

Department of State

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

(NOFO): *FY 2016 Creative Arts Exchange*

Announcement Type: *New Cooperative Agreement*

Funding Opportunity Number: **ECA-ECAPEC-16-046**

Catalog of Federal Domestic Assistance Number: *19.415*

Key Date/Application Deadline: *May 26, 2016*

Executive Summary: **Creative Arts Exchange (CAE)** initiatives are arts-based people-to-people exchanges that support and further U.S. Department of State foreign policy objectives. In FY 2016, CAE will focus on the following themes:

Theme 1: Hip Hop Collaboration

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Theme 2: Community Arts Incubation

A. Program Purpose:

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.

Cultural diplomacy, an essential facet of America's foreign policy, enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. In support of U.S. Department of State foreign policy objectives, Creative Arts Exchange initiatives are arts-based, international people-to-people exchange programs. They create partnerships through artistic collaboration and professional development that enrich both the international participants and the Americans with whom they meet. Programs are implemented in close coordination with U.S. Embassies and Consulates abroad. Eligible themes and/or artistic genres for CAE initiatives are determined based on ECA strategic priorities. The goals of the Creative Arts Exchange are to:

- Promote mutual understanding between the people of the United States and the people of other countries;
- Provide unique opportunities for artistic collaboration, engagement and/or performance between American artists and international participants;

- Convey the diversity and high artistic merit of the arts in America, as well as increase awareness and understanding of American art, culture, values and society for international participants and audiences;
- Foster opportunities for educational outreach and community engagement with diverse and underserved communities, especially youth (ages 12-25), women, and persons with disabilities;
- Engage participants in instructive and informative experiences in a particular art form; and
- Create opportunities for sustaining relationships and collaboration between U.S. and international artists and institutions that endure beyond program duration.

A.1 Program Description:

ECA invites proposal submissions from public and private U.S. non-profit arts and educational organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) to administer CAE programming. Applicants should demonstrate established reputations in a field or discipline related to the specific program themes. Under the CAE, ECA will accept project proposals under the following themes:

Theme 1: Hip Hop Collaboration

The Bureau intends to award one Cooperative Agreement for approximately **\$800,000** to develop and administer an international exchange program with hip hop artists that incorporates artistic collaboration, entrepreneurial skills-building, and outreach to youth to explore and address conflict resolution strategies. This project will incorporate multi-disciplinary hip hop collaborations to provide innovative opportunities to engage youth and underserved communities overseas. This initiative consists of programming approximately 20 to 25 U.S. professional hip hop artists who will lead two to three-week programs in each of the approximately five countries selected by ECA. In addition to the overseas programming, the initiative will bring approximately five foreign artists from the same countries to the United States for one to two weeks to participate in a professional development program. The professional development program should develop the entrepreneurial skills of the artists, deliver youth leadership and conflict resolution trainings, and provide networking opportunities with other artists and educators in the industry.

Theme 2: Community Arts Incubation

The Bureau intends to award one Cooperative Agreement for a total of approximately **\$500,000** to design, implement and administer an exchange program that sends approximately six to eight American artists abroad to collaborate with local youth and underserved populations on community-based art projects in new media and/or digital arts. Projects should be designed to impart art and technology skills, and explore entrepreneurial themes while addressing a local community issue, such as women's empowerment, social inclusion, conflict

resolution, or the environment. Each of the selected artists will conduct a project of three to four weeks in countries to be determined by ECA. After the completion of the overseas component, approximately six to eight foreign artists from the designated countries will travel to the United States for one to two weeks to participate in a professional development program focused on entrepreneurship and community development through the arts.

A.2 Overview: CAE — Hip Hop Collaboration

Under the cooperative agreement, the award recipient will design and implement a program consisting of multi-disciplinary exchanges with hip hop artists that incorporate artistic collaboration, entrepreneurial skills-building and outreach to youth to explore conflict resolution strategies. Under this program, American hip hop professionals will teach and perform in select countries overseas, while foreign artists will take part in a professional development program in the United States. The program must incorporate at least three hip hop genres, including, but not be limited to, music, dance, MC/spoken word, film and visual arts. This program will emphasize collaboration with artists and local community arts and educational organizations and programs that work with young people on conflict resolution and leadership skills. The collaborative workshops and performances led by the American artists abroad will engage young audiences while strengthening the international network of hip hop artists whose work conveys positive messages about conflict resolution and leadership. The professional development program in the United States will build off of the overseas program and provide opportunities for the foreign artists to engage young audiences through outreach activities, participate in youth leadership trainings, and further develop entrepreneurial skills.

