

PROJECT DATA SHEET

1. TRANSACTION CODE

A - Add
 C - Change
 D - Delete

Amendment Number 1

DOCUMENT CODE 3

2. COUNTRY/ENTITY
 WORLDWIDE

3. PROJECT NUMBER

936-5505

4. BUREAU/OFFICE

S&T/RUR

5. PROJECT TITLE (maximum 40 characters)

Technical Advisory Support Services (TASS)

6. PROJECT ASSISTANCE COMPLETION DATE (PACD)

MM DD YY
 09 30 94

7. ESTIMATED DATE OF OBLIGATION
 (Under "B:" below, enter 1, 2, 3, or 4)

A. Initial FY 89 B. Quarter 4 C. Final FY 93

8. COSTS (\$000 OR EQUIVALENT \$1 =)

A. FUNDING SOURCE	FIRST FY 85			LIFE OF PROJECT		
	B. FX	C. L/C	D. Total	E. FX	F. L/C	G. Total
AID Appropriated Total				9670		9670
(Grant)	()	()	()	()	()	()
(Loan)	()	()	()	()	()	()
Other U.S. 1.				2645		2645
Other U.S. 2.						
Host Country						
Other Donor(s)						
TOTALS				12,315		12,315

9. SCHEDULE OF AID FUNDING (\$000)

A. APPRO- PRIATION	B. PRIMARY PURPOSE CODE	C. PRIMARY TECH. CODE		D. OBLIGATIONS TO DATE		E. AMOUNT APPROVED THIS ACTION		F. LIFE OF PROJECT	
		1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan
(1) 103				1492		3294			
(2) 104				1591		3293			
(3) 105									
(4) 106									
TOTALS				3083		6587		9670	

10. SECONDARY TECHNICAL CODES (maximum 6 codes of 3 positions each)

11. SECONDARY PURPOSE (

12. SPECIAL CONCERNS CODES (maximum 7 codes of 4 positions each)

A. Code

B. Amount

13. PROJECT PURPOSE (maximum 480 characters)

14. SCHEDULED EVALUATIONS

Interim MM YY MM YY Final MM YY

15. SOURCE/ORIGIN OF GOODS AND SERVICES

000 941 Local Other (Specify)

16. AMENDMENTS/NATURE OF CHANGE PROPOSED (This is page 1 of a _____ page PP Amendment)

This project amendment is to: (1) increase LOP cost from \$3.879 million to \$9,670 million; (2) extend the period of authorized obligation from FY 88 through FY 93; (3) extend PACD to 9/30/94; and (4) authorize up to \$2.645 million in buy-ins and OYB transfers in support of this project. (\$1,325 million in buy-ins)
 1,320 million in OYB transfers)
 2,645 million

17. APPROVED BY

Signature

Title

Date Signed

MM DD YY

18. DATE DOCUMENT REC IN AID/W, OR FOR AID/W MENTS, DATE OF DISTRU

MM DD YY

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR, S&T
FROM: S&T/RUR, Curtis R. Jackson *Curtis R. Jackson*
SUBJECT: Project #936-5055 - Technical Advisory Support
Services (TASS) Project

Problem: Your authorization is needed to amend the subject project by extending it six years and increasing the life of project (LOP) amount to \$9.670 million.

Background/Discussion: In 1985 you authorized the creation of the TASS Project to provide technical and advisory assistance to the Office of Research and University Relations (RUR) in carrying out its program and management responsibilities. This project was in direct response to the Agency's and Congress' explicit desire to expand the participation of U.S. educational and scientific institutions in Federally funded international development activities. Over the past several years, RUR's efforts in this regard have met with growing success. As a result, the services available through the TASS Project are still urgently needed.

The TASS Project funds three principal activities: the National Association for Equal Opportunity in Higher Education (NAFEO), the American Association of State Colleges and Universities (AASCU), and the International Science and Technology Institute (ISTI) consulting firm. All of these organizations play vital roles in the Bureau's overall effort to achieve its program goals relative to the American academic community. This of course includes the Historically Black Colleges and Universities which are ably assisted through our Cooperative Agreement (CA) with NAFEO. Additionally, this project may fund other related activities; e.g., evaluations, audits, etc.

