The ECA Grant Process

Program Idea(s) / Concept(s) Developed

(Program Office, Regional Bureaus, Public Affairs Sections at Embassies)

Notice of Funding Opportunity (NOFO) / Invitation to Apply Drafted by Program Office

in consultation with EX/PM, EX/G, and other Department and Bureau Elements, as appropriate

Notice of Funding Opportunity (NOFO) / Invitation to Apply

Approved by Assistant Secretary for Educational and Cultural Affairs

NOFO Published on Grants.gov; Directed Announcements (Renewal, Sole Source, and Limited Competition Renewals) Announced to Prospective Applicants on GrantSolutions.gov

(All solicitations identify criteria that will be used to review proposals.)

Normally a minimum of 30 days must be provided for organizations to submit a proposal.

Proposals Arrive in ECA-IIP/EX/PM

Proposals are received in GrantSolutions gov and distributed to Program Offices

Program Office Reviews Proposal (program details and budget) and Writes Analysis

a) Program Office schedules panel with EX/PM and secures panelists (senior management panelists are secured by EX/PM)
b) Program Office distributes proposals to Regional Bureaus, Posts, etc. for comment.

A Concurrence Memo/ package must be prepared for the Assistant Secretary's disposition if more than one proposal has been received in response to a NOFO/Limited Competition Solicitation. The memo must summarize the results of the panel and Office's recommendations and provide options. Once the concurrence memo is approved by the Assistant Secretary,

NOTE: Sole Sources and Renewals do not require a Concurrence Memo/package.

the Office may proceed to prepare the final grant package(s).

Program Officer Distributes Materials to Panelists

at least one week before panel (Materials include voting sheets, proposal analysis, regional bureau/post comments, proposals, signed approval to solicit memo, solicitation, and POGI, if applicable.)

Note: For senior management panels EX/PM will distribute materials to panelists.

Panel Convenes to Review Proposals/Materials

Panel makes recommendations to Assistant Secretary on whether to fund / not fund proposal(s)

Final Grant Package prepared

(includes Congressional Notification, EX/G Memo, minutes, voting sheets, proposal analysis, risk assessments, Post/Regional Bureau comments, signed concurrence memo, if applicable, signed approval to solicit, solicitation, and POGI, if applicable, budget, S424, SF-424A, SF-424B, SF-LLL and NICRA, if applicable, and the Grant Monitoring Plan.)

EX/PM Reviews Grant Package(s) with Assistant Secretary for approval. Approved packages proceed as follows:

Congressional Notifications for grant awards are vetted with ECA's Congressional Authorizing Committees for a period of 15 calendar days and the award is also cleared with S/EEOCR (Office of Civil Rights). Program Officer/GOR completes funding memo in GrantSolutions and recommends it.

ECA-IIP/EX/G (Grants Division) conducts final negotiations w/ potential award recipient during vetting period.

ECA-IIP/EX/PM sends funds release memo to ECA-IIP/EX/G once vetting period ends.

ECA-IIP/EX/G, ECA-IIP/EX/BF, and ECA-IIP/EX/PM approve the funding memo in GrantSoluitions.

ECA-IIP/EX/G completes Notice of Grant Award (NGA; 1909) in GrantSolutions, ECA-IIP/EX/BF (Budget Office) certifies funds are available, and ECA-IIP/EX//PM confirms CN vetting period has ended. The NGA is sent to organization via GrantSolutions for counter-signature. Once the NGA is countersigned, ECA-IIP/EX/PM will release the award and ECA-IIP/EX/G will issue it.

AWARD RECIPIENT BEGINS EXCHANGE ACTIVITY