



April 22, 2020

MEMORANDUM

TO: Michael McManus, USAID Desk Officer
Office of Information and Regulatory Affairs
Office of Management and Budget (OMB)

FROM: Dr. Kenneth Staley
Director, COVID-19 Task Force at the U.S. Agency for
International Development (USAID)

SUBJECT: Justification for Emergency Processing

USAID's Implementing Partners (IPs) play a vital role in delivering development assistance and humanitarian aid around the world. Their role in implementing USAID programs has been impacted by COVID-19 to varying degrees, depending on the country context and sector of their work. The health and safety of our global workforce—including our IPs—remains the Agency's highest priority as we continue our life-saving mission across the world and support partner countries in their response to COVID-19.

The Agency must communicate clearly and consistently with its IPs and on how it will continue its life-saving Mission in the current operating environment. Since every country is different, we propose sending a survey to IPs to identify areas of USAID support for partners implementing existing USAID funded activities in the COVID-19 operating environment.

The Paperwork Reduction Act (PRA) of 1995 requires that agencies obtain OMB approval before requesting most types of information from the public ("information collections" include forms, interviews, and record keeping). USAID seeks emergency approval of information collection associated with administering this survey. USAID cannot reasonably comply with the normal clearance

procedures under the PRA because complying would delay the Agency's efforts to provide guidance to IPs who are currently working on the ground in response to the pandemic. Our request meets the standard for emergency processing as the COVID-19 pandemic is an unanticipated event. This survey is critical to USAID's COVID-19 response efforts as we need to communicate clearly and consistently with our IPs. As such, we request expedited approval of this information collection.

Signed by:

Kenneth Staley, Director
USAID COVID-19 Task Force

Date