

Department of State

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

(NOFO): FY 2023 Sports Visitor and Sports Envoy Programs

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0009380

Assistance Listing (formerly CFDA) Number: 19.415

Key Date/Application Deadline: April 26, 2023

Deadline for Questions: February 15, 2023

ECA recommends applicants submit questions about this announcement before the deadline for questions.

Anticipated Question & Answer (Q&A) Publication Date: March 1, 2023

Executive Summary:

The Office of Citizen Exchanges, Sports Diplomacy Division, of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition for implementation of two exchange programs under a single cooperative agreement: the FY 2023 Sports Visitor and Sports Envoy Programs. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to implement Sports Visitor and Sports Envoy international exchanges. The Sports Visitor and Sports Envoy Programs support U.S. foreign policy goals and promote key U.S. values, on and off the field, and an understanding of the political, economic, social, and cultural contexts from which they arise. These programs are an effective way to engage priority audiences, including at-risk youth, women, minorities, people with disabilities, and non-English speakers. Sports Visitor Programs designed for elite athlete on-the-field training are ineligible under C.2. "Other Eligibility Requirements" below.

ECA plans to issue one Cooperative Agreement for a total of \$3,640,000 (\$2,250,000 for the Sports Visitor Program, \$650,000 for the Sports Envoy Program, and \$740,000 in one-time funds to support Ukraine activities) to a U.S. public or private non-profit organization for the implementation and oversight of the FY 2023 Sports Visitor and Sports Envoy Programs.

The Bureau anticipates that the single award recipient will manage the comprehensive organizational and administrative responsibilities of these programs, and will identify qualified sub-award recipients to implement programming for at least two outbound student-athlete exchanges under the Sports Visitor Program. ECA encourages applicants to detail how sub-awards will be administered and managed.

The award will provide funding for approximately 160 Sports Visitor Program participants (100 foreign and 60 U.S.) and 40-50 Sports Envoy Program participants. The applicant is highly encouraged to go beyond these numbers should their expertise lead to cost-efficiencies.

Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

A. PROGRAM DESCRIPTION

A.1. Authority

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.2. Purpose

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

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

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

ECA's Office of Citizen Exchanges welcomes applicants to submit one application to administer one cooperative agreement for both the Sports Visitor and Sports Envoy Programs that addresses the aforementioned goals.

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

- a) Demonstrating through program design, administration, implementation, and evaluation, a strong commitment to diversity and the full inclusion of underrepresented and marginalized populations, and organizations that serve these populations;
- b) Valuing the narrative power of sports and promoting the exchanges through a high-quality media and communication strategy;
- c) Demonstrating leadership, expertise, and strong networks with U.S. and international sport, sport for development, and exchange organizations;
- d) Demonstrating an original and flexible program design that is balanced with consistently high-quality implementation; and
- e) Planning for a cost-efficient program, while maximizing participant numbers, and building on effective sport for development and sports diplomacy initiatives.

Applicants should account for COVID-19 in planning for exchanges, taking into account timelines, protocols, contingencies, and budgets, among other considerations.

A.3. Program Specific Guidelines

A.3.1 Sports Visitor Program

The applicant is invited to integrate the aforementioned goals and guiding principles into a Sports Visitor Program for youth athletes (ages 15-23) involving both inbound exchanges to the U.S. (for international youth) and outbound exchanges to foreign countries (for U.S. youth).

Participant Numbers

The program includes approximately four inbound exchanges for international youth and approximately four outbound exchanges for U.S. youth. All exchanges will be two to three weeks in duration. All inbound exchanges will include high school aged youth (approximately 100 total international youth), while outbound exchanges will include either high school (15-18) or college-aged student-athletes (19-23), supporting approximately 60 total U.S. youth. Each inbound exchange will include youth from all world regions (approximately five youth and one coach/chaperone per country) while each outbound exchange (approximately thirteen youth and two coaches/chaperones) will travel to a single country.

The applicant is highly encouraged to go beyond these numbers should their expertise lead to cost-efficiencies.

