

**ATTACHMENT I to the SUPPORTING STATEMENT FOR REQUEST FOR APPROVAL UNDER  
THE PAPERWORK REDUCTION ACT AND 5 CFR 1320**

2018 Submission  
THE PAPERWORK REDUCTION ACT AND 5 CFR 1320

Item #	AIDAR citation for the info Collection	Summary & Justification	FAR or AIDAR Prescription	Annual Federal Burden:		Annual Public Burden:											
				A. Hours per submission	B. Numer of Respondents per year	C. Number of responses per respondent	D. No. of submissions/year	E. Total hr burden (A x B)	F. Hourly Rate	G. Total cost burden (C x D)							
1	752.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	Contractors must notify OSDDBU at least 45 days before placing orders for supplies or equipment in excess of 100k financed by USAID. This provides USAID with the means to monitor and encourage small business participation	FAR 19.708(a) and AIDAR 719.708	A. 0.75	B. 100	C. 1	D. 100	E. 75	F. \$73.17	G. \$5,488	A. 1.00	B. 100	C. 1	D. 100	E. 100	F. \$63.44	G. \$6,344
#2	752.245-70 Government Property -- USAID Reporting Requirements	Requires an annual report (format provided) on government property. This is necessary to account for government property and was recommended by the GAO to solve a standing problem.	FAR 45.107	A. 0.50	B. 725	C. 1	D. 725	E. \$362.50	F. \$108.11	G. \$39,189	A. 0.50	B. 725	C. 1	D. 725	E. 362.5	F. \$63.44	G. \$22,997
#3	752.245-71 Title to and Care of Property	Requires a final report on property acquired under the contract but titled to a foreign government. Contractor has control until the property is turned over to the Foreign Government. This is a normal and necessary administrative procedure, required to account for property.	745.107	A. 0.50	B. 121	C. 1	D. 121	E. 60.4	F. \$108.11	G. \$6,530	A. 1.00	B. 121	C. 1	D. 121	E. 121	F. \$63.44	G. \$7,676
#4	752.247-70 Preference for privately owned U.S.-flag commercial vessel	Contractors must submit copies of Bills for lading for all shipments to USAID and MARAD. This is necessary to verify compliance with the Cargo Preference Act.	747.507	A. 0.33	B. 200	C. 3	D. 600	E. 198	F. \$83.29	G. \$16,492	A. 0.25	B. 200	C. 3	D. 600	E. 150	F. \$63.44	G. \$9,516
		Contractor employees working outside of the US and all		A. 0.50	B. 567						A. 5.00	B. 567					

#5	752.7001 Biographical Data	Contractor employees working outside of the US and all key personnel are required to submit personal, employment, history, education and salary data. Personal data is necessary to permit estimation of overseas logistical support and allowances. Employment history and educational data is needed to assess qualifications. Salary data is used as a means of cost monitoring, to determine reasonableness of proposed salary.	N/A	C. D. E. F. G.	8 4536 2268 \$108.11 \$245,189	C. D. E. F. G.	8 4536 22680 \$63.44 \$1,438,819
#6	752.7002 Travel and Transportation	Contractors are required to furnish a copy of their Chief of Party's written authorization for emergency/irregular travel to the contracting officer. This ensures that the contractor has reviewed and assessed the need for emergency travel and provides the contracting officer a means to review the reasonableness of the decision and allowability of costs.	N/A	A. B. C. D. E. F. G.	0.50 70 1 70 35 \$108.11 \$3,784	A. B. C. D. E. F. G.	1.00 70 1 70 70 \$63.44 \$4,441
#7	752.7003 Documentation for Payment	As authorized by FAR 52.216-7(a), AIDAR 752.7003 specifies the format and certification requirements for invoicing costs. This is essential to provide a uniform basis for tracking funds expended or remaining under the contract and to protect the government's right in case invoices costs are determined to be unallowable, unallocable or unreasonable.	N/A	A. B. C. D. E. F. G.	1.00 720 24 17280 17280 \$108.11 \$1,868,106	A. B. C. D. E. F. G.	2.00 720 24 17280 34560 \$63.44 \$2,192,486
#8	752.7004 Emergency locator information.	All employees of contractors performing overseas are required to specify a person to be notified in case of an emergency. This allows USAID Missions to respond as necessary and contact individual's family. The information required is determined to be minimum necessary based on actual experience.	N/A	A. B. C. D. E. F. G.	0.50 1185 8 9480 4740 \$108.11 \$512,432	A. B. C. D. E. F. G.	0.5 1185 8 9480 4740 \$63.44 \$300,706
#9	752.7032 International Travel Approval and Notification Requirements	Contractor is required to provide itineraries for all proposed international travel, and advance notification of travel to the USAID missions overseas in order to warn of security threats or arrange for evacuation. In addition, USAID contractors are part of foreign assistance programs. Arrivals notification and travel approval authority are necessary to allow the missions overseas to properly conduct the political and administrative requirements of the program, such as notifying and coordinating with the host government to assure that planned arrival times are acceptable. This is also necessary for arranging timely logistics support personnel to be available if needed.	N/A	A. B. C. D. E. F.	0.50 1185 3 3555 1777.5 \$108.11	A. B. C. D. E. F.	2.00 1185 3 3555 7110 \$63.44

