



USAID
FROM THE AMERICAN PEOPLE

Issue Date: March 21, 2024
Closing Date: May 6, 2024
Closing Time: 5 p.m. Eastern Time

Subject: Solicitation for Applications to Participate in the Limited Excess Property Program (LEPP)

The United States Agency for International Development (USAID) is seeking applications for participation in the Limited Excess Property Program (LEPP). LEPP is managed by USAID's American Schools and Hospitals Abroad (ASHA) Initiative, which is part of the Bureau for Inclusive Growth, Partnerships, and Innovation's Local, Faith, and Transformative Partnerships (LFT) Hub.

LEPP allows non-profit organizations who are self-registered as Private Voluntary Organizations (PVOs) with USAID access to United States Government (USG) surplus property through the U.S. General Services Administration (GSA) and the Defense Logistics Agency's (DLA) Disposition Services' excess property programs. Please note, the property is provided on an as is/where is basis and the PVO partner is responsible for the transportation and, if necessary, refurbishment of said property.

Applicants to the Limited Excess Property Program must self-register as a Private Voluntary Organization (PVO) by submitting their registration form and audited financial statements with their application.

The closing date and time of this announcement is May 6, 2024, at 5 p.m. ET. Applications that are submitted late or that are incomplete run the risk of not being considered in the review process. Late applications will be considered for an award if the responsible officer determines it is in the Government's interest to do so. To ensure that complete applications have been received by the due date, we ask that applications be submitted electronically via email to the LEPP Inbox at: LEPP@usaid.gov.

Applications and modifications shall be submitted with the name and address of the applicant and inscribed to:

LEPP Program
IPI/LFT/ASHA
Attn: Raymond Jennings
1300 Pennsylvania Ave NW
Washington, DC 20523
Email: LEPP@usaid.gov

Please note the following dates:

March 21, 2024 Release of Participation Announcement
April 5, 2024 Deadline for Submission of Questions
April 19, 2024 Response to Questions Posted Online
May 6, 2024 Application Deadline
June 14, 2024 Notify Applicants of Acceptance
June 28, 2024 Applicants Transfer Agreement Signed

Issuance of this announcement does not constitute a commitment on the part of USAID to enter any agreement, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Applications are submitted at the risk of the applicant; should circumstances prevent award of an agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID program announcement information is via the Internet. This announcement and any future amendments, including the PVO Self Certification form and financial audit criteria can be downloaded from the Agency website at <https://www.usaid.gov/local-faith-and-transformative-partnerships/limited-excess-property-program>. It is the responsibility of the recipient of the application document to ensure that it has been received in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Adherence to the guidelines, as well as the quality of the application received, will form the basis of the selection review process managed by USAID/ASHA/LEPP. **Questions regarding this announcement must be submitted in writing, no later than April 5, 2024, to LEPP@usaid.gov.** Applicants should retain for their records one copy of all enclosures which accompany their application. For the purposes of this program, this Request for Participation is being issued and consists of the following:

Section I - Background
Section II - Application Instructions
Section III - Review Process and Selection Criteria
Section IV - Additional Program Requirements
Annex A - Participating Countries
Annex B - Transfer Agreement

Section I - Background

A. Limited Excess Property Program Summary

Authorized by Sections 607 and 608 of the Foreign Assistance Act (FAA) of 1961, as amended, the Limited Excess Property Program provides access to United States Government surplus property for use by Private Voluntary Organizations (PVOs) in support of their overseas development and humanitarian aid programs. LEPP is managed by USAID/ASHA which is part of the Bureau for Inclusive Growth, Partnerships, and Innovation's Local, Faith, and Transformative Partnerships (LFT) and currently provides PVO partners with access to the U.S. General Services Administration (GSA) and the Defense Logistics Agency's (DLA) Disposition Services excess property programs. (Visit www.ppms.gov/ to view the types of property available through the program.)

LEPP serves as the principal liaison for any property that is transferred from the U.S. Government to PVOs registered with USAID and is the primary contact for all USAID Washington offices, other federal agencies, foreign embassies in the U.S., registered PVOs, and donors of private property on matters relating to utilization of USG surplus property in overseas development programs. IPI/LFT/ASHA, through LEPP, works with these organizations, permitting not only access to surplus property, but ensuring all results and other reporting, use, and other information and data requirements are met.

