

0018—Disaster Home Loan Application (SBA Form 5C, SBA Form 739) expires 09/30/2006; OMB approved SBA 3245—0084—Home/Business Loan Inquiry Record (SBA Form 700) expires 09/30/2006; OMB approved SBA 3245—0326—Pre-Disaster Mitigation Application (SBA Form 5M) expires 09/30/2006; OMB approved SBA 3245—0136—Disaster Survey Worksheet (SBA Form 987) expires 03/31/2007; OMB approved SBA 3245—0188—Personal Financial Statement (SBA Form 413) on 11/30/2004; OMB approval 3245—0178—Statement of Personal History (SBA Form 912) expires 09/30/2006.

SBA 20

SYSTEM NAME:

Disaster Loan Case File—SBA 20.

SYSTEM LOCATION:

Office of Disaster Assistance, DCMS Operations Center, Herndon, Virginia. Data hosting by contractor off site in secure locations per SBA Office of Chief Information Officer (“OCIO”) standards. SBA Disaster Area Offices and SBA Loan Servicing Offices. See Appendix A for SBA Disaster Area Office and Loan Servicing Office addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM INCLUDES:

Applicants and recipients of disaster home and business loans; registrants for disaster assistance who are provided disaster home and business loan applications.

CATEGORIES OF RECORDS IN THE SYSTEM INCLUDES:

Information relating to pre-application registrants, disaster home and business loan applicants and recipients of disaster home and business loans from the time of pre-application registration. These records include:

Loan applications, supporting documents, personal history, financial statements, credit information investigative reports, appraisers’ reports, waivers, loan record transfers, correspondence, recommendations, authorizations, disbursement amount, term and rate, payment history, collateral, UCC filings and re-filings, collection and liquidation activities, financial statements, settlements and compromises, participating bank information, field visit reports, borrowers insurance information and loan accounting information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES, THESE RECORDS MAY BE USED, DISCLOSED OR REFERRED:

f. To provide data to the Government Accountability Office (“GAO”) for periodic reviews of SBA.

g. In response, to a request from a State or Federal agency in connection with the issuance of a grant, loan or other benefit by that agency which is relevant to their decision on the matter; this may be requested individually or as part of a computer match.

h. To other Federal agencies to conduct computer matching programs to locate delinquent SBA borrowers who are receiving Federal salaries or benefit payments and programs to identify delinquent SBA borrowers receiving federal salaries or benefit payments. Disclosure will be made if the records indicate the loan is in default, at least 30 days past due or to update a previous disclosure. SBA will make the disclosures to obtain repayments of debts under the provisions of the Debt Collection Act of 1982 by voluntary repayment, or by administrative or salary offset procedures.

p. To transmit data to U.S. Department of the Treasury to effect issuance of loan funds to borrowers.

q. To the Federal Emergency Management Agency (“FEMA”) to coordinate the issuance of federal disaster assistance to disaster victims and monitor for duplication.

r. To the public under the Freedom of Information Act (“FOIA”), 5 U.S.C. 552.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS:

RETRIEVAL:

By applicant/recipient name, cross-referenced loan number or borrower’s Social Security Number or Employer Identification Number.

SAFEGUARDS:

Access and use limited to persons with official need to know; electronic data access is protected by password and user identification codes.

RETENTION AND DISPOSAL:

In accordance with Standard Operating Procedure 00 41 2, Appendix 18.

SYSTEM MANAGER(S) AND ADDRESS:

Disaster Area Office Directors. See Appendix A.

Director, DCMS Operations Center, 1175 Herndon Parkway, Herndon, VA 20170.

CONTESTING PROCEDURES:

Notify the officials listed above, state the reason(s) for contesting it and the proposed amendment sought.

SOURCE CATEGORIES:

Subject, individuals, Agency employees, financial institutions, commercial credit reporting agencies, law enforcement agencies, Internal Revenue Service and Federal Emergency Management Agency.

Dated: December 15, 2004.

Delorice P. Ford,

Sr. Privacy Act Official.

[FR Doc. 04–28109 Filed 12–22–04; 8:45 am]

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DEPARTMENT OF STATE

[Public Notice 4941]

Bureau of Educational and Cultural Affairs (ECA) Request for Grant Proposals: American Music Abroad

Announcement Type: New Grant.
Funding Opportunity Number: ECA/PE/C/CU–05–14.

Catalog of Federal Domestic Assistance Number: 00.000.

Key Dates: Application Deadline: February 15, 2005.

