



Ford Foundation records, Program Division, Office of the Vice President, Office Files of James H. Lapple

This finding aid was produced using ArchivesSpace on October 17, 2018.

Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591

archive@rockarch.org

URL: <http://www.rockarch.org>

Table of Contents

Summary Information	3
Biographical Note	4
Scope and Contents	5
Arrangement	6
Administrative Information	6
Related Materials	7
Collection Inventory	7
Program Reviews and Budgets	7
Field Office Management and Operations	9
Field Office Budgets (Fiscal Year 1992)	11
Management Files	12

Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Creator - aut:	Lapple, James H.
Title:	Ford Foundation records, Program Division, Office of the Vice President, Office Files of James H. Lapple
ID:	FA599
Date [inclusive]:	Bulk, 1989-1992 1971-1993
Date [bulk]:	1989-1992
Physical Description:	2.4 Cubic Feet
Language of the Material:	English
Abstract:	<p>The Program Division was created in 1989 to streamline the supervision of the Ford Foundation's worldwide programming initiatives. The division's one department, the Office of the Vice President, absorbed the responsibilities of two independent programs: the United States and International Affairs Program and the Developing Countries Program. James Lapple joined Ford Foundation in 1986 to work as an accountant. By 1990 he had risen to Manager of Operations within the Office of the Vice President of the Program Division. The Office Files of James H. Lapple span from 1971 to 1993, with the bulk originating between 1989 and 1992, and document his work as Manager of Operations. Program reviews and field office budget reports make up the bulk of the collection and detail the activities and operations of Foundation staff and grant recipients both at the New York headquarters and abroad. Budget projections and expenditure reports reveal the funding allotted for each program and, within each, how and where money was distributed. The papers also reveal Mr. Lapple's direct involvement in the establishment of field offices, from securing attorneys and setting up site visits to leasing property and hiring local staff. Several files concern the establishment of field offices in Santiago and Namibia and reveal the months of preliminary research and detailed preparation necessary to open an office abroad.</p>

Preferred Citation

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

[^ Return to Table of Contents](#)

Biographical Note

James H. Lapple graduated from St. Bonaventure University in 1984 with a Bachelor's in Business Administration and a focus on Accounting. He later earned both an MBA and a CPA. From 1984 to 1986, Mr. Lapple worked as a staff accountant for Price Waterhouse and, in April 1986, joined the Ford Foundation as a senior accountant for International Operations within the Office of the Secretary, Legal, Financial and Administrative Services. In January 1990, Mr. Lapple became the Manager of Operations within the Office of the Vice President of the Program Division. He was promoted in April 1994 to the role of Manager of Operations and Grants Administration for the entire Program Division. In these roles, Mr. Lapple oversaw the finances and accounting practices of the international field offices, monitored grant-making budgets, and supervised and supported field office employees. He traveled often and supported and assisted with field office operations both from the New York headquarters and on his many trips. Mr. Lapple resigned in August 1997 to work for the Institute of International Education where he served as Vice President for Finance and Administration. In 2004, he became the Treasurer of Rockefeller University. Currently Mr. Lapple is the Vice President for Finance and the Associate Treasurer at Rockefeller University.

[^ Return to Table of Contents](#)

Organizational Note

The Program Division was created in 1989 to streamline the supervision of the Ford Foundation's worldwide programming initiatives. The division's main department, the Office of the Vice President, absorbed the responsibilities of two previously independent programs: the United States and International Affairs Program (USIAP) and the Developing Countries Program (DCP).

The Developing Countries Program consisted of three regions: Latin America and the Caribbean (LAC); Asia and the Pacific (ASIA); and Africa and the Middle East (AME). Each region was further subdivided into zones operated by a field office. The LAC region included three zones: a Brazil office, a Mexico office, and two offices within the Andean Region and the Southern Cone (a main office in Santiago, Chile which opened in 1991 and a sub-office in Lima, Peru). ASIA was divided into four zones with offices in India, Bangladesh, and China, and three offices in Southeast Asia (a main office in Indonesia,

and two sub-offices in the Philippines and Thailand). AME was divided into three zones with a main and a sub-office in each zone. The North Africa and Middle East zone included a main office in Egypt and a sub-office in the Sudan; West Africa consisted of a main office in Senegal and a sub-office in Nigeria; and Eastern and Southern Africa activities operated out of a main office in Kenya and a sub-office in Zimbabwe.

