

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).

Notice

The terms and conditions published in this RFP are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau 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 Bureau 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 Department of State procedures.

Dated: September 21, 1999.

William P. Kiehl,

Acting Deputy Associate Director for Educational and Cultural Affairs.

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UNITED STATES INFORMATION AGENCY

Bureau of Education and Cultural Affairs; Performing Arts Presenters Exchange Program With China

NOTICE: Request for proposals.

SUMMARY: The Office of Citizen Exchanges of the United States Information Agency's Bureau of Educational and Cultural Affairs announces an open competition for a Performing Arts Presenters Exchange Program with China. Public and private non-profit organizations meeting the provisions described in IRS regulation 26 CFR 1.501(c) may submit proposals to facilitate international cultural and educational exchange through a program that will bring performing arts presenters in China and the United States together to exchange strategies for presenting artists, discuss arts management techniques and recruit performing artists from each other's countries for presentation through this exchange. Interested applicants are invited to read the complete solicitation package before submitting their proposals. The solicitation package

consists of the RFP; and Project Objectives, Goals and Implementation (POGI) statement; and Proposal Submission Instructions (PSI). On October 1, 1999, the U.S. Information Agency, including the Bureau of Educational and Cultural Affairs, will become part of the United States Department of State without affecting the content of this announcement or the nature of the program described.

Application Deadline and Reference Number: All proposal materials must be received at the Bureau of Educational and Cultural Affairs Grants Office by 5 p.m. Washington, D.C. time on Wednesday, October 27, 1999. Faxed documents will not be accepted, nor will documents postmarked on October 27, 1999, but received at a later date. All communications concerning this announcement should refer to the title and reference number—E/P-00-08. Please see section entitled "Guidelines".

Program Information

Overview

Differences in arts management between the U.S. and China may contribute to impediments in artistic exchange between the two countries. Cultural perceptions, contractual misunderstandings and incompatible management styles have, at times, created barriers to the exchange of performing artists between the two countries. The purpose of this program is to assist arts presenters in both countries understand how the other side operates, with the objective of achieving fruitful artistic exchanges. An ideal program should include the following three components:

1. Consultation/assessment visit by American arts presenters to China: A team of arts presenters from the U.S. will visit China to meet with leading arts presenters, increase their knowledge of performing arts presentation in China and assess performance venues.
2. Workshops in the U.S.: To be conducted for Chinese participants, by American experts in performing arts presentation in this country, focusing on legal, contractual, marketing, commercial and logistical issues involved with presenting American performing artists. Workshops should also cover similarities and differences between performing arts organizations in the U.S. and China, and an overview of the difficulties that American performing artists tend to encounter when conducting overseas tours.
3. An opportunity for leading arts presenters in China to attend one of the regional or national conferences for arts

presenters in the U.S., where participants would have an opportunity to increase their understanding of trends in the arts presentation field and to view a wide range of American performing artists. At the conclusion of this component, the American and Chinese arts presenters will develop proposals and time lines to present specific artists in each other's country.

Guidelines

Eligible Applicants

The Office of Citizen Exchanges works with U.S. non-profit organizations to develop cooperative international group projects that introduce American and foreign participants to each other's cultural and artistic life and traditions. For this project, we look forward to working with an arts organization that has demonstrated expertise in presenting performing artists in the United States, extensive knowledge of presenting performing artists abroad, and interest and expertise in the performing arts of China.

Project Participants

The grantee organization will recruit American arts presenters for the initial assessment visit and the final phase of the project, which will result in a work plan for presenting performing artists from China in the U.S. The grantee organization must work with our colleagues at the American Embassy in Beijing to recruit appropriate performing arts presenters in China to participate this project. The U.S. Embassy in Beijing will also review the Chinese participants' final work plans to present American artists in China.

Programs must comply with J-1 visa regulations. Please refer to the Solicitation Package for further information regarding visas.

Grant Dates

We anticipate that the grant will begin on or about February 1, 2000, and end on March 1, 2001. However, a final award cannot be made until funds have been appropriated by Congress, and allocated and committed through internal Bureau procedures.

