

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

- PD-1735-874 ism 91707 -

September 29, 1982

Mr. Adly Abdel-Meguid, Director
UNIDO
821 UN Plaza, Suite TM 600
New York, NY 10017

Subject: Grant No. OTR-0001-G-IN-2301-00; AID Accounting and
Appropriation Data; 72-112121.6,
PDAA-82-13430-DG-61, 246-34-099-00-61-21,
PIO/T No. 940-0001-342-9049
Project Office: B. Bouchard, PRE/PPR

Dear Mr. Abdel-Meguid:

1. I have the honor to refer to your proposal request of July 1982 relating to the Caribbean Investment Promotion Service, Phase II.
2. I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as the Grantee) grants the sum of \$160,000 United States Dollars, to be used for support of technical assistance, as more fully described in Attachment A.
3. This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in support of the program during the period September 29, 1982 through September 28, 1983. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be refunded to AID.
4. It is understood that financial records, including documentation to support entries on accounting records and to substantiate changes against this Grant shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least three years after final disbursement of funds under this Grant.

-2-

5. The Grantee agrees to make available to AID for the Comptroller General of the United States all records and documents which support expenditures made under this program.
6. It is understood that the funds granted hereunder shall be disbursed as set forth in Attachment B hereto entitled Payment Provisions.
7. The parties agree that this Grant and the activities financed therewith, shall be managed by the Grantee in accordance with its established policies and procedures. The proposed budget for this Grant is provided in Attachment C.
8. If the use of the Grant funds results in the accrual of interest to the Grantee or to any other person to whom the Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID any amount of interest earned.
9. The Grantee shall prepare and submit to AID at least 2 copies of reports in accordance with the schedule set forth in Attachment D.
10. This agreement, in whole in in part, may be terminated by either party at any time upon 30 days written notice. This agreement may be revised only by the written mutual consent of the parties hereto.
11. Please indicate your acceptance of this Grant by signing the original and 6 copies of this letter in the space provided below and return the original and 5 copies to the Grant Officer. Two copies may be retained for your files.
12. The AID Technical Office responsible for monitoring this Grant is PRE/PPR, B. Bouchard.

. 2

THE UNITED STATES OF AMERICA

BY: R J Tarry
TITLE: Grant Officer
DATE: 9-29-82

Attachments:

- A. Purpose and Implementation Plan
- B. Payment Provisions
- C. Budget
- D. Reporting Requirements

ACCEPTED:

PUBLIC INTERNATIONAL ORGANIZATION

BY: Adhy Abdel meyn
TITLE: Director, UNIDO New York
DATE: 21 December 1982

VIII.

CIPS BUDGET

The budget is based on the participation of five countries for a period of one year.

	<u>AID</u>	<u>CDB</u>	<u>UNDP</u>	<u>UNIDO</u>	<u>TOTAL</u>
<u>PROJECT PERSONNEL</u>					
Consultants				2,500	2,500
Professional Staff:					
UNIDO Adviser				42,000	42,000
Project Adviser (Part-time)	25,000				25,000
Support Personnel:					
Secretaries (3)	72,000				72,000
Staff Missions		2,000		5,000	7,000
Component Total	<u>97,000</u>	<u>2,000</u>		<u>49,500</u>	<u>148,500</u>
<u>TRAINING</u>					
Fellowships	43,580		50,000		93,580
Travel		30,000			30,000
Component Total	<u>43,580</u>	<u>30,000</u>	<u>50,000</u>		<u>123,580</u>
<u>EQUIPMENT</u>					
Dun and Bradstreet Reports	3,500				3,500
Periodicals	3,000				3,000
Office Supplies	2,500				2,500
Office Rent	10,000				10,000
Component Total	<u>19,000</u>				<u>19,000</u>
<u>MISCELLANEOUS</u>					
Telephone		34,000			34,000
Component Total		<u>34,000</u>			<u>34,000</u>
TOTAL	159,580	66,000	50,000	49,500	325,080
UNIDO Project Service Costs (13%)		8,580	6,500	6,435	21,515
GRAND TOTAL	<u>159,580</u>	<u>74,580</u>	<u>56,500</u>	<u>55,935</u>	<u>346,595</u>

Attachment B

PAYMENT PROVISIONS

Payment shall be made to the Grantee in accordance with procedures set forth below. Payment shall only be made after receipt by A.I.D. Project Officer of the grant study.