Executive Summary: The Cultural Programs Division in the Office of Citizen Exchanges within the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for a grant to administer the American Music Abroad Program (formerly known as Jazz Ambassadors). The Program will consist of concert tours for a selected number of professional American jazz and urban music performers in countries where there is limited exposure to American culture. The musicians selected for this program must demonstrate high artistic ability and be conversant with broader aspects of contemporary American society and culture. Tours include workshops and master classes in addition to concerts.

U.S. public and non-profit organizations meeting the provisions described in Internal Revenue code section 26 U.S.C. 501(c)(3) may submit proposals that support the goals of the American Music Abroad program: to promote mutual understanding and cross-cultural awareness. The tours accomplish this by providing an opportunity for international audiences to experience American musical life, highlighting our country’s cultural history as well as the contemporary cultural scene, and allowing American performers to learn about life and culture in the foreign host countries.

The Bureau is particularly interested in proposals for administration of tours by jazz and urban music performers to countries with significant Muslim populations, and that engage educators or groups that influence youth. In the Western Hemisphere, we are also interested in proposals for projects that reach indigenous populations. For the purpose of this competition, eligible regions are Africa, East Asia, Eurasia, Central Europe and the Balkans, the Near East/North Africa, South Asia and the Western Hemisphere.

No guarantee is made or implied that a grant will be awarded for tours to all of these regions.

All organizations must demonstrate a minimum of four years experience conducting international performing arts exchange programs to be eligible for this competition.

I. Funding Opportunity Description

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 legislation.

Purpose: The Bureau seeks proposals to engage audiences overseas that rarely have opportunities to hear live American music and interact with American performers, by administering six tours by jazz quartets and two by presenters of urban music styles. American Music Abroad participants must be U.S. citizens at least 21 years old; demonstrate the highest artistic and musical ability; be conversant with broader aspects of contemporary American society and culture; and adaptable to unescorted, rigorous touring through regions where travel and performance situations may be difficult. In addition to performances, American Music Abroad musicians will conduct or participate in master classes, lectures, workshops, impromptu musical sessions, radio and TV appearances, and other activities with local cultural institutions, musicians,

and students. An opportunity for a Washington, DC public performance by each ensemble in connection with the overseas tour should be included in the proposal.

History: Since 1998, the United States Department of State, through the Bureau of Educational and Cultural Affairs, and the John F. Kennedy Center for the Performing Arts have collaborated in the selection and presentation of jazz groups overseas, to present the creativity and artistry of America's unique, original form of music to audiences which rarely have opportunities to hear live American music and interact with American performing artists. In 1998, selected jazz ensembles, designated for the first time as "Jazz Ambassadors," toured Africa, the Near East and South Asia. In 1999, Jazz Ambassadors performed in Latin America, the Middle East, and Africa. In recent years, tours have included certain countries in Europe and Eurasia, as well as East Asia.

Program goals are to promote mutual understanding and cross-cultural awareness. The tours accomplish this by providing an opportunity for international audiences to experience American life and traditions through music that highlights our country's cultural history along with contemporary musical styles, as well as by allowing American performing artists to learn about life and culture in the foreign host countries.

Additional area of program emphasis: To broaden the appeal of this program to youthful audiences in disadvantaged communities, ECA is initiating the presentation in 2005 of two ensembles representing urban music styles.

Guidelines: The grant period will begin approximately May 2005 and continue through approximately April 2006. The successful applicant will administer the international tour program for approximately eight ensembles, which already have been auditioned and selected for travel to begin in 2005. The successful applicant will also organize auditions for new groups that will travel in 2006.

Proposals should reflect a practical understanding of global, cultural, political, economic and social issues. Special attention should be given to describing the applicant organization's experience with planning and implementing complex and unpredictable logistical scenarios in the regions mentioned above. Applicants should identify any U.S. and foreign partner organizations and/or venues with whom they are proposing to collaborate, and describe previous

cooperative projects in the section on "Institutional Capacity."

ECA intends to award one grant to a qualified institution or organization to administer the American Music Abroad program globally. The grant may be renewed up to two times, subject to the grantee organization's successful implementation of the program. Grant activities may include, but are not limited to, carrying out up to eight (8) international tours through advance tour planning; programming educational and outreach activities in consultation with U.S. embassies abroad; scheduling Washington, DC public performance dates for each ensemble; assisting musicians with passport, visa, immunizations, and pre-tour preparations; arranging and providing orientation sessions and pre-travel briefings; creating press materials and overseas publicity support; evaluating program activities; reporting; participating in the selection process; and assisting ensembles and embassies with follow-on program development. Applicants should have experience in global exchange planning and implementation, and should address the above elements in the proposal. The grantee must be highly responsive and able to work in close consultation with the participating U.S. embassies' Public Affairs Sections overseas.

