



# Educational and Cultural Affairs

U.S. DEPARTMENT *of* STATE

**U.S. Department of State  
Bureau of Educational and Cultural Affairs (ECA)  
Notice of Funding Opportunity (NOFO)  
FY 2026 Arctic Exchange Program  
Funding Opportunity Number: DFOP0018610  
Application Deadline: July 9, 2026**

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## **A. Basic Information**

### **1. Overview.**

<b>Funding Opportunity Title</b>	FY26 Arctic Exchange Program
<b>Funding Opportunity Number</b>	DFOP0018610
<b>Announcement Type</b>	New Cooperative Agreement
<b>Deadline for Applications</b>	July 9, 2026 11:59 pm Eastern (Washington DC time)
<b>Assistance Listing Number</b>	19.415
<b>Length of Performance Period</b>	30 months
<b>Number of Awards Anticipated</b>	One award
<b>Award Amount</b>	Approximately \$750,000
<b>Total Available Funding</b>	\$750,000, pending availability of funds

<b>Type of Funding</b>	FY26 Educational and Cultural Exchange Programs (ECE) Funds
<b>Funding Instrument Type</b>	Cooperative Agreement
<b>Anticipated Award Date</b>	September 25, 2026

**This notice is subject to availability of funding.** Issuance of the NOFO does not constitute an award commitment on the part of the Government.

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

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

## **2. Executive Summary.**

The Arctic Exchange Program (AEP) aims to advance economic prosperity in the United States (Alaska), Canada, and Greenland through short-term exchange activities focused on two overarching themes: Arctic tourism development and critical minerals supply chain resilience.

The AEP will consist of three targeted exchange activities with distinct cohorts of approximately eight to 10 participants each. One activity will take place in each participating country, subject to local conditions. The scope of these activities may vary based on program needs.

Across all three exchange activities, the AEP will build participants' professional capacity and create new partnership opportunities that advance economic prosperity in the United States, Canada, and Greenland. The program will position the United States as a partner of choice in Arctic economic development initiatives, promote U.S. business interests, and counter adversarial influence in this strategically important region.

## **B. Eligibility**

### **1. Eligible Applicants.**

The following organizations are eligible to apply:

- U.S. Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. Not-for-profit public and private educational institutions

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

## **2. Cost Sharing.**

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

## **3. Other Eligibility Requirements.**

- a. All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see *Section E. Submission Requirements and Deadlines* for more information.
- b. ECA's Grant Guidelines require that organizations demonstrate at least four years of experience in conducting international exchanges to be eligible for awards exceeding \$130,000 in ECA funding. As noted in *Section A. Basic Information*, ECA anticipates issuing one award, for approximately \$750,000. Therefore, organizations must demonstrate four years of experience in conducting international exchanges in your proposal to be eligible to apply under this competition.
- c. All proposals must comply with the requirements stated in the NOFO and the PSI; not doing so may result in your proposal being declared technically ineligible and given no further consideration in the review process.
- d. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF-424A), detailed line-item budget, and budget narrative.
- e. Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

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

- f. Applicants who are current recipients of awards directly from ECA should make sure the application discusses one or more award that will be open with ECA at the start of the anticipated period of performance for this NOFO.

Applicants who do not have current awards directly with ECA, please review the information in the PSI, section D, with additional information that must be provided in your application for it to be eligible.

## **C. Program Description**

### **1. Authority.**

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

### **2. Purpose.**

The AEP aims to advance economic prosperity in the United States (Alaska), Canada, and Greenland through short-term exchange activities focused on two overarching themes: Arctic tourism development and critical minerals supply chain resilience. The program will position the United States as a partner of choice in Arctic economic development initiatives, promote U.S. business interests, and counter adversarial influence in this strategically important region.

### **3. Program Specific Guidelines.**

#### **a. Projects**

Projects are customized exchange activities designed to achieve AEP goals. The recipient will implement three targeted exchange activities for distinct cohorts of approximately eight to 10 participants each. Exchange activities will take place in the United States (Alaska), Canada, and Greenland, subject to local conditions. Projects will be developed in consultation with ECA and other State Department stakeholders, including U.S. Embassy Ottawa's Public Diplomacy Section and U.S. Mission to the Kingdom of Denmark's Public Diplomacy Section (including U.S. Consulate Nuuk).

