

PD ABF-334  
8/0/83

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D. C. 20523

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July 1, 1985

Mr. Jose Perez Marrero  
Executive Director  
Fundacion Interamericana de Ciudades, Inc.  
Apartado 4355  
San Juan, Puerto Rico 00905

Subject: Grant No. LAC-0619-G-SS-5082-00

Dear Mr. Marrero:

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 Fundacion Interamericana de Ciudades, Inc. (hereinafter referred to as "FIC" or "Grantee") the sum of One Hundred Thousand Dollars (\$100,000) in support of a project for the economic development of its member cities, as more fully described in Attachment 2, entitled "Program Description".

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 through the estimated completion date of March 31, 1986. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This Grant is made to the Grantee on condition that the funds 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 and acceptance of this Grant by signing all copies of this Cover Letter, retain one set for your files, and return the remaining copies to this office, being sure to return all copies marked "Funds Available".

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Sincerely yours,  
*Wesley L. Hawley*

Wesley L. Hawley  
Grants Officer  
Regional Operations Division-LAC  
Office of Contract Management

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**Attachments:**

1. Schedule
2. Program Description
3. Standard Provisions

**ACKNOWLEDGED:**

Fundacion Interamericana de Ciudades, Inc.

BY: *Jose Perez Madero*

TYPED NAME: JOSE PEREZ MADERO

TITLE: EXECUTIVE DIRECTOR

FISCAL DATA

PIO/T No.	:	598-0619-1-5651335
Appropriation No.	:	72-1151021.6
Budget Plan Code	:	LDAA85-35598-DG-12
Allotment No.	:	546-65-598-00-69-51
This Obligation	:	\$100,000
Total Estimated Cost:	:	\$100,000
Technical Office	:	LAC/DR/EST
Funding Source	:	AID/W (FM/PAFD)
DUNS No.	:	999082456

COPIES AVAILABLE  
*J. P. Madero*  
AUG 1 1985  
0/04190  
Program Acctg. Division  
OFFICE OF FINANCIAL MANAGEMENT

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ATTACHMENT 1

A. Purpose of Grant:

Purpose of this Grant is to provide support for a program to foster economic development and job creation in the Grantee's member cities in the LAC area, 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 July 1, 1985 and the estimated completion date is March 31, 1986.

C. Amount of Grant and Payment:

1. AID hereby obligates the amount of \$100,000 for the purposes of this grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision No. 7B entitled "Payment - Periodic Advances."

D. Financial Plan:

1. The following is the Financial Plan for this Grant. Revisions to this Plan shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Financial Plans." The Grantee may adjust direct line items as deemed necessary within the categories AID will be funding but the AID total shall not be exceeded under this Grant.

BUDGET

<u>Category</u>	<u>AID's Share</u>	<u>ICF and/or Other Donors</u>	<u>Total</u>
1. Administrative:			
a. Salaries and Fringe Benefits	\$ 21,207	\$ 17,504	\$ 38,711
b. Consultants	50,750	-0-	50,750
c. Other Direct Costs	28,043	9,532	37,575
2. Workshop Costs	-0-	20,287	20,287
3. Overhead	-0-	20,594	20,594
Totals	<u>\$100,000</u>	<u>\$ 67,917</u>	<u>\$167,917</u>

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E. Reporting:

1. Financial Reporting

- a. Financial reporting requirements shall be in accordance with the Standard Provision of this Grant entitled "Payment - Periodic Advances".
- b. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting Division (FM/PAD), Washington, D.C. 20523.

2. Program Performance Reporting

The Grantee shall submit the following reports:

a. Evaluation:

The Grantee will develop an evaluation plan. Preliminary results will be reported to the Pilot Training Workshop at the final plenary session "Workshop Results and Recommendations."

b. Conference Report:

Five clear, reproducible copies of the Final Report will be provided AID, including:

- (a) Executive Summary
- (b) Contributions of the Workshop
- (c) Workshop Recommendations

- c. Five copies of each program performance report shall be submitted to the Technical Office specified in the Cover letter of this Grant.

3. Special Reports

The Grantee shall provide special reports as requested by the AID Grant Officer, for the AID/W Project Officer, LAC/DR/EST.

F. Special Provision:

1. OMB Circular A-122

- a. The cost of principles of OMB Circular A-122 are synonymous with Subpart 31.7 of the Federal Acquisition Regulations (FAR) which includes Subpart 731.7 of the AID Acquisition Regulations (AIDAR)

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**G. Alterations and Additions to Standard Provisions:**

**1. Delete the following Standard Provisions:**

- a. Provision 5A : Negotiated Overhead -  
Predetermined
- b. Provision 5B : Negotiated Overhead - Nonprofit
- c. Provision 7A : Payment - LOC
- d. Provision 7C : Payment - Reimbursement
- e. Provision 10B : Procurement Over \$250,000
- f. Provision 13B : Title To and Care of Property  
(USG)
- g. Provision 13C : Title To and Care of Property  
(Coop. Country)
- h. Provision 20 : Patents

2. The Standard Provisions of this Grant are hereby amended to include the attached Alterations in Grant dated November 1984.

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ATTACHMENT 2

PROGRAM DESCRIPTION

A. Purpose:

To: (1) provide a training program to member cities in order to foster economic development and job creation in the recipient cities' and (2) develop the abilities of participating cities to (a) provide municipal services to the private sector, (b) develop local policies, rules, procedures, tax structures, and programs which will facilitate business development of the urban area, and (c) enhance public-private partnerships to promote business development.