Budget Guidelines

Grants awarded to eligible organizations with less than 4 years of experience in conducting international exchange programs will be limited to \$60,000.

Applicants must submit a comprehensive budget for the entire program. The Award may not exceed \$100,000, and the Bureau expects to award one grant under the terms of this

competition. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. Please note that strong preference will be given to proposals with a minimum of 30% cost sharing. Strong preference will also be given to proposals with administrative costs of no more than 20% of the total amount requested from the Bureau of Educational and Cultural Affairs.

Allowable costs for the program include the following:

1. International and domestic air fares; visas; transit costs; ground transportation costs.
2. Per Diem. For the activity in the U.S., organizations have the option of using a flat \$160/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. Per diem rates may be accessed at <http://state.gov/www/perdiems>.
3. Interpreters. If needed, interpreters for the U.S. program are provided by the State Department's Language Services Division. Typically, a pair of simultaneous interpreters is provided for every four visitors who need interpretation. Bureau grants do not pay for foreign interpreters to accompany delegations from their home country. Grant proposal budgets should contain a flat \$160/day per diem for each Department of State interpreter, as well as home-to-program round trip air transportation of \$400 per interpreter plus any U.S. travel expenses during the program.
4. Book and cultural allowance. Participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50.
5. Consultants may be used to provide specialized expertise to make presentations. Daily honoraria generally do not exceed \$250 per day.
6. Materials development. Proposals may contain costs to purchase, develop and translate materials for participants.
7. All Bureau-funded delegates will be covered under the terms of a Bureau-sponsored health insurance policy.
8. Other costs necessary for the effective administration of the program, including salaries and benefits for grant organization employees, as stated in the detailed instructions in the application package. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

FOR FURTHER INFORMATION CONTACT: The Office of Citizen Exchanges, ECA/PE/C/

CU, Room 568, United States Department of State, Bureau of Educational and Cultural Affairs, 301 4th Street, SW., Washington, DC 20547, telephone: (202) 205-2209, fax: (202) 619-6315 or e-mail jjohanse@exchanges.usia.gov, to request a Solicitation Package. The Solicitation Package contains detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify Cultural Programs Officer Jill Johansen Staggs on all other inquiries and correspondence.

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

To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at <http://e.usia.gov/education/rfps>. Please read all information before downloading.

Deadline for Proposals: All proposal copies must be received at the Bureau by 5 p.m. Washington, D.C. time on *October 27, 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.

Applicants must follow all instructions in the Solicitation Package. The original and 8 copies of the application should be sent to: United States Department of State, The Bureau of Educational and Cultural Affairs, Ref.: E/P-00-08, Office of Program Management, ECA/EX/PM, Room 336, 301 4th Street, SW., Washington, DC. 20547.

Applicants must also submit the "Executive Summary" and "Proposal Narrative" sections of the proposal on a 3.5" diskette, formatted for DOS. These documents must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. We will transmit these files electronically to our State Department colleagues at the embassy in Beijing for review, with the goal of reducing the time it takes to get posts' comments for the Bureau'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," the Bureau "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 the Bureau. 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.

The Bureau 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

The Office of Citizens Exchanges 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 Department of State regional authorities and the embassy overseas. Eligible proposals will be forwarded to panels of Bureau

officers for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department of State entities. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Grants Staff.

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 and Clarity of Program Objectives:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. All activities should clearly support the project objective.
2. **Program Planning:** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. **Multiplier Effect/Impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
4. **Cross-Cultural Sensitivity:** Proposals should reflect an understanding of the complex nature of U.S. Government foreign policy with China, strategies to address cross-cultural sensitivities among participants and relevant knowledge of the performing arts in China.
5. **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. In this project, diversity should be

especially evident in the selection of American participants and workshop presenters, and the performing arts presentations both in China and the U.S. to which participants will be exposed.

6. **Institutional Capacity/Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by the Bureau's Grants Staff.

7. **Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without State Department support) ensuring that Bureau supported programs are not isolated events.

8. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended. Successful applicants will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

9. **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.

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

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 propose 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.

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Notification

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Dated: September 23, 1999.

William P. Kiehl,

Acting Deputy Associate Director for Educational and Cultural Affairs.

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