

SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
OMB CONTROL NUMBER:

United States Agency for International Development (USAID)  
Automated Directives System (ADS) Chapter 303 Standard  
Provisions Information Collection

ADS 303 section affected: 303.4.2, "Internal Mandatory References"

Internal Mandatory References affected:

1. ADS 303maa, "Standard Provisions for U.S. Nongovernmental Organizations," Standard Provisions: M9, M17, M18, M20, M23, M28, M30, RAA1, RAA2, RAA3, RAA6, RAA9, RAA12, RAA13, and RAA25;
2. ADS 303mab, "Standard Provisions for Non-U.S. Nongovernmental Organizations," Standard Provisions: M2, RAA3, RAA15, RAA19, and RAA23; and
3. ADS 303mat, "Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations," Standard Provision: RAA5

**A. Justification.**

1. **Administrative requirements.** Agreement officers (AOs) insert the above referenced standard provisions in USAID assistance awards as required (provisions beginning with "M") or as applicable (provisions beginning with "RAA"). These standard provisions require recipients of USAID assistance awards to submit information to USAID. This clearance covers the information that recipients must submit to comply with the terms and conditions of the standard provisions. All of these information collections affect ten or more recipients over any 12-month period, thus requiring OMB approval under the PRA. The specific information collection required by each standard provision is briefly described below:

- **M2. ACCOUNTING, AUDIT, AND RECORDS (MARCH 2021).**  
An audit report must be submitted to USAID within 30 days after receipt of an auditor's report, but no later than nine months after the end of the period audited. (ADS 303mab)
- **M9, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JUNE 2012).**

The recipient agrees to notify the AO immediately upon learning that it or any of its principals have been subject to certain actions pertaining to responsibility matters. **(ADS 303maa; duplicate information collection at 303mab M12 and 303mat M4)**

- **M17, TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014) .**

This provision requires that the recipient document one of the allowable exceptions from the applicable cost principles in the event that the cost for airfare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare. **(ADS 303maa; duplicate information collection at 303mab RAA9)**

- **M18, OCEAN SHIPMENT OF GOODS (JUNE 2012) .**

This provision requires the recipient to contact USAID's Transportation Division via email to determine the flag and class of vessel to be used for any ocean transportation of goods purchased or financed with USAID funds under the award. **(ADS 303maa; duplicate information collection at 303mab RAA10 and 303mat RAA6)**

- **M20, TRAFFICKING IN PERSONS (April 2016) .**

If the estimated value of services required to be performed under the award outside the United States exceeds \$500,000, the recipient must submit to the AO an annual "Certification regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013" and must implement a compliance plan to prevent the activities described above. **(ADS 303maa; duplicate information collection at 303mab M15 and 303mat M6)**

- **M23, USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014) .**

All recipients receiving a USAID award are required to register with the USAID IPN Portal online. Recipients must utilize the IPN Portal to review and sign bilateral amendments. The recipient has a choice of submitting a signed copy to the AO electronically or via hardcopy. **(ADS 303maa; duplicate information collection at 303mab M21 and 303mat M9)**

- **M28, MANDATORY DISCLOSURES (NOVEMBER 2020) .**

Requires applicants and recipients to disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting award, to USAID Inspector General and copy the AO. The recipient must include this mandatory disclosure requirement in all subawards and contracts under this award. **(ADS 303maa; duplicate information collection at 303mab M26 and 303mat M14)**

- **M30, CONFLICT OF INTEREST (August 2018).**

The recipient must disclose any conflict of interest, including organizational conflicts of interest, and the recipient's approach for resolving the conflict of interest to the cognizant AO for the award within ten (10) calendar days of the discovery of the conflict of interest. **(ADS 303maa; duplicate information collection at 303mab M28 and 303mat M16)**

- **RAA1, NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020).**

This provision requires any nonprofit without a previously established indirect cost rate with a Federal agency to submit an initial indirect cost proposal immediately after notice of award and no later than three months after effective date of award. Recipients with previously established indirect cost rates must submit a new proposal within six months after close of each FY. If USAID is the cognizant agency (or no cognizant agency designated), recipients must submit four copies of the audit report, proposed indirect cost rate, and supporting cost data to USAID. **(ADS 303maa)**

- **RAA2, NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020).**

Organizations that have previously established indirect cost rates must submit a new indirect cost proposal to the cognizant agency for indirect costs within six months after the close of each fiscal year. A nonprofit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the Federal award. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient must submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data. **(ADS 303maa)**

