

# **2 FAM 600 OVERSEAS SCHOOLS PROGRAM**

## **2 FAM 610 ELEMENTARY AND SECONDARY EDUCATION ABROAD**

*(TL:GEN-299; 05-30-2000)*

### **2 FAM 611 ASSISTANCE TO SCHOOLS ABROAD**

*(TL:GEN-299; 05-30-2000)*

Assistance is given to schools *abroad* to enable them to provide educational *opportunities* to dependents of *U.S. citizens carrying out programs of the U.S. Government* abroad and to serve as showcases for U.S. education by helping the schools *abroad* meet costs arising from their location abroad. The assistance is intended to supplement a school's normal tuition income and fees through the support of specific activities. It cannot be considered a regular source of budgetary support in lieu of tuition, unless because of its location abroad, local laws, and regulations, etc., such assistance can be justified.

#### **2 FAM 611.1 Basic Policies Regarding Assistance to Schools Abroad**

##### **2 FAM 611.1-1 The Office of Overseas Schools (A/OPR/OS)**

*(TL:GEN-299; 05-30-2000)*

The Office of Overseas Schools (A/OPR/OS):

(1) Respects and supports the character of *U.S. citizen-sponsored schools abroad* as private institutions serving the public interest abroad, *working within the laws and regulations of the countries in which the schools are located*;

(2) Encourages and offers the schools assistance toward self-evaluation of their educational and cultural programs and of their efforts to facilitate meeting the Department's dual objectives with regard to schools *abroad*;

(3) Assists schools during their developmental and expansion stages, expecting that schools in the maintenance stage should finance recurring and capital expenses from their own resources, contributions, or private loans and, therefore, require less assistance;

(4) Conducts liaison activities with other U.S. Government agencies concerning any activities described in these regulations;

(5) Encourages the coordination as well as improvement of curricula among schools abroad to minimize dislocation of or loss of credits for students who transfer to or between such schools;

(6) Encourages the schools to set tuition fees at a level adequate to finance the usual recurring costs (adequate teachers' salaries, educational materials, transportation of students, and rent and maintenance of school buildings) of good educational programs in the United States; and

(7) Normally limits assistance to one school per post; however, it may assist more than one school at post when any of these conditions exist:

(a) It can be demonstrated that a majority of dependents of U.S. citizens carrying out programs of the U.S. Government abroad attend the school not assisted;

(b) The school usually assisted by the Department is overcrowded; and can no longer admit dependents of U.S. citizens carrying out programs of the U.S. Government; and

(c) Otherwise when conditions at post require such assistance in the best interests of the U.S. Government.

## **2 FAM 611.1-2 Purposes of Assistance**

*(TL:GEN-299; 05-30-2000)*

Purposes of assistance may include but are not limited to:

(1) Improving the general quality of educational programs;

(2) Aiding in the recruitment and support of qualified U.S.-citizen educational leadership personnel and development of in-service training activities for teaching and administrative personnel;

(3) Providing up-to-date U.S. instructional supplies and equipment, especially for learning centers, libraries and science laboratories;

(4) Supporting educational programs, including educational workshops and seminars, consultation by specialists and other in-service training activities under school-to-school and university-to-school projects; English language and area studies programs;

(5) Carrying out activities so as to better relate the U.S. school to the local community;

(6) Assisting scholarship programs for deserving foreign nationals so as to implement demonstration projects, or for other purposes as provided herein; and/or

(7) Assisting capital projects:

(a) Assistance for construction and/or other capital improvements may be made only in special circumstances *after receipt by A/OPR/OS* of full justification (e.g., lack of other available facilities, unreasonable cost of leased facilities compared with amortized construction costs, move of a national capital, substantial influx of dependents of *U.S. citizens* carrying out programs of *the U.S. Government abroad*, demonstrably unsafe or inadequate facilities, destruction or damage of facilities through fire, flood, or other similar cause, and the like). *Post must certify that there is:*

(i) *No adequate elementary or secondary school, in the grades required, at post or within reasonable daily commuting distance; or*

(ii) *A sufficient number of U.S. citizen dependent children at post, or anticipated at post, to justify the proposed project; and*

(b) Before assistance can be provided for site acquisition, evidence must be presented to A/OPR/OS that specific sites are available, including information about cost and payment terms for construction. Post must submit preliminary architectural/engineering plans, site plans, specifications, and cost estimates to A/OPR/OS and *the Office of Foreign Buildings (A/FBO)*. **NOTE:** *DS does not fund security requirements for independent, non-government institutions. (Refer to 12 FAM 333.5, paragraph d.)*

