

USAID FORM 1550-2

PRIVATE VOLUNTARY ORGANIZATION ANNUAL RETURN

For fiscal year beginning _____ ending _____

U.S. Agency for International Development
http://www.usaid.gov/hum_response/pvc



Inside this Form

- 1** Organization Information
- 2** Voluntary Foreign Aid Programs Report (VolAg Report) Data
- 3** Privateness Percentage Test
- 4** Statement of USAID Funds
- 5** Statement of Authorization

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE BEFORE COMPLETING THE FORM.

1. Name of Private Voluntary Organization (PVO)

2. Acronym (if applicable) _____
3. Headquarters Address

Street

City _____ *State* _____ *Zip Code + 4* _____
4. Telephone Number _____
() _____
5. Facsimile Number _____
() _____
6. PVO E-mail Address _____ @ _____
7. URL (website) <http://> _____
8. Executive Representative

(Dr.,Mr.,Ms.) (First) (Last)
Position Title _____
9. Financial Representative

(Dr.,Mr.,Ms.) (First) (Last)
Position Title _____
10. Correspondence Representative

(Dr.,Mr.,Ms.) (First) (Last)
Position Title _____
Rep. E-mail Address _____ @ _____
11. USAID-Assigned Identification Number (Decode Number) _____
12. Federal Employer Identification Number (EIN) _____
13. Date of Incorporation _____

For more information,
telephone the
USAID Registrar at
(202) 712-4747.

INSTRUCTIONS

- Note:** The financial statements and USAID Form 1550-2 must be for the same fiscal year and the totals for the two documents must reconcile.
- Line 1:** Enter the corporate name of the organization as shown in its articles of incorporation. If the articles or bylaws have been changed within the past 12 months, submit the amended documents.
- Line 2:** Enter the organization's acronym (if applicable).
- Line 3:** Enter the address for the principal headquarters where official correspondence is received.
- Line 4:** Enter the telephone number at headquarters.
- Line 5:** Enter the facsimile number at headquarters.
- Line 6:** Enter the general PVO e-mail address for publication in the VoIAG Report.
Example: *info@pvoname.org*
- Line 7:** Enter the Internet address.
Example: *www.pvoname.org*
- Line 8:** Enter the designation (*Dr., Mr., Ms.*) name, and title of the executive representative.
- Line 9:** Enter the designation (*Dr., Mr., Ms.*) name, and title of the financial representative.
- Line 10:** Enter the designation (*Dr., Mr., Ms.*) name, and title of the correspondence representative. This point of contact will receive e-mail correspondence sent from USAID/PVC.
- Line 11:** Enter the USAID-assigned identification number (decode number). New applicants will be assigned a USAID decode number upon registration. This is the five-digit alphanumeric code printed on the PVO's letter of registration acceptance.
- Line 12:** Enter the federal employer identification number (EIN) assigned to the organization by the Internal Revenue Service (IRS).
- Line 13:** Enter the organization's date of incorporation from the original articles of incorporation.

**PART
1**

ORGANIZATION INFORMATION

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE BEFORE COMPLETING THE FORM.

1. Is the Private Voluntary Organization (PVO) a private, charitable, and nongovernmental organization that maintains its principal headquarters in the United States? Yes No

2. Does the organization receive cash contributions from private and nongovernmental U.S. sources, i.e., private individuals, foundations, and corporations? Yes No

3. Do the board members serve without compensation? (If no, submit an explanation of the compensation.) Yes No

_____ Enter the number of board members. (If changes occurred since the last submission, include a new list of board members.)

_____ Enter the number of paid officers or staff members serving on the board. (This number may not constitute a majority in any decision.)

_____ Enter the number of staff members at principal headquarters.

_____ Enter the number of meetings held by the board of directors within the past 12 months.

4. Is the organization engaged in voluntary, charitable, or development assistance abroad? Yes No

5. If answer to question 4 is yes, **then go to question 6.** Does the organization anticipate becoming involved in overseas programs? Where? Yes No

(List anticipated countries.)

6. Are the financial statements available to the public upon request? (If no, submit an explanation.) Yes No

7. Does the PVO have an affiliation with a religious organization? _____ Yes No
(Please specify.)

INSTRUCTIONS FOR PART 1

Lines 1 - 7: Self-explanatory.

The Privatness Percentage

One of the prominent characteristics of a Private Voluntary Organization (PVO) is that it receives funds from private sources. For many years, Congress has sought to expand the role of PVOs in the development process. At the same time, Congress seeks to ensure that the private nature of PVOs continues. Accordingly, Congress requires a U.S. PVO to obtain at least 20 percent of its total annual financial support for its overseas activities from sources other than the U.S. Federal Government.

