

**Department of State**

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

**(NOFO):** FY 2020 Sports Visitor and Sports Envoy Programs

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0006541

**Catalog of Federal Domestic Assistance Number:** 19.415

**Key Date/Application Deadline:** May 1, 2020

**Executive Summary:**

The Office of Citizen Exchanges, Sports Diplomacy Division, of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition for implementation of two exchange programs under a single cooperative agreement: the FY 2020 Sports Visitor and Sports Envoy Programs. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to implement Sports Visitor and Sports Envoy international exchanges. The Sports Visitor and Sports Envoy programs support U.S. foreign policy goals and promote key U.S. values, on and off the field, and an understanding of the political, economic, social, and cultural contexts from which they arise. These programs are an effective way to engage priority audiences, including at-risk youth, women, minorities, people with disabilities, and non-English speakers. Sports Visitor Programs designed to train elite athletes or coaches are ineligible under C.2. "Other Eligibility Requirements" below.

ECA plans to issue one Cooperative Agreement for a total of \$2,750,000 (\$2,100,000 for the Sports Visitor Program and \$650,000 for the Sports Envoy Program) to a U.S. public or private non-profit organization for the implementation and oversight of the FY 2020 Sports Visitor and Sports Envoy Programs. Applicant organizations 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.

### **A.1. Purpose:**

Sports diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. Sports-based people-to-people exchanges can lay the foundation of trust needed to build a more stable, secure, and prosperous world. Sports provide a platform for inclusion and create opportunities for people to realize their potential to contribute fully to society. The Sports Visitor and Sports Envoy programs use sports to support U.S. foreign policy goals and promote key U.S. values on and off the field related to the importance of education, community engagement, and respect for diversity.

### **A.2 Program Goals**

In support of U.S. Department of State foreign policy objectives, ECA's Office of Citizen Exchanges welcomes proposals that directly respond to goals of the Sports Visitor and Sports Envoy Programs.

The Sports Visitor and Sports Envoy Programs are designed to achieve the following goals:

- a) Advance U.S. foreign policy goals;
- b) Increase and deepen understanding of U.S. society, culture, and history, and dispel stereotypes;
- c) Promote cross-cultural and mutual understanding, and appreciation for diversity, between American and international participants; and
- d) Cultivate leadership and develop capacity for participants to build stable communities and strong civil society institutions in the U.S. and abroad.

Applicant organizations are invited to submit one application to administer one cooperative agreement for both the Sports Visitor and Sports Envoy programs that addresses the aforementioned goals.

In submitting a proposal to implement the Sports Visitor and Sports Envoy Programs, applicants should clearly demonstrate their understanding of, and commitment to, the following guiding principles:

- Demonstrating an original and flexible program design that is balanced with consistently high-quality implementation;
- Designing an expandable model that allows for U.S. embassies and consulates or other partners to buy-in, increasing participant numbers, above and beyond those afforded through this NOFO;
- Planning for a cost-efficient program, while maximizing participant numbers, and building on effective sport for development and sports diplomacy initiatives;

- Valuing the narrative power of sports and promoting the exchanges through high quality media and communication; and
- Demonstrating leadership, expertise, and strong networks with American and international sport-based youth development organizations.

### **A.2.a Sports Visitor Program**

The applicant is invited to integrate the aforementioned goals and guiding principles into a two-track Sports Visitor Program, one for coaches and/or administrators and another for non-elite youth athletes, in close coordination with ECA and U.S. embassies and consulates.

The Sports Visitor Program is a sports-based international exchange that represents American excellence, leadership, and key lessons learned in sports broadly – from playgrounds to professional leagues. All programs must include sessions, site visits and/or other content that will deepen participants’ understanding of U.S. society, culture, government, current affairs, and history. Specific topics to address during each exchange include: sports in America from grassroots community-based to elite-level; sports integration with U.S. primary and higher education systems; the background, legacy, and impact of the Civil Rights Movement, Title IX, and the Americans with Disabilities Act on sports in the U.S.; among other topics. In addition to these foundational topics, all exchanges will be customized based on foreign policy goals outlined by ECA and the U.S. embassies and consulates.

