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LIMITED EXCESS PROPERTY PROGRAM (LEPP) DO NO HARM

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Limited Excess Property Program Do No Harm Requirement

1.0 Introduction

Since its inception in 1987, the United States Agency for International Development (USAID) Limited Excess Property Program (LEPP) has leveraged approximately \$1 billion (USD) worth of Federal surplus property. This property has helped build and strengthen the capacity of Private Voluntary Organizations (PVOs) and their local implementing partners in over seventy (70) countries. LEPP partners have used Federal surplus equipment and supplies to outfit hospitals, clinics, group homes, infant feeding centers, vocational facilities, and schools. In doing so, partners have augmented the impact of their development projects in the communities they serve. Furthermore, USAID Missions have utilized property acquired through the LEPP for disaster response, capacity development, and to support local programs.

Despite the LEPP's tremendous positive outcomes, without appropriate monitoring and evaluation the possibility exists that such aid may create unintended "harm" (negative consequences). Broadly speaking, surplus property "does no harm" when it safeguards against the foreseeable and demonstrable:

- Negative impacts on local financial markets, production, or employment;
- Introduction of organisms or chemicals which are harmful to the environment;
- Impairment of psychological and/or physical health;
- Discrimination against one or more socio-economic, religious, political, ethnic, or other citizen subgroups;
- Corruption;
- Dependency upon continued program support; and,
- Unfavorable attitudes of recipients toward the United States.¹

2.0 Do No Harm Documentation Requirements for LEPP PVO Participants

To participate in the LEPP, PVOs are required to submit all documentation required by the LEPP, including, but not limited to, the following:

- 1) A Do No Harm (DNH) Policy that documents the PVO's commitment to do no harm in participating in the LEPP. (See Section 3.1 for details regarding required content.)
- 2) A DNH Procedure that documents the process the PVO uses to determine that a transfer of excess property will do no harm. (See Section 3.2 for details regarding required content.)
- 3) An Annual Certification of LEPP Compliance form, which attests to the PVO's compliance with program requirements, including DNH-related requirements. (See Section 3.4 and Attachment 1.)

¹ This list is merely illustrative and is not intended to represent an exhaustive list of the unintended consequences which may result if PVOs are not circumspect in understanding both the capacities of the intended recipients of excess property and the environments where they operate.

3.0 Instructions for Preparing Do No Harm Documentation

3.1 Do No Harm Policy Content Requirements

To participate in the LEPP, PVOs are required to have a policy that expresses an organizational commitment to do no harm pertaining to the recipients of Federal excess property. No requirement exists regarding the format of the DNH Policy. However, at a minimum the policy shall explicitly address that the PVO shall use all appropriate means necessary to ensure that its use of the excess property shall have no harm on or regarding local financial markets, production, or employment levels; environmental contamination; human psychological or physical health; disenfranchisement of socio-economic, religious, political, ethnic, or other citizen subgroups; systemic corruption; dependency upon continued program support; and reputation of the United States.

3.2 Do No Harm Procedure Content Requirements

No requirement exists regarding the format of the DNH Procedure. However, at a minimum the PVO must have a clear and documented process for how it monitors, identifies, and resolves concerns, through appropriate controls, to ensure no harm will be caused by the PVO or in-country partners. The PVO's documentation must also demonstrate that the process is being followed. Among other contents, the DNH Procedure shall specify how the PVO:

- Self-monitors and evaluates compliance with its DNH Policy;
- Resolves noncompliance issues;
- Completes a DNH Analysis associated with each transfer requested through the LEPP (The analysis shall address the data elements listed in Section 3.3.1 or 3.3.2, as appropriate, and demonstrate why deployment of the requested property is not anticipated to do harm. Such analyses are living documents and must be revised as conditions or circumstances change and the likelihood of harm increases.); and,
- Ensures compliance with USAID's rule regarding participation in USAID programs by religious organizations ([22 CFR 205.1](#)).

3.3 Do No Harm Analysis

PVOs are required to perform a DNH Analysis in conjunction with each transfer request. The LEPP allows PVOs to make their DNH assessments at a level commensurate with the likelihood and degree of harm a transfer poses. Accordingly, a less extensive analysis is acceptable for property deemed to be "low risk," while property considered "moderate risk" requires a more extensive analysis. (Attachment 2 identifies excess property risk level—low, moderate, or high—by Federal Supply Classification code.) The minimum analysis for low-risk property in Section 3.3.1 includes fewer "required considerations" than the minimum analysis for moderate-risk property in Section 3.3.2. Note: Items identified as "high risk" in Attachment 2 cannot be transferred through the LEPP.