A pre-tour briefing session for each ensemble should be held with State Department regional experts and ECA program officers in attendance. This event should be scheduled in coordination with the Washington, DC public performance.

The successful applicant of the competition would advertise the call for applications and auditions to jazz and urban music musicians, and manage the selection panels for the 2006 program.

ECA/PE/C/CU activities and responsibilities for this program are as follows:

- Determination of priority countries on tour itineraries.

- Arranging for participation of Department of State officers in pre-tour briefings and any debriefings that might take place.

- Approval of all tour arrangements.

- Approval of application and audition arrangements for 2006 American Music Abroad.

- Participation in selection of 2006 American Music Abroad.

II. Award Information

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under number I above.

Fiscal Year Funds: FY-2005.

Approximate Total Funding: Pending availability of funding, \$800,000.

Approximate Number of Awards: 1.

Approximate Average Award: \$800,000.

Ceiling of Award Range: \$800,000.

Anticipated Award Date: Pending availability of funds, May 1, 2005.

Anticipated Project Completion Date: April 30, 2006.

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this grant for two additional fiscal years, before openly competing it again.

III. Eligibility Information

III.1 Eligible applicants:

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3).

III.2 Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved grant agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs, which are claimed as your contribution, 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, (Revised), Subpart C.23—Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3 Other Eligibility Requirements:

(a) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$60,000 in Bureau funding. ECA anticipates awarding one grant, in an amount up to \$800,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

(b) Technical eligibility: All proposals must comply with the following: (1) Fully adhere to the guidelines stated herein and in the Solicitation Package; (2) proposal submission deadline date; (3) non-profit organization status.

IV. Application and Submission Information

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

IV.1 Contact Information to Request an Application Package: Please contact the Cultural Programs Division (ECA/PE/C/CU) in the Office of Citizen Exchanges, Room 568, U.S. Department of State, SA-44, 301 4th Street, SW., Washington, DC 20547, 202/203-7488; fax 202/203-7525; e-mail ProctorLM@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number ECA/PE/C/CU-05-14 located at the top of this announcement when making your request.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document that consists of required application forms, and standard guidelines for proposal preparation.

Please specify the Bureau Program Officer, Sandra H. Rouse, and refer to the Funding Opportunity Number ECA/PE/C/CU-05-14 located at the top of this announcement on all other inquiries and correspondence.

IV.2 To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's Web site at <http://exchanges.state.gov/education/rfgps/menu.htm>. Please read all information before downloading.

IV.3 Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The original and 14 copies (15 proposals total) of the application should be sent per the instructions under IV.3f "Submission Dates and Times" section below.

IV.3a Applicant institutions are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-

866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF-424 which is part of the formal application package.

IV.3b All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

IV.3c You must have nonprofit status with the IRS at the time of application. If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1 Adherence to All Regulations Governing the J Visa. It is not anticipated that there will be foreign participants coming to the U.S. under this award. However, if they do, they will be governed under the J VISA regulations. The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR part 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR part 62, organizations receiving grants under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of grantee program organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR part 62. Therefore, the Bureau expects that any organization receiving a grant under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR part 62 *et seq.*

The Bureau of Educational and Cultural Affairs places great emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by grantee program organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that

the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR part 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR part 62 *et seq.*, including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from: United States Department of State, Office of Exchange Coordination and Designation, ECA/EC/ECDD—SA-44, Room 734, 301 4th Street, SW., Washington, DC 20547, Telephone: (202) 401-9810, FAX: (202) 401-9809.

IV.3d.2 Diversity, Freedom and Democracy. 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 disabilities. 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 your 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." Public Law 106-113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

IV.3d.3 Program Monitoring and Evaluation. Proposals must include proposed criteria against which the grantee will monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the grantee will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program *outputs* and *outcomes*. *Outputs* are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. *Outcomes*, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change.

Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. *Participant satisfaction* with the program and exchange experience.
2. *Participant learning*, such as increased knowledge, aptitude, skills, and changed understanding and

attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.

3. *Participant behavior*, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.

