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Department of State

Public Notice

Bureau of Educational and Cultural Affairs (ECA) Request

for Grant Proposals: Open Competition for Professional

Fellows Program

Announcement Type: New Grant

Funding Opportunity Number: ECA/PE/C-13-01

Catalog of Federal Domestic Assistance Number: 19.415

Key Dates:

Application Deadline: March 25, 2013

Executive Summary: The Professional Fellows Division in the Bureau of Educational and Cultural Affairs' Office of Citizen Exchanges announces an open grant competition to conduct the Professional Fellows Program (PFP) in the regions of Africa (AF), East Asia and Pacific (EAP), Europe and Eurasia (EUR), the Near East (NEA), South and Central Asia (SCA) and the Western Hemisphere (WHA). Proposals must address one of the following three themes:

1) Legislative Process and Governance, 2) Economic Empowerment, and 3) Rule of Law.

The Professional Fellows Program is a two-way, global exchange program designed to promote mutual understanding, enhance leadership skills, and build lasting and sustainable partnerships between mid-level emerging leaders from foreign countries and the United States. U.S. public and non-profit organizations meeting the provisions described in Internal Revenue Code Section 26 U.S.C. 501(c)(3) may submit proposals.

I. Funding Opportunity Description:

I.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.

I.2 Purpose and Program Description

The Professional Fellows Program is a two-way, global exchange program designed to promote mutual understanding, enhance leadership skills, and build lasting and sustainable partnerships between mid-level emerging leaders from foreign countries and the United States. The Professional Fellows Program supports the following broad goals:

1. Promote mutual understanding and lasting partnerships between mid-level, emerging leaders from foreign countries and the United States;
2. Provide a forum for American and foreign emerging leaders to collaborate and share ideas, approaches, and strategies regarding some of the world's most pressing challenges; and
3. Build a global network of professionals able to work effectively in a dynamic and increasingly interconnected environment.

As a result of participating in the exchange program, it is anticipated that both foreign and American program participants will develop enhanced leadership and professional skills, and be more able to effect positive change in their workplaces and communities.

All proposals must be two-way exchange programs that focus on one of the following three themes: 1) Legislative Process and Governance, 2) Economic Empowerment, and 3) Rule of Law. Eligible countries and descriptions of each theme are provided in Section I.7 below. Important: Proposals that target themes and/or countries not specifically mentioned in this Request for Grant Proposals will be considered technically ineligible and receive no further consideration under this grant competition.

Foreign participants will travel to the United States for a professional fellowship which should be four to six weeks in length. The fellowship will include an embedded internship experience, "the fellowship placement," that is a minimum of three weeks in length.

The U.S.-based exchange component will end with a three-day Professional Fellows Congress in Washington, D.C. After the foreign participants complete the U.S.-based fellowship component, the American exchange participants will travel overseas to the fellows' home countries for joint programming with foreign participants and their colleagues that builds on the U.S. exchange component.

I.3. Participants

"Participants" are defined as those who travel under grant funding from their country of origin to a designated exchange country. As possible and appropriate, proposals must involve both U.S. and foreign participants in roughly equivalent numbers and should strive to attain a gender balance in both the foreign delegation and the American delegation.

I.4. In-Country Partner Organizations

Organizations without an existing organizational presence in the target country(ies) must identify an in-country partner or a regional partner organization to coordinate overseas program activities. Applicants should describe previous cooperative activities with that proposed in-country partner organization, if any, and clearly delineate

the role of and the scope of responsibilities of the proposed in-country partner.

1.5. Project Outputs

Successful grant applicants must fully demonstrate a capacity to provide the following project outputs:

I.5a. Recruit and Select Participants

The grant recipient will recruit and select exchange participants for two cohorts of foreign fellows and two cohorts of American fellows.

1.5a.1. Foreign Participants:

Foreign participants must be selected through an open, merit-based, competitive process in consultation with ECA and the Public Affairs Section (PAS) of the respective U.S. Embassy. While the PAS should be involved in participant selection, full responsibility for project coordination and implementation lies with the grantee organization. At a minimum, "participant selection criteria" for foreign applicants should factor in the following:

- Program participants will be mid-level professionals (in the approximate age range of 25 to 40 years old) who have demonstrated expertise in one of the three themes named in this RFGP;

- Program participants will be emerging leaders in either government, civil society, or the private sector;
- Program participants must be proficient in written and oral English, self-directed, able to work effectively in a cross-cultural setting;

1.5a.2. American Participants:

American participants should be selected, in consultation with ECA, primarily from those individuals who act as hosts/supervisors/mentors to the foreign fellows during their U.S. stay. Additionally, American participants should have demonstrated expertise in one of the three themes named in this RFGP and should have significant engagement with the foreign participants during the U.S. fellowship component.