Each exchange should also: include an overview of volunteerism in the U.S. and provide participants with opportunities for community service; maximize peer-to-peer interaction and create opportunities for meaningful engagement with, and for, a diverse array of U.S. populations, especially outside of the D.C. metro area; provide a substantive opportunity for home hospitality for participants to experience first-hand the lives of everyday Americans; and afford at least one formal opportunity for international participants to share their culture and experience with Americans.

The Sports Visitor Program will be delivered in two tracks designed for distinct audiences – coaches and/or administrators of youth sports teams/organizations (approximately 23 years old and above) and non-elite youth athletes (approximately 15 years old and above).

#### *Coaches and/or Administrators*

The coach and/or administrators track of the Sports Visitor Program will bring an estimated 115 adult coaches and/or administrators to the U.S. from all six regions of the world (Africa, East Asia and Pacific, Europe and Eurasia, Near East and North Africa, South and Central Asia, and the Western Hemisphere) for an approximately two-week exchange program in one to three U.S. cities. The Department anticipates eight to ten coach and/or administrator exchanges will be conducted over the duration of the FY 2020 award. These coach and/or administrator exchanges will equip participants with the knowledge, skills, and networks to promote positive change in underserved communities upon their return home. Each coach and/or administrator exchange will primarily include

participants from a single country. As deemed appropriate by ECA and the Department's regional bureaus, programs may be composed of participants from multiple countries and/or regions.

The coaches and/or administrators will be responsible for developing action plans to implement upon returning to their communities and organizations. The applicant should demonstrate a well-developed plan for supporting the design, implementation, and monitoring of action plans. Participants will have the opportunity to apply for small-grants, to support action plan implementation, of approximately \$1,000 to \$3,000 out of a total of approximately \$60,000 from the applicant organization through this cooperative agreement. The award recipient should highlight success stories in appropriate media.

#### *Non-elite Youth Athletes*

The second track of the Sports Visitor Program will bring approximately 125 non-elite youth athletes to the U.S. from all six regions of the world (Africa, East Asia and Pacific, Europe and Eurasia, Near East and North Africa, South and Central Asia, and the Western Hemisphere) for two to four week thematic-based sports camps. Three to four camps may take place, each of which may be in one or multiple locations in the U.S. over the base period of the award. Approximately five youth and one coach/chaperone will travel per country. In selecting U.S.-based locations, applicants are encouraged to leverage existing camp models and maximize interaction with American non-elite athlete peers. In addition, concurrent and, when appropriate, integrated coach focused programming should be included in each of the youth camps.

Each camp will have a specific theme and sport. The participants' experience will be split (40%/60%) between time on the field in sport specific training and off-the-field in classroom workshops, community engagement, home hospitality, and/or site visits that deepen participants' understanding of Americans and the United States, and dispel stereotypes or misinformation. Thematic content may also include, but is not limited to: inclusion and disability sports, girls and women's empowerment, conflict resolution, English language training and education (promoting U.S.-based education), and sustainable development/entrepreneurship. The applicant may propose other themes for which it has expertise. Additionally, ECA reserves the right to modify the themes based on foreign policy priorities or other circumstances.

For the most part, camp participants will share a common language and the camps will occur during summer months in the U.S. ECA may include a second or third language in each camp and the applicant should outline how they would utilize interpretation and best design programming for these participants.

The accompanying Project Objectives, Goals, and Implementation (POGI) document provides program-specific guidelines that proposals must address fully.

#### **A.2.b Sports Envoy Program**

The applicant is invited to integrate the aforementioned goals and guiding principles into a high-profile Sports Envoy Program in close coordination with ECA, U.S. embassies and consulates, and American leagues and federations. Sports Envoys are U.S. citizens and current or retired professional and amateur athletes and coaches who travel overseas to engage audiences that do not normally have access to American sporting icons, values, and best practices. Sports Envoys lead youth clinics and team building activities, as well as share lessons learned on and off the playing field about the importance of education, community engagement, resilience, discipline, and respect for diversity.

Sports Envoys travel for approximately five to seven days including travel time.

Each Sports Envoy Program will primarily involve a single country. As deemed appropriate by ECA and the Department's regional bureaus, programs may be composed of multiple countries and/or regions.

The Sports Diplomacy Division, in consultation with professional sports leagues, national governing bodies, and the U.S. Olympic and Paralympic Committee, will coordinate the selection of Sports Envoys. The award recipient organization may also be asked to suggest Sports Envoy candidates from among its contacts or networks.

