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January 30, 2004

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

RE: Contract No. LAG-I-00-99-00036-00, Quick Response Task Order
UI Project 06967-906, Development of LED Toolkit
Quarterly Task Order Progress and Cost Report, October to December 2003

Dear Ms. Clark:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, October to December 2003*, Development of LED Toolkit 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 (06967-906)

**QUARTERLY TASK ORDER
PROGRESS AND COST
REPORT**

**OCTOBER TO DECEMBER
2003**

**DEVELOPMENT OF LED
TOOL KIT**

Prepared for



Development of a LED Tool Kit
United States Agency for International Development
Contract No. LAG-I-00-99-00036-00, Quick Response Task Order

Prepared by

Clare Romanik
The Urban Institute



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January 2004
UI Project 06967-906

QUARTERLY TASK ORDER PROGRESS AND COST REPORT

OCTOBER TO DECEMBER 2003

DEVELOPMENT OF LED TOOL KIT

Contract No.:	LAG-I-00-99-00036-00 Quick Response Task Order
Date of Issuance:	July 21, 2003
Amount Obligated Under Task Order:	\$ 12,000
Total Potential Task Order Amount:	\$ 12,000
Dollars Expended To-date:	\$ 11,539
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 a Local Economic Development (LED) practitioner developed a guide that could be used by USAID field staff in determining whether conditions were ripe in their country to implement a LED initiative. The guide will be posted to the official website of USAID's Urban Programs Team, www.makingcitieswork.org, as well as distributed electronically.

I. HIGHLIGHTS

During this quarter, Urban Institute shared with the Urban Program Team comments from USAID field staff on what kind of information and in what format would be most helpful for them regarding local economic development. These comments were made by D&G and EG officers during a session of the training course, *Cities and Economic Growth*, following a panel and case studies on Local Economic Development. Based on these comments, the Urban Programs Team developed a new outline for the guide, which was helpful to Urban Institute in developing the guide.

The guide covers briefly:

- Why do local economic development?
- What is local economic development?
- Is the timing right for LED?
- Moving forward with local economic development
- How to start LED

- Successful LED strategies
- Local economic development case examples

II. PROGRESS OF MAJOR ACTIVITIES

All activities under this Task Order have been successfully completed.

III. DELIVERABLES AND REPORTS

On November 28, 2003, UI submitted the final draft of the guide, *Assessing and Starting a Local Economic Development (LED) Initiative*.

IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE

None.

V. WORK PLANNED FOR NEXT REPORTING PERIOD

None.

VI. SPECIFIC ACTION REQUESTED

None.

ATTACHMENT A

Cost Report

Contract Quarterly Financial Report

Contract No. USAID Contract No. LAG-I-00-99-00036-00 (Sustainable Urban Management)
 Contractor: THE URBAN INSTITUTE
 UI Project No. 06967-001
 For the Quarter Ending: 12/31/03

UI Project No.	Task Order No.	Task Order Name	Country	Celling Price	Authorized Expenditures (Total Amount Obligated)	Actual Expenditures Booked through 12/31/03	Balance Available	Effective Date	Estimated Completion Date	Actual Completion Date	LOE Authorized (Days)	LOE Used (Days)	Balance in Days +/-
06967-001	LAG-I-00-99-00036-00, TO No.	Rapid Response			599,884	218,406	117,461	100,945	08/13/99	2/14/2004	TBD		N/A
TOTAL				\$	<u>599,884</u>	\$ <u>218,406</u>	\$ <u>117,461</u>	\$ <u>100,945</u>					
06967-101	Technical Direction 01	Clean Production in Panama	Panama			\$ 16,636			3/28/00	4/7/00	12.00	12.00	-
06967-201	Technical Direction 02	DCA Risk Assessment	Paraguay			\$ 3,518			8/1/00	8/31/00	5.00	3.52	1.46
06967-303	Technical Direction 03	Kigali Economic Development Strategy	Rwanda			\$ 25,740			4/01/01	May-01	15.00	15.00	-
06967-404	Technical Direction 04	Making Cities Work Partnership Forum	USA			\$ 10,891			8/04/01	7/18/01	12.00	10.44	1.56
06967-505	Technical Direction 05	Making Cities Work Website Development	USA			\$ 49,137			7/29/02	2/15/2003	138.00	120.25	15.75
06967-606	Technical Direction 06	Local Economic Development Toolkit	USA			\$ 11,539			7/21/03	11/30/03	98.00	98.00	-
TOTAL						\$ <u>117,461</u>							

Actual costs reflect data recorded by the Urban Institute's reporting system through 12/31/2003, unless otherwise indicated, accrued expenditures (such as subcontractor and consultant invoices, travel expenses, and other direct costs not yet received by UI) are not included.