Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY 2021 (Academic Year 2022-2023) Congress-Bundestag Youth Exchange and Congress-Bundestag/Bundesrat Staff Exchange
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0007296
Catalog of Federal Domestic Assistance Number: 19.415
Key Date/Application Deadline: October 21, 2020

Executive Summary: The Office of Citizen Exchanges, Youth Programs Division (ECA/PE/C/PY), of the Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition for the FY 2021 (Academic Year 2022-2023) Congress-Bundestag Youth Exchange (CBYX) program and outbound Congress-Bundestag/Bundesrat Staff Exchange (CBBSX). U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501 (c) (3) may submit a proposal to facilitate educational exchanges between Americans and Germans who participate in one of three CBYX components: Secondary School, Vocational Studies, and Young Professionals. CBBSX participants will be supported by the organization that facilitates the Young Professional exchanges. The CBYX and CBBSX programs support the exchange of American and German young people to sustain and strengthen the American-German friendship based on the common value of democracy. The program also builds lasting personal and institutional relationships.

It is ECA's intent to award up to seven cooperative agreements (each having one base year plus two non-competitive continuations) – up to five for the Secondary School Component, one for the Vocational Studies component, and one for the Young Professionals component, including CBBSX – totaling approximately $12,840,000 (base year plus two non-competitive continuations). This includes an additional $60,000 in the base year for the 2023 CBYX triennial meeting (details in the POGI). Please see section B.) Federal Award Information below for additional details.

A. Program Description:

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

Purpose: The primary objective of the program is to encourage American and German youth to learn about each other's society and culture through educational exchange while promoting American-German friendship based on the common value of democracy. In addition, the program seeks to promote the participants' roles as young ambassadors with influence on future American-German relations, and to promote and strengthen linkages between members of Congress and their Bundestag counterparts. The CBYX program provides a scholarship for an academic year experience of living and studying in the host country. The outbound CBBSX

program provides round-trip airfare and related expenses for the participation of 10 American congressional staffers in a two-week parliamentary exchange in Germany.

The Department of State's Bureau of Educational and Cultural Affairs administers the CBBSX and CBYX program in the United States. The CBYX program is known in Germany as the Parlamentarisches-Patenschafts Programm (PPP) and is administered by the German Bundestag Administrative Office.

The CBYX program was inaugurated in 1983 through a bilateral agreement between the U.S. Congress and the German Bundestag. Each government provides funding to exchange organizations through assistance awards for the costs of home country participant recruitment and selection, international airfare, orientation and debriefing, and hosting and monitoring support for the respective exchange participants.

The German Bundestag Administration Office holds an open competition every four years to select the German counterpart organizations that will manage the program in Germany. Up to five U.S. organizations will be partnered with up to five German organizations to administer the secondary school exchange program. One U.S. and one German organization will be paired to administer the Vocational component. One U.S. and one German organization will be paired to administer the Young Professionals component. Within the proposal narrative, applicants must demonstrate the ability to cooperate with foreign partners in implementing exchanges and, if possible, have a partner agreement in place with a German organization that has been selected by the German Bundestag Administration Office to implement CBYX. Please contact the ECA program officer if you require more information about the German organizations involved in the implementation of CBYX.

The actual number of participants exchanged each year is dependent on the amount of funding made available by the U.S. Congress and the German Bundestag. For program year 2022-2023 ECA anticipates approximately 250 American and 285 German high school students (divided into five regional groups of 50 Americans and 57 Germans each), 75 American and 75 German young professionals, and 25 American high school graduates interested in vocational studies. Throughout the program cycle, representatives of both governments and the respective program organizations will hold annual discussions to determine the final participant numbers for each academic year.

Participants are chosen according to procedures and criteria established by each government.

For all program components, applicants must submit the health and accident insurance plans that they and/or their German partners (if known) intend to use for the American and German participants of this program. ECA offers the Accident and Sickness Program for Exchanges (ASPE) plan for participants at no cost to award recipients. Applicants are encouraged to use ASPE but may choose to use their own plan instead. Plans must meet requirements of 22 CFR 62.14.

In the United States, the CBYX program has three components:

1. Secondary School Component: In the 2022-23 academic year, this component will provide a maximum of 250 scholarships (approximately 50 per region) for an academic year educational and cultural homestay experience in Germany for American secondary school students ages 15 to 18 years and 6 months as of August 1, 2022, and a maximum of 285 German secondary students (approximately 57 per organization) hosted in the

United States. In an effort to further develop relationships between partners and schools in their recruiting regions, selected organizations should plan to place at least fifty percent of the German students in host homes and schools throughout the region from which the partner is responsible for recruiting American participants.