Transfers composed entirely of property identified in Attachment 2 as "low risk" may be analyzed in the aggregate using the less extensive set of considerations listed in Section 3.3.1. Transfers that include one or more items listed in Attachment 2 as "moderate risk" require the PVO to either:

- 1) analyze the entire transfer as “moderate risk” using the more stringent considerations listed in Section 3.3.2; or,
- 2) analyze the “low risk” property in the aggregate using the considerations listed in Section 3.3.1 and separately (either individually or in the aggregate) analyze the “moderate risk” property using the considerations listed in Section 3.3.2.

The LEPP is not currently requiring PVOs to use a specific format for its DNH Analyses, which may prompt the question “How much detail must an analysis include?” One-word responses to each consideration will be insufficient and multi-page responses to each question will be unduly burdensome. Striking the right balance between the two should not be based on length of response as much as quality of response.

In short, the DNH Analysis should be thoughtful and comprehensive enough such that if a risk comes to fruition and a negative event occurs involving excess property the PVO received through the LEPP, a third party could review the documentation and conclude that the PVO had acted responsibly and circumspect in its analysis of the risks associated with the shipment containing the property.

3.3.1 Minimum Analysis for Low-Risk Shipments

A DNH Analysis for “low risk” property shall include the following considerations, at a minimum. **Please note that as per Section 607C of the Foreign Assistance Act, the need for the property requested, in the quantity requested, and its suitability for the proposed utilization should be analyzed with each shipment.**

Requirement Group	Do No Harm Analysis Required Considerations
1. Financial	<ul style="list-style-type: none"> ● Probability of disincentivizing local production ● Probability of increasing unemployment or displacing workers ● Probability that the benefit of property donation will exceed the total costs incurred by all actors to make the transfer happen
2. Environmental	<ul style="list-style-type: none"> ● Property meets the LEPP Initial Environmental Examination (IEE) requirements (Please refer to the current LEPP IEE.) ● Property can be refurbished or decontaminated (if necessary) prior to transfer to prevent introduction of harmful contaminants, such as fertilizers, pesticides, and chemical residue, soil, seeds, and organic materials
3. Health	<ul style="list-style-type: none"> ● Probability of causing harmful health impacts (psychological or physical) associated with implementing, maintaining, and dispositioning the equipment
4. Discrimination against one or more socio-economic, religious, political, ethnic, or other citizen subgroups	<ul style="list-style-type: none"> ● Probability of creating schisms between socio-economic, religious, political, ethnic, or other citizen subgroups

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| 5. | Corruption | <ul style="list-style-type: none"> ● Probability of equipment being misappropriated or used for unallowable purposes |
| 6. | Dependency | <ul style="list-style-type: none"> ● Probability of creating a dependency on continued support from the program |
| 7. | Public Diplomacy Requirements | <ul style="list-style-type: none"> ● Determine that the residual value, serviceability, and appearance of the requested property will not reflect unfavorably on the image of the United States ● Determine that there is minimal risk of adverse media publicity or negative press coverage related to the appearance and/or utilization of the property |

3.3.2 Minimum Analysis for Moderate-Risk Shipments

A DNH Analysis for “moderate risk” property shall include the following considerations, at a minimum. **Please note that as per Section 607C of the Foreign Assistance Act, the need for the property requested, in the quantity requested, and its suitability for the proposed utilization should be analyzed with each shipment.**

Requirement Group	Do No Harm Analysis Required Considerations
1. Financial	<ul style="list-style-type: none"> ● Probability of disincentivizing local production ● Probability of increasing unemployment or displacing workers ● Probability that the benefit of property donation will exceed the total costs incurred by all actors to make the transfer happen ● Probability of distorting the local economy
2. Environmental	<ul style="list-style-type: none"> ● Property meets the LEPP Initial Environmental Examination (IEE) requirements (Please refer to the current LEPP IEE.) ● Property can be refurbished or decontaminated (if necessary) prior to transfer to prevent introduction of harmful contaminants, such as fertilizers, pesticides, and chemical residue, soil, seeds, and organic materials <ul style="list-style-type: none"> ● No transfer of pesticides ● Agricultural equipment and supplies in new condition, or any previous used equipment is washed and free of chemical residue, soil, seeds, and any organic materials ● Property under certain supply classifications shall be decontaminated (in accordance with the USDA/APHIS and CDC/HHS requirements) and/or sterilized, or in unused sterile condition prior to transfer (See Attachment 2: Listing of Federal Supply Classification Codes by GSA Internet Category.)
3. Health	<ul style="list-style-type: none"> ● Probability of causing harmful health impacts (psychological or physical) associated with implementing, maintaining, and dispositioning the equipment