I.5b. U.S.-Based Fellowship Components for Foreign Participants

The grant recipient will design and implement two U.S.-based fellowship components for foreign participants that are four to six weeks in length. Key program elements of the U.S.-based fellowship component must include: 1.) A “pre-departure orientation” (PDO) in the home country before departure for the U.S.; 2.) A “program orientation”

upon arrival in the U.S.; 3.) An appropriate fellowship placement which should be a minimum of three weeks in length and should be substantive in nature and unique to each foreign fellow's work/interests; 4.) Participation at the Professional Fellows Congress in Washington, D.C.; 5.) A "re-entry program" upon return to the home country; and 6.) A program evaluation. Program activities in the U.S. for foreign participants should also, if possible, include a volunteer/community service element, giving presentations/media interviews, etc.

Proposals must also clearly state (in the Executive Summary section) for each exchange component the number of days participants will spend in-country excluding international travel days.

I.5b.1. Individual Project/Action Plan for Each Foreign Fellow:

Proposals should describe how the award recipient will work with each foreign fellow on the development of an individual project that will be implemented by each fellow upon return to his/her home country. The willingness and interest in creating an individual project should be

considered as a crucial element of being selected as a program participant.

I.5b.2. Fellowship Placements:

The grant recipient must secure, well in advance of the arrival in the United States of the foreign fellows, a substantive and appropriately-tailored fellowship placement that is a minimum of three weeks in length. Proposals that include letters of commitment from prospective U.S. host organizations will be deemed more competitive under the "Program Planning and Ability to Achieve Objectives" review criterion under Section V.1 Review Criteria below.

The purpose of the fellowship placement is to provide foreign fellows a first-hand experience of the day-to-day workings of a relevant U.S. workplace and an opportunity for the participant to form professional relationships with American colleagues. Examples of past fellowship placements have included placements in various non-governmental organizations (especially advocacy-focused organizations and issue-focused organizations), government offices such as state legislatures and various state

agencies, and private businesses (especially for Economic Empowerment Fellows).

Proposals must discuss how the grant recipient, in collaboration with ECA, will recruit and select U.S. host organizations to serve as fellowship placement organizations. To ensure that each foreign fellow has a substantive professional experience at his/her fellowship placement, each fellowship placement should involve the commitment of a designated host/supervisor/mentor who understands the goals and objectives of the Professional Fellows Program. Ideally, the mentor/supervisor, additionally, will be able and willing to provide the foreign fellow professional insight into civic/community engagement and leadership in general.

Proposals that secure one fellowship placement per placement rather than multiple, short-term placements with different U.S. organizations will be deemed more competitive under the Program Planning and Ability to Achieve Objectives criterion. While some group activities may be appropriate, site visits where the participants have

only a brief glimpse of a variety of organizations should be kept to a minimum.

I.5b.3. Professional Fellows Congresses:

At the conclusion of each round of U.S.-based fellowship placements for the foreign fellows, the award recipient will coordinate with ECA, the CPIO (the Congress Planning and Implementing Organization, determined through a separate solicitation), and other PFP award recipients, in implementing a Professional Fellows Congress in spring 2014 and a Professional Fellows Congress in fall 2014, both in Washington, D.C. The Congress, which will be attended by the foreign fellows of all the PFP award recipients, will provide the fellows:

- the opportunity to network with colleagues from around the world, share their own U.S. experiences and learn about the experiences of others;
- a contextual framework for understanding the “fellowship experience”, the broader exchange program, and civil society issues as they pertain to individual professional backgrounds and expertise;

- the opportunity to have substantive dialogue with their colleagues regarding the interplay of government and civil society;
- a deeper understanding of leadership and the ways an individual, organization, or interest group can generate change for the common good; and
- an enhanced appreciation of the importance of public diplomacy in the global community and the role of the individual as a cultural ambassador.

Proposals must indicate a willingness and ability to participate in regularly scheduled planning meetings for the Congresses via teleconference and/or on-line forum with ECA, the CPIO, and other grantee organizations. This ability and willingness to work collaboratively is critical to making each Congress a meaningful and significant capstone that ties seamlessly with individual projects and the participants' experience. For example, applicant organizations will be expected to assist in such activities as identifying possible speakers, facilitating conference break-out sessions, etc. Please see section IV.3e.2p for allowable costs associated with the Congresses.

I.5c. Outbound Programs for American Participants to Travel to the Target Foreign Countries ("American Outbound Programs")

The grant recipient will design and implement two outbound programs for American participants to travel to the target foreign countries that are two to three weeks in length.

American outbound components should be substantive, build on the U.S. fellowship component, allow the American participants to conduct joint programming with the foreign participants and their colleagues, and directly support the Professional Fellows Program goals of building sustainable and lasting professional partnerships. Proposals should describe how the American outbound components, to the degree possible, will support the foreign participants' individual projects.

Proposals should also include a draft program schedule that clearly outlines the type of programmatic activities outbound participants will undertake. Proposals must also clearly state (in the Executive Summary section) for each exchange component the number of days participants will spend in-country excluding international travel days.