"Financial Status" reports shall be submitted for payment to Project Officer, as listed in second page of Grant letter.

NOTE: Proceeding with Phase II will be contingent upon successful execution of Phase I. No funds will be disbursed for Phase II until the Phase I results have been reviewed by PRE in conjunction with UNIDO.

PAYMENT - FEDERAL RESERVE LETTER OF CREDIT (FRLC) ADVANCE

(a) AID shall open a Federal Reserve Letter of Credit (hereinafter referred to as an "FRLC") in the amount of funding obligated by this Grant, against which the Grantee may draw cash only for immediate disbursing needs. The term "immediate disbursing needs" when applied to FRLCs is defined as the cash requirements for a three-day period. Any subgrantee funded by the Grantee from funds provided by this Grant, shall obtain such funds from the Grantee only as needed for disbursement. The financial management system of the Grantee shall provide for effective control over and accountability for Federal funds as stated in paragraph 1L of AID Handbook 13.

(b) FRLC Operational Requirements

(1) The Grantee will select a commercial bank that agrees to receive payment vouchers, TFS Form 5401, "Payment Voucher on Letter of Credit," drawn on the U.S. Treasury and to forward such payment vouchers to the applicable Federal Reserve Bank or branch. The Grantee shall select a commercial bank that will credit the amount of the Grantee at the time of presentation of the completed payment voucher. Immediate credit by the commercial bank will enable the Grantee to meet its responsibilities to draw cash only when actually needed for disbursements.

(2) After arranging with a commercial bank for operations under FRLC and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver to the AID Controller, three originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit," signed by those officials authorized to sign payment vouchers against the FRLC and by the designated official of the Grantee who has authority to specify individuals to sign payment vouchers. Only those officials whose signatures appear on the SF-1194 can sign the TFS Form 5401. New signature cards must be submitted whenever there is a change in the persons authorized to sign payment vouchers.

(3) The Grantee shall subsequently receive one certified copy of the FRLC, SF-1193. No payment vouchers shall be presented to the commercial bank before the FRLC is opened. The SF-1193 indicates the effective date the FRLC is opened.

(4) As funds are required for immediate disbursement needs, the Grantee will submit a properly completed payment voucher (Form TFS 5401) to the commercial bank for transmission to the Federal Reserve Bank or branch. The commercial bank may at this time credit the account of the Grantee with the amount of funds being drawn down. Payment vouchers shall not ordinarily be submitted more frequently than daily and shall not be less than \$5,000 or more than \$5,000,000. In no event shall the accumulated total of all such payment vouchers exceed the amount of the FRLC.

(5) In preparing the payment voucher, the Grantee shall assign a voucher number in numerical sequence beginning with 1 and continuing in sequence on all subsequent payment vouchers submitted under the FRLC.

(6) After the first payment voucher (Form TFS 5401) has been processed, succeeding payment vouchers shall not be presented until the existing balance of previous drawdowns has been expended or is insufficient to meet current needs.

(c) FRLC Reporting

(1) "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies. If the Grantee's accounting records are not normally kept on the accrual basis, the Grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 30 days after the conclusion of the Grant. This report shall be submitted to the addresses specified by AID in the Schedule of this Grant. In cases where Grants are Mission funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to AID/Washington.

(2) The Grantee shall submit an original and two copies of SF-272, "Report of Federal Cash Transactions," 15 working days following the end of each quarter to the address specified in the Schedule. Grantees receiving advances totaling more than \$1 million per year shall submit SF-272 on a monthly basis with in 15 working days following the close of the month. Grantee shall report in the Remarks section of SF-272 all cash advances.

