOT program office on a quarterly basis as follows:

The Recipient is required to submit with the quarterly financial report submission information regarding the number of individuals receiving payment from the funds being granted under this

award. This report is due 30 days after the calendar year quarter and 90 days after the award period end date and also should be sent to AQMOps@state.gov with the subject line "SPOT Quarterly Report -- Award Number". The following information shall be provided:

1. Total number of individuals receiving payment from the funds being granted:
      a. Total Number U.S. Personnel Deployed:
      b. Total Number Host Country Personnel:
      c. Total Third Country Personnel Deployed:

These reports should be sent to AQMOps@state.gov. The SPOT program office will enter the numbers into SPOT.

Recipients utilizing personnel who are performing a private security function; or require access to U.S. facilities, services, or support must be entered into SPOT individually with all required personal information. The recipient organization will designate a SPOT administrator who will obtain a SPOT company administrator account. Recipients of federal assistance awards shall register personnel in SPOT before deployment, or if already operational in the designated operational area, register personnel upon becoming an employee under the award and maintain current data in SPOT. Procedures on how to register in SPOT will be provided by the Grants Officer and his/her designee.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, Recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

In a designated area of combat operations or future contingency operation, the term PSC includes any personnel providing protection of the personnel, facilities, property of a Recipient or sub-recipient at any level, or performing any other activity for which personnel are required to carry weapons in the performance of their duties.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

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

1. Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the grant 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 Payment Management System (PMS). The electronic version of the FFR can be accessed at: http://www.dpm.psc.gov/. Once a financial report has been approved by the Department, the Recipient must upload the approved report to SAMS Domestic, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

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

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

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3h. Program Performance Monitoring and Evaluation information.)

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

G. Agency Contacts

For questions about this announcement, contact: Paul Garr, U.S. Department of State, Office of Alumni Affairs, ECA/P/A, 2200 C Street, NW, Washington, DC 20037, by telephone, 202-655-7959 or email GarrPS@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 made will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

Matthew Lussenhop   March 17, 2021
Principal Deputy Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State