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| 4. | Discrimination against one or more socio-economic, religious, political, ethnic, or other citizen subgroups | <ul style="list-style-type: none"> ● Probability of creating schisms between socio-economic, religious, political, ethnic, or other citizen subgroups ● Probability of creating “haves” and “have nots” among socio-economic, religious, political, ethnic, or other citizen subgroups |
| 5. | Corruption | <ul style="list-style-type: none"> ● Probability of equipment being misappropriated or used for unallowable purposes |
| 6. | Dependency | <ul style="list-style-type: none"> ● Probability of creating a dependency on continued support from the program ● Probability of disruption in the event the equipment fails and cannot be repaired |
| 7. | Public Diplomacy Requirements | <ul style="list-style-type: none"> ● Determine that the residual value, serviceability, and appearance of the requested property will not reflect unfavorably on the image of the United States ● Determine that there is minimal risk of adverse media publicity or negative press coverage related to the appearance and/or utilization of the property |

3.3.3 High-Risk Property

The LEPP will not approve transfers including one or more items identified in Attachment 2 as “high risk.”

3.4 Annual Certification of LEPP Compliance

The Annual Certification of LEPP Compliance form is appended to this document as Attachment 1. The PVO shall submit the completed and signed form during the LEPP partner onboarding process and annually no later than the last business day of each calendar year. The document must be signed by a PVO employee who has knowledge of the PVO’s compliance with LEPP requirements, including the DNH requirements, and is authorized to contractually bind the PVO. A PVO participant that fails to meet this deadline may have its Participation Agreement terminated for convenience and will be required to reapply to participate in the program.

4.0 PVO Do No Harm Responsibility for In-Country Partner

The LEPP’s PVO partners deliver their humanitarian and development assistance through various models. Some provide excess property to wholly independent charitable entities; some provide property to one or more independent but related organizations; while others acquire excess property for use in their overseas operating units.

Whichever operating model the PVO employs, the effort to avoid unintended harm requires a commitment by USAID, the PVO, and the in-country implementing partner or unit. The LEPP’s authorizing legislation, your Transfer Agreement, the program’s Initial Environmental Examination, and the DNH Requirement provide a framework for doing no harm with respect to the recipients of excess property and the communities where excess property is deployed.

The LEPP’s authorizing legislation—specifically Section 607 of the [Foreign Assistance Act of 1961](#), as amended—requires the end-user of excess property to have the ability to effectively use and maintain U.S. Government surplus property. It also requires that the transfer provide a positive value proposition. Accordingly, PVOs must assess their partners’ capacity to use, maintain, and safely dispose of excess property in a manner that complies with in-country laws or regulations and would not reflect unfavorably on the image of the United States. USAID does not specify a format or process for accomplishing this; however, to assist PVOs in assessing in-country partner capacity, the LEPP has developed a guideline, which is appended to this document as Attachment 3.

In addition, Section 607 requires a positive determination be made as to the need for excess property in the quantity requested and the suitability of the property for the requested purpose. As the conduit for acquiring and distributing excess property, PVOs must address these determination requirements and confirm that the assessments have been made on their Annual Certification of LEPP Compliance form and DNH Analyses. A property “needs/wants” list, created in conjunction with the in-country partner, can provide a baseline for making these determinations.

PVOs have the central role of advising in-country partner(s) on program requirements, including DNH requirements, and effective communication and collaboration between the PVO participant and its implementing partner(s) is essential to DNH success. PVOs should advise in-country partners on relevant LEPP terms and conditions, including, but not limited to, the following:

- The PVO’s commitment to do no harm with respect to the deployment of excess property, the DNH Requirement, and the partner’s role in safeguarding against foreseeable harm
- The property accountability period, maintenance requirements, and disposal options for unusable property
- Timelines for deploying excess property for use as well as for refurbishing and deploying property when initial repairs take place in the recipient country
- The prohibition on providing excess property to military or law enforcement entities or for military or law enforcement uses
- Record keeping required to support monitoring efforts and reconciliation reports
- Program monitoring and public diplomacy requirements
- USAID’s rule regarding participation in USAID programs by religious organizations ([22 CFR 205.1](#))

The ability to identify and avoid foreseeable harms will be enhanced by actively engaging in-country partners in the transfer and DNH assessment process, as they will have first-hand knowledge of local conditions—be they regulatory, commercial, environmental, cultural, or social—that could complicate harm-free property deployment. By involving the in-country partner in the DNH process, the PVO will have greater confidence in the quality of its analyses and will reinforce the importance of the commitment to Do No Harm among all participants.