Those cash advances in excess of immediate disbursement requirements in the hands of sub-recipients of the Grantee's field organizations shall be supported by short narrative explanations of action taken by the Grantee to reduce the excess balances.

(d) Suspension of FRLC

(1) If at any time, the AID Controller determines that the Grantee has failed to comply with the terms and conditions of the FRLC, the AID Controller shall advise the Grant Officer who may cause the FRLC to be suspended or revoked.

(2) The Controller may recommend suspension or revocation to the Grant Officer on the ground of an unwillingness or inability of the Grantee to: (A) establish procedures that will minimize the time elapsing between cash drawdowns and the disbursement thereof, (B) timely report cash disbursements and balances as required by the terms of the Grant, and (C) impose the same standards of timing of advances and reporting on any sub-recipient or any of the Grantee's overseas field organizations.

Attachment C

Budget

Financial Plan

The following is the Financial Plan for this Grant.

Cost Element (by activity or function)	<u>Federal Share</u> U.S. Dollars	<u>Total</u>
<u>Travel and Per Diem</u>		
Entrepreneurs (4)		
Roundtrip transportation	\$20,000	
Per Diem	<u>4,000</u>	
Sub-Total		24,000
Trainers (8)		
Roundtrip Transportation	20,000	
Per Diem	<u>12,000</u>	
Sub-Total		32,000
Contingency (additional trips; depending upon country)	<u>4,000</u>	
Total		60,000

A detailed breakout of this budget is provided in the proposal attached to this program description.

NOTE: Proceeding with Phase II will be contingent upon successful execution of Phase I. No funds will be disbursed for Phase II until the Phase I results have been reviewed by PRE in conjunction with UNIDO.

Attachment D

Reporting Requirements

1. A evaluation and report shall be submitted to A.I.D. within sixty days of completion of grant. The report shall include:
 - a. A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.
 - b. Reasons why established goals were not met.
 - c. Other pertinent information including.
2. All required reports shall be submitted to Bruce Bouchard, PRE/PPR, A.I.D. Project Officer.
3. Two copies of reports required herunder shall be sent to the cognizant Program Office of designated on the second page of the grant letter. Two copies of each report shall be submitted to the office of Development Information and Utilization, Bureau for Development Support, Agency for International Development, Washington, D. C. 20523. The title page of all reports forwarded shall include the grant number, project number, as set forth on the second page of the grant letter, and project title.

Attachment A

(The budget is based on the participation of five countries for a period of one year)

	<u>AID</u>	<u>CDB</u>	<u>UNDP</u>	<u>UNIDO</u>	<u>TOTAL</u>
<u>PROJECT PERSONNEL</u>					
Consultants				2,500	2,500
Professional Staff:					
UNIDO Adviser				42,000	42,000
Project Adviser (Part-time)	25,000				25,000
Support Personnel:					
Secretaries (3)	72,000				72,000
Staff Missions		2,000		5,000	7,000
Component Total	<u>97,000</u>	<u>2,000</u>		<u>49,500</u>	<u>148,500</u>
<u>TRAINING</u>					
Fellowships	43,580		50,000		93,580
Travel		30,000			30,000
Component Total	<u>43,580</u>	<u>30,000</u>	<u>50,000</u>		<u>123,580</u>
<u>EQUIPMENT</u>					
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Periodicals	3,000				3,000
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TOTAL	159,580	66,000	50,000	49,500	325,080
UNIDO Project Service Costs (13%)		8,580	6,500	6,435	21,515
GRAND TOTAL	<u>159,580</u> =====	<u>74,580</u> =====	<u>56,500</u> =====	<u>55,935</u> =====	<u>346,595</u> =====

Attachment B

FOR MS M SELLNER FROM S SINGH

NO 2374/83

FURTHER TO OUR TELEPHONE CONVERSATION YESTERDAY CDB CONFIRMS APPROVAL OF US DLRS 75,000 PER YEAR FOR CARIBBEAN INVESTMENT PROMOTION SERVICE

CONTRIBUTION FOR SECOND YEAR WILL BE DEPENDENT ON EVALUATION OF FIRSTYEAR S ACTIVITIES

SINGH

CARIBANK

RECEIVED

JAN 14 1983

TO: Mr. D. Hanich, Acting Chief
 Budget Service
 Financial Services Section.

