

SUBJECT: Mexican recipient-implementing partner for the *Jóvenes en Acción 2019 program*

The U.S. Embassy in Mexico City is pleased to launch this Notice of Funding Opportunity (NOFO) to select a local implementing partner for the *Jóvenes en Acción* (Youth in Action) program. *Jóvenes en Acción* is a bi-national youth leadership program with support from the Government of the United States, the Government of Mexico, and the private sector. While this grant will be issued to the recipient, the U.S. Embassy in Mexico City will be very closely involved in the decision-making, management, and supervision of this program. The U.S. Embassy in Mexico City is looking for a recipient to serve as an implementing partner for the *Jóvenes en Acción* (Youth in Action) 2019 exchange program for Mexican high school students, including those from at-risk communities. Non-profit organizations in Mexico may submit proposals to become the implementing partner of this program. The grantee will organize and carry out the pre-departure orientation (PDO), mid-term session, and closing session. The grantee will also be responsible for monitoring participants' community service projects over a 12-month period.

This program is a joint initiative between the U.S. Department of State, the Mexican Ministry of Public Education, and private sector partners. With this grant, U.S. Embassy in Mexico City intends to fund approximately 25 participants during the academic year 2019-2020. The U.S. Embassy anticipates additional funding which may increase the total number of participants to approximately 80 students: proposals should indicate the applicant's ability to manage a group of this size.

Pending successful implementation of the program in the 2019-2020 academic year, and the availability of funds in subsequent years, the U.S. Embassy may extend this grant for two additional program years.

Interested parties are reminded that proposals must be received on or before the indicated closing date and time. All proposals must be submitted electronically to jovenesenaccion@state.gov by Monday, August 20, 2018.

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 U.S. legislation.

NOTE: All proposal narratives should be submitted in English, either original copy or notarized translation.

Program Description

In 2010, U.S. Embassy Mexico City created a youth development program called *Jóvenes en Acción* (Youth in Action), which offered Mexican high school students the opportunity to develop their leadership and civic engagement skills through intensive workshops in the United States and Mexico. The pilot program sent 50 Mexican students to the United States during their summer vacation. Throughout nine generations, 698 Mexican students have been selected to participate in this program. The 2019-2020 generation will mark the 10th anniversary of this binational flagship program.

The program starts with a four-week summer program in the United States focused on civic education, community service, and youth leadership development. Subtopics include: environment; bullying; creativity, innovation and entrepreneurship; discrimination; domestic violence; financial literacy; school drop-out; substance abuse prevention; and technologies and methodologies for English language learning. A U.S. implementing partner will organize and implement the summer program activities in the United States.

The entire program, including summer activities in the United States and sessions in Mexico are funded by the Department of State and the Mexican Ministry of Public Education. Additional donations from the private sector also contribute to this program.

The Mexican implementing partner should engage participants in a variety of activities during the pre-departure orientation (PDO), mid-term session, and closing sessions, including workshops on leadership and service, community service engagement, youth empowerment and training related to the program themes and subthemes. Follow-on activities with the participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning and implementing community service projects in their home communities.

Program goals

1. Promote mutual understanding between the people from the United States and the people of Mexico;
2. Prepare youth leaders to become responsible citizens and contributing members of their communities,
3. Nurture a cadre of students to be actively engaged in addressing issues of concern in their schools and communities upon their return to Mexico and to be equipped with the knowledge, skills and confidence to become active citizens and leaders; and
4. Improve participants English Language proficiency.

Program objectives for participants

1. Demonstrate a better understanding of the elements of a participatory democracy as practiced in the United States;
2. Demonstrate critical thinking, problem-solving, and leadership skills; and
3. Demonstrate skill at developing project ideas and planning a course of action to bring the projects to fruition.

Primary program themes

1. Civic Education (Citizen Participation, Grassroots Democracy, Rule of Law, Anti-Bullying, Respect for Human Rights, and other mission priorities);
2. Community Service; and
3. Youth Leadership Development.

Applicant organizations must focus on these primary themes. Subthemes, as outlined above, will serve to illustrate the more abstract concepts of the primary themes. Using these goals, objectives and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation. Proposals should indicate how recipients will achieve the program objectives, and how these objectives will contribute to the achievement of the stated program goals.