Across all three exchange activities, the AEP will build participants' professional capacity and create new partnership opportunities that advance economic

prosperity in the United States, Canada, and Greenland. Examples of possible exchange activities are outlined below.

**Example Exchange Activity 1 (Alaska, United States):** Subject to local conditions, approximately eight to 10 early- and mid-career professionals from Canada and Greenland will travel to the United States for a short-term exchange focused on Arctic tourism development. Participants will examine tourism development models, engage with U.S. stakeholders, and explore strategies for advancing economic prosperity through tourism.

**Example Exchange Activity 2 (Canada):** Subject to local conditions, approximately eight to 10 early- and mid-career professionals from the United States and/or Greenland will travel to Canada for a short-term exchange focused on critical minerals supply chain resilience. Participants will engage with Canadian counterparts, explore approaches to securing critical minerals supply chains, and examine opportunities for commercial collaboration and investment.

**Example Exchange Activity 3 (Greenland):** Subject to local conditions, approximately eight to 10 early- and mid-career professionals from the United States and/or Canada will travel to Greenland for a short-term exchange focused on tourism development. Participants will explore opportunities for commercial collaboration and investment in tourism infrastructure and services that support economic diversification in Arctic contexts.

The proposal should highlight the applicant’s experience in creating tailored international exchange programs in Arctic environments and its ability to manage in-person, virtual, and hybrid components. These components may include participant recruitment and selection, pre-departure and program orientation, professional development activities, workshops, seminars, and enrichment events.

**b. Participants**

Participants are individuals funded by the federal award to travel from their home country to a designated exchange location. The program will involve approximately 30 emerging or mid-level leaders, including approximately 20 international participants and approximately 10 from the United States. Participants will come from the United States (Alaska), Canada, and Greenland, subject to local conditions. Each project will have a distinct group of participants with expertise relevant to the project theme. Participants must be selected through a merit-based

process and should be proficient in English, demonstrate leadership skills, and show professional commitment to the project's goals. U.S. participants should actively engage with international participants during project activities, whether in the United States or abroad.

**c. Organizational Capacity**

The applicant must show they can design and implement exchange activities that meet AEP objectives. Program dates will be finalized after the cooperative agreement is issued. The applicant must demonstrate expertise in organizing international exchanges for emerging and mid-level leaders, particularly on key AEP themes, including Arctic tourism development and critical minerals supply chain resilience.

**d. Partner Organizations**

The applicant should list potential partner organizations, businesses, institutions, and individuals it would collaborate with to implement project activities. They should describe past collaborations and include a hypothetical project in the appendices to illustrate their approach to project development. This example should include potential partners who could contribute to project design and/or implementation. The proposal should show the applicant's ability to create substantive programming, even in countries or regions where they lack a direct presence. The proposal should demonstrate the applicant's ability to identify and work with local or regional partners, especially those experienced in working with Arctic communities in the United States, Canada, and Greenland. The proposal should include specific examples of how the applicant can quickly establish partnerships and recruit participants for exchange activities.

**e. U.S. Department of State Involvement**

The applicant will collaborate closely with ECA and other State Department entities, including U.S. missions, to develop and implement projects. U.S. embassies and consulates may assist with participant recruitment, pre-departure briefings, visa processing, and AEP alumni engagement. The proposal should explain how the applicant will consult with Public Diplomacy Sections at participating U.S. missions to implement projects in coordination with ECA. While the State Department may be actively involved, the applicant is responsible for managing all program activities. The applicant should incorporate participant feedback into program design but must not rely on participants for project planning.

**f. Projected Timeline**

The AEP will begin around September 25, 2026, and last for approximately 30 months. Specific dates and locations for each project activity will be finalized after ECA approves the proposed activities. **The applicant should include at least one sample timeline and a hypothetical project example in their proposal.**

**g. Performance Monitoring, Evaluation, and Learning**

The proposal must include a plan to assess the program during implementation and at its conclusion. The applicant should outline how they will measure outcomes tied to AEP goals. Program performance monitoring should strengthen the program and include a clear methodology linking outcomes to objectives. These tools should complement ECA’s performance monitoring efforts, such as participation in Monitoring Data for ECA (MODE). The recipient must track participants and partners and report on performance indicators, including the program’s effectiveness in meeting goals and fostering learning and behavioral changes.