4. *Institutional changes*, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it (1) Specifies intended outcomes; (2) gives clear descriptions of how each outcome will be measured; (3) identifies when particular outcomes will be measured; and (4) provides a clear description of the data collection strategies for each outcome (*i.e.*, surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Grantees will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e Please take the following information into consideration when preparing your budget:

IV.3e.1 Applicants must submit a comprehensive budget for the entire program. Award may not exceed \$800,000. 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.

IV.3e.2 For budgeting purposes, applicants should estimate costs based on eight quartets traveling for approximately four (4) weeks to (8) destinations with significant Muslim populations in the following regions: Africa, East Asia, Eurasia, Central Europe and the Balkans, the Near East/

North Africa, South Asia and the Western Hemisphere. Final determination of participating regions and countries will be made in collaboration with ECA, U.S. embassies and the successful applicant after the grant is awarded.

IV.3e.3 Allowable costs for the program include the following:

(1) Program Expenses, including but not limited to: Domestic and international travel for the selected ensembles; visas and immunizations; airport taxes and country entrance fees; honoraria; educational materials and presentation items; excess and overweight baggage fees; trip itinerary booklets; press kits and promotional materials; follow-on activities; monitoring and evaluation; and international travel for program implementation and/or evaluation purposes.

(2) Administration Expenses. The following guidelines may be helpful in developing a proposed budget:

A. Travel Costs. International and domestic airfares. (per The Fly America Act), transit costs, ground transportation, and visas for the American Music Abroad participants to travel to the tour destinations. No travel costs for applicants for 2006 tours can be charged to this award.

B. Per Diem: For the Washington, DC portion of the tour, organizations should use the published Federal per diem rates, and estimate per diems based on a two-night stay per ensemble member. The Public Affairs Sections of the participating U.S. embassies and consulates are responsible for per diem abroad. Domestic per diem rates may be accessed at: <http://www.policyworks.gov/>.

C. Subgrantees and Consultants. Subgrantee organizations may be used, in which case the written agreement between the prospective grantee and subgrantee should be included in the proposal. Subgrants must be itemized in the budget under General Program Expenses. Consultants may be used to provide specialized expertise. Daily honoraria cannot exceed \$250 per day, and applicants are strongly encouraged to use organizational resources and to cost share heavily in this area.

D. Health Insurance. Each American Music Abroad participant will be covered under the terms of the ECA-sponsored ASPE health insurance policy. The cost for international travel insurance for staff travel may be included in the proposal budget.

E. Honoraria for American Music Abroad participants. Daily honorarium is \$200 per day for each performer, including rest days.

F. Educational and Promotional Items. Ensemble members may use these funds for individual purchases or they may pool funds for joint purposes. ECA funds for educational and promotional items should not exceed \$500 per ensemble.

G. Excess Baggage. Excess baggage costs are based on size and weight of instrument. Excess baggage estimates may be subject to change once actual tour itineraries are scheduled, however for proposal budget purposes, costs should be estimated at \$3,500 per ensemble.

H. Immunizations/Visas. For purposes of a proposed budget, line items for immunizations should be estimated at \$400 per musician, and visas/visa photos should be estimated at \$600 per musician.

I. Press Kits. Each overseas post should receive appropriate contents for press kits. Items may be created and sent electronically, with the understanding that in some cases, posts may not be able to access large files or attachments. This line item may also include funds for shooting and duplicating B&W publicity photos and duplicating CDS.

J. Staff Travel. Allowable costs include domestic staff travel for one staff member to attend selection panels in approximately two U.S. cities. International staff travel will be allowable, especially if associated with monitoring and evaluation, as long as costs for a full four-week tour for each ensemble are completely covered. Cost-sharing for staff travel is strongly encouraged.

K. Administrative Costs. Costs necessary for the effective administration of the program may include salaries for grantee organization employees, benefits, and other direct and indirect costs per detailed instructions in the Application Package. While there is no rigid ratio of administrative to program costs, proposals in which the administrative costs do not exceed 25% of the total requested from ECA grant funds will be more competitive on cost effectiveness. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f *Submission Dates and Times:*
Application Deadline Date: February 15, 2005.

