

2 FAM 620 EDUCATIONAL FACILITY REPORTING REQUIREMENTS

*(CT:GEN-357; 05-21-2009)
(Office of Origin: A/OPR/OS)*

2 FAM 621 PURPOSE

(CT:GEN-357; 05-21-2009)

In order for a school abroad to be considered for assistance, the Office of Overseas Schools (A/OPR/OS) must receive certain comprehensive information, including, but not limited to the school bylaws, school charter, articles of association, and school board membership. The school must complete a request for assistance, and the post must submit it on behalf of the school, along with a post recommendation (see 2 FAM 622.2). Schools that have received awards must submit annual financial status reports (for Form DS-2028, Overseas Schools Grant Status Report, see 2 FAM 623).

2 FAM 622 REQUESTING ASSISTANCE UNDER THE CONSOLIDATED OVERSEAS SCHOOLS ASSISTANCE PROGRAM

(CT:GEN-317; 03-08-2005)

- a. Generally, assistance that may be provided falls 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) Financial aid programs for host-country nationals;
 - (4) Construction and equipment; and
 - (5) Various educational programs.
- b. Each school is to submit requests in November for the following school year.

2 FAM 622.1 Grant Request Annual Submissions Program (GRASP)

(TL:GEN-307; 08-14-2003)

- a. Schools request assistance by utilizing GRASP (Grant Request Annual Submissions Program). GRASP is a software program which allows a school to:
 - (1) Provide information concerning the school and its staff, student body, governing board, and finances which necessarily change from year to year; and
 - (2) Request financial assistance needed over and above normal school operating budgets that reflect long-term projects, offer special benefit, and keep the school's programs consistent with U.S. educational methods.
- b. GRASP is completed by the chief management officer of the school, and reviewed by the school's governing board and by the responsible post official. The post submits the GRASP package along with its recommendation to A/OPR/OS.

2 FAM 622.2 Post Recommendation (GRASPOST)

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

All requests for assistance submitted to A/OPR/OS must be reviewed by and reflect the recommendations of the post, including a statement concerning the school's ability to continue to meet the needs of U.S. citizens engaged in carrying out U.S. Government activities at post. Posts are to utilize a computerized program, called GRASPOST, to review information submitted by schools in GRASP format and prepare recommendations.

2 FAM 622.3 Requesting GRASP/GRASPOST Software

(CT:GEN-357; 05-21-2009)

Upon request from first-time users of GRASP, A/OPR/OS will forward a package that contains the installation *disk/CD*, the user's guide, and a list of helpful hints/reminders for the school. At the same time, a GRASPOST package will be forwarded to the post, containing installation *disks/CD* and GRASPOST user's guide, in addition to copies of the items contained in the school's GRASP package.

2 FAM 623 FORM DS-2028, OVERSEAS SCHOOLS GRANT STATUS REPORT

(CT:GEN-357; 05-21-2009)

For each award, the recipient must submit annually to the post Form DS-2028, Overseas Schools Grant Status Report, *as required in 2 FAM 616*, and Article IV, paragraph K, of the Standard Provisions to the award.

2 FAM 624 THROUGH 629 UNASSIGNED