

ADS Mandatory Reference: N/A
ADS Supplementary Reference: 250
File: 25034s2

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR

THROUGH: [NAME OF DIRECTOR FOR RELEVANT BUREAU OFFICE]

FROM: [NAME OF MISSION DIRECTOR]

SUBJECT: [NAME OF UEC PROGRAM]

DATE: _____

I. PROBLEM: You are requested to sign the attached cable delegating to the Director of USAID/[MISSION] the authority to (1) approve the attached Project Paper for the [NAME OF UEC PROGRAM]; (2) sign the Project Guaranty Authorization which authorizes the [NAME OF UEC PROGRAM] for a total [LIFE OF PROJECT] funding of [LIFE OF PROJECT DOLLAR AMOUNT] and authorizes the issuance of loan guaranties for [TRANCHE NUMBER] of the [NAME OF UEC PROGRAM] in the amount of [DOLLAR AMOUNT OF TRANCHE]; and (3) authorize subsequent tranches of the Project in the field. Your delegation of authority will be conditioned on expiration of the Congressional Notification for the Project and clearance of the credit subsidy cost by FA/B, FA/FM/LM, and G/ENV/UP.

II. BACKGROUND AND DESCRIPTION

[1-2 PAGE DESCRIPTION OF THE PURPOSE OF THE PROJECT]

III. Project Issues

[DESCRIPTION OF ISSUES SURROUNDING THE PROJECT, SUCH AS PROJECT MANAGEMENT, AND EVALUATION PLAN, DESCRIPTION OF RESPONSIBLE PARTIES, PREVIOUS PROGRAM REVIEWS, SPECIAL ACTIONS REQUIRED, ETC.]

IV. RECOMMENDATION:

That you sign below and on the attached cable delegating to the Director of USAID/[MISSION] the authority to (1) approve the Project Paper for the Subject Project, (2) sign the Project Guaranty Authorization as described above, and (3) authorize subsequent tranches in the field.

Approved: _____

Disapproved: _____

Date: _____

ATTACHMENTS:

- A. Cable
- B. Project Paper Face Sheet

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