

### 8. Follow-On Activities

Proposals should provide a plan for continued follow-on activity (without USIA support) which ensures that USIA supported programs are not isolated events.

### 9. Evaluation Plan

Proposals should provide a plan for a thorough and objective evaluation of the program/project by the grantee institution.

### 10. Cost-Effectiveness

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.

### 11. Cost-Sharing

Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

### 12. Support of Diversity

Proposal should demonstrate the recipients' commitment to promoting the awareness and understanding of diversity throughout the program. This can be accomplished through documentation (such as a written statement or account) summarizing past and/or on-going activities and efforts that further the principle of diversity within both their organization and their activities.

#### Notice

The Office of Citizen Exchanges reserves the right to reduce, revise, or increase the grant award. The terms and conditions published in the Request For Proposals (RFP) are binding and may not be modified by any USIA representative. Explanatory information provided by USIA that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. Final awards cannot be made until funds have been fully appropriated by the Congress, allocated and committed through internal USIA procedures.

#### Notification

All applicants will be notified of the results of the review process on or about April 28, 1995. Awarded grants will be subject to periodic reporting and evaluation requirements.

Dated: January 11, 1995.

Dell Pendergrast,

*Deputy Associate Director, Bureau of Educational and Cultural Affairs.*

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### Local Government

**ACTION:** Notice—Request for proposals.

**SUMMARY:** The Office of Citizen Exchanges (E/P) announces a competitive grants program for nonprofit organizations in support of projects on the theme of LOCAL GOVERNMENT for audiences in the following geographical areas: Sub-Saharan Africa; American Republics; East Asia (Peoples Republic of China); and Western Europe (Italy). USIA particularly is seeking projects which link American institutions and specialists with partners overseas. New and creative approaches to the issue of local government will be especially welcome. Proposals which request USIA funding of less than \$135,000 and which include significant cost sharing will be deemed more competitive.

Interested applicants are urged to read the complete Federal Register announcement before addressing inquiring to the Office or submitting their proposals.

After the deadline for submitting proposals, USIA officers may not discuss this competition in any way with applicants until final decisions are made.

**Announcement name and number:** All communications concerning this announcement should refer to the Local Government Grant Program, announcement number E/P-95-41. Please refer to title and number in all correspondence or telephone calls to USIA.

**DATES:** Deadline for Proposals: All copies must be received at the U.S. Information Agency by 5 p.m. Washington, DC time on March 3, 1995. Faxed documents will not be accepted, nor will documents postmarked on March 3, 1995, but received at a later date. It is the responsibility of each grant applicant to ensure that proposals are received by the above deadline.

**FOR FURTHER INFORMATION CONTACT:** Interested organizations/institutions must contact the Office of Citizen Exchanges, E/P, Room 216, United States Information Agency, 301 Fourth Street, SW., Washington, DC 20547, telephone (202) 619-5326, fax (202) 260-0437 to request detailed application packets, which include award criteria, all application forms, and guidelines for preparing proposals, including specific criteria for preparation of the proposal budget. Please direct inquiries on programmatic matters to the USIA Officer identified under each geographic heading.

**ADDRESSES:** Applicants must follow all instructions given in the Proposal

Submission Instructions and send only complete applications to: U.S. Information Agency, REF: E/P-95-41 Local Government Grant Competition, Grants Management Division (E/XE), 301 Fourth Street, SW., Room 336, Washington, DC 20547.

**SUPPLEMENTARY INFORMATION:** Pursuant to the legislation authorizing the Bureau of Education and Cultural Affairs, 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 race, gender, religion, geographic location, socio-economic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle.

#### Overview

The Office of Citizen Exchanges works with U.S. private sector nonprofit organizations on cooperative international group projects that introduce American and foreign participants to each others' social, economic, and political structures; and international interests.

#### Guidelines

Applicants should carefully note the following restrictions and recommendations for proposals in specific geographical areas:

#### Africa

##### The Role of Local Government in a Democracy

Proposals are initiated to conduct a program for 3-4 countries in one subregion of Africa (southern, eastern, central, or western) which would promote effective governmental administration and planning at the grassroots level. Issues to be addressed might include local-national government relations, fundraising and budgeting at the local level, methods for assessing local needs and resources, public-private partnerships for local planning and development, services at local level (e.g., water, health, refuse disposal, zoning, community planning, etc) and administrative skills. Participants would include local government administrators and policy makers (e.g., managers, mayors, local council representatives) and persons who liaise between localities and national governments. The program should include at least two phases, one of which would bring Africans to the U.S. and the other of which would send U.S. counterparts to participating