B. Implementation:

1. Pilot Training Workshop Planning/Implementation: The Grantee will perform the following functions for the proposed Pilot Training Workshop: Municipality and Private Sector Involvement in Local Economic Development:

- a. Plan, implement and evaluate a Pilot Training Workshop in San Juan, Puerto Rica for three full days to take place on or about November 1985. (See Tentative Schedule below).
  - (1) Analysis of training needs.
  - (2) Identification of training objectives.
  - (3) Design and development of training modules relating to the general theme of economic development by local government to the private sector. Although specific content of presentations and workshops will be determined after the needs assessment, illustrative topics include:
    - (a) Economic development planning--thinking through your economic assets and liabilities.
    - (b) How to develop an overall economic development plan--exploration of Private Sector economic development opportunities--industrial development, commercial/real estate, tourism, services.
    - (c) Assessment of the city government's present role in development - is it a help or a hindrance to private enterprise?

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- (d) How to create public-private partnerships--the role of the Mayor, private sector advisory groups; the role of the Chamber of Commerce and other civic groups.
- (e) How to organize city government to achieve its development objectives.
  - (1) Eliminate disincentives for investment by streamlining city services and regulation systems.
  - (2) Create an economic development component in city government. (Explore various successful models, with specific examples.)
- (f) Organizing for export--the city role in developing an export-related economy.
- (g) Housing Development: The city government role.
- (n) Creative ways to provide financial assistance for small business development.
- (i) Provision of business/loan packaging services to small business; the business incubator concept.
- (j) An infrastructure maintenance and development plan designed to meet development objectives--How do you plan it, finance it, implement it?
- (k) How to plan and develop an industrial park.
- (l) Promoting your city for foreign investment: How to take advantage of the Caribbean Basin Initiative (the local government role.)
- (m) How to maximize your assets for tourism development including an exploration of Historic Preservation techniques and development of a tourism industry.

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- (n) The use of the taxing power to provide business development incentives.
  - (4) Selection of training participants.
  - (5) Training of trainers.
  - (6) Identification and preparation of special presenters.
  - (7) Design and development of training materials and handbook.
  - (8) Conference planning and implementation.
  - (9) Evaluation activities.
  - (10) Recommendations for follow-up country/sectional training workshops and technical assistance.
- b. Seek USAID/Mission approval for use of Training Initiative funds for public sector/private sector participants for the Pilot Training Workshop. Preliminary listing of AID financed participants could include:

(1) Carribean Countries/Municipalities:

Dominican Republic

Puerto Plata  
San Pedro de Moceris  
Bani  
Santo Domingo  
Santiago de los Caballeros

Haiti

Jamaica                      Kingston

Caribbean Regional:

Antigua/Barbuda  
Dominica                      Roseau  
Grenada  
Montserrat  
St. Kitts/Nevis  
St. Lucia  
St. Vincent  
Barbados

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(2) Central American Countries/Municipalities:

Belize	
Costa Rica	San Jose
El Salvador	San Salvador
	Ciudad de Guatemala
	Quezaltenango
	Zacapa
Honduras	Choluteca
	San Pedro Sula
	Tegucigalpa
Panama	Cuidad de Panama

(3) South American Countries/Municipalities:

Bolivia	La Paz
Ecudaor	Quito
	Cuenca
	Guayaquil
	Rio Bamba
Peru	Lima

(4) Advanced Developed Countries/Municipalities:

Brazil	Porto Alegre
	Curitiba
	Rio de Janeiro
Colombia	Bucaramanga
	Cartagena
	Cali
Mexico	Puebla
	Alcapulco
	Cuidad de Mexico
Paraguay	
Uruguay	Montevideo

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TENTATIVE SCHEDULE

FIRST MONTH

1. Analysis of Training Needs

Questionnaires - analysis  
Feedback based on Great Cities of the Americas Conference  
Correspondence and personal contact with ICF membership

2. Definition of Training Objectives and Subjects.

12 preliminary subjects to be selected. Typical of the subjects selected are those outlined above.

3. Selection of Training Participants

Mailing letters of invitation and pre-registration.  
Pre-registration letter and material will outline 12 areas for training modules. Recipient to select 4-6 in which he/she has most interest.

4. Start Design of Six Training Modules.

Based on interest received by participants and AID concurrence from subjects listed below.

5. Preliminary Conference Planning

Identification of site; reserve meeting rooms, block hotel rooms.

SECOND MONTH

1. Development of training modules (1) (2) (3) (4) (5) (6).

2. Complete draft of training modules (1) (2).

3. Continue development of all training modules.

4. Follow-up on pre-registration letters (phone calls, telex, etc.).

5. Preliminary conference planning - logistics.

THIRD MONTH

1. Continue development of all training modules.

2. Complete draft of training modules (3) (4).

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3. Finalize modules (1) (2).
4. Design of training materials for modules (1) (2).
5. Preliminary conference planning/preliminary arrangements.

FOURTH MONTH

1. Continue development of training modules (3) (4) (5) (6).
2. Finalize modules (3) (4).
3. Design of teaching materials - modules (3) (4).
4. Complete draft of training modules (5) (6).
5. Conference/training planning activities.

FIFTH MONTH

1. Finalize modules (5) (6).
2. Design of training materials (5) (6).
3. Print modules (1) (2) (3) (4) (5) (6).
4. Print training material for all modules.
5. Conference planning activities.

SIX MONTH

1. Training for trainers (2 weeks, on-site).
2. Preparation of special presenters (2 days; on-site)
3. Conference preparation activities.
4. Conference held last week.

SEVENTH MONTH

1. Conference administrative and reporting follow-up.
2. Evaluation activities.
3. Recommendations for follow-up Technical Assistance activity.

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