

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON DC 20523

PD-ABG 314
83226

SEP 27 1985

ORIGINAL

Mr. Daniel Shaughnessy
President
International Trade and Development Education Foundation
1008 N. Randolph Street
Suite 206
Arlington, VA 22201

Subject: PDC-0230-G-SS-5139-00

Dear Mr. Shaughnessy:

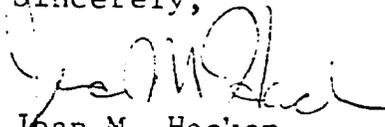
Pursuant to the authority of the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the International Trade and Development Education Foundation (hereinafter referred to as "ITDEF" or "Grantee") the sum of \$105,851 to provide partial support to ITDEF's development program as described in the Schedule of this grant and in Attachment 2 entitled "Program Description". The total estimated cost of the program is \$105,851.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives for the estimated period September 30, 1985 to January 31, 1987.

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

Please sign and return the original and six copies of this letter to acknowledge your receipt of this grant.

Sincerely,



Jean M. Hacken
Grant Officer
Office of Contract Management

Attachments:

1. Schedule
2. Program Description
3. Index of Standard Provisions

Acknowledged:

International Trade and Development Education Foundation

By: Daniel E. Shaughnessy

Typed Name: Daniel E. Shaughnessy

Title: President

Date: 9/30/85

Fiscal Data

PIO/T No:	5384221
Appropriation Symbol:	72-1151021.3
Allotment Symbol:	543-38-099-00-69-51
Budget Plan Code:	EDAA85 13810 DG11
Project No.:	938-0230
Obligated Amount:	\$105,851
Cumulative Obligation:	\$105,851
DUNS No.:	992020586
Project Office:	FVA/PPE, Elizabeth Hogan

FUNDS AVAILABLE
o/c 4190
SEP 30 1985
R. Hampton
Program Acctg. Division
OFFICE OF FINANCIAL MANAGEMENT

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Schedule

A. Purpose of Grant

The purpose of this grant is to provide support to the grantee's development program as described in Attachment 2 to this grant, entitled "Program Description".

B. Period of Grant

The effective date of this grant is the date of the grant letter. The estimated expiration date of this grant is January 31, 1987.

C. Amount of Grant and Payment

1. The total amount of this Grant is \$105,851.
2. Payment shall be made to the grantee in accordance with procedures set forth in Attachment 3 - Standard Provision No.7C entitled "Payment-Cost Reimbursement."
3. Documentation required by the payment provision noted above shall be submitted to:

Agency for International Development
M/FM/PAFD
Room 623, SA-12
Washington, D.C. 20523

D. Financial Plan

The following is the financial plan for this grant, including local cost financing items, if authorized. Revisions to this Plan shall be made in accordance with the Standard Provision of this grant entitled "Revision of Financial Plans"

<u>Cost Element</u>	<u>Amount</u>
Personnel	\$ 59,440
Consultants	4,160
Materials	21,000
Travel	12,250
Meeting Expenses	6,667
Subcontracts	2,334
Total	<u>\$105,851</u>

E. Reporting and Evaluation

The grantee will prepare and submit to the project manager a semiannual program report and a final report/evaluation. Reports will reflect progress made in achieving the stated goals and objectives as specified in the Program Description.

Semiannual reports will include:

A narrative description of the work undertaken during that six month period, illustrating successes and shortcomings of the project as originally designed and updated workplan if necessary.

A list of materials produced or collected for use in the course of the project.

A detailed financial expenditure report of A.I.D. and private matching funds, identifying disbursements by program activity.

Further guidance on the content and preparation of these reports will be furnished by the project manager.

The first report will be submitted not later than six months from the date of grant initiation. The final report/evaluation, to be submitted 14 months after the initiation of this grant will include a detailed analysis of accomplishments, activities and financial expenditures for the grant year.

Final Report

A final report in 10 copies will be submitted to the project officer.

The report should include the following information:

- a. A comparison of actual accomplishments with the goals established for the period;
- b. Reasons why established goals were not met; and
- c. Other pertinent information including, when appropriate, analysis and explanations of cost overruns, or unusually high expenses.

One copy of the final report shall be submitted to the Grant Officer whose address appears on the grant cover letter

Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Grantee shall inform the Grant Officer as soon as the following types of conditions become known:

- a. Problems, delays or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.

F. Special Provisions

1. ITDEF shall provide a copy of the proposed subcontract agreement for the cost element identified as "subcontracts" in the Financial Plan for concurrence by the Grant Officer. See Standard Provision 22.
2. The following Standard Provisions do not apply and are hereby deleted from this grant: 7A., 7B., 10B., 13B. and 13C.

G. Title to Property

Title to property procured under this grant will vest in the Grantee in accordance with Standard Provision 13A of this grant.

H. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this grant is in accordance with Standard Provision 10A of this grant.

I. 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 and 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.
- 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.

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.

International Trade and Development Education Foundation

Organized labor in the United States has growing concern about economic development abroad and an interest in international activities generally. Also, concern about the effects of those activities on employment, U.S. economic well-being and humanitarian interests is rapidly expanding in the labor community.

In addition, organized labor has a major communications and education network which begins with international unions and works through regional and affiliated organizations to individual locals. However, this large and existing educational network is rarely used for public awareness activities dealing with international development education issues.

To use these existing educational networks for longer-term development education, the Foundation proposes to join with the leadership of the Oil, Chemical and Atomic Union (OCAW), in an 18 month project designed to integrate development education into continuing OCAW programs. The project will be aimed at local union leaders in order to help them develop continuing activities of public awareness about the importance of international economic development and the fact that there is considerable advantage to the United States, in terms of its own economic well-being and security, to participate in programs of foreign assistance.

This pilot project will test and take advantage of both the interest and existing communication and educational capabilities of OCAW. It will be administered under Foundation leadership with OCAW and will add a development education component to the regular education network already existing in the Union. In doing so, programs will be developed with the primary objective being the continued involvement of local unions in activities dealing with awareness about the social, political and economic aspects of development abroad.

OCAW employs a full-time Citizenship Director who is responsible for citizenship and education activities who will coordinate the program within the union. The Foundation will manage the project and provide the expertise and guidance necessary to the citizenship Director to integrate development concepts into the continuing OCAW educational program.

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