I.5d. Web-Based Technology

Proposals should explain how the Web and other outreach tools will be utilized to facilitate communication among foreign fellows and their fellowship placement organizations prior to foreign participants departing for the U.S. Strong emphasis should be placed on using technology to strengthen the program identity of the Professional Fellows Program, to support networking among program participants, to encourage professional resource sharing, and to provide post-program support.

I.5e. Social Media and Public Outreach Efforts

Proposals should provide a clearly articulated media and public outreach strategy in order to strengthen the PFP identity, increase its visibility within local communities, and raise awareness of the importance of educational exchanges. As appropriate, proposals should identify ways to engage with participants, relevant U.S. Embassies, ECA, and other key stakeholders through social media. Plans may include, but are not limited to, using social media for recruitment and outreach efforts, engaging with the Professional Fellows Division and ECA on organizational or DOS social media sites, tweeting program updates, etc.

**I.5f. Collaboration with the Public Affairs Section (PAS)
at the Respective Embassy(ies)**

Proposals should include an articulated plan as to how the grantee plans to work closely with the Public Affairs Section of the respective Embassies to develop plans for project implementation, to select project participants, to conduct outreach, and to invite representatives of the Embassy(ies) and/or consulate(s) to participate in project sessions or site visits.

I.5g. Pre-Departure and Arrival Orientations

Grantee organizations will be responsible for conducting a pre-departure orientation (PDO) for foreign participants and a PDO for American participants prior to departing their respective home countries. In general, all PDOs should cover, at a minimum, the final exchange program schedule, program goals, programmatic expectations, cultural issues, travel logistics, and visa regulations.

PDOs for foreign participants should also cover fellowship placement information, J-1 visa regulations, day-to-day considerations of working and living in the United States, and general information about the community where the foreign participants will be located. Grantee

organizations should coordinate closely with the respective U.S. Embassy's Public Affairs Section (PAS) so that an embassy staff member may participate in the PDO, if possible. Upon arrival in the United States, the grantee should conduct a comprehensive arrival orientation for the foreign participants.

I.5h. Re-Entry Programs

Proposals should include a plan for a scheduled debrief with Embassy representatives after the foreign participants return to their home country.

I.5i. Post-Fellowship Engagement

Proposals should include concrete plans for developing innovative and sustainable enhancement activities that reinforce project goals after the foreign participants return to their home country.

I.5j. Monitoring and Evaluation

The Department of State places high importance on monitoring and evaluation as a means of ensuring and measuring a project's success. Proposals must include a detailed monitoring and evaluation plan that assesses the impact of the project, including impact on the participant, on his/her organization, and, to the extent possible, on his/her community. Award recipients may employ a

professional evaluator not associated with the grantee to collect and analyze data, draw conclusions, and make recommendations when warranted. Per the Department of State's Policy on Evaluation, the cost of an evaluation should not exceed one percent (1%) of the total program contract or project costs.

Award recipients will also be expected to assist with administering ECA pre- and post-surveys to all participants. Please refer to Section IV.3d.3.: "Program Monitoring and Evaluation" for further guidance.

I.5k. Key Administrative Elements

I.5k.1. Visas for the U.S. and Visas for Foreign Countries

Award recipients will work with ECA and the PAS to procure U.S. visas for foreign participants. Award recipients will also work directly with the foreign embassy of the partner country to arrange visas for U.S. travelers. Award recipients will collect and deliver to ECA all required biographical information on foreign participants necessary to complete the DS-2019 form required for J-1 visas.

I.5k.2. Round-Trip International Travel

Award recipients must comply with all federal regulations regarding the use of U.S. government funds including the

Fly America Act. These regulations apply to both U.S. and foreign travelers.

I.51. Financial Management

Proposals should include a description of plans for budget oversight and management of project activities, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

I.6. Projected Timeline

ECA envisions the Professional Fellows Program calendar as follows:

Summer/Fall 2013	Planning for first foreign cohort travel to U.S. (participant recruitment and selection; J-1 visas; arranging fellowship placements, etc.)
April/May 2014	Travel to the U.S. by the first cohort of foreign participants.
June 2014	Participation in the Spring 2014 Professional Fellows Congress in Washington, D.C. for all foreign fellows at the end of the exchange component to the U.S.

Spring 2014	Planning for first U.S. cohort travel abroad (schedule, flights, visas, etc.)
Summer 2014	Travel by the first cohort of U.S. participants overseas. Planning for second foreign cohort travel to U.S.
Sept./Oct. 2014	Travel to the U.S by second cohort of foreign participants.
November 2014	Participation in the Fall 2014 Professional Fellows Congress in Washington, D.C. for all foreign fellows at the end of the exchange component to the U.S.
Fall 2014	Planning for second U.S. cohort travel abroad.
Winter 2014/15	Travel by the second cohort of U.S. participants overseas.

