

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT

WASHINGTON, D.C. 20523

ORIGINAL

*Inform - D Parker
Reg - R Bourrette
BDC/pvc*

Mr. Alfred A. Whittaker
Executive Director
Institute for International Development,
Inc.
410 Pine Street, Suite 300
Vienna, Virginia 22180

Subject: General Support Grant
Grant No. AID/csd-3705,
Amendment No. 10
PIO/T 932-0034-73-3289204 A1

Dear Mr. Whittaker:

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 amends the grant to the Institute For International Development, Inc., (hereinafter referred to as "IID" or "Grantee") as follows:

1. In the cover letter of Amendment No. 9 delete the date "March 31, 1978" and substitute in lieu thereof "May 31, 1978".
2. In the Program Description, para D, Estimated Budget, delete the date "3/31/78" and substitute in lieu thereof "5/31/78".

All other terms and conditions remain unchanged.

Please sign the original and all copies of this letter to acknowledge your acceptance of the conditions herein. Retain one copy for your file

and return the original and remaining copies to this office.

Sincerely yours,



Michael H. Snyder
Grant Officer
Services Operations Division
Office of Contract Management

ACKNOWLEDGED

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY: Ray C. Hines

TITLE: Treasurer

DATE: 3/29/78

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FEB 10 1978

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

*Program - C Parker
Reg - R Donette
PNA/PVC*

FEB 10 1978

Mr. Alfred A. Whittaker
Executive Director
Institute for International Development,
Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

Subject: General Support Grant
Grant No. AID/csd-3705,
Amendment No. 9
PIO/T 932-0034-73-3289204

Dear Mr. Whittaker:

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 Institute For International Development, Inc., (hereinafter referred to as "IIDI" or "Grantee") the additional sum of \$65,000 in support of the program in fostering indigenous businesses in LDC's as more fully described in Attachment A to this Grant entitled "Program Description". The total amount obligated under this grant is now \$675,460.

This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in furtherance of program objectives for the period February 1, 1977 through March 31, 1978 as indicated in the Budget.

The subject grant, as amended, is hereby further amended as follows:

Program Description

1. Delete "D. Estimated Budget" in its entirety and substitute in lieu thereof the following:

"D. Estimated Budget

Budget

	<u>8/18/72 1/31/76 Actual</u>	<u>2/1/76 1/31/77 Actual</u>	<u>2/1/77 3/31/78 Budget</u>	<u>Total</u>
1. Salaries & benefits	\$567,595	\$164,721	\$264,240	\$ 996,556
2. Travel	112,379	42,724	78,592	233,695
3. Rent, Services & Equipment	62,224	14,114	11,844	88,182
4. Utilities & Office Expenses	54,389	13,774	18,158	86,321
5. Professional Services	8,597	2,466	15,522	26,585
6. Promotion Expenses	3,435	-0-	-0-	3,435
7. Entrepreneurial Training Centers	-0-	33,321	37,564	70,885
	<u>\$808,619</u>	<u>\$271,120</u>	<u>\$425,920</u>	<u>\$1,505,659</u>
AID Contributions	\$269,540	\$160,460	\$245,460	\$675,460

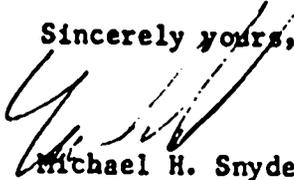
2. Program Description, II. Budget Provisions, subparagraph d.

Delete the amount \$610,460 and substitute in lieu thereof \$675,460.

The Grant is made to the IIDI, Inc., on condition that the funds will be administered essentially as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provisions", all of which have been agreed to by your organization.

Please sign the original and all copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please retain a copy for your files and return the original and all remaining copies of this Grant to the Office of Contract Management. Be sure to return all copies stamped "Funds Available".

Sincerely yours,



Michael H. Snyder
Grant Officer
Services Operations Division
Private and Development Corporation
Office of Contract Management

ACCEPTED:

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY: Barry C. Harper
TYPED NAME Barry C. Harper
TITLE Treasurer
DATE 2/9/78

Copy - D. Parker, PHA/FPD/OFAS
neg - S. Bailey
22 FEB 1977
DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

FEB 14 1977

JAN 31 1977

Mr. Alfred A. Whittaker
Executive Director
Institute for International Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

General Support Grant
Subject: Grant No. AID/csd-3705,
Amendment No. 8,
PIO/T 932-13-950-034-73-3279214

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Dear Mr. Whittaker:

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 Institute For International Development, Inc., (hereinafter referred to as "IIDF" or "Grantee") the additional sum of \$150,000 in support of the program in fostering indigenous businesses in LDC's as more fully described in Attachment A to this Grant entitled "Program Description". The total amount obligated under this grant is now \$610,460.

This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in furtherance of program objectives during the period February 1, 1977 through January 31, 1978 as indicated in the Budget. Subject to their availability, additional funds may be granted.

The subject grant, as amended, is hereby further amended as follows:

Program Description

1. Delete "D. Estimated Budget" in its entirety and substitute in

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lieu thereof the following:

"D. Estimated Budget

I. Budget

	<u>8-18-72- 1-31-76</u>	<u>2-1-76 1-31-77</u>	<u>2-1-77- 1-31-78</u>	<u>TOTAL</u>
1. Salaries & Benefits	\$567,595	\$176,560	\$225,000	\$969,155
2. Travel	112,379	30,000	35,000	177,379
3. Rent-Services & Equipment	62,224	17,040	20,000	99,264
4. Utilities & Office Expenses	54,389	12,000	15,000	81,389
5. Professional Services	8,597	2,000	3,000	13,597
6. Promotion Expenses	3,435	-	-	3,435
7. Entrepreneurial Training Centers	<u>-</u>	<u>33,320</u>	<u>67,000</u>	<u>100,320</u>
	\$808,619	\$270,920	\$365,000	\$1,444,539
A.I.D. Contributions	\$300,000	\$130,000	\$180,460	\$ 610,460

2. Program Description, II. Budget Provisions, subparagraph d.

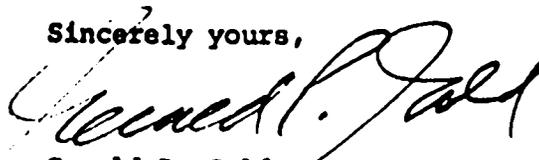
Delete the amount \$460,460 and substitute in lieu thereof \$610,460.

The Grant is made to the IIDI, Inc., on condition that the funds will be administered essentially as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provisions", all of which have been agreed to by your

organization.

Please sign the original and all copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please retain a copy for your files and return the original and all remaining copies of this Grant to the Office of Contract Management. Be sure to return all copies stamped "Funds Available".

Sincerely yours,

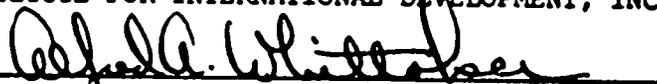


Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ACCEPTED:

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY:



TYPED NAME: Alfred A. Whittaker

TITLE: Executive Director

DATE: February 15, 1977

JAN 1977

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DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

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PHIT/POC/OPW
S Bailey

Oct 1, 1976

SEP 24 1976

Mr. Alfred A. Whittaker
Executive Director
Institute For International Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

Subject: Grant No. AID/csd-3705,
Amendment No. 7,
PIO/T 932-13-950-034-73-3219215

Dear Mr. Whittaker:

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 Institute For International Development, Inc., (hereinafter referred to as "IIDI" or "Grantee") the additional sum of \$30,460 in support of the program in fostering indigenous businesses in LDC's as more fully described in Attachment A to this Grant entitled "Program Description". The total amount obligated under this grant is now \$460,460.

