



# Educational and Cultural Affairs

U.S. DEPARTMENT *of* STATE

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

## Amendment to the FY25 Youth Ambassadors Africa Program

Funding Opportunity Number: DFOP0017188

Application Deadline: June 30, 2025

- A. Basic Information
- B. Eligibility
- C. Program Description
- D. Application Contents and Format
- E. Submission Requirements and Deadlines
- F. Application Review Information
- G. Award Notices
- H. Post-Award Requirements and Administration
- I. Other Information

### A. Basic Information

Funding Opportunity Title	FY25 Youth Ambassadors Africa Program
Funding Opportunity Number	DFOP0017188
Announcement Type	Amendment to New Cooperative Agreement Announcement
Deadline for Applications	June 30, 2025; 11:59pm Eastern (Washington DC time)
Assistance Listing Number	19.415
Length of Performance Period	24 months
Number of Awards Anticipated	1 award
Award Amount	approximately \$1,000,000
Total Available Funding	\$1,000,000, pending availability of funds
Type of Funding	FY25 Educational and Cultural Exchange Programs (ECE) Funds

<b>Funding Instrument Type</b>	Cooperative Agreement
<b>Anticipated Award Date</b>	September 15, 2025

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

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

### **1. Executive Summary.**

#### **Priority Region: Africa**

The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for the FY 2025 Youth Ambassadors Africa (YA – AF) program. U.S. non-profit organizations may submit proposals to provide youth and adult mentors from countries in sub-Saharan Africa with a three-week exchange program in the United States focused on the primary themes of civic engagement and leadership development. U.S. embassies and consulates (here after referred to as posts) in sub-Saharan Africa will recruit, screen, and select the participants. ECA funding will support the planning and implementation of U.S.-based programming, participant travel arrangements, including pre-departure domestic travel and international travel, as well as participant follow-on projects designed to share the benefits of the exchange in home communities. This NOFO has been amended to add section E.9. Certification Regarding Compliance with 20. U.S.C. 1011f and any other applicable foreign funding disclosure requirements.

## **B. Eligibility**

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

The following organizations are eligible to apply:

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

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

### **2. Cost Sharing.**

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

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

- a. All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see *Section E. Submission Requirements and Deadlines* for more information.

- b. ECA's Grant Guidelines require that organizations demonstrate at least four years of experience in conducting international exchanges to be eligible for awards exceeding \$130,000 in ECA funding. As noted in *Section A. Basic Information*, ECA anticipates issuing one award, for approximately \$1,000,000, pending availability of funds. Therefore, organizations must demonstrate four years of experience in conducting international exchanges in your proposal to be eligible to apply under this competition.
- c. All proposals must comply with the requirements stated in the NOFO, Project Objectives, Goals, and Instructions (POGI) document, and the PSI; not doing so may result in your proposal being declared technically ineligible and given no further consideration in the review process.
- d. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.
- e. Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

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

## C. Program Description

### 1. Authority.

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

### 2. Purpose.

Youth Ambassadors programs offer youth (typically between the ages of 15-18) and adult mentors the opportunity to examine civic engagement and leadership development through short-term exchanges in the United States. YA-AF should offer participants from countries in sub-Saharan Africa the opportunity to engage in a variety of activities such as, but not limited to, workshops on civic education, community site visits related to the program themes, and homestays with American families. Upon return home, participants should apply what they have learned to implement projects that serve their communities. Multiple opportunities for participants to interact meaningfully with their U.S. peers must be included.

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

YA-AF should include exchange(s) of approximately three weeks in the United States that focus on the goals and themes outlined below.

The program goals are to:

- 1) Prepare youth leaders to become responsible citizens and contributing members of their communities;
- 2) Empower participants to be actively engaged in addressing issues of concern in their communities upon their return home;
- 3) Build mutual understanding, tolerance, and respect between U.S. citizens and the citizens of other countries; and
- 4) Foster relationships among youth from across sub-Saharan Africa and their U.S. counterparts.

