



Guidance to USAID/Ukraine Implementing Partners on Operations in Ukraine & Administrative Approvals

Implementing Partners Town Hall
USAID/Ukraine/Regional Contracting Office
January 27, 2022

— IMPORTANT TO KNOW

- ✓ PURPOSE, APPLICABILITY, AND PERIOD OF THIS GUIDANCE
- ✓ EVACUATION COSTS FROM UA under COST REIMBURSEMENT CONTRACTS (TRAVEL AND ALLOWANCES)
- ✓ TRAVEL AUTHORIZATION under ACQUISITION AWARDS
- ✓ EVACUATION COSTS under ASSISTANCE AWARDS
- ✓ MAINTAINING READINESS AND SALARIES under USAID-FUNDED AWARDS
- ✓ REMOTE WORK
- ✓ FINANCIAL, PERFORMANCE, AND OTHER REPORTING
- ✓ EXTENSION OF THE PoP
- ✓ STAFF DEPARTURE PLANS
- ✓ COMMUNICATION



PURPOSE, APPLICABILITY AND PERIOD OF AUTHORIZATION

- Cost Reimbursement Acquisition Instruments: Contracts, Task Orders
- Assistance: Cooperative Agreements, Grants
- THIS GUIDANCE IS NOT APPLICABLE TO IMPLEMENTING PARTNER STAFF OUTSIDE OF UKRAINE
- 30 DAYS, BEGINNING ON JANUARY 25, 2022. SUBJECT TO AVAILABILITY OF AWARD FUNDS. MAY BE EXTENDED BY NOTIFICATION FROM THE RCO TO A MAX OF 180 DAYS.

Evacuation Costs from Ukraine under Cost Reimbursement Acquisition Instruments

USAID CONTRACTORS ARE AUTHORIZED TO USE CONTRACT FUNDS FOR THE TRAVEL AND TRANSPORTATION COSTS, INCLUDING ALLOWANCES, FOR DEPARTURE OF THEIR EXPATRIATE (US AND TCN) STAFF FROM UKRAINE DURING THIS **EMERGENCY** SITUATION. THE FOLLOWING AUTHORIZATIONS ARE MADE IN ACCORDANCE WITH AIDAR AND ARE APPLIED TO ALL USAID/UKRAINE AWARDS.

- ✓ AIDAR 752.7002 TRAVEL AND TRANSPORTATION (JAN 1990) ALLOWS FOR THE REIMBURSEMENT OF COSTS ASSOCIATED WITH AN EVACUATION OF CONTRACTOR PERSONNEL.
- ✓ AIDAR 752.7028 DIFFERENTIALS AND ALLOWANCES (JUL 1996) ALLOWS FOR THE CONTRACTOR EMPLOYEES TO RECEIVE DIFFERENTIALS AND ALLOWANCES.



Travel Authorization under Acquisition Awards

TRAVEL IS AUTHORIZED FOR ALL EXPATRIATE (US/TCN) CONTRACTOR STAFF IN UKRAINE TO ENSURE SAFETY AND SECURITY

PLEASE APPLY ACCORDINGLY



PRIOR APPROVAL OF TRAVEL AUTHORIZATIONS, IN ACCORDANCE WITH AIDAR 752.7032 INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS (APR 2014) **IS NOT** REQUIRED FOR EMERGENCY TRAVEL OF CONTRACTOR PERSONNEL AND THEIR DEPENDENTS IN UKRAINE.



IMPORTANT: RECORDS OF AUTHORIZED EMERGENCY EVACUATION TRAVEL SHOULD BE RETAINED AND BE PROVIDED TO USAID AS SOON AS PRACTICABLE.



USAID
FROM THE AMERICAN PEOPLE



— Evacuation Costs under Assistance Awards



USAID'S ASSISTANCE AGREEMENTS DO NOT REQUIRE THE SAME SPECIFIC APPROVALS AS NEEDED FOR ACQUISITION. TRAVEL AND SAFETY RELATED EXPENSES ARE GOVERNED LARGELY BY THE RECIPIENT'S **OWN POLICIES** AND SUBJECT TO A STANDARD OF REASONABLENESS UNDER THE **COST PRINCIPLES**.



