Educational and Cultural Affairs
U.S. DEPARTMENT *of* STATE

U.S. Department of State
Bureau of Educational and Cultural Affairs (ECA)
Notice of Funding Opportunity (NOFO)

FY 2025 America250 U.S. Speaker Program

Funding Opportunity Number: DFOP0017496
Application Deadline: August 26, 2025

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A. Basic Information

1. **Overview.**

Funding Opportunity Title	FY 2025 America250 U.S. Speaker Program
Funding Opportunity Number	EX/PM will enter
Announcement Type	New Cooperative Agreement
Deadline for Applications	August 26, 2025 11:59pm Eastern (Washington DC time)
Assistance Listing Number	19.440
Length of Performance Period	12 months
Number of Awards Anticipated	One award
Award Amount	$2,236,259
Total Available Funding	$2,236,259, pending availability of funds

Type of Funding	FY25 Educational and Cultural Exchange Programs (ECE) Funds
Funding Instrument Type	Cooperative Agreement
Anticipated Award Date	September 15, 2025

This notice is subject to availability of funding. 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.

Pending satisfactory implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this award for two additional, consecutive fiscal years, before openly competing it again.

2. Executive Summary.

The U.S. Department of State's Bureau Educational and Cultural Affairs (ECA) announces an open competition to support the FY 2025 America250 U.S. Speaker Program to help celebrate the U.S. Semiquincentennial, known as America250. U.S. public and private non-profit organization meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501 (c)(3) may submit a proposal to provide administrative and programmatic support for the America250 U.S. Speaker Program. Through this cooperative agreement, ECA will support approximately 530 programs, 310 in-person and 220 virtual, engaging key interlocutors from all regions of the world.

The U.S. Speaker Program is a nimble, rapid response public diplomacy tool that for more than 40 years has built lasting and sustained relationships between U.S. citizen experts and foreign stakeholders that serve the American people. The program recruits dynamic American experts for in-person and/or virtual exchanges that advance America250. Through the Program, American professionals establish and sustain linkages with key foreign audiences and institutions, which directly contribute to economic and educational opportunities for Americans. The Program works with U.S. embassies and consulates to produce impactful in-person programs ranging from three days to three weeks in length and virtual programs, which can take place on a single specified date and time and may be part of a continuing series. Programmatic formats include lectures, workshops, seminars, and training series.

The U.S. Speaker Program will partner with overseas embassies and consulates to create and implement in-person and virtual programs with prominent American experts from across the United States. Speakers will interact with foreign decision-makers and other professional interlocutors to explain and leverage American ingenuity, promote economic prosperity that strengthens trade and develops entrepreneurial networks, protect national security, and secure an open and independent media that positions the United States as a leader and

partner of choice. These programs will result in a renewed recognition of shared goals, values, and history. Experts will provide the historical context of core democratic pillars and apply them to the realities of today's world.

3. Agency Contact Information.
For questions about this announcement, contact: Imani Pitman, U.S. Department of State, U.S. Speaker Program, ECA/PE, 202-632-9245, PitmanIE@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.

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.

B. Eligibility

1. Eligible Applicants.
The following organizations are eligible to apply*:*
- U.S. Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. Public and private educational institutions

Please see the Proposal Submission Instructions (PSI) for additional information.

2. Cost Sharing.
There is no minimum or maximum percentage of cost sharing required for this program.

3. Other Eligibility Requirements.
   a. All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see *Section E. Submission Requirements and Deadlines* for more information.
   b. Grants or Cooperative Agreements awarded to organizations which do not demonstrate at least four years of experience in conducting international exchange programs will be limited to $130,000. ECA's Grant Guidelines require that organizations demonstrate at least four years of experience in conducting international exchanges to be eligible for awards exceeding $130,000 in ECA funding. As noted in *Section A. Basic Information*, ECA anticipates issuing one award, for approximately $2,236,259. Therefore, organizations must demonstrate four years of experience in conducting international exchanges in your proposal to be eligible to apply under this competition.

c. All proposals must comply with the requirements stated in the NOFO and the PSI; not doing so may result in your proposal being declared technically ineligible and given no further consideration in the review process.

d. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.

e. For this program: The award recipient must have ability to access foreign embassies and consulates for visa processing and troubleshooting. The organization must have the capability to arrange and track travel, visa/passport and funding disbursement, including the disbursement of funds and the issuing of airline tickets in less than 24-hours, for each speaker and provide regular updates to the U.S. Speaker Program.

f. 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 PSI document.

