Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2017 United States South Pacific Scholarship Program and FY 2017 United States Timor-Leste Scholarship Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: ECA-ECAAE-17-017
Catalog of Federal Domestic Assistance Number: 19.011
Key Date/Application Deadline: May 29, 2017

Program Description/Executive Summary: The Office of Academic Programs of the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for an assistance award to administer the FY 2017 United States South Pacific (USSP) Scholarship Program and the FY 2017 United States Timor-Leste (USTL) Scholarship Program. Eligible applicants may submit a proposal to administer one or both of the scholarship programs. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 CFR 1.501(c)(3) may submit proposals to organize and carry out academic exchange program activities for approximately three (3) participants from the sovereign island nations of the South Pacific (eligible nations are listed below in the Overview section) and/or approximately three (3) participants from Timor-Leste.

Working closely with U.S. Embassy Public Affairs Sections in the region, the award recipient(s) will be responsible for the administration of the programs, including publicity and recruitment, review of academic credentials, convening review panels and assisting with merit-based competitive selection and nomination, placing students at appropriate U.S. institutions for academic degree study leading to a bachelors or masters degree, facilitating student travel to the United States, providing orientation, enrichment activities, and pre-return activities, providing monitoring and support services, conducting on-going evaluation and follow-up with program alumni. The duration of the cooperative agreement(s) will be up to five years, beginning approximately on August 1, 2017 and ending on July 31, 2022. This program will be implemented pending the availability of FY 2017 funds.

A.   Program Description:

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

countries of the world." The funding authority for the program above is provided through legislation.

Purpose: In response to Public Law 103-236, which directed the Bureau of Educational and Cultural Affairs (ECA) to provide scholarships to students from the sovereign island nations of the South Pacific region and Timor-Leste, ECA created the USSP Scholarship Program and the USTL Scholarship Program for academic study at accredited colleges and universities in the United States.

United States South Pacific Scholarship Program Overview:

The USSP Scholarship Program was established by the United States Congress to provide opportunities for U.S. study to students from South Pacific nations in fields important for the region's future development. Public Law 103-236 authorized academic scholarships to qualified students from the sovereign island nations of the South Pacific region to pursue undergraduate and graduate study at institutions of higher education in the United States. Students from the following nations are eligible to apply for these scholarships: Cook Islands, Fiji, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Fields of study are based on recommendations from U.S. Department of State regional bureau representatives and Public Affairs Sections (PAS) at U.S. embassies in the region and include public administration, public health, STEM fields (science, technology, engineering, and mathematics), education, environmental studies, agriculture, business, NGO management, political science, gender studies, journalism, and others. Students selected for these scholarships enroll in undergraduate degree programs or in master's degree programs. South Pacific student applicants will not require pre-academic English training, but at the master's level may benefit from up to one year of preparatory study in the U.S. prior to enrolling in a formal master's degree program if they possess the three-year baccalaureate degree commonly offered in the Pacific Islands region.

United States Timor-Leste Scholarship Program Overview:

The goal of the USTL Scholarship Program is to identify and support undergraduate level study at accredited higher education institutions in the United States for a select cadre of academically talented Timorese who are expected to assume future leadership roles in Timor-Leste's development. An objective of the USTL program is to develop the human resource capacity of the Timorese people, especially in fields such as agricultural science, business, communications, economics, education, environmental science, international relations, political science, psychology and sociology. The eligible academic fields of study were selected to emphasize the areas of critical development need in Timor-Leste. Students selected for these scholarships enroll in four year undergraduate degree programs plus up to one year of pre-academic English training. In almost all cases, USTL students will have undergraduate credits for transfer from their home institutions.

In a cooperative agreement, the Office of Academic Exchange Programs, East Asia and Pacific Programs Branch (ECA/A/E/EAP) is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and award recipients are outlined in further detail in the Program Objectives, Goals and Implementation (POGI) document. The proposal should respond to each item in the 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: 2017
Approximate Total Funding: $700,000, pending the availability of funds
Approximate Number of Awards: 1-2
Approximate Average Award: $700,000 for the administration of two programs, pending the availability of funds; $350,000 for the administration of one program, pending the availability of funds
Floor of Award Range: $350,000, pending the availability of funds
Ceiling of Award Range: $700,000, pending the availability of funds
Anticipated Award Date: Pending the availability of funds, August 1, 2017
Anticipated Project Completion Date: July 31, 2022
Additional Information: Pending successful implementation of these programs and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this/these cooperative agreement(s) for two additional consecutive fiscal years, before openly competing it/them again.

C.   Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

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(s) 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, the award recipient(s) must maintain written records to support all costs which are claimed as their 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

award recipients 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 one award in an amount up to $700,000, or two awards of up to $350,000 each, to support program and administrative costs required to implement the exchange program(s). Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

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 East Asia and Pacific Programs Branch, ECA/A/E/EAP, SA-5, 4th Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, phone (202) 632-9453, fax (202) 632-9411, email FindlayJM@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 Julia Findlay 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. 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.

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 Washington, DC time, 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 Bureau of Educational and Cultural Affairs places critically important emphasis on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient(s) will be responsible for issuing DS-2019 forms to participants in these programs.

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 <u>outputs</u> and <u>outcomes</u>. <u>Outputs</u> 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. <u>Outcomes</u>, 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.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. Budget requests may not exceed $700,000 to administer two programs or $350,000 to administer one program. At the $700,000 level of funding, applicants are expected to budget for approximately six (6) students for degree study. At the $350,000 level of funding, applicants are expected to budget for approximately three (3) students for degree study. The number of participants that the organization proposes to sponsor should be clearly stated. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants who want to administer both programs must 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) Publicity, recruitment, selection, placement and communication with applicants and participants.
2) Travel for student participants between home and program location.

3) Tuition and fees, stipends for living costs, book allowances, and other necessary maintenance costs and expenses for the students.
4) Advising and monitoring of students.
5) Academic and cultural support and enrichment activities.
6) Pre-return activities and evaluation.
7) Staff and administrative expenses to carry out the program activities. Administrative and overhead costs should be as low as possible.
Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. **Application Deadline and Method of Submission**:
Application Deadline Date: Monday, May 29, 2017
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 sections overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1.   REVIEW CRITERIA

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

1. **Ability to Achieve Program Objectives**: Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives through specific activities to be carried out in the U.S. and in the South Pacific region and/or Timor-Leste.

2. **Support of Diversity**: Proposals should show substantive support of ECA's Diversity Statement. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and program design, content and implementation, including individual grantee/participant recruitment, selection and placement. ECA encourages proposals from non-profit organizations with staff reflecting a broad variety of backgrounds, as reflected in ECA's Diversity Statement, whose programs encompass a range of diversity interests, and whose mission will further the interests of traditionally under-represented groups. Host institutions in the U.S. should also represent diversity.

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

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

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

F.   Federal Award Administration Information

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

Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

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

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

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

Please reference the following websites for additional information:

https://www.whitehouse.gov/omb
https://www.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, 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 USAspending.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.

G.   Agency Contacts

For questions about this announcement, contact Julia Findlay, U.S. Department of State, Office of Academic Exchange Programs, East Asia and Pacific Programs Branch (ECA/A/E/EAP), SA-5, 4th Floor, 2200 C Street, NW, Washington, DC 20037, by telephone (202) 632-9453, fax (202) 632-9411, or email FindlayJM@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.

Mark Taplin   March 30, 2017
Acting Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State