



Proposed Rule Document Template

An Additional Help Document for ADS Chapter 156

New Edition Date: 03/30/2021
Responsible Office: M/OAA/P
File Name: 156sab_033021

TEMPLATE - PROPOSED RULE

*Before drafting a rule in Word, make sure "Autoformat" is completely unselected, otherwise the Federal Register will not accept the document.

AGENCY FOR INTERNATIONAL DEVELOPMENT

CFR CITATION (Include the number of the CFR Title and the each part the document amends)

RIN 0412-_____

U.S. Agency for International Development [Regulation Title]

AGENCY: U.S. Agency for International Development.

ACTION: Proposed Rule

SUMMARY: The Summary should not be longer than a paragraph and must answer the following questions: What action is being taken? Why is this action necessary? What is the intended effect of this action?

DATES: Comments must be received no later than INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER.

ADDRESSES: Address all comments concerning this notice to [name, Bureau for X, Office of..., street address] Submit comments, identified by title of the action and Regulatory

Information Number (RIN) by any of the following methods:

1. Through the Federal eRulemaking Portal at <http://www.regulations.gov> by following the instructions for submitting comments.

2. If your comment cannot be submitted using <https://www.regulations.gov>, call or email the points of contact in the FOR FURTHER INFORMATION CONTACT section of this document for alternate instructions

2. By Mail addressed to: [Example: USAID, Bureau for Management, Office of the Chief Financial Officer (M/OCFO) 1300 Pennsylvania Avenue NW, USAID Annex, Room 8.80C, Washington, DC 20523].

FOR FURTHER INFORMATION CONTACT: [name, phone number, email]

SUPPLEMENTARY INFORMATION:

A. Instructions:

All comments must be in writing and submitted through one of the methods specified in the “Addresses” section above. All submissions must include the title of the action and RIN for this rulemaking. Please include your name, title, organization, postal address, telephone number, and e-mail address in the text of the message.

Please note that USAID recommends sending all comments to the Federal eRulemaking Portal because security screening precautions have slowed the delivery and dependability of surface mail to USAID in Washington, DC.

All comments will be made available at <http://www.regulations.gov> for public review without change, including any personal information provided. We recommend that you do not submit information that you consider Confidential Business Information (CBI) or any information that is otherwise protected from disclosure by statute.

USAID will only address substantive comments on the rule. USAID may not consider comments that are insubstantial or outside the scope of the proposed rule.

B. Request for Comments.

USAID requests comments on its proposed rule to ...

SUPPLEMENTARY INFORMATION.

Include the regulatory history of this rulemaking, and a statement of the proposed rule's basis and purpose. Present this information in plain language that the reader can easily understand, with descriptive headings to highlight and organize topics. If a reference to the Federal Register or Code of Federal Regulations is necessary, use the format [X CFR part X].

You may use this section to provide additional information that is required by law, agency policy, or Executive Order.

I. Background

II. Regulatory Considerations and Determinations

Below is a list of regulatory considerations for reference, these do not apply to all rules.

- Significant Economic Impact on Small Entities – [Regulatory Flexibility Act](#) and [E.O. 13272](#) (see ADS 156.3.4.1 for more information)
- “Collection of Information” Requirement – [Paperwork Reduction Act](#) (see ADS 156.3.4.2 for more information)
- Unfunded Mandates – [Unfunded Mandates Reform Act](#) (see ADS 156 3.4.3 for more information).
- Federalism Implications – [E.O. 13132](#) (see ADS 156.3.4.4 for more information)
- Constitutionally-Protected Property Rights – [E.O. 12630](#) (see ADS 156.3.4.5 for more information)
- Adverse Health and Environmental Effects on Minority and Low-Income Populations – [E.O. 12898](#) (see ADS 156.3.4.6 for more information)

- Environmental Health and Safety Risks for Children – [E.O. 13045](#) (see ADS 156.3.4.7 for more information)
- Impact on Indian/Tribal Governments – [E.O. 13175](#) (see ADS 156.3.4.8 for more information)

List of Subjects in [X CFR PART X]

Each rule document that contains regulatory text must contain a List of Subjects for each CFR part number cited in the document’s heading. These terms provide a common vocabulary for indexing the rulemaking documents of all agencies and are the basis of the “CFR Index” prepared by the OFR. You can find the terms online at Federal Register Thesaurus of Indexing Terms. You can also find a list of current terms for each CFR part.

For new CFR parts, you must select appropriate terms from the Thesaurus. You may then add other terms not contained in the Thesaurus for either existing or new CFR parts. When you select a term that is not in the Thesaurus, ask yourself, “Would I search for the subject matter using this term?”

The List of Subjects is the last item under SUPPLEMENTARY INFORMATION in the preamble. You must include a List of Subjects for each CFR part affected by the document. However, if several CFR parts use identical lists of terms, you may consolidate the lists. Put the List of Subjects terms in alphabetical order and separate them with commas. Capitalize only the first word of each term. End the list with a period.

For the reasons discussed in the preamble, USAID proposed to amend xx CFR xx as follows:

[insert CFR changes and instructions to the Federal Register]

Typed name of designated signatory from CFR Owner organization and Title [the signatory must match the name typed here]