Secondary school exchange organizations are invited to bid to conduct merit-based selection among American secondary school students in one or more of five designated regions of the United States. While ECA reserves the right to change these regions after partner strengths have been identified, the anticipated regions are:

Region 1: Connecticut, Delaware, Maine, Maryland. Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Region 2: District of Columbia, Florida, Georgia, Kentucky, North Carolina, Ohio, Puerto Rico, South Carolina, Virginia, West Virginia

Region 3: Alabama, Arkansas, Illinois, Indiana, Iowa, Louisiana, Michigan, Mississippi, Missouri, Tennessee, Wisconsin

Region 4: Arizona, Colorado, Kansas, Minnesota, Nebraska, New Mexico, Oklahoma, Texas, Utah, Wyoming

Region 5: Alaska, California, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, Washington

American secondary school exchange organizations may bid on more than one region, indicating the most preferred region(s) in priority order. Organizations bidding on more than one region should include an addendum with a maximum of two pages which describes their unique capabilities in the regions they are interested in beyond the first ranked. It is anticipated that unique regional capabilities for the region ranked first will be included in the body of the proposal. ECA anticipates that up to five organizations will be selected to conduct all aspects of the recruitment and selection of American, and placement of German, secondary school participants.

Organizations that are awarded a cooperative agreement to recruit American secondary school participants in their assigned U.S. regions will conduct advertising, recruitment, processing of applications (using a CBYX specific application, either the one maintained by the Administrative partner as detailed below in the section about the administrative supplement OR a similar application approved in advance by ECA), screening, selection, management of administrative and travel logistics, and pre-departure orientations.

Organizations should include in their proposal information about measures they will undertake to ensure diversity in their applicant pool and to minimize unconscious bias that may disadvantage applicants. Organizations will work with a German partner to ensure that arrival and re-entry orientations are conducted for American secondary school participants. These organizations will also provide arrival and re-entry orientations for German secondary school students and place them in host families and schools.

The U.S. recipient organizations will screen (including conducting criminal background checks), select, and orient host families, and provide participant monitoring, supervision and counseling to students and host families per the Exchange Visitor (J-1 visa) regulations at 22 CFR Part 62. The U.S. organization will arrange program enrichment activities throughout the year for the German secondary school students and will manage all administrative and logistical matters related to their program. U.S. recipient organizations' partners in Germany will be responsible for recruiting, orienting, and arranging international travel for German secondary school students and will provide logistics and program arrangements, including host family screening, school placement, participant monitoring, and support to students and host families for U.S. students paralleling to the extent possible the arrangements that the U.S. partners provide for German students. The German partner organization will also arrange enrichment activities for the students throughout the year and will manage all administrative and logistical matters including in-country travel and the provision of health and accident insurance.

2. Young Professionals Component: This component provides scholarships for a one-year professional study and training experience in the host country in business, professional, technical, vocational, and agricultural fields to young Americans and Germans ages 18.5-24 as of August 1 of the program start year. This component will also provide administrative support for the Congress-Bundestag/Bundesrat Staff Exchange (CBBSX). One U.S. organization will be selected to conduct programming for approximately 75 American and 75 German Young Professionals as part of CBYX and travel and logistical support for 10 American congressional staffers as part of CBBSX.

For CBYX, in the United States the U.S. recipient organization will conduct nationwide advertising and recruitment, process applications (using a CBYX specific application, either the one maintained by the Administrative partner as detailed below in the section about the administrative supplement OR a similar application approved in advance by ECA), screen and select U.S. participants, provide pre-departure orientations, manage all administrative and logistical matters, and arrange domestic and international travel. The award recipient will coordinate arrival and re-entry orientations for German participants, place them with host families or arrange other suitable housing, place them in colleges or universities, arrange internships in the participants' field of study, and arrange program enrichment activities. The U.S. recipient organization will conduct the recruitment, screening, selection, and orientation of host families; provide participant monitoring, supervision, and support to participants and host families; and manage all administrative and logistical matters including in-country travel arrangements. The partner organization in Germany will coordinate arrival and re-entry orientations for U.S. participants, place them with host families or arrange other suitable housing, place them in colleges or universities, arrange internships in the participants' field of study, and arrange program enrichment activities. Organizations should include in their proposal information about measures they will undertake to ensure diversity in their applicant pool and to minimize unconscious bias that may disadvantage applicants.

For CBBSX, the U.S. recipient organization should arrange and pay for travel (roundtrip economy class airfare, economy plus upgrades where allowed by the Fly America Act, and local transportation costs to and from Washington D.C.-area airports) and insurance coverage (through ASPE) for ten American congressional staffers to participate in CBBSX in calendar year 2022. Selection is handled by the U.S. Congress and funding for the

activities in Germany is provided by the German Bundestag and Bundesrat and those parliamentary groups represented in the German Bundestag.