C. Program Description

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.

2. Purpose.

The America250 U.S. Speaker Program recruits dynamic American experts (referred to below as U.S. speakers or program participants) to engage international audiences on topics of strategic importance to the United States. U.S. Speakers represent a broad range of expert knowledge and responsible and informed opinion. The America250 U.S. Speaker Program connects with experts by contacting professional organizations, academic institutions, other Department of State and U.S. government entities, reviewing biographical information, conducting online searches or contacting former speakers for suggestions. All exchanges advance America250.

3. Program Specific Guidelines.

The America250 U.S. Speaker Program conducts approximately 530 programs annually worldwide, 310 in-person and 220 virtual. Programs are conducted in-person and virtually. In-person programs generally range from three days to three weeks in length. Virtual programs usually take place on a single specified date and time and may be part of a continuing series. The U.S. Speaker Program collaborates with U.S. embassies and consulates to develop and implement customized programs that advance Administration priorities; identifies and recruits prominent U.S. experts; tailors programs to meet specific needs of international audiences through workshops, lectures, seminars, podcasts, videos, consultations, and media engagements; utilizes innovative technologies to amplify messaging; and fosters long-term relationships between U.S. speakers and overseas audiences in order to sustain dialogue on key policy issues.

The America250 U.S. Speaker Program goals are to:

- Advance Administration goals by enabling U.S. citizen experts in key strategic fields to conduct in-person and/or virtual programs with professional foreign interlocutors worldwide that make American safer, stronger, and more prosperous

- Identify and recruit the most appropriate experts from across the United States to undertake public diplomacy programs in response to the Administration's strategic policies submitted by U.S. missions abroad

- Develop policy-focused programs that enable foreign professional audiences to learn more about U.S. society, culture and institutions, thereby supporting development and growth of political, economic and social institutions both in the United States and abroad

- Establish and sustain relationships and linkages between U.S. Speakers and foreign audiences and institutions to share knowledge and skills, increase American global competitiveness, and encourage strong civil society institutions

- Provide timely, comprehensive, and high-quality logistical services to ensure that U.S. Speaker programs are implemented in a timely and cost-effective manner

- Use content amplification to promote the U.S. Speaker Program as an established professional exchange opportunity for American experts to share knowledge and skills that benefit both the United States and countries abroad.

Using these goals, applicants should identify their own specific objectives, and measurable outputs and outcomes based on the project specifications provided in this solicitation. Proposals should indicate how recipients will achieve the short-term program goals, and how these goals will contribute to the achievement of the stated long-term outcomes. Competitive proposals will include the following:

- Resumes of experienced staff, who have demonstrated a commitment to implement and monitor international exchange projects and ensure outcomes.

- A comprehensive plan to monitor, assess, and report on project outcomes in relation to the specific U.S. Speaker Program goals.

- A clear outline and description of the roles and responsibilities of all proposed partner organizations in terms of program logistics, management, and oversight. Letters of intent from partner organizations such as travel arrangers and passport/visa facilitator must be included, if applicable.

- A specific outline of the type of agreement that will be established between the recipient and the program participants in terms of funding acceptance and possible recovery.

- A specific outline of how funding and airline tickets will be disbursed to program participants, and how passports/visas will be provided.

Successful implementation of the administrative components of the U.S. Speaker Program requires the full ability to comply with the following processes outlined below. These procedures and their associated timelines, help ensure effective and efficient programming.

Initial Project Request: The logistics for each program begins with an initial project request. The recipient confirms receipt of a project authorization generally within one working day of transmission by the U.S. Speaker Program. The recipient will work in consultation with the U.S. Speaker Program to establish a process for the initiation and acknowledgement of projects, to include the development of a project authorization form. This form will also be used as the basis for reporting on actual expenditures vis-a-vis the amounts initially requested by the U.S. Speaker Program.

Travel: A request form will initiate arrangements for flights. Generally, within two working days of receipt of a Travel Request Form from the U.S. Speaker Program, the recipient will arrange preliminary flight schedules for program participants and submit them back to the U.S. Speaker Program for review. Flight requests may include both international travel and in-country program related flights. Please note that the recipient will develop a travel request form in consultation with the U.S. Speaker Program. Scheduling of travel may involve several conversations between recipient and the U.S. Speaker Program. Travel requests will be for all regions of the world.