The applicant will manage logistical arrangements, envoy preparation, and follow-up for approximately 60 Sports Envoys, who typically travel in pairs, over the duration of the FY 2020 award. In certain instances, Sports Envoys may require business class seating.

U.S. embassies and consulates develop and implement Sports Envoy programs in close cooperation with host-country professional sports associations, local sports federations and NGOs, and local ministries of sport to include clinics, school visits, media interviews, and youth outreach activities.

The accompanying POGI provides program-specific guidelines that proposals must address fully.

#### **A.2.c. Partners and/or Sub-award Recipients**

The applicant may identify partners and/or sub-award recipients to leverage their expertise in any portion of the Sports Visitor or Sports Envoy Programs. The applicant is encouraged to include letters of support and/or letters of commitment from partners or sub-award recipients in their proposal. The ECA Program Officer and the warranted Grants Officer reserve the right to review all proposed sub-award recipients and to accept or refuse sub-award recipients recommended by the award recipient.

Please see the POGI document for more information.

**A.3. Eligible Regions/Countries:** ECA anticipates that foreign Sports Visitor participants will be drawn from, and American Sports Envoys will be sent to, all six regions of the world (Africa, East Asia and Pacific, Europe and Eurasia, Near East and North Africa, South and Central Asia, and the Western Hemisphere). Participating

countries and regions for the Sports Visitor and Sports Envoy Program will be determined by ECA, in coordination with the Department's regional bureaus and Public Affairs Sections (PAS) at U.S. embassies after the award has been issued.

ECA reserves the right to amend or modify regions and countries should conditions change in selected countries or if other countries are identified as U.S. foreign policy priorities.

**A.4. Audience:** The direct audience for the Sports Visitor Program are non-elite youth athletes (approximately 15 years old and above) and coaches and/or administrators (approximately 23 years old and above). Participants will include women, minorities, people with disabilities, and non-English speakers. Other audiences include American youth and adult peers, U.S. embassies and U.S. consulates and their foreign audiences and partners, U.S.-based partner organizations, and local U.S. communities with which participants interact. Audiences for the Sports Envoy program include underserved youth, in-country leagues and federations, and other U.S. embassy and consulate partners in the sporting arena.

**A.5. Participant Selection:** Sports Visitor Program participants are non-elite youth athletes, coaches, or administrators from all regions of the world. U.S. embassies and consulates will select and nominate participants for the Sports Visitor program. The majority of the participants will be non-English language speakers with little prior experience in the United States. The applicant is responsible for providing interpretation as needed for each Sports Visitor exchange. Sports Envoys are U.S. citizens and current or retired professional and amateur athletes and coaches. Sports Envoys are selected by the Sports Diplomacy Division in coordination with U.S. leagues and federations.

**A.6. Program Administration:** ECA is seeking detailed proposals from U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) and based on the eligibility requirements outlined under Section C. Eligibility Information. Award recipient organizations will be required to ensure that all sub-award arrangements include clearly outlined duties and responsibilities of the sub-award recipient(s), including a detailed line-item budget.

Applicants should designate/identify in their proposal narrative and accompanying budget, a project director to oversee all of the programs, coordinate logistical and administrative arrangements, ensure an appropriate level of continuity between the award recipient and the sub-award recipient(s) and serve as ECA's primary point of contact. In addition, project directors or coordinators will be required to be designated at each sub-award recipient organization, once those organizations have been determined in consultation with the ECA Program Officer and the warranted Grants Officer and after the award has been issued, to help facilitate the supervision of the program participants, budgetary, logistical, reporting, and other administrative arrangements.

ECA also reserves the right to reduce, revise, or increase proposal budgets based on program needs and the availability of U.S. government funding.

**A.7. Organizational Capacity:** Applicant organizations must demonstrate their capacity in the following areas:

1. provision of projects that address the purpose and goals outlined in this document;
2. technical knowledge and strong domestic and international networks in sports diplomacy and/or sport for development programs;
3. production of high-quality photos, videos, website content, social media, and successful pitching of traditional media stories;
4. strong experience and background in monitoring, evaluating, and creatively demonstrating program impact;
5. experience in and ability to manage all aspects of programs that include people with disabilities;
6. age-appropriate programming for youth and/or coaches and sports administrators;
7. ability to maximize peer-to-peer interaction; and
8. coordination with U.S. leagues, federations, and high-profile athletes and coaches.

