



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

October 12, 2006
Notice No. 2007-WBG-02

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

Subject: Reporting Requirements Under Mission Awards, Immediate Action Required

Dear Implementing Partners,

The purpose of this notice is to remind you of the following requirements:

- I. Contractor/Grantee Notice No. 2006-WBG-18 required submission of copies of the following documents as required in Mission Order No. 21:
 - The executed copies of the Anti-Terrorism Certifications signed by the sub-grantees under the subject program.
 - Copies of the relevant pages of all sub-awards that contain the Special Provision “Prohibition Against Support for Terrorism”.
 - Copies of the relevant pages of all sub-awards that contain the Special Provision “Restriction on Facility Names”.
- II. In addition, on September 13, 2006 the Mission’s awards were modified to include a revised version of the “Prohibition Against Cash Assistance to the PA”, which included the requirement to include this clause in all sub-awards. Therefore, please ensure all current and ongoing sub-awards are modified to include this provision and submit copies of the relevant pages from each sub-award that contain this Special Provision.

As stated in Contractor/Grantee Notice No. 2006-WBG-18, submission of the above mentioned documents (as requested in section I & II above) should be done electronically in a PDF format using the following e-mail address: wbgsubdocs@usaid.gov. Please ensure that your submission identifies the prime award number under which the sub-awards were executed.

Furthermore, please be advised that submission of the above documents is required prior to the execution of any sub-award under your respective programs.

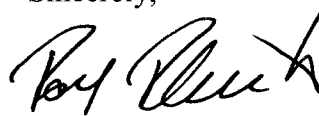
- III. New monthly reporting requirement. Attached is a copy of the form that your organization recently used to provide the Office of Contracts management with information regarding your sub-awards (see attachment A).

Please complete this form identifying all sub-awards issued since the start of your prime award. This should include all sub-awards previously submitted on your previous submission, in addition to any subawards issued subsequently. Please submit this form to the attention of Ms. Sigalit Salway at ssalway@usaid.gov no later than October 23, 2006. Also, please ensure the information required by I and II above has been submitted to the email address in II above, is current, and matches the information on this updated form.

Then, on a monthly basis, your organization is required to update this form to add all sub-awards issued during the prior month. The due date for submission is on the 5th of each month. This form should also be sent to Ms. Salway using the same e-mail address identified above.

Please address any questions regarding this notice to Ms. Salway at 03-519-8665 or the email address above.

Sincerely,



Roy Plucknett
Contracting Officer

Attachment A: sub-awards information