

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is written in a large, bold, sans-serif font across the middle of the shield.

**USAID**

**This document has been archived. The “Why and When” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the OAA Policy Division webpage to locate current policy and regulations.**

**TITLE: CIB 94-22 Procurement Reform - Documentation Requirements of Current USAID Recipients and Grantees**

November 15, 1994

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/M, Michael D. Sherwin, Procurement Executive

SUBJECT: Procurement Reform - Documentation Requirements of Current USAID Recipients and Grantees

**CONTRACT INFORMATION BULLETIN 94 - 22**

This CIB pertains to assistance instruments only. Many non-profit organizations that have been pursuing development activities for a number of years have identified excessive documentation requirements by USAID as a problem area.

In an effort to streamline procedures and eliminate excessive documentation collection from grantees and recipients, the following guideline is being put into effect.

Handbook 13, Section 4C, Application Documentation, paragraph 4C3 contains information requirements which are somewhat excessive for organizations which have been doing business with the Federal Government. In addition to the requirements specified in 4C3, certain other information is sometimes required of recipients, such as by-laws or articles of incorporation based on old checklists. From now on, applicants which currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency should not be requested to submit annual financial reports/audits for the past three years, cash flow statements, organization charts, by-laws or articles of incorporation, or accounting manuals. Registered PVOs should not be asked to provide by-laws or articles of incorporation whether or not they have a NICRA because they are included in the documents that must be submitted for registration.

M/OP/PS, Overhead & Special Costs & Close-out Branch and Contract Audit Management Branch, will serve as sources of information, and we ask the Missions to place greater reliance on information already available in USAID/W. For example, financial statements are provided to M/OP both for the purposes of establishing or adjusting indirect cost rates and, more recently, to verify the audits that have been performed.

M/OP will modify Handbook 13 to incorporate the substance of this CIB and will re-examine assistance and procurement procedures to address the documentation issue.