B. Program Objectives

- 1) Provide access to federal surplus property to PVOs registered with USAID to strengthen the outcomes of humanitarian aid and development programs overseas.
- 2) Utilize innovative models and cost-effective strategies to recover and reuse federal surplus property that conforms to approved

policies, practices, and procedures. Increase the volume of USG surplus property accessed and safely utilized by a diverse group of program partners and donation recipients.

- 3) Leverage surplus property to meet USAID's international development objectives and contribute to strengthening local capacity of developing nations.
- 4) Improve the quality and efficiency of the program by streamlining and standardizing procedures required to access USG surplus property.
- 5) Bolster the potential development and humanitarian aid outcomes of programs utilizing LEPP property donations by strengthening public diplomacy and productive partnerships with host governments and local institutions.

C. Applicant Eligibility Requirements

Applications will only be reviewed if they adhere to the requirements outlined below:

- The application is open to NGOs that meet the PVO self-registration and audited financial statements criteria. (See the [LEPP website](#) 2024–2027 Program Cycle Resources.)
- LEPP proposals must follow the formatting guidelines provided below.

Note: PVOs that are being considered for selection into the program may be subject to additional vetting requirements.

Section II - Application Instructions

A. Preparation Guidelines

1. General Guidelines

All applications received by the May 6, 2024, deadline will be reviewed for adherence to the specifications outlined in these guidelines and the application submission format.

Applications that are submitted late or that are incomplete run the risk of not being considered in the review process. Late applications will be considered for the award if the responsible officer determines it is in the Government's interest to do so.

Applications should be specific, concise, and should demonstrate the PVO's capabilities in the technical areas in which it is working (e.g., agriculture, disaster relief, health, gender, education, etc.). The application will be judged in accordance with scoring based on the selection criteria found in Section III. Applicants are expected to review, understand, and comply with all aspects of this announcement.

Applications and modifications of the application shall be submitted electronically and (1) addressed to the office specified in the cover letter of this announcement, and (2) show the time specified for receipt and the name and address of the applicant.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application.

2. Private Information

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

- a. Mark the title page with the following legend: *"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this application. If, however, an agreement is awarded to this applicant, as a result of—or in connection with—the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting transfer agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on pages (insert page numbers)."*
- b. Mark each page of data it wishes to restrict with the following legend: *"Use or disclosure of data contained on this page is subject to the restriction on the title page of this application."*

3. Questions

Any prospective applicant desiring explanation or interpretation of this announcement must email its request to LEPP@usaid.gov by **April 5, 2024**, to allow a reply to reach all prospective applicants before the submission of their applications. All responses will be posted on the [LEPP website](#). Oral explanations or instructions given before award of an agreement will not be binding. Any information given to a prospective applicant concerning this announcement will be furnished promptly to all other prospective applicants as an amendment of this announcement, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

B. Formatting Guidelines

Applications must be typed and conform to the format prescribed below:

- The body of the application should not exceed 20 numbered pages.
- The text of the application should be single-spaced and cast in Times New Roman font, 12-point size.
- All documents should be in English. Foreign documents, if accompanied by an English translation, are acceptable.
- The name/s, title/s and address/es of the person/s who prepared the application should be included on the Cover Page. The application should be signed and dated by the person designated by the applicant as responsible for its contents.

C. Application Submission Format

1. PVO Contact Information

Include a summary sheet with the following information:

- Name of Organization
- Contact Person
- Address
- Telephone Number
- Email Address
- Limited Excess Property Program (LEPP)

2. Executive Summary (1-page maximum)

The executive summary is a concise summary of the program description and key component of the application.

3. Overview of the Applicant Organization (1-2 pages)

The overview should address how the PVO will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- The organization's mission, goals, objectives, and how they relate to USAID priorities: (<https://www.usaid.gov/what-we-do>).
- How surplus property obtained through LEPP would support the organization's goals and objectives.
- The major technical sectors in which the organization works and its history and major achievements working in the sector(s).