The USAID Form 1550-2 and its supporting parts are used to compute the privatness percentage and to compile other information about PVOs for USAID's annual publication, *Voluntary Foreign Aid Programs: Report of Voluntary Foreign Agencies Engaged in Overseas Relief and Development* (VolAg Report).

The privatness computation shows the funding a U.S. PVO receives from non-U.S. Federal Government (i.e. private, state, and local government) sources for overseas activities as a percentage of its funding from all sources. Certain U.S. Federal Government grants and cooperative agreements are excluded from the privatness percentage test, see Part 3. **A U.S. PVO must demonstrate a privatness percentage of at least 20 percent to be eligible for development assistance from USAID.**

FORMULA

$$\text{Privatness Percentage} = \frac{\text{Overseas Program Expenses from Private Sources}}{\text{Total Overseas Program Expenses Less Excluded Activities}}$$

PART 2

VOLAG REPORT DATA

Support, Revenue, and Expenses

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE BEFORE COMPLETING THE FORM.

NOTE: The figures below will be included in the VolAg Report.

USAID SUPPORT	1. Section 123 Ocean Freight	\$ _____
	2. P.L. 480 Freight	\$ _____
	3. P.L. 480 Donated Food	\$ _____
	4. USAID Grants and Cooperative Agreements	\$ _____
	5. USAID Contracts	\$ _____
	6. Total USAID Support (Add Lines 1 Through 5)	\$ _____
FEDERAL GOVERNMENT SUPPORT	7. U.S. Federal Government Grants and Cooperative Agreements	\$ _____
	8. U.S. Federal Government Contracts	\$ _____
	9. U.S. Federal Government Excess Property	\$ _____
	10. Total Other U.S. Federal Government Support (Add Lines 7 Through 9)	\$ _____
PRIVATE SUPPORT	11. Private Contributions (Percentages)	\$ _____
	Individuals _____% Bequests/Legacies/Endowments _____% Foundations _____% Religious Affiliates _____% Corporations _____% Other _____%	
	12. Subgrants	\$ _____
	13. Privately Donated Goods and Equipment	\$ _____
	14. Privately Donated Services	\$ _____
	15. Private Revenue (i.e., Sales of Publications, Service Fees, Membership Dues)	\$ _____
	16. Foreign Government Support	\$ _____
	17. International Organization Support	\$ _____
	18. Other U.S. Government Support (i.e., State and Local Grants and Contracts)	\$ _____
	19. Total Private Support (Add Lines 11 Through 18)	\$ _____
20. Total Support and Revenue per Financial Statement (Add Lines 6, 10 & 19)	\$ _____	
EXPENSES	21. Overseas Program Expenses (Also Enter on Part 3, Line 1)	
	REPORT ANY USAID FUNDING AS OVERSEAS PROGRAM EXPENSES.	
	22. Domestic Program Expenses	\$ _____
	23. Administrative and Management Expenses	\$ _____
	24. Fundraising Expenses	\$ _____
25. Total Expenses per Financial Statements (Add Lines 21 Through 24)	\$ _____	

INSTRUCTIONS FOR PART 2

- Note:** The financial statements and USAID Form 1550-2 must be for the same fiscal year and the totals for the two documents must reconcile
- Lines 1 - 5:** Enter only amounts as a prime recipient of USAID support.
- Line 6:** Add lines 1 through 5.
- Line 7 - 9:** Enter only amounts as a prime recipient of other U.S. Federal Government support.
- Line 10:** Add lines 7 through 9.
- Line 11:** Enter the amount of private contributions and grants from all fund groups (i.e., restricted, unrestricted, endowment, plant, etc.). Indicate by percentage the distribution of these sources.
- Line 12:** Enter the amount of subgrants with nongovernmental organizations (NGOs), PVOs, and any grants received from the National Endowment for Democracy (NED).
- Line 13:** Enter the amount of donated goods and equipment reported in the financial statements.
- Line 14:** Enter the amount of donated services reported in the financial statements.
- Line 15:** Enter the amount of private revenue. This revenue includes sales of publications, service fees, membership dues, income from investments, gains and losses from investments, miscellaneous income, as well as other similar sources.
- Line 16:** Enter the amount of support received from any foreign government.
- Line 17:** Enter the amount of support from international organizations, such as the United Nations and its agencies and the World Bank and its agencies.
- Line 18:** Enter the amount of support received from U.S. state and local governments.
- Line 19:** Add lines 11 through 18.
- Line 20:** Add lines 6, 10, and 19. **This line should agree with the total support and revenue reported in the financial statements.**
- Line 21:** Enter the expenses for overseas programs. **Copy this amount to Part 3, line 1.**

REPORT ANY USAID FUNDING AS OVERSEAS PROGRAM EXPENSES.