I.7. Themes and Eligible Countries

For all three of the themes listed below, proposals should include countries from only one of the six geographic regions listed. All proposals at a minimum must involve at least two countries, and must consider the specific guidance for each region noted below. ECA reserves the

right to modify the final list of participating countries included in any resulting grant.

The below information pertains to all three of the themes listed below:

Approximate Grant Award: \$300,000 to \$400,000

Approximate Number of Participants: 30 to 40

Note: Under the Legislative Process and Governance theme, proposals that include a minimum of six countries will be considered at a funding level up to, but not exceeding, \$750,000.

I.7a. Legislative Process and Governance

Legislative Process and Governance Fellowships will engage professionals actively involved in the legislative process and/or policy-making through their work in government, civic education organizations, citizen advocacy groups, political campaigns, political parties, or election monitoring organizations. Particular fellowships will provide participants the opportunity to examine the relationship between civil society and government. As a part of the fellowship, foreign participants should receive hands-on experience through carefully considered,

individually tailored, full-time fellowship placements, of at least three weeks in length, in legislative and governance offices at the national, state, or local level, or in advocacy-related organizations or other organizations that seek to influence the legislative process.

Proposals submitted under this theme might include an emphasis on:

- The legislative process
- Citizen participation and advocacy (NGO/civil society development)
- Enhancing the role of women, minorities, and marginalized populations in civil society and politics
- Good governance and various elements of governance

Eligible Countries/Territories for Legislative Process and Governance:

AF: Cameroon, Democratic Republic of Congo,
Ghana, Kenya, Mozambique, Nigeria,
Senegal, South Africa, Tanzania, Uganda,
Zambia, Zimbabwe

Note: Proposals must include at least two of the above countries.

EAP: Burma, Cambodia, Hong Kong, Indonesia,
Laos, Malaysia, Philippines, Thailand,
Timor-Leste

Note: Proposals must include at least four
of the above countries/territories.

EUR: A multi-country project (at least two
countries) including any of the countries
in either Group 1 or Group 2:

Group 1: Armenia, Azerbaijan, Cyprus,
Georgia, Greece, Moldova, Russia, Turkey,
Ukraine

Group 2: Albania, Bosnia-Herzegovina,
Bulgaria, Croatia, Estonia, Hungary,
Kosovo, Latvia, Lithuania, Macedonia,
Montenegro, Romania, Serbia, Slovakia,
Slovenia

NEA: Algeria, Bahrain, Egypt, Iraq, Israel,
Jordan, Kuwait, Lebanon, Libya, Morocco,

Oman, Palestinian Territories, Qatar,
Saudi Arabia, Tunisia, United Arab
Emirates, Yemen

Note: Proposals must include at least two
of the above countries/territories.

SCA: Bangladesh, Bhutan, India, Kazakhstan,
Kyrgyzstan, Maldives, Nepal, Pakistan, Sri
Lanka, Tajikistan, Turkmenistan,
Uzbekistan

Note: Proposals must include at least two
of the above countries. Proposals that
include at least one South Asia country
and at least one Central Asia country are
preferred.

WHA: Belize, Bolivia, Brazil, Colombia,
Dominican Republic, Ecuador, El Salvador,
Guatemala, Guyana, Jamaica, Mexico,
Nicaragua, Panama, Paraguay

Note: Proposals must include at least two
of the above countries. Proposals that

include at least one country each from Central America, South America, and the Caribbean are preferred.

I.7b. Economic Empowerment

Economic Empowerment Fellowships will engage business professionals such as those involved with entrepreneurial development, small and family businesses, and business education. As a part of the fellowship, participants should receive hands-on experience through carefully considered, individually tailored, full-time fellowship placements, of at least three weeks in length, in appropriate businesses, government offices, or economic/business-related associations and organizations.

Proposals submitted under this theme might include an emphasis on:

- Promotion of sustainable and inclusive community economic development
- Entrepreneurship and entrepreneurial development
- Transparency and accountability in business

- Economic empowerment of women and marginalized populations (e.g., indigenous people, Afro-descendants, disabled individuals)
- Programming that promotes business thru the arts and education industries
- Conditions that promote increased participation in the global economy

Eligible Countries/Territories for Economic Empowerment:

AF: Cameroon, Democratic Republic of Congo,
Ghana, Kenya, Mozambique, Nigeria,
Senegal, South Africa, Tanzania, Uganda,
Zambia, Zimbabwe

Note: Proposals must include at least two of the above countries. Additionally, proposals should build on the "President's Young African Leaders' Initiative."

Previous Young African Leaders' exchanges focused on promoting entrepreneurship and innovation, and on developing leadership skills among young African leaders. More information about this initiative can be

found at:

<http://www.state.gov/p/af/rt/pyali/>

EAP: Proposals must include all of the countries in one of the following two groups:

Group 1: Burma, Cambodia, Laos, Thailand, Vietnam; or

Group 2: Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Vietnam

EUR: Albania, Armenia, Azerbaijan, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Estonia, Georgia, Greece, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Moldova, Montenegro, Romania, Russia, Serbia, Slovakia, Slovenia, Turkey, Ukraine

Note: Proposals must include at least two of the above countries.