FROM: H. N. Jenson, head
 Programme Development and Evaluation Section
 Division of Policy Co-ordination

SUBJECT: Request for Issuance of Programme Allotment Document

Date: 23 December 1982

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On the basis of the attached document, please issue an appropriate PAD for the following project, which has been approved for financing from the UNIDF at the 37th meeting of the Project Review Committee held on the 24.11.1982

Project Number	UC/RLA/82/235	
Project Title	Caribbean Investment Promotion Services	
Submitting Division	10	
Section/Officer	COOP/Mr.Vischeidt	
Programme Component	31.1.D	Priority Area: PROM
<u>Amount Approved:</u>		
(a) Convertible	53,000	
(b) Non-Convertible	-	
(c) Overhead Charge	<u>6,890</u>	
TOTAL:	59,890	

Document attached: Budget forms based on PDS dated 23.11.1982 plus Approval Sheet

By copy of this memorandum the Division responsible for the implementation of the project is notified of its approval.

cc: Mr. Becker-Boost/Mr. Vischeidt
 Ms. Hancock
 Mr. Bull/Ms. Hanny
 Ms. Gallner
 Registry

12

Handwritten mark

06271359

INCOMING ACTION

NNNN
Time: 13:58 06/27/88 777
Connect Time : 28 seconds
Rev: 011M/2.-6297 Line: 2

TO _____
FILE NO. _____
 ACTION COMPLETED
INITIALS _____

ZCZC STR2887
WERR UNDEVPRO WE
UNATIONS
NEW YORK

208 ABDELMEGUID CAR/83/002 CARIBBEAN INVESTMENT PROMOTION
SERVICE PLEASED CONFIRM UNDP CONTRIBUTION USDLRS40,000 FOR
ANTIGUA BARBUDA, DOMINICA, STVINCENT AND ST.KITTS/NEVIS.
UNDERSTAND ADDITIONAL USDLRS10,000 FORTHCOMING BELIZE.
APPRECIATE YOUR PREPARING PRODOC FOR OUR APPROVAL. THIS COPIED
FOR INFO SINGH.

1983 JUN 28 AM 12:26

BURDON-SOMERS UNDEVPRO BRIDGETOWN

00L 208 83/002 40,000 10,000

06271359

0002

BEST AVAILABLE COPY

RECEIVED

APR 11 1983

ZCZC DAL4193 SLV274

RR NYK

.SAMBAVADOR (UNIDO) 21 2300Z

22-4 ABDEL-MEGUID DURING RECENT DISCUSSIONS BELIZE, GOVERNMENT CONFIRMED INTEREST PARTICIPATING CARIBBEAN INVESTMENT PROMOTION SERVICE AND AGREED TO ALLOCATE 10,000 FROM ITS IFF TO THE PROJECT. THIS RESPECT MOST ESSENTIAL YOU CLARIFY SOONEST:

AAA) CAN ALL COUNTRIES INVOLVED SEND TWO OF THEIR GOVERNMENT OFFICIALS FOR TRAINING IN NEW YORK AS ENVISAGED IN DRAFT PROPOSAL NAMELY ONE OFFICIAL FOR 2 YEARS AND ANOTHER FOR ONE MONTH?

BBB) SINCE BELIZE INTERESTED SENDING OFFICIALS FOR TRAINING PURPOSES AND CONSIDERING REDUCED NUMBER QUALIFIED PARTICIPANTS IN BELIZE, GOVERNMENT WOULD PREFER TRAINING 2 YEARS CANDIDATE BE SHORTENED.

THEREFORE INDICATE MINIMUM AMOUNT OF TIME WHICH YOU CONSIDER APPROPRIATE FOR A QUALIFIED BELIZE OFFICIAL.