Exchange Themes and Content

Each exchange will involve a thematic-based sports camp in one or multiple locations in the host country. The applicant is encouraged to integrate with existing camps to maximize interaction with host country peers. In addition, coach focused programming will be included, as appropriate, throughout the program.

Each exchange will have a specific theme and sport(s). The applicant is encouraged to outline exchanges based on the following themes and propose an accompanying sport(s).

- a) Inclusion/adaptive sports
- b) Girls and women's empowerment
- c) English as a second language (ESL)
- d) STEM
- e) Entrepreneurship
- f) Health
- g) Leadership and positive youth development
- h) Others, based on applicant expertise or partnerships

ECA reserves the right to modify the themes based on foreign policy priorities or other circumstances and final decisions of themes and sports will be made in coordination with ECA.

In addition to the aforementioned primary themes, all programs will include topics such as: the structure of sports in the U.S. from grassroots community-based to elite-level; sports integration with U.S. high school and college education systems; the background, legacy, and impact of the Civil Rights Movement, Title IX, and the Americans with Disabilities Act on sports in the U.S.; sports role in promoting civic engagement and propelling social change; mental health and performance, among other topics.

During each exchange, the participants' experience will be split (40%/60%) between time on the field in sport specific training and off-the-field in workshops and interactive trainings, community service, visits to high schools and universities, home hospitality, local cultural and sports activities, and site visits that deepen participants' understanding of the host country culture, history, government, and current affairs. The applicant should endeavor to maximize peer-to-peer interaction and create opportunities for meaningful engagement with diverse populations in the host country and at least one formal opportunity for participants to share their culture and experience with host country peers.

Inbound Exchanges for High School Aged Participants

International participant recruitment will be managed entirely by the Department of State, primarily through U.S. embassies and consulates. Participants will primarily be English speaking, although the applicant should plan for one to two interpreted languages per each inbound exchange. Homestays are permissible for inbound exchange and if used, the award recipient must outline a plan for recruiting, screening, and selecting home stay families. Exchanges will primarily occur during summer months in the U.S., although the applicant may propose exchanges for other timelines based on programming opportunities and school calendars.

Outbound Exchanges – Partners, Locations, and U.S. Embassy Involvement

For outbound exchanges, applicant organizations are required to have in-country capacity or a strong local partner organization. ECA encourages applicants to consider two partners – one to manage sports specific activities and another to manage exchange logistics and cultural/off-the-field programming. The importance of viable, experienced in-country partners cannot be over-

emphasized and details of this capacity should be addressed in the application. Applicants should consult with their partners and involve them in the proposal preparation.

Applicants should propose sending U.S. participants to countries where they, or their partners, can provide the most comprehensive programming. These countries, local partners, and activities should be clearly detailed in the proposal. Final decisions for outbound locations will be made in coordination with ECA and the regional bureaus. Applicants should remain flexible to program in countries not outlined in the proposal.

It is important that the proposal narrative clearly states the applicant's commitment to coordinate with and involve the Public Affairs Section staff at the U.S. embassy in the host country, to the extent feasible, while at the same time the applicant must be able to manage the program in the host country in its entirety, with little reliance on embassy staff for support.

Outbound Exchanges for High School Aged Participants

For the outbound exchanges for high school aged youth, participants will be U.S. citizens currently enrolled in secondary school or graduates of the academic year immediately preceding the exchange. The applicant should demonstrate a plan for managing all aspects of a competitive recruitment process. Outreach, recruitment, and selection of U.S. program participants should reflect all applicable forms of diversity, as referenced in ECA's Diversity Statement. ECA strongly encourages the applicant to recruit underrepresented and marginalized youth, especially from U.S. sport-based youth development organizations that serve these populations. Selection criteria for high school aged youth should at a minimum include leadership and academic skills, social/emotional maturity, flexibility, international/cultural curiosity, community engagement, and foundational experience in sport. Coach/chaperones may be teachers, coaches, sport for development organizational representatives, or similar. The ratio of youth to coaches should be approximately 10:2. Participants need not speak the host country language and the applicant should plan for appropriate interpretation and translation services.

