



**USAID**  
FROM THE AMERICAN PEOPLE

**WEST BANK/GAZA**

**Implementing Partner Notice No. 2022-WBG-02**

To: USAID/West Bank and Gaza Implementing Partners  
From: Daniel Harter, USAID/West Bank and Gaza, Office of Contracts Management (OCM), Contracting/Agreement Officer  
Date: November 24, 2021  
Subject: Sub-Award Reporting Requirements

Dear Implementing Partners,

Per WBG Implementing Partner Notice No. 2012-WBG-02 dated February 9, 2012 (see attached), USAID requires implementing partners to submit a monthly report (on the 5th of each month) identifying all subawards executed during the prior month. Please refer to the attached notice for detailed instructions.

As communicated in the recent Mission Order 21 training session on November 9, 2021, implementing partners are reminded to continue sending their monthly subaward report to the Program Support Unit (PSU); however, implementing partners must also copy their respective Contracting/Agreement Officer's Representative (COR/AOR). As previously instructed, your organization must attach copies of the Anti-Terrorism Certifications (ATCs) to the monthly subaward report for those assistance awards made during that particular period of the report. Please note, the ATC must be signed by the sub-awardee and must be dated prior to executing the subaward by your organization.

As a reminder of Mission Order 21 requirements, please refer to section VI. Anti-Terrorism Certification (ATC), which states:

*"The ATC requirement applies to the prime recipients of grants and cooperative agreements and the recipients of Grants Under Contracts (GUCs). The requirement for prime recipients and recipients of GUCs also includes assistance instruments in any form...to the extent such instruments are used as obligating documents to provide assistance. In addition, USAID/WBG has extended USAID's policy to apply the requirement to the first level of subgrantees receiving cash assistance under grants and cooperative agreements (Grants Under Grants, or GUGs) or any other assistance instrument regardless of its form. Thus, the ATC applies to all first-tier and GUC assistance recipients and all second-tier assistance recipients of cash assistance, but it does not apply to lower-tier recipients."*



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*"The ATC applies only to the non-governmental organizations that receive awards of cash or in-kind assistance. It does not apply to: 1) individuals, 2) public international organizations, 3) the host government..., 4) contractors, or 5) subcontractors."*

Any questions regarding this notice or any aspect of the subaward reporting can be addressed to [wbgsubdocs@usaid.gov](mailto:wbgsubdocs@usaid.gov).

Attachment: Mission Notice 2012-WBG-02, dated February 9, 2012



# USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

February 9, 2012  
2012-WBG-02

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

Subject: Reporting of Sub-Award Information

Dear Implementing Partners,

The purpose of this notice is to remind you of the monthly sub-award reporting and to provide you with the revised format of this reporting. As requested by Mission Notice No. 2009-WBG-11, you were asked to submit on a monthly basis, on the 5th of each month, a report identifying all sub-awards executed during the prior month. Please note that this report should include all sub-contracts and sub-grants, regardless of the form of the instrument or the name it is given. For example, any instrument that acts as a contract, whether it is called a purchase order, consulting agreement, letter agreement, lease agreement, memorandum of understanding or some other form, is still a contract. The same principal holds true for assistance instruments.

To assist you in capturing the necessary information, please find attached an updated format, which replaces the previous form (please see Attachment A). We ask that you use this form for your February 2012 submission, which is due on March 5<sup>th</sup>, 2012 and for all subsequent sub-award reports. Please note that you are not required to use this form to report old awards that were already notified to USAID in previous submissions. We request that the monthly list be cumulative and that new entries, for each month, be clearly highlighted.

Furthermore, you are kindly requested to attach copies of the following documents:

- The executed copies of the Anti-Terrorism Certifications (ATC) signed by the sub grantees as applicable.
- A certification by the Chief of Party, the senior officer in country, that the report is complete and accurate to the best of his or her knowledge. This is done by printing his/her name, executing a signature and dating the line at the top of the report "Chief of Party Certification". That page can be scanned as a PDF copy and sent electronically with the report.

Finally, attached to this notice is a questions and answers (Q&As) document intended to address some of the recent questions implementing partners raised with respect to the sub award reporting (please see Attachment B).



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Any questions regarding this notice or any aspect of the sub award reporting can be addressed to [wbgsubdocs@usaid.gov](mailto:wbgsubdocs@usaid.gov)

Sincerely,

Bruce Gelband  
Contracting Officer  
USAID/West Bank & Gaza

Attachment A: New Sub-award Information Sheet

Attachment B: Frequently Asked Questions Document

## FREQUENTLY ASKED QUESTIONS ON THE SUBAWARD REPORT

**Question #1:** We are not quite sure which dates should we enter as the start date when we are reporting oral contracts.

Please use the date of the invoice to indicate the start date of an oral contract.