## **2 FAM 611.2 Program Objectives**

*(TL:GEN-299; 05-30-2000)*

*Program objectives of A/OPR/OS are:*

(1) To provide assistance to elementary and secondary schools abroad to ensure the best possible educational programs for dependents of U.S. citizens carrying out programs of the U.S. Government abroad;

(2) To increase mutual understanding between the peoples of the United States and of other countries by:

(a) Financing studies, instruction, and other educational activities of nationals of foreign countries in *U.S. citizen-sponsored* schools abroad; and

(b) Assisting in the establishment, expansion, maintenance and operation of *U.S. citizen-sponsored* schools abroad in order to demonstrate educational methods and practices employed in the United States; *and*

(3) To assist Foreign Service posts in assessing the quality of educational opportunities for dependent children and in developing educational programs for dependent children when there are no such facilities available.

## **2 FAM 611.3 Scope**

*(TL:GEN-299; 05-30-2000)*

These regulations apply to the Office of Overseas Schools (A/OPR/OS) and its program, and to *posts and to schools abroad* during the time they are participating in the Department of State's Consolidated Overseas Schools Assistance Program.

## **2 FAM 611.4 Funding**

*(TL:GEN-299; 05-30-2000)*

Funds for assistance to schools are authorized under three legislative authorities cited in 2 FAM 611.7 below. *Eligibility criteria are outlined under each of the legislative authorities in 2 FAM 614 below.*

## **2 FAM 611.5 Funds Transfer**

*(TL:GEN-299; 05-30-2000)*

*a. To administer funds under the International Cooperative Administrative Services System (ICASS):*

*(1) A/OPR/OS prepares budget submissions outlining programs for which awards are to be given and obtains the concurrence of the Overseas Schools Policy Committee (see 2 FAM 612). A/OPR/OS then forwards the budget to FMP. FMP then bills Federal agencies which participate in the Consolidated Overseas Schools Assistance Program and arranges for transfers of funds to the Department of State; and*

*(2) A/OPR/OS will prepare individual award documents and transmit them to the post with authorization for execution by the school.*

*b. When Educational and Cultural Affairs Program funding is available, such funds will retain a separate identity and will not become part of general ICASS funds under any circumstances.*

## 2 FAM 611.6 Definitions

(TL:GEN-299; 05-30-2000)

a. *The following definitions apply to the Overseas Schools Program:*

(1) **Award** is financial assistance provided by a Federal agency to carry out a program;

(2) **Grant** is the form of assistance given to schools abroad and various U.S. educational institutions by the U.S. Government under one of several programs;

(3) **GRASP** is the acronym for "Grant Request Annual Submissions Program," which is a computerized program used by the schools to provide data to A/OPR/OS on general school information, faculty and budget, and to request grant assistance;

(4) **Overseas school:** See U.S. citizen-sponsored school below; and

(5) **U.S. citizen-sponsored school** is any elementary or secondary school abroad *participating* in the Department of State's Consolidated Overseas Schools Assistance Program.

b. *Other definitions are found within the text of the standard provisions attached to the individual award documents.*

## 2 FAM 611.7 Authorities

(TL:GEN-299; 05-30-2000)

*The Overseas Schools Program derives its authority from:*

(1) Section 29 of the Department of State Basic Authorities Act of 1956, as amended by the Foreign Service Act of 1980;

(2) The Foreign Assistance Act of 1961, as amended (Sections 636(c) and 636(d)); and

(3) The Mutual Educational and Cultural Exchange Act of 1961, as amended (section 102).

## **2 FAM 612 DEPARTMENT RESPONSIBILITIES**

### **2 FAM 612.1 Office of Overseas Schools (A/OPR/OS)**

(TL:GEN-299; 05-30-2000)

A/OPR/OS plans and implements the assistance activities *for schools abroad of the foreign affairs agencies participating in the Consolidated Overseas Schools Assistance Program, the Overseas Schools Policy Committee and with the missions abroad.* The Office of Overseas Schools performs the following functions:

(1) Plans and implements the assistance activities *for schools abroad* to ensure coordination of policies and programs in the schools;

(2) Develops and recommends to the Overseas Schools Policy Committee the policies, criteria and objectives, subject to applicable legislation and regulations, for assisting in the establishment and operations of U.S. schools abroad;