3. Vocational Component: This component provides scholarships to graduating American secondary school seniors (ages 18-19 as of August 1 of the program start year) with a vocational interest and/or specialization for a one-year professional study and training experience in their fields of interest in Germany. One U.S. organization will be selected to conduct all aspects of the nationwide selection competition in the United States for 25 U.S. participants, including advertising, recruitment, processing of applications (using a CBYX specific application, either the one maintained by the Administrative partner as detailed below in the section about the administrative supplement OR a similar application approved in advance by ECA), screening, selection and pre-departure orientations, and management of all administrative and logistical matters including domestic and international travel. During the selection process, the program organization is encouraged to work with vocational educational offices at the state level, as well as administrators of secondary schools with vocational education curriculum. Organizations should include in their proposal information about measures they will undertake to ensure diversity in their applicant pool and to minimize unconscious bias that may disadvantage applicants.

The German partner organization chosen by the Bundestag Administrative Office will coordinate arrival and re-entry orientation for the U.S. participants and will place them in host families and schools. The German partner organization will screen, select, and orient host families as well as provide participant monitoring, supervision and support to participants and host families. The German partner organization will also arrange enrichment activities for the participants throughout the year and an internship or hands-on work experience in the participants' field of study and will manage all administrative and logistical matters including in-country travel and the provision of health and accident insurance.

Administrative Supplemental:

The administrative supplemental will provide dedicated funds to one organization to:

a. Produce and distribute CBYX secondary school scholarship and program-wide promotional materials,

b. Maintain a CBYX program-wide scholarship application website,

c. Coordinate program-wide promotional activities,

d. Work with ECA and other CBYX Program Organizations to coordinate the logistics for the summer program wide American re-entry workshop, and

e. Manage the logistics for the triennial meeting with American and German CBYX Partners, currently scheduled to take place in 2023. Additional information regarding the triennial meeting is provided in the Program Objectives, Goals, and Implementation (POGI) document included in this solicitation.

Applicants interested in applying to implement the administrative supplemental should include an addendum of up to ten pages narrating proposed activities and the organization's experience with similar

activities. Administrative supplemental applicants should submit a budget of up to $91,000, which will be renewed annually, to support these ongoing activities. Administrative supplemental applicants should also submit a separate budget of up to $60,000 for the triennial meeting, which will be funded only in the base year of the award. Additional information regarding this supplemental activity is provided in the Program Objectives, Goals, and Implementation (POGI) document included in this solicitation.

For all components, ECA reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds.

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

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional years through a non-competitive continuation process pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

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: FY 2021 – base year – $4,320,000 [includes $4,285,000 for CBYX ($60,000 of which will be for the triennial meeting), and $35,000 for CBBSX]; FY 2022 – non-competitive continuation year one – $4,225,000 for CBYX and $35,000 for CBBSX; FY 2023 – non-competitive continuation year two – $4,225,000 for CBYX and $35,000 for CBBSX, pending successful performance and the availability of funds.
Approximate Total Funding: $12,840,000 – This figure represents base year plus two non-competitive continuation years, pending successful performance and the availability of funds.
Approximate Number of Awards: Up to 7
Approximate Average Award: For each Secondary School region approximately $606,000 in funding is available; for the Young Professionals component approximately $963,000 in funding is available for CBYX and $35,000 for CBBSX; for the Vocational component approximately $141,000 in funding is available; for the Administrative supplemental approximately $91,000 in funding is available with an additional $60,000 in the base year only for the triennial meeting.
Floor of Award Range: $141,000 pending the availability of funds
Anticipated Award Date: March 1, 2021 pending the availability of funds
Anticipated Project Completion Date: August 31, 2025. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

Additional Information:

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

(A) Cooperative agreements will be awarded for a period of 24 months (base year) with non-competitive continuations for two additional 12 month periods (non-competitive continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a non-competitive continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a non-competitive continuation will depend both on the satisfactory performance of the recipient and the availability of funds

C.   Eligibility Information:

C.1. Eligible applicants: U.S. public and private non-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 D3a and D3c below).

C.2. Other Eligibility Requirements:

a.)   Grants or Cooperative Agreements awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to $130,000.

b.)   Technical Eligibility: 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. Minimum technical requirements are: an executive summary of no more than one page; a program narrative of 20 pages; budget; and non-profit status confirmation as detailed in part D of this document. Organizations who need assistance locating the instructions for these documents should contact the ECA program officer listed in D.1 of this document.

c.)   Eligible applicants may not submit more than one proposal in this competition.
If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note**: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's 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:

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

D.1 Contact Information to Request an Application Package: Please contact the ECA Youth Programs Division, ECA/PE/C/PY, SA-5, 3I-15, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037. Because physical mail takes time to process through our office, you are encouraged to reach out using email at PertmanTA@state.gov or phone at 202-632-9297 to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please address questions to CBYX Program Officer/GOR Tova Pertman and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2.   To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at https://eca.state.gov/organizational-funding or from the Grants.gov website at https://www.grants.gov.