On occasion, U.S. speakers reside in other countries or may be traveling abroad immediately prior to or after ECA programs. Therefore, travel itineraries must occasionally be booked so that they start or end in foreign locations. Furthermore, payments and provision of program information may occasionally need to be sent to a foreign location. Travel arrangements will be needed for approximately 310 in-person programs on an annual basis. Please note that the

average cost of an airline ticket will be approximately $5,000, and this amount is subsumed within the average per participant program cost amount noted in the budget section of this document. Rarely, the recipient will need to directly book train tickets as well. For budget purposes, a separate line item is not needed as the cost can be included under flights as a mode of transportation. This is only an average "suggested amount" for informational purposes and is not a "not-to-exceed amount."

Note the following additional requirements for air travel:

- All travel must be Fly America Act compliant and conform with U.S. Government travel regulations, including the approved uses of business class travel

- Flight routing must include the most direct and economical options within U.S. Government travel regulation requirement

- Business class seating should only be offered by recommendation of the Grants Officer and when the itinerary is more than fourteen hours of continuous travel (including layovers, but not official overnight stopovers) from the departure location to the final destination, or if an appropriate medical justification is provided

- All tickets must be refundable, since there may be last minute changes to itineraries, and cancellations for various reasons

- Several itinerary options must be shared for consideration, if available

- Ticket changes and issuance may only be done after approval is given by U.S. Speaker Program staff

- Once the flight schedule is approved by participating post(s), the program participant, and the U.S. Speaker Program, the recipient will be advised that the airline ticket should be purchased and issued

- The recipient must be able to respond to last minute requests for itinerary and/or ticket changes, and to issue tickets with less than 24 hours of notice or on weekend

- The recipient must provide the program participant and the U.S. Speaker Program with contact numbers for after-hours services, including weekends and holidays

Financial Disbursements: Financial disbursements to U.S. Speakers are processed through a detailed project cost authorization from ECA. All financial disbursements should be processed approximately two working days of receipt of the authorization. The recipient must ensure that

U.S. Speaker disbursements are provided to the program participants in an expedited manner through direct deposit. The recipient must also have to ability to issue checks as requested by U.S. Speakers through expedited mailing services. The recipient must send all U.S. Speakers a confirmation of successful financial disbursement with the relevant U.S. Speaker Program staff included once payments are disbursed. If there are any challenges with U.S. Speaker payment processing, the appropriate staff member must be notified within 72 hours. The recipient will work in consultation with the U.S. Speaker Program to establish a process and form for financial disbursements.

- In-Person Programs: Payments to in-person program participants may include per diem at standard U.S. Government (USG) rates, an honorarium of $250 for non-USG employees, a book and educational materials allowance of $150-300, and allowances for various other expenses such as taxis, ground transportation, train fares, vaccinations, airport entry and departure fees, generally at $150-300. The U.S. Speaker Program will inform the recipient of the amount to be paid to each program participant in the project cost authorization.

- Virtual Programs: Payment will include a $250 honorarium and may include a nominal miscellaneous expense allowance to cover ground transportation and parking.

- Amplification & Content Speakers: Occasionally, the recipient will issue $250 honorarium to U.S. Speakers for amplification and content. Examples include for blogs, long form content, podcasts, and videos. These program types may include a nominal miscellaneous expense allowance to cover ground transportation and parking. U.S. Speaker program staff will initiate payment for these non-traditional program types using the same financial disbursement process.

The U.S. Speaker Program reserves the right to disburse less or more than the funding amounts described above.

Passports/Visas: The recipient must arrange, secure and disburse approximately 155 visas and passports (new, renewal or secondary), and handle up to 60 requests for extra passport pages during a period of performance. Passport/visa services must include providing program participants with instructions and necessary application forms; confirming receipt of such information and forms; providing for express mailing of completed applications and passport from the participant back to the recipient or sub-recipient; application drop-off and pickup from the appropriate foreign Embassy, Consulate, visa service provider or U.S. Passport Agency; and, express mailing of passports/visas back to the program participant. Processing is to be conducted at the recipient or sub-recipient's site. Additional details and requirements for passports/visa processing are indicated below:

- The recipient must be able to respond to all passport and visa requests, regardless of the difficulty, at times on short notice. The successful completion of a project by a U.S. Speaker Program participant may require the traveler, often located outside of the

Washington, DC area, to obtain a visa(s) or passport. ECA requires that the recipient provide support services (possibly through the engagement of a sub-recipient) to assist these travelers in obtaining passports and visas. Assistance includes working directly with the program participant to complete forms, answer questions about the application process, correct erroneous or incomplete paperwork.