Guidelines

This grant is for US\$200,000 to cover expenses for the U.S. summer exchange and sessions in Mexico throughout the academic year for approximately 25 students each year, pending the availability of funds and successful performance. In addition to the US\$200,000 grant, U.S. Embassy in Mexico City anticipates additional funding to come from Mexico's Ministry of Public Education and private sector donors, which will increase the total number of participants to approximately 80 students. Therefore, proposals should indicate the applicant's ability to manage up to approximately 80 students each year, and the budget proposal should be based on this number.

The base year award period will be approximately 10-12 months in duration and will cover all aspects of the program planning of Mexico-based activities. Planning and preparation will start mid-2019; the pre-departure orientation (PDO) will take place during the summer of 2019; upon completion of the participants' 4-week summer exchange in the United States and their subsequent return to Mexico, follow-up activities will ensue. The selected implementing partner will be responsible for managing and monitoring these follow-up activities throughout the year until the completion of the program in April or May 2020.

Since the U.S. exchange will take place in July/August 2019, the orientation session will depend on Mexican school schedules. Applicants should propose specific dates in their proposals for the orientation sessions, but the exact timing may be altered based on mutual agreement between the U.S. Embassy and the award recipient.

Students participating in this program are selected from different cities within Mexico. The implementing partner should organize and implement in Mexico City a pre-departure orientation prior to the students' travel to the United States and a debriefing session immediately upon their return to Mexico City. The final closing ceremony should also take place in Mexico City. Mid-term sessions may take place in 1-3 different cities, depending on the location of the program teams. The proposal should include the travel, lodging and stipend arrangements for both the students and their school mentors (one per team, school mentors will only participate at the debrief, mid-term and closing sessions) for PDO, debriefing (Mexico City), mid-term (1-3 cities) and closing (Mexico City) sessions. Budget should include potential speaker fees, lodging and per diem (standard logistics) during the mid-term sessions.

Applicants are encouraged to submit ideas for a special edition to commemorate the 10th year anniversary of this binational flagship program.

Orientation sessions

The implementing partner in Mexico will organize and implement the sessions as follows, including transportation to and from the orientation site, lodging, materials, and stipends:

Pre-departure Orientation & Debriefing Session

Before the summer program in the United States, students should be gathered for a 3 day pre-departure orientation (PDO) in Mexico City that include sessions, workshops, integration and cross-cultural activities, the implementing partner is free to be creative and flexible in making arrangements that will meet the program goals.

After the 4-week U.S. summer program, the implementing partner should organize a 3-day debriefing session, bringing to Mexico City the team's school mentors and conducting workshops and sessions that will ensure the skills developed in the United States will be utilized in the next 9 months while implementing their community projects.

The U.S. implementing partner may assist the orientation and debriefing sessions in Mexico. Communication between both implementing partners is essential, as they will need to coordinate students' travel to and from the four-week summer program in the United States and coordinate training to maintain consistency in the participants' training, in order to meet the program goals.

Mid-term sessions

The program demands a 2-day mid-term orientation session 3-5 months following the U.S. exchange. The sites will depend on the location of the participant teams, to be agreed upon between the U.S. Embassy in Mexico City and the local implementing partner. Up to three cities can be chosen to host these sessions. During these sessions the participants will present the evolution of their community projects and will receive follow-up advising to ensure success. These sessions will include training, advising and experience sharing amongst the participants to include best practices that can be applied in the following months.

The implementing partner should identify key issues on each team that can be resolved and shared during these sessions, conducting and preparing activities for this purpose. This will be part of the follow-up engagement with the participants.

Closing session

Students and school mentors should attend a two day closing session in Mexico City by April or May 2019. All teams will present the results of their community projects to U.S. Embassy, Ministry of Public Education and private sector representatives.

The U.S. Embassy in Mexico City reserves the right to reduce, revise, or increase project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds. This clause refers to all in-person sessions above described.

Responsibilities of the implementing partner

In pursuit of the goals outlined above, the award recipient will be responsible for the following:

Orientations: Organize and implement pre-departure orientation and debriefing session, providing materials and information about the program's goals and helping participants and their families prepare for the U.S. exchange. The U.S. Embassy in Mexico City will be responsible for scheduling the participants' visa appointments and visa application fees but the local implementing partner will manage participants' transportation to and from the nearest consular section for the visa interview, whether at the U.S. Embassy in Mexico City or a nearby U.S. Consulate, dependent upon the location of each team.

