

Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2017 Sports Visitor and Sports Envoy Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: ECA-ECAPEC-17-031
Catalog of Federal Domestic Assistance Number: 19.415
Key Dates/Application Deadline: May 24, 2017

Executive Summary: The Office of Citizen Exchanges, Sports Diplomacy Division, of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition for the FY 2017 Sports Visitor and Sports Envoy Program. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to implement Sports Visitor and Sports Envoy international exchanges. The Sports Visitor and Sports Envoy programs support U.S. foreign policy goals and promote key U.S. values, on and off the field, and an understanding of the political, economic, social, and cultural contexts from which they arise. These programs are an effective way to engage priority audiences, including at-risk youth, women, minorities, people with disabilities, and non-English speakers. Sports Visitor Programs designed to train elite athletes or coaches are ineligible under C.3. "Other Eligibility Requirements" below.

Pending the availability of FY 2017 funds, ECA plans to issue one Cooperative Agreement for a total of \$1,700,000 to a U.S. public or private non-profit organization meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) for the implementation and oversight of the FY 2017 Sports Visitor and Sports Envoy Program. Applicant organizations may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process. Please see section B. "Federal Award Information" below for additional details.

A. Program Description:

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

A.1. Purpose: Sports diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. Sports-based people-to-people exchanges can lay the foundation of trust needed to build a more stable, secure, and prosperous world. Sports provide a platform for inclusion and create opportunities for people to realize their potential to contribute fully to society. The Sports Visitor and Sports Envoy programs use sports to support U.S. foreign policy goals and promote key U.S. values on and off the field about the importance of education, community engagement, and respect for diversity.

A.2 Program Goals

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

The Sports Visitor and Sports Envoy Program is designed to achieve the following goals:

- a) Showcase and enhance American expertise, leadership, and lessons learned in the sporting arena, from community-based recreational youth play to professional levels;
- b) Increase and deepen understanding of U.S. society, culture, and history, and dispel stereotypes;
- c) Promote cross-cultural and mutual understanding, and appreciation for diversity, between U.S. peers and communities and program participants;
- d) Cultivate leadership and develop capacity for participants to build stable communities in the U.S. and abroad; and
- e) Address U.S. foreign policy goals.

Applicant organizations are invited to submit one application to administer one cooperative agreement that addresses the aforementioned goals.

In designing the Sports Visitor and Sports Envoy Program, applicants should demonstrate their understanding of, and commitment to, the following guiding principles:

- Demonstrating an original and flexible program design that is balanced with consistently high quality implementation;
- Designing an expandable model that allows for U.S. embassies and consulates or other partners to buy-in, increasing participant numbers, above and beyond those afforded through this NOFO;
- Planning for a cost efficient program that builds on effective sport for development and sports diplomacy initiatives;
- Valuing the narrative power of sports and promoting the exchanges through multiple media formats;
- Demonstrating leadership, expertise, and strong networks with American and international sport-based youth development organizations;

- Maximizing peer-to-peer interaction and creating opportunities for meaningful engagement with, and for, a diverse array of U.S. populations, especially outside of the D.C. metro area (specifically for the Sports Visitor Program).

A.2.a Sports Visitor Program

The applicant is invited to integrate the aforementioned goals and guiding principles into a two-track Sports Visitor Program in close coordination with ECA and U.S. embassies and consulates.

The Sports Visitor Program is a sports-based international exchange that represents American excellence, leadership, and key lessons learned in sports broadly – from playgrounds to professional leagues. All programs must include sessions, site visits and/or other content that will deepen participants’ understanding of U.S. society, culture, government, current affairs, and history. Specific topics to be addressed will include an overview of sports in America from the grassroots community level to the Olympics, Paralympics, and professional leagues, as well as background and legacies of the Civil Rights Movement, Title IX and the Americans with Disabilities Act, and their impact on sports in America. All programs must include opportunities for peer to peer engagement between participants and Americans, and there must be at least one substantive opportunity for home hospitality where participants will gain an understanding of the lives of every day Americans. Programs will also address volunteerism in America and provide participants with opportunities for community service.