This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in furtherance of program objectives during the period February 1, 1977 through January 31, 1978 as indicated in the Budget. Subject to their availability, additional funds may be granted, provided that the Grantee complies with the matching requirement specified in the Budget.

The subject grant, as amended, is hereby further amended as follows:

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1. Attachment A, Program Description, B. Scope of Grant Related Activities

In subparagraph "2", delete the first sentence "In the performance of the above stated activities and other related tasks IIDI will not make business decisions, operate a business enterprise, contribute or invest its funds in any organization that has been assisted under the terms and conditions of this grant." and in the second sentence delete the first word "Furthermore".

2. Program Description, II. Budget Provisions, subparagraph d.

Delete the amount "\$430,000" and substitute in lieu thereof "\$460,460".

The Grant is made to the IIDI, Inc., on condition that the funds will be administered essentially as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provisions", all of which have been agreed to by your organization.

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please return the original and six (6) copies of this Grant

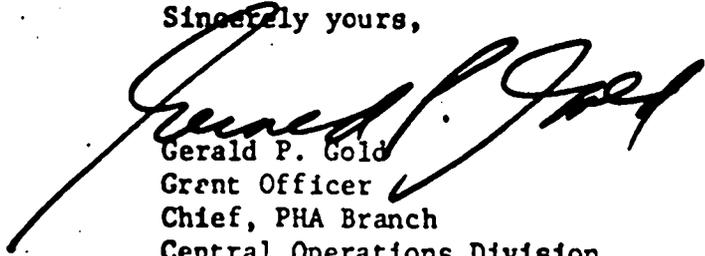
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Institute For International
Development, Inc.

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to the Office of Contract Management.

Sincerely yours,

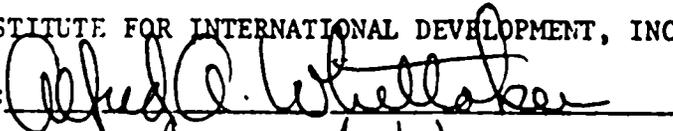


Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ACCEPTED:

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY:



TYPED NAME:

ALFRED A. WHITTAKER

TITLE:

EXECUTIVE DIRECTOR

DATE:

SEPT 30, 1976

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DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

23 MAR 1976

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Try me - Bergen
OHA/PVC
neg Kelly

Mr. Alfred A. Whittaker
Executive Director
Institute For International Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

MAR 10 1976

Subject: Grant No. AID/csd-3705,
Amendment No. 6,
PIO/T 932-13-950-034-73-
3269220

Dear Mr. Whittaker:

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 Institute For International Development, Inc., (hereinafter referred to as "IIDI" or "Grantee") the additional sum of \$130,000 in support of the program in fostering indigenous businesses in LDC's as more fully described in the attachment to this Grant entitled "Program Description" as heretofore amended and as revised in this Amendment No. 6. The total amount obligated under this grant is now \$430,000.

This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in furtherance of program objectives during the period February 1, 1976 through January 31, 1977 as indicated in the Budget. Subject to their availability, additional funds may be provided for another year, provided that the Grantee complies with the matching requirement specified in the Budget.

The subject grant, as amended, is hereby further amended as follows:

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1. Attachment A, Program Description, B. Scope of Grant Related Activities

a. Add paragrafn 1.h:

"h. IIDI expects to achieve a total of 37 projects "underway" ("underway" means financial commitments made by project principals), at a rate of about 17 for the grant year from 2-1-76 to 1-31-77 and 20 the next grant year."

b. Add paragraph 3 as follows:

"3. IIDI will also conduct the following one new activity:

Entrepreneurial Training Centers, a new pilot activity to develop key personnel at management/supervisory levels for new small businesses, limited to two countries in the next two years. IIDI's project experience has shown the importance of such personnel in new business ventures. For these centers, volunteer North Americans will serve as teachers, joining with local businessmen. Indigenous voluntary agencies and groups will also participate from the start and assume responsibility for the centers in about four years.

These centers will offer business and selected technical subjects at the management/supervisory level for both established local businessmen and prospective entrepreneurs. The pilot program is planned for Honduras. A second program in another country would be added in the next year if the Honduras experience is positive. ACORDE (a group of local

voluntary agencies) would have a leading role; government and private agencies, and the Chamber of Commerce, would also be involved, and would help identify and interest prospective trainees.

The staff, comprised of local, and North American (volunteer) businessmen, would offer two to three two-week sessions a year at several locations. About 60 trainees a year are planned. IIDI and ACORDE will evaluate each session and make needed changes; contact with each trainee will be kept, also. By the fourth year from now, the training center is to become the primary responsibility of local entrepreneurs and voluntary groups."

c. Add paragraph 4 as follows:

"4. Evaluation Plan. IIDI has shown a growing capacity to evaluate the progress of its activities critically. For its work on business projects, it will continue to chart the outcome of proposal reviews at each stage leading to possible financial commitments, investment amounts, and number of jobs created.

Semiannual reports to be made by IIDI to AID will include the following indicators:

- (a) Number of New Jobs Created
- (b) Number of Jobs Expanded
- (c) Number of New People Trained

- (d) Number of People Trained on the Job
- (e) Extent of Profit Sharing
- (f) Number of Joint Ventures Created (Started/Continued)
- (g) Number of Operating Businesses
- (h) Number of Outside Investments Developed
(Including size, and time period to present)
- (i) Number of Experienced Outside Personnel Brought
into the LDC; and the number that now Remains

d. Program Description

Delete "D. Estimated Budget" in its entirety and in lieu thereof substitute the following:

"D. Estimated Budget

I. Budget

	<u>8-18/72-</u> <u>1-31-76</u>	<u>2-1-76-</u> <u>1-31-77</u>	<u>2-1-77-</u> <u>1-31-78</u>	<u>TOTAL</u>
1. Salaries & Benefits	\$567,595	\$176,560	\$225,000	\$969,155
2. Travel	112,379	30,000	35,000	177,379
3. Rent-Services & Equipment	62,224	17,040	20,000	99,264
4. Utilities & Office Expenses	54,389	12,000	15,000	81,389
5. Professional Services	8,597	2,000	3,000	13,597
6. Promotion Expenses	3,435	-	-	3,435
7. Entrepreneurial Training Centers	-	33,320	67,000	100,320
	<u>\$808,619</u>	<u>\$270,920</u>	<u>\$365,000</u>	<u>\$1,444,539</u>

II. Budget Provisions

a. 8/18/72 - 1/31/76

The line item budget is based on a contribution of AID grant funds of \$269,540. The remaining portion of this budget amounting to \$539,079 shall be funded from the Grantees private funds.

b. The above line item budget for the period 2/1/76 to 1/31/77 is based on a maximum contribution of AID grant funds of \$160,460. The remaining balance of this estimated budget, \$110,460, will be funded from the Grantee's private funds. No AID funding will be provided for the next grant year unless this matching requirement is met satisfactorily. The Grantee may adjust the line items in the above Budget as necessary to achieve grant objectives.

c. 2/1/77 - 1/31/78

Subject to fund availability and subject to the Grantee's ability to achieve the above matching requirements, AID is planning to contribute grant funds of \$215,000 during this Budget period. The remaining portion of the budget, amounting to \$150,000, shall be funded from the Grantee's private funds.

d. The total amount obligated under this Grant by AID is \$430,000 which constitutes AID's maximum liability for reimbursement.

e. After D. Estimated Budget, add "E. Reports."