4. Program Description (10-12 pages)

- a. **Situational Analysis and Rationale for Participation in the Limited Excess Property Program**: Describe the current socio-economic conditions in each country or region where your organization is proposing to work. Discuss factors likely to affect proposed program outcomes. Be sure to cite the source(s) for your data and include the following:
 - Identify the country or countries in which the organization plans to transfer surplus property. Discuss prior experience working with the host country government(s) or other NGO(s) in the countries where this program will operate.
 - Describe the recipients of the program. Include an analysis of their needs, as well as an estimated number by gender and age.
 - Discuss any gender specific programs that surplus property will compliment or support.
 - Discuss how your organization supports USAID's faith-based initiatives.

- Discuss how participant numbers are determined and the techniques used to determine their needs (e.g., surveys, census data, and needs assessment). Please note that information on age and gender differentiation of the participants is essential.
 - Discuss the comparative advantage of the organization in carrying out this work. Cite prior relevant experience and notable achievements using specific examples and data.
 - Identify any opportunities for synergy or coordination with other programs, especially USAID-funded programs or those of local civil society or faith-based organizations and discuss how the programs might work together and support one another.
- b. **Program Objectives:** Describe how the organization will advance the objectives of the LEPP program.
- Identify and describe the objective(s) of the program and how the objective(s) relate to the needs of the program participants. Provide the program duration and timeframe.
 - Describe linkages between the organization's program and USAID's Mission, Vision, and Values.
 - Discuss how federal surplus government property received through the LEPP would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.
- c. **Partnership Details:** Identify the proposed program in-country partners and provide a rationale for the selection of these partners.
- Provide a description of the in-country recipients' experience in the program. All partners must be listed and their role in the proposed program briefly discussed.
 - List the partners for this program, indicate whether each partner is an independent NGO or an affiliate of the applicant, and their legal status.

- Provide the name and contact information for the proposed partners.
- Discuss the organization's relationship with in-country implementing partners and state whether the partners are new or continuing. Discuss the impact of this approach.
- Discuss in-country recipients' involvement in developing this application.
- Note whether there is a memorandum of understanding or other agreement with host country partners.
- Discuss how your organization and its in-country partners will ensure federal excess property will "do no harm" so as not to impair local financial, environmental or physical well-being; create disincentives for local production, play into systems for corruption, foster relationships of dependency, or reflect unfavorably on the United States. (LEPP's Do No Harm Policy is available on the [LEPP website](#).)

d. **Standards:**

- Please describe how the organization supports American values and American best practices.

5. Program Management and Structure (3-5 pages)

This section provides an overview of the management of the proposed program. Be sure to highlight those areas of program management, including receipt and transfer of property, that were not discussed under the Program Description section.

a. **Organizational Structure:**

- Discuss how the PVO headquarters will ensure effective support to the field of this program.
- Include the number of personnel that assist with the activities related to the LEPP Program both in the field and at the headquarters.
- Provide an organizational chart of the PVO that clearly delineates the key personnel responsible for overseeing/monitoring the program in the headquarters office and in the field.

- Provide a brief outline of how the PVO plans to monitor and evaluate their work in conjunction with and participation in the program.
- Discuss the PVOs communications and outreach capabilities, such as personnel assigned or able to document success stories and best practices.

b. Receiving and In-Country Transfer System:

- Given that the transportation of the property is the responsibility of the PVO, please discuss your organization's plan for picking up and delivering the property both in the country where it is made available and transporting it to the country where it will be used.
- Identify whether the organization currently has a physical presence in each country where the program will operate. If the PVO does not have a physical presence in the country, identify who is responsible for receiving and accounting for the surplus property.
- Describe the planned process for receiving the surplus property, i.e., clearing customs, warehousing, transportation and transfer of goods to end user organization(s).
- Describe how the organization will monitor the surplus property shipment from the origin of pick-up to the designated country, and to the end user. Include a discussion of the following elements: tracking (from the moment of receipt from USG), physical inspection, inventory control, proposed accounting systems for surplus property, recycling and sanitation procedures and refurbishment of property (if needed), on- site inspection, in-country accounting of transferred property, and participants' response.
- Cite any experiences concerning lost and/or stolen property and the steps taken to safeguard surplus property during the transfer process.
- Discuss PVOs capabilities of refurbishing technical surplus property.

- c. **Contingency and Security Planning:** Natural and man-made disasters affect a substantial number of development programs at some time during implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other emergencies on the organization's staff and property to ensure the security and safety of program personnel.