				G.	\$192,162	G.	\$451,058
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Highlighted in green columns do not need to be submitted to OMB/OIRA

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<u>Item #</u>	<u>AIDAR citation for the info Collection</u>	<u>Summary &amp; Justification</u>	<u>FAR or AIDAR Prescription</u>	<u>Description of the estimates</u>	<u>Annual Federal Burden</u>	<u>Annual Public Burden</u>
#1	752.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	Contractors must notify OSDBU at least 45 days before placing orders for supplies or equipment in excess of 100k financed by USAID. This provides USAID with the means to monitor and encourage small business participation	FAR 19.708(a) and AIDAR 719.708	A. Hours per submission	0.8	1.0
				B. Number of respondents per year	100.0	100.0
				C. Number of responses per respondent	1.0	1.0
				D. Number of responses per year	100.0	100.0
				E. Total Annual Burden Hours	75.0	100.0
				F. Hourly rate	\$ 73.17	\$ 63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$5,488</b>	<b>\$6,344</b>
#2	752.245-70 Government Property -- USAID Reporting Requirements	Requires an annual report (format provided) on government property. This is necessary to account for government property and was recommended by the GAO to solve a standing problem.	FAR 45.107	A. Hours per submission	0.5	0.5
				B. Number of respondents per year	725.0	725.0
				C. Number of responses per respondent	1.0	1.0
				D. Number of responses per year	725.0	725.0
				E. Total Annual Burden Hours	362.5	362.5
				F. Hourly rate	\$108.11	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$39,190</b>	<b>\$22,997</b>
#3	752.245-71 Title to and Care of Property	Requires a final report on property acquired under the contract but titled to a foreign government. Contractor has control until the property is turned over to the Foreign Government. This is a normal and necessary administrative procedure, required to account for property.	AIDAR 745.107	A. Hours per submission	0.5	1.0
				B. Number of respondents per year	121.0	121.0
				C. Number of responses per respondent	1.0	1.0
				D. Number of responses per year	121.0	121.0
				E. Total Annual Burden Hours	60.4	121.0
				F. Hourly rate	\$108.11	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$6,530</b>	<b>\$7,676</b>
#4	752.247-70 Preference for privately owned U.S.-flag commercial vessel	Contractors must submit copies of Bills of lading for all shipments to USAID and MARAD. This is necessary to verify compliance with the Cargo Preference Act.	AIDAR 747.507	A. Hours per submission	0.3	0.3
				B. Number of respondents per year	200.0	200.0
				C. Number of responses per respondent	3.0	3.0
				D. Number of responses per year	600.0	600.0
				E. Total Annual Burden Hours	198.0	150.0
				F. Hourly rate	\$83.29	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$16,491</b>	<b>\$9,516</b>
#5	752.7001 Biographical Data	Contractor employees working outside of the US and all key personnel are required to submit personal, employment, history, education and salary data. Personal data is necessary to permit estimation of overseas logistical support and allowances. Employment history and educational data is needed to assess qualifications. Salary data is used as a means of cost monitoring, to determine reasonableness of proposed salary.	N/A	A. Hours per submission	0.5	5.0
				B. Number of respondents per year	567.0	567.0
				C. Number of responses per respondent	8.0	8.0
				D. Number of responses per year	4536.0	4536.0
				E. Total Annual Burden Hours	2268.0	22680.0
				F. Hourly rate	\$108.11	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$245,193</b>	<b>\$1,438,819</b>
#6	752.7002 Travel and Transportation	Contractors are required to furnish a copy of their Chief of Party's written authorization for emergency/irregular travel to the contracting officer. This ensures that the contractor has reviewed and assessed the need for emergency travel and provides the contracting officer a means to review the reasonableness of the decision and allowability of costs.	N/A	A. Hours per submission	0.5	1.0
				B. Number of respondents per year	70.0	70.0
				C. Number of responses per respondent	1.0	1.0
				D. Number of responses per year	70.0	70.0
				E. Total Annual Burden Hours	35.0	70.0
				F. Hourly rate	\$108.11	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$3,784</b>	<b>\$4,441</b>
#7	752.7003 Documentation for Payment	As authorized by FAR 52.216-7(a), AIDAR 752.7003 specifies the format and certification requirements for invoicing costs. This is essential to provide a uniform basis for tracking funds expended or remaining under the contract and to protect the government's right in case invoices costs are determined to be unallowable, unallocable or unreasonable.	N/A	A. Hours per submission	1.0	2.0
				B. Number of respondents per year	720.0	720.0
				C. Number of responses per respondent	24.0	24.0
				D. Number of responses per year	17280.0	17280.0
				E. Total Annual Burden Hours	17280.0	34560.0
				F. Hourly rate	\$108.11	\$63.44
				G. <b>Total Annual Cost Burden</b>	<b>\$1,868,141</b>	<b>\$2,192,486</b>
#8	752.7004 Emergency locator information.	All employees of contractors performing overseas are required to specify a person to be notified in case of an emergency. This allows USAID Missions to respond as necessary and contact individual's family. The information required is determined to be minimum necessary based on actual experience.	N/A	A. Hours per submission	0.5	0.5
				B. Number of respondents per year	1185.0	1185.0
				C. Number of responses per respondent	8.0	8.0
				D. Number of responses per year	9480.0	9480.0
				E. Total Annual Burden Hours	4740.0	4740.0
				F. Hourly rate	\$108.11	\$63.44