"E. Reports

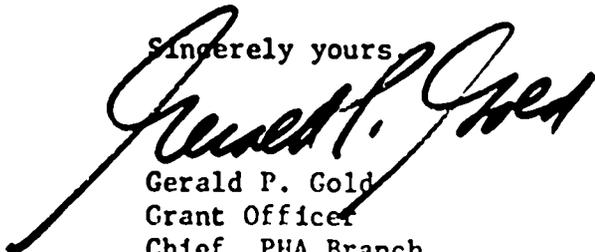
IIDI will provide semi-annual reports of its activities. These reports will be in sufficient detail to provide a clear picture

of IIDI activities under the grant. These reports, in duplicate, are due within 30 days after the end of each reporting period."

The Grant is made to the IIDI, Inc., on condition that the funds will be administered essentially as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provisions", all of which have been agreed to by your organization.

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please return the original and six (6) copies of this Grant to the Office of Contract Management.

Sincerely yours,



Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

Attachments:

- A. Program Description
- B. Standard Provisions
- C. Payment Provisions
- D. Statement of Assurance of Compliance

ACCEPTED:

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY: Alfred A. Whittaker

TYPED NAME: Alfred A. Whittaker

TITLE: Executive Director

DATE: March 23, 1976

NE9- L. Kelly
CCD/PMA

Coded 1/19/76
B Lr

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

19 JAN 1976

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Handwritten signature

Mr. Paris W. Reidhead
Director
Institute for International
Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

JAN 14 1976

Subject: Grant AID/csd-3705
Amendment No. 5

Dear Mr. Reidhead:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject grant, as amended, is hereby further amended as follows:

1. In the Cover Letter, paragraph 2, delete the date "January 17, 1976" and substitute in lieu thereof "April 17, 1976".
2. In Attachment A, Program Description, D. ESTIMATED BUDGET, second column, delete the date "1-17-76" and substitute in lieu thereof "4-17-76".

The Grant, as previously amended, is hereby ratified confirmed and continued in full force and effect in accordance with its terms.

Please acknowledge receipt of this amendment by signing in the

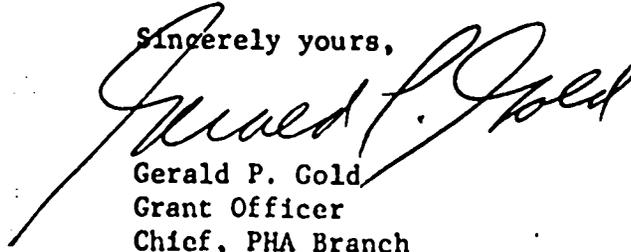
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Institute for International
Development, Inc.

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space provided below and returning the original and six (6) copies.

Sincerely yours,

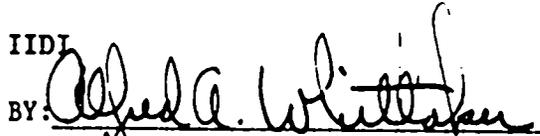


Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ACCEPTED BY:

IIDJ

BY:



NAME:

ALFRED A. WHITTAKER

TITLE:

EXECUTIVE DIRECTOR

DATE:

JAN. 16, 1976

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20521

19 NOV 1975
L. B. ...
S. ...

*Called
12/10/75
BAW*

NOV 2 1975

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Mr. Paris W. Reidhead
Director
Institute for International
Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

NOV 8 1975

Subject: Grant AID/csd-3705,
Amendment No. 4

Dear Mr. Reidhead:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject grant, as amended, is hereby further amended as follows:

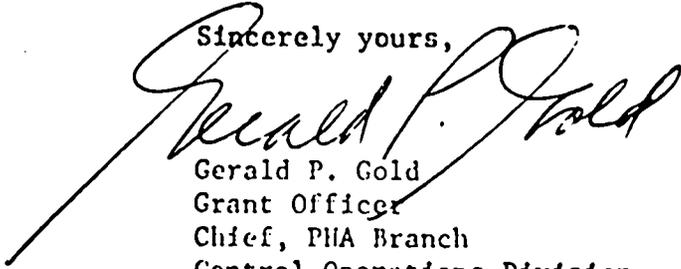
1. In the Cover Letter, paragraph 2 - Delete the date "November 17, 1975" and substitute in lieu thereof "January 17, 1976".
2. In Attachment 2, ESTIMATED BUDGET, second column, - Delete the date "11-17-75" and substitute in lieu thereof "1-17-76".
3. Delete the term "Attachment 1" and substitute in lieu thereof the term "Attachment A".
4. Delete the terms "Attachment 2, ESTIMATED BUDGET" and in Attachment A after C, add "D. ESTIMATED BUDGET".
5. Delete "Attachment 3, Terms and Conditions" and in lieu thereof substitute "Attachment B, Standard Provisions" dated 10-15-74 attached hereto.
6. After Attachment B
add "Attachment C, PAYMENT PROVISIONS", attached hereto.

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Please acknowledge receipt of this amendment by signing in the space provided below and returning the original and six (6) copies, including those stamped "Funds Available". One copy may be retained for your records.

Sincerely yours,



Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ATTACHMENTS

ACKNOWLEDGED
INSTITUTE FOR INTERNATIONAL
DEVELOPMENT, INC.

BY Alfred A. Whitaker

PRINTED NAME ALFRED A. WHITAKER

TITLE EXECUTIVE DIRECTOR

DATE NOVEMBER 13, 1975

STANDARD PROVISIONS

a. Allowable Costs (Oct. 1974)

Only those costs shall be attributed to this Grant which are reasonable, allocable, and allowable in accordance with the terms of this Grant and Subpart 15.2 of the Federal Procurement Regulations (FPR) (Principles and Procedures for use in Cost Reimbursement Type Supply and Research Contracts with Commercial Organizations) in effect on the date of this Grant.*

*If this Grant is made to a university, the applicable cost principles are contained in Federal Management Circular 73-8 (Cost Principles for Educational Institutions).

b. Accounting, Audit, and Records (Oct. 1974)

The Grantee shall submit to the Grant Officer an annual financial statement certified by an independent public accountant. Financial records covering all phases of the Grantee's program, including documentation to support entries on the account records and to substantiate expenditures, shall be maintained in accordance with accounting principles generally accepted in the U.S. and consistently applied, and shall be available for examination by personnel authorized by AID. All such financial records shall be maintained for at least three years after final disbursement of funds under this Grant. The AID Auditor General and the Comptroller General or their duly authorized representatives reserve the right to conduct an audit of the Grantee's books and records to determine whether the Grantee organization has expended its funds in accordance with the terms and conditions of this Grant. The Grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit.

c. Refunds (Oct. 1974)

(1) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom grantee makes such funds available in carrying out the purposes of this Grant, Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(2) Funds obligated hereunder, but not disbursed to the Grantee at the time the Grant expires or is terminated, shall revert to AID except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee and in the custody of the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

(3) If, at the end of the period supported by this Grant, and the end of each subsequent period if the Grant is extended, AID determines that the Grantee has not expended an amount equal to the amount provided and received under this Grant during such period for costs properly attributable to this Grant in accordance with its terms and conditions, then the Grantee will refund to AID the difference between such amount of funds provided and received and such amount expended for costs properly attributable to this Grant.

d. Ineligible Countries (Oct. 1974)

Unless otherwise approved by the Grant Officer, no Grant funds will be attributed to costs incurred in countries ineligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

e. Equal Opportunity (Oct. 1974)

