

## VII. Program Projection and Reporting Services

Include: Maintenance of Grant Records (computer and paper); Preparation of Departure and Status Reports (computer and paper); Preparation of Statistical Studies and Semester Reports; Preparation of Subsequent Year Program Projections.

### Proposed Budget

Organizations must submit a comprehensive line item budget based on the specific guidance in the Solicitation Package. Total award may not exceed \$400,000.

Program costs are pre-determined and will be fixed at an amount not-to-exceed \$345,000. (USIA will provide a budget break-down of program costs for inclusion in the proposal.) Administrative costs are limited to \$55,000.

Please Note: Organizations having less than four years experience in conducting international exchange programs may not receive grants in excess of \$60,000, and therefore are ineligible to apply for this assistance award.

Applicants must submit a comprehensive budget for the entire program. 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 stated 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 program office, the USIA Office of North African, Near Eastern, and South Asian Affairs and the U.S. Information Service Intel Aviv, Israel. Proposals may 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. *Proposal Quality*: Proposals should address all program administration requirements set forth in the request for proposal and PSI (POGI).

2. *Plan of Operation*: Proposal should clearly demonstrate how the institution will manage program operations.

3. *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. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

4. *Institutional Capacity*: Proposed personnel and institutional resources should be adequate and appropriate to achieve program objectives.

5. *Institutional Network*: proof of existing network with U.S. academic and international exchange community or demonstrated potential to develop such a network.

6. *Facilitation of Communications*: Proposal should demonstrate the organization's ability to maintain communication with grantees and to put grantee in touch with each other. Particular emphasis should also be placed on program coordination between USIA, USIS Tel Aviv and the organization.

7. *Support of Diversity*: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in the program's administration e.g., selection of academic institutions and geographic distribution of grantees.

8. *Understanding of Program Impact*: Proposal should address how the organization views the Israeli-Arab Scholarship Program as strengthening long-term mutual understanding.

9. *Project Evaluation*: Proposals should include a plan to evaluate the activity's success. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

10. *Cost-Effectiveness*: The overhead and administrative components of the proposal should be kept as low as possible. All other items should be necessary and appropriate.

12. *Cost-Sharing*: Proposals should maximize cost-sharing through private sector support, e.g., from academic institutions. The plan should reflect the organization's willingness and/or ability to secure tuition and fee waivers,

scholarships, and financial aid for IASP grantees.

13. *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 country.

### 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: June 27, 1997.

**David Whitten,**

*Acting, Deputy Associate Director for Educational and Cultural Affairs.*

[FR Doc. 97-17417 Filed 7-2-97; 8:45 am]

BILLING CODE 8230-01-M

## DEPARTMENT OF VETERANS AFFAIRS

### Advisory Committee on Women Veterans; Notice of Availability of Biennial Report

Under section 10(d) of Public Law 92-462 (Federal Advisory Committee Act) notice is hereby given that the biennial Report of the Department of Veterans Affairs' Advisory Committee on Women Veterans for 1996 has been issued. The Report summarizes activities of the Committee on matters relative to women veterans, and the identification of areas where further study and improvements are required. It is available for public inspection at two locations:

Federal Documents Section, Exchange and Gift Division, LM 632, Library of Congress, Washington, DC 20540 and

Department of Veterans Affairs, Center for Women Veterans, Central Office—Suite 700, 810 Vermont Avenue, NW., Washington, DC 20420

Dated: June 20, 1997.

By Direction of the Secretary.

**Heyward Bannister,**

*Committee Management Officer.*

[FR Doc. 97-17415 Filed 7-2-97; 8:45 am]

BILLING CODE 8320-01-M

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**DEPARTMENT OF VETERANS  
AFFAIRS**

**Advisory Committee on Minority  
Veterans; Notice of Availability of  
Annual Report**

Under section 10(d) of Public Law 92-462 (Federal Advisory Committee Act)

notice is hereby given that the Annual Report of the Department of Veterans Affairs' Advisory Committee of Minority Veterans for Fiscal Year 1996 has been issued. The Report summarizes activities of the Committee on matters relative to the administration of benefits, medical care services, and outreach as it relates to minority group veterans by the Department. The Report discusses the Committee's mission, goals and objectives, and makes recommendations to the Secretary. It is available for public inspection at two locations:

Federal Document Section, Exchange and Gifts Division, LM 632, Library of Congress, Washington, DC 20540  
and

Department of Veterans Affairs, Center for Minority Veterans, VACO Suite 700, 810 Vermont Avenue, NW., Washington, DC 20420.

Dated: June 20, 1997.

**Heyward Bannister,**

*Committee Management Officer.*

[FR Doc. 97-17416 Filed 7-2-97; 8:45 am]

BILLING CODE 8320-01-M