



# Pre-Award Certification Template for Senior Management Review of Acquisition and Assistance Awards

A Mandatory Reference for ADS Chapter 300

New Edition Date: 09/30/2014  
Responsible Office: M  
File Name: 300map\_093014



**USAID**  
FROM THE AMERICAN PEOPLE

[Date]

**ACTION MEMO FOR THE ADMINISTRATOR, ASSISTANT ADMINISTRATOR or MISSION DIRECTOR**

**THROUGH:** [Bureau] – [AA if not the final approving official, Full Name, Title, Office Symbol]

**FROM:** [Bureau] – [MD if not the final approving official, Full Name, Title, Office Symbol]

**SUBJECT:** Pre-award Certification for [insert project name for proposed award]

**Recommendation**

That you approve this Pre-award Certification for [insert project name for the proposed award] that confirms all matters discussed in the pre-solicitation Acquisition and Assistance Review and Approval Document (AARAD) have been addressed, partner capability has been demonstrated, and that the intended goals/impacts to be achieved remain feasible.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

**Background**

Information should be brief, substantive, and to the point. Provide the essential background and an analysis of the recommendation in paragraph format, including the following:

- **Pre-solicitation AARAD:** Note any issues that were highlighted in the Pre-solicitation AARAD and confirm that they have been addressed.
- **Partner Capacity:** The proposed partner (without disclosure of the name of the organization) demonstrates sufficient technical capacity to perform the activity and a commitment to developing local capacity, if applicable.
- **Feasibility:** Conditions on the ground continue to be favorable to achieve the intended goals/impacts.
- **Funding:** The Operating Unit must note if and when any planned funding is expiring.

**Resource Implications**

State whether or not the recommendation has any budget and/or staffing implications, and if so, the amount and source of funding and/or staffing support. If funding and/or staff have

not been identified, work with the Office of Budget and Resource Management (BRM) and/or the Office of Human Capital and Talent Management (HCTM). to develop options for inclusion.

Attachment(s):

Tab 1 – Pre-solicitation AARAD

Tab 2 – Additional necessary background material (Keep to a minimum. Memo should summarize attachments and be able to stand alone.)

CLEARANCE PAGE FOR ACTION MEMO FOR [copy subject line from first page]

**Clearances:**

[Bureau]:[Name] (no more than 4) \_\_\_\_\_ Date: \_\_\_\_\_

[If for the Administrator]

ES Special Assistant:[Name] \_\_\_\_\_ Date: \_\_\_\_\_

ES: \_\_\_\_\_ Date: \_\_\_\_\_

cc: [Bureau]:[Name] [Delete if not needed.]

**Drafter:**

[Bureau]:[Name]:[Phone extension];[After Hours Phone No.]

[Date]:[Document Location and Name]

**ACTS Folder No.** [to be added by ES, if for the Administrator]