



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

October 22nd, 2007
Notice No. 2008-WBG-01

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

Subject: Reporting of Sub-Award Information

Dear Implementing Partners,

The purpose of this notice is to remind you of the monthly reporting of Sub-Award information and to highlight the changes made due to the recent update of Mission Order No. 21.

As requested by Mission Notices No. 2007-WBG-02, 2007-WBG-12 and 2007-WBG-24, you were asked to submit on a monthly basis, on the 5th of each month, a report identifying all sub-awards executed during the prior month. Please note that this report should include all sub-contracts and sub-grants, regardless of the form of the instrument or the name it is given. For example, any instrument that acts as a contract, whether it is called a purchase order, consulting agreement, letter agreement, lease agreement, memorandum of understanding or some other form, is still a contract. The same principal holds true for assistance instruments.

In addition, you were requested to attach copies of the following documents:

- o The executed copies of the Anti-Terrorism Certifications (ATC) signed by the sub-grantees as applicable.

Copies of the relevant pages of all sub-awards that contain the following special provisions:

- o Prohibition Against Support for Terrorism
- o Restriction on Facility Names
- o Prohibition Against Cash Assistance to the Palestinian Authority

To assist you in capturing the necessary information, please find attached an updated format, which replaces the previous form. We ask that you use this form starting your next submission on November 5th, 2007. Please note that you are not required to use this form to report old awards that were already notified to USAID in previous submissions.

As reviewed in the Partners Meeting in Jerusalem on the 18th of October, the following changes have been made to the form to ensure better tracking of these sub-awards in accordance with the updated Mission Order No. 21, dated October 3rd 2007.

- The column "Address of Organization/Firm" has been added. Please ensure that the address of the organization/firm corresponds to the address as submitted on the vetting form.
- Under the column "Type of Sub-award" we have entered the options 'Contract', 'Grant – In Kind', 'Grant – Cash' and 'Extension'. Please report each extension on a new line, referencing the original sub-award and the new period of performance.
- The column "Purpose" has been reintroduced, please use this line to provide a brief description of the purpose of the sub-award.
- The column "Date Sub-award was executed" has been deleted.
- Two vetting related columns have been added, "Vetted prior to award/extension" and "File documented with vetting result or decision not to vet". You are not required to send us copies of the vetting results or documents specifying your decision not to vet. However, you are required to document these in your files and make them available during future audits.
- You are no longer required to send USAID/WBG copies of the pages containing the special provisions for Sub-Contracts/Sub-Grants to which you (as the Prime Recipient/Contractor) are not a party. However we recommend that you file these pages for future reference and make them available during future audits. The second reporting sheet "Other" has been modified to reflect this change.

We request that the monthly list be cumulative and that new entries for each month be clearly highlighted. In addition, when submitting copies of the pages including the special provisions, please clearly mark which sub-award they correspond to.

Please continue to send this reporting to the following address: wbgsubdocs@usaid.gov

Any questions regarding this notice or any aspect of this reporting request can be addressed to Ms. Sigalit Salway at 03-519-8665 or at ssalway@usaid.gov.

Sincerely,



Roy Plucknett
Director, Office of Contracts Management
USAID/West Bank & Gaza

Attachment: Excel Sheet – Sub-award Information Sheet