Both main and sub-offices oversaw the implementation of initiatives and worked together to coordinate programming and grantee activity. The representative of each zone and the bulk of the program staff worked out of the main office. In geographically broad zones, an assistant representative often worked out in a sub-office. This practice expanded the Foundation's presence and ensured that even large regions would have adequately coverage by Foundation staff. Depending on shifting interests and social, political, and economic conditions within the regions, field offices periodically relocated from one country to another. The Andean Region and the Southern Cone experienced this when, in the early 1990s, the Foundation decided to convert its Lima office into a sub-office and establish a new main office in Santiago, Chile.

The United States and International Affairs Program also consisted of several divisions. By the early 1990s, these programs included Education and Culture; International Affairs; Rights and Social Justice; Governance and Public Policy; Program-Related Investments; Reproductive Health and Population; Rural Poverty and Resources; Urban Poverty; and the Office of the Vice President. With the Foundation's reorganization of 1997 and the termination of a distinct department designed to supervise worldwide programming, the responsibilities once delegated to the Program Division transferred to three new program areas: Asset Building and Community Development (ASSETS); Education, Media, Arts and Culture (EMAC); and Peace and Social Justice (PSJ).

[^ Return to Table of Contents](#)

Scope and Contents

The Office Files of James H. Lapple span from 1971 to 1993, with the bulk of the files originating between 1989 and 1992. They document his work as Manager of Operations and Grant Administration within the Office of the Vice President of the Program Division. Mr. Lapple monitored the activities of and decisions made by Foundation staff abroad. Program reviews and field office reports make up the bulk of the collection and detail the activities and operations of Foundation staff and grant recipients. Budget projections and expenditure reports describe in detail the funding allotted for each program and, within each, how and where money was distributed and spent. The meeting documents reveal the objectives of the Program Division and how funding was appropriated, allocated, and used to support activities. They illustrate accounting and grant-making processes, information and records management systems, and employment and hiring policies, and highlight their changing nature as the Foundation sought more efficient modes of operation. In addition, Mr. Lapple's papers reveal his involvement in the establishment of field offices, including the engagement of local attorneys hired to secure the legal documentation necessary for the Foundation to operate overseas, and the search for and lease of

office space. The records also illustrate employee lodging and subsequent property renovations and employment issues regarding Foundation consultants and local staff members.

Of particular note are the files revealing field office practices for administering grant funding to local recipients. Prior to the late 1980s and early 1990s, each regional office developed its own system for monitoring and distributing grant funding. Mr. Lapple proved instrumental in standardizing the process by implementing a computer-generated field office grants system (FOGS) and arranging for the installation of the corresponding software in regional offices.

[^ Return to Table of Contents](#)

Arrangement

The collection is arranged into four series:

1. Program Reviews and Budgets, 1989-1993
2. Field Office Management and Operations, Bulk, 1990-1992 1971-1992
3. Field Office Budgets (Fiscal Year 1992), 1991
4. Management Files, 1991-1992

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

archive@rockarch.org

URL: <http://www.rockarch.org>

Immediate Source of Acquisition

Ford Foundation archive was deposited at RAC in 2011. Ford Foundation records, correspondence, reports, program files and officers papers were transferred to, and accessioned by, RAC beginning in 2011. Accessions continue as necessary.

The latest accession was transferred to RAC in 2018 by the Ford Foundation and ingested by RAC as Accession 2018:066.

Conditions Governing Access

Open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC. Researchers interested in accessing digital media (floppy disks, CDs, DVDs, etc.) in this collection must use an access surrogate. The original items may not be accessed because of preservation concerns. To request an access surrogate be made, or if you are unsure if there is an access surrogate, please contact an archivist.

Processing Information Note

The original volume of 3 cubic feet accessioned in 2011 was reduced during processing to 1.6 cubic feet and transferred to 4 archival document boxes. The original arrangement of the collection has been maintained. Duplicates, reference files and background materials, grant proposals, and files that addressed purely financial matters were not retained.

The latest accession (2018:066) was added to the collection as Series 4: Management Files, 1991-1992 by Katie Martin in October 2018.

[^ Return to Table of Contents](#)

Related Materials

Related Materials

Ford Foundation records, Program Division, Office of the Vice President, Office Files of James H. Lapple (FA683) <http://dimes.rockarch.org/FA683/collection>

Ford Foundation records, Program Division, Office of the Vice President, Office Files of James H. Lapple (FA661) <http://dimes.rockarch.org/FA661/collection>

[^ Return to Table of Contents](#)

Collection Inventory

Program Reviews and Budgets, 1989-1993

Scope and Contents

The program review meeting files consist of agendas, budget projections, interoffice memoranda, handwritten notes and additional materials. The Program Division held meetings each year, including mid-year and six-month budget reviews, DCP/USIAP joint program reviews, and individual review sessions for DCP and USIAP divisions. During these meetings, program officers and directors reported on expenditures, existing and future programming, and grant distribution and shared budget projections. The files also hold reports and papers detailing work accomplished within the programs.