Outbound Exchanges for College-Aged Participants

For the outbound exchanges for U.S. college-aged youth, participants will be current U.S. citizen student-athletes. ECA encourages the applicant to sub-award with a U.S. institution of higher education (community college, college, or university) for two of the college-aged student-athlete outbound exchange. ECA encourages the applicant to work with institutions that represent diversity, including Minority Serving Institutions of higher education (MSIs), and institutions and organizations related to people with disabilities as well as other aspects of diversity as specified in ECA's Diversity Statement. The applicant should demonstrate a plan for managing all aspects of a competitive recruitment and selection process.

The applicant should demonstrate how the outbound exchanges are integrated into larger student-athlete life initiatives, such as the culmination of a course or other programming at the institution, separate from the exchange. The applicant may leverage alumni and connections from the inbound exchanges for international youth in developing outbound exchange activities. College-aged participants may serve as on-the-field coaches of sports-based activities in the host

country, but the exchange activities should not only be designed as one-way interactions with host country participants. Selection criteria for college-aged youth should at a minimum include leadership and academic skills, social/emotional maturity, flexibility, international/cultural curiosity, community engagement, and current student-athlete affiliation. Coach/chaperones may be teachers, coaches, school administrators, sport for development organizational representatives, or similar. The ratio of youth to coaches should be approximately 10:2. Participants need not speak the host country language and the applicant should plan for appropriate interpretation and translation services.

Orientations

The award recipient will conduct pre-departure and welcome orientations for the participants to introduce them to the host community and to prepare them for the activities ahead. The orientations should include a general political, historical, educational, and cultural introduction to the host country, information related specifically to the objectives and themes of the program, and practical and administrative information. Every orientation must include a discussion on codes of conduct, including resources for reporting inappropriate behavior. The award recipient should consider including the participants' parents/guardians in the pre-departure orientation or providing them with separate materials including standard operating procedures in emergency situations. The award recipient should invite the U.S. embassy and ECA to participate in the pre-departure orientation.

Exchange Follow-on

All participants, for both inbound and outbound exchanges, will be responsible for developing action plans to implement upon returning to their communities. The applicant should demonstrate a well-developed plan for supporting the design, implementation, and monitoring of action plans. Participants will have the opportunity to apply for small and medium sized grants to support action plan implementation from the applicant organization through this cooperative agreement. The applicant should detail how they will manage funds transfer to international participants and should maintain a robust system for tracking, summarizing, and highlighting alumni action plans and other success stories.

A.3.2 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 sports leagues and federations. The Sports Envoy Program sends current and former American professional athletes and coaches overseas on weeklong programs to promote cross-cultural understanding, engage underserved communities, and empower the next generation of athlete leaders through sport. Sports Envoys lead youth clinics and team building activities, conduct community outreach, speak with local media, and meet with Post contacts to advance U.S. foreign policy goals including building gender equity, diversity and inclusion, and social cohesion.

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.

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

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

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

The applicant will manage logistical arrangements, envoy preparation, and follow-up for approximately 40-50 Sports Envoys, who typically travel in pairs for approximately 30 total programs, over the duration of the FY 2023 award. When total travel time exceeds 14 hours including layovers (which describes a majority of Sports Envoy programs held in Europe, the Middle East, Africa, South Asia, and East Asia), Sports Envoys are eligible for business class seating. Itineraries often change at the last minute and arranging and managing travel logistics is a significant part of implementing the Sports Envoy Program. Of the total 60 Sports Envoys, the applicant may be requested to manage logistical arrangements, envoy preparation, and follow-up for approximately three one to three-month Sports Envoy Fellowships.

Under the Sports Envoy umbrella, and using \$740,000 in Ukraine support one-time supplemental funding, the applicant will propose and oversee a series of exchanges using mentorship, trauma-informed coaching, and sport as a tool for psychosocial healing to support Ukrainian athletes, coaches, physical educators, and sports administrators in post-conflict recovery. The exchanges will connect U.S. sports psychologists and mental health experts with Ukrainians disabled, displaced, or adversely affected by the war. The applicant is encouraged to work with a subgrantee or local partner in central Europe in conducting exchange activities. The applicant should not plan to conduct in person activities within Ukraine.