COLL: 22-4 10,000 2 2

#34221552

INCOMING
ACTION
TO _____
FILE NO. _____
DATE ACTION COMPLETED _____
INITIALS _____
INDEXED _____

UNITED NATIONS  NATIONS UNIES

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

INVESTMENT PROMOTION SERVICE
821 UNITED NATIONS PLAZA, NEW YORK, N.Y. 10017
TELEPHONE: (212) 754 5966 · CABLE ADDRESS: UNATIONS, NEW YORK · TELEX: 02450

Bruce
9/20

REFERENCE:

19 September 1983

Dear Bruce,

I am pleased to inform you that plans are underway to implement USAID Grant No. OTR-0001-G-IN-2301-00 to UNIDO for the establishment of the Caribbean Investment Promotion Service (CIPS). The effective dates for the first year of the CIPS project are 1 October 1983 - 30 September 1984.

In order to comply with the requirements outlined in the letter of 29 September 1982 from Mr. R.J. Tarrey, Grant Officer, I would like to confirm the following points:

- i) The revised project budget is based on the participation of five countries for a one year period (attachment A). Requisite funding for the CIPS has been officially committed by the other participating entities, i.e. Caribbean Development Bank (attachment B), United Nations Industrial Development Organization (attachment C) and the United Nations Development Programme (attachments D and E).
- ii) The total project cost is estimated to be approximately \$325,000. As demonstrated by the enclosed budget and supporting documents, costs not assumed by the AID grant of \$160,000 will be covered by contributions from the other participating entities, i.e. CDB \$75,000, UNIDO \$60,000 and UNDP \$50,000.
- iii) We are in the process of organizing Part I of the CIPS project, the one month orientation programme, scheduled for 24 October - 18 November 1983. As in the case of previous IPS-NA orientation programmes, the sessions will include visits to financial institutions, corporations, investment promotion offices, U.S. government agencies and information/consulting firms. A schedule of activities for the orientation programme will be forwarded to your office in the next few weeks.

...../2

Mr. Bruce Bouchard
Policy Officer
Agency for International Development
AID/PRE/PPR
The State Department
Washington, D.C. 20523

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- 2 -

- iv) In reference to the implementation plan for Part II, please find enclosed a copy of the aide memoire on the CIPS. Section IV outlines the programme content for phase II of the project.

I hope that the above comments address the prerequisites for disbursement of AID funds as outlined in Attachment B "Payment Provisions" of Mr. Tarrey's letter. Please let us know if you require any further information.

Yours sincerely,

A handwritten signature in cursive script that reads "Mary Sellner".

Mary Sellner
Officer-in-Charge

c.c. Mr. R.J. Tarrey
Mr. J. Wischeidt, Jr.
Mr. E.C. Bull

MODIFICATION OF GRANT

Grant 207500
100
 PAGE 1 OF 1

A. H.

1. Amendment No. 1	2. Effective Date 3/21/83	3. Grant No. OTR-0001-G- IN-2300-00	4. Effective Date 9/27/82
5. Grantee (Name and Address) Mr. Adly Abdel-Meguid Director UNIDO 821 UN Plaza, Suite 1M 600 New York, New York 10017		6. Administered by- Grant Officer Central Operations Div., OTR Branch Office of Contract Management Agency for International Development Washington, D.C. 20523	
7. PIO/T No -) Appropriation No.) N/A Allotment Symbol)		8. Previous PIO/T's- 940-0001-342-9048	
Amt. Oblid. by this Amendment \$ - 0 -			

9. The above numbered Grant is hereby modified as follows:

GRANT LETTER, para. #3, delete the date "November 26, 1983 and substitute in lieu thereof the date "April 26, 1984."

The purpose of this amendment is to extend the grant from November 26, 1983 to April 26, 1984, to allow the Grantee time for the initial implementation of the project as stated in the grant.

AID TECHNICAL OFFICE: PRE/PPR

10. This amendment is entered into pursuant to the authority of the Foreign Assistance Act of 1961, as amended. Except as herein provided, all terms and conditions of the grant referenced in Block #3 remain unchanged and in full force and effect.

