

**USAID FORM 1550-2
PRIVATE VOLUNTARY ORGANIZATION
ANNUAL RETURN**



**U.S. Agency for International Development
Bureau for Humanitarian Response**

PART I - ORGANIZATION

(PLEASE READ INSTRUCTIONS ON BACK OF EACH PAGE BEFORE COMPLETING FORM)

1. Name of Private Voluntary Organization (PVO):

2. Acronym: _____
3. Principal Headquarters Address:

City	State	Zip Code
------	-------	----------
4. Telephone No.: () _____
5. Facsimile No.: () _____
6. E-mail Address: _____
URL (Web Site): _____
7. Points of Contact
Executive Officer: Ms./Mrs./Mr. _____ Title: _____
Financial Officer: Ms./Mrs./Mr. _____ Title: _____
Program Officer: Ms./Mrs./Mr. _____ Title: _____
8. Federal Employer Identification Number: _____
9. USAID-Assigned Identification Number (Decode): _____
10. Filing Period from: _____ to: _____

INSTRUCTIONS FOR PART I, PAGE 1 - ORGANIZATION

- Line 1:** Enter corporate name of your organization as shown on the Articles of Incorporation. If the Articles or By-Laws have been changed within the last 12 months, please submit amended document.
- Line 2:** Enter organization acronym (if applicable).
- Line 3:** Enter address for principal place of business and receipt of all official correspondence.
- Line 4:** Enter telephone number at headquarters.
- Line 5:** Enter facsimile number at headquarters.
- Line 6:** Enter internet address.
- Line 7:** Enter names and titles of officers who are staff members of the organization.
- Line 8:** Enter Federal Employer Identification Number (EIN) assigned to your organization by the Internal Revenue Service (IRS).
- Line 9:** Enter USAID-Assigned decode number. This is a 5-digit number printed on your registration certificate. New applicants will be assigned a decode number upon registration.
- Line 10:** Enter time period of the fiscal year which coincides with the period covered by the financial statements.

PART I - ORGANIZATION (Continued)
(READ INSTRUCTIONS ON BACK OF PAGE)

11. Are the financial statements available to the public upon request? Yes / No
(If no, submit explanation.)
12. Is your organization exercising financial planning by preparing budgets? Yes / No
(If no, submit explanation.)
13. Number of Board members: ____
(If changes occurred since last submission, include new list of Board members.)
14. Number of paid officers or staff members serving on the Board: ____
(This number may not constitute a majority in any decision.)
15. Are Board members compensated for their service on the Board? Yes / No
(If yes, submit explanation of compensation.)
16. Number of the Board of Directors' meetings in the last twelve months: ____
17. Religious Affiliation (if any) _____
18. Is the principal headquarters located in the United States? Yes / No

Condition No. 1

"That the applicant is a private non-governmental organization organized under U.S. law and maintains its principal place of business in the United States and is not a university, college, or accredited degree-granting institution of education, private foundation, organization engaged exclusively in research or scientific activities, church, or organization engaged exclusively in religious activities."

19. Enter number of staff members at the principal headquarters location: _____

INSTRUCTIONS FOR PART I, PAGE 2 - ORGANIZATION (Continued)

Line 11-19: Self-Explanatory.

THE PRIVATENESS 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 United States Government to be eligible to receive funding for most assistance through USAID.

USAID Form 1550-2 and its supporting schedules are used to compute the privateness percentage and to compile other information about PVOs for USAID's annual publication, Report of American Voluntary Agencies Engaged in Overseas Relief and Development Registered with the U.S. Agency for International Development (VolAg Report).

The privateness computation shows the funding a U.S. PVO receives from non-U.S. Government sources for overseas activities as a percentage of its funding from all sources (excluding certain U.S. Government grants and cooperative agreements). A U.S. PVO must demonstrate a privateness percentage of at least 20 percent to be eligible for development assistance from USAID.

FORMULA

$$\boxed{\text{Privateness Percentage}} = \frac{\boxed{\text{Non-U.S. Government program expenses for overseas activities}}}{\boxed{\text{U.S. + Non-U.S. Government program expenses for overseas activities}}}$$

= _____ Divided By _____

PART II - PRIVATENESS PERCENTAGE TEST
(READ INSTRUCTIONS ON BACK OF PAGE)

SCHEDULE A: OVERSEAS PROGRAM EXPENSES - INCLUDED IN PRIVATENESS PERCENTAGE

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.

