



Final Report Checklist + FAQs

This checklist is intended to serve as a reference to help you ensure compliance with the Final Report requirements. It is not exhaustive and is only for general reference requirements. Please refer to your specific Secondary Agreement to ensure you have complied with all requirements per your USTDA Terms of Reference (Annex I) and Mandatory Contract Clause (Annex II).

- English Language-** All text/content/material submitted with the Final Report shall be in the English language.
- Paginated-** All Final Reports must be paginated.
- Public CD-ROM-** One (1) CD-ROM containing an electronic copy of the Final Report suitable for public distribution (“Public Version”). The Public Version of the Final Report shall have been approved by the Client in writing and must be in the English language. As this version will be available for public distribution, it must not contain any confidential information. It is the responsibility of the Contractor/U.S. Firm to ensure that no confidential information is contained on the CD-ROM. In any event, the Public Version must be informative and contain sufficient Project detail to be useful to prospective U.S. equipment and service providers. The electronic files on the CD-ROM shall be submitted in a commonly accessible read-only format, and the CD-ROM shall be clearly labeled in accordance with the requirements of USTDA Final Report- Final Report Presentation.
- Confidential CD-ROM (as applicable)-** One (1) CD-ROM containing a complete electronic copy of the Final Report for USTDA’s records. This version shall have been approved by the Client in writing and must be in the English language. It is the responsibility of the Contractor/U.S. Firm to ensure that confidential information, if any, contained in this version be clearly marked. USTDA will maintain the confidentiality of such information in accordance with applicable law. The electronic files on the CD-ROM shall be submitted in a commonly accessible read-only format, and the CD-ROM shall be clearly labeled in accordance with the requirements of USTDA Final Report- Final Report Presentation.
- Public CD-ROM Label-** The Contractor/U.S. Firm shall affix to the front cover of the CD-ROM a label identifying the Host Country, USTDA Activity Number, the name of the Client, the name of the Contractor/U.S. Firm who prepared the report, a report title and the following language: *The contractor certifies that this CD-ROM contains the Public Version of the Final Report and that all contents are suitable for public distribution.*

- **Confidential CD-ROM Label (as applicable)**- The Contractor/U.S. Firm shall affix to the front of the CD-ROM a label containing the such confidential Final Report identifying the Host Country, USTDA Activity Number, the name of the Client, the name of the Contractor/U.S. Firm who prepared the report, a report title, and the term “Confidential Version”.

- **Cover Page**- The cover page of every Final Report shall contain the name of the Grantee, the name of the Contactor/U.S. Firm who prepared the report, a report title, USTDA's logo, and USTDA's address. If the Final Report contains confidential information, the Contractor/U.S. Firm shall be responsible for labeling the front cover of that version of the Final Report with the term "Confidential Version". The Contractor/U.S. Firm shall be responsible for labeling the front cover of the Public Version of the Final Report with the term "Public Version.” The front cover of every Final Report shall also contain the following disclaimer:
 - *This report was funded by the U.S. Trade and Development Agency (USTDA), an agency of the U.S. Government. The opinions, findings, conclusions or recommendations expressed in this document are those of the author(s) and do not necessarily represent the official position or policies of USTDA. USTDA makes no representation about, nor does it accept responsibility for, the accuracy or completeness of the information contained in this report.*

- **Inside Cover Page**- The inside cover page of every Final Report shall contain USTDA’s logo, USTDA’s address, and USTDA’s mission statement.

- **Contractor/U.S. Firm & Subcontractors Contact Information**- The Contractor/U.S. Firm and any subcontractors that perform work pursuant to the Grant Agreement must be clearly identified in the Final Report. Business name, point of contact, e-mail address, and telephone and fax numbers shall be included for Contractor/U.S. Firm and each subcontractor. If there is no fax number, insert “N/A”. Please also ensure that USTDA has approved all subcontractors listed – compare the list in Annex III to the Secondary Agreement to the list that is prepared for the final report. If USTDA has not yet approved a subcontractor, contact your USTDA regional representative.

- **U.S. Sources of Supply**- **USTDA’s mission is to support U.S. jobs through the export of U.S. goods and services for priority projects in emerging markets.** The Final Report, while aiming at optimum specifications and characteristics for the Project, shall identify the availability of prospective U.S. sources of supply. Business name, point of contact, address, telephone number, and fax number (if available), and e-mail address shall be included for each commercial source. If the U.S. Sources of Supply requirement is included under Annex II of the Secondary Agreement but not included in Annex I (Terms of Reference), please consult with the USTDA regional representative.

