



March 8, 2021

## MEMORANDUM

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

**FROM:** Colleen Allen  
Acting Assistant Administrator, Bureau for Management 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 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 Implementing Partners (IPs) as they implement USAID programs worldwide 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 survey questions focusing on COVID-19 follows up on the survey that USAID conducted in April and May of 2020, to gain further understanding of COVID-19's operational impact on USAID-funded activities following the end of the Department of State Global Authorized Departure on December 9, 2020. As

background, this is a voluntary and anonymous survey. There is no requirement or obligation by USAID partners to complete the survey. Emails of organizations submitting responses will not be collected.

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:**

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Colleen Allen, Acting Assistant Administrator  
USAID Bureau for Management

\_03/08/2021\_

Date