- **RAA3, NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014).**

Within six months after the close of the recipient's fiscal year, the recipient must submit to the cognizant agency for audit the proposed final indirect cost rates and supporting cost data. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient must submit three copies of the proposed final indirect cost rates and supporting cost data. **(ADS 303maa)**

- **RAA3, INDIRECT COSTS - NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020).**

Within the earlier of 30 days after receipt of the audit report or nine months after the end of the audit period, the recipient must submit to the AO the proposed final indirect cost rates with supporting data. **(ADS 303mab)**

- **RAA5, FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)**

In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation in accordance with the record retention requirements of this award. **(ADS 303mat)**

- **RAA6, VOLUNTARY POPULATION PLANNING ACTIVITIES - SUPPLEMENTAL REQUIREMENTS (JANUARY 2009).**

The recipient must notify USAID when it learns about an alleged violation in a project. The recipient must document the patient's informed consent by a written consent document in a language the patient understands and speaks, which explains the basic elements of informed consent. **(ADS 303maa)**

- **RAA9, TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985).**

This provision requires the recipient to prepare and establish a property control system and submit an inventory schedule and disposition report to the AO within 90 days after. **(ADS 303maa; similar information collection at 303mab M7)**

- **RAA12, INVESTMENT PROMOTION (NOVEMBER 2003).**

This provision requires the recipient to notify AO and provide detailed description of proposed activity related to investment promotion. **(ADS 303maa; duplicate information collection at 303mab RAA14 and 303mat RAA10)**

- **RAA13, REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014).**  
Requires recipients to submit an annual report on host government taxes. **(ADS 303maa; duplicate information collection at 303mab RAA11 and 303mat RAA7)**
- **RAA15, COST SHARE (JUNE 2012).**  
This provision requires the recipient to provide supporting records for in-kind contributions from third parties. **(ADS 303mab)**
- **RAA19, PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012).**  
This provision requires assurance of compliance by either obtaining a Federal-Wide Assurance (FWA) from the U.S. Department of Health and Human Services or various submittals (justification memorandum or a written assurance) directly to the AOR for USAID approval. **(ADS 303mab; duplicate information collection at 303mat RAA11)**
- **RAA23, VOLUNTARY POPULATION PLANNING ACTIVITIES - SUPPLEMENTAL REQUIREMENTS (JANUARY 2009).**  
The recipient must notify USAID when it learns about an alleged violation in a project and must notify USAID about violations in a project affecting a number of people over a period of time that indicate there is a systemic problem in the project. In addition, the recipient must retain copies of informed consent forms and certification documents for each voluntary sterilization for a period of three years after performance of the sterilization procedure. **(ADS 303mab; duplicate information collection at 303mat RAA15)**
- **RAA25, PATENT REPORTING PROCEDURES (NOVEMBER 2020).**  
This provision requires that the recipient must use the National Institutes of Health EDISON Patent Reporting and Tracking system (<http://www.iedison.gov>) to fulfill its disclosure obligations under 37 CFR 401.14(c)(1). The recipient must also submit reports on utilization of subject inventions annually to the AOR under 37 CFR 401.14(h), and the last report must be provided within 90 days of the expiration of the agreement. **(ADS 303maa; duplicate information collection at 303mab RAA12 and 303mat RAA8)**

**2. Uses of information.** AOs use this information to ensure compliance in accordance with the PRA requirement, 2 CFR 200, 2 CFR 700, and the applicable standard provision.

**3. Consideration of information technology.** USAID uses improved information technology to the maximum extent practicable. Where both the Government agency and recipients are capable of electronic interchange, the recipient may submit this information collection requirement electronically.

**4. Efforts to identify duplication.** There are several provisions with the same requirement but mostly duplicative or very slightly different language to address Non-US NGOs, US NGOs, and/or Fixed Amount Awards. We did not list second and/or third occurrences of the same or substantially the same standard provision as a separate provision, but have noted multiple appearances in parentheses in Section A.1. above at the end of the provision description. For example, a Debarment and Suspension standard provision is included as M9 in ADS 303maa, M12 in ADS 303mab, and M4 in ADS 303mat, but is only listed on first occurrence in this document to avoid unnecessary duplication. However, the burden estimates listed later in this supporting statement account for all possible respondents.

**5. If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, Executive Orders, regulations, and prudent business practices.

**6. Describe consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Collection of information on a basis other than solicitation-by-solicitation and award-by-award is not practical.

