

A USAID Resource Guide for Private Voluntary Organizations

Office of Private Voluntary Cooperation – American Schools and Hospital Abroad
Bureau for Democracy, Conflict and Humanitarian Assistance
U.S. Agency for International Development
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INTRODUCTION

The U.S. Agency for International Development (USAID) is the primary U.S. federal government agency that implements America's foreign development and humanitarian assistance programs. USAID was founded following the Marshall Plan's reconstruction of Europe after World War II and the Truman Administration's Point Four Program. In 1961, President John F. Kennedy signed the Foreign Assistance Act into law and created USAID by executive order. Since that time, USAID has been the principal U.S. agency to extend assistance to countries recovering from disaster, trying to escape poverty, and engaging in democratic reforms.

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. Our work supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting:

- Economic growth, agriculture and trade;
- Global health; and,
- Democracy, conflict prevention and humanitarian assistance.

USAID provides assistance in four regions of the world: Sub-Saharan Africa, Asia and the Near East, Latin America and the Caribbean, and Europe and Eurasia. With headquarters in Washington, D.C., USAID's strength is its field offices around the world. We work in close partnership with private voluntary organizations, indigenous organizations, universities, American businesses, international agencies, other governments, and other U.S. government agencies. USAID has working relationships with more than 3,500 American companies and over 300 U.S.-based private voluntary organizations.

This brochure presents USAID resources available to private voluntary organizations and nongovernmental organizations.

USAID – U.S. PVO PARTNERSHIP

The 2002 USAID Policy Guidance on the USAID – U.S. PVO partnership outlines the Agency's policy framework for its work with private voluntary organizations. It includes the special characteristics that enable these organizations to contribute to development assistance by implementing either USAID programs or activities that are complementary to the Agency's efforts. The Policy Guidance is located on the USAID Internet page at:

<http://www.usaid.gov/policy/ads/200/200mau.pdf>

WORKING WITH USAID

USAID's Organizational Structure

The U.S. Agency for International Development is headquartered in Washington, D.C. and has field offices in many of the countries where we have programs. For a graphical representation of this structure, please see the USAID Organization Chart below.

Leadership

USAID is headed by an Administrator and Deputy Administrator, both appointed by the President and confirmed by the Senate.

Bureaus

In Washington, USAID's major organizational units are called bureaus. Each bureau houses the staffs responsible for major subdivisions of the agency's activities. USAID has both geographic bureaus (which are responsible for the overall activities in the countries where we have programs) and functional bureaus (that conduct agency programs that are world-wide in nature or that cross geographic boundaries.) The agency's geographic bureaus are Sub-Saharan Africa (AFR), Asia and the Near East (ANE), Latin America & the Caribbean (LAC), and Europe and Eurasia (E&E). USAID's functional bureaus are Global Health, Economic Growth, Agriculture, and Trade, and Democracy, Conflict, and Humanitarian Assistance. Each bureau is headed by an Assistant Administrator, appointed by the President and confirmed by the Senate.

WHAT ARE PRIVATE VOLUNTARY ORGANIZATIONS AND NONGOVERNMENTAL ORGANIZATIONS?

USAID defines a private voluntary organization as a tax-exempt, non-profit organization working in, or intending to become engaged in, international development activities. These organizations receive some portion of their annual revenue from the private sector (demonstrating their private nature) and voluntary contributions of money, staff time, or in-kind support from the general public (demonstrating their voluntary nature).

Nongovernmental organizations include any private or non-profit entity that is formed or organized independently from any national or local government entity. These can include for-profit firms, academic degree-granting institutions, universities and colleges, labor institutions, foundations, private voluntary organizations, and cooperative development organizations.

Overseas Structure

USAID programs overseas are grouped into various types of country organizations:

- Countries where USAID provides an integrated package of assistance -- sustainable development countries. Assistance is based on an integrated strategy that includes clearly defined program objectives and performance targets.
- Countries where USAID presence is limited, but where aid to non-governmental sectors is necessary to facilitate the emergence of a civic society, help alleviate repression, meet basic humanitarian needs, enhance food security, or influence a problem with regional or global implications.
- Countries that have recently experienced a national crisis, a significant political transition, or a natural disaster and/or where timely assistance is needed to reinforce institutions and national order --transitional countries. USAID multi-country missions administer USAID programs and services involving multiple countries or provide regional services to other overseas organizations.

FUNDING OPPORTUNITIES FOR PRIVATE VOLUNTARY ORGANIZATIONS

OVERVIEW

Primary program funding sources are:

- USAID Missions
- Regional Bureaus
- Functional Bureaus

Many of USAID's programs accessible to private voluntary organizations are competitively awarded grants, cooperative agreements, and, to a limited extent, contracts.

USAID funds programs:

- In countries where the Agency has a mission that provides local program oversight.
- In non-presence countries where the Agency does not have a mission (the regional missions or USAID/Washington provide program oversight).
- Through USAID/Washington.

USAID MISSIONS

USAID missions work closely with private voluntary organizations and local nongovernmental organizations. Information about country strategies, programs and available funding from many missions can be found online at:

<http://www.usaid.gov/missions/>

Detailed program information for all USAID programs can also be found in the Congressional Budget Justification (CBJ). The Congressional Budget Justification reflects the Administration's program and budget request for bilateral foreign economic assistance appropriations, and can be found online at: <http://www.usaid.gov/policy/budget/>

USAID field missions administer funds for in-country development assistance. Some missions channel as much as three-quarters of their funds through U.S. private voluntary organizations and local nongovernmental organizations. Mission personnel also participate in the review process for grant applications submitted to Washington bureaus.