With regard to the employment of persons in the U.S. under this Grant, Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, religion, sex, color, or national origin of such persons; and that, in accordance with Title VI of the Civil Rights Act of 1964, when work is performed in the U.S. no person shall, on the grounds of race, religion, sex, color, or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply, in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

f. Termination (Oct. 1974)

This grant may be terminated in whole or from time to time in part, by the Grant Officer upon written notice to the Grantee whenever for any reason he shall determine that such termination is in the best interest of the Government. Upon receipt of and in accordance with such notice, the Grantee shall forthwith take appropriate action to minimize all expenditures and obligations financed by this Grant and shall cancel such obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination, and the Grantee shall, within thirty (30) calendar days after the effective date of such termination, repay to the Grantor all unexpended portions of funds theretofore paid by the Grantor to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this Grant. Should the funds paid by the Grantor to the Grantee prior to the effective date of the termination of this Grant be insufficient to cover

the Grantor's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Grantor within ninety (90) calendar days after the effective date of such termination a written claim covering such obligations and, subject to the limitations contained in this Grant, the Grantor shall determine the amount or amounts to be paid by the Grantor to the Grantee under such claim.

g. Officials Not To Benefit (Oct. 1974)

No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this Grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Grant if made with a corporation for its general benefit.

h. Covenant Against Contingent Fees (Oct. 1974)

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, AID shall have the right to cancel this Grant without liability or in its discretion to deduct from the Grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

i. Amendment (Oct. 1974)

The Grant Agreement may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the AID Grant Officer and an appropriate official of the Grantee.

j. Grant Agreement (Oct. 1974)

The letter to the Grantee signed by the Grant Officer, the Purpose and Implementation of Grant, the Standard Provisions, and the Payment Provisions, all of which have been reviewed and agreed to by the Grantee, constitute the Grant Agreement.

k. Notices (Oct. 1974)

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

TO THE: Cognizant AID Grant Officer

TO GRANTEE: At Grantee's address shown in this Grant, or to such other address as either of such parties shall designate by notice given as herein required. Notices hereunder, shall be effective when delivered in accordance with this clause or on the effective date of the notice, whichever is later.

1. Procurement of Equipment, Vehicles, Supplies, Materials, and Services.

(1) Except as may be specifically approved or directed in advance by the Grant Officer, or as provided in paragraphs (2), or (3), or (4) below, all equipment, vehicles, materials, supplies, and services, the costs of which are to be attributed to this Grant and which will be financed with United States dollars, shall be purchased in and shipped from the United States. In addition, for any U.S. purchase transaction in excess of \$2,500, the Grantee shall notify the seller that the item(s) must be of U.S. source and production and comply with the componentry limitations and other requirements applicable to suppliers under AID Regulation 1; and that the supplier must execute and furnish Form AID 282 "Suppliers Certificate and Agreement with the Agency for International Development."

(2) Exceptions to the foregoing are as follows (for Title X Grants only):

Grantee may permit a subgrantee (or the Grantee on his behalf) to procure commodities already in its country (with the exception of contraceptives, drug products, pharmaceuticals, and motor vehicles) in an amount not exceeding a total cost of \$5,000 per subgrantee per annum without regard to limitations, rules, and procedures applicable to commodity transactions financed by AID. Such commodities shall not be considered "already in its country" within the meaning of the aforementioned exception if the commodities have been imported or otherwise brought into the country at the request of the Grantee or subgrantee. A subgrantee's own country for this purpose shall in no event include any of the following: Australia, Austria, Belgium, Canada, Denmark, France, Germany, Spain, Italy, Japan, Luxembourg, Monaco, Netherlands, New Zealand, Norway, South Africa, Sweden, Switzerland and United Kingdom. The Grantee shall take all reasonable precautions to ensure that the subgrantee does not procure any commodity which has as its country of origin any of the following countries: Albania, Bulgaria, China (Mainland and other Communist-controlled areas), including Manchuria, Inner Mongolia, the provinces of Tsinghai and Sikang, Sinkiang, Tibet, and former Kwantung Leased Territory, the present Port Arthur Naval Base Areas, and Liaoning Province, Cuba, the German Democratic Republic, Hungary, North Korea, North Vietnam, Outer Mongolia, Poland, Rumania, and the Union of Soviet Socialist Republics.

(3) Printed or audio visual teaching materials may, to the extent necessary, be purchased outside the United States when:

(a) Effective use of the materials depends on their being in the local language, and

(b) Other funds including U.S. owned and controlled local currencies are not readily available for procurement of such material.

The order of preference as to countries in which such purchases outside the United States are made shall be:

- 1 The AID receiving country.
- 2 Countries falling within AID Geographic Code 901.
- 3 Other countries falling within AID Geographic Code 899.

AID Geographic Codes are defined in AIDPR 7-6.5201.1.

(4) Procurements in the country in which an activity is being undertaken, and which are less than \$2,500, and are for materials (regularly available and normally sold on the local market) which are to be consumed or expended during the period of this grant, are exempt from the conditions of Paragraph (1) above, provided that the origin of such materials and supplies and the component parts thereof is a free world country as described in AID Geographic Code 935.

(5) All international air shipments made by the Grantee, the costs of which are to be attributed to this Grant, shall be made on U.S. flag carriers unless shipment would, in the judgement of the Grantee, be delayed an unreasonable time awaiting a U.S. carrier, either at the point of origin or transshipment, provided that the Grantee certifies to the facts in the documents retained as part of his Grant records for post audit by AID. All international ocean shipment made by the Grantee, the costs of which are to be attributed to this Grant, shall be made on U.S. flag vessels. Where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may obtain a release from this requirement from the Transportation Support Division, Office of Commodity Management, AID, Washington, D.C. 20523, as appropriate, giving the basis for the request.

(6) The Grantee shall obtain competition to the maximum extent possible for any procurement the cost of which is to be attributed to this Grant. Procurement by the Grantee without consideration of more than one source must be approved by the Grant Officer. In no event will any procurement be on a cost-plus-a-percentage-of-cost basis. The Grantee shall take all reasonable steps necessary to insure that subgrantees procuring in accordance with Paragraph (2) obtain competition to the extent possible. In addition to the foregoing, for purchases made in the United States, the cost of which is to be attributed to this Grant, the Grantee shall comply with the following requirements: To permit AID in accordance with the Small Business Provisions of the Mutual Security Act, to give United States Small Business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Office of Small Business, AID, Washington, D.C. 20523 at least 45 days prior to placing any order or contract in excess of Five Thousand (\$5,000) Dollars, except where a shorter time is requested of, and granted by the Office of Small Business:

- or services.
- (a) Brief general description and quantity of commodities
 - (b) Closing date for receiving quotations or bids.
 - (c) Address where invitations or specifications may be obtained.

(7) Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation 8, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing," published monthly by AID. Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be attributed to this Grant. AID will provide Grantee with this list.

m. Salaries (Oct. 1974)

All salaries, wages, fees, and stipends, the costs of which will be attributed to this Grant, shall be paid in accordance with the Grantee's usual policy and practice as reviewed and approved in writing by the Grant Officer. In the absence of an approved policy, costs of salaries, wages, fees, and stipends shall be attributed to this Grant in accordance with Subpart 7-15.205-6 of the Agency for International Development Procurement Regulations (AIDPR).