- The recipient should use standard processing for visas, passports and extra pages when time permits. Expedited processing must be approved in advance by the U.S. Speaker Program.

- The recipient should plan on covering costs of overnight and express mailings of applications and passports to and from program participants.

- The recipient must maintain knowledge of up-to-date visa requirements for all foreign countries, and provide this info to the U.S. Speaker Program, as necessary.

- The recipient must advise the U.S. Speaker Program Officer of any correspondence such as letters of invitation, forms, or any other special requirements necessary for obtaining a visa, within 24-48 hours of receipt of passport/visa request. Based on the requirements identified by the recipient or sub-recipient, U.S. missions or ECA would provide the recipient with any required supporting documents from in-country governments or partners, or from the U.S. government.

- The recipient should communicate directly via phone or e-mail with the U.S. Speaker Program generally within a two working-day period to confirm receipt of passport/visa request worksheet.

- The recipient should confirm completion of visa/passport process; and advise immediately the status of problems and unexpected delays in processing requests. For example, if the program participant has not completed and returned visa or passport applications in a timely manner, has not provided required materials, or foreign Mission has indicated a difficulty with processing or denial.

- The recipient or sub-recipient should send visa/passport application forms and instructions directly to the U.S. speaker via e-mail, courier or overnight delivery and confirm the U.S. speaker's receipt of materials.

- The recipient should initiate and hold quarterly status reporting meetings with the U.S. Speaker Program to discuss successes, new procedures, problems, or suggestions for improvement.

Mailings and Payment Issuance: U.S. Speakers should receive their payments, visas/passports, and e-tickets two weeks prior to the start of their programs. The recipient should plan on at least five express mail shipments to program participants.

Project Cost Reporting: The recipient will submit monthly project reports. The recipient should provide ECA with Final Project Cost Reports for each discrete U.S. Speaker Project. These reports should be provided to the U.S. Speaker Program as soon as possible, but no later than 14 calendar days after project completion. The cost categories for each project are the same as those on the Project Authorization. Data such as operating, statistical, and financial information relating to the program may be requested by the U.S. Department of State to meet its reporting requirements and answer queries concerning the operation of the Program.

Surveys: The recipient will administer two U.S. Speaker surveys per project via an online platform. The format will be determined in collaboration with the U.S. Speaker Program and in accordance with performance monitoring and evaluation guidelines. The first survey will be administered no more than two days after a project end date. The second follow-up survey will be administered after three months. On a monthly basis, the recipient will submit individual U.S. Speaker feedback from key survey questions after program completion and at the three-month mark. The recipient will develop quarterly impact reports drawn from the aggregate speaker feedback during the period. The reports should show advancement of foreign policy objectives, achievement of program goals, and long-term impact of the U.S. Speaker Program. Impact will be demonstrated through data visualization, long-term plans for engagement, and direct quotes from U.S. Speakers. The format will be determined in collaboration with the U.S. Speaker Program. Survey questions will reflect required ECA M&E reporting and additional supplemental questions developed by the U.S. Speaker Program and recipient. The recipient and U.S. Speaker Program will collaborate on action items regarding speaker feedback and responsiveness as necessary. Note, the U.S. Speaker Program administers all surveys from U.S. embassies and consulates. Please review section 5. Program Performance Monitoring and Evaluation (M&E) for additional information.

Digital Content: The recipient will identify opportunities for content and amplifying U.S. Speaker programs. While not required, ideas for sharing on social media or online properties are encouraged. The format and development of digital content will be determined in collaboration with the U.S. Speaker Program and adhere to all ECA program branding guidelines.

The goals for engagement include the following:

- Promote the America250 U.S. Speaker Program as an established professional exchange opportunity for American experts to share knowledge and skills with foreign audiences

- Share America250 U.S. Speaker programs or highlights each month to showcase a range of policy priorities and audiences to encourage interest in participation among prospective U.S. Speakers.

- Demonstrate how America250 U.S. Speaker programming fosters a safer, stronger, and more prosperous America.

Using these goals, applicants should identify their own specific objectives, and measurable outputs and outcomes for digital engagement.