The objectives of the program are for participants to:

- 1) Demonstrate a better understanding of the elements of participatory democracy in action;
- 2) Deepen critical thinking, problem-solving, and empathetic leadership skills; and
- 3) Develop program planning and implementation skills to strengthen local communities.

The primary program themes are:

- 1) Civic Engagement (such as citizen participation, community service, participatory democracy, rule of law, volunteerism, etc.); and
- 2) Leadership Development (such as ethical leadership, team building, public speaking, negotiation, goal setting, and project planning).

For each exchange, applicant organizations must focus on these primary themes. Additional topics that help illustrate the abstract concepts of the primary themes are encouraged.

The exchange format should be age-appropriate and interactive, allowing participants to thoroughly explore the themes in a creative, memorable, and practical way. The program aims to advance dialogue and encourage substantive interaction between Americans and citizens of the participating African countries. Participants should live with American host families for most of the exchange period. Exchange delegations also must have multiple opportunities to meet and interact with American peers in a substantive way. Applicants should present creative plans that will foster interaction between the participants and American youth. Proposals that include a plan to demonstrate impact on American youth and communities will be more competitive. The program also must include opportunities for the adult mentors to work collaboratively with their American counterparts to develop their leadership and mentoring skills.

Participants should engage in a variety of activities such as workshops, teambuilding exercises, community site visits, interactive discussion groups, small group work, presentations, local cultural activities, and other activities designed to achieve the program's stated

goals. Programming should feature a substantive community service project and leadership training components that will help participants to design and implement a community engagement project upon return to their home community.

Preparing participants for follow-on community engagement projects should be an integral part of the program, multiplying the effects of the exchange. A successful proposal will also include a detailed plan for alumni activities, engagement with the wider Youth Ambassadors (and previous Pan Africa Youth Leadership Program (PAYLP)) alumni network (in collaboration with alumni coordinators at posts and ECA), and follow-on project development.

#### Program Information:

Total funding for the project is \$1,000,000, pending the availability of funds. ECA anticipates awarding one cooperative agreement to design and implement a program for participants from eligible countries in sub-Saharan Africa (see country list in following section). The award will cover all aspects of project planning, home-country pre-departure preparation and orientations, exchange activities in the United States, and follow-on activities in participants' home countries.

The program must be conducted in English and take place in calendar year 2026. Proposals must include a specific number of participants the applicant feels they can support for this length of program and funding level.

Applicants should propose specific exchange dates within their proposals, but the exact timing may be altered, if necessary, through the mutual agreement of ECA and the award recipient, particularly given the larger number of participating African countries and varying academic calendars. The successful applicant should demonstrate flexibility regarding the number of exchanges, exchange dates, delegation sizes, and country combinations.

Applicants may propose to have all participants travel to the United States at the same time or could propose two or more different delegations and exchange dates. Applicants are encouraged to be creative and flexible in making arrangements that will meet the program goals, and maximize cost-effectiveness and efficiency.

Applicants may propose a plan to divide the delegation, or delegations, of participants into smaller cohorts for most of the exchange activities to ensure that all participants actively take part in the exchange and that program staff can adequately monitor the safety and well-being of the participants. If possible, applicants are encouraged to hold opening and closing sessions with the entire delegation of the exchange cohort for group cohesion and bonding.

Organizational and staffing capacity must be thoroughly described in the proposal.

**ECA reserves the right to reduce, revise, or increase proposal project configurations, budgets, participant numbers, and countries within a region in accordance with the needs of the program and the availability of funds.**

#### Participants:

Posts in the participating countries will competitively recruit, screen, and nominate the participants according to a merit-based system; ECA will make the final selections. The award recipient will not be involved in participant selection. The final lists of countries and participants will be sent to the recipient prior to the start of the exchange(s).

Participants will be both youth and adults. Youth (approximately aged 15 to 18 years old at the start of the exchange) will have demonstrated leadership potential through academic work, community involvement, and extracurricular activities. Adult mentors will be teachers, trainers, or community leaders who work with youth. The selected adults will have the role of exchange participant, chaperone, and mentor. While each delegation should typically include one adult participant per country represented, there may be circumstances where an adult mentor is not present from every country participating in the exchange.