(3) Develops annual and long-range plans for assistance *to schools abroad*, including the recommendations for regional and functional priorities for presentation to the Overseas Schools Policy Committee;

(4) Prepares an annual budget for the Consolidated Overseas Schools Assistance Program *for schools abroad*;

(5) Ensures effective implementation of schools assistance programs by working closely with schools *abroad*, Foreign Service posts and professional educational organizations in the United States;

(6) Plans, coordinates and conducts field surveys and studies on all aspects of the schools *abroad* program;

(7) Consults and obtains the assistance of the Office of Foreign Buildings (A/FBO) in the planning and construction of schools *abroad* and related structures;

(8) Prescribes and administers a system for reporting program progress to the Overseas Schools Policy Committee;

(9) Consults with the Office of Management and Budget (OMB) and other Federal agencies to ensure coordination of activities *of schools abroad*;

(10) Develops and recommends special programs of assistance, as required;

(11) Provides information to U.S. citizen employees assigned abroad and other interested parties concerning the *U.S. citizen-sponsored elementary and secondary school facilities and programs*;

(12) Assesses the quality of educational opportunities available at Foreign Service posts where there are no *U.S. citizen-sponsored schools abroad* and seeks to provide supplementary programs or otherwise assist parents in providing adequate educational opportunities for their children; and

(13) Advises and assists foreign *affairs agency* personnel with regard to boarding schools abroad and in the United States, college entrance requirements and procedures, special education requirements and appropriate facilities at posts *abroad* and in the United States, adequacy of foreign schools for U.S. children, and the like.

## **2 FAM 612.2 Overseas Schools Policy Committee (OSPC)**

### **2 FAM 612.2-1 Objectives**

*(TL:GEN-299; 05-30-2000)*

*Objectives of the OSPC include:*

(1) Providing adequately for the educational needs of dependents of U.S. citizens carrying out programs of the U.S. Government abroad; and

(2) Increasing mutual understanding between the peoples of the United States and other countries.

### **2 FAM 612.2-2 Membership**

*(TL:GEN-299; 05-30-2000)*

The *OSPC* is composed of *representatives from the agencies with enrollment of dependents in A/OPR/OS-assisted schools and who participate in the Consolidated Overseas Schools Assistance Program. Permanent members are:*

(1) Assistant Secretary of State for Administration (Chairperson);

(2) *Executive Secretary of the ICASS Working Group; and*

(3) *Director of the FMP/ICASS Service Center.*

### **2 FAM 612.2-3 Responsibilities and Funding**

*(TL:GEN-299; 05-30-2000)*

#### **(A) OSPC**

a. *The OSPC is subject to applicable legislative authorities and prescribes general policy for elementary and secondary school activities abroad administered by the Department. The OSPC coordinates such activities, including educational allowances, as appropriate.*

b. *The OSPC renders policy guidance and direction for the development of a comprehensive schools abroad program that:*

(1) *Meets current and long-range educational needs of the dependents of U.S. citizens engaged in carrying out activities of the U.S. Government abroad;*

(2) *Serves to increase mutual understanding between the people of the United States and the people of other countries;*

(3) *Considers the adequacy of long-range funding levels for activities of schools abroad to be carried out by the Office of Overseas Schools; and*

(4) *Ensures a coordinated approach to meeting the most urgent needs of the schools and promoting the best interests of the United States.*

**(B) Committee Executive Secretary**

The Committee *is* assisted by an Executive Secretary who will report to the Chairperson of the Committee. In collaboration with *the OSPC*, the Executive Secretary:

(1) *Schedules meetings of the Committee once a year or more often if required by developments;*

(2) *Prepares the agenda for committee meetings, including preparing policy papers on issues to be brought before the Committee for resolution; and*

(3) *Prepares minutes reporting committee meetings for distribution to Federal agencies associated with ICASS.*

**2 FAM 612.3 Overseas Schools Advisory Council**

*(TL:GEN-299; 05-30-2000)*

a. The Overseas Schools Advisory Council was established by the Department of State to seek the advice and capabilities of a selected group of U.S. leaders from the business, foundation and educational communities, with respect to the *U.S. citizen-sponsored elementary and secondary schools abroad that are assisted by the Department of State.*

b. Matters of policy guidance and financial support are the main concerns of the Council in addition to the following:

(1) To help the schools *abroad* become showcases for excellence in education; and

(2) To help make services abroad attractive to U.S. citizens, both in the business community and in the *U.S. Government*.