Finally, cooperation and collaboration should be ongoing. **PVOs cannot transfer responsibility for preventing harm to in-country partners when the property is delivered.** The PVO retains shared responsibility for LEPP-acquired property during the period of accountability. During this period, the PVO can support its in-country partner(s) with DNH efforts in a variety of ways, for example: facilitating access to training and training materials; guiding efforts to establish protocols for property maintenance and disposition, including systems for

documenting these practices; and monitoring to ensure the in-country partner's use of excess property conforms with LEPP requirements, Federal laws, and local laws and regulations. Such activities can serve to mitigate risks and should be documented in your DNH Analyses when appropriate. In short, the overall intent of Do No Harm is, as possible, to mitigate foreseeable harm through the life of the property and subsequent to disposal.

5.0 LEPP Monitoring and Evaluation

USAID's monitoring and evaluation of the LEPP includes a review of selected PVO's Do No Harm policies, procedures, and/or analyses, at the sole discretion of USAID. LEPP Monitoring and Evaluation activities consist of both in-person site visits and remote desk reviews.

PVOs shall provide LEPP personnel conducting site visits with Do No Harm documentation prior to and/or during the site visit, as requested by LEPP personnel. Failure to provide current, accurate, and complete requested documentation in a timely manner shall be deemed noncompliant.

PVOs shall provide copies of Do No Harm documentation to LEPP personnel conducting a desk review within ten (10) business days of receipt of a request from the LEPP. At its sole discretion, the LEPP may grant an extension of time to submit if a timely request is received from the PVO specifying the circumstances necessitating the need for additional time.

Documentation deemed by the LEPP to be noncompliant shall result in the LEPP requiring PVO corrective action at a minimum and, depending on the extent of the noncompliance, may in USAID's sole discretion result in suspension or exclusion from participation in the LEPP.

ATTACHMENTS

Attachment 1:
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

Attachment 2:

Listing of Federal Supply Classification Codes by GSA Internet Category

The following list specifies the level of risk associated with each Federal Supply Classification (FSC) code and identifies property required to be in either unused sterile condition or decontaminated/sterilized condition prior to overseas transfer. The rationale associated with many of the determinations summarized in the table below can be found in the current LEPP Initial Environmental Examination (IEE) document.

GSA Category/FSC	Risk	Additional Requirements
1. AGRICULTURAL EQUIPMENT AND SUPPLIES		
3710 – Soil Preparation Equipment	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
3720 – Harvesting Equipment	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
3730 – Dairy, Poultry and Livestock Equipment	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
3740 – Pest, Disease and Frost Control Equipment	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
3750 – Gardening Implements and Tools	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
3770 – Saddlery, Harness Whips and Related Animal Furnishings	Moderate	New or washed and free of chemical residue including fertilizers and pesticide residue, soil, seeds, and any organic materials
8710 – Forage and Feed	Moderate	New or decontaminated/sterilized
8720 – Fertilizers	High	Excluded from LEPP
8730 – Seeds and Nursery Stock	Moderate	New or decontaminated/sterilized
8810 – Live Animals, Raised for Food	High	Excluded from LEPP
8820 – Live Animals, Not Raised for Food	High	Excluded from LEPP
2. AIRCRAFT		
1510 – Aircraft – fixed wing	High	Excluded from LEPP
1520 – Aircraft – rotary wing	High	Excluded from LEPP
1540 – Gliders	High	Excluded from LEPP