REPORT ANY USAID FUNDING AS OVERSEAS PROGRAM EXPENSE.

NON-U.S. GOVERNMENT (NON-USG)

(See instructions on back of page for guidance)

1. Program expenses of overseas activities \$ _____

U.S. GOVERNMENT (USG)

(See instructions on back of page for guidance)

2. PVO-initiated grants and cooperative agreements received from USAID. List awards on a separate sheet and attach to this page. (Use format below)

	<u>Award No.</u>	<u>Office or Mission</u>	
Example:	- - - - - FAO - A - 00 - 99 - 00036 - 00 661 - G - 00 - 98 - 00650 - 00	BHR/PVC Eritrea/Ethiopia	Total
			\$ _____

3. Grants and cooperative agreements received from other
USG agencies _____

4. Total overseas program expenses related to USG support:
Add lines 2 and 3..... _____

5. Overseas program expenses related to non-USG and
USG support: add lines 1 and 4..... \$ _____

6. Divide line 1 by line 5 and multiply by 100. *This is the Privatness Percentage* _____

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 annual financial support for its overseas activities from sources other than the U.S. Government. This test of privatness is an eligibility criterion for most grant funding; it is not a condition of registration.

INSTRUCTIONS FOR SCHEDULE A , PAGE 3

Schedule A details the program expenses of overseas activities related to specific funding sources; it should be consistent with the information in the financial statements for the same filing period. Program expenses do not refer to cash expenses alone, but also to accrual expenses recorded in the financial statements.

Line 1: Enter all (unrestricted and restricted) program expenses of overseas activities related to funding from the following sources:

- Private contributions through individuals, foundations and corporations (U.S. and non-U.S.);
- Seminar fees, service fees, income from related businesses, membership fees, income from investments, gains and losses from investments, assessments and other dues, sales of materials and services to public, miscellaneous income and other similar sources;
- State and local government grants;
- Subgrants from non-government organizations (NGOs) and PVOs that are the prime recipients of grants awarded by the U.S. Government, e.g., World Learning, NED, etc.;
- Foreign governments (i.e., other than U.S. federal, state and local); and
- International organizations.

Line 2: Enter total of grants and cooperative agreements awarded in support of independently conceived and managed PVO activities. If more than one award then list awards on a separate sheet.

DEFINITIONS OF PVO-INITIATED ACTIVITIES:

- a. Awards made under grant programs for which only PVOs are eligible.
- b. Grants awarded on the basis of unsolicited proposals from PVOs.

EXAMPLES OF PVO-INITIATED ACTIVITIES

- Child Survival and Vitamin A Grants - BHR/PVC
- Operational Program Grants and Cooperative Agreements - USAID
- Umbrella Grants and Cooperative Agreements - USAID
- Co-financing Grants and Cooperative Agreements - USAID
- Matching Grants and Cooperative Agreements - BHR/PVC
- Institution Building Grants and Cooperative Agreements - USAID or BHR/PVC
- Partnership Grants and Cooperative Agreements - BHR/PVC
- Ocean Freight Section 123 - BHR/PVC
- P.L. 480 Title II Section 202(e) Grants
- Any other Grants and Cooperative Agreements set aside exclusively for PVOs

Line 3: Enter the total amount of grants and cooperative agreements from other U.S. Government sources.

Line 4: Add lines 2 and 3.

Line 5: Add lines 1 and 4.

Line 6: Compute your organization's privateness percentage test by dividing line 1 by line 5 and multiply by 100.

