

**SUPPORTING STATEMENT – A REQUEST FOR APPROVAL UNDER THE PAPERWORK  
REDUCTION ACT AND 5 CFR 1320**

**Collection Title: USAID/Haiti Departure Planning Information Collection**

**PART A. JUSTIFICATION**

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

USAID's Haiti Mission (USAID/Haiti) is tracking the current security situation in Port-au-Prince and finds it necessary to begin planning for potential departure actions from Haiti. The current security situation in Haiti in general is unpredictable and dangerous. In particular, there are multiple incidents of armed violence, and disruptions to roads, ports, and airports in Port-au-Prince and neighboring divisions of the city. There has been continued violence from armed-gangs throughout the city and near the U.S. Embassy. Operations at the Touissant Louverture airport have been suspended. The area around the airport remains unstable and outbreaks of violence near the airport could occur - at this time traveling to the airport in Port-au-Prince is not safe.

Though the U.S. Embassy in Haiti has not called for an evacuation, the situation continues to deteriorate and requires the embassy to engage in forward planning to prepare for potential departure actions, including of U.S. citizens and third country nationals currently in Haiti. Such departure actions could be called for at any time and would require immediate action. As part of its planning efforts, USAID/Haiti is analyzing its staffing footprint, including identifying how much support U.S. citizens and third country nationals associated with USAID IPs will need if the security situation becomes critical.

USAID/Haiti is sharing a survey with its IPs to collect information on where the IP operates, its number of U.S. citizen staff and eligible family members, its number of third-country national staff and eligible family members (EFMs), and an initial estimate of the number of individuals who would be interested in evacuating, if available. Collecting this information now is necessary to ensure that all staff working on behalf of USAID in Haiti are identified to prepare for potential departure actions.

As the situation in Haiti develops, USAID/Haiti may need to send additional surveys and/or information requests to IPs and contractors to collect further information to prepare departure actions, including information regarding name, citizenship, and passport number. This information will be limited to what is necessary to prepare for departure actions. Collecting this information in an urgent manner will be necessary to support the safety and security of U.S. citizens and/or third country nationals.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

USAID/Haiti plans to electronically reach out to Implementing Partners (IPs) operating in Haiti to collect information. USAID/Haiti will use the information collected to identify U.S. citizens, third-country nationals, and their EFMs that may need to leave Haiti.

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

The information collection will involve the use of technological techniques, namely email and Google forms.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in item 2 above.**

USAID/Haiti does not have current information regarding IP U.S. citizen staff, third-country national staff, and associated eligible family members, which is urgently necessary for planning.

- 5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

USAID/Haiti does not anticipate any impacts on small businesses or other small entities. Regardless, USAID is requesting the minimum amount of information from IPs to prepare departure actions. IPs likely already have this information available, so the burden is primarily collating and confirming information.

- 6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden.**

Failure to collect the information would impede USAID/Haiti's departure planning and could result in U.S. citizens, third-country nationals, and EFMs being overlooked for departure, or their departure being delayed, during a security crisis.

- 7. Special Circumstances**

Given security and diplomatic concerns, USAID is requesting this ICR remain confidential.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

USAID has requested that OMB waive the requirement to publish a *Federal Register* Notice per 5 CFR 1320.13(d).

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

N/A, no payments or gifts will be provided.

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

N/A, no assurances are required to be provided.

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

N/A, as the collection does not pertain to these questions and is not considered

**12. Provide estimates of the hour burden of the collection of information.**

Collection Name	# of Respondents	# of Responses Per Year	Average Participation Time (in hours)	Total Annual Burden (in hours)
<b>USAID/Haiti Departure Planning Information Collection</b>	97	1	1.5	145.5 hours

**13. Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information.**

No annual cost burden.

**14. Provide estimates of annualized costs to the Federal Government.**

No annual cost burden.

**15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.**

N/A.

- 16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

No results will be published.

- 17. If you are seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

N/A.

- 18. Explain each exception to the topics of the certification statement identified in Certification for Paperwork Reduction Act Submissions.**

N/A.