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

Coaches and/or Administrators

The coach and/or administrators track of the Sports Visitor Program will bring an estimated 90 adult coaches and/or administrators to the U.S. from all six regions of the world (Africa, Europe and Eurasia, East Asia and Pacific, Near East and North Africa, South and Central Asia, and the Western Hemisphere) for an approximately two-week exchange program in one to two U.S. cities. The Department anticipates seven to ten exchanges will be conducted over the duration of the award. These coach and/or administrator exchanges will focus primarily on exposing participants to knowledge, skills, and networks to leverage for positive impact in underserved communities upon return to their home countries.

The coaches and/or administrators will be responsible for developing action plans to implement upon returning to their communities and organizations. The applicant should demonstrate a well-developed plan for supporting the design and implementation of action plans. To supplement the action plans, participants will have the opportunity to apply for small-grants of approximately \$1,000 to \$3,000 out of a total of approximately \$50,000 from the applicant organization through this cooperative agreement. These

action plans and small grants will be monitored, and success stories highlighted in appropriate media, by the award recipient.

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

Non-elite Youth Athletes

The second track of the Sports Visitor Program will bring approximately 80 non-elite youth athletes to the U.S. from all six regions of the world (Africa, Europe and Eurasia, East Asia and Pacific, Near East and North Africa, South and Central Asia, and the Western Hemisphere) for a two to four week thematic based sports camp. Three to four camps may take place in one or multiple locations in the U.S. over the base period of the award. In selecting locations, applicants are encouraged to leverage existing camp models and maximize interaction with American non-elite athlete peers.

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

For the most part, camp participants will share a common region and/or language and the camps will occur during summer and winter breaks to accommodate northern and southern hemisphere academic calendars.

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

A.2.b Sports Envoy Program

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

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

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

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

The applicant will manage logistical arrangements, envoy preparation, and follow-up for approximately 30 Sports Envoys over the duration of the FY17 award. In certain instances, Sports Envoys may require business class seating.

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

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

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

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

Please see the POGI document for more information.

A.3. Eligible Regions/Countries: ECA anticipates that foreign Sports Visitor participants will be drawn from, and American Sports Envoys will be sent to all six regions of the world (Africa, Europe and Eurasia, East Asia and Pacific, Near East and North Africa, South and Central Asia, and the Western Hemisphere). Participating countries and regions for the Sports Visitor and Sports Envoy Program will be determined by ECA, in coordination with the Department's regional bureaus and Public Affairs Sections (PAS) at U.S. embassies abroad after the award has been issued.

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

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

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

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

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

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

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

1. provision of projects that address the purpose and goals outlined in this document;
2. provision of thematic curriculum in a sport camp environment;
3. age-appropriate programming for youth and/or coaches and sports administrators;
4. ability to maximize peer-to-peer interaction;

5. technical knowledge and strong domestic and international networks in sports diplomacy and/or sport for development programs;
6. coordination with U.S. leagues, federations, and high profile athletes and coaches;
7. strong experience and background in monitoring and evaluating program impact; and
8. production of high quality photos, videos, website content, social media, and successful pitching of traditional media stories.

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

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

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

Division. While the Sports Envoy is in-country, U.S. embassies and consulates are responsible for programming and logistics.

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

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

Fiscal Year Funds: FY 2017

Approximate Total Funding: \$1,700,000, pending the availability of FY 2017 funds.

Approximate Number of Awards: One

Approximate Average Award: \$1,700,000, pending the availability of FY 2017 funds.

Floor of Award Range: None

Ceiling of Award Range: \$1,700,000, pending the availability of FY 2017 funds.

Anticipated Award Date: September 15, 2017, pending the availability of FY 2017 funds.

Anticipated Project Completion Date: March 31, 2019.

Additional Information: The Office of Citizen Exchanges strongly encourages applicant organizations to plan enough time after project activities are completed to measure project outcomes. Please refer to the “Program Monitoring and Evaluation” section, item D.3.j. below, for further guidance on evaluation.

