



Marcus L. Stevenson
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January 27, 2004

Ms. Faye Haselkorn
EGAT/UP
United States Agency for International Development
1300 Pennsylvania Avenue
Washington, DC 20523

RE: Contract No. LAG-I-00-99-00036-00, Task Order No. 06
UI Project 06967-009, Urban Sectoral Training for USAID Staff
Quarterly Task Order Progress and Cost Report, October to December 2003

Dear Ms. Haselkorn:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, October to December 2003*, Urban Sectoral Training for USAID Staff as required under Section F.12 of the above referenced contract.

Please direct any technical questions to Ms. Clare Romanik, UI/Washington at 202.261.5527 or E-mail at cromanik@ui.urban.org. Questions of a contractual nature should be addressed to me at (202) 261-5818.

Sincerely,

Marcus L. Stevenson

Enclosures

cc: Dale Gredler (USAID/Washington)
Clare Romanik (UI/Washington)
USAID Development Clearinghouse
IAC Deliverables File (06967-009)

**QUARTERLY TASK ORDER
PROGRESS AND COST
REPORT**

**OCTOBER TO DECEMBER
2003**

**URBAN SECTORAL TRAINING
FOR USAID STAFF (GLOBAL)**

Prepared for



Urban Sectoral Training for USAID Staff (Global)
United States Agency for International Development
Contract No. LAG-I-00-99-00036-00, TO No. 06

Prepared by

Clare Romanik
The Urban Institute



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January 2004
UI Project 06967-009

QUARTERLY TASK ORDER PROGRESS AND COST REPORT

OCTOBER TO DECEMBER 2003

URBAN SECTORAL TRAINING FOR USAID STAFF (GLOBAL)

Contract No.:	LAG-I-00-99-00036-00, Task Order No. 06
Date of Issuance:	September 24, 2002
Amount Obligated Under Task Order:	\$ 130,784
Total Potential Task Order Amount:	\$ 130,784
Dollars Expended To-date:	\$ 117,729
Key Personnel:	Clare Romanik, Prime Contractor Contact 202.261.5527 cromanik@ui.urban.org

Task Order Description

Under this task order, the Urban Institute (UI) and Training Resources Group (TRG) worked with USAID's Urban Programs Team to design three training courses for EGAT and other USAID staff. One important result of the courses was to create a community of practice of USAID staff who are aware of the importance of cities and who can incorporate their knowledge of urban issues into their work with other sectors.

I. HIGHLIGHTS

During this quarter, Clare Romanik of UI prepared the final report.

II. PROGRESS OF MAJOR ACTIVITIES

All activities under this Task Order have been successfully completed.

III. DELIVERABLES AND REPORTS

UI prepared and submitted the final report.

IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE

None.

V. WORK PLANNED FOR NEXT REPORTING PERIOD

None.

VI. SPECIFIC ACTION REQUESTED

None.