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n. International Travel and Allowances (Oct. 1974)

International travel and allowances, the costs of which are to be attributed to this Grant, shall be undertaken in accordance with the policy and practice of the Grantee, as reviewed and approved by the Grant Officer. In the absence of an approved policy, the Grantee shall follow the regulations contained in the Federal Travel Regulations (FTR).

o. Excess or Near-Excess Foreign Currency (Oct. 1974)

All expenditures of the Grantee in excess or near excess currency countries, including per diem (subsistence) expenses, which will be attributed to this Grant, shall be funded from U.S.-owned foreign currency, unless otherwise authorized in writing by the Grant Officer. The conversion of U.S. dollars for foreign currencies shall be made by the Grantee either through the U.S. Treasury Department in Washington, D.C., the U.S. Disbursing Officer, U.S. Embassy, or the USAID Mission Controller, unless otherwise authorized in writing by the Grant Officer.

p. Subordinate Agreements (Oct. 1974)

The placement of subordinate agreements, (e.g. leases, options, etc.) grants, or contracts with other organizations, firms, or institutions; and the provisions of such subordinate agreements are subject to prior written consent of the Grant Officer if they will result in costs which will be attributed to this Grant. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant.

q. Subgrantee Audit and Records (Oct. 1974)

(1) The Grantee shall require subgrantees to maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly that any funds provided by the Grantee were expended exclusively for the purposes of the subgrant. Such records shall be maintained for three years following the expiration of the subgrant.

(2) The Grantee shall ensure that after each twelve months of a subgrant an audit is conducted on the subgrantee's records by an independent public accountant with a national certification similar or equivalent to a certified public accountant. If the Grantee determines that an audit is not possible or feasible he shall submit to the Grant Officer the reasons why such audit is not possible or feasible, and present for the approval of the Grant Officer alternatives which will achieve the objective set forth in this General Provision. The Grantee shall include in each subgrant hereunder a clause by which the Grantee asserts the right to audit if the independent audit does not take place or is unacceptable. The Grantee shall also require that the subgrantee shall make available any further information as requested by the Grantee with respect to questions concerning the audit. The report of independent audit shall be submitted to the Grantee and retained by him in accordance with the General Provision entitled "Accounting, Audit, and Records."

(3) The purpose of the audit shall be to determine the propriety and necessity of the subgrantee's expenditures in terms of the purposes for which the funds were made available, and to determine the adequacy of the subgrantee's financial management.

r. Title To and Use of Property (Oct. 1974)

Title to all property purchased with funds to be attributed to this Grant shall vest in the Grantee, subject to the following conditions:

(1) The Grantee shall not, under any Government contract or subcontract thereunder, or any Government grant, charge for any commodities, depreciation, amortization, or use of any property title to which remains in the Grantee under the clause.

(2) The Grantee agrees to use and maintain the property for the purposes of the Grant.

(3) With respect to items having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:

(a) to report such items to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(b) to transfer title to any such items to the Government in accordance with any written request therefor issued by the Grant Officer at any time prior to final payment under the Grant.

Exceptions to this clause will be as approved by the Grant Officer.

PAYMENT PROVISION

Periodic Grant Disbursement

Each month, Grantee will submit to AID's Office of Financial Management, Voucher Form SF 1034 (original) and SF 1034-A, three copies, each voucher identified by the appropriate grant number, in the amount of estimated cash needs for the following month. The voucher shall be supported by an original and two copies of a report rendered as follows:

Amount of Grant	\$ xxx
Expended this period	\$ xxx
Expended to date	\$ xxx
Advances to subgrantees (if any)	\$ xxx
Anticipated expenditures next month (dates)	\$ xxx
Cash received to date	\$ xxx
Cash required next month	\$ xxx

The report shall include a certification as follows:

"The undersigned hereby certifies: (1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described, (2) that appropriate refund or credit to the grant will be made in the event funds are not expended, (3) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant, and (4) that any interest accrued on the funds made available herein will be refunded to AID.

BY

TITLE

DATE _____"

(Bingon) PHM/ve

R. Anderson
047

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

ORIGINAL

Mr. Paris W. Reidhead
Director
Institute for International
Development, Inc.
8150 Leesburg Pike, Suite 504
Vienna, Virginia 22180

DEC 20 1974

Subject: Grant AID/csd-3705, Amendment No. 3
PIO/T 932-13-950-034-73-3255017

Dear Mr. Reidhead:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, A.I.D. hereby grants to the Institute for International Development, Inc., an additional sum of One Hundred Thousand Dollars (\$100,000).

This grant is effective upon signature of the Grant Officer and applies to costs incurred during the period from November 18, 1974 to November 17, 1975. This raises the total amount obligated to \$300,000.

The subject grant, as amended, is hereby further amended as follows:

1. On the Cover Letter, paragraph 2, delete the date "November 17, 1974" and substitute in lieu thereof "November 17, 1975".

2. In Attachment *1* ESTIMATED BUDGET -

a. Delete budget shown in Item I. Budget, and substitute in lieu thereof the following:

"I. BUDGET	Fm: 8/18/72	Fm: 11/18/74	Total
	To: 11/17/74	To: 11/17/75	
1. Salaries and Benefits	\$358,903	\$230,000	\$588,903
2. Travel	74,069	76,000	150,470
3. Rent-Services and Equipment	41,069	27,000	68,069
4. Utilities and Office Expenses	43,601	41,000	84,601
5. Professional Services	1,400	2,000	3,400
6. Promotion Expenses	-	12,000	15,000
7. Contingencies	-	-	-
	<u>\$522,443</u>	<u>\$388,000</u>	<u>\$910,443</u>

b. In paragraph II, BUDGET PROVISIONS, sub-paragraph A., delete the figure "\$200,000" from the first sentence and substitute in lieu thereof "\$300,000".

ORIGINAL

35

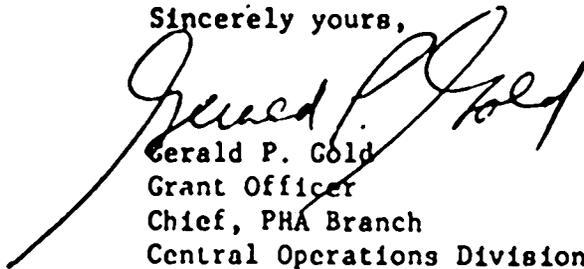
Mr. Paris W. Reidhead

2

c. In paragraph II, BUDGET PROVISIONS, sub-paragraph A., delete the figure "\$517,000" from the second sentence and substitute in lieu thereof "\$610,443".

Please acknowledge receipt of this amendment by signing in the space provided below, and returning the original and six (6) copies, including the two stamped "Funds Obligated", to my office. One copy may be retained for your records.

Sincerely yours,



Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ACKNOWLEDGED:

BY:



TYPED NAME: Alfred A. Whittaker

TITLE: Executive Director

DATE: January 23, 1975

<u>FUNDS OBLIGATED</u>	
Approp. No.	<u>72-11X1027</u>
Allot. No.	<u>427-32-090-00-76-51</u>
Obl. No.	<u>3259017</u> Obj. Cl. <u>259</u>
Amount \$	<u>100,000.00</u>
Proj. No.	<u>932-13-250-034</u>
FM/CSD	
By	Date

268

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

RH
SEP 19 1974

SEP 16 1974

Mr. Paris W. Reidhead
Director
Institute for International Development, Inc.
8150 Leesburg Pike
Suite 504
Vienna, Virginia 22180

Subject: AID/csd-3705, Amendment No. 2

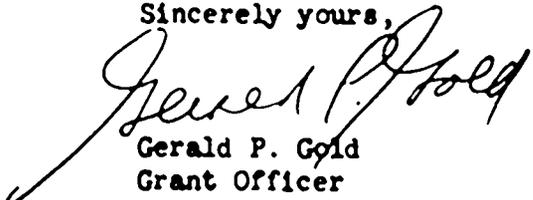
Dear Mr. Reidhead:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject grant, as amended, is hereby further amended as follows:

1. On the Cover Letter, paragraph 2 - Delete the date "August 17, 1974" and substitute in lieu thereof "November 17, 1974".
2. In Attachment 2 - ESTIMATED BUDGET, in the second column delete the date "8/17/74" and substitute in lieu thereof "11/17/74".

