



**USAID**  
FROM THE AMERICAN PEOPLE

## **AUTHORITY MEMO**

**SUBJECT:** Designation of and Delegation of Authority for the Assistance Appeals Official

Pursuant to my authority under 2 C.F.R. § 700.15 and ADS 103.3.9.1.c.8, I hereby designate you, Patrick Robinson, in your position as A-DAA/M, as the Assistance Appeals Official and delegate to you all necessary authorities to decide such recipient appeals.

This designation, including all delegated authorities accompanying such designation, includes the authority to perform all of the functions required to decide recipient appeals of a final Agreement Officer determination for any dispute under or relating to a grant or cooperative agreement. It does not include the authority for you to designate an individual to whom these functions are delegated.

This designation and all accompanying delegations shall remain in effect until rescinded or modified by the Assistant Administrator, Bureau for Management, or until you vacate the position of A-DAA/M.

I also direct that ADS 103 be updated to reflect this designation and accompanying delegations of authority.

1/29/2021

Date

Colleen Allen, A-AA/M

Colleen Allen  
Acting Assistant Administrator, Bureau for  
Management

### **Attachment:**

Extracts from 2 C.F.R. § 700, ADS 103, and ADS 303

## Extracts from 2 C.F.R. § 700, ADS 103, and ADS 303

### **2 C.F.R. § 700.15 – Disputes.**

- (a) Any dispute under or relating to a grant or agreement will be decided by the USAID Agreement Officer. The Agreement Officer must furnish the recipient a written copy of the decision.
- (b) Decisions of the USAID Agreement Officer will be final unless, within 30 calendar days of receipt of the decision, the recipient appeals the decision to USAID's Assistant Administrator, Bureau for Management, or designee as delegated in Agency policy. Appeals must be in writing with a copy concurrently furnished to the Agreement Officer.
- (c) In order to facilitate review of the record by the USAID's Assistant Administrator, Bureau for Management, or designee as delegated in Agency policy, the recipient will be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.
- (d) Decisions by the Assistant Administrator, Bureau for Management, or designee as delegated in Agency policy, will be final.

### **ADS 103 – Delegations of Authority**

#### 103.3.9.1 – Assistant Administrator for Management (AA/M)

##### a. General Authority.

The AA/M is delegated by the Administrator all current and future authorities available to the Administrator relating to all aspects of:

- Administrative budget planning, including establishing program administrative Operational Year Budget levels;
- Administrative management, management policy, and management planning;
- Financial management;
- Program evaluation;
- Information resources management;
- Acquisition and assistance; and
- Other administrative management functions, except as noted below or specifically delegated to another official.

##### b. ...

##### c. Acquisition and Assistance. The authorities in 103.3.9.1.a include, but are not limited to:

- (8) Deciding a recipient appeal, or designating an individual to whom such authority is delegated.

**ADS 303 – Grants and Cooperative Agreements to Non-Governmental Organizations**  
303.3.23.2 – Appeals

If the recipient disagrees with the AO's final decision, the recipient may appeal the AO's decision to the Assistant Administrator, Bureau for Management, or designee. The appeal must be in writing and must be postmarked within thirty (30) calendar days of receipt of the AO's final decision. The recipient must include all relevant and material evidence to support its position and must provide a copy of the appeal to the AO. If USAID has issued a Bill of Collection, the Bill of Collection may be suspended in accordance with ADS 625 pending resolution of the appeal.