



Activity Approval Memorandum (AAM) Template

A Mandatory Reference for ADS Chapter 201

New Edition Date: 09/07/2016
Responsible Office: PPL
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Explanatory Note: This memorandum is appropriate to approve standalone activities that are not part of a PAD. For example, it may be used to approve an activity prior to solicitation, or to approve an activity arising from a non-competitive process. Missions and Washington OUs should customize the memorandum to fit their particular needs. The clearance process for this memorandum is at the discretion of the Mission or Washington OU. This memorandum may also be used to approve multiple standalone activities if appropriate.

Date: [MM/DD/YYYY]
Subject: Request for Approval for [Name of Activity]
To: [Name, Mission Director or Approving Official]
Through: [Name, Supervisory Program Officer (or other)]
From: [Name, Project Design Team Leader/Activity Planner (or other)]

Action Requested:

That, by signing below, you approve the [name of activity]. The total estimated USAID contribution to the [name of activity] is [\$\$\$\$], with an estimated completion date of [mm/dd/yyyy]. The activity will be funded using [insert source of funding e.g. Program Area, Program Element, year of funds].

Brief Statement of Activity Purpose:

[This section defines the activity purpose, which is the key result to be achieved by the activity.]

Relationship of Activity Purpose to [Mission’s CDCS or Bureau/Office’s Operational Framework] (if applicable):

[This section describes how the activity supports the Mission’s CDCS Results Framework or the Operating Unit’s operational framework (if applicable).]

Description of Activity:

[Minimum criteria for approving an activity are:

- 1. A brief activity description (typically 1–2 paragraphs), which should include key outcomes or performance targets to be achieved.*
- 2. Identification of instrument, to be identified in consultation with the Contracting /Agreement Officer, Resident Legal Officer, General Counsel and/or Controller, based on the purpose of the activity and the types of tools that are likely needed to achieve activity outcomes (e.g., Acquisition and Assistance awards with a local or international partner, Development Credit Authority guarantees, public-private partnerships, or G2G).*

3. Independent Government Cost Estimate in the case of acquisition awards, or budget for assistance awards

Summary of Analyses:

[This section summarizes the high-level conclusions of the various analyses, assessments, consultations or evaluations commissioned or consulted in the design of the activity, and explains how the findings have informed the design of the activity.]

See [ADS 201](#) for a summary description of mandatory analyses, which include gender (see [ADS 205](#)) and environmental analysis (see [ADS 204](#)).]

Applicable Waivers and Determinations *(if applicable);*

[Cite any waivers of, or exceptions to, Agency policy or regulations (such as exceptions to competition and source/nationality requirements, and notwithstanding authorities) that are necessary for successful activity implementation.]

Management:

[This section identifies the management office/unit, and if possible the COR/AOR/GATR (by position/title), who will have overall responsibility for management and oversight of the activity.]

Mission Concurrence: *(In cases where the activity is funded and managed by a Washington OU or regional Mission/platform and implemented in a country with a bilateral USAID Mission)*

[For activities funded by a Washington OU or regional Mission/platform and implemented in a country with a bilateral USAID Mission, this section confirms that the Washington OU or regional Mission/platform has obtained or plans to attain concurrence from the Mission Director or their designee. This concurrence should be obtained as early as possible, whether at the time of solicitation or award, but no later than the start of implementation. Concurrence must be documented by the Washington OU or regional Mission/platform and the bilateral Mission. If concurrence has not been obtained at the time of the AAM, this section should explain the reason for deferral and the time by when concurrence will be obtained.]

Pre-Obligation (Or Pre-Sub-Obligation) Requirements as Applicable:

[This section describes if pre-obligation and pre-sub-obligation requirements have been met at the time of this memorandum; if so, a pre-obligation checklist or similar documentation should be attached as an annex to this memo. A template of minimum requirements is provided herein. However, additional pre-obligation requirements may

be required depending on the implementing mechanism and/or nature of the activity. Missions and Washington OUs should work with RLO/GC on questions related to activity-specific requirements.]

If pre-obligation and pre-sub-obligation requirements are not yet able to be satisfied concurrent with the AAM, this section will detail the plan and timeline for completion and documentation of these requirements.]

Next Steps:

[This section describes the next actions that the Mission or Washington OU will take to implement the approved activity e.g. solicitation (if a competitive process is still to follow), negotiation of award (if the implementing partner has been identified), etc. This section should also detail if any further formal approvals are envisioned.]

Authority:

[Cite the appropriate authority of the signer to approve the activity. For example:

“Pursuant to [ADS 103.3](#), Mission Directors/Assistant Administrators have been delegated the authority to approve program implementation with respect to the country for which they are responsible, including strategic planning, budget, and general program implementation and evaluation. As Mission Director/Assistant Administrator for [USAID/XXX], you therefore have authority to approve the [name of activity].”

Recommendation:

That you approve the *[name of activity]* as described above and in the accompanying documentation.

Approved: _____ **Date:** _____

[Name, Mission Director/Assistant Administrator/Other Delegated Authority]

Disapproved: _____ **Date:** _____

[Name, Mission Director/Assistant Administrator/Other Delegated Authority]

Clearances:

[Suggested Mission clearances]

Development Objective Team Leader *(if applicable)*
 Office of Financial Management
 Office of Acquisition and Assistance *(if acquisition or assistance is being used)*
 Program Office
 Resident Legal Officer
[Other clearances as determined by Mission]

[Suggested Washington clearances]
 Bureau/Independent Office Program Office
 Office of Acquisition and Assistance *(if acquisition or assistance is being used)*
 General Counsel
[Other clearances as determined by Bureau/Independent Office]

Annex:
Pre-Obligation/Pre-Sub-Obligation checklist (if completed at the time of this memo)
Selection of Instrument Memorandum (if applicable per ADS 304)
Justification to Restrict Eligibility (if applicable per ADS 303.3.6.5)
Other Applicable Waivers and Determinations
Other supporting documents as applicable (Statement of Work, Program Description, etc.)

SUMMARY CHECKLIST

Legal Requirement	Obligation (including DOAG)	Sub-Obligation
1. Fiscal Year Statutory Checklists (both)* <ul style="list-style-type: none"> • Country Level Statutory Review • Activity Level Statutory Review 	Required**	RLO/GC to determine if new activity checklist required
2. Illustrative budget providing reasonably firm estimate of the cost to the USG	Required	Required
3. Initial Environmental Examination (IEE)/Threshold Determination (See ADS Chapter 204)	Required, although OU, in consultation with the Bureau Environmental Officer (BEO) could defer	New activities must fall within scope of existing IEE or amendment is required

4. Congressional Notification (CN)	Required	New activities must fall within scope of CN
5. Funds Availability (See ADS Chapter 601)	Required	Required
6. Foreign Assistance Act (FAA) Section 611(a) adequate planning (See ADS Chapter 201)	Required	Statutory requirement met prior to obligation
7. Approval by an authorized official (See ADS Chapter 103)	Required	OUs may tailor approval procedures to needs
8. Gender Analysis (See ADS Chapter 205)	Required, although in case of a DOAG obligation, could be deferred	Required
9. Terrorism Financing Risk-based Assessment (RBA)*	Required, although in case of a DOAG obligation, could be deferred	Required
10. Climate Risk Screening Executive Order 13677 of 9/23/2014		Required as of October 1, 2016

* While the Statutory Checklists and RBA are not, strictly speaking, legal requirements, they are tools designed to ensure compliance with legal requirements and thus included here.

** Unless exception approved by RLO or GC contact.

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