Please acknowledge receipt of this amendment by signing in the space provided below and returning the original to this office.

Sincerely yours,


Gerald P. Gold
Grant Officer
Chief, PHA Branch
Central Operations Division
Office of Contract Management

ACKNOWLEDGED:

BY 

TYPE NAME Paris W. Reidhead

TITLE Director General

DATE September 20, 1974

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20521

ORIGINAL

Mr. Paris W. Reidhead
Director
Institute for International
Development, Inc.
1901 N. Moore Street
Rosslyn, Virginia 22209

FUNDS OBLIGATED	
Approp. No.	72-1141004
Allot. No.	454-32-099-00-76-41
Obl. No.	3245004 Obj. Cl. 2590
Amount	\$ 100,000
Proj. No.	932-13-950-034
By	M.H. FM/CSD
Date	9/17/73

Subject: Grant No. AID/csd-3705
Amendment No. 1
Ref.: PIC/T 932-13-950-034-73-
3245004

Dear Mr. Reidhead:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development hereby grants to the Institute for International Development, Inc. an additional sum of One Hundred Thousand Dollars (\$100,000).

This grant is effective upon signature by the Grant Officer and applies to costs incurred during the period August 18, 1973 through August 17, 1974.

The Subject Grant is hereby amended as follows:

1. On the Cover Letter, paragraph 2 - Delete the date "August 17, 1973" and substitute in lieu thereof "August 17, 1974".
2. In Attachment 2, ESTIMATED BUDGET -
 - a. Delete the Budget shown in item I. Budget, and substitute in lieu thereof the following:

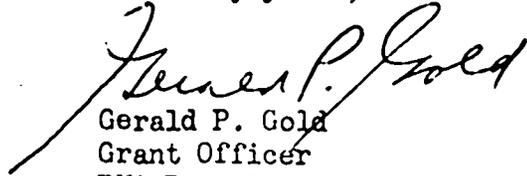
"I. BUDGET	Fm: 8/18/72 To: 8/17/73	8/18/73 8/17/74	TOTAL
1. Salaries and Benefits	\$179,000	\$230,000	\$409,000
2. Travel	46,500	76,000	122,500
3. Rent - Services and Equipment	20,500	27,000	47,500
4. Utilities and Office Expenses	42,000	41,000	83,000
5. Professional Services	3,000	2,000	5,000
6. Promotion Expenses	28,000	12,000	40,000
7. Contingencies	<u>10,000</u>	<u>---</u>	<u>10,000</u>
	\$329,000	\$388,000	\$717,000

b. In paragraph II, BUDGET PROVISIONS, subparagraph A., delete the figure "\$100,000" from the first sentence and substitute in lieu thereof "\$200,000."

c. In paragraph II, BUDGET PROVISIONS, subparagraph A., delete the figure "~~\$~~29,000" from the second sentence and substitute in lieu thereof "~~\$~~517,000".

Please acknowledge receipt of this amendment by signing in the space provided below, and returning the original and six (6) copies to my office.

Sincerely yours,



Gerald P. Gold
Grant Officer
PHA Branch
Central Operations Division
Office of Contract Management

ACKNOWLEDGED:

BY: Paris W. Reidhead

TYPED NAME: Paris Reidhead

TITLE: Director General

DATE: SEP 17 1973

B. MacArthur

ORIGINAL

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

1 SEP 1972

Mr. Paris W. Reidhead
Director General
Institute for International Development, Inc.
1901 North Moore Street
Rosslyn, Virginia 22209

Subject: Grant No. AID/c:d-3705
PIO/T No. 932-13-950-
034-73-3235004

Dear Mr. Reidhead:

Pursuant to the Foreign Assistance Act of 1961, as amended, the Agency for International Development, (hereinafter referred to as "A.I.D.") hereby grants to the Institute for International Development, Inc. (hereinafter referred to as "IIDII" and/or the "Grantee"), the sum of One Hundred Thousand Dollars (\$100,000) under the subject grant in order to permit IIDII to serve as a catalyst to join potential U.S. investors with opportunities for investment in less developed countries, as means of fostering locally owned and managed businesses.

This grant is effective upon signature by the Grant Officer (AID) and the Grantee's authorized representative and shall apply to costs incurred in implementing the activities supported by the IIDII Budget during the period August 18, 1972 through August 17, 1973.

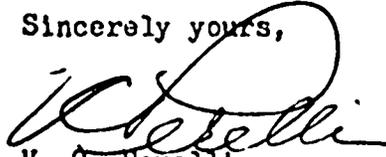
This grant consists of this letter and its attachments and is made to IIDII on the condition that your organization shall administer the funds in accordance with all provisions of this grant as contained in the Program Description, the Budget, and the Terms and Conditions attached hereto and made a part hereof.

Please sign the original and all copies in the space below to acknowledge your understanding of the conditions under which these funds have been granted. The original and 5 signed copies of this letter and all attachments,

PREPARED ON PAGE 2

plus one signed copy of the Statement of Assurance of Compliance should be returned to this office.

Sincerely yours,



V. C. Perelli
Grant Officer
Contract Services Division
Office of Contract Management

Attachments:

1. Program Description
2. Budget
3. Terms and Conditions
4. Statement of Assurance of Compliance

ACKNOWLEDGED:

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

BY *Parris W. Bealhead*

TITLE *Director General*

FUNDS AVAILABLE

Date 8/31/72
 Project No. 1932-13-950-834-73
 Obligation No. 3235004
 Object Class 254
 Allotment 354-35-0911-00-76-31
 Amount \$100,000.00
 By (initials) VP
 AID/CONT/ACC/WAB

PROGRAM DESCRIPTIONA. OBJECTIVE

1. The objective of this grant is to provide on a general support basis a portion of the funds required to support the Grantee's program of locating, familiarizing and encouraging U.S. businessmen to invest in small and medium size business opportunities located in less developed countries (LDC's).

B. SCOPE OF GRANT RELATED ACTIVITIES

1. IIDI functioning as a private non-profit organization, designed to serve as a catalyst to join potential U.S. investors with viable business opportunities in less developed countries, will perform certain supportive functions which shall include but not be limited to the following:

a. Screen and evaluate incoming requests and recommendations for projects involving a business enterprise in a LDC; with particular emphasis on selecting projects having a good employment generating potential.

b. Locate and inform a qualified U.S. investor of the proposed business opportunity.

c. Assist potential investors in making on-site feasibility surveys through the utilization of IIDI's staff resources, domestic and overseas contacts.

d. Through IIDI's domestic and overseas contacts acquire, organize, and interpret key information concerning investment opportunities that would be of interest to U.S. businessmen.

e. Provide advice, background information, specialized instruction and related expertise, as required during the various stages of establishing a business enterprise in a LDC.

f. Assist the U.S. business enterprise in the location and placement of qualified personnel required to implement the objectives of a LDC business enterprise.

g. Arrange for pre-employment orientation and guidance applicable to the geographic area and type of work the prospective employee will be expected to perform.