D.2a.   Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3a.   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.3b.   Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

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

D.3c. 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.3d. Federal Awardee Performance & Integrity Information System (FAPIIS): 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 FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, 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 FAPIIS, 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.3e.   Federal Funding Accountability and Transparency Act (FFATA) Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their award activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of program activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. 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.3g.   ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA: The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://j1visa.state.gov or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.3h.   Diversity, Freedom, and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM, AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3i.   Program Performance Monitoring and Evaluation (M&E)
A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for each award. 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. These corresponding data collection questions help ensure that the data is being collected in a uniform way across the entire Bureau.

For this proposal and the resulting cooperative agreements, the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
  - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities

- E1.1.4: Percent of foreign participants with more favorable opinions of the United States Government
- FBS1.1.1a: Percent of foreign participants with more favorable opinions of the American People
- FBS1.1.1b: Percent of foreign participants indicating a change in understanding of United States culture and values
- FBS4.2.1: Percent of foreign participants expressing support of democratic values
- E1.1.9: Percent of participants who traveled abroad for the first time on an ECA exchange program
- E1.1.10: Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program
- E1.1.11 Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
- E1.1.12- Percent of American participants indicating a change in their understanding of their host country's culture and values

- Objective 2: Increase the impact that participants and alumni have on their communities / countries
  - E2.0.1: Percent of participants who volunteer or give back to their host communities
  - E2.0.6: Number of hours that participants spend to volunteer or give back to their host communities
  - o Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
    - E2.2.1: Percent of participants who believe that they can have an impact on their community or country

- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - E3.0.9: Percent of participants who identify as a Department of State program alumni
  - E3.0.3: Percent of participants who report increasing their network of Americans

- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - FBS2.5.1: Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program
  - E4.0.03: Percent of participants reporting an increase in soft skills as a result of ECA program participation
  - E4.0.10: Percent of participants reporting an increase in language skills as a result of ECA program participation
  - E4.0.05: Percent of participants who report an increase in technical skills as a result of ECA program participation
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - E4.1.01: Number of total participants
    - E4.1.02: Number of American exchange participants in foreign countries

- ▪ E4.1.03: Number of foreign exchange participants in the United States
- ▪ E4.1.05: Number of professional placements
- Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming
  - o Sub-Objective 5.3: Exchange participants support local economy during their visit
    - ▪ E5.3.01: Amount of U.S. dollars spent by foreign exchange participants during their exchange
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - o E8.0.01: Dollar amount ($) spent on monitoring and evaluation activities

ECA recommends that applicants use the indicators listed in this section as the minimum requirement for measurement. Applicant-designed objectives and indicators that are specific to the proposed program and this proposal should be added as necessary to sufficiently measure the relevant proposed program outputs, outcomes, and impact over the course of the proposed period of performance

PMPs
Please see below a sample PMP and accompanying instructions. While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:
- Programmatic objectives, which are statements of the condition(s) or state(s) 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). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: https://eca.state.gov/about-bureau) or other applicant-designed program-specific objectives. For more information on SMART see the ECA Evaluation Division's website: https://eca.state.gov/impact/eca-evaluation-division/capacity-building. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.
- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
  - o In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
  - o ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.

    o Baseline data (whether collected specifically for the program at the beginning of the award or from a previously existing source) for each indicator shall be included where relevant, as well as the target number to be achieved for each indicator.

The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming. Award recipients are responsible for collecting indicator data on participant outcomes only during the period of performance of the exchange itself (see the PMP for guidelines as to when these data collection efforts should occur).

Please see below a sample PMP and accompanying instructions.

PROGRAM PERFORMANCE M&E NARRATIVE

ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. 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 applicant's 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, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures
- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals

RESULTS PERFORMANCE MONITORING REPORTING REQUIREMENTS

The State Assistance Management System Domestic (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, any recipients 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 and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

PERFORMANCE MONITORING PLAN

Applicant Name:	Example Organization
Fiscal Year and Program Title:	FY## Example Program

Funding Opportunity #:	SFOP000XXXX

Instructions: A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and impact over the course of the award's proposed period of performance. (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

Completion: All components of the PMP are included.

Inclusion of ECA Standard indicators: Includes the standardized ECA indicators pre-populated in the PMP template and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.

Baselines and targets: Baselines and targets are included and realistic. If there is no baseline to report, there should be a plan for how to obtain or produce the value in the future.

If the applicant chooses to include any ***applicant-designed objectives*** and indicators, successful applicants will include the following elements:

SMART Objectives and Indicators: Objectives and Indicators should follow SMART principles (https://eca.state.gov/files/bureau/a_good_start_with_smart.pdf).

Details of indicators: All basic information of the indicators (definition, data source and question, collection timeline and responsible entity) should be included. The definitions of the standardized ECA indicators should be used as examples of what to include and the format.

Depth of indicators: Outcomes should be used where possible to demonstrate if a program is meeting its objectives. While outputs are important to understand if a program achieved what it was meant to do, outcomes demonstrate the larger effect of the program.