11. Grantee is required to sign this document and return 7 copies to issuing office.

12. GRANTEE

BY: Adly Abdel Meguid
 Adly Abdel-Meguid
 (Name typed or printed)

TITLE: Head, UNIDO IPS-NA

DATE: 8 April 1983

UNITED STATES OF AMERICA
 AGENCY FOR INTERNATIONAL DEVELOPMENT

BY: [Signature]
 L. E. Stanfield
 (Name typed or printed)

TITLE: Grant Officer

DATE: 3-22-83

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20548

Handwritten: 2) File under UNIDO
'2301'

Handwritten: ~~John D. Johnson~~
Rec'd
AUG 22 1984
9-19-84

Mr. Adly Abdel-Meguid
Director
UNIDO
821 UN Plaza, Suite TM 600
New York, NY 10017

Subject: Grant No. OTR-0001-G-IN-2301-01

Dear Mr. Abdel-Meguid:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject Grant is hereby amended to extend the expiration date. The total cumulative dollar obligation under this Grant remains \$160,000.

In the third paragraph of the Grant delete the date "September 28, 1983" and substitute in lieu thereof the date "September 30, 1984".

Except as expressly herein amended, the subject Grant is in all respects ratified, confirmed and continued in full force in effect in accordance with its terms.

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and eight (8) copies of this letter. Return the original and seven (7) copies to the Office of Contract Management.

Sincerely yours,
Judith D. Johnson

Judith D. Johnson
Grant Officer
Services Operations Division
Office of Contract Management

ACKNOWLEDGED:

PUBLIC INTERNATIONAL ORGANIZATION

BY *William R. Millager*

TYPED NAME William R. Millager

TITLE Director-Designate

DATE 30 August 1984

Fiscal Data

Appropriation:	72-112121.6
Budget Plan Code:	PDAA-82-13430-DG-61 246-34-099-00-61-21
PIO/T No:	3429049
Project No.:	940-0001
Amount Obligated:	\$ -0-
Total Cumulative Obligation:	\$160,000
Employer ID Number:	99-178-2145

UNITED NATIONS  NATIONS UNIES
UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

INVESTMENT PROMOTION SERVICE
821 UNITED NATIONS PLAZA, NEW YORK, N.Y. 10017
TELEPHONE: (212) 754 5066 CABLE ADDRESS: UNATIONS, NEW YORK TELEX: 62450

28 January 1985

Ms. Judith D. Johnson
Contracting Officer
Chief, PE Branch
Central Operations Division
Office of Contract Management
Agency for International Development
Washington, D.C. 20523

Grant No. OTR-0001-G-IN-2301-02

Dear Ms. Johnson:

In reference to your letter of 10 January 1985, please find enclosed the signed original and seven signed copies of the amendment.

Please let us know if you require any further information.

Yours sincerely,


William R. Millager
Head

cc: Mr. A. Ingram
Mr. J. Wischeidt, Jr.
Ms. A. Mohn

20

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

JAN 10 1985

RECEIVED

Mr. Adly Abdel-Meguid
Director
UNIDO
821 UN Plaza, Suite TM 600
New York, NY 10017

Subject: Grant No. ORT-0001-G-IN-2301-02
Amendment No. 2

Dear Mr. Abdel-Meguid:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject Grant is hereby amended to extend the expiration date. The total cumulative dollar obligation under this Grant remains \$160,000.

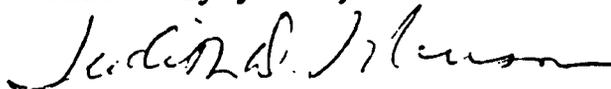
Delete paragraph 3 in its entirety and substitute the following:

"3. This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in support of the program during the period September 29, 1982 through Jan 31, 1985. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be refunded to AID."

Except as expressly herein amended, the subject Grant remains in full force and effect in accordance with its terms.

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and eight (8) copies of this letter. Return the original and seven (7) copies to this office.