We are now prepared to enter into a long-term, five-year Agreement with NAFEO this fiscal year. The LOP funding for the NAFEO Agreement is \$5,279,847; of which S&T/RUR plans to provide \$2,635,000. The geographic bureaus and other A.I.D. offices are expected to provide the balance of funding through buy-ins and OYB transfers. To accommodate the new A.I.D./NAFEO Cooperative Agreement, the PAF needs to be amended.

Our Cooperative Agreement with AASCU expires in 1990 and there are presently no plans to fund this organization beyond that date.

The current ISTI contract, which ends in 1990, was issued under the provisions of the Small Business Administration's 8(a) Program. ISTI recently graduated from the 8(a) Program and is, therefore, no longer eligible for consideration on a non-competitive basis. A replacement firm for ISTI will have to be selected; probably on a small business set-aside, competitive basis.

The authorization to obligate funds for the TASS Project expires in 1988. The S&T Bureau's funding cost over the new term of this project, covering all three activities, will not exceed \$9.670 million.

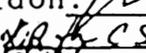
Recommendation: That you authorize:

- A. extending the PACD for this project for six years from September 30, 1988 to September 30, 1994;
- B. raising the LOP ceiling by \$5.791 million, changing it from \$3.879 million to \$9.670 million; including provisions for an additional \$1.320 million in OYB transfers.
- C. approving up to another \$1.325 million in buy-in authority;
- D. approving the attached request for non-competitive award of a Cooperative Agreement with NAFEO;
- E. approving proposed NAFEO Cooperative Agreement to proceed with obligation of FY 1988 funding, and
- F. approving the replacement of the International Science and Technology Institute (ISTI) Consulting Company subsequent to the completion of its current contract in 1990.

Attachments:

- 1. Project Authorization Amendment #1
- 2. NAFEO Authorization for Non-Competitive Award
Action Memo for the SAA/S&T
- 3. NAFEO CA Proposal Action Memo
- 4. TASS Project Data Sheet

Clearance:

S&T/PO: DSheldon:  Date _____
GC/CP: STisa:  Date 8/11/88
S&T: BLangmaid:  Date 8/24/88

 S&T/RUR: DARakes:mj: 8/04/88: 5-4134: W-4922Z

PROJECT AUTHORIZATION AMENDMENT #1

Name of Country: Worldwide
Number of Project: 936-5055
Name of Project: Technical Advisory Support Service
(TASS) Project

1. Pursuant to Section 103, 104, 105 and 106 of the Foreign Assistance Act of 1961, as amended, the Technical Advisory Support Service (TASS) Project was authorized on May 3, 1985. The authorization is hereby amended as follows:

- a. The life of project funding is increased by \$5.791 million, changing the total from \$3.879 to \$9.670 million.
- b. Funds authorized under Sections 103, 104, 105 and 106 of the Foreign Assistance Act of 1961, as amended, may be used without regard to previously authorized dollar limits for each appropriation so long as the total authorization of \$9.670 million for the project is not exceeded.
- c. The final year of obligation is extended to Fiscal Year 1993.
- d. The PACD is extended by six years, from 1988 to September 30, 1994.
- e. Up to \$1.325 million in buy-ins from other bureaus and offices may be provided in support of this project.

2. All other terms and conditions remain unchanged.



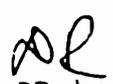
Dr. Nyle C. Brady
Senior Assistant Administrator
24 Aug 1988

Date

*(However, an agreement obligating funds will not extend at any time for more than five years.)

Clearances:

S&T/PO: DSheldon DS Date _____
GC/CP: STisa, DR for CS Date 8/12/88
S&T: BLangmaid BL Date _____


S&T/RUR: DRakes: mj: 8/04/88: 4922Z: 875-4170

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UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR, S&T

FROM: S&T/RUR, Curtis R. Jackson *Curtis R. Jackson*

SUBJECT: Justification for a Non-Competitive Award of a Five-year Cooperative Agreement to the National Association for Equal Opportunity in Higher Education (NAFEO)

Problem: Handbook 13 (Transmittal Memo 13.47 May 26, 1988) states that A.I.D.'s policy is to encourage competition in the awards of grants or cooperative agreements in accordance with the requirements in the Federal Grant and Cooperative Agreement Act of 1977.

