SUPPORTING STATEMENT
U.S. Agency for International Development
INVOICE/Payment Request

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

The U.S. Government represented by the U.S. Agency for International Development (USAID) has construction contracts that contractors may request progress payments during the life of their contractual obligation. It is USAID's responsibility to ensure payment to contractors and sub-contractors when they submit a request for progress payments. The form attached, namely INVOICE/Payment Request will be the document used by contractor/sub-contractor submission for payment request.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public, or used to support information that will disseminate to the public, then explain how the collection complies with all applicable Information Quality Guideline.

Construction contractors or sub-contractors will input information in the INVOICE/Payment Request. USAID will use the information as a means of measuring contractors' progress toward completing a fixed-fee construction project under government contract. The frequency per contractor or sub-contractor may vary from once in a 30 day period to every 30 days for construction projects that take longer then 30 days to complete. The information provided in the three separate forms will vary in terms of payment information, per each submission.

This information will not be disseminated to the public and therefore does not involve OIG's Information Quality Guidelines.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The information collection form will be located on USAID's electronic forms website. It will be fillable and printable for submission.

4. Describe efforts to identify duplication.

A query was conducted in a database on all possible name checks submitted prior to submitting this request. If a name check already exists the submitting USAID office is notified that there is an existing file and the time remaining on the file before it expires.

5. If the collection of information involves small business or other small entities, describe the methods used t minimize burden.

Small businesses or small entities are processed in the same manner.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted less frequently.

If this collection is not conducted or conducted less frequent there is a possibility that federal funds are not paid out on time, the Government may then lose out on possible discounts offered by contractors for prompt payment, the Government will become liable to the contractor for missed payments, or the Government may lose other potential contractors due to a lack of a structured paying system during a contractors' good faith effort toward completing a construction project.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

Not Applicable

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and the recordkeeping, disclosure, or reporting format(if any), and on the data elements to be recorded, disclosed, or reported.

The Federal Register Notice soliciting public comment was published on May 2, 2007 (FR 72, page 24,264. No comments were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

Not Applicable

10. Describe any assurance of confidentially provided to respondents and the basis for assurance in statute, regulation, or agency policy.

The necessary precautions will be taken to ensure that information is used only for official purposes and protected as appropriate. This information may also be shared, under certain circumstances, within the government. Any information deemed immaterial will be destroyed.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious belief, and other matters that are commonly consider private.

Information provided does not fall into this category.

12. Provide an estimate in hours of the burden of the collection of information.

The annual estimate of respondents is 1000 and the form consists of three pages.

Reporting:	10.00 minutes	Hours:	1.666
Record Keeping:	26.01 minutes	Hours:	0.435

Annual Time Burden:

Reporting:	166.67
Record Keeping:	435.00
TOTAL HOURS:	602.00

The estimate cost for respondents to complete the form is based upon an individual earning an average of $36 an hour, times 602 hours which equals $21,672.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above.

Not Applicable

14. Provide estimates of annualized cost to the Federal government.'

The estimated annual cost to the Federal government using the hour figures above is based on two employees: One employee with a salary of $26.69 per hour requiring one quarter hour to verify the information on each form and one quarter hour comparing prior contractor submission with this submission and an employee with a salary of $31.99 per hour requiring one hour confirming the information for release of governmental funding.

$26.69 x 602 = $16,068
$31.99 x 602 = $19,258

Total cost to the government is $35,326.

15. Explain the reason for any program changes or adjustments reported in items 13 or 14 of the OMB 38-I.

Not Applicable

16. For collection whose results will be published, outline the plans for tabulation and publication.

The results of the collection will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reason why display would not be appropriate.

Not Applicable

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

Not Applicable

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not Applicable