D. Negotiation and Award

USAID may award one or more transfer agreements resulting from this announcement to the responsible applicant(s) whose application(s) conform to this announcement. USAID may also: (a) reject any or all applications or (b) waive minor irregularities in applications received.

USAID may award one or more transfer agreements based on the initial applications received, without discussion. Therefore, each application should contain the applicant's comprehensive technical approach. Furthermore, applicants may be contacted to provide clarification or additional information during the review process.

The applicant is reminded that U.S. Executive Orders (i.e., E.O. 13224) and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the applicant to ensure compliance with these Executive Orders and laws.

Faith-based and/or religiously affiliated PVOs are eligible to participate in USAID programs on the same basis as any other organization without regard to their religious character or affiliation. USAID may not discriminate for or against a program applicant based on religious character or affiliation according 22 CFR Part 205.

Section III - Review Process and Selection Criteria

A. Review Process

To facilitate the review process, applicants should organize the narrative sections of their applications in the same order as the selection criteria. Applications will be evaluated in accordance with the selection criteria set

forth below. Applications must follow the application format and contain the information indicated in Section I and Section II of this announcement.

All applications that meet the eligibility and program requirements and that adhere to the format instructions will be reviewed. The Review Panel will be composed of IPI/LFT/ASHA staff and other staff from USAID offices with related interests and appropriate expertise. Selection will be based on the scoring of proposals per the selection criteria identified below.

B. Selection Criteria (100 points)

1. Executive Summary (5 points)
2. Overview of the Applicant (10 points)
3. Program Description (60 total points)
 - a. Situational Analysis and Rationale for LEPP participation
 - b. Program Objectives
 - i. Description of Objectives
 - ii. Linkage to Agency Priorities
 - iii. How Government Surplus Property Will Enhance Humanitarian Relief and/or Long-Term Development Objectives
 - c. Partnership Details
 - d. Standards
4. Program Management and Structure (25 total points)
 - a. Organizational Structure
 - b. Receiving and In-Country Transfer System
 - c. Contingency and Security Planning

Section IV - Additional Program Requirements

It should be noted that once an organization is accepted into LEPP there is a separate process that you will need to participate in before being allowed to transfer property. Section 607 of the Foreign Assistance Act of 1961, as amended, dictates that prior to property being transferred overseas a determination must be made regarding the following:

- *that there is a need for the property described above in the quantity requested and that such property is suitable for the purpose requested;*

- *the designated end-user is responsible and able to use effectively and maintain such property; and,*
- *that the residual value, serviceability, and appearance of such property would not reflect unfavorably on the image of the United States and would justify the costs of packing, crating, handling, transportation and other accessorial costs and that the residual value at least equals the total of these costs.*

Prior to transferring property overseas, the PVO must obtain a signed 607 Determination for each country in which they plan to transfer surplus property. As part of this process, PVOs will be required to submit a one-page project plan per country outlining the projects that they plan to support through their participation in LEPP. This process will be facilitated by the LEPP team.

All property furnished through LEPP shall be transferred pursuant to the terms set forth in the Transfer Agreement (see Annex B). PVOs accepted into LEPP must agree to comply with the terms set forth therein.

USAID Missions that have agreed to review 607 Determinations for the 2024 LEPP application are listed below (Annex A). USAID makes no claims, promises, or guarantees with respect to the prospects of the participation of such countries in LEPP in the future or if a PVO accepted into LEPP would be approved to transfer property to any country listed. Additionally, if there is a country you would be interested in transferring property to, but is not listed below, you may write in its name for consideration in your application.

Annex A - LEPP Participating Countries

USAID Mission Countries that will be reviewed for 2024 LEPP Application	
Albania	Mongolia
Antigua & Barbuda	Nicaragua
Barbados	Niger
Burundi	Pakistan
Dominica	Paraguay
Dominican Republic	Peru
DRC	Philippines
El Salvador	Rwanda
Ethiopia	St Kitts & Nevis
Ghana	St. Lucia
Grenada	St. Vincent & the Grenadines
Guatemala	Suriname
Guyana	Tanzania
Haiti	Timor-Leste
Honduras	Trinidad & Tobago
Jamaica	Ukraine
Kenya	Zambia

ANNEX B - LEPP Partner Transfer Agreement (Example Transfer Agreement)

Month Date, 20__

Participant Name

Participant Address

Dear _____:

Thank you for your application to participate in the U.S. Agency for International Development's Limited Excess Property Program (LEPP). I am pleased to inform you that [Participant], hereinafter referred to as the "Participant," has been approved to participate in LEPP. Upon counter-signing this letter, the Participant is authorized to request property included in the attached List of Approved Federal Supply Classifications (Enclosure 1) pursuant to the procedures described in the LEPP Terms and Conditions (Enclosure 2). This letter together with its enclosures constitute the Transfer Agreement.