U.S. Speaker Program Database: The recipient should indicate willingness and ability to use and integrate programmatic data in the U.S. Speaker Program database. This may include receiving or sending project cost authorizations, air travel requests, financial disbursement funds, final costs, and speaker surveys through this system instead of email in the future. Use of the system may require recipient staff members to set-up two-factor authentication, usernames, passwords, and access through a specific website. The U.S. Speaker Program would work closely with the recipient to determine viability for using the future system, tailor templates, and set-up and train the team in using the system.

Tax Requirements: As appropriate, the recipient must comply with all applicable Federal, State and Local laws on tax withholding and/or reporting for all participants funded under this award.

Additional Information: The recipient will retain the name "U.S. Speaker Program" to identify the professional exchange program. Any materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State.

4. Recipient Responsibilities.
The responsibilities of the recipient organization are as follows:

- Managing logistical aspects of the America250 U.S. Speaker Program, including booking and issuance of airline tickets, provision of visas (and passports, as necessary). The recipient may choose to engage sub-award recipients, such as a travel agency or passport/visa expediting company, to assist in program logistical arrangements.

- Express mailing of passports and visas to program participants.

- Disbursing participant program funding electronically or via check (including the establishment of any necessary agreements regarding funding acceptance and return).

- Monitoring/reporting on actions taken and results achieved.

- Conducting speaker surveys, which should cover satisfaction with the program, learning because of the program, changes in behavior because of the program, and the effects of the program on institutions. See section 5. on Program Performance Monitoring and Evaluation for additional information.

- Providing travel information on vaccination requirements for in-person programs as required by U.S. Speaker destination country

5. 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.

The proposal must 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* on page vi, and *Performance Monitoring Plan (PMP)* (https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and)
- 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 program experience offered opportunities to engage with other cultures
    - E1.1.04: Percent of participants with more favorable opinions of the United States Government (core indicator)
    - E1.1.09: Percent of participants who traveled abroad for the first time because of their program (core indicator)
    - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
    - E3.0.07: Percent of participants who identify as a Department of State program participant (core indicator)
  - o Sub-Objective 3.1: Alumni subscribe to platforms for resources and information-sharing

- E3.1.02: Percent of participants who learned about new resources
- E3.1.05: Percent of participants who are connected to ECA through a U.S. Department of State-managed platform
- 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
- 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 (core indicator)

Performance Monitoring Plans (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. A training on how to complete a PMP is available here: https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and . 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. 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.
  - 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 outcomes 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.

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

Proposals should include information within the program narrative section(s) 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.

Nonmandatory Use of the Qualtrics MODE Survey Builder Data Collection System

ECA has created a guided tool (the MODE Survey Builder) within the Qualtrics survey platform for ECA implementing partners to generate surveys to facilitate the seamless collection and reporting of MODE Framework data. The MODE Survey Builder offers implementing partners a guided workflow that will generate a ready-to-send MODE survey, allows the addition of custom

survey questions, and offers a standard report template for a quick overview of survey results that can be submitted in MyGrants (see section below) to fulfill RPM Reporting Requirements. Use of the Qualtrics survey platform can be utilized at no cost to implementing partners. Additional information about the MODE Survey Builder can be found here: https://app.box.com/s/jjr98hmx6deorxj3lwgaxjrwdfec2r91 and here: https://www.youtube.com/watch?v=Jus4fRqOTcM. You can propose use of an alternate survey tool or use the MODE Survey Builder, but if you are utilizing the MODE Survey Builder, you must indicate such in your proposal.

MyGrants RPM Reporting Requirements
MyGrants 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 MyGrants 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 MyGrants RPM. The data stored in the MyGrants 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.

6. **Allowable Costs.**
   a. Personnel Costs - The salaries and wages for all of the recipient organization staff working on the project. The budget narrative should indicate the base salary and time each person will spend on the project. The budget detail and narrative should also include any method used to arrive at the requested amount.

   b. Fringe Benefits - Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. These costs may be derived from historical costs or calculated as a percentage of salaries and wages. If the costs are calculated as a percentage of salaries and wages, this percentage will need to be justified by the entity's written internal policy or documented in its Negotiated Indirect Cost Rate Agreement (NICRA).

   c. Travel - The budget should indicate who will travel, where, and why. This category may be organized into several subcategories, such as staff, participants/beneficiaries, and interpreters. This category includes per diem, international airfare, in-country travel overseas, domestic travel in the United States, and group ground transportation (bus rental, etc.). It should include estimated air fare (or other mode of transportation), accommodations, meals and incidental expenses, baggage allowance, and other costs such as conference fees, visa expenses, and immunizations. All international travel that originates or terminates in the United States, as well as U.S. domestic flights must comply with the Fly America Act. Domestic U.S. government per diem rates may be found at

https://www.gsa.gov/travel/plan-book/per-diem-rates and foreign per diem rates at
https://aoprals.state.gov/web920/per_diem.asp.

    d. Supplies - Supplies are items that are < $10,000. List and describe all the items and materials, including any computer devices, that are needed for the program.

