

*Form Number:* FMS 458 and FMS 459.

*Type of Review:* Extension.

*Title:* Financial Institution Agreement and Application Forms for Designation as a Treasury Tax and Loan Depository (FMS 458); and Resolution Authorizing the Financial Institution Agreement and Application for Designation as a Treasury Tax and Loan Depository (FMS 459).

*Description:* Financial institutions are required to complete an Agreement and Application to participate in the Federal Tax Deposit/Treasury Tax and Loan Programs. The approved application designates the depository as an authorized recipient of taxpayers' deposits for Federal taxes.

*Respondents:* Business or other for-profit.

*Estimated Number of Respondents:* 450.

*Estimated Burden Hours Per Respondent:* 30 minutes.

*Frequency of Response:* Other (once for duration of the authorization).

*Estimated Total Reporting Burden:* 225 hours.

*Clearance Officer:* Jacqueline R. Perry (301) 344-8577, Financial Management Service, 3361-L 75th Avenue, Landover, MD 20785.

*OMB Reviewer:* Alexander T. Hunt (202) 395-7860, Office of Management and Budget, Room 10202, New Executive Office Building, Washington, DC 20503.

**Lois K. Holland,**

*Departmental Reports Management Officer.*  
[FR Doc. 98-30885 Filed 11-18-98; 8:45 am]  
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## Program Information

### Overview

This program is part of a collaborative effort to support curriculum and faculty development at the American University in Kyrgyzstan (AUK). The program will award up to \$1,950,000 for a three year period for faculty development and administrative training for the American University in Kyrgyzstan. Approximately \$300,000 of the total program budget should be devoted to the administrative training component, and the rest should be devoted to the faculty development component and administrative costs. The grantee organization or organizations will be expected to assist AUK to develop its faculty and administrative capacity through a comprehensive program of exchange and support activities.

### Objectives

The overall objective of this effort is to support the American University in Kyrgyzstan in adapting U.S. educational curricula and practices to meet educational needs in Kyrgyzstan, and in fostering respect for principles of academic integrity and excellence. This assistance program will be divided into two parts: a faculty development component and an administrative training component. The objective of the faculty development component is to carry out a comprehensive program of faculty and curriculum development for the American University in Kyrgyzstan, including collaboration on the general education program and support in the following targeted fields: Journalism/Communications, Economic, Psychology, Sociology, American Studies, International Relations/Political Sciences, and other fields as needed. Applicants should describe a program of support for the targeted disciplines as well as an overall view of support for AUK. Applicants are encouraged to undertake exchange activities within each discipline in cooperation with one U.S. college or university department in that discipline in order to ensure program continuity and to enhance the mutual understanding of the participants. The faculty development program may take the shape of a series of exchanges between a U.S. and an AUK department in each targeted field. The exchanges in the several targeted fields may all be concentrated in one U.S. college or university; they may be concentrated in institutions in the same U.S. region; or they may involve several individual departments in colleges and universities across the U.S. These exchanges should

provide participating AUK junior faculty with the possibility of earning the master's degree at a U.S. institution. Faculty exchange in a given discipline with a college department which does not offer the master's degree is allowable as long as appropriate arrangements can be made with another U.S. institution for study towards the master's degree where required. One small to medium sized institution of higher education may be designated as a model institution for AUK participants to consider as they adapt to the educational needs of Kyrgyzstan what they are learning in the U.S. The model institution should also participate in faculty development in one or more of the targeted disciplines and/or in administrative training for AUK. Site visits to the model institution by all AUK exchange participants in the U.S. are encouraged where feasible.

The objective of the administrative training component is to carry out a comprehensive program of administrative support and training for AUK. Proposals should plan for training and support in the following priority areas: admissions, registrar's office (including registration, records and scheduling), financial aid, finance, accounting and budgeting, and library collections. Proposals may also plan for support in the areas of academic advising, student services, public relations, institutional development, and other services as needed. The goal of the administrative training exchanges is to facilitate a mentoring program for AUK administrators with U.S. counterparts through a series of exchange visits that should include visits to Kyrgyzstan by U.S. administrators with practical experience in these activities. Proposals may coordinate the administrative training components with a program of research on international educational development.

USIA encourages applications from consortia of colleges and universities or from U.S. partnerships developed for the purposes of this grant, as well as from any single organization with the capacity to administer this program. If a lead U.S. institution in a consortium is responsible for submitting an application on behalf of a consortium, the application must document the lead school's stated authority to represent the consortium.

## Guidelines

### Participants

The project is designed for the following participants: faculty, administrators, staff and students at

## UNITED STATES INFORMATION AGENCY

### Faculty Development and Administrative Training for the American University in Kyrgyzstan Program; Request for Proposals

**SUMMARY:** The Office of Academic Programs of the United States Information Agency's Bureau of Educational and Cultural Affairs announces an open competition for an assistance award program. Public and private non-profit organizations meeting the provisions described in IRS regulation 26 CFR 1.501(c) may submit proposals to assist the American University in Kyrgyzstan (AUK) with faculty development and administrative training.

AUK and at the U.S. colleges or universities identified as partners in the faculty development and administrative training for AUK; postdoctoral specialists or doctoral candidates from the U.S. who are qualified to teach courses at AUK and to train AUK faculty and students; and other qualified educational and administrative specialists as appropriate. Applicant organizations do not need to obtain a letter of commitment from AUK, which has indicated its interest and commitment directly to USIA.

