

**SUBJECT: Guidelines for Delegation of Assistance Authority**

**NEW MATERIAL: BTEC approved guidelines for delegating the authority to award and administer grant agreements to technical or program officials in Washington Offices or in Missions.**

**EFFECTIVE DATE: 03/25/2003**

**Policy**

**USAID/General Notice  
M/OP  
03/26/2003**

**Subject: Guidelines for Delegation of Assistance Authority**

The Business Transformation Executive Committee (BTEC) approved guidelines for delegating the authority to award and administer grant agreements to technical or program officials in Washington Offices or in Missions. The guidelines were developed by a BTEC working group comprised of members of various program Bureaus and the Office of Procurement (M/OP). The initiative is part of the business systems modernization component of the Agency's transformation plan. The objective is to provide greater flexibility in the implementation of the assistance program.

The conditions for transferring authority to award and administer an assistance program are as follows:

1. The assistance program is an established program that is expected to continue, e.g., OFDA Emergency Action Assistance or DCHA/PVC Child Survival Program.
2. The Mission or Office has sufficient direct-hire staff in place to manage the program and the responsibilities are documented in position descriptions.
3. The designated individual(s) receive a warrant from M/OP, which is based upon completion of specific training. Training requirements are as follows:
  - a. Completion of a five day Grants Management course that covers specific grant/cooperative agreement issues particular to USAID requirements, including an overview of ADS 303 and 308.
  - b. Completion of a five day Cost and Price Analysis course.

- c. Significant on the job training which would include issuance of an RFA or annual program statement, analysis of applications (cost and technical) and all types of reviews required before award can be made. The completion of the on the job training will be endorsed by the designated M/OP trainer.
  - d. Completion of M/OP's automated systems training, NMS-A&A and ProDoc.
4. The transfer of assistance signature authority must be acknowledged in a Memorandum of Understanding (MOU) signed by the head of the receiving organization and by the Assistant Administrator of Management. The MOU will include the responsibility for the preparation of either the solicitation or annual program statement, the cost and technical evaluation of applications, signature of awards, and administration of awards, which includes final audit and closeout.
  5. The delegation of authority will be at a reasonable dollar threshold level based on the needs of the requesting office. If that office needs a higher level of authority at a later date, it may be increased based upon the annual evaluation.
  6. M/OP Evaluation staff will conduct an evaluation of the process approximately six months after the initiation of the transfer and again after one year. This will be used as a basis to determine whether the process is operating as expected and whether or not the delegation of authority should remain in place.

The transfer of the assistance authority is not mandatory. The decision to seek the delegation is at the discretion of the Bureau, Office, or Mission. M/OP will work with interested organizations to develop a training plan and schedule and will determine whether the requirements are met to provide the delegation.

These guidelines will be included in ADS Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations.

Point of contact: Any questions concerning this notice may be directed to Kimberly Triplett, M/OP/E, (202) 712-5185.

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