7. Cost Share.

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.

8. Program Information and History.

The U.S. Speaker Program is a nimble, rapid response public diplomacy tool that for more than 40 years has built lasting and sustained relationships between U.S. citizen experts and foreign stakeholders that serve the American people. The U.S. Speaker Program recruits dynamic American experts for in-person and/or virtual exchanges that advance the national interests of the United States. Through the Program, American professionals establish and sustain linkages with key foreign audiences and institutions, which directly contribute to economic and educational opportunities in the United States and around the world. The U.S. Speaker Program works with U.S. embassies and consulates to produce impactful in-person programs ranging from three days to three weeks in length and virtual programs, which can take place on a single specified date and time and may be part of a continuing series. Programmatic formats include lectures, workshops, seminars, and training series.

9. Freedom and Democracy Guidelines. 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.

10. 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. 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.

11. 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.

12. Celebration of America's Semiquincentennial.
ECA is excited to play a key role in making the Semiquincentennial – commonly known as "America250" – a truly global celebration. As the period of performance for this award is scheduled to cover part or all of calendar year (CY) 2026, the applicant may wish to consider ways the program can celebrate America250. Any America250 focused activities or plans will be subject to ECA approval and direction, and changes may be requested by ECA. Use of any ECA-provided America250 brand elements will be subject to advance ECA approval and require adherence to Department of State and ECA guidelines for such branding.

13. Substantial Involvement.

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring, as follows:

- Recruiting all Speakers directly.

- Overseeing the Program budget and allocating programs appropriately among Department of State embassies and consulates.

- Working with the recipient to develop standardized templates for the project authorization, airline travel booking and the provision of visas/passports, if applicable.

- Directly advising the recipient on the specifics of all travel itineraries and payment amounts for all program participants.

- Handling all programmatic, technical, and studio arrangements for virtual program participants.

D. Application Contents and Format

Please read the complete announcement before sending inquiries or submitting proposals.

Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which contains guidelines for proposal preparation.

1. **Budget Format.**
Applicants must submit a budget (SF-424A), detailed line-item budget, and a budget narrative.

Budget requests may not exceed $2,236,259. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

The provided budget format is provided as an aid in organizing the budget, it is suggested but not required as a submission format for your proposal budget.

2. **Content of Application.**
Please see the Proposal Submission Instructions (PSI) for information about the application and formatting guidelines.

E. Submission Requirements and Deadlines

1. **Address to Request Application Package.**
The entire Solicitation Package may be downloaded from the Grants.gov website at https://www.grants.gov or from the ECA website at https://www.state.gov/eca-grant-opportunities/.
.
2. **Department of State Contacts**
For questions about this announcement, contact: Imani Pitman, U.S. Department of State, U.S. Speaker Program, ECA/PE**,** 202-632-9245, PitmanIE@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.

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.

3. **Unique Entity Identifier (UEI) and System for Award Management (SAM.gov).**

Required Registrations
All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov.

A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

Organizations based in the United States or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.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.

For more detailed instructions for registering with SAM, refer to:
https://sam.gov/content/entity-registration

Exemptions
An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See 2 CFR 25.110 for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. **Required Registration with MyGrants.**

All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's MyGrants system by accessing https://mygrants.servicenowservices.com and clicking the "create an account" link. MyGrants 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 MyGrants 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/.

5. Submission Instructions.

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.

Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants.
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/applicants/applicant-registration

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/applicants/grant-applications/how-to-apply-for-grants

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

6. Submission Dates and Times.

Application Deadline Date
Tuesday, August 26, 2025. Eastern Time Zone

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. <u>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.</u>

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 Grants.gov 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 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 the Adobe software is compatible with Grants.gov, by visiting https://grants.gov/applicants/adobe-software-compatibility

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal (https://www.grants.gov) 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.