SCHEDULE B: OVERSEAS PROGRAM EXPENSES - EXCLUDED FROM PRIVATENESS PERCENTAGE
(READ INSTRUCTIONS ON BACK OF PAGE)

NON-U.S. GOVERNMENT
(See instructions on back of page for guidance)

- | | | | |
|----|--|----|--|
| 1. | Privately donated goods and equipment..... | \$ | |
| 2. | Privately donated service | | |
| 3. | Total in-kind contributions: add lines 1 and 2 | \$ | |

U.S. GOVERNMENT (USG)
(See instructions on back of page for guidance)

4. USAID-initiated grants and cooperative agreements received from USAID. List awards on a separate sheet and attach to this page. (Use format below)

	<u>Award No.</u>	<u>Office or Mission</u>	Total	
Example:	- - - - - AOT - G - 00 - 98 - 00496 - 00	BHR/OFDA		\$

- | | | | |
|----|---|--|--|
| 5. | P.L. 480 donated food | | |
| 6. | P.L. 480 freight | | |
| 7. | U.S. federal government excess property | | |

8. USAID contracts
List contracts on a separate sheet and attach to this page. (Use example below)

	<u>Contract</u>	<u>Office or Mission</u>	Total	
Example:	- - - - - 527 - C - 00 - 99 - 00199 - 00	Peru		\$

- | | | | |
|-----|---|--|--|
| 9. | Contracts received from other USG agencies | | |
| 10. | Other USG exempt activities | | |
| | <small>(Specify U.S. Agency - use separate sheet if more than one award and attach to this page.)</small> | | |

- | | | | |
|-----|--|----|--|
| 11. | Excluded overseas program expenses related to USG support:
Add lines 4 through 10 | \$ | |
|-----|--|----|--|

- | | | | |
|-----|--|----|--|
| 12. | Excluded overseas program expenses related to non-USG and
USG support: add lines 3 and 11 | \$ | |
|-----|--|----|--|

- | | | | |
|-----|---|----|--|
| 13. | Total overseas program expenses: add line 5 from Schedule A and line 12
above (enter here and on Schedule D, line 1). Total must agree with
financial statements..... | \$ | |
|-----|---|----|--|

INSTRUCTIONS FOR SCHEDULE B, PAGE 4

- Line 1:** Enter the donated goods and equipment as reported in the statement of activity.
- Line 2:** Enter donated services as reported in the statement of activity.
- Line 3:** Add lines 1 and 2.
- Line 4:** Enter total of grants and cooperative agreements awarded by USAID. If more than one award then list awards on separate sheet.

DEFINITIONS OF USAID-INITIATED ACTIVITIES:

- a. Grants awarded to PVOs under USAID-developed grant programs for which eligibility is not limited to PVOs.
- b. Grants to PVOs that are specifically requested by USAID to carry out the activities covered by the grant.

EXAMPLES OF USAID-INITIATED ACTIVITIES

- Child Survival and Vitamin A Grants and Cooperative Agreements - Non-BHR/PVC
- ASHA Program Grants and Cooperative Agreements
- Democracy Program Grants and Cooperative Agreements
- OFDA Program Grants and Cooperative Agreements
- Core-Support Grants and Cooperative Agreements with: AFL-CIO Labor Institutes; Family Planning Organizations; and Cooperative Development Organizations - Non-BHR/PVC
- Participant Training Fellowship Programs
- Congressional earmarks
- Debt for development
- Assistance made available notwithstanding any other provision of law

- Line 5:** Enter P.L. 480 donated food.
- Line 6:** Enter P.L. 480 freight.
- Line 7:** Enter U.S. federal government excess property.
- Line 8:** Enter total of USAID contracts.
- Line 9:** Enter total amount of USG contracts from other U.S. Government sources (Federal, State, Local).
- Line 10:** Enter any other U. S. Federal Government exempt activities (e.g., USDA Section 416).
- Line 11:** Add lines 4-10.
- Line 12:** Add lines 3 and 11.
- Line 13:** Add line 5 from Schedule A and line 12 from Schedule B. This total must agree with the financial statements and Schedule D, line 1.

PART III - VOLAG REPORT DATA

SCHEDULE C: SUPPORT AND REVENUE (READ INSTRUCTIONS ON BACK OF PAGE)

NON-U.S. GOVERNMENT

1.	Private contributions		\$
	%	%	
	Individuals _____	Bequests/Legacies/Endowments _____	
	Foundations _____	Religious Affiliates _____	
	Corporations _____	Other _____	
		(specify sources)	100%
2.	Subgrants		
3.	Privately donated goods and equipment		
4.	Privately donated services		
5.	Private revenue (e.g., sales of publications, service fees, membership dues, investment income or any event that generated revenue)		
6.	Foreign governments support		
7.	International organizations support		
8.	Total Non-U.S. Government Support: add lines 1 through 7		\$

