

THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
 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 | A. Hours per submission | B. Numer of Respondents per year |
| | | | | C. Number of responses per respondent | C. Number of responses per respondent | C. Number of responses per respondent | C. Number of responses per respondent |
| | | | | D. No. of submissions/year | D. No. of submissions/year | D. No. of submissions/year | D. No. of submissions/year |
| | | | | E. Total hr burden (A x B) | E. Total hr burden (A x B) | E. Total hr burden (A x B) | E. Total hr burden (A x B) |
| | | | | F. Hourly Rate | F. Hourly Rate | F. Hourly Rate | F. Hourly Rate |
| | | | | G. Total cost burden (C x D) | G. Total cost burden (C x D) | G. Total cost burden (C x D) | G. Total cost burden (C x D) |
| 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. 0.75 | A. 1.00 | B. 100 | B. 100 |
| | | | | C. 1 | C. 1 | D. 100 | D. 100 |
| | | | | E. 75 | E. 100 | F. \$73.17 | F. \$63.44 |
| | | | | F. \$73.17 | F. \$63.44 | G. \$5,488 | G. \$6,344 |
| | | | | G. \$5,488 | 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 | A. 0.50 | B. 725 | B. 725 |
| | | | | C. 1 | C. 1 | D. 725 | D. 725 |
| | | | | D. 725 | D. 725 | E. \$362.50 | E. 362.5 |
| | | | | E. \$362.50 | E. 362.5 | F. \$108.11 | F. \$63.44 |
| | | | | F. \$108.11 | F. \$63.44 | G. \$39,189 | G. \$22,997 |
| | | | | G. \$39,189 | 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 | A. 1.00 | B. 121 | B. 121 |
| | | | | C. 1 | C. 1 | D. 121 | D. 121 |
| | | | | D. 121 | D. 121 | E. 60.4 | E. 121 |
| | | | | E. 60.4 | E. 121 | F. \$108.11 | F. \$63.44 |
| | | | | F. \$108.11 | F. \$63.44 | G. \$6,530 | G. \$7,676 |
| | | | | G. \$6,530 | 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 | A. 0.25 | B. 200 | B. 200 |
| | | | | C. 3 | C. 3 | D. 600 | D. 600 |
| | | | | D. 600 | D. 600 | E. 198 | E. 150 |
| | | | | E. 198 | E. 150 | F. \$83.29 | F. \$63.44 |
| | | | | F. \$83.29 | F. \$63.44 | G. \$16,492 | G. \$9,516 |
| | | | | G. \$16,492 | G. \$9,516 | | |
| | | Contractor employees working outside of the US and all | | A. 0.50 | A. 5.00 | B. 567 | B. 567 |
| | | | | B. 567 | 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 |

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|--|--|--|--|----|-----------|----|-----------|
| | | | | G. | \$192,162 | G. | \$451,058 |
|--|--|--|--|----|-----------|----|-----------|

Highlighted in green columns do not need to be submitted to OMB/OIRA

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| Item # | AIDAR citation for the info Collection | Summary & Justification | FAR or AIDAR Prescription | Description of the estimates | Annual Federal Burden | Annual Public Burden |
|--------|--|---|---------------------------------|---------------------------------------|-----------------------|----------------------|
| #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. Total Annual Cost Burden | \$5,488 | \$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. 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. Total Annual Cost Burden | \$39,190 | \$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. | 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. Total Annual Cost Burden | \$6,530 | \$7,676 |
| #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. Total Annual Cost Burden | \$16,491 | \$9,516 |
| #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. Total Annual Cost Burden | \$245,193 | \$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. 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. Total Annual Cost Burden | \$3,784 | \$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. 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. Total Annual Cost Burden | \$1,868,141 | \$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. 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. Total Annual Cost Burden | \$512,441 | \$300,706 |
| | | Contractor is required to provide itineraries for all | | A. Hours per submission | 0.5 | 2.0 |

| | | | | | | | | | | |
|---|--|---|-----|--|------------------------------------|--------------------|------------------|--|--|---------------|
| #9 | 752.7032 International Travel Approval and Notification Requirements | 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 | 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. | Total Annual Cost Burden | \$192,166 | \$451,058 | | | |
| | | | | TOTAL NUMBER OF RESPONDENTS PER YEAR (total of all "B" entries) | | | | | | 4,873 |
| | | | | TOTAL NUMBER OF RESPONSES PER YEAR (total of all "D" entries) | | | | | | 36,467 |
| TOTAL ANNUAL BURDEN HOURS (total of all "E" entries) | | | | | 26,796 | 69,894 | | | | |
| TOTAL ANNUAL COST BURDEN (total of all "G" entries) | | | | | \$2,889,424 | \$4,434,044 | | | | |

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 burden +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 |

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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 |
| | | Total Annual Cost Burden | \$1,438,819 | \$233,459 |
| | | TOTAL PUBLIC ANNUAL COST BURDEN NOT REIMBURSED THROUGH CONTRACTS (25% of public burden) | | \$58,365 |