

Internet connectivity. This will be accompanied by improvements to the classrooms to ensure that facilities are suitable and secure. Once established, centers will be staffed by site monitors who will oversee their use.

(3) Providing training to a core group of educators in Internet education, American studies, English, civic education, curriculum development, and teaching methodologies. These educators will be employed by the grant recipient to train others in their respective regions. They will also be responsible for ongoing support, project implementation and site supervision. The training of teachers and students will focus on basic computer skills, use of electronic mail and bulletin boards, and use of the World Wide Web for research and for supplementing lesson plans. These educators will also oversee school partnership programs.

(4) Facilitating joint telecurriculum projects among students to learn about civil society, including the basics of democracy, volunteerism, conflict resolution, good citizenship, and civic responsibility, such as voting. Project staff will help teachers and youth select topics, facilitate action planning and evaluation processes, provide guidance, and assist with the development of a final product for widespread dissemination.

(5) Collaborating with USG agencies, local NGOs and ECA-funded programs relevant to this project to enhance local capacity and build on current efforts. This includes the incorporation of education materials created by other USG-funded initiatives and the engagement of program beneficiaries in project activities.

(6) Facilitating a three-week exchange of teachers to the United States in which participants will receive specialized training and will reside with partner teachers with whom they have worked during the academic year. Participants will be exposed to U.S. educational practices, specifically the use of technology in U.S. classrooms, as well as school-community partnerships and grassroots volunteer organizations that use computer technology as a tool for income-generating activities. Activities will focus on the role that the individual can play in a democracy, including school-based programs that educate young people on their civil, moral, and legal obligations to society. Upon return to their home country, participants will share their experiences and serve as mentors to other schools in the network.

(7) Developing sustainability strategies in communities where schools have been selected. Community representatives may identify income-

generating activities and will use technology to shape a sustainable development path for computer centers in their communities. Community members may receive training in issues such as developing a needs assessment, entrepreneurship, management, marketing, and fundraising. The creation of PTAs will be instrumental in generating community involvement and support.

(8) Developing an evaluation plan that will focus on: (a) Determining if objectives are being met or have been met; (b) measuring attitudinal and behavioral change; (c) identifying any unmet needs, and (d) assessing if the project has effectively discovered resources, advocates, and financial support for sustainability of current efforts. Informal evaluation through discussions, monthly updates and other sources of feedback will be carried out throughout the duration of the project.

#### **Budget Guidelines**

All organizations applying under this competition must demonstrate in their proposal narrative a minimum of four years experience managing and conducting international exchange programs. Bureau grant guidelines require that organizations with less than four years experience conducting and managing international exchanges be limited to \$60,000 in Bureau funding. Since the grant or grants awarded under the competition will exceed the \$60,000 ceiling, organizations with less than four years experience, per above, are not eligible to apply under this competition.

The Bureau reserves the right to accept proposals for both countries or for single countries and make an award or awards in accordance with what serves the best interest of the programs. Applicants must submit a summary budget that includes all program components as well as breakdowns reflecting both administrative and program budgets. Applicants should provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. Administrative costs, including indirect rates, should be kept to a minimum and cost-shared as possible.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**Announcement Title and Number:** All correspondence with the Bureau concerning this RFP should reference the above title and number ECA/PE/C/PY-03-28.

**Program Data Requirements:** Organizations awarded grants 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. As 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.

#### ***Adherence to All Regulations Governing the J Visa***

The Bureau of Educational and Cultural Affairs is placing renewed emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by grantees and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 6Z, including the oversight of 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.

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/ECD-SA-44, Room 734, 301 4th Street, SW., Washington, DC 20547. Telephone: (202) 401-9810. FAX: (202) 401-9809.

**FOR FURTHER INFORMATION CONTACT:** The Office of Youth Programs, ECA/PE/C/PY, Room 568, U.S. Department of State, 301 4th Street, SW., Washington, DC 20547, tel. (202) 619-5904, and fax (202) 619-5311, e-mail [amussman@pd.state.gov](mailto:amussman@pd.state.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 Bureau of Education and Cultural Affairs Program Officer Anna Mussman on all other inquiries and correspondence.

Please read the complete **Federal Register** announcement before sending