African countries. Inquiries should be directed to Program Specialist Stephen Taylor, (202) 619-5319, Internet STAYLOR@USIA.GOV

#### *American Republics*

##### Good Governance in the Americas

USIA is interested in proposals for programs which will foster effective administration in local and regional municipal governments. Programs might examine and seek to improve relationships among local executive, legislative, and judicial elements, or they might address the knowledge and skills necessary to administer one or more of these branches of local government. Program topics might include one or more of the following: judicial administration, budget development, financial management and oversight, professionalization of the civil service (e.g., the use of city managers), tax policies and mechanisms, election practices, management of municipal services, privatization of government property, consumer protection, business regulation (as opposed to control), licensing, and environmental protection. Inquiries should be directed to Program Specialist Laverne Johnson, (202) 619-5326, Internet LJOHNSON@USIA.GOV

#### *Western Europe*

##### Italian Local Government

USIA is interested in proposals with a focus on regional governments in Italy. The exchange would have three phases. In Phase 1 a team from the American grantee institution would visit five cities in Italy (Rome, Palermo, Naples, Bologna, and Milan) to select, in conjunction with the USIS post, participants in a U.S. study tour. In Phase 2, fifteen participants, three from each city, would travel to the U.S. for a two-week study tour focussing on regional government and separation of powers between federal and state governments. In Phase 3, American participants selected from the interlocutors that the groups met during Phase 2 would return to Italy and conduct short (one-day) seminars in each of the five cities. Inquiries should be directed to Program Specialist Christina Miner, (202) 619-5319, Internet CMINER@USIA.GOV

#### *East Asia*

##### Chinese Federalism Project

Proposals are invited to conduct a project for Chinese provincial and municipal legislators to observe how U.S. state governments function and

how the Federal government and state governments interact.

##### Chinese Local Elected Officials Project

Proposals are invited to conduct a project to bring Chinese Ministry of Civil Affairs officials from the provincial level to the U.S. to observe how U.S. local officials are chosen, what their powers are, how they respond to the needs of their constituencies, and what happens when they are not sufficiently responsive to their constituencies' needs.

Inquiries should be directed to Program Specialist Elroy Carlson, (202) 619-5326, Internet ECARLSON@USIA.GOV

##### Program Parameters

The Office of Citizen Exchanges strongly encourages the coordination of activities with respected universities, professional associations, and major cultural institutions in the U.S. and abroad, but particularly in the U.S. Projects should be intellectual and cultural, not technical. Vocational training (an occupation other than one requiring a baccalaureate or higher academic degree; i.e., clerical work, auto maintenance, etc. and other occupations requiring less than two years of higher education) and technical training (special and practical knowledge of a mechanical or a scientific subject which enhances mechanical, narrowly scientific, or semi-skilled capabilities) are ineligible for support. In addition, scholarship programs are ineligible for support.

The Office does not support proposals limited to conferences or seminars (i.e., one- to fourteen-day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only insofar as they are part of a larger project in duration and scope which is receiving USIA funding from this competition. USIA-supported projects may include internships; study tours; short-term, non-technical training; and extended, intensive workshops taking place in the United States or overseas. The themes addressed in exchange programs must be of long-term importance rather than focused exclusively on current events or short-term issues. In every case, a substantial rationale must be presented as part of the proposal, one that clearly indicates the distinctive and important contribution of the overall project, including where applicable the expected yield of any associated conference. No funding is available exclusively to send U.S. citizens to conferences or conference-type seminars overseas; neither is funding available for

bringing foreign nationals to conferences or to routine professional association meetings in the United States. Projects that duplicate what is routinely carried out by private sector and/or public sector operations will not be considered. The Office of Citizen Exchanges strongly recommends that applicants consult with host country USIS posts, prior to submitting proposals.

##### Selection of Participants

All grant proposals should clearly describe the types of persons who will participate in the program as well as the process by which participants will be selected. It is recommended that programs in support of U.S. internships include letters tentatively committing host institutions to support the internships. In the selection of foreign participants, USIA and USIS posts retain the right to nominate all participants and to accept or deny participants recommended by grantee institutions. However, grantee institutions are often asked by USIA to suggest names of potential participants. The grantee institution will also provide the names of American participants and brief (two pages) biographical data on each American participant to the Office of Citizen Exchanges for information purposes. Priority will be given to foreign participants who have not previously travelled to the United States.

##### Additional Guidance

The Office of Citizen Exchanges offers the following additional guidance to prospective applicants:

1. The Office of Citizen Exchanges encourages project proposals involving more than one country. Pertinent rationale which links countries in multi-country projects should be included in the submission. Single-country projects that are clearly defined and possess the potential for creating and strengthening continuing linkages between foreign and U.S. institutions are also welcome.