A.3.3 Organizational Capacity

Applicant organizations, and their sub-award recipients, must demonstrate their administrative capacity and content expertise for conducting complex international exchange programs, preferably sports-based exchanges, for both U.S. and international youth. In addition, applicant organizations must possess significant capacity and flexibility in managing the administrative and logistical aspects of the Sports Envoy Program, particularly related to international travel, as well as demonstrated experience coordinating with professional athletes and their representatives.

Once the cooperative agreement is awarded, the award recipient may, under ECA direction, bring additional sub-award recipients into the program if needed to meet program requirements. Award recipients are responsible for full oversight of their sub-award recipients' activities under the cooperative agreement.

A.4. Recipient Responsibilities

The activities and the roles and responsibilities of the recipient for this program are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) document.

A.5. Substantial Involvement:

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. These activities are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) document.

B. Federal Award Information

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

Fiscal Year Funds: 2023

Approximate Total Funding: \$3,640,000

Approximate Number of Awards: 1

Approximate Average Award: \$3,640,000

Minimum "Floor" of Award: None

Maximum "Ceiling" of Award: \$3,640,000

Anticipated Award Date: September 15, 2023

Anticipated Project Completion Date: March 31, 2025.

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.

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

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3. and D.5. below).

C.2. Other Eligibility Requirements

The following additional eligibility requirements apply to this NOFO announcement:

a.) ECA's grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in ECA funding. ECA anticipates making one cooperative agreement, in an amount of \$3,640,000 to support all costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

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

c.) For this program:

- 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 and SF-424A forms. The SF-424-B and SF-LLL forms should be submitted 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.
- ECA 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 for elite athlete on-the-field training 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.) Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3. Cost Sharing or Matching Funds

There is no minimum or maximum percentage of cost sharing required for this competition. However, 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 may be reduced in like proportion.

D. APPLICATION AND SUBMISSION INFORMATION

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. Solicitation Package Location

The entire Solicitation Package may be downloaded from the ECA's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

D.2. Content and Form of Submission

Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. The application should be submitted per the instructions under D.3p. “Application Deadline and Method of Submission” section below.

D.3. Unique Entity Identifier Number

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

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.4. Required Proposal Elements

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

D.5. Required Registration with the System for Award Management (SAM)

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

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

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.6. Federal Awardee Performance & Integrity Information System (FAPIS)

Prior to making a Federal Assistance award over \$250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIS, in making a judgment about the applicant’s integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by

applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.7. Required Registration with SAMS Domestic

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

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

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

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

D.8. Adherence To All Regulations Governing The J Visa

ECA places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth 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 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 Private Sector Exchange Designation
U.S. Department of State
SA-5, Floor C2, Room C2L13
2200 C Street, NW
Washington, DC 20522

Please refer to Solicitation Package for further information.

D.9. Diversity, Equity, Inclusion, and Accessibility (DEIA) and Freedom and Democracy Guidelines

Pursuant to ECA's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, ethnicity, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, religion, geographic location, education, income, socio-economic status, and other diversity dimensions, that may hinder inclusion. Proposals should demonstrate how diversity, equity, inclusion, and accessibility will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underrepresented and marginalized communities. 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. Please refer to the "Support of Diversity, Equity, and Inclusion" review criterion of this document for more information on how this will be reviewed as a part of any application. Please also refer to the "Diversity, Equity, Inclusion, and Accessibility" section in the "Proposal Submission Instructions" document for specific suggestions on incorporating DEIA into the 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," ECA "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.10. Program Performance Monitoring and Evaluation (M&E)

Distinct from grants or cooperative agreement monitoring and participant monitoring, performance monitoring is designed to assess progress against a program's goals and objectives. A performance monitoring framework is vital to tracking the direction, pace, and magnitude of change that result from ECA programs.