NEA: Algeria, Bahrain, Egypt, Iraq, Israel,
Jordan, Kuwait, Lebanon, Libya, Morocco,
Oman, Palestinian Territories, Qatar,
Saudi Arabia, Tunisia, United Arab
Emirates, Yemen

Note: Proposals must include at least
two of the above countries/territories.

SCA: Bangladesh, Bhutan, India, Maldives,
Nepal, Pakistan, Sri Lanka

Note: Proposals must include at least
two of the above countries.

WHA: Belize, Bolivia, Brazil, Colombia,
Dominican Republic, Ecuador, El Salvador,
Guatemala, Guyana, Jamaica, Mexico,
Nicaragua, Panama, Paraguay

Note: Proposals must include at least
two of the above countries. Proposals
that include at least one country each
from Central America, South America, and

the Caribbean are preferred.

I.7c. Rule of Law

For the purposes of this RFGP, "Rule of Law" is defined as a principle of governance in which all persons, institutions and entities, public and private, including the State itself, are accountable to laws that are publicly promulgated, equally enforced and independently adjudicated, and which are consistent with international human rights norms and standards.

Rule of Law Fellowships will engage legal professionals and advocates for legal reform from various professional backgrounds, such as lawyers, judges, legal educators, advocates of legal reform, and advocates for the increased provision of legal services and legal information to larger audiences. As a part of the fellowship, participants should receive hands-on experience through carefully considered, individually tailored, full-time fellowship placements, of at least three weeks in length, in various legal-related organizations, such as advocacy organizations, think tanks, law firms, court offices, etc.

Proposals submitted under this theme might include an emphasis on:

- Any aspect of rule of law promotion or access to justice, especially measures to ensure equality and accountability before the law, and fairness in the application of the law.
- Strengthening the skills of legal professionals/ advocates of legal reform, including improving legal education
- Improving the functioning of legal institutions, including strengthening the professionalism and independence of the judiciary and Ministries of Justice
- Transparency, accountability, and anti-corruption
- Administration of Justice
- Community policing and street law

Eligible Countries/Territories for Rule of Law:

AF: Cameroon, Democratic Republic of Congo,
Ghana, Kenya, Mozambique, Nigeria,
Senegal, South Africa, Tanzania, Uganda,
Zambia, Zimbabwe

Note: Proposals must include at least two of the above countries.

EAP: Proposals must include a combination of countries, as described below, from one of the following two groups:

Group 1: Must include at least five of the following countries: Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Papua New Guinea, Samoa, Timor-Leste, Tonga, Tuvalu, Vanuatu

Group 2: Must include Burma and Cambodia, and can also include any of the following countries/territories: Laos, Mongolia, Taiwan, Thailand, Vietnam

EUR: Albania, Armenia, Azerbaijan, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Estonia, Georgia, Greece, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Moldova, Montenegro, Northern Ireland, Republic of Ireland, Romania, Russia,

Serbia, Slovakia, Slovenia, Turkey,
Ukraine

Note: Proposals must include at least
two of the above countries.

NEA: Algeria, Bahrain, Egypt, Iraq, Israel,
Jordan, Kuwait, Lebanon, Libya, Morocco,
Oman, Palestinian Territories, Qatar,
Saudi Arabia, Tunisia, United Arab
Emirates, Yemen

Note: Proposals must include at least
two of the above countries/territories.

SCA: Bangladesh, India, Kazakhstan,
Kyrgyzstan, Nepal, Sri Lanka, Tajikistan,
Turkmenistan

Note: Proposals must include at least
two of the above countries. Proposals
that include at least one South Asian
country and at least one Central Asian
country are preferred.

WHA: Belize, Bolivia, Brazil, Colombia,
Dominican Republic, Ecuador, El Salvador,
Guatemala, Guyana, Jamaica, Mexico,
Nicaragua, Panama, Paraguay

Note: Proposals must include at least
two of the above countries. Proposals
that include at least one country each
from Central America, South America, and
the Caribbean are preferred.

I.7d Contact Information by Region. The following program
officers are available to answer questions on programs in
the various regions:

AF: Curtis Huff
(202) 632-6053
HuffCE@state.gov

NEA: Steve Ramirez
(202) 632-6071
RamirezJS@state.gov

EAP: Adam Meier
(202) 632-6067
MeierAW2@state.gov

SCA: Karin Brandenburg
(202) 632-9368
BrandenburgKL@state.gov

EUR: Linnéa Allison

WHA: Carol Herrera

(202) 632-6060

(202) 632-6054

AllisonLE@state.gov

HerreraCA1@state.gov

I.8. What to Include in Your Proposal**I.8a. Executive Summary**

The Executive Summary should be one page in length and include: the project title (a descriptive title that describes the type of fellows and countries involved), the goals of the project, the names of all partner organizations responsible for project implementation, the numbers of participants (both foreign and American), and the number of proposed exchanges and approximate dates and placement sites in both the U.S. and foreign countries.