Participating countries may include: Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic (CAR), Chad, Comoros, Cote d'Ivoire, Democratic Republic of the Congo (DRC), Djibouti, Eswatini, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of Congo, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

ECA will select the countries for participation in Fall 2025 based on regional priorities.

ECA reserves the right to add or remove countries.

#### Post Involvement:

As stated above, posts will recruit, screen, and nominate participants. In addition to recruitment, posts will facilitate passports and visas, pre-departure briefings, and alumni engagement, though the costs associated with these activities should be covered through the award. The award recipient will be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants. Once a cooperative agreement is awarded, the recipient must consult regularly with posts in the partner countries to implement the project and coordinate participants' international and domestic travel needs.

#### Organizational Capacity and Project Management:

Applicants must demonstrate their capacity for implementing programs of this nature, focusing on three areas of competency: (1) provision of educational programming 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 the region.

Organizations must demonstrate their capacity to manage a complex, multi-phase program. Applicants must describe the program staffing (individuals by name and responsibilities), qualifications, structure, and resources. If applicable, applicants should identify critical partner organizations (and/or consultants) and explain their role(s) and their relevant expertise and

experience. Applicants must also describe their working relationship with any partner(s), detail the division of program responsibilities between the award recipient and the partner(s), and indicate how they will monitor the performance of any partner(s).

Applicants need not have organizational capacity in the participating countries, as the posts will recruit and nominate participants. However, organizations must have a method in place to assist participants with pre-departure activities such as coordinating travel and lodging for visa interviews, pre-departure orientations, and international departures and the disbursement of funds for domestic expenses such as travel to the capital city for passport fees, travel allowances, etc.

#### **4. Recipient Responsibilities.**

The activities and the roles and responsibilities of the recipient for this program are outlined in the attached POGI document.

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

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

ECA created the Monitoring Data for ECA (MODE) Framework to measure the performance of ECA programs. **The MODE Framework provides standard indicators and corresponding survey questions to ensure consistent measures across all ECA programs.** More resources and guidance documents on the MODE Framework are available online.

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

- Demographic Questions as outlined in the ***Indicator Book*** on page vi, and ***Performance Monitoring Plan (PMP)***
- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
  - o Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.01: Percent of participants reporting that their program experience offered opportunities to engage with other cultures
    - E1.1.04: Percent of participants with more favorable opinions of the United States Government (core indicator)

- E1.1.09: Percent of participants who traveled abroad for the first time because of their program (core indicator)
- E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program (core indicator)
- E1.1.12: Percent of foreign participants indicating a change in understanding of third-party countries' cultures and values
- E1.1.17: Percent of foreign participants with more favorable opinions of the American people (core indicator)
- E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values (core indicator)
- E1.1.19: Percent of participants agreeing with statements in support of democratic values (core indicator)
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
  - E2.0.01: Percent of foreign participants that volunteer in their host communities
  - E2.0.04: Number of hours that foreign participants spend volunteering in their host communities
  - o Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
    - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country (core indicator)
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - E3.0.02: Percent of foreign participants who report increasing their network of Americans (core indicator)
  - E3.0.04: Percent of foreign participants who report increasing their network of third country nationals
  - E3.0.07: Percent of participants who identify as a Department of State program participant (core indicator)
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - E4.0.03: Percent of participants reporting an increase in soft skills as a result of their program participation
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - E4.1.01: Total number of participants (core indicator)
    - E4.1.02: Total number of program cohorts (core indicator)
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - E8.0.03: Response rate for participant surveys (core indicator)

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

ECA recommends the use of a PMP to serve as the primary reference document for performance monitoring for this award. If used, the PMP is an important part of any proposal, as it outlines



how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. A PMP document that includes all MODE Framework indicators is a part of this solicitation's attachments. Specific instructions on how to modify the PMP to be responsive to this solicitation are included in that document. While ECA recommends the applicant use the PMP format provided, this is not a requirement. A training on how to complete a PMP is available here: <https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and>. If a PMP is not included in the proposal, applicants should provide similar information to that found in the suggested PMP format, in a presentation of your choice. Successful PMPs (or similar documentation) should include the following:

