

SUPPORTING STATEMENT FOR APPROVAL UNDER
PAPERWORK REDUCTION ACT

JUSTIFICATION

1. The registration of U.S. private voluntary organizations (PVOs) originated on the eve of World War II as a means for the U.S. Government to monitor the overseas relief activities of American agencies in warring countries. Over the years, the PVO Registry has been formalized, and registration is now officially cited as the prerequisite for U.S. and international PVO wanting to apply of funding from the U.S. Agency for International Development (USAID). The Office of Private and Voluntary Cooperation (PVC) in the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA) is the designated office responsible for maintaining the PVO Registry. PVC is also the focal point for PVO relations with USAID its bureaus and missions, as well as other U.S. Government agencies, the national press corps, and the U.S. general public.
2. Five hundred and thirty-five U.S. PVOs are registered with USAID but only on-third receive USAID funding. Registration provides a resource for USAID officials to access financial and program information on PVOs not listed on procurement rosters. The PVO Registry is a central clearinghouse for information on PVOs working in countries where elsewhere the U.S. Government would not have knowledge on the activities. The Classification Form provides the format for gathering data on each country and program activity associated with each registered PVO.
3. When an international conflict or crisis occurs, PVC is often requested to supply a list of PVOs working in the area of conflict. When emergency personnel or ground forces ask whether Americans are in the area of turmoil and what skills and supplies are on the ground PVC is most often the resource for information.
4. To meet the daunting challenge of providing timely information on a 24/7 basis, PVC has developed a search engine for procuring sectoral and country information on each USAID-registered PVO. (Go to www.usaid.gov Keyword: "PVO Registry")
5. To confirm that the data is collected in a formalized and consistent manner, PVC has developed the Classification Form's list of sectors and countries based on the following criteria:
 - Activities/sectors are derived from the Foreign Assistance Act (FAA) and meet current strategic objectives of USAID; and

- Countries are provided by the Office of Center for Development Information and Evaluation in USAID's Bureau for Policy and Program Coordination.
2. Annual registration of PVOs is the sole purview of USAID and the PVC office, and the collection of PVO data resides with USAID. There is no duplication of the collection of information. A less frequent collection of information would mean that the Agency would be unable to fulfill its request for the current location and activities of the PVO community in developing countries.
 3. This is not applicable, because information is collected in a manner consistent with guidelines in 5CFR 1320.6.
 4. PVC has received no major objections regarding the Classification Form.
 5. This is not applicable, because respondents are not given gifts or payments.
 6. There is no requirement for confidentiality in the Classification Form, nor is any assurance of confidentiality given to respondents.
 7. This is not applicable, because respondents are not asked any questions of a sensitive nature, such as questions concerning sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.
 8. Presently, there are 594 PVOs that are required to submit the Classification Form. It takes less than 20 minutes to complete the 2-page multiple choice form (example attached). The cost for each respondent (the PVO) is estimated at \$7.42 (20 minutes at \$37.08¹/hour).
 9. There are no additional, burdensome costs associated with this reporting requirement. The staff personnel maintain demographic and sectoral data for the Classification Form as part of the regular function for salaried positions.

 10. The estimated cost to the U.S. Federal Government is \$6033.04², on an annual basis
 - Four hours annually to retrieve lists of countries from DOS and USAID/CDIE and update country list, if required.
 - Four hours annually to review FAA and USAID strategic objectives and update sector list, if required.

¹ Based on \$37.08 hourly rate (median salary \$77,123) as indicated in Salary.Com, see www.salary.com for Program Director working at a non-profit organization in the Washington, D.C. metropolitan area (4/16/06).

² Based on GSA schedule rates (GS-10F-0107N) December 1, 2005 – November 30, 2006.

- Four hours annually to bridge previous country and sector selections to new country and sector selections, if required.
- Four hours annually to reformat AID Form 200-1, Classification Form and update corresponding data entry screens.
- Four hours annually to print forms for insertion to 594 annual submission packages.
- Eighty hours annually to enter data into database.
- Recap – 96 hours per year for Registration Coordinator and 4 hours per year for Programmer.

11. Request for approval for the continue use of Classification Form.

12. Information is collected from respondents (PVOs) annually based on fiscal year end. The heaviest reporting periods are June and December. The data obtained from the Classification Form is verified prior to publishing in the USAID's annual *Report of Voluntary Agencies*. Several other ad-hoc reports are prepared throughout the year with PVOs listed by country and/or sector. The information is also searchable on-line at www.usaid.gov Keyword: "PVO Registry."

13. The expiration date for OMB approval should not be displayed, and the Classification Form should be updated on an annual basis to maintain the accuracy of country names, which are continually updated by the Department of State.

14. There are no exceptions.