A.2.a. Program Design: The program design must contain a detailed and achievable plan for the award recipient to engage the American and foreign participants through programming that addresses youth engagement, entrepreneurship and conflict resolution themes. Program models should also incorporate innovative uses for video and/or other media as a program element and/or to document project activities. Examples include, but may not be limited to, digital video conferencing, short films, interactive websites and social media.

ECA will designate approximately five participating countries from at least two of six geographic regions (Africa, East Asia and Pacific, Europe and Eurasia, Near East and North Africa, South and Central Asia, and the Western Hemisphere). Delegations of U. S. hip hop professionals will spend two to three weeks in each of the overseas countries, engaging with foreign youth, local artists and community organizations. Overseas programming will include, but is not limited to: workshops, master classes, community performances and outreach activities. Proposals must describe strategies for including the broadest and largest audiences, especially youth, while ensuring substantive and effective programming focused on entrepreneurship and conflict resolution.

Following the overseas portions of the program for the U.S. participants, the award recipient will work with U.S. embassies and consulates to identify approximately five foreign professional hip hop artists, educators and/or community leaders to participate in a one to two week professional development program in the United States. U.S. locations for the programs can vary but should be based upon opportunities to connect with artists and organizations involved in youth leadership development, network with leaders in the industry, conduct outreach events at schools, or participate in festivals. The objectives of the U.S. program are to continue the youth leadership, conflict resolution, entrepreneurial and artistic activities initiated during the overseas portion of the program, increase the multiplier effect of the workshops, and enhance the overall sustainability of the program.

Projects are expected to yield the following outcomes:

- 1) Foreign and U.S. participants will increase their capacity for designing collaborative multi-disciplinary hip hop projects that reach a wide range of young people;
- 2) Younger overseas audiences will expand their conflict resolution skills and leadership capacities through their engagement with American hip hop artists who convey positive and peaceful messages;
- 3) U.S. and foreign artists will engage local arts and educational organizations and communities through unique collaborative program activities;
- 4) U.S. and foreign artists will strengthen their entrepreneurial skill set while fostering an international network among artists and organizations, thereby supporting the local, as well as the global, hip hop community.
- 5) U.S. participants will introduce techniques for engaging audiences through innovative multi-disciplinary collaborations that illustrate the full-spectrum and diversity of hip hop.

A.2.b Participants: American participants should be professional artists and educators who are U.S. citizens and at least 18 years of age. The award recipient and U.S. Embassy personnel will be encouraged to especially seek women artists to participate in all portions of this program. Foreign participants from the designated overseas countries, who will travel to the United States to take part in a professional development program, will be nominated and vetted by U.S. embassies/consulates. Foreign participants should also be at least 18 years of age, and must travel to the United States on J-1 visas. Please see separate section D.3h for ECA's J-1 visa requirements. To the fullest extent possible, both U.S. and foreign participant groups should represent a full range of diversity in terms of ethnicity, gender, race, and should include people with disabilities.

A.2.c Program Dates: This cooperative agreement will begin on or about September 1, 2016. Each of the two-three week overseas programs and the U.S. program may begin at a time that is mutually agreed upon by ECA, the award recipient and the U.S.

Embassies. Proposals will need to contain a detailed time line proposing dates of each program component.