2. In the performance of the above stated activities and other related tasks IIDI will not make business decisions, operate a business enterprise, contribute or invest its funds in any organization that has been assisted under the terms and conditions of this grant. Furthermore, IIDI shall not derive any income from fees for the services provided under this grant, but the businessmen investing in IIDI approved LDC projects will be asked to agree to the following:

a. Train local citizens to operate the business.

b. Promote local citizens as rapidly as possible.

c. Establish a profit sharing plan and as soon as possible a share purchase plan.

d. Sell all U.S. interest to local citizens when long-term loans are repaid and the investor has obtained a reasonable return on his investment.

e. Encourage U.S. businessmen to use at least a part of the repaid capital and profits to establish another project in a developing country.

C. PROGRAM COORDINATION AND RELATIONSHIPS

1. The Grant Manager in PHA/PVC and the AID Mission or U.S. Embassy located in the LDC involved will be kept informed of any projected feasibility surveys, as well as planned or actual investments to be made in the country concerned.

2. Wherever possible IIDI will coordinate its activities with and work through local institutions promoting small business investment.

3. The Grantee will consult as requested with AID/W and USAID/Embassy officials on matters directly related to the grant objectives. The Grantee is also responsible for obtaining or insuring that the U.S. business enterprise obtains appropriate cooperating/country clearances. Liaison with cooperating country officials and other local nationals will be the responsibility of Grantee or his U.S. business associate.

4. The Grantee will conduct its overseas activities without recourse to USAIDs or Embassies for administrative or logistic support.

5. The Grant Manager PHA/PVC will be the principal liaison official in AID/W for matters directly related to the Grantee's program. The Grant Officer will be consulted on administrative matters pertinent to the Grant's terms and conditions.

INSTITUTE FOR INTERNATIONAL DEVELOPMENT, INC.

ESTIMATED BUDGET

For 12 months ending August 17, 1973

I. BUDGET

1. Salaries and Benefits	\$179,000
2. Travel	46,500
3. Rent-Services and Equipment	20,500
4. Utilities and Office Expenses	42,000
5. Professional Services (Legal and Accounting)	3,000
6. Promotion Expenses	28,000
7. Contingencies	10,000
	<hr/>
TOTAL	\$329,040

II. BUDGET PROVISIONS

A. The above line item budget is based on a maximum contribution of A.I.D. grant funds of \$100,000. The remaining portion of this estimated budget, amounting to \$229,000, will be funded from the Grantee's private funds. Notwithstanding the estimated amount of the above budget it is mutually agreed to that the Grantee will expend a minimum of 2 of his privately funded dollars for every 1 A.I.D. funded dollar.

B. Within the total amount of this Grant, the Grantee may adjust the line item amounts shown in the above Estimated Budget as

reasonable and necessary in support of the Program Description.

C. A.I.D. grant funds will be used primarily to partially fund salaries of staff, travel expenses, rent, procurement of equipment, services and other items required to support staff operations.

D. All expenditures under the above estimated budget for which A.I.D. funds are used, must be for items that are determined to be reasonable, allowable and allocable costs in accordance with the principles set forth in sub-part 1-15.2 of the Federal Procurement Regulations.

E. Disbursement of funds will be in accordance with Article II of Attachment 3, and the 2 to 1 ratio of expenditures shall apply thereto.

TERMS AND CONDITIONS

ARTICLE I - ALLOWABLE COSTS

The Grantee shall be reimbursed for direct costs incurred in implementing the programs supported by the Budget contained in Attachment 2 provided such costs are incurred in accordance with the terms and conditions of this grant, including the attached Budget, and are determined to be allowable in accordance with the principles set forth in sub-part 1-15.2 of the Federal Procurement Regulations, as in effect as of the date of this grant.

ARTICLE II - DISBURSEMENT OF FUNDS AND FISCAL REPORTS

A.I.D. will disburse funds promptly to Grantee, on a reimbursement basis, under the following procedure:

A precondition to the disbursement of any funds to the Grantee is that the Grantee expend, during each period for which he seeks reimbursement, a minimum of two (2) of his privately funded dollars for every one (1) AID funded dollar.

The Grantee will submit monthly to the Office of the Controller, A.I.D., Voucher Form 1034 (original) and three copies of Voucher Form 1034(a), properly executed, totalling Grantee's expenditures during the period covered for which reimbursement hereunder is ought, together with an original and two copies of a certified fiscal report rendered by the Grantee in a form and manner satisfactory to A.I.D. substantially as follows:

Project: A.I.D. Grant to IIDI - Period: 8/18/72-8/17/73

<u>Category</u>	<u>Total Budgeted Amount</u>	<u>Contributions to Total Budget from:</u>			
		<u>Grantee Expenditures</u>		<u>A.I.D. Expenditures</u>	
		<u>To Date</u>	<u>This Period</u>	<u>To Date</u>	<u>This Period</u>
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The fiscal report shall include a certification signed by an authorized representative of the Grantee as follows:

"The undersigned hereby certifies: (1) that payment of the sum claimed under the voucher is proper and due under the terms of the grant; and (2) that the information on the fiscal report is correct and such detailed supporting information as A.I.D. may require will be furnished by the Grantee promptly to A.I.D. upon request.

BY _____

TITLE _____

DATE _____

An original and two copies of a final fiscal report shall be submitted to the Office of the Controller, A.I.D., within 90 days of the end of the calendar quarter in which the period for which the grant was made ends. The final fiscal report shall also be accompanied by an original and three (3) copies of SF-1034 and SF-1034(a), marked "Final Voucher".

The parties agree that, if after reviewing the fiscal reports or other cost data, it is determined by the Grant Officer that funds provided under the grant have been expended for purposes not in accordance with the terms of the grant, the Grantee will refund such amounts as directed by the Grant Officer.

ARTICLE III - EXAMINATION OF RECORDS

A. The Grantee shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect

properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this grant. The foregoing constitute "records" for the purpose of this clause.

B. The Grantee agrees that the Controller, A.I.D., and the Comptroller General of the United States or any of their duly authorized representatives shall, until expiration of 3 years after final payment under this grant, or of the time periods for the particular records specified in Part 1-20 of the Federal Procurement Regulations (41 CFR Part 1-20), whichever expires earlier, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Grantee involving transactions related to this grant.

C. The Grantee further agrees to include in all its subordinate agreements hereunder a provision to the effect that the subordinate contractor agrees that the Controller, A.I.D., and the Comptroller General of the United States or any of their duly authorized representatives shall, until expiration of 3 years after final payment under the subordinate agreement, or of the time specified in Part 1-20 (41 CFR Part 1-20), whichever expires earlier, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subordinate contractor, involving transactions related to the subordinate agreement. The term "subordinate agreement" as used in this clause excludes (1) purchase orders not exceeding \$2,500 and (2) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

ARTICLE IV - TERMINATION

This grant may be terminated at any time, in whole or in part, by the

ATTACHMENT 3

Grant Officer upon written notice to the Grantee whenever for any reason he shall determine that such termination is in the best interest of the Government. Upon receipt of and in accordance with such notice, the Grantee shall forthwith take appropriate action to minimize all expenditures and obligations financed by this Grant, and shall cancel such obligations whenever possible. Except as provided below, no reimbursement shall be made to the Grantee for costs incurred after receipt of such notice.

Within ninety (90) days after the effective date of such notice of termination, the Grantee shall submit his final claim for reimbursement of costs incurred for obligations which were in effect but could not be cancelled as of the effective date of such termination. Subject to the limitations contained in the grant, the A.I.D. Grant Officer shall determine the amount or amounts to be paid by A.I.D. to the Grantee for such claim.

