

the country. The Agency is assisted in the administration of the program by the Institute of International Education (IIE) under a cooperative agreement with the Agency. Fellows are nominated for the program by USIA overseas posts or Fulbright Commissions based on their potential for national leadership, commitment to public service, and professional and academic qualifications. By providing these future leaders with exposure to U.S. society, and to current U.S. approaches to the fields in which they work, the program provides a basis for establishing lasting ties among U.S. citizens and their professional counterparts in other countries.

The objectives of the Washington Workshop are to:

- \* Enhance fellows' understanding of U.S. social, cultural, and political processes and institutions to provide a framework for interpreting the events of their fellowship year;
- \* Provide opportunities for professional networking among fellows and with Washington area peers;
- \* Introduce fellows to the unique resources available in Washington, D.C.

#### Guidelines

Non-profit organizations with key program staff based in the Washington, D.C. metropolitan area and available for frequent meetings with USIA staff are invited to submit proposals. Organizations also must have experience in conference management, professional exchanges, and international exchanges. Only organizations with at least four years of experience in international exchange activities are eligible to apply for this award.

The Agency encourages proposals from eligible organizations whose staffs reflect a broad variety of ethnic backgrounds, whose programs encompass a range of diversity interests, and/or whose mission includes furthering the interests of traditionally under-represented groups.

The recipient organization will be responsible for most arrangements associated with this workshop. These include organizing a coherent schedule of activities, making lodging and local transportation arrangements for participants, preparing all necessary support materials, working with Humphrey Coordinators from host universities and IIE staff to achieve maximum workshop effectiveness, conducting a final evaluation, and other details which are outlined in the Solicitation Package. Drafts of all printed materials developed for the workshop should be submitted to the

Agency for review and approval. All official documents should highlight the U.S. government's role as program sponsor and funding source.

#### Proposed Budget

The award for this project may not exceed \$235,000, and cost sharing is strongly encouraged. Applicants must submit a comprehensive, line-item budget for the entire workshop. Specific guidance is contained in the Solicitation Package. There must be a summary budget as well as a break-down reflecting both the administrative budget and the program budget. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

#### 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 started herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the Agency contracts office. Proposals may also be reviewed by the Office of the 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 assistance awards (grants or cooperative agreements) resides with the USIA grants officer.

#### Review Criteria

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

1. Quality/responsiveness of the program idea. Proposals should exhibit originality, substance, precision, cultural sensitivity, and responsiveness to the material set forth herein and in the Solicitation Package. Proposals should clearly demonstrate how the institution will meet the workshop's objectives and plan.
2. Multiplier effect/impact. Proposed programs should strengthen long-term mutual understanding and encourage collaboration among fellows and with U.S. counterparts after the fellowship year.
3. Support of Diversity. Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity.
4. Institutional Capacity. Proposed personnel and institutional resources

should be adequate and appropriate to achieve the workshop's goals.

5. Institution's Record/Ability. Proposals 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. Successful experience with organizing workshops for international participants is also very desirable. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

6. Project Evaluation. Proposals should include a plan to evaluate the workshop's success, both as the activities unfold and at the end of the program. USIA recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original workshop objectives.

7. 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.

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

#### 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 needs of the program may require the award to be reduced, revised, or increased. Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

#### Notification

All applicants will be notified of the results of the review process on or about May 8, 1995. Awards made will be subject to periodic reporting and evaluation requirements.

Dated: January 31, 1995.

**John P. Loiello,**

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[FR Doc. 95-2934 Filed 2-8-95; 8:45 am]

BILLING CODE 8230-01-M