



# USAID | UKRAINE

FROM THE AMERICAN PEOPLE

January 25, 2022

**Subject:** Guidance to USAID/Ukraine Implementing Partners on Operations in Ukraine and Administrative Approvals

Dear USAID/Ukraine Implementing Partners,

In light of the challenging situation in Ukraine, USAID expresses full support of our implementing partners as you respond to the rapidly evolving security environment.

USAID is providing the following instructions and administrative authorizations for USAID/Ukraine acquisition and assistance awards. These authorizations are provided for an initial period of 30 days, beginning on January 25, 2022, subject to availability of award funds, and may be extended by notification from the Contracting/Agreement Officer (CO/AO) to a maximum of 180 days. USAID will provide further guidance as it becomes available.

To that end, USAID/Ukraine is issuing guidance and instructions to **Implementing Partners with staff in Ukraine**. For the avoidance of doubt, this guidance is not applicable to Implementing Partner staff outside of Ukraine.

While we recognize that communications are currently challenging within Ukraine, we also request that Implementing Partners continue to communicate closely with USAID. Beyond regular updates, we are requesting that Implementing Partners provide staff departure plans to your CO/AO and copy your COR/AOR.

## 1. **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.

- a. [AIDAR 752.7002 Travel and Transportation \(JAN 1990\)](#) allows for the reimbursement of costs associated with an evacuation of contractor personnel. Specifically, AIDAR 752.7002, item (j), Emergency and irregular travel and transportation, paragraph (3), provides the Mission Director the authority to permit emergency or irregular travel and transportation when, in his/her opinion, the circumstances warrant such action. The USAID/Ukraine Mission Director made this determination in accordance with AIDAR 752.7002(j)(3) effective as of

January 24, 2022. This allows for contractors to be reimbursed for travel and transportation expenses and travel allowance for its expatriate staff (US and third country nationals) departing Ukraine in accordance with the referenced AIDAR clause.

- b. [AIDAR 752.7028 Differentials and Allowances \(JUL 1996\)](#) allows for the contractor employees to receive differentials and allowances. Authorization for contractor TCN employees' allowances associated with evacuation from Ukraine (such as temporary quarters subsistence and payments during evacuation allowances) was made by the USAID/Ukraine Mission Director and is effective as of January 25, 2022. This authorization will allow contractors to use contract funds to provide this support to their staff, not to exceed the limits established in [Chapter 600 of the Department of State Standardized Regulations](#), and the [Federal Travel Regulations](#).
2. **Travel Authorization under Acquisition Awards.** Travel is authorized for all expatriate (US and TCN) contractor staff in Ukraine to ensure safety and security. 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. Records of authorized emergency evacuation travel should be retained and be provided to USAID as soon as practicable.
3. **Evacuation Costs under Assistance Awards.** USAID's assistance agreements do not require the same specific approvals as needed for acquisition since 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.
4. **Maintaining Readiness and Salaries under Acquisition & Assistance Awards.** The rapid decline of the security situation may result in changes to the future and direction of USAID programs in Ukraine. While USAID evaluates its plans for programming in Ukraine, it is imperative that readiness is maintained, and most importantly that we provide for the safety and security of staff. For this reason, USAID authorizes implementing partners to continue paying staff salaries and provide necessary support to staff, in accordance with this letter and the terms and conditions of their awards. Implementing Partners should focus their near term efforts on safety, security, and readiness. Such support must be within the current ceiling of your award and is subject to the availability of funds obligated to your award.

5. **Remote work under Acquisition & Assistance Awards.** Remote work for staff is authorized from place of evacuation or home of record and is encouraged to the maximum extent possible, while taking safety and security into consideration.
  
6. **Extension of Financial, Performance, and Other Reporting.** Contractors and recipients may delay submission of financial, performance, and other reports for up to three months beyond the normal due date, in accordance with the reporting terms and conditions of your award. For assistance awards reimbursed on a letter of credit basis, recipients may continue to draw down funds without the timely submission of these reports. However, these reports must be submitted at the end of the extension period. In addition, 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. USAID will examine the need to extend other project reporting as the need arises.
  
7. **Extensions of Acquisition & Assistance Awards.** If Implementing Partners have awards expiring in the next 3 months, please immediately advise your CO/AO so we can consider options.

In addition to your normal CO/AO, please include the following USAID Foreign Operations C/AO regarding any communications about the foregoing:

Nathan Piper: [npiper@usaid.gov](mailto:npiper@usaid.gov)

USAID will continue to assess the situation in Ukraine and maintain communications with partners going forward. In the meantime, I encourage you to continue taking reasonable measures to provide for the safety and security of your staff in Ukraine. USAID considers such costs to be necessary for performance under the award when otherwise reasonable, allowable, and allocable. We ask that you monitor the situation in Ukraine closely and continue to provide us with information on staff safety and any planned departures. USAID is grateful for your support and the important work you are doing at this time. The authorities noted in this letter are not meant to supersede any other USG funded evacuation; they are provided as an alternative option if such support is not available or feasible. All questions regarding allowability of specific costs must be addressed to the CO/AO.

Sincerely,

Brian K. Woody  
Director, Regional Contracting Office  
Supervisory Contracting Officer