Discussion:

Exception: Competition is not required for (2B3d) follow-on assistance awards intended to continue or further develop an existing assistance relationship.

Justification of Non-Competitive Awards: On December 20, 1983, A.I.D. entered into a Cooperative Agreement with NAFEO to increase the participation of HBCUs in A.I.D.-supported development activities. This activity was favorably evaluated by an outside consultant. The evaluation, completed in April 1988, called for the continuation of the A.I.D.-NAFEO Cooperative Agreement.

Recommendation: That you authorize the granting of a five-year non-competitive, follow-on assistance Cooperative Agreement award to NAFEO.

Approved: *Bradley Langmaid* for

Disapproved: _____

Date: 24 Aug 1988

Clearance:

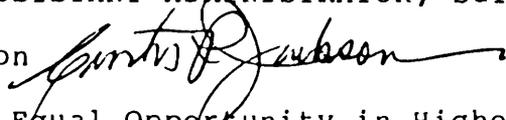
S&T/PO: DSheldon *dsh* Date _____
GC/CP: STisa *isa* Date 8/18/88
S&T: BLangmaid *BL* Date _____

DR
S&T/RUR: DRakes: mj: 8/04/88: 5-4170: W-4922Z

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR, S&T

FROM: S&T/RUR, Curtis R. Jackson



SUBJECT: National Association for Equal Opportunity in Higher Education (NAFEO) Cooperative Agreement (CA), Scope of Work for Phase II

Problem: Need to approve the proposed NAFEO Cooperative Agreement to proceed with obligation of FY 1988 funds.

Background: The present NAFEO CA, as extended, expires in late August 1988. The attached scope of work is the present agreement and understanding between NAFEO and S&T/RUR. As you will note there is a first year "core" budget of \$526,626 from S&T and a "supplementary" activities and budget of \$448,995 which provides Regional Bureaus and OIT an opportunity to have NAFEO perform additional tasks of interest through OYB transfers. In years two through five, the S&T core budget is projected not to exceed \$527,000.

The activities listed for supplemental funding represent ideas for NAFEO action that have been expressed in the past by Regional Bureaus and OIT. At this point we have not sought any firm commitments from Bureaus for supplemental funds. We will proceed during the next few months to develop specific work plans with Bureaus as they desire, based on supplemental funds.

The scope of work to be accomplished by the S&T core funds constitutes a viable, discrete project which is not dependent on supplemental funds. The attached cover letter of July 22, 1988 from Dr. Samuel Myers indicates his understanding and agreement of the core and supplemental funding relationships.

A separate action for authorizing increased funding for the Technical Assistance Support Services project, of which the NAFEO CA is a part, is now in the clearance process.

In the new Cooperative Agreement document we will specify:

- a) Required quarterly reporting and periodic work plans and budgets.
- b) Monitoring and review procedures.
- c) Evaluation requirements.

We will provide you with a draft information memorandum to Regional Bureau AAs and to OIT by July 29, 1988 to inform them of opportunities to participate in the NAFEO CA.

Recommendation: That you approve the proposed Cooperative Agreement.

Approved: Richard Langmaid

Disapproved: _____

Date 24 Aug 88

Attachment:
Scope of Work for Phase II, NAFEO CA

Clearances:

S&T/PO: DSheldon	<u>D</u>	Date	
GC/CP: STisa	<u>CRJ</u>	Date	<u>8/18/88</u>
S&T: BLangmaid	<u>BC</u>	Date	<u>8/29/88</u>