**4. Recipient Responsibilities.**

The responsibilities of the recipient organization are as follows:

- a. Design, launch, and manage three customized exchange activities that support AEP goals.
- b. Work with ECA and participating U.S. missions to create a recruitment campaign. The campaign should target eligible individuals, ensure a merit-based open competition, and allow for effective data collection.
- c. Develop a clear and transparent process for reviewing project applicants. Include opportunities for U.S. missions in participating countries to be involved and to nominate candidates. Collaborate with ECA and U.S. missions to create review criteria and finalize participant selection.
- d. Conduct virtual or in-person English language interviews for semi-finalists, if needed, as part of the selection process.
- e. Enroll foreign participants in ECA’s Accident and Sickness Program for Exchanges (ASPE) during U.S. or overseas project components. Enroll U.S. participants in ASPE during foreign project components. Issue health benefits cards and provide guidance on benefits.

- f. Develop a mobile or web-based platform to help participants prepare for their exchange. Include information on program requirements, travel, health benefits, housing, and leadership development.
- g. Conduct virtual or in-person pre-departure orientations for participants and share program materials with participants before they leave their home countries. Pre-departure materials should include information on governance structures in Canada, Greenland, and the United States, in addition to programmatic and logistical information.
- h. Organize professionally relevant activities for program participants.
- j. Work with ECA and U.S. missions to develop an outreach and social media strategy that highlights program goals and participant achievements, as appropriate.
- k. Assess project activities and their impact in relation to program goals.
- l. Conduct end-of-project briefings with participants, as appropriate.
- m. Arrange and cover all program-related travel costs, including transportation, lodging, and meals and incidental expenses (M&IE).
- n. Monitor participants' well-being and the performance of hosting institutions throughout all project components.
- o. Develop and implement strategies to maintain AEP alumni engagement. This includes creating a mobile or web-based platform to facilitate communication and collaboration among participants.
- p. Manage all financial aspects of the program. Ensure timely disbursement of participant M&IE, stipends, or housing allowances. Report any budget or spending issues to ECA promptly.
- q. Participate in regular program reviews with ECA. Provide updates on program implementation, past activities, upcoming plans, and any challenges affecting the program.

- r. Respond promptly and fully to ECA requests for program or statistical information.

## 5. Goals and Objectives.

The FY 2026 AEP supports the following goals:

- Strengthen Arctic tourism networks in the United States (Alaska), Canada, and Greenland;
- Enhance critical minerals collaboration between the United States and participating countries;
- Build institutional connections that advance economic prosperity and resilience to adversarial influence in the United States (Alaska), Canada, and Greenland.

## 6. Program Performance Monitoring and Evaluation (M&E).

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

ECA created the Monitoring Data for ECA (MODE) Framework to measure the performance of ECA programs. **The MODE Framework provides standard indicators and corresponding survey questions to ensure consistent measures across all ECA programs.** More resources and guidance documents on the MODE Framework are available online at: <https://www.state.gov/eca-monitoring-evaluation-learning-and-innovation-meli-unit/>.

The proposal must include the MODE Framework objectives and indicators listed below (note that, because not all MODE objectives and indicators are relevant for a program, the numbering below will not be sequential). In addition to the ECA-required objectives and indicators, applicants may also select additional MODE Framework indicators (see the *Indicator Book* on the MODE Framework website), or design custom objectives and indicators that are specific to the proposed program and this proposal.

- Demographic Questions as outlined in the *Indicator Book* on page v and *Performance Monitoring Plan (PMP)* (See the MODE Resource Guide - <https://app.box.com/s/qjo8icwj46tc8h1i1qtg80zl7ibwgtua> – found on our website <https://www.state.gov/eca-monitoring-evaluation-learning-and-innovation-meli-unit/>)
- **Objective 1:** Advance participant and beneficiary cross-cultural competence and global perspective
  - o **Sub-Objective 1.1:** Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.04: Percent of foreign participants with more favorable opinions of the United States Government (core indicator)
    - E1.1.09: Percent of participants who traveled abroad for the first time because of their program (core indicator)
    - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program (core indicator)
    - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values
    - E1.1.12: Percent of foreign participants indicating a change in understanding of third-party countries' cultures and values
    - E1.1.17: Percent of foreign participants with more favorable opinions of the American people (core indicator)
    - E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values (core indicator)
    - E1.1.19: Percent of foreign participants agreeing with statements in support of democratic values (core indicator)
- **Objective 2:** Increase the impact that participants and alumni have on their communities / countries
  - o **Sub-Objective 2.2:** Foster participants' belief that civic engagement benefits communities/countries
    - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country (core indicator)
- **Objective 3:** Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - E3.0.02: Percent of foreign participants who report increasing their network of Americans (core indicator)
  - E3.0.04: Percent of foreign participants who report increasing their network of third country nationals
  - E3.0.07: Percent of participants who identify as a Department of State program participant (core indicator)