Proposals must also clearly state for each exchange component the number of days participants will spend in-country excluding international travel days.

I.8b. Proposal Narrative

In 20, double-spaced pages, the proposal narrative should include/address any items specifically referenced in this RFGP and in the PSI as well as all of the below:

I.8b.1. Project Goals, Objectives, Anticipated Outcomes. A clear, succinct statement of project goals, objectives and anticipated outcomes that expands upon the Professional

Fellows Program's goals as stated in section I.2 of this RFGP. Objectives should be described in specific, measurable, and realistic terms that are achievable within the scope of the project, both in terms of time and funding. Proposals that clearly delineate salient objectives in measurable terms and plan activities in a sequence that will progressively lead to achieving those objectives will be considered more competitive.

I.8b.2. Project Management Plan. A simple project management plan for the two-year life of the project that lists, in table format, outputs (major events or tasks performed by the grantee organization or partners), dates and the person or group responsible.

I.8b.3. Background Information on Implementing Organizations. Information on all implementing organizations involved in the implementation of the project including the mission, relevant expertise in the project theme and country(ies), past activities and accomplishments, on-going and planned activities not including the proposed project. Previous grants received from the Bureau should be listed by office (Citizen Exchanges, International Visitors, Academic Exchanges, etc.), project name, countries, year, and amount.

I.8b.4. Roles and Responsibilities. A clear delineation of the roles and responsibilities of all partner organizations in terms of project logistics, management, and oversight.

I.8b.5. Evaluation Plan. For further guidance, please see section IV.3d.3. "Program Monitoring and Evaluation."

Detailed evaluation plans that put the narrative over the 20-page limit and sample surveys or other evaluation tools may be included in TAB E.

I.8b.6. Budget. Please refer to section IV.3e for allowable costs and the PSI for guidance on formatting your budget.

I.8b.7. Acknowledging ECA's Financial Support. Proposals should indicate agreement to follow guidance in the PSI entitled "Acknowledgment of ECA's Financial Support and Use of the Department Seal."

I.8c. Attachments

The attachments below should be included in Tab E.

I.8c.1. Resumes

Resumes of key staff of all partner organizations involved in the implementation of the project, including the grant recipient and the proposed in-country organization.

I.8c.2. Letters of Commitment and/or Letters of Support

from: 1) the proposed in-country partner organization(s);

- 2) proposed or past fellowship placement organizations; and
- 3) preferably, from past exchange program participants.

I.8c.3. Draft Agendas

Draft agendas of professional workshops, conferences and seminars including pre-departure, orientation and final conference activities

I.8c.4. Draft Program Announcement and Program Application Materials, Draft Recruitment and Selection Materials, and any Promotional Materials

I.8c.5. A Plan for Post-Fellowship and Alumni Programming

I.8c.6. Sample Evaluation Instruments

I.8c.7. A Project Management Plan

Project management plan in table format, outputs (major events or tasks by the grantee and/or partner organizations), dates, and the person or group responsible

I.8c.8. A Plan for Social Media and Outreach

II. Award Information

Type of Award: Grant Agreement

Fiscal Year Funds: FY 2013

Approximate Total Funding: Pending the availability of funds, \$5,000,000

Approximate Number of Awards: 12-16

Approximate Average Award: \$350,000. Under the Legislative Process and Governance theme, proposals that include a minimum of six countries will be considered at a funding level up to, but not exceeding, \$750,000.

Anticipated Award Date: Pending availability of funds, July 1, 2013

Anticipated Project Completion Date: June 30, 2015

III. Eligibility Information

III.1. Eligible applicants. Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

III.2. Cost Sharing or Matching Funds. There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability,

applicant organizations must maintain written records to support all costs which are claimed as cost-sharing contributions, 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 OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event an applicant organization does not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements

- a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. Because ECA anticipates that awards will be in the \$300,000 to \$400,000 range, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.
- b.) Technical Eligibility: All proposals must comply with the following or they will result in the proposal being

declared technically ineligible and given no further consideration in the review process:

- Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.
- Eligible applicants may not submit a proposal involving only one country. It is required for this competition that at least two countries are involved in any proposal.
- All proposals must be two-way exchange programs that focus on one of the following three themes: 1) Legislative Process and Governance, 2) Economic Empowerment, and 3) Rule of Law. Eligible countries and descriptions of each theme are provided in Section I.7. Important: Proposals that target themes and/or countries not specifically mentioned in this Request

for Grant Proposals will be considered technically ineligible and receive no further consideration under this grant competition.

