



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

April 20, 2012
2012-WBG-05

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

Subject: USAID/WBG Fiscal Year 2012 Audit Universe of Sub-Awardees Under the Mission's 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 1) pertaining to your sub-awards.

As you may be aware, the USAID/WBG Mission is under a Congressional mandate that all of its contractors, grantees, and significant subcontractors and sub-grantees be subject to an annual audit. While the Mission collects sub-awards information from our partners on a monthly basis, the information requested for this purpose is different (See Attachment 1). The Mission will rely on this information to create its audit universe of all the sub-awards under its programs for FY 2012. From the audit universe, the Mission will create its annual audit plan of significant sub-contractors/grantees.

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. Please provide us the information in the attached table for all your program implementing sub-contractors/grantees regardless of the amount of the sub-award. The Mission will add up the USAID funds received by each sub-awardee under all sub-awards with USAID/WBG prime awardees to determine whether the sub-awardee is significant sub-awardee and subject to an audit. Please refer to Attachment 2 for definitions and explanation of all terms and information being requested in Attachment 1.

Please submit this information in the attached table via e-mail to the Mission's Financial Analysis unit WBGPCA@usaid.gov no later than close of business May 3, 2012.

Thank you in advance for your consideration and cooperation. If you have any questions or need further details or explanations about the requested information, please feel free to contact the Mission's Audit Team at the above e-mail address.

Sincerely

Bruce Gelband
Director, Office of Contracts Management

Attachment 1: Excel Spreadsheet
Attachment 2: Guidance, Clarifications and Definitions

Guidance, Clarifications and Definitions

The information requested in this notice pertains to your program implementing sub-contractors/grantors that their sub-awards were/are active and ongoing during the period October 1, 2010 through April 30, 2012.

If a sub-contractor's/grantee's sub-award continues beyond September 30, 2011, and ends by March 31, 2012, please provide us with the payments made to or the expenditures incurred by the sub-awardee through March 31, 2012 or its end date, whichever is earlier as further explained below.

Term	Definition
Program-implementing Sub-awardee	A sub-contractor/grantee that is implementing a technical component of your USAID funded program. This excludes: a) vendors of goods and services who sell these goods and services in their normal course of business to all clients, and b) individuals providing personal services on their own (as opposed to companies or firms owned by individuals who provide program services through its employees).
Sub-award Number	If the Prime uses a unique numbering or identification system for its sub-awards, please provide us with the identification number for the sub-awards reported.
Address	Please provide us with local address. If no local address, please provide foreign address.
Type of Organization	Please indicate whether the sub-awardee is a non-profit organization, NGO, private or for-profit company/corporation, proprietorship, partnership, etc.
Fiscal Year	The 12-month period for its accounting cycle and books. Typically, this is the calendar year, but some organizations choose to have their fiscal year end on a date other than December 31.
Type of Sub-award	Please indicate whether the sub-award is a sub-grant or subcontract, and Whether it is a firm fixed price, fixed unit price, cost reimbursement, etc.
Start Date	The date the sub-award was executed/signed.
End Date	The expected end date of the sub-award at the time of responding to this request Including extensions of time.
Total Estimated Cost	The current total price of the sub-award or the total price of the sub-award including amendments/modifications.
Description of Sub-award	Clear description of the purpose of the sub-award.

<p>Has Sub-awardee Been Audited by USAID Before?</p>	<p>If the sub-awardee and sub-award has been audited before by USAID/MBG or planned to be audited (i.e., you received an audit notification letter for the sub-awardee and sub-award, but the audit has not taken place or completed yet), please indicate so and the period covered under audit.</p>
<p>Total Amount Prime Has Paid to Sub-awardee So Far</p>	<p>The total amount of all payments the prime awardee has made to the sub-awardee under the sub-award from date of inception to date.</p>
<p>Total Payments prime paid to Sub-awardee During Audit Period</p>	<p>The total amount of all payments the prime awardee has made to the sub-awardee during the period October 1, 2010 through September 30, 2011.</p> <p>If the sub-award ends between September 30, 2011 and March 31, 2012, please specify in this column the total amounts paid through the end of the sub-award.</p>
<p>Locally Incurred Costs</p>	<p>Include all costs incurred locally (in West Bank, Gaza and Israel) even if paid in/from the U.S., but exclude the following Expatriate related costs: Salaries, Allowances, and Overhead on these expatriate costs.</p> <p>The following costs related to short-term technical assistance are locally incurred costs: lodging, house/apartment rent, per diem, local transportation, and other costs incurred locally while the STTA is present in the WBG and/or Israel.</p> <p>If the sub-award ends between September 30, 2011 and March 31, 2012, please specify in this column the total cost incurred locally through the end of the sub-award.</p>