- o **Sub-Objective 3.1:** Alumni subscribe to platforms for resources and information-sharing
  - E3.1.02: Percent of participants who learned about new resources
- **Objective 4:** Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
  - E4.0.03: Percent of participants reporting an increase in soft skills as a result of their program participation
  - E4.0.05: Percent of participants who report an increase in technical skills as a result of their program participation
  - E4.0.14: Percent of participants reporting new digital skills/competencies gained from virtual exchange (VE) programming
- o **Sub-Objective 4.1:** Participants engage in language, academic, professional, and cultural exchange programs
  - E4.1.01: Total number of participants (core indicator)
  - E4.1.02: Total number of program cohorts (core indicator)
- **Objective 8:** Enhance the quality and effectiveness of ECA programs by leveraging the Bureau’s resources, policy, and stakeholder relationships
  - E8.0.03: Response rate for participant surveys (core indicator)

### **Performance Monitoring Plans (PMPs)**

ECA recommends the use of a PMP to serve as the primary reference document for performance monitoring for this award. If used, the PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program’s goals and objectives through indicators and corresponding data collection questions. A PMP document that includes all MODE Framework indicators is a part of this solicitation’s attachments. Specific instructions on how to modify the PMP to be responsive to this solicitation are included in that document; there is also a support video available for more information on how to fill out the PMP: <https://www.youtube.com/watch?v=WBHC1oLNZvI>. While ECA recommends the applicant use the PMP format provided, this is not a requirement. If a PMP is not included in the proposal, applicants should provide similar information to that found in the suggested PMP format, in a presentation of your choice. Successful PMPs (or similar documentation) should include the following:

- Objectives. Programmatic objectives are statements of the condition(s) that state what the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific,

measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the MODE Framework or other applicant-designed program-specific objectives.

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

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

Regardless of the survey platform used, **all** MODE Framework survey questions outlined above are **required** (i.e., should be forced response); please see the Consent Language in the MODE Framework *Indicator Book* for more information on how to convey this to participants/survey respondents.

## **Program Performance M&E Narrative**

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

- An overview of resources available to the applicant that outline the team structure and responsibilities surrounding performance monitoring.
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including which platform will be used, and when and how surveys will be advertised to participants – detailing strategies to ensure adequate survey response rates (<https://app.box.com/s/pn6tavyg7sh064i502fzap49ox63y38a>), and to reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures.
- An overview of a proposed learning plan and feedback loops to ensure that the Grant Officer (GO)/Grant Officer Representative (GOR) are informed on performance monitoring issues at regular intervals.

### **Nonmandatory Use of the Qualtrics MODE Survey Builder Data Collection System**

ECA has created a guided tool (the MODE Survey Builder) within the Qualtrics survey platform for ECA implementing partners to generate surveys to facilitate the seamless collection and reporting of MODE Framework data. The MODE Survey Builder offers implementing partners a guided workflow that will generate a ready-to-send MODE survey, allows the addition of custom survey questions, and offers a standard report template for a quick overview of survey results that can be submitted in MyGrants (see section below) to fulfill RPM Reporting Requirements. Use of the Qualtrics survey platform can be utilized at no cost to implementing partners. Additional information about the MODE Survey Builder can be found here: <https://app.box.com/s/jjr98hmx6deorxj3lwgaxjrwdfec2r91> and here: <https://www.youtube.com/watch?v=Jus4fRqOTcM>. You can propose use of an alternate survey tool or use the MODE Survey Builder, but if you are utilizing the MODE Survey Builder, you must indicate such in your proposal.

### **MyGrants RPM Reporting Requirements**

MyGrants is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within MyGrants is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, the recipient(s) of this award will be required to input performance

reporting data outlined in this solicitation into the MyGrants RPM. The data stored in the MyGrants RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards familiar to existing awardees.

