



# 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](mailto: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.

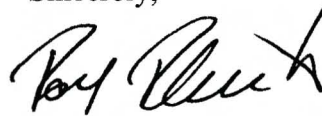
- III. New monthly reporting requirement. Attached is a copy of the form that your organization recently used to provide the Office of Contracts management with information regarding your sub-awards (see attachment A).

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 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 5<sup>th</sup> of each month. This form should also be sent to Ms. Salway using the same e-mail address identified above.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy Plucknett". The signature is fluid and cursive, with a large initial "R" and a long, sweeping tail.

Roy Plucknett  
Contracting Officer

Attachment A: sub-awards information