

ORIGINAL

PD-ABG-258

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, DC 20523

83126

AUG - 3 1987

Dr. Nancy S. Miller  
Manager, Grants and Contracts  
American Association of School Administrators  
1801 North Moore Street  
Arlington, VA 22209

Subject: Grant No. OTR-0230-G-SS-7166-00

Dear Dr. Miller:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to the American Association of School Administrators (hereinafter referred to as "AASA" or "Grantee") the sum of ninety two thousand fifty two dollars (\$92,052) to provide support for a program in development education as more fully described in the Attachment 1 of this grant entitled Schedule and Attachment 2, entitled Program Description.

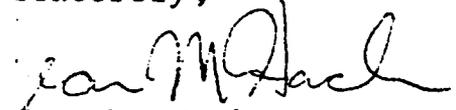
This grant is effective August 1, 1987 and obligation is made as of that date and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of July 31, 1990. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

The total estimated amount of the program is \$276,156, of which \$92,052 is hereby obligated. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount. However, subject to the availability of funds, and program priorities at the time, A.I.D. may provide additional funds during the grant period up to a maximum of \$184,103. It is anticipated that the obligated amount will be sufficient through July 31, 1988.

This grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, the Schedule, Attachment 2, the Program Description, and Attachment 3, the Standard Provisions, which have been agreed to by your organization.

Please acknowledge receipt of this grant by signing all copies of this Cover Letter, retaining one for your files, and returning the remaining copies to the undersigned, being sure to return all copies marked "Funds Available".

Sincerely,

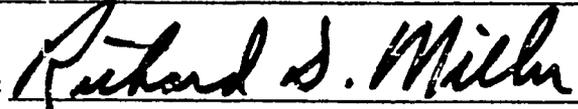
  
Jean M. Hacken  
Grant Officer  
Central Operations Branch  
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS

BY: 

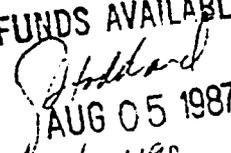
TYPED NAME: Richard D. Miller

TITLE: Executive Director

DATE: August 7, 1987

FISCAL DATA

PIO/T No.: 7381359  
Appropriation No.: 72-1171021.3  
Budget Plan Code: EDNA-87-13800-KG-11  
Allotment No.: 743-38-099-00-69-71  
This Obligation : \$92,052  
Total Obligated Amount: \$92,052  
Technical Office: FVA/PVC, E. Hogan  
Funding Source: FM/PAFD  
DUNS No.: 07-265-7711

**FUNDS AVAILABLE**  
  
**AUG 05 1987**  
o/c 4190  
Program Acctg Fin Division  
Office of Financial Management



## SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for a program in development education, as more specifically described in Attachment 2 to this grant entitled "Program Description."

B. Period of Grant

1. The effective date of this grant is August 1, 1987 and the estimated completion date is July 31, 1990.

2. Funds obligated hereunder are available for program expenditures for the estimated period August 1, 1987 to July 31, 1988.

C. Amount of Grant and Payment

1. The total estimated amount of this grant for the period shown in B.1. above is \$276,156.

2. A.I.D. hereby obligates the amount of \$92,052 for program expenditures during the period set forth in B.2. above and as shown in the Budget below.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Optional Standard Provision, entitled "Payment - Periodic Advances".

4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, program priorities at the time, and the requirements of the Mandatory Standard Provision of this Grant, entitled "Revision of Grant Budget."

D. Budget

1. The following is the Budget for this grant. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (see Part C above). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget", as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Total Amount of Grant</u>
Salaries	\$38,750	\$35,200	\$27,950	\$111,900
Fringe (28%)	10,850	11,009	11,954	33,813
Travel	8,800	8,800	8,800	26,400
Other Direct Cost	5,000	15,348	11,453	31,801
Consultants	9,557	2,700	2,900	15,257
	<u>\$73,057</u>	<u>\$73,057</u>	<u>\$73,057</u>	<u>\$219,171</u>
Indirect Cost (26%)	18,995	18,995	18,995	56,985
TOTAL COST	<u>\$92,052</u>	<u>\$92,052</u>	<u>\$92,052</u>	<u>\$276,156</u>

D. Notwithstanding the effective date of this grant, and subject to the Mandatory Standard Provision entitled "Allowable Costs," costs incurred on or after August 1, 1987 shall be eligible for reimbursement hereunder. Such costs are included in the Budget shown above.

E. Reporting

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this grant entitled "Payment - Periodic Advance", as shown in Attachment 3.

b. The original and two copies of all financial reports shall be submitted to A.I.D., Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Washington, D.C. 20523. In addition, three copies of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this grant.

2. Program Performance Reporting

The Grantee shall prepare and submit to the A.I.D. project officer annual program reports no later than 90 days prior to each anniversary date of the grant. Reports shall reflect progress made in achieving goals and objectives as specified in the Program Description and workplan.