Of particular note is the Field Office Delegation of Authority manual, found with the 1991 Joint Program Review materials. It details the responsibilities and functions of field office staff and regional representatives. It delineates the duties of field office representatives, assistant representatives, and program officers and paints a more vivid picture of the management of Foundation offices abroad.

Arrangement

Arranged chronologically.

Title/Description	Instances	
United States and International Affairs Program (USIAP) -- Governance and Public Policy (GPP) -- Budget Projections, Feb 1989	box 1	folder 1
Developing Countries Program(DCP)/USIAP -- Memoranda Re: New Budget Reports, Aug-Sep 1989	box 1	folder 2
DCP/USIAP Program Review (April 1990) -- Agendas, Memoranda, Status Reports, Handwritten Notes, Jan-Jun 1990	box 1	folder 3
USIAP -- Human Rights and Social Justice (HRJ) -- Budget Projections, Mar 1990	box 1	folder 4
USIAP -- Program-Related Investments (PRI) -- Budget Projections, Jun 1990	box 1	folder 5
USIAP -- Governance and Public Policy -- Budget Projections, 1990	box 1	folder 6
DCP/USIAP Mid-Year Budget Review (March 1991) -- Agendas, Memoranda, Budget and Expenditures Reports, Mar 1991	box 1	folder 7
DCP/USIAP Joint Program Review (April-May 1991) -- Agendas, Memoranda, Meeting Materials, Notes from Sessions, Jan-May 1991	box 1	folder 8
DCP/USIAP Joint Program Review -- Budget Session (5/6/91) -- Agenda, Memoranda, Meeting Materials, Apr-Jun 1991	box 1	folder 9
DCP/USIAP Joint Program Review -- Regional Sub-office Luncheon/Meeting (5/6/91) -- Agenda, Meeting Materials Re: Sub-Office Issues and Grant Administration, May 1991	box 1	folder 10
DCP/USIAP Joint Program Review -- Field Office Delegation of Authority Manual, 1991	box 1	folder 11
DCP/USIAP -- Budget Reports, Memoranda and Handwritten Notes Re: Fiscal Year 1991 and 1992 Expenditures and Staff, Mar-Aug 1991	box 1	folder 12

USIAP Program Review -- Session Agendas for Jan-Feb 1992 Meetings, Dec 1991	box 1	folder 13
USIAP Program Review -- Governance and Public Policy (1/9/92) -- Agenda, Memoranda, Budget Projections, Jan 1992	box 1	folder 14
USIAP Program Review -- Urban Poverty (1/10/92) -- Memoranda and Budget Projections, Oct 1991-Jan 1992	box 1	folder 15
USIAP Program Review -- Program-Related Investments (1/14/92) -- Agenda and Grant Projections, Jan 1992	box 1	folder 16
USIAP Program Review -- International Affairs (2/5/92) -- Agenda, Memoranda, Budget Projections, Jan 1992	box 1	folder 17
USIAP Program Review -- Education and Culture (2/6/92) -- Agenda, Memoranda, Budget Projections, Jan-Feb 1992	box 1	folder 18
USIAP Program Review -- Rights and Social Justice (2/7/92) -- Agenda, Memoranda, Meeting Materials, Budget Projections, Dec 1991-Feb 1992	box 2	folder 1
USIAP Program Review -- Reproductive Health and Population (2/14/92) -- Agenda, Memoranda, Budget Projections, Jan-Feb 1992	box 2	folder 2
USIAP Program Review -- Rural Poverty and Resources (2/14/92) -- Agenda, Memoranda, Budget Projections, Worldwide Funds, Jan-Feb 1992	box 2	folder 3
DCP/USIAP 6-Month Budget Review (March 1992) -- Program Budget Reports, Mar-May 1992	box 2	folder 4
DCP/USIAP Joint Program Review (May 1992) -- Agendas, Memoranda, Meeting Materials, Jan-May 1992	box 2	folder 5
DCP/USIAP Joint Program Review (May 1992) -- Field Office Retention Guidelines, May 1992	box 2	folder 6
USIAP Program Review -- Rights and Social Justice (3/4/93) -- Agenda, Memoranda, Reports, Budget Projections, Feb-Mar 1993	box 2	folder 7
USIAP Program Review -- Governance and Public Policy (3/9/93) -- Agenda, Memoranda, Meeting Materials, Budget Projections, Mar 1993	box 2	folder 8