USAID CONSIDERS AMOUNTS NOT EXCEEDING THOSE ESTABLISHED IN CHAPTER 600 OF THE DEPARTMENT OF STATE STANDARDIZED REGULATIONS, AND THE FEDERAL TRAVEL REGULATIONS TO GENERALLY BE CONSIDERED REASONABLE FOR ANY EXPATRIATE TRAVEL FROM UKRAINE, AND UKRAINE EVACUATION RELATED COSTS.



USAID
FROM THE AMERICAN PEOPLE

MAINTAINING READINESS AND SALARIES UNDER ACQUISITION & ASSISTANCE

AWARDS

CONTINUE PAYING STAFF SALARIES AND PROVIDE NECESSARY SUPPORT TO STAFF, IN ACCORDANCE WITH THE LETTER AND THE TERMS AND CONDITIONS OF THEIR AWARDS:

- ✓ FOCUS ON SAFETY, SECURITY, AND READINESS
- ✓ BE WITHIN THE CURRENT CEILING AND OBLIGATED AMOUNT

— REMOTE WORK UNDER ACQUISITION & ASSISTANCE AWARDS



IMPORTANT: REMOTE WORK FROM PLACE OF EVACUATION OR HOME OF RECORD!

TO THE MAXIMUM EXTENT POSSIBLE, WHILE TAKING SAFETY AND SECURITY INTO CONSIDERATION

EXTENSION OF FINANCIAL, PERFORMANCE, AND OTHER REPORTING

- CONTRACTORS & RECIPIENTS MAY DELAY SUBMISSION OF THESE REPORTS FOR UP TO 3 MONTHS BEYOND THE NORMAL DUE DATE, PER THE REPORTING TERMS AND CONDITIONS OF YOUR AWARD
- ASSISTANCE AWARDS (LOC): RECIPIENTS MAY CONTINUE TO DRAW DOWN FUNDS W/OUT THE TIMELY SUBMISSION OF THESE REPORTS. HOWEVER, THESE REPORTS MUST BE SUBMITTED AT THE END OF THE EXTENSION PERIOD.
- USAID WAIVES THE REQUIREMENT FOR RECIPIENTS TO NOTIFY THE AGENCY IN ADVANCE OF PROBLEMS, DELAYS, OR ADVERSE CONDITIONS RELATED TO EVACUATION OF STAFF ON AN AWARD BY AWARD BASIS; HOWEVER USAID EXPECTS PARTNERS TO MONITOR THE SITUATION AND SHARE INFORMATION AS SOON AS PRACTICABLE.
- EXTENSION OF OTHER PROJECT REPORTING MAYBE CONSIDERED.



USAID
FROM THE AMERICAN PEOPLE

— EXTENSIONS (POP) OF ACQUISITION & ASSISTANCE AWARDS

IF YOUR AWARD EXPIRING IN THE NEXT 3 MONTHS,
PLEASE IMMEDIATELY ALARM YOUR CO/AO SO WE CAN
CONSIDER OPTIONS



STAFF DEPARTURE PLANS

STAFF DEPARTURE PLANS ARE REQUIRED TO BE PROVIDED TO
YOUR CO/AO, A&A Specialists and PLEASE ALWAYS COPY YOUR
COR/AOR



USAID
FROM THE AMERICAN PEOPLE

COMMUNICATION

- ✓ PLEASE ALWAYS COMMUNICATE
- ✓ PLEASE ASK QUESTIONS
- ✓ POCs USAID/UKRAINE: COR/AOR; CO/AO and A&A Specialists

QUESTIONS

PLEASE COLLECT YOUR QUESTIONS FOR Q&A DISCUSSION

THANK YOU FOR YOUR
PARTNERSHIP & FOR YOUR
INTEREST IN USAID PROGRAMS