Indicator Structure: Ensures that the indicator does not measure multiple things (participants AND host families), does not start with a direction ("Increase" is a result, "Number of" is an indicator), and should reports numeric data ("good test results" is not an indicator)

Redundancy: There should be a clear and distinct reason for each indicator, and the indicator should not overlap with ECA standard indicators. Each indicator should be clearly linked to either an ECA standard objective or a custom objective.

Consistency with ECA Indicators: Key terms are defined the same way. Disaggregati   ons align where appropriate, and calculations follow the same structure.

Definitions of PMP Columns

Performance Indicator: An observable or measurable characteristic that indicates the extent to which a program objective is being achieved. Specify if the indicator is an ECA standard indicator or a custom indicator.

Definition: Clarifies all terms necessary, provides details on how to calculate the data collected to measure the change expected, and includes any disaggregation (male/female; country; region; age; etc.) that needs to be reported for the indicator.

Baseline: The value of an indicator before the implementation of a program

Target: Specific, planned level of result to be achieved within an explicit timeframe

Data Source and Question: Specifies how the data will be obtained (such as a survey, observation, interview, etc.) and the **mandatory** question linked to the data collection.

When to Collect: Specifies when the indicator will be measured, for example: post-program, end of award, etc.

- A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended
- Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself. Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur. Note: The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming.

Entity Responsible: Person or entity responsible for collecting the data

CBYX Program Goal: To promote understanding and cultural knowledge as well as develop linkages between Germans and Americans while also increasing the skills of program participants.

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective						
ECA Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities						
Percent of foreign participants with more favorable opinions of the United States Government	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "more favorable" about the United States Government while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How did your views of the United States government and the American people change as a result of your program participation? • United States government • American People Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

| Percent foreign participants with more favorable opinions of the American People | Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.*

Host Community - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. *This indicator applies specifically to the United States as the host community.*

Counting Frequency
Each respondent should only be counted once per reporting year following their program completion.

Calculations
To determine the percent value, numerator is | To be completed by the applicant | To be completed by the applicant | Survey (self-reported data)
How did your views of the United States government and the American people change as a result of your program participation?
• United States government
• American People

Scale: less favorable, no change – my view remained unfavorable throughout, no change – my view remained favorable throughout, more favorable | Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended. | Award recipient |

	number of respondents who respond "more favorable" about <u>the American people</u> while denominator is the total number of survey respondents.					
Percent of foreign participants indicating a change in understanding of United States culture and values	<u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator only applies only to foreign participants.* <u>Host Community</u> - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. *This indicator applies specifically to the United States as the host community.* **Counting Frequency**	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) How much did participation in the program change your understanding or knowledge of the following topics? • United States democracy • United States economy • Foreign affairs in the United States • Domestic affairs in the United States • United States values and culture • Daily life in the United States • Religious and ethnic diversity in the United States • Freedom of speech and press in the United States • Voluntary community service in the United States Scale: no change, minimal change, moderate change, substantial change	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

	Each respondent should only be counted once per reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose response value is 2 or greater while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent of foreign participants expressing support of democratic values	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors"	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) To what extent do you agree or disagree with the statements below? • Voting is important because real decisions are made in elections	Post-Program: A post-program collection should occur no earlier than before the	Award recipient

	Count Frequency Each respondent should only be counted once per reporting year following their program completion. **Calculations** The values for each response are combined and divided by the total number of response categories answered, producing the average value for an individual respondent to that question. The indicator value is the percentage of respondents whose average value is greater than or equal to 4 on a 1-5 scale (respondents indicating, on average, that they agree or strongly agree); denominator is total number of respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			• Free and fair elections are the cornerstone of democracy • An independent media is important to the free flow of information • All citizens in a country should have equal rights and protections under the law, regardless of circumstances • The Rule of Law is fundamental to a functioning democracy • Individuals and organizations have the right to free speech and to voice opposition • Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practices [Scale – Strongly Disagree, Disagree, Neither Agree not Disagree, Agree, Strongly Agree]	participant departs the United States and no later than 6 weeks after an activity has ended.	
Percent of participants who traveled abroad for the first time on an ECA exchange program	<u>Participant</u> - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". <u>Abroad</u> – A country outside of one's home country	To be completed by the applicant	To be completed by the applicant	Before this exchange program, did you travel outside of your home country? [Yes/No] If yes, why did you travel outside of your home country [select all that apply]: • Tourism/ • Visit friends/family • Participation in another ECA	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an	Award recipients

				exchange program • Study • Work Other: _____	activity has ended.	
	Counting Frequency Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "**no**" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Percent of foreign participants who traveled to the United States for the first time on an ECA exchange program	Participant - A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "**no**" while denominator is the total number of survey respondents. Divide the	To be completed by the applicant	To be completed by the applicant	Before this exchange program, did you travel to the United States? [Yes/No] If "yes", why did you travel to the United States [select all that apply]: • Tourism • Visit friends/family • Participation in another ECA exchange program • Study • Work Other: _____	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