ECA created the Monitoring Data for ECA (MODE) Framework to measure the performance of ECA programs. **The MODE Framework provides standard indicators and corresponding survey questions to ensure consistent measures across all ECA programs.** More resources and guidance documents on the MODE Framework are available online at:

<https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and>.

For this proposal, ECA requires the applicant include the MODE Framework objectives and indicators listed below (note that, because not all MODE objectives and indicators are relevant for a program, the numbering below will not be sequential). In addition to the ECA-required

objectives and indicators, applicants may also select additional MODE Framework indicators (see the Indicator Book on the MODE Framework website), or design custom objectives and indicators that are specific to the proposed program and this proposal.

- Demographic Questions as outlined in the Indicator Book (page vi: <https://app.box.com/s/7ms6e5f66kji0h8sgao8uno13drvsg1z>) and Performance Monitoring Plan (PMP)
- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
 - o Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
 - E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
 - E1.1.04: Percent of foreign participants with more favorable opinions of the United States Government
 - E1.1.09: Percent of participants who traveled abroad for the first time because of their program
 - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program (SV only)
 - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values
 - E1.1.17: Percent foreign participants with more favorable opinions of the American People (SV only)
 - E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values (SV only)
 - E1.1.19: Percent of participants agreeing with statements in support of democratic values
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
 - o Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
 - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
 - E3.0.02: Percent of foreign participants who report increasing their network of Americans (SV only)

- E3.0.07: Percent of participants who identify as a Department of State program participant
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
 - E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
 - Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
 - E4.1.01: Total number of participants
 - E4.1.02: Total number of program cohorts
- Objective 6: Increase Capacity of ECA partner institutions to achieve program strategic goals
 - Sub-Objective 6.1: Increase capacity of implementing partners and educational institutions for the internationalization of programs
 - E6.1.02: Number of exchange participants from or hosted by Minority-Serving Institutions participating in ECA (both funded and private sector) exchanges
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
 - E8.0.03: Response rate for participant surveys

PMPs

ECA recommends the use of a PMP to serve as the primary reference document for performance monitoring for this award. If used, the PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. A PMP document that includes all MODE Framework indicators is a part of this solicitation's attachments. Specific instructions on how to modify the PMP to be responsive to this solicitation are included in that document. While ECA recommends the applicant use the PMP format provided, this is not a requirement. If a PMP is not included in the proposal, applicants should provide similar information to that found in the suggested PMP format, in a presentation of your choice. A training on how to complete a PMP is available here: <https://youtu.be/RBUF9plIBwc>. Successful PMPs (or similar documentation) should include the following:

- **Objectives.** Programmatic objectives are statements of the condition(s) that state what the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART; see the ECA Monitoring, Evaluation, Learning, and Innovation (MELI) Unit's pages on the ECA website for more information: <https://eca.state.gov/impact/eca->

[evaluation-division/capacity-building](#)). In addition to those outlined above, the applicant may propose other program objectives from the MODE Framework, the Functional Bureau Strategy (<https://eca.state.gov/about-bureau>), or other applicant-designed program-specific objectives.

- **Indicators.** Performance indicators are measures used to gauge progress toward programmatic objectives and sub-objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations (meaning, breakdowns of the data by subgroups, such as gender or country; the PMP lists the demographic questions required to obtain the information necessary to report the disaggregations). Each indicator should also include a target number to be achieved. A target is a planned level of result to be achieved within an explicit timeframe. (For more information on how to set targets, access this webinar: <https://www.youtube.com/watch?v=KUCQbc0I7Nw>).
 - If you do not use the PMP format provided, note that any performance monitoring reference document the applicant submits should include the information in the column headers (Indicator Name, Definition, Target, Survey Question, etc.) in the PMP attachment at a minimum.
 - In addition to those indicators outlined in above, the applicant may propose additional custom, program-specific indicators in the PMP (ECA recommends the proposed PMPs include a minimum of one indicator for each custom programmatic objective).
 - During the period of performance of the award, the ECA program office may further revise, add, or remove indicators. Therefore, the applicant's PMP and data collection instruments should be flexible enough to incorporate those once established.