1550 – Drones	High	Excluded from LEPP
3. AIRCRAFT PARTS AND TIRES		
1560 – Airframe Structural Components	High	Excluded from LEPP
1610 – Aircraft Propellers and Components	High	Excluded from LEPP
1615 – Helicopter Rotor Blades, Drive Mechanisms and Components	High	Excluded from LEPP
1620 – Aircraft Landing Gear Components	High	Excluded from LEPP
1630 – Aircraft Wheel and Brake Systems	High	Excluded from LEPP
1640 – Aircraft Control Cable Products	High	Excluded from LEPP
1650 – Aircraft Hydraulic, Vacuum, and De-icing System Components	High	Excluded from LEPP
1660 – Aircraft Air Conditioning, Heating, and Pressurizing Equipment	High	Excluded from LEPP
1670 – Parachutes; Aerial Pick Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment	High	Excluded from LEPP
1680 – Miscellaneous Aircraft Accessories and Components	High	Excluded from LEPP
2620 – Tires and Tubes, Pneumatic, Aircraft	High	Excluded from LEPP
2640 – Tires and Tubes, Aircraft	High	Excluded from LEPP
2805 – Gasoline Reciprocating Engines, Except Aircraft; and Components	High	Excluded from LEPP
2810 – Gasoline Reciprocating Engines, Aircraft Prime Mover; and Components	High	Excluded from LEPP
2815 – Diesel Engines and Components	High	Excluded from LEPP
2820 – Steam Engines, Reciprocating; and Components	High	Excluded from LEPP
2825 – Steam Turbines and Components	High	Excluded from LEPP
2830 – Water Turbines and Water Wheels; and Components	High	Excluded from LEPP
2835 – Gas Turbines and Jet Engines; Non-Aircraft Prime Mover, Aircraft Non-Prime Mover, and Components	High	Excluded from LEPP
2840 – Gas Turbines and Jet Engines, Aircraft Prime Moving; and Components	High	Excluded from LEPP
2845 – Rocket Engines and Components	High	Excluded from LEPP
2850 – Gasoline Rotary Engines and Components	High	Excluded from LEPP
2895 – Miscellaneous Engines and Components	High	Excluded from LEPP
4. AUTOMOBILES		
2305 – Ground effect vehicles	High	Excluded from LEPP
2310 – Passenger Motor vehicles	Moderate	New or decontaminated/sterilized
5. BOATS		
1905 – Combat ship and landing vessel	High	Excluded from LEPP
1910 – Transport vessels, passenger & troop	High	Excluded from LEPP
1915 – Cargo & tanker vessels	Moderate	New or decontaminated/sterilized
1920 – Fishing vessels	Moderate	New or decontaminated/sterilized
1925 – Combat ships & landing vessels	High	Excluded from LEPP
1930 – Barges, lighters, cargo	Moderate	New or decontaminated/sterilized
1935 – Barges, lighters, special purpose	Moderate	New or decontaminated/sterilized
1940 – Small Craft	Moderate	Excluded from LEPP

1945 – Pontoons and Floating Docks	Moderate	Excluded from LEPP
1950 – Floating dry docks	Moderate	Excluded from LEPP
1955 – Dredges	Moderate	Excluded from LEPP
1990 – Miscellaneous Vessels	Moderate	Excluded from LEPP
6. CLOTHING AND PERSONAL		
8305 – Textile Fabrics	Moderate	New or decontaminated/sterilized
8310 – Yarn and Thread	Moderate	New or decontaminated/sterilized
8315 – Clothing, Special Purpose	Moderate	New or decontaminated/sterilized
8320 – Padding and Stuffing Materials	Moderate	New or decontaminated/sterilized
8325 – Fur Materials	Moderate	New or decontaminated/sterilized
8330 – Leather	Moderate	New or decontaminated/sterilized
8335 – Shoe Findings and Soling Materials	Moderate	New or decontaminated/sterilized
8340 – Tents and Tarpaulins	Moderate	New or decontaminated/sterilized
8345 – Flags and Pennants	Moderate	New or decontaminated/sterilized
8405 – Outerwear, Men’s	Moderate	New or decontaminated/sterilized
8410 – Outerwear, Women’s	Moderate	New or decontaminated/sterilized
8415 – Clothing, Special Purpose	Moderate	New or decontaminated/sterilized
8420 – Underwear and Nightwear, Men’s	Moderate	New or decontaminated/sterilized
8425 – Underwear and Nightwear, Women’s	Moderate	New or decontaminated/sterilized
8430 – Footwear, Men’s	Moderate	New or decontaminated/sterilized
8435 – Footwear, Women’s	Moderate	New or decontaminated/sterilized
8440 – Hosiery, Hand wear, Clothing Accessories, Men’s	Moderate	New or decontaminated/sterilized
8445 – Hosiery, Hand wear, Clothing Accessories, Women’s	Moderate	New or decontaminated/sterilized
8450 – Children’s and Infants’ Apparel and Accessories	Moderate	New or decontaminated/sterilized
8455 – Badges and Insignia	High	Excluded from LEPP
8460 – Luggage	Moderate	New or decontaminated/sterilized
8465 – Individual Equipment	Moderate	New or decontaminated/sterilized
8470 – Armor, Personal	High	Excluded from LEPP
8475 – Specialized Flight Clothing and Accessories	High	Excluded from LEPP
8510 – Perfumes, Toilet Preparation, and Powders	Moderate	New or decontaminated/sterilized
8520 – Toilet Soap, Shaving Preparations, and Dentifrices	Moderate	New or decontaminated/sterilized
8530 – Personal Toiletry Articles	Moderate	New or decontaminated/sterilized
8540 – Toiletry Paper Products	Moderate	New or decontaminated/sterilized
7. COMMUNICATION AND DETECTION EQUIPMENT		
5805 – Telephone and Telegraph Equipment	Moderate	New or decontaminated/sterilized
5810 – Communications Security Equipment and Components	High	Excluded from LEPP
5811 – Other Cryptologic Equipment and Components	High	Excluded from LEPP
5815 – Teletype and Facsimile Equipment	Moderate	New or decontaminated/sterilized
5820 – Radio and Television Communication Equipment, Except Airborne	Moderate	New or decontaminated/sterilized
5821 – Radio and Television Communication Equipment, Airborne	High	Excluded from LEPP
5830 – Intercommunication and Public Address Systems, Except Airborne	Moderate	New or decontaminated/sterilized