Explanation of Deadlines: In light of recent events and heightened security measures, proposal submissions must be sent via a nationally recognized overnight delivery service (*i.e.*, DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.) and be shipped no later than

the above deadline. The delivery services used by applicants must have in-place, centralized shipping identification and tracking systems that may be accessed via the Internet and delivery people who are identifiable by commonly recognized uniforms and delivery vehicles. Proposals shipped on or before the above deadline but received at ECA more than seven days after the deadline will be ineligible for further consideration under this competition. Proposals shipped after the established deadlines are ineligible for consideration under this competition. It is each applicant's responsibility to ensure that each package is marked with a legible tracking number and to monitor/confirm delivery to ECA via the Internet. ECA will not notify you upon receipt of application. Delivery of proposal packages may not be made via local courier service or in person for this competition. Faxed documents will not be accepted at any time. Only proposals submitted as stated above will be considered. Applications may not be submitted electronically at this time.

Applicants must follow all instructions in the Solicitation Package.

Important note: When preparing your submission please make sure to include one extra copy of the completed SF-424 form and place it in an envelope addressed to "ECA/EX/PM".

The original and 14 copies of the application should be sent to: U.S. Department of State, SA-44, Bureau of Educational and Cultural Affairs, Ref.: ECA/PE/C/CU-05-14, Program Management, ECA/EX/PM, Room 534, 301 4th Street, SW., Washington, DC 20547.

Along with the Project Title, all applicants must enter the above Reference Number in Box 11 on the SF-424 contained in the mandatory Proposal Submission Instructions (PSI) of the solicitation document.

V.3g Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information

V.1 *Review Process:* The Bureau will review all proposals 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 Public Diplomacy section overseas, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be

reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for cooperative agreements resides with the Bureau's 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. **Program Planning and Ability to Achieve Objectives:** 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.

2. **Institutional Capacity:** Proposals should include (1) the institution's mission and date of establishment; (2) an outline of prior awards—U.S. government and/or private support received for tours abroad; and (3) descriptions of experienced staff members who will implement the program. The proposal should reflect the institution's expertise in the subject area and knowledge of the conditions in the regions abroad. 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 Bureau Grants Staff. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

3. **Cost Effectiveness and Cost Sharing:** Overhead and administrative costs in the proposal budget, including salaries and honoraria, should be kept as low as possible. Priority will be given to proposals whose administrative costs are less than twenty-five (25) per cent of the total funds requested from the Bureau. Applicants are strongly encouraged to cost share a portion of overhead and administrative expenses. Proposals should maximize cost sharing through other private sector support as well as institutional direct funding contributions. Proposals that do not reflect cost sharing will be deemed not competitive in this category.

4. **Support of Diversity:** Proposals should demonstrate substantive support

of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the Proposal Submission Instructions (PSI) and the Diversity, Freedom and Democracy Guidelines section above for additional guidance.

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

6. **Monitoring and Evaluation:** Proposals should include a plan to monitor and evaluate the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives are recommended. See the "Evaluation" section (above) for more information on the components of a competitive evaluation plan. Successful applicants (grantee institutions) will be expected to submit a report after each program component concludes or on a quarterly basis, whichever is less frequent. The Bureau also requires that grantee institutions submit a final narrative and financial report no more than 90 days after the expiration of a grant. Please refer to the "Evaluation" section above for more guidance.

VI. Award Administration Information

VI.1a Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive an Assistance Award Document (AAD) from the Bureau's Grants Office. The AAD and the original grant proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The AAD will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments."

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://exchanges.state.gov/education/grantsdiv/terms.htm#articleI>.

VI.3 Reporting Requirements: You must provide ECA with a hard copy original plus two copies of the following reports:

(1) A final program and financial report no more than 90 days after the expiration of the award;

(2) Any interim report(s) required in the Bureau's Cooperative Agreement document.

Grantees will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV. Application and Submission Instructions (IV.3.d.3) above for Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

All reports must be sent to the ECA Grants Officer (two copies) and ECA Program Officer (one copy) listed in the final assistance award document.

VI.4 Optional Program Data Requirements: The successful applicant will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

(1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the grant or who benefit from the grant funding but do not travel.

(2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three workdays prior to the official opening of the activity.

VII. Agency Contacts

For questions about this announcement, contact: Sandra Rouse, Cultural Programs Division, ECA/PE/C/ CU, Room 568, Reference Number ECA/ PE/C/ CU-05-14, U.S. Department of State, SA-44, 301 4th Street, SW., Washington, DC 20547, telephone: 202-203-7493; fax: 202-203-7525; RouseSH@state.gov.

All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/PE/C/ CU-05-14.

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

VIII. Other Information

Notice: The terms and conditions published in this RFGP 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 RFGP 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 per section VI.3 above.

Dated: December 17, 2004.

C. Miller Crouch,

Principal Deputy Assistant Secretary, Bureau of Educational and Cultural Affairs, Department of State.