ARTICLE V - REFUNDS

A. Any uncommitted funds under the control of the Grantee remaining after the expiration of this Grant shall be refunded to A.I.D. by the Grantee.

B. If, at any time the Grant Officer determines that funds provided to the Grantee under this Grant have been used in a manner or for purposes not in accordance with the terms and conditions of this Grant, the Grantee at the discretion of A.I.D. shall either credit such amounts to this Grant or refund such amount in U.S. dollars to A.I.D. on demand.

ARTICLE VI - SALARIES AND WAGES

All salaries and employees benefits paid from funds provided by this Grant shall be in accordance with the Grantee's usual policy and practice. Any deviation from Grantee's policy shall be documented and such documentation shall be retained as part of the grant records for audit by A.I.D. and/or the Comptroller General of the United States.

ARTICLE VII - EQUAL OPPORTUNITY EMPLOYMENT

With regard to the employment of persons in the U.S. under this Grant, Grantee agrees to take all reasonable steps to insure equality of opportunity in its employment practices without regard to race, religion, sex, color or national origin of such persons and that, in accordance with Title VI of the Civil Rights Act of 1964 when work funded by this Grant is performed in the U.S. no person shall, on the grounds of race, religion, sex, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply in accordance with its written Assurance of Compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964".

ARTICLE VIII - PROCUREMENT

A. No motor vehicle shall be procured with A.I.D. funds. Except as may be specifically approved or directed in advance by the Grant Officer, the source of any procurement financed hereunder shall

be the United States and any equipment, materials or supplies procured under this grant shall have been mined, grown, or, through manufacturing, processing, or assembly, produced in the United States. In addition, a produced commodity procured in any transaction will not be eligible for financing if (i) it contains components from countries other than Free World Countries and (ii) the percentage of permissible componentry composition exceeds 50% of the commodity price.

B. Title to all commodities procured with funds made available by this grant, shall vest in the Grantee. Grantee shall not, however, during the period of this grant, transfer title to such items of equipment without the consent of the Grant Officer.

ARTICLE IX - CONSTRUCTION

Expenses of any nature related to construction may not be attributed to this grant.

ARTICLE X - OFFICIALS NOT TO BENEFIT

No member or delegate to the Congress or resident Commissioner shall be admitted to any share or part of the grant or to any benefit that may arise therefrom.

ARTICLE XI - COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, A.I.D. shall have the right to cancel this grant without

liability or, in its discretion, to deduct from the grant amount, or otherwise recover the full amount, of each commission, percentage, brokerage, or contingent fee.

ARTICLE XII - CONFLICT OF INTEREST

Other than in the performance of duty as specified by the Grantee in accordance with this grant, an employee or consultant assigned by the Grantee, whose expenses may be reimbursable hereunder, shall not engage, directly or indirectly, either in his own name or in the name or through the agency of another person, in any business, profession, or occupation in any country to which he is assigned; nor shall he make loans to or investments in any business, profession or occupation in any country to which he is assigned.

ARTICLE XIII - SUBORDINATE AGREEMENTS

The placement of subordinate agreements, grants, or contracts (the costs thereunder which are attributable to this grant) with other organizations, firms or institutions is subject to the prior written consent of the Grant Officer. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this grant.

ARTICLE XIV - SERVICES PROVIDED TO GRANTEE:

In the event an entity within the Cooperating Country (private or government) furnishes the Grantee free of charge with items or services which would otherwise be allowable costs hereunder, the value of such items or services shall not be considered as allowable costs under this Grant.

ARTICLE XV - TRAVEL AND TRANSPORTATION EXPENSES

Within the limits of the funds provided by this Grant, the Grantee agrees to utilize less than first class transportation accommodations unless the use of such accommodations will result in unreasonable delay or increased costs. In addition, Grantee agrees to perform all travel by the most direct and expeditious route.

ARTICLE XVI - LIMITATION OF TRANSPORTATION

A. All international air travel performed under this Grant shall be made on U.S. flag carriers. Exceptions to this rule will be allowed in the following situations provided that the Grantee certifies to the facts in the documents retained as part of his records:

1. where a flight by a U.S. flag carrier is not scheduled to arrive in time for the conduct of official business;
2. where a flight by a U.S. flag carrier is scheduled but does not have accommodations available when reservations are sought;
3. where the departure time, routing, or other features of a U.S. flag carrier would interfere with or prevent the satisfactory performance of official business;
4. where a scheduled flight by a U.S. flag carrier is delayed because of weather, mechanical or other conditions to such an extent that use of a non-U.S. flag carrier is in the U.S. Government's interest;

5. where the appropriate class of accommodations is available on both U.S. flag carrier and non-U.S. flag carriers, but the use of U.S. flag carriers will result in higher total U.S. dollar costs to the Grant due to additional subsistence or other expenses; and

6. where the appropriate class of accommodations is available only on a non-U.S. flag carrier and the cost of transportation and related subsistence is less than the cost of available accommodations of another class on a U.S. flag carrier and related subsistence expense.

B. All international air shipments made hereunder shall be made on U.S. flag carriers unless shipment would, in the Grantee's judgement, be delayed an unreasonable time awaiting a U.S. flag carrier either at point of origin or transshipment; provided, however, that Grantee certifies to the facts and such certification is retained as part of the Grant records for audit by A.I.D. and/or the Comptroller General of the United States.

C. All international ocean transportation of persons and goods which is to be reimbursed in U.S. dollars under this Grant shall be by U.S. flag vessels to the extent that they are available. With respect to the transportation of goods, where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may obtain a release, in advance, from this requirement from the Resources Transportation Division, Agency for International Development, Washington, D. C. 20523, giving the basis for the request.

ARTICLE XVII - REPORTS

- A. For details concerning the required monthly and other Fiscal Reports see Article II.
- B. A quarterly report of IIDI's activities shall be submitted within 30 days of the close of each calendar quarter. The first report will cover the quarter ending 90 days after the signature of the grant agreement. This report shall be due within 30 days of the end of the quarter and will be submitted in duplicate. These reports will be in sufficient detail to provide a clear picture of IIDI activities under the grant.
- C. IIDI will also provide comprehensive histories of projects IIDI assists. These histories will include data to measure progress toward employee training and advancement, profit-sharing, and transfer to local ownership. These histories will also show costs of assistance for each project, the profitability and life span of enterprises, and a comparative analysis of how IIDI success differs from project to project. These histories will be due nine months from the initiation of each project and will be updated yearly thereafter. Copies will be furnished A.I.D. in duplicate.

ARTICLE XVIII - NOTICES

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, or mail as follows:

To Grantee:

Director General
Institute For International Development, Inc. (IIDI)
1901 North Moore Street
Rosslyn, Virginia 22209

To A.I.D.:

Administrator
Agency for International Development
Washington, DC. 20523

Attention: Grant Officer (Naming the Grant Officer who executes
this Grant)
Office of Contract Management
Central Contract Operations Division

ASSURANCE OF COMPLIANCE WITH THE AGENCY FOR
INTERNATIONAL DEVELOPMENT REGULATION UNDER TITLE VI
OF THE CIVIL RIGHTS ACT OF 1964

Institute for International Development, Inc. (hereinafter called the "Grantee")
(Name of Grantee)

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

(Grantee)
BY (Signature) Paris W. Reidhead
TYPED NAME Paris W. Reidhead

TITLE Director General
DATE August 25, 1972