LEPP is an innovative and cost-effective means of transferring millions of dollars' worth of excess Government property to support and further overall U.S. Government development goals. We look forward to establishing a partnership with [Participant] that will deliver sustainable development that empowers citizens globally.

Participants that do not adhere to the requirements outlined in the Transfer Agreement will be subject to disqualification from receiving further excess property through LEPP. Your participation in LEPP and this Transfer Agreement will be effective until **Month Date, 20__** unless sooner modified or terminated by USAID.

Sincerely,

Raymond Jennings
Office of the American Schools and Hospitals Abroad (ASHA)
DDI/LFT/ASHA
U.S. Agency for International Development (USAID)

Enclosures:

1. List of approved Federal Supply Classifications (FSC)
2. LEPP Terms and Conditions
3. Annual Certification of LEPP Compliance

ACCEPTED AND AGREED TO:

PARTICIPANT: [LEPP to fill in]

BY: _____
[Print Name and Job Title]

SIGNATURE: _____

DATE: _____

LIST OF APPROVED FEDERAL SUPPLY CLASSIFICATION CODES

For the transfer of U.S. Government excess property, participants must select and submit Federal Supply Classification (FSC) codes. LEPP will provide additional instructions once an applicant is approved for participation.

Please Note: All transfer order requests must adhere to the excess property categories listed in Attachment 2 of the LEPP Do No Harm (DNH). Requests not adhering to the DNH are subject to being denied.

The table below is for visualization purposes. Participants must provide country-specific lists that reflect their and/or their partners' needs.

GSA category, for example →	Medical Equipment	Automobiles	Furniture	Office Equipment	Computer Equipment
4-digit FSC code →	6510	2310	7110	7435	7010
	6515		7125	7490	7020
	6520				7021
	6525				7022
	6530				7025

LEPP Terms and Conditions

USAID established the Limited Excess Property Program (LEPP) in accordance with Sections 607 and 608 of the Foreign Assistance Act of 1961, as amended. LEPP provides Private Voluntary Organizations (PVOs) access to U.S. Government excess property for use in their humanitarian and development projects and programs overseas.

This document sets forth the terms and conditions of your participation in LEPP.

1. **Orientation to LEPP.** Upon admission to LEPP, Participants must attend three mandatory training sessions.
2. **607 Determinations.** Participants must prepare and submit a 607 Determination Template as described in the Participant's Request for Participation for each country in which the Participant plans to transfer property. If a change in circumstances or in-country partner(s) could impact a signed 607 Determination, Participants must notify LEPP@usaid.gov.
3. **Transfer Order Requests.** Participants must submit transfer order requests to LEPP@usaid.gov. A complete request includes the following: Request Letter, C5 (letter of authorization to pick up property), Transfer Order, Annual Certification of LEPP Compliance, and a signed 607 Determination. All transfer order requests are subject to USAID's review and approval. Once a Transfer Order is approved, Participants must request approval from LEPP@usaid.gov prior to changing a recipient country.
4. **Ceiling Amount.** Transfer order requests shall not exceed \$_____ in total value of the excess property requested per fiscal year. LEPP reserves the right to amend this ceiling at any time. Participants must submit any requests to increase the ceiling amount in writing to LEPP@usaid.gov. USAID will evaluate requests on a case-by-case basis.
5. **Title.** Title to excess property passes to the Participant at the time that Participant or Participant's Agent takes possession of the property. Once title to excess property has passed to the Participant, the Participant assumes all responsibilities incident to ownership of such property, including, but not limited to, all charges incurred for transportation or storage of the property and all risks of loss of or damage to the property.
6. **No Warranty.** All property furnished through LEPP is excess to the needs of the U.S. Government and is transferred "as is, where is" with all faults. USAID is not responsible for and makes no warranty regarding the fitness, condition, or safety of operation of the property transferred. USAID is not responsible for costs of any kind (including shipping costs or customs clearances) associated with excess property furnished through LEPP.
7. **Period of Accountability.** The Period of Accountability for all excess property received through LEPP spans the duration of the Transfer Agreement and any applicable extensions to the agreement except in cases where property is recycled or disposed of in accordance with paragraph 9. During the Period of Accountability, Participants must adequately maintain the property and provide updates on the property location upon request. The property must also be available for inspection by LEPP upon request.
8. **Usability Determination and Utilization Timeline.** Within 180 days of taking possession of surplus property, Participants must make a determination as to whether property is (a) Usable; (b) Repairable; or (c) Unusable.
 - a. **Usable.** Usable property is property that is usable as-is at the time of receipt. Property