Competitive proposals for the Sports Visitor and Sports Envoy Programs should include the following:

- A proposed timeline detailing goals, objectives, and activities;
- A detailed description of activities, including workshops, seminars and/or other activities;
- The applicant may identify partners and/or sub-award recipients to leverage their expertise in any portion of the Sports Visitor or Sports Envoy Programs. The applicant is encouraged to include letters of support and/or letters of commitment from partners or potential sub-award recipients in their proposal. The ECA Program Officer and the warranted Grants Officer retain the right to review all subaward recipients' proposals and to accept or refuse subaward recipients recommended by the award recipient;
- Resumes of experienced staff who have demonstrated a commitment to implement and monitor international exchange projects and ensure outcomes;
- A comprehensive plan to evaluate how the program's activities will achieve the specific goals described in the proposal narrative that includes a data collection and visualization strategy to demonstrate the program's effectiveness;
- A detailed post-award activity plan that demonstrates how the participants will remain in contact after the Bureau-funded project has concluded and how the activities will enhance program sustainability;
- A detailed line-item budget and detailed budget narrative that fully explains the costs associated with the program;
- A detailed plan to enroll all participants (Foreign and American) in the Bureau of Education and Cultural Affairs' International Exchange Alumni website <https://alumni.state.gov>; and
- If small grants will be utilized (for the Sports Visitors Program), a detailed plan that demonstrates how the small grants are dispersed, supported, and monitored, and how this element will enhance the program's goals and objectives.

**A.8. U.S. Embassy Involvement:** U.S. embassies and consulates, in coordination with the Sports Diplomacy Division, will be responsible for recruitment and nomination of participants for the Sports Visitor Program. The embassies and consulates will also provide pre-departure briefings and oversee alumni follow-on activities. For the Sports Envoy Program, U.S. embassies and consulates will be responsible for proposing and developing the Sports Envoy Programs, in coordination with the Sports Diplomacy Division. While the Sports Envoy is in-country, U.S. embassies and consulates are responsible for programming and logistics.

**A.9. Media:** Proposals should include demonstrated expertise and a strategy for publicizing the project, both in the United States and overseas, as applicable. Sample materials can be included in the proposal appendix. In any contact with the media (print, television, web, etc.), award recipients must acknowledge funding from the Bureau of Educational and Cultural Affairs of the U.S. Department of State for the program. Prior to information being released to the media, the ECA Program Officer must approve the document. All award recipients are required to submit photos, highlights, and/or media clips for posting on the ECA website: <http://exchanges.state.gov/sports/>. Please refer to D.3k. “Communications Guidance for ECA Grant Recipients” for further information.

**Please note:** In a Cooperative Agreement, ECA’s Sports Diplomacy Division (ECA/CE/P/SU) is substantially involved in program activities above and beyond routine monitoring. The division may request that the recipient make modifications to the program plan and/or exchange components of the program. The recipient will be required to obtain approval of significant program changes in advance of their implementation. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached POGI.

**B. Federal Award Information:**

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

**Fiscal Year Funds:** FY 2020

**Approximate Total Funding:** \$2,750,000 (\$2,100,000 for the Sports Visitor Program and \$650,000 for the Sports Envoy Program)

**Approximate Number of Awards:** 1

**Approximate Average Award:** \$2,750,000

**Floor of Award Range:** none

**Ceiling of Award Range:** \$2,750,000

**Anticipated Award Date:** September 1, 2020

**Anticipated Project Completion Date:** March 31, 2022

**Additional Information:** Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this grant or cooperative agreement for two additional, consecutive fiscal years, before openly competing it again.

The Department reserves the right to reduce, revise, or increase proposal budgets in

accordance with the needs of the program and the availability of funds.

