

December 5, 2000

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: DISTRIBUTION LIST FAC

FROM: M/OP/OD, Mark S. Ward, Director

SUBJECT: Changes in Reporting Requirements for U.S. Recipients
Under Letter of Credit

CONTRACT INFORMATION BULLETIN 00 - 10

This Notice is being sent to alert you to changes in payment and reporting requirements for assistance awards to U.S. organizations under the Letter of Credit Payment system. USAID has entered into an agreement with the U.S. Department of Health and Human Services (HHS) to process LOC payments. All awards made after September 30, 1999 are being processed by HHS. M/FM has and will continue to notify grantees when existing awards are going to be processed by HHS.

Since this system was introduced there has been some confusion regarding whether or not the SF 269 (Financial Status Report) is still required. We need to make sure that recipients understand the reporting requirement. Please notify recipients either by amendment or other appropriate means to clarify that recipients do need to submit the SF 269. When you amend existing agreements, please send a copy of the amendment to M/FM/CMP-LOC Unit.

The following language should be included in the section on "Financial Reports" in the Schedule of assistance awards to US organizations under Letter of Credit payment:

"In accordance with 22 CFR 226.52, the SF 269 and SF 272 are required on a quarterly basis. The recipient shall submit these forms in the following manner:

1) The SF 272 and 272a (if necessary) must be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>) within 45 calendar days following the end of each quarter. A copy of this form shall also be submitted at the same time to the Cognizant Technical Officer.

2) The SF 269 or 269a (as appropriate) must be submitted to the Cognizant Technical officer.

3) In accordance with 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/FM/CMP-LOC Unit. The electronic version of the final SF 272 or 272a may be submitted to HHS in accordance with paragraph (1) above."

[NOTE: If you want a copy of the SF 269, request the recipient to send two copies to the CTO and have the CTO provide you a copy.]

Please note, while the 45 day period noted in paragraph (1) is contrary to the 15 day period stated in 22 CFR 226.52(a)(2)(iv), due to HHS standard procedures for processing these reports USAID has been advised that the 45 day period is correct.