



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

February 9, 2012
2012-WBG-02

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 sub-award reporting and to provide you with the revised format of this reporting. As requested by Mission Notice No. 2009-WBG-11, 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.

To assist you in capturing the necessary information, please find attached an updated format, which replaces the previous form (please see Attachment A). We ask that you use this form for your February 2012 submission, which is due on March 5th, 2012 and for all subsequent sub-award reports. Please note that you are not required to use this form to report old awards that were already notified to USAID in previous submissions. We request that the monthly list be cumulative and that new entries, for each month, be clearly highlighted.

Furthermore, you are kindly requested to attach copies of the following documents:

- The executed copies of the Anti-Terrorism Certifications (ATC) signed by the sub grantees as applicable.
- A certification by the Chief of Party, the senior officer in country, that the report is complete and accurate to the best of his or her knowledge. This is done by printing his/her name, executing a signature and dating the line at the top of the report "Chief of Party Certification". That page can be scanned as a PDF copy and sent electronically with the report.

Finally, attached to this notice is a questions and answers (Q&As) document intended to address some of the recent questions implementing partners raised with respect to the sub award reporting (please see Attachment B).



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Any questions regarding this notice or any aspect of the sub award reporting can be addressed to wbgsubdocs@usaid.gov

Sincerely,

Bruce Gelband
Contracting Officer
USAID/West Bank & Gaza

Attachment A: New Sub-award Information Sheet

Attachment B: Frequently Asked Questions Document