**Appendix B – NUPAS Final Report (Suggested Format)**

1. Introduction

* Background and objectives
* Methodology, scope and limitations

1. Results of the survey (with recommendations as appropriate)\*

* Legal Structure
* Financial management and internal control systems
* Procurement systems
* Human resources systems
* Program performance management
* Organizational sustainability

1. Conclusion and recommendations (aligned to the objectives)

* To determine whether the organization has sufficient financial and managerial capacity to manage USAID funds in accordance with U.S. Government and USAID requirements,
* To determine the most appropriate method of financing to use under the potential USAID award, and
* To determine the degree of support and oversight necessary to ensure proper accountability of funds provided to the organization.

1. Action requested

* Approve or disapprove recommendations

\*The NUPAS Report Table **(Appendix C)** can be included in the report for a “look at a glance” summary of findings,