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 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 organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). **However, please see C.3. Other Eligibility Requirements below.**

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

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

C.3. Other Eligibility Requirements:

a.) Experience in Conducting International Exchanges: 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 of \$1,700,000, pending the availability of FY 2017 funds, to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

b.) Technical Eligibility: It is imperative that all proposals follow the requirements outlined in the Proposal Submission Instructions (PSI) technical format and instructions document. Additionally, all proposals must comply with the following or they will result in your proposal being declared technically ineligible and will not receive further consideration in the review process:

- Eligible applicants may not submit more than one (1) proposal for 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.
- All proposals must contain an executive summary (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-

item budget and a budget narrative; this is in addition to the required SF-424, 424A, and 424-B Forms and SF-LLL form, if applicable). Failure to submit all required elements will cause your proposal to be declared technically ineligible.

- The Office of Citizen Exchanges does not support proposals limited to conferences or seminars (i.e., one- to fourteen- day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only when they are a small part of a larger project in duration that is receiving Bureau funding from this competition. No funding is available exclusively to send U.S. citizens to conferences or conference type seminars overseas; nor is funding available to support the attendance of foreign nationals at conferences or at routine professional association meetings in the United States.
- The Bureau of Educational and Cultural Affairs does not fund programs that involve building of structures of any kind, including playing fields, recreation centers, or stadiums.
- The pursuit of academic degrees from U.S. institutions is not an acceptable focus of this program. Proposals that have only an academic focus will be deemed technically ineligible and will receive no further consideration in the review process.
- Programs designed to train elite athletes or coaches are ineligible.
- If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D. Application and Submission Information:

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

D.1. Contact Information to Request an Application Package:

In the event an applicant cannot obtain an electronic application package from Grants.gov, please contact Matt Ferner, U.S. Department of State, Bureau of Educational and Cultural Affairs, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-9325, FernerMM@state.gov to request a Solicitation Package. Please refer to the title of this NOFO when making your request.

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 Program Officer Matt Ferner and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from ECA'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.3q. "Application Deadline and Method of Submission" section below.

D.3a. UEI Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.3b. Required Proposal Elements: 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) for additional formatting and technical requirements.

D.3c. Required Registrations: 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 will render applicants ineligible to receive funding.

D.3d. Non-Profit Status: 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. FFATA Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their 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 U.S. Department of State to the Office of Management and Budget (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. Verifying Non-Profit Status: 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. GrantSolutions: 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 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.

If necessary, 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. ECA 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. ECA expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

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

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

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

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

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

Recipient organizations will be required to provide reports analyzing their evaluation findings to ECA 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 ECA 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 must provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

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

1. Travel. International and domestic airfare; visas; transit costs; ground transportation costs in the U.S. Please note that all air travel must be in compliance with the Fly America Act. In certain instances, Sports Envoys may require business class seating. There is no charge for J-1 visas for participants in Bureau sponsored programs.

2. Lodging and Per Diem. For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: <http://www.gsa.gov/perdiem>. For youth participants, dormitory style housing may be appropriate. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

3. Interpreters: When an applicant proposes to use interpreters, the following expenses should be included in the budget: Published Federal per diem rates (both "lodging" and "M&IE") and transportation costs per interpreter. Bureau funds cannot support interpreters who accompany delegations from their home country or travel internationally.

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

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

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

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

8. Equipment: Applicants may propose to use award funds to purchase equipment, such

as computers, printers, or sports equipment; these costs should be justified in the budget narrative. Costs for furniture are not allowed.

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

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

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

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

13. Subawards and Small Grants: Subawards may be used and activities must be included in an itemized budget. Approximately \$50,000 in small grants to support participant action plans may be budgeted with each small grant being issued for approximately \$1,000 to \$3,000.

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

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

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

Application Deadline Date: **Wednesday May 24, 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, D.C. 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

ECA 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 Affairs Sections overseas and U.S. Department of State regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and ECA regulations and guidelines and forwarded to ECA grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Acting Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with ECA's Grants Officer.