received in usable condition must be transported to the recipient country within one year of receipt and must be put to use for the purpose described in the 607 Determination within one year from the date of arrival in the recipient country. If you anticipate a delay in the property arriving overseas within this timeframe, you must notify LEPP@usaid.gov. Notwithstanding the foregoing, items with a definitive expiration date must be used prior to expiration.

- b. **Repairable.** Repairable property requires some degree of refurbishment or repairs before it can be put to use for its stated purpose. Participants may elect to refurbish equipment in the United States, in the country where the property is acquired, or in the recipient country. If you anticipate a delay in the property arriving overseas within the timeframes below, you must notify LEPP@usaid.gov.
 - i. If refurbishing in the United States or in the country where the property is acquired, the refurbishing process must begin within six months of the Participant's receipt of property. Refurbished property must be transported to the recipient country within six months of completed repairs and put into use within six months thereafter.
 - ii. If refurbishing in the recipient country, the property must be transported to the recipient country within one year of receipt and the refurbishing process must begin within six months of its arrival in-country. Refurbished property must be put to use within three months of completed repairs.
- c. **Unusable.** Unusable property is damaged or deficient to an extent that renders the item either unserviceable through repairs or unable to be repaired in a cost-effective manner. If a Participant believes that excess property items are unusable at the time of receipt, the Participant must notify LEPP@usaid.gov. The value of items that are unusable at the time of initial receipt will be credited back to the Participant's annual ceiling amount. If excess property becomes unusable at any time during the period of accountability, Participants must dispose of the property in accordance with paragraph 9, below.

9. **Disposition of Unusable Excess Property During the Period of Accountability.** Participants and/or their in-country partners have the following options when they determine that excess property is unusable:

- a. Break down and use viable components of unusable property to recondition or repair similar property while recycling or disposing of unusable components in accordance with subsections (b) and (c) below.
- b. Recycle unusable property with a reputable recycler. (Note: Electronics should be recycled in an environmentally safe manner by entities that disassemble property into raw materials. Recyclers certified under R2 or e-Stewards standards are recommended.)
- c. Dispose of unusable property via a reputable waste management entity.

In all cases, Participants must ensure the disposition of excess property does not endanger the environment or public health and safety, complies with the laws of the country in which the property is located, and adheres to LEPP's Do No Harm (DNH) requirement. Items may not be transferred to or for the benefit of law enforcement or military entities at any time. The Participant will work with its in-country partner(s) receiving excess property to develop and document a disposition plan for the LEPP property, and each will retain a copy of the plan for its records.

10. **Disposition of Excess Property After the Period of Accountability.** After the Period of Accountability, the Participant or its in-country partner may recycle or dispose of excess property without notifying LEPP. Notwithstanding the foregoing, in accordance with paragraph 11, items may not be transferred to or for the benefit of law enforcement or military entities. The Participant must further ensure the

disposition of excess property does not endanger the environment or public health and safety, complies with the laws of the country in which the property is located, and adheres to LEPP's DNH requirement.