S&T/RUR:CRJackson:mj:sls:8/04/88:4961Z:875-4005

ILLUSTRATIVE BUDGET FOR MATRIX

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<u>Personnel-Administration</u>					
Coordinating Director (Part-time)	10,706	11,348	12,029	12,751	13,516
Deputy Director for Programs	60,000	63,600	67,416	71,461	75,749
Administrative Officer	55,000	58,300	61,738	65,506	69,436
Data Analyst	45,000	47,700	50,562	53,596	56,812
Administrative Assistant	25,000	26,500	28,090	29,775	31,562
Secretary I	20,000	21,000	22,472	23,820	25,249
Secretary II	18,000	19,000	20,225	21,439	22,725
Fringe Benefits (24%)	56,089	59,388	63,008	66,804	70,812
<u>Special Project Costs</u>					
Booklet, Short Courses	15,000	-	15,000	-	15,000
Establish Short Courses Consultant	10,000	10,000	-	-	-
Training Video	25,000	25,000	-	-	-
Recruitment Video	25,000	25,000	-	-	-
Computerize IRIs	15,000	20,000	-	-	-
Reports, HBCU Resources	-	5,000	-	-	-
Reports, WHI	-	15,000	15,000	15,000	15,000
Familiarization Trips	40,000	40,000	40,000	40,000	40,000
Developmental Trips	100,000	100,000	100,000	100,000	100,000
Follow-up on Initiatives	20,000	20,000	-	-	-
Fellows	100,000	75,000	150,000	150,000	150,000
CA Committee	5,000	10,000	10,000	10,000	10,000
LO Conferences	25,000	30,000	30,000	30,000	30,000
<u>Publish Update</u>					
Publication Costs	10,000	22,000	24,200	26,620	29,282
<u>Direct Cost</u>					
Supplies	5,000	6,600	7,260	7,986	8,785
Data Processing	10,000	11,000	12,100	13,310	14,641
Postage	4,000	5,500	6,050	6,655	7,321
Local Travel	2,000	2,200	2,420	2,662	2,928
Site visits	5,000	6,600	7,260	7,986	8,785
Telephone & Communication	3,000	5,500	6,050	6,655	7,321
Reproduction	10,000	22,000	24,200	26,620	29,282
<u>Indirect Cost (35.73%)</u>	<u>256,826</u>	<u>272,704</u>	<u>276,936</u>	<u>281,783</u>	<u>298,062</u>
TOTAL	\$975,621	1,035,940	1,052,016	1,070,429	1,132,268

National Association For Equal Opportunity In Higher Education

2243 Wisconsin Avenue, N.W. • Washington, D.C. 20007 • Telephone (202) 333-3855

ILLUSTRATIVE BUDGET, YEAR I, CORE AND SUPPLEMENTAL

<u>ITEM</u>	<u>CORE</u>	<u>SUPPLEMENTAL</u>
A. <u>Personnel</u>		
1. Coordinating Director (Part-time)	10,706	
2. Deputy Director-Programs	60,000	
3. Administrative Officer	55,000	
4. Data Analyst		45,000
5. Administrative Assistant	25,000	
6. Secretary I	20,000	
7. Secretary II	18,000	
Sub Total	\$188,706	\$45,000
Employee Benefits (24%)	45,289	10,800
Sub Total, Personnel	233,995	55,800
B. <u>Direct Costs, Supplies & Services</u>		
1. Supplies	5,000	
2. Data Processing		10,000
3. Postage	4,000	
4. Local Travel & Site Visits	7,000	
5. Communications	3,000	
6. Reproduction & Publication	20,000	10,000
Sub Total, Direct Costs	\$39,000	\$10,000
C. <u>Special Projects</u>		
1. Revise Short Course Listing		15,000
2. Establish New Short Courses		10,000
3. Training Video		25,000
4. Recruitment Video		25,000
5. Review IRI & Resources Information	10,000	5,000
6. Travel		
a. Familiarization	10,000	30,000
b. Developmental	20,000	80,000
c. Follow-up	10,000	10,000
7. Fellows Program	35,000	65,000
8. CA Committee	5,000	
9. LO Conferences	25,000	
Sub Total	\$115,000	\$265,000
Sub Total - Personnel, Direct Costs & Special Projects	387,995	330,800
Indirect Costs (35.73%)	138,631	118,195
TOTAL	\$526,626	448,995

Year I Budget Notes

During year one of Phase II, 975.621 will be required to carryout proposed activities:

- \$526,626 is planned from S&T/RUR funds, and up to
- \$448,995 for portions thereof may come from OYB transfers from the several regional bureaus, A.I.D./W offices and USAID Missions.

The proposed increase in budget is based on a significant increase in the number of special projects suggested both by the several A.I.D./W units and by the evaluation of Phase I.