	numerator by the denominator and then multiply by 100 for the percent value.					
Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures	Participant-A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value numerator is number of respondents who reply "yes" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	To be completed by the applicant	To be completed by the applicant	My exchange program's activities offered opportunities for cultural connectedness and sharing. For example: Conversations about each other's' countries, attending cultural events, etc.[Y/N]	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients
Percent of American participants indicating a change in their understanding of their host country's	Participant-A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". This indicator	To be completed by the applicant	To be completed by the applicant	How much did participation in the program change your understanding or knowledge of the following topics? •Host country political system •Host country economy	Post-Program: Data should be collected no earlier than before the participant departs	Award recipients

culture and values	only applies only to American participants. Host Community-A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. This indicator only applies specifically to foreign communities as the host community. **Counting Frequency** Pre/Post: Each respondent should only be counted once per reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change –1Minimal change –2Moderate change –3Substantial change –4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose			•Foreign affairs of my host country •Domestic affairs of my host country •Host country values and culture •Daily life in my host country •Religious and ethnic diversity in my host country •Freedom of speech and press in my host country •Voluntary community service in my host country 4-point likert scale –no change, minimal change, moderate change, substantial change	the United States and no later than 6 weeks after an activity has ended.	

	response value is 2 or greater while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						
Percent of participants who volunteer or give back to their host communities	Participant-A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Volunteer-To volunteer or give back means to offer one's time or services to an organization or community effort for free. Host Community-A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is	To be completed by the applicant	To be completed by the applicant	Did you volunteer your time during your exchange? [Yes/ No/ My program did not offer the opportunity to volunteer]	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

	number of respondents who reply "yes" to the question, while the denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
Number of hours that participants spend to volunteer or give back to their host communities	Participant-A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". Volunteer-To volunteer or give back means to offer one's time or services to an organization or community effort for free. Host Community-A host community is a community or institution that sponsors, supports or provides exchange programs support or services. **Count Frequency** Each respondent should only be counted once per reporting year following their program completion.	To be completed by the applicant	To be completed by the applicant	How many hours did you spend volunteering your time during your exchange? (Please note that volunteer hours do not include time spent working as part of your professional placement)	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

ECA Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries

Percent of participants who believe that they can have an impact on their community or country	Participant - A participant is a person or group of persons that has directly participated in, and primarily benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculation** To determine the percent value, numerator is number of respondents that responded "increased" or "stayed the same" while denominator is the total number of survey respondents.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) As a result of your program participation, has your confidence in the following statements changed? [Increased, stayed the same, decreased] • I know several ways in which I can make a difference on some of society's most worrisome problems. • I feel I have the ability to make a difference in my local community. • I feel I have the ability to make a difference in the global community	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
Percent of participants who identify as a Department of State program alumni	Alumni are program participants who have been exposed to at least 36 hours of an exchange or a cultural exchange element with the possibility of sustained networking. **Count Frequency** Each respondent should only be counted once per reporting year, even if they are eligible for data collection through multiple programs **Calculations**	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Do you consider yourself an alumni of a U.S. Department of State program? (yes/no)	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an	Award recipient

	To calculate percentage, numerator will be number of alumni who answered "yes" in response to the survey question. The denominator will be number of alumni who responded to the survey question. Divide the numerator by the denominator and then multiply by 100 for the percent value.				activity has ended.	
Percent of foreign participants who report increasing their network of Americans	A network is an interconnected or interrelated group or system intentionally convened, sustained, or otherwise facilitated through ECA programming. A participant is defined as a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while denominator is the total number of survey	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Because of your participation in the program, have you increased the number of Americans you are professionally or personally connected with? (yes/no) **If yes:** I have _____ the number of Americans I am connected with (answer options: greatly increased, moderately increased, barely increased)	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

	respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries						
Percent of participants reporting increases in their job skills through training, internships, and/or mentoring they received as part of their exchange program	This indicator applies to both American and foreign exchange participants. Knowledge, skills, and abilities of relevance may include, but are not limited to: Networking Technical skills Language proficiency Participant: a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply in the affirmative to the survey question below while denominator is the total number of survey respondents. Divide the numerator by the denominator and then	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) Has participating in this program increased your job skills (including language proficiency)? [Yes/No]	Post-Program: A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipient

	multiply by 100 for the percent value.					
Percent of participants reporting an increase in soft skills as a result of ECA program participation	Soft skills are qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills Participant: a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each participant should only be counted once per reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select any option besides "no skills improvement" while denominator is the total number of survey respondents. Divide the numerator by the denominator and then	To be completed by the applicant	To be completed by the applicant	Do you feel that you have increased your skill level in any of the following areas as a result of participation in this program? (Please select all that apply) •communication skills •listening skills •self-awareness •awareness of others •self-initiative •self-confidence •resourcefulness •decision-making skills •problem-solving skills •no skills improvement	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