- **Client Approval Letter-** The Final Report shall be accompanied by a letter or other notation by the Client which state that the Client approves the Final Report. A certification by the Client to this effect provided on or with the invoice for final payment will meet requirement. Note that the final invoice also requires client certification language and signature.
- **Mandatory Clause I.3.g-** The following clause shall be inserted in the Final Report: *The Client, USTDA, and the Commercial and/or Economic Section(s) of the U.S. Embassy in Host Country shall have irrevocable, worldwide, royalty-free, non-exclusive rights to use and distribute the Final Report.*
- **Cost Share Certification (if your company has signed a Cost Share Agreement with USTDA):** In order to receive final payment of USTDA Grant funds, a financial officer of the Contractor/U.S. Firm must provide a final invoice to USTDA accompanied by a cost share certification and a detailed breakdown of direct labor and/or other direct costs.
- **Terms of Reference:** Please ensure that the Final Report demonstrates completion with both the USTDA Mandatory Contract Clauses and the Terms of Reference.
- **Reporting Requirement:** Following the completion of the USTDA activity for a period of two years, the Contractor shall advise annually as to the status of the Project as is required by the USTDA Mandatory Contract Clause. By providing Project status updates to evaluators, USTDA can use this evidence to demonstrate program effectiveness and inform future program design.
- **Cross-walk:** Submit to USTDA a separate cross-walk document (“Cross-walk”).* The Cross-walk should not be contained in the Final Report itself but rather be included as part of the Final Report submission package. The Cross-walk should reference the evidence of the completion of each requirement under each task and each sub-task in the Terms of Reference within the Final Report, presented in a table format. The Cross-walk should be organized chronologically by task and sub-task from the Terms of Reference, and for each such task the Cross-walk must provide (i) the language of the requirement set forth in the Terms of Reference (in sentence, bullet or subtask form), and (ii) the associated page number(s) on which the evidence establishing the completion of such requirement is included within the Final Report. *Note: Strongly suggested, and for Grant Agreements dated 2020 and onward, submitting a Cross-walk is a requirement, not a suggestion.
- **Submission to USTDA:** The Contractor’s submission to USTDA must contain the Final Report(s) (CD-ROM(s)), final invoice, certified statement of expenditures (if applicable), and cross-walk. Please mail all required documentation in one package to 1101 Wilson Boulevard, Suite 1100, Arlington, VA 22209. To facilitate delivery, please do not require signature upon receipt (due to the ongoing Global Pandemic, the office may not be staffed at the time of delivery) and if you are using UPS or FedEx, please instruct them to leave the package by the door on the 10th floor. USTDA’s review of the submission package will only begin when all required documentation is received.

FAQs

How long does it take USTDA to review a final report?

- *There are a number of factors that determines the length of Final Report reviews, many of which are outside of our control, including the number of Final Reports currently under review, the number of Final Reports in our queue, the complexity of Final Reports, and the level of compliance of your reports and others in our queue. For this reason, we cannot give an exact timeframe for Final Report review, but as long as the full Final Report package has been turned in to USTDA, the Final Report will be in our queue and reviewed in the order that it is received. Note that submission of a detailed crosswalk will greatly expedite our review. USTDA will contact the Contractor with any comments.*

What do I do if a grantee requests a change to the report while it is under review?

- *If a Final Report is under review that means both the Contractor and Grantee have certified each task is complete at the time of invoicing, thus the Final Report is a compilation of all completed work on the activity. Changes requested by a Grantee after the final report has been approved as being complete by the Grantee and received by USTDA may be considered outside the Terms of Reference and may not be covered by the Grant Funds.*

Are hardcopy final reports required?

- *No, at this time we require Final Reports be submitted on CD-ROM only.*

Can USTDA accept a final report via email or Dropbox or other electronic submissions?

- *No, at this time we require Final Reports be submitted on CD-ROM only.*

What happens if USTDA has comments on the report?

- *If USTDA has comments on a Final Report we will reach out directly to set up a time to discuss our comments and if necessary, request a Final Report resubmission.*

Does the Grantee approval of the Final Report have to be a separate letter or does the final invoice certification language for the Grantee suffice?

- *The Grantee's approval of the final invoice serves as their evidence of approval of the Final Report; no additional documentation is necessary.*

To what/whose attention do we direct the final report?

- *There is no need to direct the Final Report to anyone's attention in particular. All Final Reports submitted to USTDA are processed and distributed to relevant parties by USTDA's mail department.*

Can you confirm that you received the final report?

- *USTDA will not automatically confirm receipt of the Final Report, but Contractors can reach out to their Country Manager to inquire as to the status of the Final Report review. The Country Manager would notify the Contractor if anything is missing from the Final Report package.*