IV. Application and Submission Information

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

IV.1. Contact Information to Request an Application

Package:

Please contact David Gustafson in the Office of Citizen Exchanges, Professional Fellows Division, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, phone: (202) 632-6083, fax: (202) 632-9355, email: professionalexchange@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number ECA/PE/C-13-01 located at the top of this announcement when making your request. Alternatively, an electronic application package may be obtained from grants.gov. Please see section IV.3f for further

information. The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

IV.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at

<http://exchanges.state.gov/grants/open2.html>, or from the Grants.gov website at <http://www.grants.gov>. Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that the applicant's DUNS

number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget. Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the System for Award Management (SAM) database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. 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. Failure to register in SAM will render applicants ineligible to receive funding. You must have nonprofit status with the IRS at the time of application. Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement,

applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the

past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause the proposal to be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1. **Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this

competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

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

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

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

Office of Designation, Private Sector Programs Division
U.S. Department of State
ECA/EC/D/PS, SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

IV.3d.2 Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on

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

IV.3d.3. **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. The Bureau recommends 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. The Bureau expects 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 proposed 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 are linked to the goals of the program described in this RFGP.

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 the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **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.

4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

IV.3e.2. Allowable costs. Allowable costs for the project include the following:

IV.3e.2a. Travel. International and domestic airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act. There is no

charge for J-1 visas for participants in Bureau sponsored projects.

IV.3e.2b. Per Diem. For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at:

<http://www.gsa.gov/portal/category/21287>. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

IV.3e.2c. Book and Cultural Allowances. Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed up to \$150 for expenses when they escort participants to cultural events. U.S. project staff, trainers or participants are not eligible to receive these benefits.

IV.3e.2d. Consultants. Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day. Organizations are encouraged to cost-share rates that would exceed that

figure. Subcontracting organizations may also be employed, in which case the written agreement between the prospective grantee and sub-grantee should be included in the proposal. Such sub-grants should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.

IV.3e.2e. Room Rental. The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost shared.

IV.3e.2f. Materials. Proposals may contain costs to purchase, develop and translate materials for participants. Costs for high quality translation of materials should be anticipated and included in the budget. Grantee organizations should expect to submit a copy of all project materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

IV.3e.2g. Supplies. Applicants may propose to use grant funds to purchase supplies, such as computers and printers; supply costs should be justified in the budget narrative. Costs for furniture are not allowed.

IV.3e.2h. Working Meal. One working meal may be provided during each U.S.-based or foreign-based travel component. Per capita costs may not exceed \$45/person, excluding room

rental. The number of invited guests may not exceed participants by more than a factor of two-to-one.

IV.3e.2i. Return Travel Allowance. A return travel allowance of \$70 for each foreign participant may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

IV.3e.2j. Re-Entry Seminars. Costs related to providing foreign participants a re-entry seminar may include per diem, hotel accommodations, material development, and other related expenses.

IV.3e.2k. Health and Travel Insurance. The grant recipient will be responsible for enrolling foreign and U.S. participants in the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE). The premium is paid by ECA and should not be included in the grant proposal budget. Applicants may include costs for travel insurance for U.S. and foreign participants in the budget.

IV.3e.2l. Wire Transfer Fees. When necessary, applicants may include costs to transfer funds to partner organizations overseas. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

IV.3e.2m. In-Country Travel Costs for Visa Processing

Purposes. Visas for foreign participants are provided by DOS and should not be included in the budget. Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with procuring visas, including travel for interviews, delivering or picking-up passports, etc.

IV.3e.2n. Administrative Costs. Costs necessary for the effective administration of the project may include salaries for grantee organization employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. While there is no rigid ratio of administrative to project costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA grant funds will be more competitive under the cost effectiveness and cost sharing criterion, per item V.1 below. Proposals should show strong administrative cost sharing contributions from the applicant, the in-country partner and other sources.

IV. 3e.2o. Reasonable Accommodations. Organizations should budget for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up

to 7% of the total requested ECA grant funds for this purpose.

IV.3e.2p. Professional Fellows Congresses. Allowable costs associated with the spring and fall Professional Fellows Congresses in Washington, D.C. are:

1. Travel to/from Washington, D.C.: Domestic travel to Washington, D.C., for the spring and fall Professional Fellows Congresses, including ground transportation to and from the airport to the conference hotel. ECA strongly encourages program plans that conclude with the D.C.-based Congress and sends participants home directly from the Washington area at the conclusion of the Professional Fellows Congress. If, for strongly justified programmatic reasons, part or all of the fellowship placements are scheduled after the Professional Fellows Congress, travel from Washington to the next U.S. site should be included in the budget.

2. Non-Congress related activities. ECA strongly encourages applicants to incorporate additional programmatic time in the D.C. metro area, using the opportunity to arrange meetings with government agencies, national organizations, and other key stake holders in order to enhance the fellowship experience for the foreign

fellows. Costs for ground transportation, lodging, meals, and miscellaneous expenses for all additional days/nights in the D.C. area should be included in the budget.

Expenses for cultural activities may be included in the budget.

