



USAID | WEST BANK/GAZA

June 9, 2011
2011-WBG-11

To: All USAID/ West Bank and Gaza Contractors, Grantees, and Recipients
Subject: FY 11 Audit Plan for Sub-Awardees funded under USAID/WBG Prime Awards

Dear Implementing Partners,

The purpose of this notice is to kindly request that you provide the USAID/WBG Mission with the information listed in the attached table (Attachment I) pertaining to your USAID funded sub-awards.

The USAID/WBG Mission is under a Congressional mandate to audit annually each of its contractors, grantees, and significant subcontractors and sub-grantees. While the Mission collects sub-award information from its partners on a monthly basis for monitoring compliance with Mission Order No. 21, the information requested in this notice is different, and is for the purpose of creating an audit universe and an audit plan for the significant subcontractors and sub-grantees under its prime programs.

For the purposes of this notice, a sub-awardee is defined as a subcontractor or sub-grantee that is implementing a component of your USAID funded program. Note that we are requesting the information in the attached table for all program implementing sub-awardees regardless of the amount of the sub-award. Please refer to Attachment II for definitions and explanation of all terms and information requested in Attachment I.

Please submit this information in the attached table via e-mail to Mr. George Shoufani at gshoufani@usaid.gov no later than close of business June 17, 2011.

Thank you in advance for your consideration and cooperation on this request. If you have any questions or need further details or explanations regarding the requested information, please feel free to contact Mr. Shoufani at the above e-mail address.

Sincerely



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

Attachment I: Excel Spreadsheet
Attachment II: Guidance, Clarifications and Definitions

cc: USAID/West Bank and Gaza COTRs/AOTRs