Personnel

During Phase I, 5.2 FTE were provided for as staff. In Phase II, 7.2 FTE is requested. The increase includes 1 FTE for a Data Analyst (from Supplemental funding) and 1 FTE for an Administrative Officer (from core funding). This is a modest increase in personnel when one considers this significant increase in project activity. Subtotal personnel: \$289,785.

Direct Costs, Supplies and Services

Subtotal, Direct Cost: \$59,000

Special Projects:

Subtotal special projects \$380,000. About two-thirds of the funding of special projects would come from OYB transfers of supplemental funding and one-third would come from S&T/RUR core funding.

Fellowship Program

Phase II will see the start of a NAFEO/AID fellows Program. The program purpose is to help A.I.D. and HBCU professional staff to exchange information on the interests and experiences of each. Individuals will be helped to improve the quality and effectiveness of their work.

Fellows will be assigned in our NAFEO/CA office, in A.I.D./W offices and in USAID Missions, for periods of from three to nine months. Major funding will come from A.I.D./W.

Fellows will be drawn from among Directors of International Programs in Health and Agriculture, from among NAFEO/A.I.D. L.O.s and from other HBCU personnel.

NAFEO (with the full participation of its membership) will be responsible for the identification, selection and the administrative support to the Fellows. With the collaboration of S&T/RUR and other A.I.D Bureaus and Missions which may wish to provide funds for Fellowships.

In year one S&T/RUR will provide funding for one-half FTE Fellow and one FTE Fellow is planned to be funded by the Regional Bureaus. In subsequent years both core funding and supplemental funding for Fellowships will increase.

PURPOSE: To Use Phase II of Cooperative Agreement to implement Executive Order 12320 and the Gray Amendment

GOAL: To increase HBCU participation in AID activities

PURPOSE	TASKS	PROJECTS AND BACKGROUND
<p>I. <u>INFORMATION PROCESSES</u></p> <p>Enhance Understanding by U.S.AID Officials and AID audiences (including overseas personnel of EO 12320, the Gray Amendment and HBCU capabilities)</p> <p>A. Inform AID officers of their responsibilities</p> <p>B. Inform AID officers about ways in which the NAFEO/CA might help them achieve their goals</p>	<p>I. <u>INFORMATION PROCESSES</u></p> <p>The collection, evaluation, organization, maintenance and distribution of information about HBCUs to AID and AID audiences</p> <p>A. Inform AID officers including new-hires about Executive Order 12320 and the Gray Amendment</p> <p>B. Provide information to and orient AID and AID audiences about HBCUs</p>	<p>I. <u>INFORMATION PROCESSES</u></p> <p>A&B</p> <ol style="list-style-type: none"> 1. Videos and media about EO 12320 Gray Amendment and HBCUs S 1,2 2. Provide information on HBCU resources (institutions and faculty) including annual report of a VOB received C 1,2,3,4,5 3. Publish <u>Update</u> C 1,2,3,4,5 4. Publish Fact Sheets C 1,2,3,4,5 5. Lectures by NAFEO/CA Staff and AID/W Staff C 1,2,3,4,5 6. Visits to HBCUs C 1,2,3,4,5 7. Seminars, workshops, regular L.O. meetings C 1,2,3,4,5 8. Orientation to HBCUs to groups of technical officers, Mission directors, etc. Could be provided by NAFEO as: <ol style="list-style-type: none"> a. Special Session C 1,2,3,4,5 b. Integrated into regular AID training C 1,2,3,4,5 9. Block History Program: NAFEO display in State; Department Building: talk by someone from HBCU C 1,2,3,4,5

