



USAID
FROM THE AMERICAN PEOPLE

**US Agency for International Development (USAID) / E3/Office of Education
Initial Environmental Examination (IEE) / Request for Categorical Exclusion Facesheet**

Program/Project/Activity Data:

Activity/Project Title: Participant Training & Exchange Data System		Solicitation #: TBD
Contract/Award Number (if known): TBD		
Geographic Location : Global		
Originating Bureau/Office: Economic Growth, Education and Environment / Office of Education (E3/ED)		
Supplemental IEE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DCN and date of Original document: E3-17-11	
Amendment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DCN and ECD link(s) of Amendment(s): N/A	
Programmatic IEE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amendment No.: N/A	
Funding Amount: \$1.9 million	Life of Project Amount: \$18.8 Million	
Implementation Start/End: FY 2017 – FY 2022		
Prepared By: Ethel Brooks, Training & Capacity Development Specialist	Date Prepared: November 29, 2016	
Expiration Date (if any): September 30, 2022	Reporting due dates (if any): None	
Environmental Media and/or Human Health Potentially Impacted (check all that apply): None <input checked="" type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land <input type="checkbox"/> Biodiversity <input type="checkbox"/> Human Health <input type="checkbox"/> Other <input type="checkbox"/>		
Recommended Threshold Determination: <input type="checkbox"/> Negative Determination <input type="checkbox"/> with conditions <input checked="" type="checkbox"/> Categorical Exclusion <input type="checkbox"/> Positive Determination	<input type="checkbox"/> Deferral <input type="checkbox"/> Exemption <input type="checkbox"/> USG Domestic NEPA action	
Climate Change: <input type="checkbox"/> GCC/Adaption <input type="checkbox"/> GCC/Mitigation <input checked="" type="checkbox"/> Climate Change Vulnerability Analysis (included)		
Adaptation/Mitigation Measures: N/A		

**US Agency for International Development (USAID) / E3/Office of Education
Initial Environmental Examination (IEE) / Request for Categorical Exclusion**

PROGRAM/ACTIVITY DATA

Program/Project Title: Participant Training & Exchange Data System (PT&E)
Program/Project Number: TBD
Project Country(ies): Worldwide
Funding Period: FY 2017 – FY 2022
Life of Activity Funding: \$18.8 million

SUMMARY OF FINDINGS

The purpose of this document is to review the overall activities and the potential environmental impact that will be undertaken by the Participant Training & Exchange (PT&E) Data System project. This document reflects a preliminary evaluation of the potential environmental impacts of the activities and has determined that a Categorical Exclusion is appropriate for the actions described in the document. The PT&E Data System will not include other actions not described in the paper, including those activities described in 22 CFR 216.2 (d), constructions, rehabilitation or the procurement or use of pesticides that require supplemental environmental analysis. Further, if activities are modified such that the descriptions herein no longer applies or other activities are added to the those described, an amended IEE will be prepared and submitted to the E3/BEO for approval.

1. Background and Project/Activity Description

The purpose of this project is to establish a secure system and related support to collect and produce data, information, and reports on foreign nationals participating in USAID-sponsored in-country, third-country, regional or U.S. training and/or exchanges in order to comply with external requirements regarding participant training and exchange data, visa compliance, and taxes and provide accessible and useful reporting for key stakeholders. Because participant training and exchanges occurs across all USAID program areas and sectors, this project contributes to and facilitates reporting on as well as delivery of training and exchange activities in furtherance of all USAID core development objectives. There will likely be one to two major mechanisms through which to implement activities under this project, with smaller-scale mechanisms for minor components (e.g. audits; evaluations).

The design, development, and delivery of the new innovative, efficient and secure Participant Training and Exchange Data System (PT&E) system will support of the following objectives:

1. Define and implement a solution for reducing the time and cost associated with USAID's efforts in operating and maintaining adequate information technology (IT) and the data and business processes that underpin that technology
2. Ensure USAID's ability to provide reports in a timely manner to legal and policy requirements
3. Ensure that USAID's IT assets and associated data are afforded all required security and privacy protections allowable by law

The PT&E Data System project will support USAID-sponsored training and exchanges across all sectors. The project will conduct data migration from the legacy system to the new system, encrypting historical data and establishing a new user service platform so that all data is secure and accessible to USAID. End-users will be supported through training (virtual and face-to-face), supporting system documentation, and a helpdesk function to resolve specific issues. Data quality assessments will be more rigorously conducted. Standard reports will be improved to be more accessible and useful to stakeholders, and customized reports will be able to be developed by system end-users. This will improve the Agency’s ability to analyze participant training and exchanges data and report on results.