**C.) Eligibility Information:**

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

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

**C.2. Other Eligibility Requirements:**

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one cooperative agreement, in an amount of \$2,750,000 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.

b.) **Technical Eligibility:** All proposals must comply with the requirements stated in the NOFO, POGI, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process:

- All proposals must contain an executive summary (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-item budget and a budget narrative; this is in addition to the required SF-424, 424A, and 424-B Forms and SF-LLL form, if applicable). Failure to submit all required elements will cause your proposal to be declared technically ineligible.
- The Office of Citizen Exchanges does not support proposals limited to conferences or seminars (i.e., one- to fourteen- day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only when they are a small part of a larger project in duration that is receiving Bureau funding from this competition. No funding is available exclusively to send U.S. citizens to conferences or conference type seminars overseas; nor is funding available to support the attendance of foreign nationals at conferences or at routine professional association meetings in the United States.
- The Bureau of Educational and Cultural Affairs does not fund programs that involve building of structures of any kind, including playing fields, recreation centers, or stadiums.
- The pursuit of academic degrees from U.S. institutions is not an acceptable focus of this program. Proposals that have only an academic focus will be deemed technically ineligible and will receive no further consideration in the review process.

- Programs designed to train elite athletes or coaches are ineligible.
  - If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.
- c.) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

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

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

The Bureau reminds applicant organizations that all proposed costs must be reasonable, applicable and allocable.

#### **D.) Application and Submission Information:**

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

**D.1 Contact Information to Request an Application Package:** Please contact the Sports Diplomacy Division, ECA/PE/C/SU, SA-5, 4<sup>th</sup> floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, 202-632-9325, FernerMM@state.gov 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.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Matthew Ferner 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-funding> or 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.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

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

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

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://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. Federal Funding Accountability and Transparency Act (FFATA) Report:**

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their award activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of program activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

**D.3f. 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.service-now.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

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

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact [ECA\\_SAMSDomestic@state.gov](mailto: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.3g. Adherence to All Regulations Governing the J Visa:** The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their 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.3h. 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.3i. Program Monitoring and Evaluation:**

Please note: The Bureau plans to add standardized indicators and corresponding data collection questions for performance monitoring during the period of performance of this award. Therefore, proposed performance monitoring plans and data collection instruments should be flexible enough to incorporate those once established.

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

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

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

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

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

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

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

**D.3j. 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.3k. Communications Guidance for ECA Grant Recipients:** All ECA Grant 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.3l. 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. There should also be separate budget breakdowns for the Sports Visitor Program and the Sports Envoy Program. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**D.3m. 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; visas; transit costs; ground transportation costs in the U.S. Please note that all air travel must be in compliance with the Fly America Act. In certain instances, Sports Envoys may require business class seating. There is no charge for J-1 visas for participants in Bureau sponsored programs.
- 2. Lodging and 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/perdiem>. For youth participants, dormitory style housing may be appropriate. 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/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
- 3. Interpreters:** When an applicant proposes to use interpreters, the following expenses should be included in the budget: published Federal per diem rates (both "lodging" and

"M&IE") and transportation costs per interpreter. Bureau funds cannot support interpreters who accompany delegations from their home country or travel internationally.

**4. Book and Cultural Allowances:** Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed up to \$150 for expenses when they escort participants to cultural events. U.S. program staff, trainers or participants are not eligible to receive these benefits.

**5. Consultants:** Consultants may be used to provide specialized expertise, develop content, or to make presentations. Honoraria rates should not exceed \$250 per day and can be prorated for less than a full day. Organizations are encouraged to cost-share rates that would exceed that figure.

**6. Room Rental:** The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost-shared.

**7. Materials:** Proposals may contain costs to purchase, develop and translate materials for participants. Costs for high quality translation of materials should be anticipated and included in the budget. Award recipient organizations should expect to submit a copy of all program materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

**8. Equipment:** Applicants may propose to use award funds to purchase and ship equipment, such as computers, printers, or sports equipment; these costs should be justified in the budget narrative. Costs for furniture are not allowed.

**9. Working Meal:** A maximum of one working meal may be authorized per project unless extenuating circumstances exist, in which case prior approval must be obtained from a DOS Grants Officer. Unless additional working meals are approved, the award recipient agrees to reduce the participants' per diem to cover the cost of any additional working meals. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one.