#### *Logistics*

The recipient organization will be responsible for most arrangements associated with this program. These include providing international and domestic travel arrangements for all participants, making lodging and local transportation arrangements for visitors, orienting and debriefing participants, preparing any necessary support material, and working with AUK, U.S. host institutions and individual grantees to achieve maximum program effectiveness.

#### *Visa/Insurance/Tax Requirements*

Programs must comply with J-1 visa regulations, including those pertaining to insurance. Please refer to Solicitation Package for further information. Administration of the program must be in compliance with reporting and withholding regulations for federal, state and local taxes as applicable. Recipient organizations should demonstrate tax regulation adherence in the proposal narrative and budget.

#### **Budget Guidelines**

Organizations with less than four years of experience in conducting international exchange programs are ineligible for this grant competition.

Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as a breakdown reflecting the administrative budget, the budget for the faculty development component, the budget for the administrative training component, and detailed budgets for each of the three years of the grant. The total administrative costs funded by USIA may not exceed 20% of the total request. Approximately \$300,000 should be devoted to the administrative training component. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Announcement Title and Number: All correspondence with USIA concerning this RFP should reference the above title and number E/ASU-99-07.

**FOR FURTHER INFORMATION CONTACT:** Office of Academic Programs; Advising, Teaching and Specialized Programs Division; Specialized Programs Branch, U.S. Information Agency, 301 4th Street, S.W., Washington, D.C. 20547, telephone: (202) 619-4097, fax: (202) 401-1433, internet: seisen@usia.gov to request a Solicitation Package containing more detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify USIA Program Officer Sam Eisen on all inquiries and correspondence.

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

#### **Contact Information for AUK**

Applicants are encouraged to consult with the American University in Kyrgyzstan while planning their proposals. The primary contact person at AUK is Martha Merrill, Dean of Faculty and Curriculum Development: Martha C. Merrill, c/o USIS-Bishkek, Kyrgyz Republic, Department of State, Washington, DC 20521-7040, 996-3312-21-37-72 or 21-36-32 phones at USIS, 996-3312-21-09-48 fax at USIS, E-mail: mmerrill@hotmail.com

Applicants may also contact: ED Kulakowski, Public Affairs Officer, USIS Bishkek, tel: (996)-3312-213-632, 213-772, fax: (996)-3312-210-948, e-mail: pao@usis.gov.kg.

#### **To Download a Solicitation Package Via Internet**

The entire Solicitation Package may be downloaded from USIA'S website at <http://www.usia.gov/education/rfps>. Please read all information before downloading.

#### **To Receive a Solicitation Package Via Fax on Demand**

The entire Solicitation Package may be requested from the Bureau's "Grants Information Fax on Demand System," which is accessed by calling 202/401-7616. The "Table of Contents" listing available documents and order numbers should be the first order when entering the system.

Deadline for Proposals: All proposal copies must be received at the U.S. Information Agency by 5 p.m.

Washington, D.C. time on March 8, 1999. Faxed documents will not be accepted at any time. Documents postmarked the due date but received on a later date will not be accepted. Each applicant must ensure that the proposals are received by the above deadline.

*Approximate program dates:* Grants should begin on or about July 1, 1999.

*Duration:* July 1, 1999-June 30, 2002.

#### **Submissions**

Applicants must follow all instructions in the Solicitation Package. The original and 8 copies of the application should be sent to:

U.S. Information Agency, Ref.: E/ASU-9-07, Office of Grants Management, E/XE, Room 32,6 301 4th Street, S.W., Washington, D.C. 20547

Applicants must also submit the "Executive Summary" and "Proposal Narrative" sections of the proposal on a 3.5" diskette, for matted for DOS. These documents must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. USIA will transmit these files electronically to USIS posts overseas for their review, with the goal of reducing the time it takes to get posts' comments for the Agency's grants review process.

#### **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 physical challenges. 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 the total 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," USIA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

### Year 2000 Compliance Requirement (Y2K Requirement)

The Year 2000 (Y2K) issue is a broad operational and accounting problem that could potentially prohibit organizations from processing information in accordance with Federal management and program specific requirements including data exchange with USIA. The inability to process information in accordance with Federal requirements could result in grantees' being required to return funds that have not been accounted for properly.

USIA therefore requires all organizations use Y2K compliant systems including hardware, software, and firmware. Systems must accurately process data and dates (calculating, comparing and sequencing) both before and after the beginning of the year 2000 and correctly adjust for leap years.

Additional information addressing the Y2K issue may be found at the General Services Administration's Office of Information Technology website at <http://www.itpolicy.gsa.gov>.

### 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 stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the USIA

Office of East European and NIS affairs and USIS Bishkek. Eligible proposals will be forwarded to panels of USIA officers for advisory review. Proposals may also be reviewed by the Office of the General Counsel or by other Agency elements. Final funding decisions are at the discretion of USIA's Associate Director for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the USIA Grants Officer.

### 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 the Freedom for Russia and Emerging

Eurasian Democracies and Open Markets Support Act of 1993 (Freedom Support Act). Programs and projects must conform with Agency requirements and guidelines outlined in the Solicitation Package. USIA projects and programs are subject to the availability of funds.

### Notice

The terms and conditions published in this RFP are binding and may not be modified by any USIA representative. Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. The Agency 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.

### Notification

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

Dated: November 9, 1998.

### Judith Siegel,

*Deputy Associate Director for Educational and Cultural Affairs.*

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