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
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]