2. Proposals for bilateral programs are subject to review and comment by the USIS post in the relevant country, and pre-selected participants will also be subject to USIS post review.

3. Bilateral programs should clearly identify the counterpart organization and provide evidence of the organization's participation.

4. The Office of Citizen Exchanges will consider proposals for activities which take place exclusively in other countries when USIS posts are consulted in the design of the proposed program and in the choice of the most suitable venues for such programs.

5. Office of Citizen Exchanges grants are not given to support projects whose focus is limited to technical or vocational subjects, or for research projects, for publications funding, for student and/or teacher/faculty exchanges, for supports and/or sports related programs. Nor does this office provide scholarships or support for long-term (a semester or more) academic studies.

#### Funding

Proposals which request USIA funding of less than \$135,000 and which include significant cost sharing will be deemed more competitive. Organizations with less than four years of successful experience in managing international exchange programs are limited to \$60,000. Applicants are invited to provide both an all-inclusive budget as well as separate sub-budgets for each program component, phase, location, or activity in order to facilitate USIA decisions on funding. While an all-inclusive budget must be provided with each proposal, separate component budgets are optional. Since USIA grant assistance constitutes only a portion of total project funding, proposals should list and provide evidence of other anticipated sources of financial and in-kind support. Cost sharing may be in the form of allowable direct or indirect costs.

The Recipient must maintain written records to support all allowable costs which are claimed as being its contribution to cost participation, 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, Attachment E—Cost Sharing and Matching and should be described in the proposal.

#### Eligible Costs

The following project costs are eligible for consideration for funding:

1. International and domestic air fares; visas; transit costs; ground transportation costs.
2. Per Diem. For the U.S. program, organizations have the option of using a flat \$140/day for program participants or the published U.S. Federal per diem rates for individual American cities. For activities outside the U.S., the published Federal per diem rates must be used. NOTE: U.S. escorting staff must use the published Federal per diem rates, not the flat rate.
3. Interpreters. If needed, interpreters for the U.S. program are provided by the U.S. State Department Language Services Division. Typically, a pair of

simultaneous interpreters is provided for every four visitors who need interpretation. USIA grants do not pay for foreign interpreters to accompany delegations from their home country. Grant proposal budgets should contain a flat \$140/day per diem for each Department of State interpreter, as well as home-program-home air transportation of \$400 per interpreter plus any U.S. travel expenses during the program. Salary expenses are covered centrally and should not be part of an applicant's proposed budget.

4. Book and cultural allowance. Participants are entitled to and escorts are reimbursed a one-time cultural allowance of \$150 per person, plus a participant book allowance of \$50. U.S. staff do not get these benefits.

5. Consultants. May be used to provide specialized expertise or to make presentations. Daily honoraria generally do not exceed \$250 per day. Subcontracting organizations may also be used, in which case the written agreement between the prospective grantee and subcontractor should be included in the proposal.

6. Room rental, which generally should not exceed \$250 per day.

7. Materials development. Proposals may contain costs to purchase, develop, and translate materials for participants.

8. One working meal per project. Per capita costs may not exceed \$5–8 for a lunch and \$14–20 for a dinner; excluding room rental. The number of invited guests may not exceed participants by more than a factor of two to one.

9. A return travel allowance of \$70 for each participant which is to be used for incidental expenditures incurred during international travel.

10. In most cases, USIA-funded delegates will be covered under the terms of a USIA-sponsored health insurance policy where the premium is paid by USIA directly to the insurance company. For additional information on insurance coverage, contact the E/P program officer.

11. Other costs necessary for the effective administration of the program, including salaries for grant organization employees, benefits, and other direct and indirect costs per detailed instructions in the Proposal Submission Instructions. Please refer to these Instructions for complete budget guidelines.

#### Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines established

herein and in the Proposal Submission Instructions. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will also be reviewed by the budget and contract offices, as well the USIA geographic regional office and the USIS post overseas, where appropriate. Proposals may also be reviewed by the USIA's Office of General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for grant awards resides with USIA's contracting officer.

#### Review Criteria

USIA will consider proposals based on their conformance with the objectives and considerations already stated in this RFP, as well as the following criteria:

##### 1. Quality of Program Idea

Proposals should exhibit originality, substance, precision, and relevance to the Agency mission.

##### 2. Program Planning

Detailed agenda and relevant work plan should demonstrate substance undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

##### 3. Ability to Achieve Program Objectives

Objectives should be reasonable, feasible, and flexible. Proposal should clearly demonstrate how the institution will meet the program objectives and plan.