	multiply by 100 for the percent value					
Percent of participants reporting an increase in language skills as a result of ECA program participation	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion **Calculations** To determine the percent value, numerator is number of respondents who report a positive change in language ability between respondents' current language ability and their ability before the program while denominator is the total number of survey respondents. Divide the numerator by the denominator	To be completed by the applicant	To be completed by the applicant	Which of the following best describes your ability to speak in a second language: •No ability at all •Able to communicate only in a very limited capacity •Able to satisfy basic survival needs and minimum courtesy requirements 2 •Able to satisfy routine social demands and limited work requirements •Able to speak with sufficient grammatical accuracy and vocabulary to discuss relevant professional areas •Able to speak fluently and accurately in all situations •Proficiency equivalent to that of an educated native speaker Which of the following best describes your ability to speak in a second language before your participation in this program: •No ability at all •Able to communicate only in a very limited capacity •Able to satisfy basic survival needs and minimum courtesy requirements	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

				•Able to satisfy routine social demands and limited work requirements •Able to speak with sufficient grammatical accuracy and vocabulary to discuss relevant professional areas •Able to speak fluently and accurately in all situations •Proficiency equivalent to that of an educated native speaker		
Percent of participants who report an increase in technical skills as a result of ECA program participation	Technical skills are the knowledge and/or abilities to perform specific tasks. Technical skills include, but are not limited to project management, entrepreneurship, journalism, teaching instruction, science, technology, engineering and mathematics (STEM) competence. A participant is a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Count Frequency** Each respondent should only be counted once per reporting year following their program completion. **Calculations**	To be completed by the applicant	To be completed by the applicant	Have you increased any of the following skills as a result of participating in this program? (Please select all that apply) •project management skills •entrepreneurship skills •journalism skills •teaching instruction skills •science skills •technology skills •engineering skills •mathematics competence •other technical skill(s) •no skills improvement	Post-Program: Data should be collected no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended.	Award recipients

	To determine the percent value, numerator is number of respondents who select an affirmative response to the question below (any response besides "no skills improvement"), while denominator is the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
Number of total participants	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator includes American, including those that are part of reciprocal exchanges, and foreign participants.* **Counting Frequency** Each participant should only be counted once per reporting year following their program completion	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipient
Number of American exchange participants in foreign countries	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". *This indicator*	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipients

	includes American, including those that are part of reciprocal exchanges, and foreign participants. **Counting Frequency** Each participant should only be counted once per reporting year following their program completion					
Number of foreign exchange participants in the United States	Participant: A person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors". **Counting Frequency** Each participant should only be counted once per reporting year following their program completion	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipients
Number of professional placements	A professional placement refers to a placement a participant holds during their exchange program with a host institution for the purpose of professional development. These are most commonly internships, but can also include job shadowing, etc. Host Institution-An institution that sponsors, supports, or provides exchange programs support or services. Host institutions do not necessarily directly participate in a program. Benefits to this group	To be completed by the applicant	To be completed by the applicant	Administrative records	Semi-annually	Award recipients

	most often occur through interaction with the participants and/or alumni during or after the program. Professional Development-The act of learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice; i.e. informal peer-to-peer interaction and learning, or opportunities through knowledge sharing. **Counting Frequency** Each placement should only be counted once the placement has been completed and only once per semi-annual reporting cycle. If a participant holds more than one placement during their exchange program, each placement should be counted.					
ECA Objective 5: Increase the contribution of exchange programs to local economies in the U.S., and engagement of U.S. businesses, non-governmental organizations, and educational institutions in ECA programming						
ECA Sub-Objective 5.3: Exchange participants support local economy during their visit						
Amount of U.S. dollars spent by foreign exchange participants during their exchange	**Calculations** To determine amount of U.S. dollars, participants will complete a survey question that will request participants to report the amount in U.S. dollars spent on food, travel, leisure, and merchandise during the program.	To be completed by the applicant	To be completed by the applicant	Survey (self-reported data) In the past [TIMEFRAME], how much money have you spent on food, travel, leisure, and merchandise that was purchased in the United States? • $100 or less	Post-Program: A post-program collection should occur no earlier than before the	Award recipient