Project Objectives / Elements	Key Results and Activities
<p>(1) Define and implement a solution for reducing the time and cost associated with USAID’s efforts in operating and maintaining adequate information technology (IT) and the data and business processes that underpin that technology</p>	<p>As a modernized IT solution, the system will: meet the needs of the USAID staff responsible for its use; enable the interface with DHS to obtain the DS 2019 forms required for the issuance of J-1 visas; and, will be fit for use in terms of its availability, operational reliability and security.</p>
<p>(2) Ensure USAID’s ability to provide reports in a timely manner to legal and policy requirements</p>	<p>As a robust reporting solution, the system will facilitate a clearer understanding of how statutory and other reporting requirements drive the effectiveness of the Participant Training and Exchanges Program. Those requirements include annual reports to Congress through the Inter Agency Working Group (IAWG); annual reports to the Department of State; and other reporting requirements such as information on expended Agency funds for each foreign national visitor, information to enable filing federal tax returns to the Internal Revenue Service. It will:</p> <ul style="list-style-type: none"> • Enable the production of weekly, monthly, and annual reporting requirements including large datasets, and result in an unencumbered, labor efficient reporting workload. • Meet increased demands for more complete and accurate data reporting, brought on by the IAWG mandate, depending on USAID sponsoring units worldwide having access to a centralized system for capturing and submitting accurate and reliable Agency data on exchanges and training. • Facilitate the increased need to show efficient use of participant training investments • Increase the Agency’s capacity for adhering to regulatory and policy directives to conduct unanticipated/unscheduled system upgrades, respond to routine data entry training and data quality assessments, and perform ad hoc analysis of host

	country/regional and U.S. evaluations on the results of training and exchanges.
(3) Ensure that USAID's IT assets and associated data are afforded all required security and privacy protections allowable by law	<p>As a fully compliant solution, the system will adhere to the required Federally-mandated security standards for IT systems and will also comply with the standards outlined in the USAID Automated Directives Systems (ADS) related to IT systems that process and store Agency information and the resources that manage and use those systems; including:</p> <ul style="list-style-type: none"> • Advanced computer platforms and software products necessary to remain compliant with FISMA. • Assurance of sustained authority to operate (ATO). • Safeguards against unauthorized disclosure of foreign nationals' personal information. • Capacity to meet statutory implementation requirements that support USAID's worldwide Participant Training and Exchanges Program, including IRS requirements for Participants' tax filing; and • Ability to produce and provide the IAWG Report to Congress and review data to determine if foreign nationals meet the legal requirements for U.S. visits.

The findings of an analysis of climate management risk are presented in the table below.

Project Objectives / Elements	Climate Risks	Risks Rating	How Risks are Addressed	Risks Addressed or Further Analysis to be Conducted in Activity Design and Implementation	Opportunities to Support Climate Resilience
(1) Define and implement a solution for reducing the time and cost associated with USAID's efforts in operating and maintaining adequate information technology (IT) and the data and business processes that underpin that technology	None identified	Low	No action required	N/A	Code and track climate change-related training in the data system
(2) Ensure USAID's ability to provide reports in a timely manner to legal and policy requirements	None identified	Low	No action required	N/A	Timely response to inquiries about volume of training in climate change-related areas Share periodic reports that show climate change-related training

(3) Ensure that USAID's IT assets and associated data are afforded all required security and privacy protections allowable by law	None identified	Low	No action required	N/A	None identified
---	-----------------	-----	--------------------	-----	-----------------

2. Threshold Determinations

Project Objectives / Elements	Determination
<p>The PT&E Data System project has the following objectives:</p> <ol style="list-style-type: none"> 1. Define and implement a solution for reducing the time and cost associated with USAID's efforts in operating and maintaining adequate information technology (IT) and the data and business processes that underpin that technology 2. Ensure USAID's ability to provide reports in a timely manner to legal and policy requirements 3. Ensure that USAID's IT assets and associated data are afforded all required security and privacy protections allowable by law <p>The PT&E Data System project will be carried out through services that are categorized as technical, professional, operational, and support in nature. The services to be delivered will be similar to the following:</p> <ul style="list-style-type: none"> • System, software, and application design and maintenance • System documentation development and maintenance • Training design and delivery • Helpdesk support for end-users • Securing and maintaining IT hardware • Data analysis and report development 	<p>This project consists entirely of the following class of actions (which are not subject to the procedures set forth in §216.3, except to the extent provided herein):</p> <ul style="list-style-type: none"> • §216.3(c)(2)(i) Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.) • §216.3(c)(2)(i)(iii) Analyses, studies, academic research workshops, or meetings

ENVIRONMENTAL ACTION RECOMMENDED

Categorical Exclusion <input checked="" type="checkbox"/>	Negative Determination <input type="checkbox"/>
Positive Determination <input type="checkbox"/>	Negative Determination w/conditions <input type="checkbox"/>
Deferral <input type="checkbox"/>	

SUMMARY OF FINDINGS AND RECOMMENDED THRESHOLD DECISION

None of the planned activities under the PT&E Data System, including training support for USAID users of the new system, will have an effect on the natural or physical environment. In accordance with 22 CFR 216(c), a Categorical Exclusion is recommended.

APPROVAL OF ENVIRONMENTAL ACTION RECOMMENDED

CLEARANCE:



Evelyn Rodriguez-Perez
E3/ED Office Director

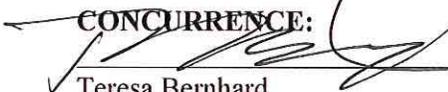
For

Evelyn Rodriguez-Perez

11/30/2016

Date

CONCURRENCE:



Teresa Bernhard
E3 Bureau Environmental Officer

11/30/2016

Date