##### 4. Multiplier Effect

Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

##### 5. Value to U.S.—Partner Country Relations

Proposed projects should receive positive assessments by USIA's geographic area desk and overseas officers of program need, potential impact, and significance in the partner.

##### 6. Institutional Capacity

Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goal.

##### 7. Institution Reputation/Ability

Proposal should demonstrate an institutional record of successful

exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

#### 8. Follow-on Activities

Proposal should provide a plan for continued follow-on activity (without USIA support) which ensures that USIA supported programs are not isolated events.

#### 9. Evaluation Plan

Proposals should provide a plan for a thorough and objective evaluation of the program/project by the grantee institution.

#### 10. Cost-Effectiveness

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.

#### 11. Cost-Sharing

Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

#### 12. Support of Diversity

Proposal should demonstrate the recipients' commitment to promoting the awareness and understanding of diversity throughout the program. This can be accomplished through documentation (such as a written statement or account) summarizing past and/or on-going activities and efforts that further the principle of diversity within both their organization and their activities.

#### Notice

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#### Notification

All applicants will be notified of the results of the review process on or about

April 28, 1995. Awarded grants will be subject to periodic reporting and evaluation requirements.

Dated: January 11, 1995.  
Dell Pendergrast,  
Deputy Associate Director, Bureau of  
Educational and Cultural Affairs.  
[FR Doc. 95-1180 Filed 1-18-95; 8:45 am]  
BILLING CODE 8230-01-M

#### Citizen Networking

**ACTION:** Notice—Request for proposals.

**SUMMARY:** The Office of Citizen Exchanges (E/P) announces a competitive grants program for non-profit organizations in support of projects on the theme of Citizen Networking for audiences in the following geographical areas: Sub-Saharan Africa; American Republics; East Asia (Japan, Burma, Regional); and Middle East and South Asia. USIA particularly is seeking projects which link American institutions and specialists with partners overseas. New and creative approaches to the issue of citizen networking will be especially welcome. Proposals which request USIA funding of less than \$135,000 and which include significant cost sharing will be deemed more competitive.

Interested applicants are urged to read the complete Federal Register announcement before addressing inquiries to the Office or submitting their proposals.

After the deadline for submitting proposals, USIA officers may not discuss this competition in any way with applicants until final decisions are made.

**Announcement name and number:** All communications concerning this announcement should refer to the Citizen Networking Grant Program, announcement number E/P-95-40. Please refer to title and number in all correspondence or telephone calls to USIA.

**DATES:** Deadline for Proposals: All copies must be received at the U.S. Information Agency by 5 p.m. Washington, DC time on March 3, 1995. Faxed documents will not be accepted, nor will documents postmarked on March 3, 1995, but received at a later date. It is the responsibility of each grant applicant to ensure that proposals are received by the above deadline.

**FOR FURTHER INFORMATION CONTACT:** Interested organizations/institutions must contact the Office of Citizen Exchanges, E/P, Room 216, United States Information Agency, 301 4th Street, SW., Washington, DC 20547, telephone (202) 619-5326, fax (202)

260-0437, to request detailed application packets, which include award criteria, all application forms, and guidelines for preparing proposals, including specific criteria for preparation of the proposal budget. Please direct inquiries on programmatic matters to the USIA Officer identified under each geographic heading.

**ADDRESSES:** Applicants must follow all instructions given in the Proposal Submission Instructions (PSI) and send only complete applications to: U.S. Information Agency, REF: E/P-95-40 Citizen Networking Grant Competition, Grants Management Division (E/XE), 301 Fourth Street, SW., Room 336, Washington, DC 20547.

**SUPPLEMENTARY INFORMATION:** Pursuant to the legislation authorizing the Bureau of Education and Cultural Affairs, 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 race, gender, religion, geographic location, socio-economic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle.

#### Overview

The Office of Citizen Exchanges works with U.S. private sector non-profit organizations on cooperative international group projects that introduce American and foreign participants to each others' social, economic, and political structures; and international interests.

#### Guidelines

Applicants should carefully note the following restrictions and recommendations for proposals in specific geographical areas:

##### *Africa, Sub-Saharan*

##### Building Grassroots Citizen Organizations in Africa

Proposals are invited to conduct a program for selected African countries which would contribute to the creation and management of non-governmental citizen organizations which address community needs, encourage community participation in problem solving, quality of life enhancement and professional development. The program should give particular attention to the development of grassroots organizations which contribute to democracy, and it should address such organizational needs as fundraising, budgeting, publicity, setting goals and objectives,