Logistics: Manage all logistic arrangements; provide orientation on the Mexican permit for minors traveling to a foreign country issued by the Mexican Ministry of Governance; gathering all necessary travel documentation for visa appointment (including Mexican passport and DS2019s); domestic and international travel in coordination with the U.S. implementing partner- responsible for the transportation to and from the United States, ground transportation, accommodation, group meals and disbursement of stipends.

Lodging: Arrange hotel reservations for the participants in all sessions within Mexico.

Follow-on activities: Provide guidance and support to participants in Mexico by advising them in planning and implementing their community projects; coordinating timelines, communication, and guidance with school and embassy mentors; and offering opportunities to reinforce the ideas, values and skills imparted during the entire program.

Social media: Managing the program's social media will be the responsibility of the local implementing partner. The program's Facebook, Twitter and official websites should be updated on a regular basis.

Participants

The U.S. Embassy in Mexico City and the Mexican Ministry of Public Education, will recruit, screen and elect the participants. Although the award recipient is not expected to be involved in the participant selection process, it may serve in an advisory role, as needed, and may be requested to review for complete and incomplete applications before review by the U.S. Embassy and Ministry of Public Education.

The selection process will focus on non-elite Mexicans between the age of 15 and 17 who attend public or private high schools and demonstrate leadership potential as well as a commitment to community service and academic achievement. Special consideration will be given to students who have displayed such qualities while growing up in communities acutely impacted by gangs, violence, and drug-related crime. An intermediate level of English proficiency will be required to ensure participants benefit from workshops and peer-to-peer interaction. Note that groups of 4-5 students will apply together as a team and must submit realistic project proposals as part of their program application.

Organizational Capacity

Applicant organizations should demonstrate their capacity for conducting national and international youth exchanges, focusing on three areas of competency: (1) provisions of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; and (3) previous experience working on programs in Mexico. Applicants need to have organizational capacity in Mexico and be funded as a non-profit organization.

Since this program receives funds from different sources, **the participant should be able to issue tax deductible receipts and receive private sector donations and keep funds in a specific bank account for the program which will be used solely under authorization of the U.S. Embassy or the Ministry of Public Education.** Funds from this grant will be transferred to the implementing partner in multiple installments rather than one bulk payment. As a result, the grantee organization will often need to upfront program costs before a funding disbursement is made. Any funds remaining after the complete implementation of the program must be transferred to the accounts determined by the U.S. Embassy in

Mexico City. Under no circumstance is the applicant to retain any sort of advanced payments, funds or materials donated for the purposes of this program.

The proposal narrative must also indicate the applicant's ability and experience managing a large group (approximately 80 total participants per program) should additional funding become available, and clearly explain and demonstrate the capacity for doing so.

U.S. Embassy involvement

The U.S. Embassy in Mexico City and funding partners will recruit, screen and select the participant high school students; participate in pre-departure briefings; facilitate visas; and monitor implementation of community service projects in Mexico. Once this grant is awarded, the recipient must consult regularly with the Public Affairs Section of the U.S. Embassy Mexico City through the development and implementation of the program. The proposal narrative must clearly state this commitment and the frequency of progress reports.

This grant will be issued as a Cooperative Agreement in which the U.S. Embassy and the Department of State are substantially involved in program activities above and beyond routine monitoring. The Public Affairs Section - Mexico City is responsible for the following:

1. Provide advice and assistance in the execution of all program components.
2. Manage the recruitment and selection of the participants, oversee orientation briefings and follow-up activities.
3. Coordinate with the U.S. implementing partner the DS-2019 forms for the J-1 visa for the foreign participants. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
4. Facilitate interaction within the Department of State, to include the Educational and Cultural Affairs bureau (ECA), the regional Western Hemispheres Affairs bureau, and U.S. Embassy Mexico City.
5. Arrange meetings with Department of State officials in Washington, D.C. and as well as private sector partners in Mexico.
6. Approve publicity materials and final calendar of exchange activities, agendas and activities for orientation, mid-term and closing sessions.
7. Monitor and evaluate the program, through regular communication with the award recipient and site visits.
8. Perform an annual performance evaluation/review. Satisfactory performance and the availability of funds are conditions of continued administration of the program and execution of all option years.
9. Conduct a vetting process to screen potential private sector partners willing to support this program, as well as approaching them to solicit any economic or in-kind contributions.