**7. Special circumstances for collection.** Not applicable.

**8. Efforts to consult with persons outside the agency.**

A. A 60-day notice was published by USAID in the *Federal Register* at Document #2022-03658, on 02/22/2022.

B. A 30-day notice was published by USAID in the *Federal Register* at Document # 2022-09598, on 05/05/2022.

9. **Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.** Not applicable.

10. **Describe assurance of confidentiality provided to respondents.** This information is disclosed only to the extent consistent with prudent business practices, current regulations, and statutory requirements.

11. **Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

12 & 13. **Estimated total annual public hour and cost burden.** There are no Governmentwide systems for collecting the reporting requirements for the provisions outlined above. Some of the provisions are collected on a routine basis while some reporting is ad hoc, based on the specifics of the award and type of awardee.

**United States Agency for International Development**

● **M2. ACCOUNTING, AUDIT, AND RECORDS (MARCH 2021).**

Estimated respondents/yr.....	50
Responses per respondent (approximately).....x	<u>1</u>
Total annual responses.....	50
Estimated hrs/response.....x	<u>4</u>
Estimated total burden hrs.....	200
Hourly rate*.....x	<u>\$59</u>
Estimated cost to the public.....	\$ 11,800

● **M9, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JUNE 2012).**

Estimated respondents/yr.....	10
Responses per respondent (approximately).....x	<u>1</u>
Total annual responses.....	10
Estimated hrs/response.....x	<u>4</u>
Estimated total burden hrs.....	40
Hourly rate*.....x	<u>\$59</u>
Estimated cost to the public.....	\$ 2,360

● **M17, TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014).**

Estimated respondents/yr.....	10
Responses per respondent (approximately).....x	<u>1</u>
Total annual responses.....	10
Estimated hrs/response.....x	<u>4</u>

Estimated total burden hrs.....	40
Hourly rate*.....	<u>x \$59</u>
Estimated cost to the public.....	\$ 2,360

- **M18, OCEAN SHIPMENT OF GOODS (JUNE 2012).**

Estimated respondents/yr.....	10
Responses per respondent (approximately).....	<u>x 1</u>
Total annual responses.....	10
Estimated hrs/response.....	<u>x 4</u>
Estimated total burden hrs.....	40
Hourly rate*.....	<u>x \$59</u>
Estimated cost to the public.....	\$ 2,360

- **M20, TRAFFICKING IN PERSONS (April 2016).**

Estimated respondents/yr.....	50
Responses per respondent (approximately).....	<u>x 1</u>
Total annual responses.....	50
Estimated hrs/response.....	<u>x 8</u>
Estimated total burden hrs.....	400
Hourly rate*.....	<u>x \$59</u>
Estimated cost to the public.....	\$ 23,600

- **M23, USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014).**

Estimated respondents/yr.....	250
Responses per respondent (approximately).....	<u>x 1</u>
Total annual responses.....	250
Estimated hrs/response.....	<u>x 4</u>
Estimated total burden hrs.....	1,000
Hourly rate*.....	<u>x \$59</u>
Estimated cost to the public.....	\$59,000

- **M28, MANDATORY DISCLOSURES (NOVEMBER 2020).**

Estimated respondents/yr.....	10
Responses per respondent (approximately).....	<u>x 1</u>
Total annual responses.....	10
Estimated hrs/response.....	<u>x 4</u>
Estimated total burden hrs.....	40
Hourly rate*.....	<u>x \$59</u>
Estimated cost to the public.....	\$2,360

- **M30, CONFLICT OF INTEREST (August 2018).**

Estimated respondents/yr.....	25
Responses per respondent (approximately).....	<u>x 1</u>
Total annual responses.....	25
Estimated hrs/response.....	<u>x 8</u>
Estimated total burden hrs.....	200



Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$11,800

- **RAA1, NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020).**

Estimated respondents/yr.....		100
Responses per respondent (approximately).....	x	<u>1</u>
Total annual responses.....		100
Estimated hrs/response.....	x	<u>40</u>
Estimated total burden hrs.....		4,000
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$236,000

- **RAA2, NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020).**

Estimated respondents/yr.....		100
Responses per respondent (approximately).....	x	<u>1</u>
Total annual responses.....		100
Estimated hrs/response.....	x	<u>40</u>
Estimated total burden hrs.....		4,000
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$236,000

- **RAA3 (ADS 303maa), NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014).**

Estimated respondents/yr.....		100
Responses per respondent (approximately).....	x	<u>1</u>
Total annual responses.....		100
Estimated hrs/response.....	x	<u>40</u>
Estimated total burden hrs.....		4,000
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$236,000