				• $101 - $300 • $301 - $500 • $501 - $1,000 • $1001 or more	participant departs the United States and no later than 6 weeks after an activity has ended.	
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						
Dollar amount ($) spent on monitoring and evaluation activities	This indicator tracks the amount expended to include salary and expenses associated with monitoring and evaluation (M&E) activities by ECA Award Recipients. Award Recipient is an entity that undertakes the work of the ECA Bureau programs, using ECA funding under a formal legal agreement. For ECA Exchange Visitor Programs, these entities are called Exchange Sponsors, which are not ECA-funded, and consist of public, private, or nonprofit entities designated by the Department of State to support persons involved in exchange program activities or events. **Count Frequency** Each Award Recipient should only be counted once per reporting period, even if they have implemented multiple programs.	N/A	N/A	Survey (self-reported data) What is the total dollar amount for your organization's expenses related to monitoring and evaluation of ECA awards (for programmatic, non-financial reasons) for Fiscal Year 2019? For your convenience, we have included details below on what activities constitute monitoring and evaluation. These include: • Reviewing program outputs and any outcomes • Reviewing web-based analytics • Data collection with implementing partners • Program conceptualization through review/reflection • Developing theory of change and/or logic models	Semi-annually	ECA Evaluation Division (Note: Award recipients should track this information in order to report back to the Evaluation Division)

				- Working with the ECA Evaluation Division - Event observation - Data collection with program participants - Site visits to U.S. host institutions - Discussions with program stakeholders regarding program performance - Reviewing grantee performance monitoring reports (Internal only) - International monitoring trips - Data collection efforts to measure against the FBS - Managing and reviewing external evaluations in conjunction with the Evaluation Division - Creating or reviewing evaluation data collection tools - Conducting M&E capacity-building activities for ECA implementing partners - Attending capacity-building workshops, presentations, or trainings on M&E · Research activities intended to inform program design Please note: either one person can enter the information in for the costs of the entire organization, or each		

				person responsible for an ECA program can enter the information for ONLY that particular program--whichever is easier for your organization.		

D.3j. **Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis

D.3k. **Communications Guidance for ECA Grant Recipients:** All ECA Grant Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press.

D.3l. **Budget Format:** Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

The below 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.

D.3m. 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.3n.   Non-Competitive Continuations: For competitions that will exercise a non-competitive continuation <u>applicants</u> must submit:
- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.).   The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and the availability of funds; and
- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

To exercise the non-competitive continuation mechanism the recipient will be required to submit:
1. performance and financial reports on time;
2. a request in writing to ECA at least 30 days in receipt of the NCC invitation;
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5. a brief narrative to support the continuation of the award.

The ECA Grants Officer and Program Officer will:

1.) closely monitor the recipient's performance through site visits, desk audits, mandatory performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)

2.) review and evaluate all mandatory semiannual program and financial reports;
- All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
- Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
- The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

3) prior Grants Officer approval is required to utilize the remainder from an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to utilize the remainder from the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to utilize the remainder of funds. A final determination and approval to utilize the remainder of any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

    i.   The request to utilize the remainder from an unobligated balance must include:

        a.   A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,

        b.   A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.3o. Allowable costs for the program

Allowable costs for the program and additional budget guidance are outlined in detail in the POGI document. Please refer to the Solicitation complete budget guidelines and formatting instructions. Questions may be directed to the program office identified in D.1. of this document.

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

Application Deadline Date: Wednesday, October 21, 2020.
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.3q. 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).

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

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

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

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 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.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA

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

1. Program Planning/Ability to Achieve Program Objectives: A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity, including compliance with relevant regulations pertaining to administration of J-1 exchange programs. The agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

2. Support of Diversity: Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity. Organizations should include in their proposal information about measures they will undertake to ensure diversity in their applicant pool and to minimize unconscious bias that may disadvantage applicants. Organizations should clearly explain how they will ensure that staff who work to support participants are trained to address issues of race, sexual orientation, gender, and other common challenges that a diverse group of participants may encounter during an exchange year.

3. Institution's Record/Ability: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

4. Participant Monitoring: The proposal must include a plan for ensuring and monitoring the safety and well-being of participants.

5. Project Evaluation: Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a PMP that includes the goals, objectives, and indicators outlined in the M&E section, as well as any applicant-designed, program-specific objectives and indicators that sufficiently measure the relevant program outputs and outcomes during the period of performance. Proposals will be evaluated for feasibility and alignment with the M&E section, including: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures being sufficiently detailed and realistic; 2) a realistic learning plan that 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 that 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.

6. Cost-effectiveness/Cost-Sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

F.   Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer 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 for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

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

Please reference the following websites for additional information:

https://www.whitehouse.gov/omb
https://www.state.gov/m/a/ope/index.htm

F.3. Reporting Requirements: 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 90 calendar days after the cooperative agreement year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). 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 90 days after the expiration or termination of the award;

4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

5.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must submit program and financial reports on time. The due dates for these reports will be included in the cooperative agreement. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3i. Program Performance Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.4. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

> 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

> 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

ECA will provide successful applicants with more detailed information on the required database format after the award is made.

G. Agency Contacts

For questions about this announcement, contact: Tova Pertman, U.S. Department of State, ECA Youth Programs Division, ECA/PE/C/PY*,* SA-5*,* 3 I-15, 2200 C Street, NW, Washington, DC 20037, 202-632-9297, PertmanTA@state.gov**.**

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

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

H. Other Information:

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

_____   _____

Marie Royce   Date
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State