5831 – Intercommunication and Public Address Systems, Airborne	High	Excluded from LEPP
5835 – Sound Recording and Reproducing Equipment	Moderate	New or decontaminated/sterilized
5836 – Video Recording and Reproducing Equipment	Moderate	New or decontaminated/sterilized
5860 – Stimulated Coherent Radiation Devices, Components, and Accessories	High	Excluded from LEPP
5865 – Electronic Countermeasures, Counter-Countermeasures and Quick Reactive	High	Excluded from LEPP
5895 – Miscellaneous Communication Equipment	Moderate	New or decontaminated/sterilized
8. COMPUTER EQUIPMENT		
7010 – ADPE system configuration	Low	
7020 – ADP central processing unit (CPU, computer), analog	Moderate	
7021 – ADP central processing unit (CPU, computer), digital	Moderate	
7022 – ADP central processing unit (CPU, computer), hybrid	Moderate	
7025 – ADP input/output and storage devices	Low	
9. COMPUTER SOFTWARE AND ACCESSORIES		
7030 – ADP software	Low	
7035 – ADP support equipment	Low	
7040 – Punched card equipment	Low	
7042 – Mini and Microcomputer control devices	Low	
7045 – ADP supplies	Low	
7050 – ADP components	Low	
10. CONSTRUCTION EQUIPMENT		
3805 – Earth moving and excavating equipment	High	Excluded from LEPP
3810 – Cranes and crane-shovels	High	Excluded from LEPP
3815 – Crane and crane shovel attachments	High	Excluded from LEPP
3820 – Mining, rock drilling, earth boring, & related equipment	High	Excluded from LEPP
3825 – Road clearing, cleaning, & marketing equipment	Moderate	New or decontaminated/sterilized
3830 – Truck and Tractor attachments	High	Excluded from LEPP
3835 – Petroleum Production and Distribution Equipment	High	Excluded from LEPP
3895 – Miscellaneous Construction Equipment	Moderate	New or decontaminated/sterilized
5410 – Prefabricated and Portable Buildings	Moderate	New or decontaminated/sterilized
5411 – Rigid Wall Shelters	Moderate	New or decontaminated/sterilized
5419 – Collective Modular Support System	High	Excluded from LEPP
5420 – Bridges, Fixed and Floating	Moderate	New or decontaminated/sterilized
5430 – Storage Tanks	Moderate	New or decontaminated/sterilized
5440 – Scaffolding Equipment and Concrete Forms	Moderate	New or decontaminated/sterilized
5445 – Prefabricated Tower Structures	High	Excluded from LEPP
5450 – Miscellaneous Prefabricated Structures	High	Excluded from LEPP
5510 – Lumber and Related Basic Wood Materials	Moderate	New or decontaminated/sterilized
5520 – Millwork	Moderate	New or decontaminated/sterilized
5530 – Plywood and Veneer	Moderate	New or decontaminated/sterilized