				G.	<b>Total Annual Cost Burden</b>	<b>\$512,441</b>	<b>\$300,706</b>
#9	752.7032 International Travel Approval and Notification Requirements	Contractor is required to provide itineraries for all proposed international travel, and advance notification of travel to the USAID missions overseas in order to warn of security threats or arrange for evacuation. In addition, USAID contractors are part of foreign assistance programs. Arrivals notification and travel approval authority are necessary to allow the missions overseas to properly conduct the political and administrative requirements of the program, such as notifying and coordinating with the host government to assure that planned arrival times are acceptable. This is also necessary for arranging timely logistics support personnel to be available if needed.	N/A	A.	Hours per submission	0.5	2.0
				B.	Number of respondents per year	1185.0	1185.0
				C.	Number of responses per respondent	3.0	3.0
				D.	Number of responses per year	3555.0	3555.0
				E.	Total Annual Burden Hours	1777.5	7110.0
				F.	Hourly rate	\$108.11	\$63.44
				G.	<b>Total Annual Cost Burden</b>	<b>\$192,166</b>	<b>\$451,058</b>
				<b>TOTAL NUMBER OF RESPONDENTS PER YEAR (total of all "B" entries)</b>			
<b>TOTAL NUMBER OF RESPONSES PER YEAR (total of all "D" entries)</b>							<b>36,467</b>
<b>TOTAL ANNUAL BURDEN HOURS (total of all "E" entries)</b>						<b>26,796</b>	<b>69,894</b>
<b>TOTAL ANNUAL COST BURDEN (total of all "G" entries)</b>						<b>\$2,889,424</b>	<b>\$4,434,044</b>

**TOTAL PUBLIC ANNUAL COST BURDEN NOT REIMBURSED THROUGH CONTRACTS (25% of public burden on item#5)** **\$359,705**

**TOTAL FEDERAL ANNUAL COST BURDEN (total federal budren +all public burden except for 25% of public burden on item#5)** **\$6,963,763**

**ANNUAL REPORTING AND RECORDKEEPING HOURS BURDEN PER FORM OMB 83-1**

a. Number of respondents	4,873
b. Total annual responses	36,467
1. Percentage of these responses collected electronically	38%
c. Total annual hours requested	69,894
d. Current OMB inventory	42,700
e. Difference	27,194
f. Explanation of difference	Fluctuates based on the number of active awards in USAID's inventory.
1. Program change	N/A
2. Adjustment	N/A

**Impact on small businesses or other small entities  
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<u>Item #</u>	<u>AIDAR citation for the info Collection</u>	<u>Description of the estimates</u>	<u>Annual Public Burden</u>	<u>Annual Public Burden on Small Businesses</u>
#5	752.7001 Biographical Data	Hours per submission	5.0	5.0
		Number of respondents per year	567.0	92.0
		Number of responses per respondent	8.0	8.0
		Number of responses per year	4536.0	736.0
		Total Annual Burden Hours	22680.0	3680.0
		Hourly rate	\$63.44	\$63.44
		<b>Total Annual Cost Burden</b>	<b>\$1,438,819</b>	<b>\$233,459</b>
		<b>TOTAL PUBLIC ANNUAL COST BURDEN NOT REIMBURSED THROUGH CONTRACTS (25% of public burden)</b>		<b>\$58,365</b>