Additional information

Award recipients will retain the name "Jóvenes en Acción" to identify the exchange program. All materials, publicity, and correspondence related to the program will acknowledge this as a joint initiative between the U.S. Department of State's Bureau of Educational and Cultural Affairs, U.S. Embassy in Mexico City, the Mexican government, and any private sector partners. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

The organization must inform the U.S. Embassy in Mexico City of its progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any significant program changes in advance of their implementation. The organization must also submit reports detailing activities undertaken and challenges faced, as well as financial reports indicating budget expenditures.

The proposal must demonstrate how it will meet the stated objectives. The proposal narrative should provide detailed information on the major project activities, and applicants should explain and justify their programmatic choices. Proposals should also have an attached descriptive budget for the different activities and should be expressed in local currency- Mexican Peso, as all transactions will be done in this currency.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional option years, 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 option years are exercised. U.S. Embassy in Mexico City will perform an annual performance evaluation/review to determine if an option year will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all option years.

Proposal contents

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible. The proposal should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted to this email address: jovenesenaccion@state.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- Joint Photographic Experts Group (JPEG images)

Program Narrative

Executive Summary (One page)

In one double-spaced page, written in English, provide the following information about the project:

1. Identification of applicant (including RFC and official name), partner country(ies), and participating organizations,
2. Identification of the Project,
3. Proposed themes,
4. Nature of activity and venues,
5. Funding level requested from the U.S. Embassy in Mexico City, program cost, total cost-sharing from applicant and other sources.

Narrative

Within 20 double-spaced, single sided pages with one inch margins, in a size 11 or 12 font, provide a detailed description of the project addressing the areas listed below. In the narrative, applicants should not only describe major program activities but also explain and justify their programmatic choices.

1. **Vision and Motivation:** Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire. Also describe the applicant's motivation for applying to conduct the project.
2. **Participating Organizations:** Identify critical partner or sub-recipient organizations for the program, their roles, and the applicant's reasons for including them. Applicants must also describe their working relationship with the partner organization(s) and detail the division of program responsibilities between the award recipient and the partner organization(s).
3. **Project Activities:** Describe the components of the activities and how they relate to project themes, including project planning, orientations, educational activities, cultural activities, and the closing session. A detailed outline of the different sessions/venues should be included as an appendix. Also, describe support for follow-up activities.
4. **Travel and Other Logistics:** Detail how the applicant will arrange lodging; domestic travel and ground transportation; stipend disbursement; and relevant administrative matters.
5. **Participant Monitoring:** Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program. Administering social media websites should also be considered for this program.
6. **Program Evaluation:** In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported.
7. **Diversity:** Explain how the program managers will pro-actively support diversity in participant selection and program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity addresses, but is not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities.
8. **Institutional Capacity and Project Management:** Outline the applicant organization's capacity for doing projects of this nature, focusing on three areas of competency: provision of educational and thematic programs, age-appropriate programming for youth, and previous work in Mexico. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources. If applicable, include this information for primary partner organizations as well. Also outline the organization's capacity for increasing the number of participants to 80 participants each year should additional funding become available. The grantee organization should also have the capacity to upfront costs for this program, since funding will be disbursed in multiple installments rather than one bulk payment. The use of logos should be consulted in advance with the U.S. Embassy and the Ministry of Public Education for any printed material or promotional, since this is a public-private partnership. **Logos from the U.S. Embassy, Ministry of Public Education, Jóvenes en Acción and private sector donors are the only ones that can be used under previous authorization. Jóvenes en Acción participants are solely considered grantees of the governments of the United States and Mexico and are not to be identified as the recipients' (the applicant's) grantees.**

9. Work Plan/Schedule: Outline the phases of the project planning and implementation for the entire award period. Provide a draft schedule of daily activities of the conferences in an appendix.

10. Option Year: Applicants should provide a brief commitment to implement the program for the base year, plus one additional option year, pending successful program performance and availability of funds.