Sincerely yours,



Judith D. Johnson
Contracting Officer
Chief, PE Branch
Central Operations Division
Office of Contract Management

ORIGINAL

ACKNOWLEDGED:
PUBLIC INTERNATIONAL ORGANIZATION
BY *William R. Millager*
TYPED NAME William R. Millager
TITLE Head
DATE 25 January 1985

FISCAL DATA

Appropriation:	72-112121.6
Budget Plan Code:	PDAA-82-13430-DG-61
	246-34-099-61-21
FIO/T No:	3429049
Project No.:	940-0001
Amount Obligated:	\$ -0-
Total Cumulative Obligation:	\$160,000
Employer ID Number:	99-178-2145

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

File - UNIDO
Grant File

MAR 7 1985

Mr. Adly Abded-Meguid
Director
UNIDO
821 UN Plaza, Suite TM 600
New York, NY 10017

Subject: Grant No. OTR-0001-G-IN-2301, Amendment No. 3

Dear Mr. Abdel-Meguid:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to the United Nations Industrial Development Organization (hereunder referred to as "UNIDO" or "Grantee"), an additional sum of one hundred eighty thousand eight hundred dollars (\$180,800) to continue support of the Caribbean Investment Promotion Service Program, as more fully described in Attachment A of this Grant entitled, "Purpose and Implementation Plan."

The funds provided herein are obligated as of February 1, 1985 and shall apply to commitments made by the Grantee in furtherance of program objectives through November 30, 1985. The cumulative obligation is increased by \$180,800 to \$340,800.

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The funds must be administered in accordance with the terms and conditions as set forth in Attachment A, "Purpose and Implementation Plan," Attachment B, "Payment Provisions," Attachment C, "Financial Plan," and Attachment D, "Reporting Requirements," all of which have been agreed to by your organization.

The Grant is hereby further amended as follows:

1. Delete paragraph "3" of the Grant letter in its entirety and substitute the following therefor:

"3. This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in support of the program during the period September 29, 1982 through November 30, 1985. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be refunded to AID."

2. Under Attachment A, "Purpose and Implementation Plan," make the following revisions:

(a) Under the heading entitled, "C. Implementation," add "Year 1" immediately above the first paragraph.

(b) At the end of the Year 1 activities insert the following:

"Year 2

Trainees will complete the second year of the two-year Caribbean Investment Promotion Service (CIPS) training

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program. During the second year, they will continue to acquire skills and experience in formulating and implementing effective investment promotion programs for their respective countries and will refine and customize the promotional and networking activities initiated in the first training year."

3. Delete Attachment B, "Payment Provision," paragraph 4, "Payment-Federal Reserve Letter of Credit (FRLC) Advance," in its entirety and insert the attached paragraph "4" entitled, "Payment-Letter of Credit" in lieu thereof.

4. Delete Attachment C, "Budget," in its entirety and insert the attached Attachment C, "Financial Plan," in lieu thereof.

5. Delete Attachment D, "Reporting Requirements," in its entirety and insert the attached Attachment D, "Reporting Requirements" in lieu thereof.

Except as expressly herein amended, the subject Grant is in all respects ratified, confirmed and continued in full force and effect in accordance with its terms.

Please acknowledge your understanding and acceptance of this amendment by signing the original and all copies in the space provided below. Thereafter, please return the original and six



copies, including all those stamped "Funds Available," to this office. One (1) copy may be retained for your records.

Sincerely yours,



Judith D. Johnson
Agreement Officer
Chief, PE Branch
Central Operations Division
Office of Contract Management

ATTACHMENTS:

- A. Attachment B, "Paragraph 4., "Payment-Letter of Credit"
- B. Attachment C, "Financial Plan"
- C. Attachment D, "Reporting Requirements"

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ACKNOWLEDGEMENT:

UNIDO

BY: William R. Millager

TYPED NAME: William R. Millager

TITLE: Head

DATE: 19 March 1985

FISCAL DATA

PIO/T No.: 534-2503
Project No.: 940-2006
Amount Obligated: \$180,800
Cumulative Obligation: \$340,800
Appropriation No.: 72-1151021-6
Allotment No.: 546-34-099-00-69-51
Budget Plan Code: PDAA-85-13480-DG11
DUNS No.: 99-178-2145

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Attachement B, Payment Provisions

4. Payment - Letter of Credit

(a) Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by AID's Office of Financial Management, Program Accounting and Finance Division (M/FM/PAFD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAFD constitute payment conditions of this grant, superseding and taking precedence over any other provision of this grant concerning payment.

