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PVO Registration



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Background Information

Registration of U.S. PVOs through the Department of State originated on the eve of World War II with The Neutrality Act of 1939

Foreign Assistance Act (FAA) of 1961, which established USAID, transferred responsibility for PVO registration to USAID

In the 1970s USAID expanded the registry to include both U.S. and non-U.S. PVOs, and delegated the authority to implement PVO registration to the Office of Private and Voluntary Cooperation



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Introduction

Registration allows USAID to:

- Identify PVOs that engage in, or intend to engage in, voluntary foreign aid operations
- Determine whether PVOs meet certain general operating guidelines and accountability standards
- Approve registration of those PVOs eligible for USAID assistance



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Definition

A U.S. private voluntary organization (PVO) is a nonprofit, U.S.-based nongovernmental organization that is incorporated and headquartered in the U.S., solicits and receives cash contributions from the U.S. general public, is exempt from Federal income taxes under Section 501 (C) (3) of the IRS Code, and conducts or anticipates conducting program activities that are consistent with the purposes of the Foreign Assistance Act or Public Law 480.

Note: For registration purposes universities, colleges, accredited degree-granting institutions of education, private foundations, hospitals, organizations engaged exclusively in research or scientific activities, churches, synagogues, mosques, or other similar entities organized primarily for religious purposes are not defined as PVOs.



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Purpose of PVO Registration

PVOs register with USAID to become eligible to compete for specific types of funding, e.g., assistance grants and cooperative agreements.

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



As set forth in Part 203, Chapter II, Title 22 of the Code of Federal Regulations, 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



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U.S. PVO Conditions of Registration (continued)

3. Voluntary –

a) Nonprofit and exempt from Federal income taxes under Section 501(C) 3 of the Internal Revenue Code

b) A PVO is not a

- University, college, or accredited degree-granting institution of education
- Private foundation
- Hospital
- Organization established by a major political party in the United States
- Organization established, funded and audited by the U.S. Congress
- Organization engaged exclusively in research or scientific activities
- Church, synagogue, mosque or other similar entity organized primarily for religious purposes



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U.S. PVO Conditions of Registration (continued)

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



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U.S. PVO Conditions of Registration (continued)

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

5. Board of Directors – maintains a governing body that meets annually whose members do not receive income for serving on the board and whose majority is not composed of the PVO's officers or staffers
6. Financial Viability – 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. Program Activities vs. Supporting Services – expends and distributes funds in accordance with the annual report of program activities; does not expend more than 40% of total expenses on supporting services; and conducts international program activities within the last 3 years
8. General Eligibility – It is not:
 - Suspended or debarred by an agency of the U.S. Government;
 - Designated as a foreign terrorist organization by the Sec of State;
 - The subject of a decision by the Department of State that registration or a financial relationship between USAID and the organization is contrary to the foreign policy interests of the United States



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New U.S. PVO Registration Overview

An organization applies for registration by completing an application on USAID's PVO Registration Web site, www.usaid.gov
Keyword: PVO Registration.

The application review is an eight-week process, thus if a PVO anticipates responding to a competitive solicitation, this period of time should be taken into account.



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New U.S. PVO Applicant Checklist

To complete the registration application, you will need to supply the following:

- A DUNS Number, available from Dun & Bradstreet, Inc.
- An IRS Employer Identification Number
- Two unique addresses – one for your executive contact and one for your financial contact
- Auditor's name and contact information
- Financial data from your organization's audited financial statements
- Current U.S. Government grant or contract award information, including amounts
- Overseas activity areas (education, disaster assistance, etc.)
- Countries of activity, including approximate numbers of personnel engaged in the field
- Names of members of the board of directors
- Short narrative description of activities



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New U.S. PVO Applicant Checklist (continued)

You will need the following information in portable document format (pdf) for uploading:

- Articles of incorporation, including amendments, on state letterhead or with state seal
- By-laws
- Audited financial statements for the most recently ended fiscal year, or the fiscal year that ended not more than 15 months before the application submission date
- Annual report (If an annual report is not available, an executive statement describing activities may be pasted or keyed into a Web form.)



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U.S. PVO Annual Renewal of Registration

Once registered with USAID, annual renewal is required in order to maintain registration.

A registered PVO submits its annual renewal online within nine months of its fiscal year end.

The annual renewal submission allows USAID to review the PVO's ongoing compliance with the Conditions of Registration.



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ODP/PVC Point of Contact

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