## **2 FAM 612.3-1 Membership**

*(TL:GEN-299; 05-30-2000)*

a. The membership of the Overseas Schools Advisory Council is composed of U.S. business and professional leaders whose experience and interests enable them to help achieve the purpose as stated in 2 FAM 612.3 *above*. The Council will meet annually or more often, when necessary, at the call of A/OPR/OS.

b. The Director of the Office of Overseas Schools (A/OPR/OS), Department of State, is the Executive Secretary of the Council.

## **2 FAM 612.3-2 Functions**

*(TL:GEN-299; 05-30-2000)*

*Functions include:*

(1) *Coordinating* the efforts of U.S. business firms and foundations with those of the Department of State toward providing needed educational facilities for dependents of U.S. citizens abroad;

(2) *Facilitating the* obtaining of maximum resources (funds, buildings, equipment and supplies) from private and public agencies to assist those *U.S. citizen-sponsored*, independent community schools abroad which are assisted by the Department of State; and

(3) *Advising and consulting* with the Department of State on relations between the U.S. Government and private agencies *that* are concerned with the *U.S. citizen-sponsored*, independent, community, elementary and secondary schools abroad.

## 2 FAM 613 POST RESPONSIBILITIES

(TL:GEN-299; 05-30-2000)

The principal officer designates an officer to be responsible for coordinating the post's interest in school activities. If possible, the officer should be a member of the board of the local school receiving assistance. An administrative officer personally responsible for administration of the *award* should not be a member of the school board.

### 2 FAM 613.1 Administrative Officer

(TL:GEN-299; 05-30-2000)

a. Responsibility for coordination of all school assistance activities under this regulation will be assigned to the post's administrative officer, unless otherwise designated by the principal officer. The administrative officer also has a continuing responsibility for the administration of all *awards* to schools and to ensure that school assistance activities carried out under the Department of State Basic Authorities Act of 1956, as amended, are in consonance with the Act.

b. In the administration of *awards*, it is the responsibility of the administrative officer to ensure that payments to the school, including advance payments, are in accordance with the provisions of the *award*. The administrative officer is also responsible for monitoring the school's activities with regard to granting funds to ensure that performance is in accordance with provisions of the *award*. The administrative officer should make certain that:

(1) *The school is advised, in accordance with OMB Circular A-110, Subpart C.21(d), that if it receives an advance of funds, a blanket fidelity bond or other security acceptable to the post and the Department may be required;*

(2) Where practical, the school has adequate insurance coverage to protect its assets from loss through fire, wind, water, theft, public liability, student injury and *other similar occurrences*;

(3) The person signing *the awards* on behalf of the school is duly authorized to do so;

(4) *Schools receiving more than \$300,000 in awards annually shall undergo an annual audit of funds provided under U.S. Government awards. Such an audit will be conducted by a firm of chartered, certified, or otherwise qualified accountants. If a qualified accountant is not available, the audit should be conducted by at least two disinterested U.S. Government employees, preferably persons with accounting experience. In unusual circumstances, the post may ask the Department (A/OPR/OS) to consider requesting OIG/AUD to arrange for appropriate audits. A copy of each audit report should be sent to A/OPR/OS; and*

(5) *The school submits to the post for review and transmission to A/OPR/OS financial reports, as required (see 2 FAM 615, paragraph b(8)).*

## **2 FAM 613.2 Public Affairs and Cultural Affairs Officers**

*(TL:GEN-299; 05-30-2000)*

The public affairs and cultural affairs officers have a continuing responsibility to ensure that school assistance activities carried out under the Mutual Educational and Cultural Exchange Act of 1961 are in consonance with the Act or as may be required by the agency in consultation with the post administrative officer.

