



# USAID | UKRAINE

FROM THE AMERICAN PEOPLE

February 26, 2022

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

Dear USAID/Ukraine Implementing Partners,

Considering the rapidly deteriorating security crisis in Ukraine, USAID continues to express its full support for our implementing partners as you respond and evaluate the best way to support your staff.

USAID is providing the following **UPDATED** instructions and administrative authorizations to supplement other authorizations already provided for USAID/Ukraine acquisition and assistance awards. These additional authorizations are provided for an initial period through March 26, 2022, subject to availability of award funds, and may be extended by notification from the Contracting/Agreement Officer (CO/AO) to a maximum of 150 days. USAID will provide further guidance as it becomes available.

To that end, USAID/Ukraine is issuing **UPDATED** guidance and instructions to **Implementing Partners with staff in 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.

**Evacuation Costs from or within 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 local (Cooperating Country National (CCN)) staff from or within Ukraine during this emergency. The following authorizations are made in accordance with the 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 February 26, 2022. This allows for contractors to be reimbursed for travel and transportation expenses and travel allowances for its local (CCN) staff (not dependents) departing or relocating within 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 CCN employees' allowances associated with evacuation from or within Ukraine (such as temporary quarters subsistence and payments during evacuation allowances) was made by the USAID/Ukraine Mission Director and is effective as of February 26, 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](#).

*USAID determined that a \$67 per day allowance is a reasonable amount based on local conditions and the varying requests it has received from Contractor's operating in Ukraine. This reasonableness determination should not be interpreted as deviating from relevant regulatory authority. Partners are authorized to make lump sum payments of this amount for the initial period authorized in the letter (through March 26, 2022).*

**Travel Authorization under Acquisition Awards.** Travel is authorized for local (CCN) 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.

**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 staff travel from or within Ukraine, and Ukraine evacuation related costs.

*USAID determined that a \$67 per day allowance is a reasonable amount based on local conditions and the varying requests it has received from Recipient's operating in Ukraine. This reasonableness determination should not be interpreted as deviating from relevant regulatory authority. Partners are authorized to make lump sum payments of this amount for the initial period authorized in this letter (through March 26, 2022).*

**13-month salary payment and/or salary advance.** If 13-month salary payments and/or other salary advance options are included in the employment agreement, implementing partners are authorized and encouraged to make these payments in advance, in accordance with current local Ukrainian labor laws. Such support must be within the current ceiling of your award and is subject to the availability of funds obligated to your award.

**Subawards and Grantees.** While this guidance is directed at prime awards, it can be used by implementing partners to make their determination on allowability of costs incurred and other programmatic authorities therein for their subwardees and grantees. The consideration of

approval of subaward or grant costs must be consistent with the terms and conditions of the respective subaward or grant and company policy of the Prime Awardee.

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