## 7. Allowable Costs.

- a. **Travel:** All international air travel must comply with the Fly America Act. The U.S. Department of State provides J-1 visas for non-U.S. participants, and visa processing fees should not be included in the budget. The proposal should include costs for travel related to obtaining visas, such as interviews, delivering or picking up passports, etc. A travel allowance of \$100 per foreign participant may be included in the budget for incidental expenses during international travel.
- b. **Per Diem:** For U.S.-based programming, use the federal per diem rates for individual U.S. cities, which can be found at [GSA Per Diem Rates](#). Budget realistic costs that reflect the local economy and do not exceed federal per diem rates. For foreign programming, use the rates available at [State Department Per Diem Rates](#).
- c. **Book and Cultural Allowance:** Program participants may receive a one-time cultural allowance of \$200 per person and a book allowance of \$80. U.S. program staff are not eligible for these allowances.
- d. **Consultants:** Consultants may be hired to provide specialized expertise or presentations. Honoraria rates should not exceed \$250 per session. Subaward and subcontracting organizations may also be used. Include a letter of support detailing responsibilities and costs for subawards and itemize subcontract costs in the budget. Contractors or contracting organizations may also be employed, with a letter outlining the agreement included in the proposal.
- e. **Room Rental:** Room rental costs must not exceed the market rate for event space in the area of activity. If citing market value, provide justification for the requested amount. Without justification, room rentals may not exceed \$250 per day per conference room or activity.

- f. **Materials Development:** The proposal may include costs for purchasing, developing, and translating materials for participants.
- g. **Supplies:** The proposal may include costs for equipment needed for programming, such as computers or fax machines. Furniture costs are not allowed. Equipment costs should be kept to a minimum.
- h. **Working Meals:** No more than two working meals may be provided per project. The cost per person for a working meal must not exceed \$45. Alcoholic beverages cannot be charged to U.S. government funds. The number of invited guests should not exceed twice the number of funded program participants (e.g., no more than 20 guests for a meal with 10 participants).
- i. **Health Benefits:** Participants will be covered under the U.S. Department of State-sponsored Accident and Sickness Program for Exchanges (ASPE). The State Department pays the ASPE premium directly to the administrator. The proposal may include costs for supplemental health insurance for hosting organizations requiring specialized coverage and travel insurance for participants.
- j. **Reasonable Accommodations:** The proposal should budget for reasonable accommodations for individuals with disabilities. Up to five to seven percent of the total requested ECA award funds may be allocated for this purpose. Plans should include necessary program modifications or adjustments to participant numbers if accommodations are required.
- k. **Wire Transfer Fees:** The proposal may include costs for transferring funds to partner organizations overseas. Research applicable taxes imposed by host governments on these transfers.
- l. **Follow-on/Alumni Activities:** The proposal may include small grants or a grant competition to support AEP goals and accelerate the development of alumni-led initiatives that advance program objectives. Other follow-on opportunities may also be proposed.
- m. **Database Management:** Reasonable costs for purchasing, developing, or expanding a database management system to track applicants, participants, host organizations, and alumni may be included. The system must protect personally identifiable information (PII) both at rest and during routine data

transmission.

n. **Other cost categories as necessary.**

**8. Cost Share.**

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

**9. Freedom and Democracy Guidelines.**

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

**10. Virtual Exchange Component.**

When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges.

Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in

some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange components could come before, during and/or after the physical exchange. The objective for the virtual exchange components is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

#### **11. Communications Guidance for ECA Recipients.**

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

#### **12. Celebration of America's Semiquincentennial.**

ECA is excited to play a key role in making the Semiquincentennial – commonly known as “Freedom 250” – a truly global celebration. As the period of performance for this award is scheduled to cover part or all of calendar year (CY) 2026, the applicant may wish to consider ways the program can celebrate Freedom 250. Any Freedom 250 focused activities or plans will be subject to ECA approval and direction, and changes may be requested by ECA. Use of any ECA-provided Freedom 250 brand elements will be subject to advance ECA approval and require adherence to Department of State and ECA guidelines for such branding.