Award recipients are responsible for collecting indicator data only on participant outcomes during the period of performance of the award itself (see the PMP for guidelines as to when these data collection efforts should occur). ECA will measure outcomes of ECA participants at one, three, five, and 10 years after the exchange has ended to capture the long-term impact of ECA programming unless otherwise specified in the NOFO and/or POGI. In this instance, the recipient will be responsible for coordinating with ECA on any alumni surveys to de-duplicate questions and minimize potential survey fatigue.

Award recipients will be required to submit an upload of the raw data (in CSV format) along with the State Assistance Management System Domestic (SAMS-D RPM) reporting (see below). Regardless of the survey platform used, **all** MODE Framework survey questions outlined above are **required** (i.e., should be forced response); please see the Consent Language in the MODE Framework Indicator Book for more information on how to convey this to participants/survey respondents.

PROGRAM PERFORMANCE M&E NARRATIVE

The applicant should include information within the program narrative section(s) of the proposal that outlines how the applicant intends to measure the indicators listed above. This will be separate from the PMP and should include but not be limited to:

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

SAMS-D RPM REPORTING REQUIREMENTS

The SAMS-D is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, the recipient(s) of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards familiar to existing awardees.

D.11. Virtual Exchange Component

When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA 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) 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. 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.12. Communications Guidance for ECA Recipients

All ECA Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.13. Budget Format

Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. Budget requests may not exceed \$3,640,000. There must be a summary budget, a detailed budget, and a budget narrative. There should be separate budget breakdowns for the Sports Visitor Program and the Sports Envoy Program. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.13.a. Allowable costs for the programs include the following:

- 1. Travel.** International and domestic airfare; passports; visas; transit costs; ground transportation; travel allowance to cover incidentals; required vaccinations; and COVID related costs as necessary. Please note that all air travel must be in compliance with the Fly America Act. When travel time exceeds 14 hours including layovers, Sports Envoys are eligible for 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>. Dormitory style housing is appropriate for Sports Visitor Program participants. 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 and translation:** 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. Proposals may contain costs to purchase, develop and translate materials for participants.
- 4. Book and Cultural Allowances:** Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed

up to \$150 for expenses when they escort participants to cultural events. U.S. program staff, trainers or participants are not eligible to receive these benefits.

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

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

7. Materials: Award recipient organizations should expect to submit a copy of all program materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

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

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

10. 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.

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

12. Sub-awards and Small Grants: Sub-awards may be used and activities must be included in an itemized budget. Approximately \$60,000 in small grants to support participant action plans may be budgeted with each small grant being issued for approximately \$1,000 to \$3,000.

13. Reasonable Accommodations: Cost associated with supporting participants needing accommodations during exchange programming, recruitment, or follow-on.

14. Staff Salaries and Benefits: 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.

D.14. Key Personnel

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

D.15. Application Deadline and Method of Submission

Application Deadline Date: Wednesday April 26, 2023.

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.16. Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

D.16.a. How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

D.16.b. How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

D.16.c. Grants.gov Support and Submission Issues

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

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

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

Email: support@grants.gov

D.16.d. Timely Receipt Requirements and Proof of Timely Submission

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system and will be found technically ineligible.

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

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

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

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

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

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

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

D.17. Intergovernmental Review of Applications

Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

E.1. Review Process

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 Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to 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 Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the ECA's Grants Officer.

E.2. 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. Program objectives should respond to the goals in this announcement. A detailed agenda and relevant work plan should explain how program objectives will be achieved and should include a timetable for completion of major tasks. A discussion of how the applicant will address interpretation for participants should be included.

For the Sports Visitor Program, the proposal should clearly outline exchange locations, themes, and sports based on the applicant's expertise and/or partnerships; describe in detail the substance of workshops, training sessions, and other activities; and demonstrate a plan to recruit U.S. youth athletes with a focus on recruiting diverse and marginalized populations.

For the Sports Envoy Program, the proposal should show the capacity to prepare athletes with program expectations, as well as all entry requirements for their country of destination, and navigate complex travel requirements and last-minute ticketing changes.