A.2.d Program Guidelines: The award recipient is responsible for the design and structure of each program component. The award recipient will work in collaboration with the U.S. Embassy to develop a substantive program agenda. Program activities should encourage multi-disciplinary arts collaborations between the U.S. hip hop artists and their foreign counterparts. The U.S. Embassies will work with the award recipient to schedule television, radio, and newspaper interviews, as well as representational events and speaking engagements before larger, more public audiences. Proposals must provide a detailed and comprehensive narrative describing the objectives of the program. Please see the accompanying Program Objectives, Goals, and Implementation (POGI) document for application submission requirements. Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in the POGI. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

A.3 Overview: CAE -- Community Arts Incubation

Under this Cooperative Agreement, approximately six to eight American artists will travel abroad to work with local youth and underserved populations on approximately six to eight distinct community-based art projects that impart art and technology skills, develop tangible art work, explore entrepreneurial themes, and address a local community issue connected to U.S. foreign policy goals in that country. After the completion of the overseas component, approximately eight foreign artists from the designated countries will travel to the United States for one to two weeks to participate in a professional development program focused on entrepreneurship and community development through the arts. The program should reach wide audiences, while also fostering in-depth engagement with specific groups, such as youth, women and other underserved groups. The program is designed to stimulate dialogue and promote cross-cultural collaboration through new media and digital arts, while showcasing the role of visual artists as vibrant, engaged, and innovative partners in addressing broader social issues important to communities worldwide. For the purposes of the FY 2016 competition, new media and digital art includes, but is not limited to; new media technology, computer animation, virtual art, internet art, interactive art, video games, etc. and can encompass participant and location based work, sound art, projected work, mobile or portable work, and immersive environments.

A.3.a. Program Design: ECA will designate participating countries. The award recipient must demonstrate the ability to recruit highly qualified American and foreign artists with community engagement experience and backgrounds in new media and digital art forms. The overseas projects will be designed by the award recipient and the American artists, in consultation with the U.S embassies and ECA, and executed in collaboration with the local community. To further community engagement, the artists should conduct workshops, master classes, talks, public events, and/or other outreach activities while abroad. While in the United States, the foreign artists will learn about the

American creative economy and entrepreneurship in the arts through workshops, talks and/or other outreach events, and participate in activities related to community engagement and development.

A.3.b Participants: Selected participants must be professional visual or multidisciplinary artists, but may range from emerging to mid-career or established artists. American participants must be U.S. citizens, currently residing in the United States, at least 18 years old, and should possess a strong record of artistic accomplishments, as well as some international experience. In addition, participants should possess relevant experience working with youth and local communities, whether in urban or rural areas, as well as in engaging with other artists, art educators, and other community members through master classes, workshops, discussions, and other outreach activities. Foreign participants must be at least 18 years old and should demonstrate artistic excellence, leadership skills and strong connections to the local community, as evidenced by their active engagement in the overseas projects led by the American artists. The award recipient must demonstrate the ability to identify and recruit participants, and make timely recommendations to the U.S embassies and ECA for final approval.

A.3.c Program Dates: Each overseas project should be between three to four weeks and can begin at a time that is mutually agreed upon by the award recipient, ECA and the U.S. Embassies, and should begin within nine months of the award date. The U.S.-based component of the program should take place over the course of one to two weeks and must take place at least six weeks after the last overseas project concludes.

A.3.d Program Guidelines: The conception and design of the program and corresponding projects are the responsibility of the award recipient. The award recipient will work closely with the U.S. embassies, ECA, and any additional partners to develop substantive overseas projects and activities. The program design should be innovative and original, while demonstrating a connection to the aforementioned themes and priorities. It is essential that the proposal provide a full, detailed and comprehensive narrative describing how the award recipient and all of the participating stakeholders will achieve the objectives of the program. Please see the accompanying POGI document for application submission requirements. Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in the POGI. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

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

B. Federal Award Information:

Type of Award: **Cooperative Agreement.** ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: FY 2016

Approximate Total Funding: \$1,300,000 (\$800,000 for Hip Hop Collaboration); (\$500,000 for Community Arts Incubation)

Approximate Number of Awards: 2

Approximate Average Award: \$800,000 (Hip Hop Collaboration); \$500,000 (Community Arts Incubation)

Floor of Award Range: None

Ceiling of Award Range: \$800,000 (Hip Hop Collaboration); \$500,000 (Community Arts Incubation)

Anticipated Award Date: September 1, 2016

Anticipated Project Completion Date: August 31, 2018

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.

C. Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit arts and educational organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). Applicants should demonstrate established reputations in a field or discipline related to the specific program theme.

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage 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 Circular 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 will be reduced in like proportion.

C.3. 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 two awards, in the amounts of \$800,000 and \$500,000, to support program and administrative costs required to implement these exchange programs. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

b.) Technical Eligibility: All proposals must comply with the requirements and guidelines listed in the POGI or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

- 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.

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 Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, 202-632-2834, PeregrinMS@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 Michele Peregrin 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 <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

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.3p. "Application Deadline and Method of Submission" section below.

D.3a. 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 (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

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

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

D.3c. 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 current registrations 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 have been completed. 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. Failure to register in SAM will render applicants ineligible to receive funding.

D.3d. You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. 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 grant 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 grant 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. 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.

D.3g. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing www.GrantSolutions.gov. To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at help@grantsolutions.gov or 1-866-577-0771.

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

D.3h. 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 Office of Citizen Exchanges of ECA 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-44, Suite 668
301 4th Street, SW
Washington, DC 20547

Please refer to Solicitation Package for further information.

D.3i. 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.3j. Program Monitoring and Evaluation

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**, 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.3k. 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.3l. 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.3m. Please take the following information into consideration when preparing your budget:

D.3n. 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.

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

1. Maximum limits on cooperative agreement funding are as follows: Books and educational materials allowance-\$100 per Fellow; Conference room rental costs-\$250 per day per room; Consultant/interpreters/group coordinators/escorts fees and honoraria-\$200/day; Cultural allowance-\$150 per participant; honoraria for foreign Fellows-\$200/day; per diem-standard government rates; Evaluation costs- 5% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts;
2. Domestic and international travel for participants and staff, including transit costs if applicable, (American carriers or code-share airlines must be used for overseas travel whenever possible);
3. Airport taxes and country exit fees;
4. Shipping and handling for materials;
5. Excess and overweight baggage fees (excess baggage estimates may be subject to change once actual programs are scheduled);
6. Visa fees;
7. Subaward recipient organizations may be used, in which case the written agreement between the prospective award recipient and subaward recipient should be included in the proposal. Subawards must be itemized in the budget under General Program Expenses;
8. Press kits and promotional materials, trip itinerary booklets, educational materials and presentation items;
9. Other justifiable expenses related to program activities including but not limited to translation of outreach and/or educational materials.

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

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: Thursday, May 26, 2016

Method of Submission:

Applications may only be submitted electronically

through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Find” portion of the system.

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.

Please follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

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

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 "For Applicants" 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.

Direct all questions regarding Grants.gov registration and submission 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

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.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to

two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

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 Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

Please see review criteria in the respective Hip Hop Collaboration and the Community Arts Incubation POGIs.

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.

For assistance awards involving Iran:

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

Note: To assure that planning for the inclusion of Iran complies with requirements, please contact (Program Office - Iran Coordinator at telephone or e-mail.) for additional information.

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.

For assistance awards involving the Palestinian Authority, West Bank, and Gaza:

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 (insert program office contact name, telephone and e-mail) for additional information.

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA AND FUTURE CONTINGENCY OPERATIONS (CURRENTLY IRAQ AND AFGHANISTAN)

(Revised August 2014)

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.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Circular 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 circular 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:

<http://www.whitehouse.gov/omb/grants>
<https://www.statebuy.state.gov/fa/pages/home.aspx>

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

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. 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). A SF-PPR,

“Performance Progress Report” Cover Sheet must be submitted with all programmatic reports and can be found here: http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68. The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at help@grantsolutions.gov. 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 [GrantSolutions.gov](http://www.grantsolutions.gov), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) 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. This one-page report will be transmitted to OMB, and be made available to the public via OMB's 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.3j. 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: Michele Peregrin, U.S. Department of State, Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd floor, 2200 C Street, NW, Washington, DC 20037, (202) 632-2834, PeregrinMS@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 reporting and evaluation requirements per section F3. Reporting Requirements above.

Evan Ryan
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

April 14, 2016