- **RAA3 (ADS 303mab), INDIRECT COSTS - NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020).**

Estimated respondents/yr.....		100
Responses per respondent (approximately).....	x	<u>1</u>
Total annual responses.....		100
Estimated hrs/response.....	x	<u>40</u>
Estimated total burden hrs.....		4,000
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$236,000

- **RAA5, FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)**

Estimated respondents/yr.....		25
Responses per respondent (approximately).....	x	<u>1</u>
Total annual responses.....		25

Estimated hrs/response.....	x	4
Estimated total burden hrs.....		100
Hourly rate*.....	x	\$59
Estimated cost to the public.....	\$	5,900

- **RAA6, VOLUNTARY POPULATION PLANNING ACTIVITIES - SUPPLEMENTAL REQUIREMENTS (JANUARY 2009).**

Estimated respondents/yr.....		10
Responses per respondent (approximately).....	x	1
Total annual responses.....		10
Estimated hrs/response.....	x	8
Estimated total burden hrs.....		80
Hourly rate*.....	x	\$59
Estimated cost to the public.....	\$	4,720

- **RAA9, TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985).**

Estimated respondents/yr.....		30
Responses per respondent (approximately).....	x	1
Total annual responses.....		30
Estimated hrs/response.....	x	16
Estimated total burden hrs.....		480
Hourly rate*.....	x	\$59
Estimated cost to the public.....	\$	28,320

- **RAA12, INVESTMENT PROMOTION (NOVEMBER 2003).**

Estimated respondents/yr.....		10
Responses per respondent (approximately).....	x	1
Total annual responses.....		10
Estimated hrs/response.....	x	8
Estimated total burden hrs.....		80
Hourly rate*.....	x	\$59
Estimated cost to the public.....	\$	4,720

- **RAA13, REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014).**

Estimated respondents/yr.....		250
Responses per respondent (approximately).....	x	1
Total annual responses.....		250
Estimated hrs/response.....	x	8
Estimated total burden hrs.....		2,000
Hourly rate*.....	x	\$59
Estimated cost to the public.....	\$	118,000

- **RAA15, COST SHARE (JUNE 2012).**

Estimated respondents/yr.....		50
Responses per respondent (approximately).....	x	1
Total annual responses.....		50

Estimated hrs/response.....	x	24
Estimated total burden hrs.....		1,200
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$59,000

● **RAA19, PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012).**

Estimated respondents/yr.....		10
Responses per respondent (approximately).....	x	1
Total annual responses.....		10
Estimated hrs/response.....	x	24
Estimated total burden hrs.....		240
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$ 14,160

● **RAA25, PATENT REPORTING PROCEDURES (NOVEMBER 2020).**

Estimated respondents/yr.....		10
Responses per respondent (approximately).....	x	1
Total annual responses.....		10
Estimated hrs/response.....	x	16
Estimated total burden hrs.....		160
Hourly rate*.....	x	\$59
Estimated cost to the public.....		\$ 9,440

**United States Agency for International Development**

Estimated respondents/yr.....		1,210
Responses per respondent.....	x	1
Total annual responses.....		1,210
Estimated hrs/response.....	x	18.3
Estimated total burden hrs.....		22,100
Hourly rate*.....	x	\$59
<b>Estimated cost to the public.....</b>		<b>\$ 1,303,900</b>

\* Based on the OPM GS-12/step 5 salary (\$43.10 an hour) plus 36.25% fringe and overhead burden rate, the one mandated by OMB memorandum M-08-13 for use in public-private competition, rounded to the nearest dollar, or \$59 an hour. Reference Salary Table 2022-RUS, Effective January 2022, found at [www.opm.gov](http://www.opm.gov).

**14. Estimated cost to the Government.** Time required for Government-wide review is estimated at 16 hours per response.

**United States Agency for International Development**

Total annual responses.....		1,210
Review time per response (hours).....	x	16

Review time per year (hours).....	19,360
Hourly rate*.....	x <u>          \$59</u>
Estimated Government Cost .....	\$ <b>1,142,240</b>

**15. Explain reasons for program changes or adjustments reported in Item 13 or 14.** Burdens have been adjusted based on updated ADS 303 requirements and estimates based on the number of active awards during the most recent year for which we have complete data.

**16. Outline plans for published results of information collections.** Results will not be tabulated or published.

**17. Approval not to display expiration date.** Not applicable.

**18. Explanation of exception to certification statement.** Not applicable.

**B. Collections of Information Employing Statistical Methods.** Statistical methods are not used in this information collection.