PURPOSE	TASKS	PROJECTS
<p>I. C. Enhance HBCU understanding of U.S.AID and AID audiences</p>	<p>I. C. Inform HBCUs about U.S. AID and AID audiences Provide Technical Assistance, fact sheets, workshops, clearinghouse, and information centers. Facilitate placement of trainees, provide expert information to HBCUs and support Small Research Programs</p> <p>D. LO Network Loosely organize LOs and encourage participation in regional, topical meetings</p>	<p>I. C. 1. Short Courses S 1,2,3 2. Videos and media about U.S.AID and AID audiences S 2 3. AID Resources (Opportunities in HBCUs) C 4. L.O. Conferences C 1,2,3,4,5 5. Publication of Update C 1,2,3,4,5 6. Publication of Fact Sheet Summary C 1,3,5 7. Workshops C 1,2,3,4,5</p> <p>D. LO Network C 1. Ask each institution to appoint at least two LOs so that staff turnover will not hinder efforts C 1,2,3,4,5 2. Provide NAFEO support to attend one regional/topical meeting and one national meeting per year 1,2,3,4,5</p>
<p><u>I. OVERSEAS TRAVEL</u></p> <p>A. To familiarize HBCU representatives with U.S.AID overseas Missions and to explain the project development process</p> <p>B. To Develop Projects 1. To learn about Mission needs 2. To market HBCU Resources</p> <p>C. Follow-up Visits to negotiate maintain momentum or conclude contracts initiated on previous visits</p>	<p><u>II. OVERSEAS TRAVEL</u></p> <p>A. Experiential and representational</p> <p>B. Identify prospective projects early for future contracting to HBCUs</p> <p>C. Monitor previously initiated contract opportunities and determine strategic time for follow up visits</p>	<p><u>II. OVERSEAS TRAVEL</u></p> <p>A. Arrange familiarization visits by faculty, international program officers and other administrators C & S 1,2,3,4,5</p> <p>B. Arrange developmental visits by appropriate delegations of faculty or administrators and AID officers on behalf of HBCUs C & S 1,2,3,4,5</p> <p>1. Seek linkage opportunities</p> <p>2. Establish discipline linkages among HBCUs compatible with AID's program emphases</p> <p>3. Develop pre-project proposals for appropriate U.S AID missions</p> <p>C. Arrange follow up visits by appropriate specialists and administrators S 1,2,3,4,5</p>

III. FELLOWSHIPS

- To strengthen background of HBCU personnel
- To make receiving institution more aware of the interests and capabilities of HBCUs
- Provide AID experience to interested LOs and international program managers

IV. SPECIAL TASKS

A. Participant Training

1. Help HBCUs to market existing programs for training
2. Help HBCUs attract and retain participants by maintaining an appropriate for them

B. Small Research Grants

1. To utilize expertise of HBCU faculty researchers
2. To involve HBCU faculty in AID funded research

III. FELLOWSHIPS

Appoint and place fellows

IV. SPECIAL TASKS

A. Participant Training seek to achieve a 10% target at HBCUs from placement of 18,000 students from abroad

B. Small Research Grants

Encourage HBCU Principal Investigators to participate in Small Research Programs

III. FELLOWSHIPS

Rotate 1-4 fellows into AID, NAFFEO, foreign universities, ministries
C & S 1,2,3,4,5

NAFFEO would manage effort and participate in selection of Fellows

IV. SPECIAL TASKS

A. Participant Training

1. Coordinate effort to ensure that HBCU catalogs (on microfiche) are distributed to LDC USIS libraries and to specific U.S.AID training offices and contractors C 1,2,3,4,5

2. Develop Training videos for HBCU faculty/staff on participant issues and distribute to each HBCU for orientation S 2

3. Establish special short courses at HBCUs to meet special AID needs S 1,2,3

4. Provide HBCU degree information, including professional accreditation, to foreign embassies who authenticate academic programs for their citizens

C 1,3,5

PURPOSE

TASKS

PROJECTS AND BACKGROUND

IV. SPECIAL TASKS (Contd.)V. CA MANAGEMENT

- o To utilize the organizational and communications infrastructure NAFEO has developed—augmented by the CA staff—to assist AID in a cost effective manner in implementing EO 12320 and Gray Amendment goals
- o To involve senior HBCU and U.S.AID officials in maintaining interest in CA activities
- o Recognizing that LOs are the key to the exchange of information on the CA, encourage interaction among LOs and the formation of regional and topical consortia
- o CA Personnel - To provide the quantity and quality of personnel essential to the success of the CA