**Question #2:** How do we report a Blanket Purchase Agreement (BPA) with orders placed orally?

A BPA should initially be recorded showing its start and end date. As opposed to past reports where each order would need to be listed separately, from now on you may total up the sum of all oral orders placed in the month and enter that amount as a cost amendment to the initial agreement with the “Start Date” as the date of the last oral order placed in that month, and also including a reference to the original award. Please note that a new column has been added, to the report format, entitled “Cumulative Amount of Sub award” in order to reflect the total cumulative amount of contracts, under the BPA, at the end of each month. The “End Date” of the cost amendment to the BPA, would be the same end date for the BPA. For example, you have a BPA which began on July 1, 2012 and ends on December 31, 2012. In July, you made several orders under the BPA totaling \$5,000 with the last order placed on July 23. The amount you would report is \$5,000, the “Start Date” of the cost amendment is July 23 (i.e. the date of the cost amendment is the date of the last order placed in July) and the “End Date” is the same December 31, 2012 for the BPA. In August you place another \$7,000 worth of orders under the same BPA. The last order was placed on August 18. In the report submitted in August you would note a cost amendment (e.g. “Amendment to line #1 in the July 5 2012 report”) and record the sum of the orders under the BPA during the month, \$7,000, under the column “Amount of Sub award”, a “Start Date” of August 18, 2012 and an “End Date” of December 31, 2012. In addition, you would note the cumulative amount \$12,000, under the BPA, under the column “Cumulative Amount of Sub award”. An example of a report filled out using this sample information is as follows;

Cumulative Amount	Amount of Sub Award	Start Date	End Date
0	0	7/1/2012	12/31/2012
\$5,000	\$5,000	7/23/2012	12/31/2012
\$12,000	\$7,000	8/18/2012	12/31/2012

**Question #3:** How do we report on multiple oral contracts with the same vendor?

Each month the sum of oral orders, with the same vendor, would be reported with the “start date” as the date of the last order placed made during that specific month.

**Question #4:** How do we report on Indefinite Quantity Contract (IQC) with written task orders?

An IQC should initially be recorded showing its start date, end date, and its amount either as zero or the total amount obligated under the original IQC; as applicable. Each award of a task order would be reported separately showing its amount, start date and end date with a reference to the line number where the original IQC agreement was first listed. (There is no need to report the amount as cumulative).

**Question #5:** When we report a sub-award amount do we include the amount of VAT paid?

In those cases where VAT was paid to the vendors, it is included in the total amount of the sub-award and the total amount of the award (including VAT) should be reported on the sub-award report. In those cases where an exemption was obtained and the payment did not include any VAT, then the amount to report would be the total amount paid, which in this case does not include VAT. The important thing to remember is that the amount that needs to be reported is the total amount paid to the vendor.

**Question #6:** How do we report cost amendments and time extensions?

Each amendment should be reported separately and should indicate whether it amends the total amount, is a time extension, or both. In the case of a cost amendment, you would note the new cumulative amount of the award, under the column “Cumulative Amount of Sub award”. If the amendment is only a time extension, the amount listed would be the original amount of the award. The “Start Date” would be the date of the amendment and the “End Date” would be the either the original end date (in the case of a cost amendment only) or the new end date of the award (in cases where the amendment includes a time extension). Finally, please include a clear reference to the number of the line item where the original sub-award was first listed. Please refer to Mission Notice 2009-WGB-11; Attachment B: Training Presentation, for examples using sample information.

**Question #7:** How can we edit errors if we detect them?

You can go back to the original entry, edit the error, highlight it and re-submit the corresponding file to [wbgsubdocs@usaid.gov](mailto:wbgsubdocs@usaid.gov)

**Question #8:** How can we report contracts which are funded by USAID and non-USAID funds?

If an award is funded with *any* USAID funds (even \$1), then the entire amount of the award should be reported on the sub-award report.

**Question #9:** Do we have to report lease agreements which were signed before USAID award, and then they were funded by USAID funds?

Yes, you have to report the total amount of the lease agreements (even the portion which was not funded by USAID funds). If the total amount is above USD 25,000, then the contract is subject to vetting in accordance with Mission Order No. 21.

**Question #10:** How can we report contracts which serve both program use and prime's own use?

If a contract would serve both program use and a prime's own use, then the contract should be reported as a *single* sub-award. The total amount of the contract, and the type of use of the sub-award would be considered as "*Program Use.*"

**Question #11:** How should I report the name of the sub-awardee?

The name reported on the sub-award report should be the exact name of the sub-awardee and should be the same name you would find on one of its invoices, registration certificate, or the vetting form submitted to USAID. In the case of individuals who receive awards, it is preferred to report the four part name of the individual together with his/her ID number or passport number, if applicable.

**Question #12:** Do we have to report sub-awards which are related to cost share?

No, sub-awards which are related to cost share do not have to be reported on the sub-award report.