## **2 FAM 614 ASSISTANCE CRITERIA**

### **2 FAM 614.1 General Criteria**

*(TL:GEN-299; 05-30-2000)*

a. *As a precondition to accepting an award, recipients must certify, in accordance with 22 CFR 127, Appendix A, that they are in compliance with the suspension and debarment rules and certification requirements.*

b. *Recipients of awards exceeding \$100,000 shall file a certification and a disclosure form, in accordance with 22 CFR 138, Appendix A, relative to lobbying activities.*

### **2 FAM 614.2 Mutual Educational and Cultural Exchange Act (MECEA) Criteria**

*(TL:GEN-299; 05-30-2000)*

*In order to be eligible for funds under the Mutual Educational and Cultural Exchange Act:*

(1) *The school must meet a demonstrated need for U.S.-type educational facilities in the community or region and, in the case of primary and secondary schools, shall be open to the enrollment of qualified U.S. citizen students;*

(2) The school must have been founded by or must be operated or sponsored by citizens or nonprofit institutions of the United States with or without the participation of nationals of other countries;

(3) The school must operate without objection from the national government of the host country, and must be nonpolitical in character;

(4) Authority over policy, finances and administration must be vested in a competent board of responsible persons, usually including representation of the appropriate U.S. embassy or consulate, but at a minimum to include representation by U.S. citizens. This will vary from school to school depending on local circumstances and on U.S. policy;

(5) The director or principal of the school, wherever practicable, should be a U.S. citizen;

(6) There should be a sufficient number of teachers from the United States or teachers trained in U.S. educational methods to ensure adequate contact for the students with these methods and corresponding ideals;

(7) The curriculum and instruction of the school should be of good quality and reflect accepted U.S. theory and practice in education to the greatest extent practicable *within the framework of local laws and regulations*;

(8) Primary and secondary curricula should provide instruction in the language, literature, geography and history of the United States, and, where practicable, of the country where the school is located. Wherever the needs of U.S. citizen students require it, English shall be used as a language of instruction;

(9) The operation of the school should contribute to mutual understanding between the people of the United States and the peoples of the host country or other countries through such means as enrollment of foreign nationals, the provision of binational extracurricular and community programs, and English-language classes for special students;

(10) *The school enrollment must include a substantial number of foreign national students;*

(11) The financial plan of the school should provide for continuing recourse to all feasible means of achieving and maintaining its financial independence through an adequate fee structure, endowment and other forms of private support; *and*

(12) Financial *aid* will not be given to church-connected schools. Nor will it be given to government, company or private profit-earning schools unless provision of such assistance would ensure educational facilities for U.S. citizen dependents, which would not otherwise be available in the area.

## 2 FAM 614.3 Foreign Service and Foreign Assistance Acts Criteria

(TL:GEN-299; 05-30-2000)

a. The post must substantiate a need to provide educational facilities for dependents of *U.S. citizens stationed outside the United States who are engaged in carrying out U.S. Government activities*. There must be a sufficient number of U.S. citizen dependent children at the post, or anticipated at the post, to justify the proposed *assistance*.

b. The school, to the extent possible, should:

(1) Provide evidence of support *from the local community in addition to the U.S. Government community population*, U.S. private business and other national and international elements as well;

(2) Provide evidence of sound policy, finances and other fundamental aspects of administration of a U.S. type education duly vested in a competent board of responsible persons, including, *wherever practicable*, appropriate representation by U.S. citizens *from the embassy or consulate on that board*;

(3) Offer a program of study in which English is the language of instruction;

(4) Offer to the extent practicable a U.S. curriculum with U.S. textbooks and materials. The school *must* enroll, as a condition to accepting a U.S. Government grant, all dependents of U.S. citizens carrying out programs of the U.S. Government abroad who are able to meet the school's other admission standards;

(5) Maintain teacher and academic standards which are comparable with public elementary or secondary schools in the United States;

(6) Offer the type of curriculum and instruction which reflects U.S. educational methods and practices to the reasonable extent practicable in consideration of:

(a) The location abroad; and

(b) The needs of the student body as a whole;

(7) Provide adequate fiscal and management supervision, and maintain a financial position which gives reasonable certainty that the school is capable of covering recurring operations expenses out of tuition or other school income without continuing direct U.S. Government assistance, unless because of the school's location abroad, local laws and regulations, etc., such assistance can be justified; and

(8) Provide evidence that no other feasible means, such as local resources or increase in tuition, are currently available to the school for adequately financing proposed expansion or improvements.