NOTE: Overseas activities are those programs that benefit development in countries other than the United States. Certain activities that support these programs may take place in the United States, such as commodity purchasing, participant training, or conference planning. The purpose of the program and the country of origin of its beneficiaries establish whether activities undertaken in implementing the program are overseas or domestic.

- Line 22:** Enter the expenses for domestic programs.
- Line 23:** Enter the expenses for administrative and management activities.
- Line 24:** Enter the expenses for fundraising activities.
- Line 25:** Add lines 21 through 24. **This line should agree with the total expenses reported in the financial statements.**

**PART
3**

PRIVATENESS PERCENTAGE TEST

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE BEFORE COMPLETING THE FORM.

BASED ON OVERSEAS PROGRAM EXPENSES ONLY

	1. Enter Total Overseas Program Expenses from Part 2, line 21.		\$ _____
EXCLUDED ACTIVITIES FROM PRIVATENESS TEST	2. Privately Donated Goods and Equipment	\$ _____	
	3. Privately Donated Services	\$ _____	
	4. P.L. 480 Freight	\$ _____	
	5. P.L. 480 Donated Food	\$ _____	
	6. USAID-Initiated Grants and Cooperative Agreements (List the Awards in Part 4 A—Worksheet for Overseas Program Expenses—and Enter the Total Here)	\$ _____	
	7. USAID Contracts (List the Contracts in Part 4 B—Worksheet for Overseas Program Expenses—and Enter the Total Here)	\$ _____	
	8. Other U.S. Federal Government Exempt Activities Specify Agency: _____	\$ _____	
	9. U.S. Federal Government Contracts	\$ _____	
	10. U.S. Federal Government Excess Property	\$ _____	
	11. Total Excluded Activities (Add Lines 2 Through 10)		\$ _____
	INCLUDED ACTIVITIES IN PRIVATENESS TEST	12. Total Overseas Program Expenses Less Excluded Activities (Subtract Line 11 from Line 1)	
13. PVO-Initiated Grants and Cooperative Agreements (List the awards in Part 4 C—Worksheet for Overseas Program Expenses—and Enter the Total Here)		\$ _____	
14. Grants and Cooperative Agreements Received from Other U.S. Federal Government Agencies		\$ _____	
15. Overseas Program Expenses from U.S. Government Sources (Add Lines 13 and 14)			\$ _____
	16. Overseas Program Expenses from Private Sources (Subtract Line 15 from Line 12)		\$ _____
	17. This is the Privatness Percentage (Divide Line 16 by Line 12, then Multiply by 100)		_____ %

To be eligible to receive funding for most forms of foreign economic assistance through USAID, a U.S. PVO must obtain at least 20 percent of its total annual financial support for overseas activities from sources other than the U.S. Federal Government.

INSTRUCTIONS FOR PART 3

- Note:** The financial statements and USAID Form 1550-2 must be for the same fiscal year and the totals for the two documents must reconcile.
- Line 1:** Enter the amount of expenses for overseas programs as reported in the financial statements. **This line is obtained from Part 2, line 21.**
- Line 2:** Enter the amount of donated goods and equipment as reported in the financial statements.
- Line 3:** Enter the amount of donated services as reported in the financial statements.
- Line 4:** Enter the P.L. 480 freight.
- Line 5:** Enter the P.L. 480 donated food.
- Line 6:** Enter the amount of grants and cooperative agreements initiated by USAID. List the awards in Part 4 A—Worksheet for Overseas Program Expenses.
- Line 7:** Enter the amount of USAID contracts. List the contracts in Part 4 B—Worksheet for Overseas Program Expenses.
- Line 8:** Enter the amount of exempt activities (i.e., USDA Section 416) from other U.S. Federal Government agencies.
- Line 9:** Enter the amount of U.S. Federal Government contracts.
- Line 10:** Enter the amount of U.S. Federal Government excess property.
- Line 11:** Add lines 2 through 10.
- Line 12:** Subtract line 11 from line 1.
- Line 13:** Enter the amount of grants and cooperative agreements awarded in support of independently conceived and managed PVO activities. List the awards in Part 4 C—Worksheet for Overseas Program Expenses.
- Line 14:** Enter the grants and cooperative agreements received from other U.S. Federal Government agencies.
- Line 15:** Add lines 13 and 14.
- Line 16:** Subtract line 15 from line 12. This amount represents the total Overseas Program Expenses from private sources (unrestricted and restricted). The sources of income for these activities may include the following:
- private contributions through individuals, foundations, and corporations (U.S.- and non-U.S.-based)
 - seminar fees, service fees, membership fees, income from investments, gains and losses from investments, assessments and other dues, sales of materials and services to the public, miscellaneous income, and other similar sources
 - state and local government grants
 - subgrants from nongovernmental organizations (NGOs) and PVOs that are the prime recipients of grants awarded by the U.S. government (i.e., World Learning, NED, etc.)
 - contributions and grants from foreign governments (i.e., other than U.S. Federal, state, and local), and international organizations.
- Line 17:** See page 4 for an explanation of the privateness percentage.