**10. Return Travel Allowance:** A return travel allowance of \$70 for each foreign participant may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

**11. Health Insurance:** The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for participants in this program. There is no cost to the award recipient if the award recipient opts to use the ASPE plan. Award recipients wishing to use a different plan must demonstrate that such alternate plan provides comparable or more comprehensive coverage. Coverage must begin when participants depart their home countries and not conclude until they return home. If you choose not to use ASPE, your proposal must include a copy of your chosen insurance policy and must include the cost of the insurance in the budget. The insurance you propose to use must meet the requirements of 22 CFR 62.14. Details of the ASPE policy can be provided by the contact officer identified under section G. "Agency Contacts" in this NOFO. The premium is paid by ECA and should not be included in the proposal budget.

**12. Wire Transfer Fees:** When necessary, applicants may include costs to transfer funds to partner organizations overseas. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

**13. Subawards and Small Grants:** Subawards may be used and activities must be

included in an itemized budget. Approximately \$60,000 in small grants to support participant action plans may be budgeted with each small grant being issued for approximately \$1,000 to \$3,000.

**14. Administrative Costs:** Costs necessary for the effective administration of the program may include salaries for grantee organization employees, fringe benefits, and other direct and indirect costs per detailed instructions in the Application Package.

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

**D.3o. Application Deadline and Method of Submission:**

Application Deadline Date: **Friday, May 1, 2020**

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 Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

**Timely Receipt Requirements and Proof of Timely Submission**

Applicants have until midnight (12:00 a.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 midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

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

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

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

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

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

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with

Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

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

**D.3q. Intergovernmental Review of Applications:** Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

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

### **E.1. REVIEW CRITERIA**

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

**1. Program Planning and Ability to Achieve Objectives:** Program objectives should be stated clearly and should reflect the applicant's expertise in the subject area. Objectives should respond to the topics in this announcement and should demonstrate an understanding of, and integration with, best practices in related fields – i.e., Sports Diplomacy and Sport for Development and Peace fields.

For the coach and/or administrator track, the proposal should describe in detail the substance of workshops, training sessions, and other activities. For the youth sport camps, the proposal should identify proposed locations, themes, and sports based on the applicant's expertise and/or partnerships.

Implementation of the Sports Envoy Program should show the capacity to prepare athletes with program expectations, transfer funds and equipment to countries with

different financial and customs requirements, and develop creative social media content to highlight themes during and after each program.

A detailed agenda and relevant work plan should explain how objectives will be achieved and should include a timetable for completion of major tasks. Responsibilities of any partners/subaward recipients should be clearly described. A discussion of how the applicant will address interpretation for participants should be included.

**2. Institutional Capacity:** The proposal must include: 1) detailed information about proposed partner(s), their roles and responsibilities, and the history of the partnership; 2) an outline of prior awards — U.S. government and/or private support received for the target theme/country/region; and 3) descriptions (Bios and CV's) of experienced staff members who will implement the program.

The proposal should reflect organizational expertise in age-appropriate programming, including thematic programming, above and beyond traditional sports training, as outlined above in the A.1. Purpose section. Furthermore, the applicant should demonstrate successful coordination with U.S. leagues, federations, and high-profile athletes and coaches.

The proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau grants staff. The Bureau will consider the past performance of prior recipients. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. The Bureau requires the applicant to submit letters of support from proposed partners.

**3. Cost-effectiveness and Cost-sharing:** Overhead and administrative costs in the proposal budget, including salaries, honoraria, and subcontracts for services, should be kept to a minimum. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions. The proposal's unit costs (per participant, per day) will be reviewed based on the entire funding level. ECA will deem a lower average unit cost, while demonstrating quality programming, as more competitive under this review criterion.

**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. Follow-on Activities and Multiplier Effect:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. The applicant should demonstrate a well-developed plan for supporting the design, implementation, and

monitoring of action plans. Furthermore, the proposal should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events. Funds for all post-cooperative agreement activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget but should be outlined in the narrative.

**6. Program Monitoring and Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports.

## **F. Federal Award Administration Information**

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

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

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

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

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

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

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 90 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 U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's [USA Spending.gov](http://USA Spending.gov) website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

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

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

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

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

### **G. Agency Contacts**

For questions about this announcement, contact: Matthew Ferner, U.S. Department of State, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, 4<sup>th</sup> Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-9325, [FernerMM@state.gov](mailto:FernerMM@state.gov)

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

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

**H. Other Information:**

**Notice:**

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

Marie Royce  
Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

Date: Feb 27, 2020