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Acquisition & Assistance Policy Directive
(AAPD)

From the Office of the Director, Procurement   Issued: June 19, 2002

AAPD 02-09

Requirements for Reporting Grants and Cooperative Agreements

Subject Category: Assistance

Type: **New Policy/Procedure**

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are **EFFECTIVE AS OF THE ISSUED DATE** unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD: _X_ Is New   ___ Replaces/___Amends
                                                    CIB/AAPD No: _____

Precedes change to: ___AIDAR Part(s) _____ Appendix ____

                             ___USAID Automated Directives System (ADS) Chapter _____

                             ___Code of Federal Regulations _____

                             ___ Other_____

                             _X__ No change to regulations

Applicable to: ___Existing awards; Modification required:

                                           ___Effective immediately

                                           ___No later than _____

                                           ___As noted in guidance below

                             ___ RFPs/RFAs issued on or after the effective date of this AAPD; all other
                                  Pending Awards, i.e., 8(a), sole source…

                             _X__Other or N/A ___New Awards and Modifications of Existing Awards____

New Provision/Clause
Provided Herein: ___ __ Yes; Scheduled update to Prodoc: ____(insert date)_____

                          _X___ No

_____
TIMOTHY T. BEANS (Acting)

The purpose of this AAPD is to inform USAID contracting officers and negotiators of the requirements for reporting grants and cooperative agreements awarded by USAID Washington and missions.

The Federal Assistance Award Data (FAADS) is a central collection of selected, computer-based data on Federal financial assistance award transactions. Each record contains such items as the name and location of the recipient, the amount of awarded or amended Federal assistance (usually on the basis of the obligated amount), the program under which the award was made, and a project description. All departments and major agencies of the executive branch of the Federal Government with grant making authority are now reporting to FAADS. The FAADS provides this data quarterly to the Bureau of Census electronically via FTS file transfer. The Bureau of Census consolidates this information with data and prepares summary reports to Congress, the Executive Branch, and other political and private interest groups. The FAADS program is authorized by P.L. 97-326, the consolidated Federal Funds Report Act of 1982.

The SF281 and the SF 279 are the statutory procurement reports that are transmitted to the federal Procurement Data Center (FPDC) quarterly. Because all information will now be captured in ProDoc during award processing, Missions will no longer need to send the SF281 Summary Report for Actions $25,000 and under to Washington. The Washington database will receive that information when you transmit all of your procurement actions. The SF281 and the SF279 will be compiled, combined with USAID/W actions and reported to FPDC from the Washington database.

ProDoc requires that you complete the SF 281 and the SF 279 when processing each action. In order for a Contracting Officer to approve and sign an action, a system validation must occur insuring that you have completed the Federal Procurement Data Center (FPDC) requirements. Upon completion of each action, the user must run the edit checks to receive the message "ICAROK" for Acquisition actions or ASSTOK for assistance actions to receive final approval. Only those actions deemed "OK" are transmitted/reported to AID/W. USAID/W will compile all of the data and send a single report to FPDC.

FAADS does not distinguish between types of Federal funds (appropriated by Congress, retained revenues, revolving fund revenues, etc.), nor does it distinguish based on the location of the Federal office obligating those funds. It requires that all awards to domestic recipients are reported. "Domestic" assistance refers to awards to US recipients, regardless of the type of funds and the geographic location of the office awarding the assistance.

Grants awarded to non-US recipients are not reported to FAADS. Awards funded with host country funds, such as local currency trust funds, are NOT to be reported, even if they are considered to be part of a "match" requirement under a SOAG. Recipient cost share is also not to be reported.

The information required by the FAADS report includes a CFDA (Catalog of Federal Domestic Assistance) Number. We are in discussions with GSA regarding how USAID can register its programs in the CFDA. In the meantime, we have worked with the Census Bureau to develop a list of Pseudo-codes to be used for reporting in FAADS instead of the CFDA number. The Pseudo-code number bases the list of code on the funding source, allowing us to identify the program. For programs with multiple funding sources, use the code reflecting the primary source of funds. Attached to this notice is the list of pseudo codes numbers for the Agency report.

Any questions regarding the completion of the FAADS report or information for the Federal Procurement Data System may be forwarded to Bettie F. Bowles, M/OP/PS, 202-712-0595.

PSEUDO-CODES FOR CFDA NOS. FOR FAADS REPORT

Bureau for Africa	02AFR
Bureau for Asia and the Near East	02ANE
Bureau for Humanitarian Response	02BHR
Bureau for Economic Growth Agriculture & Trade	02EGA
Bureau for Europe and Eurasia	02EUR
Bureau for Global Programs, Field Support and Research	02GAA
Bureau for Latin America and the Caribbean	02LAC
Bureau for Policy and Program Coordination	02PPC
Bureau for Democracy, Conflict and Humanitarian Assistance	02DCH
Bureau for Global Health	02GHA
USAID/Ghana	02-641
USAID/Ethiopia	02-663
USAID/Madagascar	02-687
USAID/Eritrea	02-661
USAID/Mali	02-688
USAID/Guinea	02-675
USAID/Benin	02-680
USAID/Senegal	02-685
USAID/Tanzania	02-628
USAID/Zimbabwe	02-621
USAID/Uganda	02-613
USAID/Rwanda	02-617
USAID/DROC	02-679
USAID/Nigeria	02-620
USAID/Malawi	02-612
USAID/Angola	02-654
USAID/Zambia	02-611
USAID/Mozambique	02-656
USAID/Liberia	02-669
USAID/Kenya	02-615
USAID/Southern Africa	02-674
USAID/Jordan	02-278
AID Rep Lebanon	02-268
USAID/Egypt	02-263
USAID/Bangladesh	02-388
USAID/Indonesia	02-497
USAID/Nepal	02-367
USAID/Philippines	02-492
USAID/India	02-386
USAID/Cambodia	02-442
USAID/Morocco	02-608
USAID/WB/GAZA	02-294
USAID/Sri Lanka	02-383
USAID/Mongolia	02-438
USAID/Albania	02-182
USAID/Armenia	02-111
USAID/Bosnia	02-168
USAID/Bulgaria	02-183
Regional Mission to Caucasus in Tbilisi, Georgia	02-114

Regional Mission to Central Asia in Almaty, Khazakstan	02-115
USAID/Romania	02-186
Regional Service Center in Budapest, Hungary	02-185
Regional Mission to Ukraine, Belarus & Moldova	02-121
USAID/Russia	02-118
USAID/FRY	02-158
USAID/Macedonia	02-165
USAID/Croatia	02-160
USAID/Colombia	02-514
USAID/Bolivia	02-511
USAID/Brazil	02-512
USAID/Dom. Rep	02-517
USAID/Ecuador	02-518
USAID/El Salvador	02-519
USAID/Guatemala	02-520
USAID/Guyana	02-504
USAID/Haiti	02-521
USAID/Honduras	02-522
USAID/Jamaica	02-532
USAID/Mexico	02-523
USAID/Nicaragua	02-524
USAID/Panama	02-525
USAID/Paraguay	02-526
USAID/Peru	02-527