## **2 FAM 615 PROCEDURES FOR OBTAINING ASSISTANCE**

(TL:GEN-299; 05-30-2000)

a. Schools, which seek assistance under the legislative authorities cited in 2 FAM 611.7, must seek determination of eligibility under the criteria established for assistance (see 2 FAM 614), and annually thereafter (or as frequently as prescribed in these regulations) submit *information* as outlined in this section.

b. Procedures, to be carried out by the school, the post and the Department, as appropriate, are as follows:

(1) The school requests the post to provide a copy of these regulations (2 FAM 600) and the school then determines whether it meets the criteria outlined in 2 FAM 614. If the school considers itself eligible for assistance, it seeks the post's concurrence;

(2) If the post concurs that the school qualifies under the criteria, the post may recommend to A/OPR/OS that the school be considered for assistance and transmit to A/OPR/OS copies of the school's constitution, bylaws and/or other pertinent documents for review. If questions arise concerning eligibility, A/OPR/OS submits the documents to the legal counsel of the Department of State for review;

(3) *If determined eligible by the Department, the school prepares an application using the Grant Request Automated Submissions Program (GRASP) software and submits it to post for review, recommendation and transmission to A/OPR/OS. The Debarment and Suspension Certification Statement is included in the GRASP submission and must also be signed by the school prior to issuance of an award. If practicable, a regional education officer from A/OPR/OS visits the post and the school prior to the submission of GRASP in order to provide guidance and counsel regarding the Consolidated Overseas Schools Assistance Program;*

(4) *A/OPR/OS reviews the information submitted by the school. If it decides to provide an award, A/OPR/OS then determines the amount of financial support;*

(5) *A/OPR/OS transmits to the post Form DS-1909, Federal Assistance Award, with attachments. If a signed Debarment and Suspension Certification Statement did not accompany the school's GRASP submission, A/OPR/OS will also forward the certificate to post at this time for signature;*

(6) The school executes the award documents and the post advises the Department (A/OPR/OS) *via telegram, fax or e-mail*, of the date of execution and transmits a signed copy of the Federal Assistance Award (Form DS-1909) as prescribed in the memorandum under which the *award* documents were sent to the post;

(7) Funds are disbursed to the school by the post in accordance with the *purposes and the standard provisions of the award; and*

(8) The school submits to post for *review and* transmission to A/OPR/OS *financial reports as required* in the *Standard Provisions attached to the Federal Assistance Award*.

## **2 FAM 616 FEDERAL ASSISTANCE AWARDS TO SCHOOLS ABROAD**

### **2 FAM 616.1 Funds Assistance to Schools Abroad**

#### **2 FAM 616.1-1 Grants**

*(TL:GEN-299; 05-30-2000)*

Funds are made available to a school *abroad through a Federal Assistance Award*. Such an *award* is the culmination of the procedures outlined in 2 FAM 615 above. There will be no changes to the printed texts of any *Federal Assistance Award* without the prior written approval of A/OPR/OS.

#### **2 FAM 616.1-2 Purpose Description**

*(TL:GEN-299; 05-30-2000)*

A/OPR/OS will *prepare a description of purposes* and will include it in the *award* documents transmitted to the post for execution by the school. *Generally, assistance may fall into several broad categories:*

- (1) Support of salary and related costs for *U.S.-citizen* professional staff;
- (2) *U.S.* educational materials and equipment;
- (3) Scholarships for host-country nationals;
- (4) Construction and equipment; and
- (5) *Special educational programs*.

## **2 FAM 616.1-3 Effective Period**

(TL:GEN-299; 05-30-2000)

a. The *effective period* is limited to that *time* in which the school can normally be expected to carry out the various purposes *outlined in the award*.

b. In the event that the time prescribed should prove insufficient for the *recipient* to perform the purposes outlined in the *award*, A/OPR/OS may authorize a *one-time* extension of the agreement of *12 months* as may be deemed advisable and appropriate *in accordance with OMB guidelines*.

## **2 FAM 616.1-4 Authorized Signators**

(TL:GEN-299; 05-30-2000)

The A/OPR/OS grants officer will sign the *Federal Assistance Award* on behalf of the U.S. Government. The post shall *ensure* that the person signing the *Federal Assistance Award* on behalf of the school is authorized to do so.

## **2 FAM 616.1-5 Amendments**

(TL:GEN-299; 05-30-2000)

Any amendments to the *Federal Assistance Award* will be in accordance with the *OMB guidelines* and Standard Provisions *attached to the award*. The purposes *described in the budget/purposes attachment* cannot be changed unless approved in advance by the Department (A/OPR/OS).

## **2 FAM 616.1-6 Distribution of Copies**

(TL:GEN-299; 05-30-2000)

a. The Department (A/OPR/OS) will transmit to the post the *Federal Assistance Award* documents for execution by the school. *The school will then return the executed award to post*.

b. The post will forward one copy to A/OPR/OS, and retain one copy.