#### **13. Substantial Involvement.**

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

- a. Approve key personnel and any changes to dedicated AEP staff, ensuring the team possesses the expertise to advance program goals.
- b. Review and approve AEP project proposals, recruitment materials, program timelines, and agendas to maximize visibility and attract high-potential participants.

- c. Approve the final selection of all AEP participants to ensure participants are positioned to advance project goals.
- d. Approve decisions related to special circumstances or problems throughout the program, including assisting with participant emergencies as appropriate and ensuring program continuity.
- e. Liaise with applicable regional bureaus, U.S. embassies and consulates, and other State Department offices as appropriate to ensure program activities support U.S. strategic interests.
- f. Liaise with ECA's DOME Unit and the award recipient to ensure measurable outcomes and continuous improvement in advancing U.S. foreign policy priorities.

## **D. Application Contents and Format**

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

Applicants must follow all instructions in the Solicitation Package, including the PSI, which contains guidelines for proposal preparation.

### **1. Budget Format.**

Applicants must submit a budget (SF-424A), detailed line-item budget, and a budget narrative. See the PSI section III for more information on the budget requirements.

Budget requests may not exceed \$750,000. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

### **2. Content of Application.**

Please see the PSI for information about the application and formatting guidelines.

## **E. Submission Requirements and Deadlines**

### **1. Address to Request Application Package.**

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

### **2. Department of State Contacts.**

For questions about this announcement, contact: Copeland Barnes, U.S. Department of State, Office of Citizen Exchanges, ECA/PE/C/GL, (771) 205-6717, [BarnesCL@state.gov](mailto:BarnesCL@state.gov).

All correspondence with ECA concerning this solicitation 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 deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

The terms and conditions published in this solicitation are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding.

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

#### **Required Registrations**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

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

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

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

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in

[www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting are completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts.

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

### **Exemptions**

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-25/subpart-110/section-25.110) for a full list of exemptions.

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

### **4. Required Registration with MyGrants.**

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

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

### **5. Submission Instructions.**

#### **Method of Submission**

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

### **Grants.gov Registration, Application Submission, and Receipt Procedures**

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>).

### **How to Register to Apply through Grants.gov**

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

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

<https://www.grants.gov/applicants/applicant-registration>

### **How to Submit an Application to ECA via Grants.gov**

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

### **Grants.gov Support and Submission Issues**

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

Grants.gov Customer Support

Contact Center Phone: 800-518-4726

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

Email: [support@grants.gov](mailto:support@grants.gov)

## **6. Submission Dates and Times.**

### **Application Deadline Date.**

**Thursday, July 9, 2026.**

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

Therefore, we strongly recommend that you begin the submission process through Grants.gov well in advance of the application deadline.

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

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

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

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the “Applicant FAQs” section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website,

well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

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

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

## **7. Funding Restrictions for this Announcement.**

### **a. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)**

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

### **b. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border**

None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal or representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

### **c. Certification Regarding Compliance with Applicable Federal Anti-**

## **Discrimination Laws**

If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

- i. Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- ii. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

### **d. Certification Regarding Compliance with 20 U.S.C. 1011f and Any Other Applicable Foreign Funding Disclosure Requirements for Institutions of Higher Education (IHE).**

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of Section 3729 of Title 31, United States Code, and for receipt of appropriate Federal grant funds.

### **e. Certification of Trafficking in Persons Compliance and Compliance Plan**

For grants and cooperative agreements under which the estimated value of services to be performed outside the United States exceeds \$500,000 include the following.

Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:

- To the best of the recipient's knowledge, neither the recipient, nor any subrecipient, contractor, or subcontractor of the recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with it; and compliance plan must be consistent with the requirements of 2 CFR 175(b)(4) and (5).

- That the recipient has procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in them.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

**f. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities**

*(a) Definitions.*

*American Security Drone Act-covered foreign entity* means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.SAM.gov/>

*FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

*Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

*Unmanned aircraft system* means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

*(b) Prohibition.*

Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

- (1) Delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;
- (2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
- (3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system.

*c) Exemptions, Exceptions, and Waivers.*

The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 ([41 U.S.C. 3901](#) note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

**8. Other Submission Requirements.**

- a. Applications must be submitted electronically through Grants.gov.
- b. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF-424A), detailed line-item budget, and budget narrative.
- c. Key Personnel  
ECA recommends that the applicant identify intended key personnel positions via an asterisk (\*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, roles and experience/qualifications of key personnel involved in the program to the Grants Officer and GOR within 30 days of an award being issued. Applicants should also identify what proportion of their time will be used in support of the program. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions.
- d. Intergovernmental Review of Applications  
Executive Order 12372 does not apply to this program.