- **Objectives.** Programmatic objectives are statements of the condition(s) that state what the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART; see the ECA Monitoring, Evaluation, Learning, and Innovation (MELI) Unit's pages on the ECA website for more information: <https://eca.state.gov/impact/eca-evaluation-division/capacity-building>). In addition to those outlined above, the applicant may propose other program objectives from the MODE Framework, the Functional Bureau Strategy, or other applicant-designed program-specific objectives.
- **Indicators.** Performance indicators are measures used to gauge progress toward programmatic objectives and sub-objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations (meaning, breakdowns of the data by subgroups, such as gender or country; the PMP lists the demographic questions required to obtain the information necessary to report the disaggregations). Each indicator should also include a target number to be achieved. A target is a planned level of result to be achieved within an explicit timeframe.
  - If you do not use the PMP format provided, note that any performance monitoring reference document the applicant submits should include the information in the column headers (Indicator Name, Definition, Target, Survey Question, etc.) in the PMP attachment at a minimum.
  - In addition to those indicators outlined in above, the applicant may propose additional custom, program-specific indicators in the PMP (ECA recommends the proposed PMPs include a minimum of one indicator for each custom programmatic objective).
  - During the period of performance of the award, the ECA program office may further revise, add, or remove indicators. Therefore, the applicant's PMP and data collection instruments should be flexible enough to incorporate those once established.

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

and minimize potential survey fatigue.

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

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

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

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

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

ECA has created a guided tool (the MODE Survey Builder) within the Qualtrics survey platform for ECA implementing partners to generate surveys to facilitate the seamless collection and reporting of MODE Framework data. The MODE Survey Builder offers implementing partners a guided workflow that will generate a ready-to-send MODE survey, allows the addition of custom survey questions, and offers a standard report template for a quick overview of survey results that can be submitted in MyGrants (see section below) to fulfill RPM Reporting Requirements. Use of the Qualtrics survey platform can be utilized at no cost to implementing partners.

Additional information about the MODE Survey Builder can be found here:

<https://app.box.com/s/jir98hmx6deorxj3lwgaxjrwdfec2r91> and here:

<https://www.youtube.com/watch?v=Jus4fRqOTcM>. You can propose use of an alternate survey tool or use the MODE Survey Builder, but if you are utilizing the MODE Survey Builder, you must indicate such in your proposal.

### **MyGrants RPM Reporting Requirements**

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

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

## **6. Allowable Costs.**

Please refer to the PSI for additional budget guidelines and formatting instructions.

## **7. Cost Share.**

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

## **8. Program Information and History.**

YA-AF replaces PAYLP, that ECA has funded since 2013. This renamed program maintains the structure and nature of PAYLP in terms of overarching goals and objectives, length of the U.S.-based exchange(s), and themes. The new program name aligns YA-AF with an FY2024 shift from Youth Leadership Programs to regional Youth Ambassadors Programs.

## **9. Freedom and Democracy Guidelines.**

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

## **10. Virtual Exchange Component.**

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

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting

proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

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

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

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

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

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

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

- a. In collaboration with the Recipient approve the final and alternate candidates
- b. Make recommendations for changes to the program activities or replacement of sub-award partners, in consultation with the GO, when program goals are not being sufficiently met.

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

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

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

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

Applicants must submit a budget (SF-424A), detailed line-item budget, and a budget narrative. Budget requests may not exceed \$1,000,000. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

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

Please see the Proposal Submission Instructions (PSI) for information about the application and formatting guidelines.

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

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

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

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

For questions about this announcement, contact ECA Program Officer Gretchen Wietmarschen, U.S. Department of State, Office of Citizen Exchanges, Youth Programs Division (ECA/PE/C/PY), 202-826-4284, [WietmarschenGM@state.gov](mailto:WietmarschenGM@state.gov).

All correspondence with ECA concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation. Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

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

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

#### **Required Registrations**

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

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

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

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

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

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts.