IV. SPECIAL TASKS (Contd.)V. CA MANAGEMENT

A. NAFEO/AID

Coordinating Body - Subcommittee of NAFEO International Committee

IV. SPECIAL TASKS (Contd.)

B. Small Research Program

1. Provide information to prospective Principal Researchers C 1,2,3,4,5
2. Report on programs to HBCU presidents so that a comprehensive policy overview can be maintained C 1,2,3,4,5

V. CA MANAGEMENT

A. Coordinating Body

1. Have Body report on what AID does
 - a. to Presidents C 1,2,3,4,5
 - b. to AID C 1,2,3,4,5
2. Have coordinating Body interact with senior AID officials C 1,2,3,4,5
3. Include retired AID/HBCU persons C 1,2,3,4,5
4. Meet 1-2 times per year to hear report on CA from NAFEO C 1,2,3,4,5
5. Have Regional Bureau observers C 1,2,3,4,5

PURPOSE	TASKS	PROJECTS AND BACKGROUND
<p>V. <u>CA Management</u> (Contd.)</p>	<p>V. <u>CA MANAGEMENT</u> (Contd.)</p> <p>B. CA Personnel</p> <p>1. CA Full Time Personnel</p> <p>a. Administrative Officer</p> <p>b. Deputy Director for Programs</p> <p>c. Data Analyst</p> <p>d. Appropriate Support Staff</p> <p>1. Administrative Assistant</p> <p>2. Secretary I&II</p> <p>3. NAFEO/CA Fellows from HBCUs</p> <p>4. AID/IPA and AID Project Manager</p> <p>5. Contractural Hire-As Needed</p> <p>a. Computer Programmers</p> <p>b. Video Producer</p>	<p>V. <u>CA MANAGEMENT</u> (Contd.)</p> <p>B. CA Personnel</p> <p>1. NAFEO Full Time</p> <p>a. Administrative Officer C 1,2,3,4,5</p> <p>(1) Assists in selecting and placing Fellows</p> <p>(2) Develops Reports on HBCU Resources</p> <p>(3) Arrange Developmental trips overseas</p> <p>(4) Arrange Follow up Development trips overseas</p>

PURPOSE	TASKS	PROJECTS AND BACKGROUND
<p>V. <u>CA MANAGEMENT</u> (Contd.)</p>	<p>V. <u>CA MANAGEMENT</u> (Contd.)</p>	<p>V. <u>CA MANAGEMENT</u> (Contd.)</p> <ul style="list-style-type: none"> (5) Assist in Orientation of AID Officers (6) Place Participant Trainees (7) Help Organize Regional Consortia (8) Help Organize CA coordinating committee (9) Facilitate LO interaction (10) Have HBCUs appoint LOs (11) Budget/Management oversight for Project (12) Proposal Development <p>(b) Deputy Director for Programs C 1,2,3,4,5</p> <ul style="list-style-type: none"> (1) Provide Technical Assistance (2) Provide expert information on HBCUs (3) Establish short courses (4) Develop programs for conferences and workshops (5) Orient and inform AID Officials (6) Assist in matching participant (7) Provide substantive input into <u>Update</u> (8) Assist in providing substantive input into videos

PURPOSE

TASKS

PROJECTS AND BACKGROUND

V. CA MANAGEMENT (Contd.)

2. Part-Time Coordinating Director

President of NAFEO as part-time Coordinating Director will assure bringing the prestige and support of NAFEO presidents/chancellors to project.

Also, the full resources of NAFEO could be redirected to support the project in peak periods.

V. CA MANAGEMENT (Contd.)

2. Part-Time Personnel

Coordinating Director

V. CA MANAGEMENT (Contd.)

(9) Assist in providing guidance to HBCU researchers in Small Research Grant Programs

c. Data Analyst S 1,2,3,4,5

(1) Update and bring in-house computerized Individual IRIs

(2) Assist in computerized storing and retrieving of data for reports and HBCU resources

(3) Assist in Desk-Top Computer publication of fact sheets and Update

(4) Collect data for WHI reports

2. President of NAFEO C 1,2,3,4,5

Buy-out of approximately forty (40) days per year of President's time

NOTATIONS: C - Indicates that funds will come from core (C)
 S - Indicates that funds will come from Supplemental (S) Budget
 1,2,3,4 or .5 - Indicates year in which activity will be performed