E.1. Review Criteria: Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

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

The program design should demonstrate the potential for expansion should U.S. embassies and consulates or other partners increase participant numbers above and beyond those afforded through this NOFO. The program should demonstrate originality and flexibility and plan for consistently high quality implementation.

The Sports Visitor Program design should maximize peer-to-peer interaction and create opportunities for meaningful engagement with, and for, a diverse array of U.S. populations, especially outside of the D.C. metro area. For the coach and/or administrator track, the proposal should describe in detail the substance of workshops, training sessions, and other activities. For the youth sport camps, the proposal should

identify locations, themes, and sports based on applicant expertise and/or partnerships.

A detailed agenda and relevant work plan should explain how objectives will be achieved and should include a timetable for completion of major tasks.

Responsibilities of any partners should be clearly described. A discussion of how the applicant intends to address language issues should be included, if needed. Proposals should demonstrate the importance of the narrative power of sports and plan to promote the exchanges through multiple media formats.

2. Institutional Capacity: Proposals must include: 1) the institution's mission and date of establishment; 2) detailed information about proposed partner(s), their roles and responsibilities, and the history of the partnership; 3) an outline of prior awards — U.S. government and/or private support received for the target theme/country/region; and 4) descriptions (Bios and CV's) of experienced staff members who will implement the program.

The proposal should reflect organizational leadership, expertise, and strong networks and partnerships in the field of Sports Diplomacy and/or Sport for Development and Peace, both domestically and internationally. The applicant should demonstrate strong relationships with an array of organizations reflecting geographic diversity, within the U.S. and internationally. The applicant should demonstrate a well-developed plan for supporting the design and implementation of action plans. Furthermore, the organization should demonstrate significant knowledge of, and experience with, monitoring and evaluating impact of programing in the aforementioned fields.

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

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

3. Cost-effectiveness and Cost-sharing: Overhead and administrative costs in the proposal budget, including salaries, honoraria, and subcontracts for services, should be kept to a minimum. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions. Unit costs (per participant, per day) based on the entire funding level will be reviewed. Proposals with a lower

average unit cost, while demonstrating quality programming, will be deemed more competitive.

4. Support of Diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of U.S.-based facilitators and others involved in the program, program location, and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the PSI and to section D.3i. "Diversity, Freedom and Democracy Guidelines" in the NOFO for additional information.

5. Follow-on Activities: Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events. Funds for all post-cooperative agreement activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget, but should be outlined in the narrative. Please refer to the POGI for additional information on follow-on activities.

6. Program Monitoring and Evaluation: Proposals should include a detailed plan to monitor and evaluate the program, both as the grant activities unfold and at the end of the program. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicant organizations would measure these results, and proposals must include draft data collection instruments (surveys, questionnaires, etc.). See section D.3j. "Program Monitoring and Evaluation" above for more information on the components of a competitive evaluation plan. Successful applicants will be expected to submit a report after each program component concludes or on a quarterly basis, whichever is less frequent. The Bureau also requires that award recipients submit a final narrative and financial report no more than 90 days after the expiration of a grant.

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 ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from ECA'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://obamawhitehouse.archives.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 *Mandatory* required reports:

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 <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 USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
4. The final program report is a detailed account of all program activity throughout the duration of the grant, plus a detailed summary of the program monitoring and

evaluation conducted throughout the duration of the grant. The organization is required to include summary data from the program monitoring and evaluation, as well as sample survey results (quantitative and qualitative) in the final report.

Award recipients will be required to provide reports analyzing their evaluation findings to ECA 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 ECA 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. As 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 weeks prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Matt Ferner, U.S. Department of State, Bureau of Educational and Cultural Affairs, Sports Diplomacy Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-9325, FernerMM@state.gov.

All correspondence with ECA 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, ECA 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.

Mark Taplin
Acting Assistant Secretary
Bureau of Educational and Cultural Affairs
U.S. Department of State

March 23, 2017