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BILLING CODE 4710-05-P

DEPARTMENT OF TRANSPORTATION

Federal Highway Administration

Environmental Impact Statement: JR 89/Fanny Bridge Improvements, Tahoe City, Placer County, CA

AGENCY: Federal Highway Administration (FHWA), DOT.

ACTION: Notice of intent.

SUMMARY: The FHWA is issuing this notice to advise the public that an Environmental Impact Statement (EIS) will be prepared for a proposed project in Tahoe City, Placer County, California. The Tahoe Regional Planning Agency (TRPA) has determined that an EIS/EIS/ EIR is required to analyze the potential impacts pursuant to the TRPA Code of Ordinances, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) for the proposed transportation project associated with SR 89/Fanny Bridge traffic congestion.

FOR FURTHER INFORMATION CONTACT:

Leland W. Dong, Senior Project Development Engineer, Federal Highway Administration, 650 Capitol Mall, Suite 4-100, Sacramento, CA 95814-4708. Telephone: (916) 498-5860, e-mail: leland.dong@fhwa.dot.gov. The local agency contact is Jennifer Hannum, Associate Transportation Planner, Transportation Division, Tahoe Regional Planning Agency, P.O. Box 5310, Stateline, NV 89449. Telephone: (775) 588-4547, ext: 297, e-mail: jhannum@trpa.org.

SUPPLEMENTARY INFORMATION: Currently, there is excessive traffic congestion associated with pedestrian movement on and across Fanny Bridge. In addition, the Fanny Bridge structure is nearing the end of its design life and needs to be replaced or undergo extensive maintenance repairs. The purpose of the SR 89/Fanny Bridge project is to (1) rectify the traffic congestion near the SR 89 Wye, and (2) repair or replace Fanny Bridge. This proposed project includes the following alternatives:

1. *No project.* Continue maintenance or even heavy maintenance of Fanny Bridge (other than replace piers or replace deck). This may also include near-term modifications to the Wye or pedestrian crossing in the vicinity of the bridge.

2. *Widen/replace existing bridge.* Includes downstream widening, with a possible inclusion of a roundabout vs. use of a traffic signal at existing Wye. As part of evaluation of potential mitigation measures, provisions for a pedestrian overpass or underpass will be considered.

3. *repair existing bridge, provide adjacent pedestrian bridge(s), prohibit pedestrians on existing bridge.* Include a new pedestrian bridge immediately upstream from Fanny Bridge, and possibly one immediately downstream as well. A roundabout vs. traffic signal at the existing Wye to also be evaluated.

4. *New alignment, close SR 89.* Provide new alignment for SR 89 to a new Wye intersection (either configured

similar to existing Wye or configured with a roundabout) at a location about ¼ mile south of the existing Wye. Provide bicycle trail underpass of new alignment on north shore of Truckee River. Provide a second roundabout where the relocated SR 89 rejoins the existing highway with third approach serving only recreational parking. Close existing SR 89 to through traffic and evaluate a roundabout vs. signal at existing Wye.

5. *New alignment, keep old 89 open.* Provide new alignment for SR 89 to a new Wye intersection (either configured similar to existing Wye or configured with a roundabout) at a location about ¼ mile southwest of the existing Wye. Provide bicycle trail underpass of new alignment on north shore of Truckee River. Provide a second roundabout where the relocated SR 89 rejoins the existing highway with a third approach serving only recreational parking. (No change in access to existing recreational parking area from existing SR 89). Roundabout vs. signal at existing Wye to be evaluated. Existing SR 89 used as a local access only.

Public scoping meetings as well as community advisory committee meetings were conducted in August 2003, March 2004, April 2004, and May 2004 in the Tahoe City community. No additional formal scoping is planned, however, there will be continued public involvement as the project is developed. The alternatives being examined in the environmental documentation are the direct outcome of those public meetings. A copy of the Draft EIS/EIS/EIR will be available on the project Web site, <http://www.fannybridge.com>, when it becomes available.

To ensure that the full range of issues related to this proposed action are addressed and all major issues identified, comments and suggestions are invited from all interested parties. Comments or questions concerning this proposed action and the EIS should be directed to the FHWA address provided above.

(Catalog of Federal Domestic Assistance Program Number 20.205, Highway Research, Planning, and Construction. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities apply to this program.)

Issued on: December 13, 2004.

Leland W. Dong,

Senior Project Development Engineer, Federal Highway Administration, Sacramento, California.

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