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Specifically, these reports should include:

1. A narrative description of work undertaken during the grant period which compares actual accomplishments to goals and objectives established in the grant.
2. Revised workplan, if necessary, with justification of proposed changes.
3. A list of scheduled activities which have occurred or are planned in the near term.
4. Two copies of any materials which have been produced under this grant (i.e., brochures, curriculum guides, fact sheets, etc.) and one copy of any visual aide (i.e., slide tape presentations, videos, etc.).

A finance report will be submitted no later than 30 days after the expiration date of the grant and shall include a summary analysis of project activity and statement of lesson learned. The final report should also include an assessment of the overall impact of the project on: the target audience, the grantee's own institution and other pertinent groups.

Further guidance on the content and preparation of these reports shall be provided by the A.I.D. project office.

F. Indirect Cost Rate

Pursuant to the Optional Standard Provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional", a rate or rates shall be established for each of the Grantee's accounting periods which apply to this grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this grant, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rates (s) applied to the base(s) which are set forth below.

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Provisional	26%	Total direct Cost	8/1/87 - until amended

H. Title to Property

Title to all property purchased under this grant shall be vested in the Grantee.

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I. Special Provisions

Attachment 3, "Mandatory Standard Provisions for U.S. Nongovernmental Grantees", dated January 31, 1987, is hereby made part of this Grant. Additionally, the following "Optional Standard Provisions", dated January 31, 1987, are also included as part of Attachment 3:

2. Payment - Periodic Advances
4. Air Travel and Transportation
6. Procurement of Goods and Services
7. AID Eligibility Rules for Goods and Services
8. Subagreements
10. Patent Rights
11. Publications
13. Negotiated Indirect Cost Rates - Provisional
15. Participant Training

J. Precedence

In the event of any conflict among the provisions of this Grant the following order of precedence shall apply:

1. Cover Letter
2. Schedule
3. Mandatory and Optional Standard Provisions
4. Grantee's Proposal Incorporated by Reference in the Cover Letter of this Grant

K. Closeout Procedures

This section prescribes uniform closeout procedures for this Grant.

1. The following definitions shall apply for the purpose of this section:
  - a. Closeout The closeout of a grant or agreement is the process by which AID determines that all applicable administrative actions and all required work of the grant or agreement have been completed by the recipient and AID.
  - b. Date of Completion The date of completion is the date on which work under grants and agreements is completed or the date on the award document, or any supplement or amendment thereto, on which AID sponsorship ends.

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c. Disallowed Costs Disallowed costs are those charges to a grant or agreement that AID or its representative determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the grant or agreement. The applicable cost principles for this Grant are outlined in OMB Circular A-122.

2. AID closeout procedures include the following requirements:

a. Upon request, AID shall make prompt payments to a recipient for allowable reimbursable costs under the grant or agreement being closed out.

b. The recipient shall immediately refund any balance or unobligated (unencumbered) cash that AID has advanced or paid and that is not authorized to be retained by the recipient for use in other grants or agreements.

c. AID shall obtain from the recipient within 90 calendar days after the agreement all financial, performance, and other reports required as a condition of the grant or agreement. AID may grant extensions when requested by the recipient.

d. The recipient shall account for any property acquired with AID funds or received from the Government in accordance with Attachment N of OMB Circular A-110 entitled "Property Management Standards".

e. In the event a final audit has not been performed prior to the closeout of the grant or agreement, AID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

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## ATTACHMENT 2

### PROGRAM DESCRIPTION

The American Association of School Administrators is the professional organization for school district superintendents and central office personnel. More than 100 years old, AASA has distinguished itself as the leading voice for practicing school administrators.

The specific questions this proposal seeks to answer are these: how can development education command local school district interest and commitment when so many other compelling issues crowd the elementary and secondary school agenda? How can we remind local education decision makers that to be an educated American citizen, one must be an educated world citizen? That the millions who live on the very edge of survival on this small globe are a threat to world security, world environment, world finance, and world moral integrity?

The answer proposed through this proposal is two fold. First, there is a need to speak directly to the local education gatekeeper -- the school superintendent. As the professional association of the nation's school superintendents, AASA has both the credibility and the attention of these key individuals. Secondly, easily implemented low or no cost materials must be put into the hands of educators/ Enough good material for K-12 graders is now available, but it must be in hand.

In its "Leadership in Development Education" program, AASA will provide both the motivation and the means to school administrators to achieve the integration of development education in elementary and secondary school programs as follows:

1. A development education "Blueprint" will be designed, in calendar form, including many recommended activities, with lists of suggested materials and a checklist for assessing and using community resources and be distributed to AASA's 18,000 school administrator members. Supplementary materials for long term activities will also be designed and distributed.
2. At least one facilitator in each state will be trained to help local schools use the "Blueprint."
3. A national dissemination effort on development education will be launched by AASA designed to raise awareness and promote the work of Biden-Pell grantees and others to K-12 educators.

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4. An award program will be implemented for school districts which successfully use the project materials and other programs in development education. "Development Education Leader" awards will be made annually by AASA.

The proposed project will act as a catalyst for activities that will be sustained after A.I.D. funding ends. The "Blueprint" and supplementary materials will be marketed and sold within AASA's regular publications program. The "Development Education Leader" awards will become part of the regular agenda of the standing AASA Committee on International/Global Education.

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