7. **Funding Restrictions for this Announcement.**
   i. **Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)**
      None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

8. **Certification Regarding Compliance with applicable Federal anti-discrimination laws**
   If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

   1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;

   2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

9. **Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.**
   Applicants are advised that institutions of higher education (IHEs) must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:
   - Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

10. **Other Submission Requirements.**

a. Applications must be submitted electronically through Grants.gov.

b. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.

c. 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, roles and experience/qualifications of key personnel involved in the program to the Grants Officer and GOR within 30 days of an award being issued. Applicants should also identify what proportion of their time will be used in support of the program. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, E. Recipient Responsibilities and Compliance with Federal Requirements.

d. Intergovernmental Review of Applications
Executive Order 12372 does not apply to this program.

F. Application Review Information

1. Review Process.
ECA will check that all proposals meet the technical requirements in this solicitation. Proposals that do not meet the guidelines, including those under the eligibility section above or in the PSI, will be ineligible for further review.

All eligible proposals will be reviewed by the program office before being reviewed by an ECA grant panel. Applications may also be reviewed by Public Diplomacy sections overseas, State Department regional bureaus, or other State Department offices, as appropriate. All reviewers, including the ECA grant panels, will review any eligible proposals based on the criteria below.

Proposals recommended by an ECA grant panel will be reviewed for compliance with Federal and Bureau regulations and guidelines, and assessed for risk. Final funding decisions are made by the ECA's Assistant Secretary. Only an ECA Grant Officer has the final authority to issue assistance awards.

2. Review Criteria.
An ECA grants panel will competitively evaluate all technically eligible applications according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal review.

a. **Program planning:** Proposals should have a detailed agenda and work plan that demonstrates your institution's ability to carry out the program, substantive undertakings and logistical capacity. The plan should follow the program guidelines described in this

solicitation and should be likely to provide maximum impact in achieving the proposed results.

b. **Ability to achieve program aims and purpose:** Proposals should clearly state the program's aims and purpose and demonstrate how your institution will meet them. The proposal should be reasonable, feasible, and flexible.

c. **Institutional Capacity:** Proposals should include the necessary personnel and institutional resources to achieve the program results. The organization has expertise in exchange programs and the proposal demonstrates it has the internal controls in place to manage federal funds.

d. **Institution's Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs and responsible fiscal management. ECA will consider the past performance of prior recipients, including the timely submission of reports, and the demonstrated potential of new applicants.

e. **Performance Monitoring and Evaluation (M&E):** Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.

f. **Cost-effectiveness and Cost share**: Proposals should keep the overhead components of the proposal, including salaries and honoraria, as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost share through other private sector support and institutional direct funding contributions.

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider (see 41 U.S.C. 2313);

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G. 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 an authorized Grants Officer in 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 a Grants Officer and transmitted to the recipient's responsible officer (as identified in the application) for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the fully signed award document.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding.

Unsuccessful applicants:
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.

Payment Method:
Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS).

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements.
Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

The Department of State will review and consider proposals for funding pursuant to this NOFO in accordance with OMB guidance, applicable Federal laws, and Executive guidance, including the following:
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)

- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

2. Reporting.

Recipients will be required to submit financial reports and program reports. The FAA will specify how often these reports must be submitted. All reports <u>must</u> be submitted in a timely manner. For planning purposes, applicants can expect to provide ECA with an electronic copy of the following required reports:

a. **Performance Progress Reports (PPRs)** shall be required at a minimum annually and no more frequently than quarterly. Annual, quarterly, or semi-annual reports shall be due 30 days after the reporting period. All reports and supporting documentation must be uploaded by the recipient as a *Post Award Activity* under the corresponding record for this award in MyGrants.

b. The **Federal Financial Reports** (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: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms. Once a financial report has been approved by the Department, the recipient must upload the approved report to MyGrants, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the recipient's eligibility for future awards.

c. Required **MODE data** (see Program Performance Monitoring and Evaluation section) shall be required at a minimum annually and no more frequently than quarterly. MODE data reporting shall be due 30 days after the reporting period. The frequency of these reports will be determined by ECA/P/MELI and the Program Officer. Either a standard report template (if using the MODE Survey Builder) or aggregate data and the raw data file (if Recipient uses their own survey platform) must be uploaded by the Recipient as an RPM Performance Report under the corresponding record for this award in MyGrants.

d. A **final program and financial report** no more than 120 days after the period of performance of the award ends or termination of the award.

I.   Other Information

For Informational Purposes Only - Adherence to All Regulations Governing The J Visa
ECA places critically important emphasis on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. 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