REGIONAL BUREAUS

Information about each regional bureau's programs is located at these web sites:

Sub-Saharan Africa Bureau - http://www.usaid.gov/locations/sub-saharan_africa/

Asia and the Near East - http://www.usaid.gov/locations/asia_near_east/

Europe & Eurasia - http://www.usaid.gov/locations/europe_eurasia/

Latin America & the Caribbean - http://www.usaid.gov/locations/latin_america_caribbean/

FUNCTIONAL BUREAUS

Functional bureaus provide technical support to missions as well as research and centrally managed programs. Information about each functional bureau's programs is located at the sector specific pages at the following websites:

Democracy, Conflict and Humanitarian Assistance:

Democracy and Governance - http://www.usaid.gov/our_work/democracy_and_governance/

Conflict Management and Mitigation - http://www.usaid.gov/our_work/cross-cutting_programs/conflict/

Food for Peace - http://www.usaid.gov/our_work/humanitarian_assistance/ffp/

Foreign Disaster Assistance - http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/

Private Voluntary Cooperation – American Schools and Hospitals Abroad –

http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/

Transition Initiatives - http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

Economic Growth, Agriculture and Trade

Economic Growth and Trade - http://www.usaid.gov/our_work/economic_growth_and_trade/

Agriculture - http://www.usaid.gov/our_work/agriculture/

Education - http://www.usaid.gov/our_work/education_and_universities/

Environment - http://www.usaid.gov/our_work/environment/

Global Health

http://www.usaid.gov/our_work/global_health/

SEEKING SUPPORT FROM USAID

REGISTERING WITH USAID

Private voluntary organizations must submit a registration application with USAID to determine if they are eligible to compete for USAID grants and cooperative agreements. The registration process determines whether the organization meets established guidelines and accountability standards. The Office of Private Voluntary Cooperation – American Schools and Hospitals Abroad (PVC-ASHA) registers U.S. and international private voluntary organizations. Once registered, the organizations must submit annual financial data to the office.

For complete registration information, including conditions, grant assistance, and new applicant and annual registrant checklists, refer to the PVC-ASHA website:

http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/

GRANTS AND COOPERATIVE AGREEMENTS

Grants and cooperative agreements are the most common types of assistance that USAID uses to support programs for private voluntary organizations.

- **Grant:** With a grant, USAID funds all or part of a program of a private voluntary or nongovernmental organization, for-profit organization, or educational or research institution for a public purpose as defined in the Foreign Assistance Act. The recipient is responsible for achieving program objectives.
- **Cooperative Agreement:** USAID administers a cooperative agreement in the same manner as a grant with one difference; USAID has a substantial involvement in the cooperative agreement's implementation. This can include identifying key positions, approving key personnel, annual work plans, and monitoring and evaluation plans, and monitoring progress toward program objectives.

- **Private Voluntary Organization Umbrella Grant**: A cooperative agreement with a U.S. private voluntary organization that involves providing sub-grants to local nongovernmental organizations. The U.S. organization is responsible for managing and administering the agreement, and is accountable to USAID.

USAID awards grants and cooperative agreements on a competitive basis. Information on available grants and cooperative agreements, and other procurement related information can be found on the USAID internet:

http://www.usaid.gov/business/business_opportunities/

SOLICITED AND UNSOLICITED APPLICATIONS

Organizations can submit solicited and unsolicited applications to USAID for grants and cooperative agreements.

- **A Solicited Application** responds to a Request for Application that USAID issues. The RFA invites private voluntary organizations or other qualified organizations to apply for a specific program in a specific location.
- **An Unsolicited Application** is submitted by organizations without a formal request from USAID. USAID has limited resources available to support unsolicited applications. Organizations should contact the appropriate Agency office or missions to find out if the funds are available before preparing and submitting an unsolicited application.

When approaching USAID for funding, organizations need to be explicit about their goals. Specifically, they need to identify:

- The type of activity or program proposed for funding;
- How the activity or program supports USAID's and/or the mission or operating unit's strategic plan;
- Program objectives and how these will be achieved and measured;
- Estimated costs;
- Potential matching funds available;
- Where and how the activity or program is to be implemented; and
- Human and technical resources required.

The time between proposal submission and award will vary and is dependent on USAID's funding cycle and the award process.

AWARDS

If the USAID review committee recommends a proposal for funding, a USAID Grant Agreement Officer then negotiates the budget and awards the grant or cooperative agreement to the organization that submitted the proposal.

Competition is *not* required for the following:

- Amendments, including no-cost extensions, to existing assistance awards;
- Awards for unsolicited applications;
- Awards for which one applicant is considered to have superior capability; and
- Situations that are deemed to be critical to the objectives of the foreign assistance program.

Private voluntary organizations can also compete for contracts. A contract is a legal document; its principal purpose is to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the U.S. government. USAID announces contract requirements through Requests for Proposals (RFPs). A USAID Contracting Officer handles proposals recommended for funding, negotiates the budget, and issues the final awards. Information about RFPs may be obtained in the Commerce Business Daily or on the USAID Internet at:

http://www.usaid.gov/business/business_opportunities/