11. **No Transfer of Property to Military or Police.** Excess property may not be used at any time whether during or after the Period of Accountability to support law enforcement activities or the military sector.
12. **Do No Harm.** Participants must have a policy demonstrating an organizational commitment to Do No Harm that is consistent with the parameters set forth in LEPP's Do No Harm requirement document.
13. **Non-Compliance/Misappropriation and Suspension or Revocation of Participation in LEPP.** In the event LEPP receives a credible allegation that a Participant may be engaged in any type of fraud, malfeasance, or noncompliance in connection with LEPP, including misuse or sale of federal excess property, LEPP will promptly notify the Participant and review the allegation. LEPP may suspend any further transfers of excess property to a Participant and/or place a temporary hold on a Participant's Personal Property Management System (PPMS) and Defense Logistics Agency (DLA RTD) accounts pending the outcome of a review. In the event LEPP determines a Participant has engaged in malfeasance or is otherwise not in compliance with these terms and conditions, LEPP reserves the right to place the Participant on a corrective action plan or to terminate the Participant from further participation in LEPP.
14. **Records.** During the Period of Accountability and for three years thereafter, the Participant must maintain accountability records of all excess property received (location, condition, disposition). All records are subject to review and/or audit by USAID and/or USAID's Office of Inspector General.
15. **Reports.** Participants are responsible for filing the following reports with LEPP@usaid.gov:
 - a. **Shipping Reports.** Participants must notify LEPP program staff and the USAID Mission in writing when any shipment of excess property received through LEPP is expected to arrive in the destination country. Participants must provide a clear shipping list of all items furnished through LEPP, 14 - 30 days prior to transporting goods into the country. This list should include a description of each item transferred, Federal Supply Classification (FSC), Requisition Numbers, and/or Serial Numbers (SN) when applicable.
 - b. **Reconciliation Reports.** The Participant must submit a semi-annual and annual reconciliation report detailing all Transfer Orders the Participant received. The semi-annual report is due on April 30 and must include all Transfer Orders the Participant has received for that fiscal year thus far (October 1 through March 31). The annual reconciliation report is due on January 15 of the subsequent fiscal year and must include all Transfer Orders received during the entire fiscal year (October 1 through September 30). LEPP will not approve additional orders for Participants with delinquent reconciliation reports.
16. **Site Visits.** USAID staff may conduct domestic or overseas visits either in-person or virtually to visually inspect surplus property made available through LEPP, monitor procedures, identify best practices, or promote and encourage public diplomacy.
17. **Certification of Compliance.** Participants must annually certify as to their compliance with the LEPP program requirements as articulated in the Transfer Agreement, 607 Determination, and Do No Harm requirement.

Annual Certification of LEPP Compliance

By signing below, the Participant, through its duly designated representative, hereby certifies the following:

1. Within the past year, as applicable, the Participant has complied with all the terms and conditions of the Transfer Agreement.
2. The Participant will comply with all terms and conditions in the signed Transfer Agreement, including but not limited to the following:
 - a. Utilizing excess property for the purposes indicated in Participant's signed 607 Determination and notifying LEPP@usaid.gov if a change in circumstances or in-country partners could impact the signed 607 Determination;
 - b. Abiding by the timelines for the utilization and repairs of excess property and notifying LEPP@usaid.gov if unable to do so;
 - c. Disposing of excess property in accordance with the Transfer Agreement and ensuring that its in-country partners are not disposing of excess property in a manner inconsistent with the Transfer Agreement such as by sale or other unauthorized transfer. The Participant will work with the in-country partner receiving excess property to develop and document a disposition plan for the LEPP property and each will retain a copy of the plan for its records.
3. The Participant will comply with the LEPP Do No Harm (DNH) requirement and the Initial Environmental Examination (IEE).
4. The Participant has performed the risk analysis detailed in the DNH requirement for the Federal Supply Classification (FSC) codes that are listed on its transfer orders. The Participant accepts the responsibility for these risks and has a risk mitigation plan in place.
5. The Participant understands that once removed, excess property cannot be returned to the holding location or transferred to USAID.
6. The Participant will ensure the residual value, serviceability, and appearance of such property would not reflect unfavorably on the image of the United States and would justify the costs of packing, crating, handling, transportation and other accessorial costs, and the residual value at least equals the total of these costs.

7. The Participant understands USAID will monitor and evaluate the Participant's ongoing compliance with LEPP program requirements and the Participant will provide the foregoing documents to LEPP upon request.

SIGNATURE

PRINTED NAME

TITLE

PARTICIPANT

DATE