## **2 FAM 616.1-7 Financial Reports**

(TL:GEN-299; 05-30-2000)

As required under the Standard Provisions, the school will submit *annually to the post for review and transmission to A/OPR/OS, one copy of an Overseas Schools Grant Status Report (Form DS-2028) for each active award and a final Form DS-2028 after the award has been fully expended or expired. Copies are to be maintained in school and post files. The annual Form DS-2028 reports are due no later than March 31. A final Form DS-2028 report is due no later than 90 days after completion of the award .*

## **2 FAM 616.1-8 Refunds**

(TL:GEN-299; 05-30-2000)

If the school expends funds provided under a *Federal Assistance Award* for purposes not authorized by the *award*, the school will promptly refund or pay to the U.S. Government funds equal to the amount of such unauthorized expenditures.

## **2 FAM 616.2 Assistance in Kind to Schools Abroad**

(TL:GEN-299; 05-30-2000)

Under certain circumstances, A/OPR/OS arranges for the provision of assistance in kind *that may be in the form of educational materials, equipment and other school supplies. A/OPR/OS arranges to procure and ship commodities through U.S. channels to the post. Upon receipt, the post provides such materials and equipment to the school as assistance in kind.*

## **2 FAM 616.3 Awards to U.S. Educational Organizations**

(TL:GEN-299; 05-30-2000)

A/OPR/OS may provide *awards* to U.S. colleges and universities, regional accrediting associations and/or other *nonprofit* educational organizations to provide services to schools *abroad*.

## **2 FAM 616.4 Excess Property to Schools Abroad**

(TL:GEN-299; 05-30-2000)

Personal property for which there is no requirement at posts and other establishments of the parent agency abroad may be loaned, sold or donated to schools *abroad. For example:*

(1) Personal *replacement* property may be loaned to schools *abroad* in accordance with 6 FAM 224.4 and 6 FAM 227.3-2;

(2) Personal replacement property may be sold to schools *abroad* in accordance with 6 FAM 227; *and*

(3) Personal property may be donated to schools *abroad* in accordance with 6 FAM 227. Specifically, if:

(a) It cannot be disposed of in accordance with 6 FAM 227.3-1, 6 FAM 227.3-2 and 6 FAM 227.3-3;

(b) It has little or no commercial value; or

(c) The cost of handling or storage would exceed the estimated proceeds from sale.

## **2 FAM 617 APPROVAL OF SPECIAL EDUCATIONAL PROGRAMS**

(TL:GEN-299; 05-30-2000)

As outlined in 2 FAM 611.1-2, *paragraph* (4), A/OPR/OS may provide *financial assistance* to schools *abroad* to support special educational programs.

### **2 FAM 617.1 Approval of Activities Under Special Educational Programs**

(TL:GEN-299; 05-30-2000)

a. Funds for special educational programs are requested by the school and post in *GRASP, the Grant Request Annual Submissions Program* (**NOTE:** *It is normally expected that no costs are to be covered from award funds which would be a regular part of the school's budget.*):

(1) If funds to support *school-to-school and/or university-to-school programs* are provided, the school is required to complete Form JF-45, Approval of Funding to Support Special Educational Programs, to provide plans for *using the award funds* within the school's total program and to submit *such plan* to the post for concurrence and transmittal to A/OPR/OS for approval; *and*

(2) *If funds to support other special educational programs are provided, the school may be required to complete a Form JF-45. If a Form JF-45 is required, the Budget/Purposes Attachment to the Federal Assistance Award will contain language requiring its submission.*

b. Following A/OPR/OS approval of Form JF-45, it sends copies of the approved form to the school *abroad* and to the post, whereupon the school *abroad* may expend funds against the *award* in keeping with the approved plan.

c. Subsequently, if for any reason the plan outlined in Form JF-45 cannot be carried out in its entirety, the school *must* submit a revised Form JF-45. *A/OPR/OS must approve the revised plan before grant expenditures may be made.*

## **2 FAM 617.2 Planning of Activities Under Special Educational Programs**

*(TL:GEN-299; 05-30-2000)*

a. Normally, the school *abroad* plans special educational programs as part of its total program, with A/OPR/OS advice and assistance, if necessary. *The school must describe these activities in the Form JF-45, if required, and explain those portions to be funded from award funds, noting the amount and source of funds for all activities.*

b. Because school-to-school projects and university-to-school projects involve formal steps which need to be taken for implementation, special regulations are outlined in 2 FAM 617.3-2. *Completion of Form JF-45 is mandatory for school-to-school and university-to-school programs.*