Note: Food and lodging for program participants and grantee staff (limited to two individuals per organization) attending the Conference will be covered by the CPIO and should NOT be included in individual grantee proposal budgets. Please refer to the Proposal Submission Instructions (PSI) for additional budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: March 25, 2013

Reference Number: ECA/PE/C-13-01

Method of Submission:

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

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.

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

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

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 "For Applicants" 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. Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800-518-4726

Business Hours: Monday - Friday, 7AM - 9PM Eastern Time

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, D.C. 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 midnight of the application

deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that the applicant not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

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

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

V. Application Review Information

V.1. Review Process

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

V.2. Review Criteria

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

1. Program planning and ability to achieve objectives:

Proposals should exhibit originality, substance, precision,

direct linkage to the goals of the Professional Fellows Program, and relevance to the Bureau's mission. Proposals should demonstrate a realistic and achievable scope that fits within the budgetary and time parameters set forth in the RFGP. Proposals should clearly demonstrate how project objectives and key project elements, especially the development of individual projects by the foreign fellows, will be achieved through programmatic activities.

2. Support of diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity and describe how that policy will be integrated into all aspects of the program including but not limited to selection of participants, fellowship placements, program materials, training methodology, etc. Applicants should demonstrate readiness to accommodate participants with physical disabilities. Applicants should refer to guidance in the Proposal Submission Instructions (PSI) for the Bureau's "Diversity, Freedom and Democracy Guidelines."

3. Institutional capacity and track record: Proposals should include (1) the institution's mission and date of establishment; (2) a summary outline of prior awards--U.S.

government and/or private support received for programs of a similar nature, including, preferably, the ability to conduct programs of a similar nature in a range of different geographical and political environments; and (3) descriptions of and resumes of key staff who will implement the program. The proposal should reflect the institution's expertise in the subject area and an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants. ECA strongly encourages applicants to submit letters of support from relevant partners who would be involved in the program.

4. Program monitoring and evaluation: Proposals should include a detailed plan to monitor and evaluate the effectiveness and overall impact of programs. Program goals should target clearly defined results in objective quantitative terms. Proposals should include draft evaluation instruments such as surveys and questionnaires.

5. Cost-effectiveness and cost sharing: The applicant should demonstrate efficient use of Bureau 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.

VI. Award Administration Information

VI.1a. Award Notices:

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

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

Additional Requirements for the Palestinian Authority, West Bank, and Gaza. All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Steve Ramirez at (202) 632-6056 or RamirezJS@state.gov for additional information.

Special Provision for Performance in a Designated Combat Area (Currently Iraq and Afghanistan) (December 2008)

All Recipient personnel deploying to areas of combat operations, as designated by the Secretary of Defense (currently Iraq and Afghanistan), under assistance awards

over \$100,000 or performance over 30 days must register in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system.

Recipients of federal assistance awards shall register in SPOT before deployment, or if already in the designated operational area, register upon becoming an employee under the assistance award, and maintain current data in SPOT. Information on how to register in SPOT will be available from your Grants Officer or Grants Officer Representative during the final negotiation and approval stages in the federal assistance awards process. Recipients of federal assistance awards are advised that adherence to this policy and procedure will be a requirement of all final federal assistance awards issued by ECA.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, grantees are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

VI.2. Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments."

OMB Circular No. A-110 (Revised), "Uniform Administrative Requirements for grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations."

OMB Circular No. A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments."

OMB Circular No. A-133, "Audits of States, Local Government, and Non-profit Organizations."

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>

<http://fa.statebuy.state.gov>

VI.3. Reporting Requirements:

You must provide ECA with an electronic copy of the following required reports:

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period.

(Frequency of these reports will be determined by the Grants Officer and Program Officer). The performance reports (PPR) must be submitted electronically to the Grants Office at reportseca@state.gov with a copy sent to the Program Officer. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/> .

Failure to comply with these reporting requirements may

jeopardize the Recipient's eligibility for future Agreements.

- 2.) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. Please refer to section IV.

"Application and Submission Instructions" specifically to Section IV.3d.3 for information on "Program Monitoring and Evaluation."

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

All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.

VI.4. Additional Program Data Requirements:

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

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

VII. Agency Contacts

For questions about this announcement, contact: David Gustafson, U.S. Department of State, Office of Citizen Exchanges, Professional Fellows Division, SA-5. 3rd Floor, 2200 C Street, NW, Washington, DC 20037, phone: (202) 632-6083, fax: (202) 632-9355, email: professionalexchange@state.gov

All correspondence with the Bureau concerning this RFGP should reference the title (Open Competition for Professional Fellows Program) and number (ECA/PE/C-13-01).

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

VIII. Other Information**Notice**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative.

Explanatory information provided by the Bureau that contradicts published language will not be binding.

Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Ann Stock

January 28, 2013

Assistant Secretary for Educational and Cultural Affairs

Department of State