2. Institutional Capacity: The proposal must include: 1) detailed information about proposed sub-award recipients, their roles and responsibilities, and the history of the partnership; 2) an

outline of prior awards — U.S. government and/or private support received for the target theme/country/region; and 3) descriptions (Bios and CVs) of experienced staff members who will implement the program.

The proposal should reflect organizational expertise in age-appropriate programming, including thematic programming, above and beyond traditional sports training, as outlined in the A.3.1 above. Furthermore, the applicant should demonstrate successful coordination with U.S. leagues, federations, and high-profile athletes and coaches.

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

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

4. Follow-on Activities and Multiplier Effect: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. The applicant should demonstrate a well-developed plan for supporting the design, implementation, and monitoring of action plans. Furthermore, the proposal should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

5. Support of Diversity, Equity, Inclusion, and Accessibility (DEIA): Proposals should show substantive support of ECA's policy on diversity. Proposals should demonstrate how DEIA will be achieved in the different aspects of program administration and program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEIA plan and not simply express general support for the concept of DEIA. Proposals should demonstrate how DEIA will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities.

6. Performance Monitoring and Evaluation (M&E): Proposals should include a fully developed performance M&E narrative and a PMP (or similar document) that includes the goals, objectives, and indicators used. Proposals will be evaluated for feasibility and alignment with the M&E section of this solicitation, including if: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures are sufficiently detailed and realistic; 2) a realistic learning plan provides a strategy to review, understand, and incorporate M&E data into

programmatic decisions and practices in conjunction with the Grant Officer/GOR; and 3) a PMP (or other document that includes similar information) is complete, clear, and well-organized. All submitted PMPs and M&E narrative sections will be reviewed to ensure the applicant has provided information on the minimum data required as per the solicitation.

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 the ECA's Grants Division. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer as identified in the application.

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

F.2. Administrative and National Policy Requirements:

Terms and Conditions applicable to all ECA agreements include:

- 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.
- U.S. Department of State Standard Terms and Conditions.

For a copy of the OMB Guidance cited, please download from the www.ecfr.gov website.

For a copy of the U.S. Department of State Standard Terms and Conditions, or to review other Department of State assistance information, please download from: <https://www.state.gov/about-us-office-of-the-procurement-executive/>

F.3. Reporting Requirements

All reports must be submitted in a timely manner. You must provide ECA with an electronic copy of the following required reports:

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer.) The complete report and supporting documentation must be

uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#).

- 2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

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

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

Award recipients will be required to provide reports analyzing their evaluation findings to ECA in their regular program reports. (Please refer to D.10. Program Performance Monitoring and Evaluation (M&E) 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 ECA as required. At a minimum, the data must include the following:

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

G. Agency Contacts

For questions about this announcement, contact: Hans Posey, U.S. Department of State, Program Management Division, ECA/EX/PM, SA-5, 4th Floor, 2200 C Street, NW, Washington, DC 20037, poseyhe@state.gov

All correspondence with ECA concerning this NOFO should reference the fiscal year, title and funding opportunity number listed at the top of this solicitation. Any questions should also include the corresponding document title and page number(s) with your questions, to ensure that ECA is responding to the appropriate text. It is recommended that any prospective applicant submitting a question regarding this NOFO submit it in writing by the Deadline for Questions. Applicants can submit questions while the NOFO is open, although answers will not be possible by the Anticipated Q&A Publication Date if submitted after the Deadline for Questions.

Please note that all questions regarding this NOFO, and their answers, will be publicly posted for all other prospective applicants to review, absent the name of the organization submitting the question, therefore please do not submit any proprietary information as a part of your question(s). The responses will be posted via a Q&A document on [Grants.gov](#) and the [ECA open grants website](#). It is strongly recommended that all potential applicants **subscribe to this solicitation's page on Grants.gov** to be alerted when a Q&A document is posted to the site. Please note that the Q&A document may be updated if additional answers to questions are made available.

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

Scott Weinhold
Principal Deputy Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

February 1, 2023