U.S. GOVERNMENT

9.	P.L. 480-donated food		\$
10.	P.L. 480 freight		
11.	Section 123 ocean freight		
12.	U.S. federal government excess property		
13.	USAID grants and cooperative agreements		
14.	Other U.S. federal government grants and cooperative agreements		
15.	USAID contracts		
16.	Other U.S. federal government contracts		
17.	Total U.S. federal government support: add lines 9 through 16		\$
18.	Other U.S. government support (i.e., state or local grants and/or contracts)		
19.	Total support and revenue as per financial statements: Add lines 8, 17 and 18		\$

INSTRUCTIONS FOR SCHEDULE C, PAGE 5

- Line 1:** Enter total amount of private contributions and grants. Indicate by percentage the distribution of these sources. Include amounts from all fund groups (i.e., restricted fund, unrestricted fund, endowment fund, plant fund, etc.).
- Line 2:** Enter all the revenue from subgrants with NGOs, PVOs and any grants received from the National Endowment for Democracy (NED).
- Line 3:** Enter donated goods and equipment as reported in the financial statements.
- Line 4:** Enter donated services as reported in the financial statements.
- Line 5:** Enter private revenue in aggregate. This revenue includes seminar fees, service fees, income from related businesses, membership fees, income from investments, gains and losses from investments, assessments and other dues, sales of materials and services to public, miscellaneous income and other similar sources.
- Line 6:** Enter support and revenue received from foreign governments.
- Line 7:** Enter support from international organizations, such as the United Nations and its agencies or the World Bank and its agencies.
- Line 8:** Add lines 1-7.
- Lines 9-16:** Enter the types of awards (grants, cooperative agreements, contracts or subventions) received from the U.S. Federal Government.
- Line 17:** Add lines 9-16.
- Line 18:** Enter all support and revenue received from U.S. state and local governments.
- Line 19:** Add lines 8, 17 and 18. This line comprises the total support and revenue for all fund groups as reported in the financial statements.

SCHEDULE D: FUNCTIONAL CLASSIFICATION OF EXPENSES (READ INSTRUCTIONS ON BACK OF PAGE)

1.	Overseas program expenses per Schedule B, line 13..... <i>(Report any USAID funding as overseas program expense.)</i>	\$
2.	Domestic program expenses	
3.	Administrative and management expenses	
4.	Fund raising expenses	
5.	Total expenses per financial statements (for all fund groups): Add lines 1 through 4	\$

NOTE: *The figures from Schedules C and D will be in the VolAg Report*

Checklist: Have you enclosed the financial statements? Yes ___
 Have you enclosed an Annual Report? Yes ___
 Have all other circumstances described in the original registration material remained unchanged except as noted? Yes ___

AUTHORIZED SIGNATURES

Under penalty of perjury, I certify that this is a non-profit organization with a tax exemption under the following provision of the Internal Revenue Code:

(Check one)
 Section 501(c)(3) Section 501(c)(5)
 Section 501(c)(4) Section 501(c)(6).

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
 Date: _____
 Telephone: _____
 Facsimile : _____

 Chief Financial Officer
 Date: _____
 Telephone: _____
 Facsimile: _____

Enclose a reconciliation statement when the USAID Form 1550-2 differs from the financial statements.

INSTRUCTIONS FOR SCHEDULE D, PAGE 6

- Line 1:** Enter total expenses for overseas programs reported in Schedule B, line 13.
- Line 2:** Enter total expenses for domestic programs as reported in the financial statements. Include Development Education grants in this total.
- Line 3:** Enter total expenses for administrative and management as reported in the financial statements.
- Line 4:** Enter total expenses for fund raising as reported in the financial statements.
- Line 5:** Add lines 1-4. This line should agree with the total expenses in the financial statements.

A PVO may wish to include other documentation or evidence addressing the degree to which annual program spending has been consistent with the stated purpose of the organization and annual expenses are reasonable in amount.

BURDEN ESTIMATE STATEMENT

PAPERWORK REDUCTION ACT NOTICE: Public reporting burden for this collection of information is estimated to average 1 - 3 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 (BHR/PVC/IPS), Room 704, SA-08, Washington, D.C. 20523-0804 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (0412-0035), Washington, D.C. 20523.