5610 – Mineral Construction Materials, Bulk	Moderate	New or decontaminated/sterilized
5620 – Tile, Brick and Block	Moderate	New or decontaminated/sterilized
5630 – Pipe and Conduit, Nonmetallic	Moderate	New or decontaminated/sterilized
5640 – Wallboard, Building Paper, and Thermal Insulation Materials	Moderate	New or decontaminated/sterilized
5650 – Roofing and Siding Materials	Moderate	New or decontaminated/sterilized
5660 – Fencing, Fences, Gates and Components	Moderate	New or decontaminated/sterilized
5670 – Building Components, Prefabricated	Moderate	New or decontaminated/sterilized
5675 – Non-wood Construction Lumber and Related Materials	Moderate	New or decontaminated/sterilized
5680 – Miscellaneous Construction Materials	Moderate	New or decontaminated/sterilized
11. ELECTRICAL AND ELECTRONIC MEASURING AND TESTING EQUIPMENT		
6625 – Electrical and electronic properties measuring & testing instruments	Moderate	New or decontaminated/sterilized
12. ELECTRICAL AND ELECTRONIC EQUIPMENT AND COMPONENTS		
5905 – Resistors	Moderate	New or decontaminated/sterilized
5910 – Capacitors	Moderate	New or decontaminated/sterilized
5915 – Filters and networks	Moderate	New or decontaminated/sterilized
5920 – Fuses, arrestors, absorbers, and protectors	Moderate	New or decontaminated/sterilized
5925 – Circuit breakers	Moderate	New or decontaminated/sterilized
5930 – Switches	Moderate	New or decontaminated/sterilized
5935 – Connectors, electrical	Moderate	New or decontaminated/sterilized
5940 – Lugs, terminals, and terminal strips	Moderate	New or decontaminated/sterilized
5945 – Relays and Solenoids	Moderate	New or decontaminated/sterilized
5950 – Coils and transformers	Moderate	New or decontaminated/sterilized
5955 – Oscillators and piezoelectric crystals	Moderate	New or decontaminated/sterilized
5960 – Electron tubes and associated hardware	Moderate	New or decontaminated/sterilized
5961 – Semiconductor devices and associated hardware	Moderate	New or decontaminated/sterilized
5962 – Microcircuits, electronic	Moderate	New or decontaminated/sterilized
5963 – Electronic modules	High	Excluded from LEPP
5965 – Headsets, handsets, microphones and speakers	Moderate	New or decontaminated/sterilized
5970 – Electrical insulators and insulating materials	Moderate	New or decontaminated/sterilized
5975 – Electrical hardware and supplies	Moderate	New or decontaminated/sterilized
5977 – Electrical Contact Brushes and Electrodes	Moderate	New or decontaminated/sterilized
5980 – Optoelectronic Devices and Associated Hardware	Moderate	New or decontaminated/sterilized
5985 – Antennas, Waveguides, and Related Equipment	Moderate	Excluded from LEPP
5990 – Synchros and Resolvers	Moderate	New or decontaminated/sterilized
5995 – Cable, Cord, and Wire Assemblies: Communication Equipment	Moderate	New or decontaminated/sterilized
5996 – Amplifiers	Moderate	New or decontaminated/sterilized
5998 – Electrical and electronic assemblies, boards, cards, & associated hardware	Moderate	Excluded from LEPP
5999 – Miscellaneous Electrical and Electronic Components	Moderate	Excluded from LEPP
6105 – Motors, Electrical	Moderate	New or decontaminated/sterilized
6110 – Electrical Control Equipment	Moderate	New or decontaminated/sterilized
6115 – Generators, Generator Set, Electrical	Moderate	New or decontaminated/sterilized

6116 – Fuel Cell Power Units, Components, and Accessories	Moderate	New or decontaminated/sterilized
6117 – Solar Electric Power Systems	Moderate	New or decontaminated/sterilized
6120 – Transformers: Distribution and Power Station	Moderate	New or decontaminated/sterilized
6125 – Converters, Electrical, Rotating	Moderate	New or decontaminated/sterilized
6130 – Converters, Electrical, Nonrotating	Moderate	New or decontaminated/sterilized
6135 – Batteries, Nonrechargeable	Moderate	New or decontaminated/sterilized
6140 – Batteries, Rechargeable	Moderate	New or decontaminated/sterilized
6145 – Wire and Cable, Electrical	Moderate	New or decontaminated/sterilized
6150 – Miscellaneous Electric Power and Distribution Equipment	Moderate	New or decontaminated/sterilized
6160 – Miscellaneous Battery Retaining Fixtures, Liners and Ancillary Items	Moderate	New or decontaminated/sterilized
13. FIRE TRUCKS AND FIRE FIGHTING EQUIPMENT		
4210 – Fire Fighting Equipment	Moderate	New or decontaminated/sterilized
4220 – Marine Lifesaving and Diving Equipment	Moderate	New or decontaminated/sterilized
4230 – Decontaminating and Impregnating Equipment	Moderate	Excluded from LEPP
4235 – Hazardous Material Spill Containment and Clean-up Equipment and Material	Moderate	New or decontaminated/sterilized
4240 – Safety and Rescue Equipment	Moderate	New or decontaminated/sterilized
4250 – Recycling and Reclamation Equipment	Moderate	New or decontaminated/sterilized
14. FOOD PREPARATION AND SERVING EQUIPMENT		
7310 – Food Cooking, Baking, and Serving Equipment	Moderate	New or decontaminated/sterilized
7320 – Kitchen Equipment and Appliances	Moderate	New or decontaminated/sterilized
7330 – Kitchen Hand Tool and Utensils	Moderate	New or decontaminated/sterilized
7340 – Cutlery and Flatware	Low	New or decontaminated/sterilized
7350 – Tableware	Low	New or decontaminated/sterilized
7360 – Sets, Kits, Outfits and Modules, Food Preparation and Serving	Moderate	New or decontaminated/sterilized
15. FURNITURE		
7105 – Household Furniture	Low	
7110 – Office Furniture	Low	
7125 – Cabinets, Lockers, Bins and Shelving	Low	
7195 – Miscellaneous Furniture and Fixtures	Low	
16. HARDWARE		
3438 – Miscellaneous Welding Equipment	Moderate	New or decontaminated/sterilized
3439 – Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories	Moderate	New or decontaminated/sterilized
5305 – Screws	Low	
5306 – Bolts	Low	
5307 – Studs	Low	
5310 – Nuts and Washers	Low	
5315 – Nails, Machine Keys, and Pins	Low	
5320 – Rivets	Low	
5330 – Packing and Gasket Materials	Low	
5340 – Hardware	Low	

