



USAID Registration Process

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Introduction

Registration serves to:

- **Identify PVOs –**
engaging in or intending to engage in voluntary foreign aid operations.
- **Determine PVOs –**
that meet certain general operating guidelines and accountability standards.
- **Certify PVOs –**
are eligible to apply for USAID assistance resources.

Introduction

Exceptions:

- **Local PVOs –**

The registration requirement does not pertain to local PVOs. Instead, missions conduct a pre-award survey for consideration of providing funds to local PVOs.

- **Disaster Assistance Funding –**

The registration requirement does not apply to disaster assistance funding, sub-grants, or contracts.

Recommended first steps:

U.S.-based PVOs and International PVOs should begin the registration application process by discussing with the appropriate USAID office, mission, or bureau the relevance of the organization's proposed project to USAID's overall program. If, and when, USAID shares clear interest, the organization can apply for registration.

PVO Conditions of Registration

There are 8 Conditions of Registration for U.S. organizations. The first four relate to the definition of a U.S. PVO:

1. U.S. based –

organized under the laws of and headquartered in the United States

2. Private –

an NGO that solicits and receives cash contributions from the U.S. general public

3. Voluntary –

nonprofit and exempt from Federal income taxes under Section 501 (c) 3 of the Internal Revenue Code

4. Overseas Programs –

conducts, or anticipates conducting, overseas program activities that are consistent with the general purposes of the Foreign Assistance Act and/or Public Law 480

PVO Conditions of Registration

The second four Conditions establish standards by which the U.S. PVO is evaluated:

5. Board of Directors –

maintains a governing body that meets annually without income for serving on the board and whose majority is not composed of the PVO's officers or staff members

6. Financially Viable –

accounts for its funds in accordance with generally accepted accounting principles (GAAP); has a sound financial position; provides its financial statements to the public upon request; and has been incorporated for not less than 18 months

7. Programs Activities vs. Supporting Services –

expends and distributes its funds in accordance with the annual report of program activities; does not expend more than 40 percent of total expenses on supporting services; and conducts international program activities within the last 3 years

8. General Eligibility –

IS NOT

- Suspended or debarred by an agency of the U.S. Government
- Designated as a foreign terrorist organization by the Secretary of State
- Determined by the Department of State to be contrary to foreign policy interests of the United States in the financial relationship between USAID and the organization

U.S. New Applicant Checklist

Points of Reference:

- PVO must be incorporated for at least 18 months before applying.
- Financial Statements must be audited.
- Documents must be submitted for the same fiscal year.
- Registration is an annual activity.

U.S. New Applicant Checklist

Required Documents

- Audited financial statements
- Annual report
- AID Form 1550-2, PVO Initial Registration.
- AID Form 200-1, PVO Classification Form.
- Articles of incorporation
- Bylaws
- List of board members
- IRS Form 990
- OMB Circular A-133 audit, if applicable

U.S. Annual Submission Checklist

Points of Reference:

- Annual submission is due six months after PVO's fiscal-year end
- If preparing an A-133 audit, annual submission is due nine months after PVO's fiscal-year end and PVO must request an extension
- If total support and revenue is less than \$50,000, PVO may submit unaudited financial statements

U.S. Annual Submission Checklist

Required Documents

- Audited financial statements or unaudited financial statements if total support and revenue is less than \$50,000
- Annual report
- AID Form 1550-2, PVO Annual Registration
- AID Form 200-1, PVO Classification Form
- Amended articles of incorporation, charter, bylaws or a change in tax-exempt status, if modified
- List of board members
- OMB Circular A-133 audit, if applicable

PVC-ASHA Point of Contact

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