## **2 FAM 617.3 School-to-School and University-to-School Projects**

*(TL:GEN-299; 05-30-2000)*

a. Within the general program objectives outlined in 2 FAM 611.2, the purpose of the school-to-school and university-to-school projects is to effect functional relationships between *U.S. citizen-sponsored* schools abroad and selected school districts and/or universities and colleges in the United States in order to provide the schools *abroad* with resources necessary for the improvement of their educational programs.

b. The policy expectation is that the development of relevant programs involving *U.S. citizen-sponsored* schools *abroad* and partner schools or universities in the United States will contribute to better understanding of international relationships and, through increased community involvement of local nationals and U.S. citizens, will enhance cultural understanding between the people of the United States and those of the countries in which the schools are located.

c. The policy expectation is that benefits will accrue to the schools or universities in the United States in terms of opportunities for involvement in international educational activities.

## 2 FAM 617.3-1 Types of Activities in School-to-School and University-to-School Projects

(TL:GEN-299; 05-30-2000)

When a school-to-school or a university-to-school partnership between a U.S. citizen-sponsored school *abroad* and a school district or university in the United States is established, it is assumed that, in addition to grant funds made available under the Consolidated Overseas Schools Assistance Program, both partner schools will commit personnel and material resources for the implementation of the project. Award funds are intended to help initiate the project and to cover such special costs as are necessary to maintain the relationship between the partner schools. Because of the varying and unique needs of specific schools, as well as the varying resources of partner schools and the conditions under which they may be made available to schools *abroad*, there can be no pattern regarding specific activities which might develop in any given partnership. Activities which may be funded in full or in part from award funds may include, but are not limited to:

(1) Travel and related expenses for U.S. school administrators, officials and consultants visiting the school abroad to study the school program, administration, and the like, and in collaboration with the partner from the school abroad to develop a plan for implementation of the program;

(2) Travel and expenses for the administrator of the school abroad or other staff member to visit the school or university in the United States in order to select exchange teachers or consultants, select curricular materials, develop in-service training programs, and the like, and to attend professional meetings which will facilitate mutual planning with involved persons;

(3) Travel, expenses and salary topping (if necessary under local circumstances) for exchange teachers (see 2 FAM 617.3-2);

(4) Travel and expenses for personnel conducting in-service training programs, providing consulting services and other special services to the school *abroad*, as well as costs for relevant instructional materials and related costs;

(5) Travel and expenses for personnel from schools abroad participating in observation and training programs conducted by or in conjunction with the partner school or university;

(6) Purchase and shipment of curriculum guides, administrative bulletins, instructional materials and supplies related to the project; and

(7) Assistance in implementation of student exchange programs and the like.

## **2 FAM 617.3-2 Development and Implementation**

(TL:GEN-299; 05-30-2000)

The following steps should, normally, be taken in the development and implementation of a school-to-school or university-to-school partnership:

(1) When the school assisted by the Department formally decides that it has the capability of sharing the responsibilities of a school-to-school or university-to-school partnership, the school should request through the post, that A/OPR/OS consider arranging a pairing between the school *abroad* and a U.S. school system or university;

(2) A/OPR/OS, utilizing the advice of such professional educational organizations as it may consult, approves the school *abroad* for a school-to-school or university-to-school pairing. It will then take the necessary action to select a suitable partner school or university in the United States satisfactory to A/OPR/OS and to the school *abroad*, and will inform the administrator and governing board of the U.S. school or the appropriate university officials and school *abroad* of its concurrence in the pairing;

(3) The governing bodies of the U.S. school and school *abroad* take necessary steps to approve the partnership and inform A/OPR/OS of this action through transmission of copies of appropriate *resolutions* recording their agreement to the partnership;

(4) Following initial planning involving the two partner schools and the A/OPR/OS Regional Education Officer, the school *abroad* requests *assistance in GRASP*, providing an outline of the overall plan; and

(5) Following receipt of the *award*, the school *abroad* prepares and submits to A/OPR/OS through the post, Form JF-45, Approval of *Funding to Support Special Educational Programs*, as outlined in 2 FAM 617.

## **2 FAM 618 AND 619 UNASSIGNED**