



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

June 16, 2010
2010-WBG-12

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

Subject: USAID/West Bank and Gaza Regulatory Compliance Review.

Dear Implementing Partners,

The purpose of this notice is to notify you that USAID/West Bank and Gaza has contracted the services of the audit firm Ernst & Young to conduct the FY 2010 regulatory standard compliance reviews to verify the Partners' adherence to Mission Order No. 21.

The Scope of this review will be similar to the Mission's past reviews conducted by Mr. Abed El-Gafer during the past two years. Ernest & Young will be conducting a review of the Partners' files and documentations pertaining to sub-awards executed under your respective USAID funded awards during the period of October 1, 2009 through March 31, 2010. The main areas of this review will be to: a) verify whether partners have obtained the necessary vetting approvals prior to executing any sub-awards; b) verify whether partners included the required special provisions in their sub-awards and obtained the signed ATC (as applicable) in accordance with Mission Order No. 21; and c) verify whether all sub-awards executed under each award were promptly reported to USAID on the monthly sub-award report.

Ernst & Young will be contacting you in the next few days to schedule a time for this review. It is expected that the reviews will be performed in the Partners' local offices. The following outlines the main documents that the audit firm will review:

1. Signed agreement/contract documents including all modifications between USAID, West Bank and Gaza and the recipient/contractor.
2. Sub-award documents including all modifications between the prime contractor/recipient and their sub-awardees. It is advisable that the order of the sub-award documents mirrors the information that appears on the sub-award report.
3. Copy of the last sub-award report submitted to the Mission's Program Support Unit (PSU).

Tel Aviv: American Embassy
71 Hayarkon Street
Tel: 972-3-511-4848
Fax: 972-3-511-4888

Jerusalem: American Consulate General
P.O. Box 290
Tel: 972-2-622-7230
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4. Vetting forms submitted to the USAID and the vetting approvals obtained from USAID.
5. Any documented policies and procedures followed by the recipient/contractor for the purpose of complying with Mission order No. 21 and USAID guidelines and regulations.

Other documents may be requested by the audit firm during the course of the compliance reviews. USAID requests that you provide Ernst & Young with access to all relevant records and documentation in order to facilitate this review. Your cooperation and assistance is appreciated as the audit firm is under a strict timeline to conclude this review expeditiously.

Should you have any questions or concerns regarding this notice please feel free to contact me at robreen@usaid.gov or Ms. Reine Joubran at rjoubran@usaid.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald Breen". To the left of the signature is a circular stamp containing the letters "RP".

Ronald Breen
Acting OCM Office Director
USAID West Bank & Gaza

cc: Sa'ed Abdallah, Principal, Ernest & Young
Moussa Al Hussein, Manager, Ernest & Young
USAID/West Bank and Gaza COTRs/AOTRs