Eligibility information

Applications may be submitted by any not for profit local entity that: (a) is organized under the laws of Mexico, (b) has its principal place of business or operations in Mexico, (c) is majority beneficially owned by individuals who are citizens or lawful permanent residents of Mexico, and (d) is managed by a governing body the majority of which are citizens or lawful permanent residents of Mexico. For purposes of this section, "majority owned" and "managed by" include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

While the prime applicant must be a Mexican organization that meets the criteria listed above, organizations may submit applications individually or in partnership with other international or local organizations. Partnerships with governmental organizations may also be considered where a sub-national or national governmental organization may contribute expertise, staff or resources to achieving a program objective; however, the prime applicant must meet the eligibility criteria outlined above. Partnerships do not require cost sharing or leverage, but cost sharing is strongly encouraged and will be considered as a factor in cost effectiveness.

After applicants prepare and submit their proposals, the U.S. Embassy will conduct an evaluation panel with experts that will review all candidates in the same way. The applications will be considered if they are received before the closing date and if they comply with the requirements listed above, if not, they will be declared technically ineligible and given no further consideration in the review process.

All proposals must contain an executive summary, proposal narrative and budget expressed in local currency-Mexican Peso. Indirect costs can generally include, but are not limited to, facility operation and maintenance costs, depreciation, administrative expenses, etc. The indirect costs described in the proposed budget should be reasonable and not exceed 10% of the total budget unless previously negotiated in a Negotiated Indirect Cost Agreement (NICRA).

If the organization is a private nonprofit which has not received a grant or cooperative agreement from the U.S. Embassy in the past three years, or if your organization received non-profit status from the Mexican Government within the past four years, you must submit the necessary documentation to verify non-profit status. Failure to do so will cause your proposal to be declared technically ineligible.

Program Monitoring and Evaluation

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. It is recommended that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. It is expected that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

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

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

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

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

Application and submission instructions

Application Deadline Date: August 20, 2018.

Evaluation Criteria for Applications

The U.S. Embassy in Mexico City 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 Public Affairs Section at the U.S. Embassy in Mexico City and the Ministry of Public Education Staff. Eligible proposals will be subject to compliance with US Federal and Bureau regulations and guidelines.

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. Quality of the program idea: The proposed program should be well developed, respond to design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.

2. Program planning: A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved. The agenda and plan should adhere to the program overview and guidelines described above. The substance of workshops, seminars, presentations, school-based activities, and/or other activities should be described in detail. Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the organization will meet the program's objectives and plan.

3. Support of diversity: The proposal should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity in program content. Applicants should demonstrate readiness to accommodate participants with physical disabilities.

4. Institutional capacity and track record: Applicant organizations should demonstrate their capacity for conducting youth exchanges, focusing on three areas of competency: (1) provision of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; (3) previous experience working on programs in Mexico; and (4) capacity to upfront program costs if funding disbursements are delayed or in midst of transfer process. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by the Bureau's Office of Contracts. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

5. Program evaluation: The proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The proposal should include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. The award recipient will be expected to submit intermediate reports after each project component is concluded.

6. Cost-effectiveness and cost sharing: The applicant should demonstrate efficient use of US Embassy Mexico City funds. 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. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment. However, any funds remaining after the complete implementation of the program must be transferred to the accounts determined by the U.S. Embassy in Mexico City. Under no circumstance is the applicant to retain any sort of advanced payments, funds or materials donated for the purposes of this program.

Federal Award Information:

Type of Award: Cooperative Agreement. U.S. Embassy's level of involvement in this program above mentioned.

Fiscal Year Funds: FY 2018 – \$200,000 base year; FY 2019 – \$200,000, Non-Competitive Continuation, pending successful performance and the availability of funds.

Approximate Total Funding: \$400,000. This figure represents base year plus one Non-Competitive Continuation, pending successful performance and the availability of funds.

Approximate Number of Awards: One

Floor of Award Range: \$200,000 pending availability of funds

Ceiling of Award Range: \$400,000 pending availability of funds

Approximate Average Award: \$200,000 pending availability of funds

Anticipated Award Date: May 2019, pending availability of funds.

Anticipated Project Completion Date: May 30, 2020. This date reflects the anticipated duration of the award – one base year plus one Non-Competitive Continuation year.

Additional Information:

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

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is U.S. Embassy's intent to renew this grant or cooperative agreement for one additional consecutive fiscal years, before openly competing it again.

A Cooperative agreement will be awarded for a period of 12-16 months (base year) with Non-Competitive Continuations for one additional 12-16 month periods (Non-Competitive Continuation year). The U.S. Embassy will notify the recipient of our 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.

Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the U.S. Embassy 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, U.S. Embassy's contribution will be reduced in like proportion.