[^ Return to Table of Contents](#)

Field Office Management and Operations, Bulk, 1990-1992 1971-1992 (1990-1992)

Scope and Contents

This series details the management and operations of Foundation offices abroad and includes interoffice memoranda, employment contracts, property leases, country agreements, consultant's reports, meeting and site visit materials, and handwritten notes. The bulk of the files focus on the Foundation's developing interests in Namibia and Chile, documenting both the establishment of offices within the two countries and the redistribution of responsibilities of former regional branches. Records in this series also chart Mr. Lapple's Beijing, Cairo, and Lima

office visits to supervise the installation of the FOGS software and the development of the protocols governing its use.

Arrangement

Arranged alphabetically by region and zone.

Title/Description	Instances	
Africa and the Middle East (AME) -- Namibia -- Establishment of Field Office -- Country Agreement and Memoranda Re: Employment Policies, 1991-1992	box 2	folder 9
AME -- Namibia -- South Africa/Namibia Task Force Visit (July 1992) -- Agenda and Hotel Reservation Information, Jun-Jul 1992	box 2	folder 10
AME -- West Africa -- Report, "Funds for Community Development Associations (FCDAs)" by the Ford Foundation, West Africa Office, Mar 1990	box 2	folder 11
AME -- West Africa (Nigeria) -- Office Space -- Property Lease, Apr 1990	box 2	folder 12
ASIA (Asia and the Pacific) -- Bangladesh -- Office Space -- Memoranda and Floor Plans, 1991	box 3	folder 1
ASIA -- China -- Field Office Grant System (FOGS) Installation -- Agendas, Memoranda, Grant Reports, Jun-Dec 1991	box 3	folder 2
ASIA -- India, Nepal, and Sri Lanka -- Office Lease Agreement, Feb-Jun 1991	box 3	folder 3
ASIA -- Southeast Asia (Indonesia) -- Office Lease Agreement, Jan-Feb 1991	box 3	folder 4
Latin America and the Caribbean (LAC) -- Andean Region and the Southern Cone (Lima) -- Field Office Grant System (FOGS) Installation -- Agenda, Memoranda, Survey, 1989-1990	box 3	folder 5
LAC -- Andean Region and the Southern Cone (Lima) -- Regional Office Staffing and Transition to Sub-Office Status, 1988-1990	box 3	folder 6
LAC -- Andean Region and the Southern Cone (Santiago) -- Andrew Wallace Consultancy -- Memoranda, Consultant's Reports, May-Sep 1990	box 3	folder 7
LAC -- Andean Region and the Southern Cone (Santiago) -- Employment Contracts and Memoranda Re: Field Office Staffing, 1990-1991	box 3	folder 8
LAC -- Andean Region and the Southern Cone (Santiago) -- Employment Surveys (Salary and Benefits) and Correspondence -- Price Waterhouse and Langton Clark, Dec 1990-Apr 1991	box 3	folder 9
LAC -- Andean Region and the Southern Cone (Santiago) -- Legal Fees and Attorney Contracts Re: Work Rendered in 1990, Oct 1990-Feb 1991	box 3	folder 10

LAC -- Andean Region and the Southern Cone (Santiago) -- Legal Work Re: Establishment of Field Office in Chile, Bulk, 1990-1991 1971-1991 (1990-1991)	box 3	folder 11
LAC -- Andean Region and the Southern Cone (Santiago) -- Meetings and Site Visits -- Agendas, Meeting Materials, Discussion Topics, Notes Re: Establishment and Staffing of Regional Office in Chile, April 1990-Jan 1991	box 3	folder 12
LAC -- Andean Region and the Southern Cone (Santiago) -- Office Space -- Memoranda, Correspondence, Lease Agreements Re: Santiago Rentals and Renovations, Jan 1990-Jan 1991	box 3	folder 13
LAC -- Andean Region and the Southern Cone (Santiago and Lima) -- Expenditure Issues and Observations -- Budget Reports, Memoranda, 1990-1992	box 4	folder 1

[^ Return to Table of Contents](#)

Field Office Budgets (Fiscal Year 1992), 1991

Scope and Contents

This series contains field office budget and expenditure reports for the 1992 fiscal year as well as related interoffice memoranda with background and additional information about the finances and accounting of the regional branches. The budget reports for to the 1992 fiscal year were compiled in 1991, and often correspond to and address the field office activities and expenditures described in Series II.

