



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

December 17, 2010
2011-WBG-06

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 Ernst & Young, USAID/West Bank and Gaza's contracted audit firm, will be commencing Phase II of FY 2010 regulatory standard compliance reviews to verify the partner's adherence to Mission Order No. 21.

Ernst & Young will be conducting a review of the partner's files and documentation pertaining to sub-awards executed under your respective USAID funded awards during the period of April 1, 2010 to September 30, 2010 (this period may vary slightly depending on the specific award's performance period). 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 Anti-Terrorism Certification (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 in the monthly sub-award report.

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

1. Signed agreement/contract documents including all modification between USAID, West Bank and Gaza and the recipient/contractor.
2. Sub-award documents including all modifications between the prime contractor/recipient and sub-awardees. It is advisable that the order of the sub-award documents mirror 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 (OCM/PSU).
4. Vetting forms submitted to 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.

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
Fax: 972-2-625-9484

Other documents may be requested by the audit firm during the course of the compliance review. USAID requests that implementing partners 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 Ms. Reine Joubran at rjoubran@usaid.gov or Ms. Sigalit Salway at ssalway@usaid.gov.

Sincerely,



Bruce Gelband
Director, Office of Contracts Management
USAID West Bank & Gaza

cc. Sa'ed Abdallah, Executive Manager, Ernst & Young
Moussa Al Hussein, Manager, Ernst & Young
USAID/West Bank and Gaza COTRs/AOTRs