



# USAID | WEST BANK/GAZA

June 30, 2009

2009-WBG-11

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

SUBJECT: Reporting of Subaward Information

Dear Implementing Partners:

The purpose of this notice is to remind you of the monthly reporting of subaward information and to highlight changes made due to recommendations in the recent U.S. Government Accountability Office (GAO) audit of the Mission's compliance with its antiterrorism policies and procedures.

In response to the GAO recommendations in which the Mission agreed to: 1) issue new instructions to its prime awardees under the West Bank and Gaza program to ensure that contracts and agreements contain clear and specific references to attached clauses and that attached clauses likewise, contain clear and specific references to the base agreement; 2) instruct prime awardees to explain any inconsistencies between the dates on which mandatory clauses were incorporated into subawards and the dates of the subawards themselves; and 3) have prime awardees certify to the completeness and accuracy of the monthly subaward report, we are asking that:

1) In all subawards, contracts and assistance agreements made from this date forward, the mandatory clauses: (1) Prohibition Against Support for Terrorism; (2) Prohibition Against Cash Assistance to the Palestinian Authority; and (3) Restriction on Facilities Names be included in the body of the subaward above the signature line.

Alternatively, if the mandatory clauses are included in an attachment to the award, there needs to be a reference to the attachment in the body of the award (e.g. "This agreement includes Attachment A which forms an integral part of the agreement.") Likewise, the attachment also needs to reference the base award (e.g. "This attachment forms part of Purchase Order/Contract XXXX."). This needs to be typed, not hand written.

2) In the attached revised subaward report, that partners explain in the new column entitled "If No, Reason for not Including the Special Provisions on the Same Date as the Start Date," the reason why mandatory clauses were not incorporated into subawards at the time of award (when applicable).

3) On the attached revised subaward report, that the Chief of Party certify that the information contained in the report is complete and accurate to the best of his or her

knowledge. This page will need to be scanned in PDF format and e-mailed with your monthly subaward report:

Submission of Clauses and Antiterrorism Certification (ATC):

Beginning with the July 2009 report which is due by August 5, 2009, submission of pages with the clauses from your subawards is no longer required, however, the ATC will continue to be submitted monthly as it has in the past.

Revised Subaward Report:

To facilitate the above, a new revised subaward reporting excel sheet is attached to this notice. As discussed in our training sessions, this will be used for the report submitted on August 5, 2009 which will include subawards and amendments issued in July 2009 and cumulatively added to for awards and amendments issued thereafter.

Finally, many of you have requested a copy of the Powerpoint presentation used during our training sessions, as a result, we have attached a copy of the presentation. If you have any questions, please direct them to [wbgsubdocs@usaid.gov](mailto:wbgsubdocs@usaid.gov).

Sincerely,



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

Attachment A: Revised Subaward Report Excel Sheet

Attachment B: Training presentation