Arrangement

Arranged alphabetically by region.

Title/Description	Instances	
Africa and the Middle East (AME) Budget Report, 1991	box 4	folder 2
AME -- Eastern and Southern Africa (Kenya) Office Budget Report (with accompanying documents including office leases), 1991	box 4	folder 3
AME -- Eastern and Southern Africa (Zimbabwe) Office Budget Report, 1991	box 4	folder 4
AME -- North Africa and Middle East (Egypt) Office Budget Report, 1991	box 4	folder 5
AME -- North Africa and Middle East (Sudan) Office Budget Report, 1991	box 4	folder 6
AME -- South Africa and Namibia Office Budget Report, 1991	box 4	folder 7
AME -- West Africa (Nigeria) Office Budget Report, 1991	box 4	folder 8
AME -- West Africa (Senegal) Office Budget Report, 1991	box 4	folder 9
Asia and the Pacific (ASIA) Budget Report, 1991	box 4	folder 10

ASIA -- Bangladesh Office Budget Report, 1991	box 4	folder 11
ASIA -- China Office Budget Report, 1991	box 4	folder 12
ASIA -- India Office Budget Report, 1991	box 4	folder 13
ASIA -- Southeast Asia (Indonesia) Office Budget Report, 1991	box 4	folder 14
ASIA -- Southeast Asia (Philippines) Office Budget Report, 1991	box 4	folder 15
ASIA -- Southeast Asia (Thailand) Office Budget Report, 1991	box 4	folder 16
Latin America and the Caribbean (LAC) Budget Report, 1991	box 4	folder 17
LAC -- Andean Region and the Southern Cone (Peru) Office Budget Report, 1991	box 4	folder 18
LAC -- Brazil Office Budget Report, 1991	box 4	folder 19
LAC -- Mexico Office Budget Report, 1991	box 4	folder 20

[^ Return to Table of Contents](#)

Management Files, 1991-1992

Title/Description	Instances	
Namibia -- Salary Survey Engagement Letters and Recruiting Engagement Letters, 1992	box 5	folder 1
Namibia -- Task Force General Notes, undated	box 5	folder 2
Namibia -- Newspaper Clippings, 1992	box 5	folder 3
Namibia -- Administrative Files (3 folders), 1991-1992	box 5	folder 4-6

Scope and Contents

Memos, Personnel Policy and Practices Manual, correspondence regarding Namibian National Salary Survey, Namibia Task Force Draft, Field Office Timetable, Task Force Meeting Agendas, job descriptions and office hierarchy, drafts, Republic of Namibia National Assembly Labour Bill B.42 - '91,

Accountant CVs - Jobs Unlimited, 1992	box 7	folder 30
<u>Conditions Governing Access:</u> Conditions Governing Access Sensitive material		
Namibia Agreement, 1991	box 5	folder 7
An Evaluation of Current Renumeration Practices and Market Rates in Namibia, Price Waterhouse Meyernel (2 copies), 1992 March	box 5	folder 8

Namibia/South Africa Visit, 1992 July	box 5	folder 9
Namibia -- Start-Up Visit , 1992	box 5	folder 10
USIAP Program Support Budgets, 1991-1992	box 5	folder 11
USIAP Program Support Budgets -- Ratios, 1992	box 5	folder 12
USIAP Program Support Budgets -- Followup Memos, 1991	box 5	folder 13
USIAP Program Support Budgets -- Analysis (4 folders), 1991-1992	box 5	folder 14
	box 6	folder 15-18
USIAP Program Support Budgets - Developing Country Programs Salaries, 1991	box 6	folder 19
USIAP Program Support Budgets - 1992 Budget Instructions (2 folders), 1991-1992	box 6	folder 20-21
USIAP Program Support Budgets -- Budget Presentation, 1991-1992	box 6	folder 22
USIAP Program Support Budgets - Budget Calendarization Worksheets, 1992	box 6	folder 23
USIAP 1992 Program Support Budgets, 1992	box 6	folder 24
FY 1992 Capital Projects (4 folders), 1992	box 6	folder 25-26
	box 7	folder 27-28
FY 1992 Capital Projects - Chile, 1991-1992	box 7	folder 29

[^ Return to Table of Contents](#)