**PART
4**

WORKSHEET FOR OVERSEAS PROGRAM EXPENSES

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE BEFORE COMPLETING THE FORM.

LIST ALL AWARDS. COPY THIS PAGE IF ADDITIONAL SPACE IS NEEDED.

A. USAID-Initiated Grants and Cooperative Agreements

Award Number	Office or Mission	Program Title	Amount Expensed
Example: AOT-A-00-99-00280-00	USAID/Washington-OFDA	Emergency Feeding Program	\$100,000.00
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Total:			\$ _____ Copy to Part 3, line 6.

B. USAID Contracts

Award Number	Office or Mission	Program Title	Amount Expensed
Example: 518-C-00-99-00071-00	USAID/Ecuador	Water and Sanitation	\$1,000,000.00
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Total:			\$ _____ Copy to Part 3, line 7.

C. PVO-Initiated Grants and Cooperative Agreements

Award Number	Office or Mission	Program Title	Amount Expensed
Example: FFP-G-00-99-00076-00	USAID/Washington-FFP	Farm Bill 202E	\$150,000.00
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Total:			\$ _____ Copy to Part 3, line 13.

EXAMPLES FOR PART 4

A. USAID-Initiated Grants and Cooperative Agreements

1. Grants awarded to PVOs under USAID-developed grant programs for which eligibility is not limited to PVOs.
2. Grants awarded to PVOs at the request of USAID to carry out unique activities.

Examples include the following:

- ASHA program grants and cooperative agreements
- child survival and vitamin A grants and cooperative agreements—**non-PVC**
- core-support grants and cooperative agreements including labor institutes, family planning organizations, and cooperative development organizations—**non-PVC**
- congressional earmarks
- OFDA program grants and cooperative agreements
- participant training fellowship programs
- assistance made available notwithstanding any other provision of law

B. USAID Contracts

Any USAID contract.

C. PVO-Initiated Grants and Cooperative Agreements

1. Awards made available under grant programs for which only PVOs are eligible.
2. Grants awarded on the basis of unsolicited proposals from PVOs.

Examples include the following:

- child survival and vitamin A grants and cooperative agreements—PVC
- co-financing grants and cooperative agreements—USAID
- institution building grants and cooperative agreements—USAID or PVC
- matching grants and cooperative agreements—PVC
- operational program grants and cooperative agreements—USAID
- partnership grants and cooperative agreements—PVC
- P.L. 480 Title II, Section 202(e) grants
- Section 123, Ocean Freight—PVC
- umbrella grants and cooperative agreements
- any other grants and cooperative agreements set aside exclusively for PVOs

**PART
5**

STATEMENT OF AUTHORIZATION

Checklist

- Are the organization's financial statements enclosed? Yes
- Is the organization's annual report enclosed? Yes
- If amended, is a copy of the articles or bylaws enclosed? Yes
- If changed, is a new list of the board of directors enclosed? Yes

AUTHORIZED SIGNATURES

Under penalty of perjury, I certify that this is a nonprofit organization with a tax-exemption status under the 501(c)(3) provision of the Internal Revenue Code.

I am authorized to sign this form on behalf of the organization. I have examined this form, including the accompanying schedules, and to the best of my knowledge it is true, correct, and complete.

Chief Executive Officer

Chief Financial Officer

Date

Date

Telephone Number

Telephone Number

Facsimile Number

Facsimile Number

E-mail Address

E-mail Address

BURDEN ESTIMATE STATEMENT

PAPERWORK REDUCTION ACT NOTICE: Public reporting burden for this collection of information is estimated to average one to three hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. The Agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to USAID, Chief, Information and Program Support Division (PVC/IPS), Room 7.06, Ronald Reagan Building, Washington, D.C. 20523-7600 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (0412-0035), Washington, D.C. 20503.