For more detailed instructions for registering with SAM, refer to:

<https://sam.gov/content/entity-registration>

### **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-25/subpart-1/section-25.110) for a full list of exemptions.

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

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

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

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

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

#### **Method of Submission**

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

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

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

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

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

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

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

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

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

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

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

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

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

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

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

#### **Application Deadline Date**

**Monday, June 30, 2025 (EST)**

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

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

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Grants.gov Authorized Organization Representative (AOR) will receive

an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

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

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

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

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

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

## **8. Certification Regarding Compliance with applicable Federal anti-discrimination laws**



None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 Application for Federal Assistance, the Applicant certifies the following:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.

**9. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.**

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

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

**11. Other Submission Requirements.**

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

**F. Application Review Information**

## 1. Review Process.

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

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

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

## 2. Review Criteria.

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

- a. **Quality of the Program Idea:** Proposals should be original, well-defined, and relevant to ECA's mission. Proposals should describe a plan for continued follow-on activity after the ECA supported program ends, including how to incorporate participants into the wider Youth Ambassadors alumni network, ensuring that programs are not isolated events.
- b. **Program Planning/Ability to Achieve Program Objectives:** Proposals should have a detailed agenda and work plan that demonstrates your institution's ability to carry out the program. The plan should follow the program guidelines described in this solicitation and should demonstrate how your institution will meet the program's objectives and plan. The objectives should be reasonable, feasible, and flexible.
- c. **Institutional Capacity/Track Record:** Proposals should include the necessary personnel and institutional resources to achieve the program results and should demonstrate an institutional record of successful exchange programs and responsible fiscal management. ECA will consider the past performance of prior recipients, including the timely submission of reports, and the demonstrated potential of new applicants.
- d. **Performance Monitoring and Evaluation (M&E):** Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.

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

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

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

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

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

## **G. Award Notices.**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from an authorized Grants Officer in ECA's Grants Division. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by a Grants Officer and transmitted to the recipient's responsible officer (as identified in the application) for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the fully signed award document.

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

### **Unsuccessful applicants:**

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

### **Payment Method:**

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

## H. Post-Award Requirements and Administration

### 1. Administrative and National Policy Requirements.

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

The Department of State will review and consider proposals for funding pursuant to this NOFO in accordance with OMB guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, including the following:

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

### 2. Reporting.

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

- a. **Performance Progress Reports (PPRs)** shall be required at a minimum annually and no more frequently than quarterly. Annual, quarterly, or semi-annual reports shall be due 30 days after the reporting period. All reports and supporting documentation must be uploaded by the recipient as a *Post Award Activity* under the corresponding record for this award in MyGrants.
- b. The **Federal Financial Reports** (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>. Once a financial report has been approved by the Department, the recipient must upload the approved report to MyGrants, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the recipient's eligibility for future awards.
- c. Required **MODE data** (see Program Performance Monitoring and Evaluation section) shall be required at a minimum annually and no more frequently than quarterly. MODE data reporting shall be due 30 days after the reporting period. The frequency of these reports will be determined by ECA/P/MELI and the Program Officer. Either a standard report template (if using the MODE Survey Builder) or aggregate data and the raw data file (if Recipient uses their own survey platform) must be uploaded by the Recipient as an RPM Performance Report under the corresponding record for this award in MyGrants.
- d. A **final program and financial report** no more than 120 days after the period of performance of the award ends or termination of the award.
- e. Award recipients will be required to provide reports analyzing their evaluation findings to ECA in their regular program reports. (Please refer to Section C. 6. M&E information.)
- f. **Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with ECA as required. At a minimum, the data must include the following:
  - 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 workdays prior to the official opening of the activity.

## I. Other Information

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

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

The award recipient will be considered a third party as described in 22 CFR 62 and responsible for issuing DS-2019 forms to participants in this program. ECA will be the sponsor for participants in this program.

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

Office of Private Sector Exchange Designation  
U.S. Department of State  
SA-5, Floor C2, Room C2L13  
2200 C Street, NW  
Washington, DC 20522