(c) Reporting:

(1) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAFD, Washington, D.C. 20523. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAFD. In cases where grants are Mission funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to M/FM/PAFD, AID/Washington.

(2) The grantee shall submit an original and one copy of SF-272, "Federal Cash Transactions Report," within 15 working days following the end of each quarter to M/FM/PAFD. Grantees receiving advances totaling more than \$1 million per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the Remarks section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of subrecipients or the grantee's field organizations shall be supported by short narrative explanations of action taken by the grantee to reduce the excess balances.

(d) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAFD after consultation with the grant officer. Notification of revocation must be in writing and must specify the reason for the revocation notice and a recommendation for an alternative method of payment (periodic advance or cost reimbursement) based upon the reasons for the revocation. The Grant Officer shall immediately amend this agreement to provide for an appropriate alternative method of payment. The recipient may appeal any such revocation to the Grant Officer.

Attachment C, Financial Plan

The budget proposed below represents AID's contribution to the Caribbean Investment Promotion Service.

<u>Cost Element</u>	<u>Budget</u>		
	<u>9/29/83-1/31/85</u>	<u>2/1/85-11/30/85</u>	<u>Total</u>
Personnel	\$ 77,000	\$ 45,600	\$122,600
Training	99,000	68,400	117,400
Other Direct Costs	34,000	46,000	80,000
Project Service Cost	0	20,800	20,800
	<hr/>	<hr/>	<hr/>
Total	<u>\$160,000</u>	<u>\$180,800</u>	<u>\$340,800</u>

Attachment D, Reporting Requirements

1. An evaluation and report shall be submitted to A.I.D. within sixty days of completion of grant. The report shall include:
 - a. A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.
 - b. Reasons why established goals were not met.
 - c. Other pertinent information.
2. All required reports shall be submitted to PRE/PPR, A.I.D. Project Officer, Andrea Mohn-Baumann.
3. Two copies of reports required hereunder shall be sent to the cognizant Project Office of designated in the Fiscal Data section of the Grant letter. Two copies of each report shall be submitted to the Office of Development Information and Utilization, Bureau for Development Support, Agency for International Development Washington, D.C. 20523. The title page of all reports forwarded shall include the grant number, project number (as set forth in the Fiscal Data section of the Grant letter), and project title.
4. A detailed implementation plan shall be submitted to the AID

Project Officer by January 31, 1985 outlining the activities and schedule for the second year and the benchmarks UNIDO is using to evaluate quarterly progress. Progress reports will be submitted quarterly in duplicate to the PRE/PPR Project Officer within four weeks after 31 January 1985, 31 April 1985, 30 July 1985 and the final report 30 October 1985.

Quarterly report will include:

1. Summary of present status as per the evaluation benchmarks in the 31 January 1985 detailed implementation plan. Problems, if any.
2. Activity anticipated in next quarter.
3. Financial Status Report (Standard Form 269).

The 31 January, 1985 Quarterly Report will include for each PRE assisted trainee:

- a) Size of potential national workforce.
- b) National job generation objectives expected to be met by U.S. investment promotion program.
- c) Target industry groups in the U.S. appropriate for their country.
- d) Number of investments needed in these industries to accomplish (b).

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All four Quarterly Reports will also include for each PRE assisted trainee the following information:

- e) The number of investor contacts made:
 - cold calling
 - trade shows
 - referrals
- f) The number of follow-up meetings/calls resulting from (e).
- g) The number of site visits resulting from (f).
- h) The number of project applications prepared.
- i) The number of investments made.

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