**F. Application Review Information**

## **1. Review Process.**

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

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

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

## **2. Review Criteria.**

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

- a. **Quality of Program Plan and Ability to Achieve Objectives:** Proposals should be original and clearly show how the applicant will meet the objectives outlined in this solicitation. Proposals should include a hypothetical project example and a detailed work plan that demonstrates the institution's ability to implement the program effectively. The work plan must align with the program guidelines provided in the solicitation and show how the institution will achieve the program's goals. Objectives should be realistic, achievable, and adaptable.
  
- b. **Institutional Capacity and Track Record:** Proposals should demonstrate that the applicant has the necessary personnel and institutional resources to achieve program results. Proposals should highlight the institution's record of successfully managing exchange programs and maintaining responsible fiscal practices. ECA will evaluate prior recipients' past performance, including the timely submission of required reports, and the demonstrated potential of new applicants.

- c. **Cost Effectiveness and Cost Sharing:** Indirect costs, such as salaries, honoraria, and subcontracting services, should be reasonable while ensuring adequate support for program activities. Applicants are strongly encouraged to share costs for indirect or direct expenses and explore innovative ways to reduce costs. Cost sharing and in-kind contributions from the applicant, in-country partners, or other sources should be included in the budget or budget notes.
  
- d. **Performance Monitoring and Evaluation (M&E):** Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.

### **3. Indirect Costs**

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

### **4. Risk Review**

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award, the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

### **5. Responsibility/Qualification Information in SAM.gov.**

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313) (see 41 U.S.C. 2313)

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

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

### **G. Award Notices.**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. The award or cooperative agreement will be signed by an authorized Grants Officer in ECA's Grants Division and transmitted to the recipient's responsible officer (as identified in the application) for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the fully signed award document.

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

### **Unsuccessful Applicants:**

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

### **Payment Method:**

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

## **H. Post-Award Requirements and Administration**

### **1. Administrative and National Policy Requirements.**

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

In accordance with the Office of Management and Budget’s guidance located at 2 CFR Part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider proposals for funding, as applicable to specific programs, pursuant to this NOFO in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR Part 200.205),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR Part 200.322), and
  - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR Part 200.340). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department’s convenience, including when it determines that the award no longer advances the national interest.
  
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
  
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
  
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
  
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
  
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
  
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)
- Recipients must comply with all applicable Executive Orders. A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

## **2. Reporting.**

Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. All reports must be submitted in a timely manner.

For planning purposes, applicants can expect to provide ECA with an electronic copy of the following required reports:

- a. Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 90 days after the reporting period; quarterly or semi-annual reports shall be due 30 days after the reporting period. All reports and supporting documentation must be uploaded by the recipient as a *Post Award Activity* under the corresponding record for this award in MyGrants.
- b. The Federal Financial Reports (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>. Once a financial report has been approved by the Department, the recipient must upload the approved report to MyGrants, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the recipient's eligibility for future awards.
- c. Required MODE data (see Program Performance Monitoring and Evaluation section) shall be required at a minimum annually and no more frequently than quarterly. MODE data reporting shall be due 30 days after the reporting period. The frequency of these reports will be determined by R/PPR DOME and the Program Officer. Either a standard report template (if using the MODE Survey Builder) or aggregate data and the raw data file (if Recipient uses their own survey platform) must be uploaded by the Recipient as an RPM Performance Report under the corresponding record for this award in MyGrants.
- d. A final program and financial report no more than 120 days after the period of performance of the award ends or termination of the award.

- e. **Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with ECA as required. At a minimum, the data must include the following:
- 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.
  - 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 workdays prior to the official opening of the activity.
- f. Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

### **3. Branding and Marking**

The Department of State, its programs, and U.S. government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual [10 FAM 416, Policy Exceptions](#).

For more information, visit: <https://brand.america.gov/>

### **I. Other Information**

#### **Adherence To All Regulations Governing the J Visa**

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

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>. The Office of Private Sector Exchange Designation can be reached by email at [JVisas@state.gov](mailto:JVisas@state.gov).