5341 – Brackets	Low	
5365 – Bushings, Rings, Shims, and Spacers	Low	
17. HOUSEHOLD		
7210 – Household Furnishings	Low	
7220 – Floor Coverings	Low	
7230 – Draperies, Awnings and Shades	Low	
7240 – Household and Commercial Utility Containers	Low	
7290 – Miscellaneous Household and Commercial Furnishings and Appliances	Low	
7730 – Phonographs, Radios, and Television Sets, Home Type	Low	
7735 – Parts and Accessories of Phonographs, Radios, and Television Set	Moderate	
7740 – Phonograph Records	Low	
7910 – Floor Polishers and Vacuum Cleaning Equipment	Low	
7920 – Brooms, Brushes, Mops and Sponges	Low	
7930 – Cleaning and Polishing Compounds and Preparations	Moderate	
18. INDUSTRIAL SERVICE AND TRADE MACHINERY		
3510 – Laundry & Dry Cleaning Equipment	Moderate	New or decontaminated/sterilized
3520 – Shoe Repairing Equipment	Moderate	New or decontaminated/sterilized
3530 – Industrial Sewing Machines and Mobile Textile Repair Shops	Moderate	New or decontaminated/sterilized
3540 – Wrapping and Packaging Machinery	Moderate	New or decontaminated/sterilized
3550 – Vending and Coin Operated Machines	Moderate	New or decontaminated/sterilized
3590 – Miscellaneous Service and Trade Equipment	Moderate	New or decontaminated/sterilized
3605 – Food products machinery and equipment	Moderate	New or decontaminated/sterilized
3610 – Printing, duplicating, and bookbinding equipment	Moderate	New or decontaminated/sterilized
3611 – Industrial marking machines	Moderate	New or decontaminated/sterilized
19. INDUSTRIAL SPECIAL MACHINERY		
32 – Woodworking Machinery and Equipment (all FSCs)	Moderate	New or decontaminated/sterilized
34 – Metalworking Machines, all FSCs except 3438 and 3439	Moderate	New or decontaminated/sterilized
3615 – Pulp and paper industrial machinery	Moderate	New or decontaminated/sterilized
3620 – Rubber and plastic working machinery	Moderate	New or decontaminated/sterilized
3625 – Textile Industries machinery	Moderate	New or decontaminated/sterilized
3630 – Clay and concrete products industrial machinery	Moderate	New or decontaminated/sterilized
3635 – Crystal and glass industries machinery	Moderate	New or decontaminated/sterilized
3640 – Tobacco Manufacturing Machinery	High	Excluded from LEPP
3645 – Leather Tanning and Leather Working Industries Machinery	Moderate	New or decontaminated/sterilized
3650 – Chemical and Pharmaceutical Products Manufacturing Machinery	Moderate	New or decontaminated/sterilized

3655 – Gas Generating and Dispensing Systems, Fixed or Mobile	Moderate	New or decontaminated/sterilized
3660 – Industrial Size Reduction Machinery	Moderate	New or decontaminated/sterilized
3670 – Specialized Semiconductor, Microcircuit, and Printed Circuit Board Manufacturing Machinery	Moderate	New or decontaminated/sterilized
3680 – Foundry Machinery, Related Equipment and Supplies	Moderate	New or decontaminated/sterilized
3685 – Specialized Metal Container Manufacturing Machinery and Related Equipment	Moderate	New or decontaminated/sterilized
3690 – Specialized Ammunition and Ordnance Machinery and Related Equipment	High	Excluded from LEPP
3693 – Industrial Assembly Machines	Moderate	New or decontaminated/sterilized
3694 – Clean Work Stations, Controlled Environment, and Related Equipment	Moderate	New or decontaminated/sterilized
3695 – Miscellaneous Special Industry Machinery	Moderate	New or decontaminated/sterilized
20. JEWELRY AND COLLECTIBLES		
9910 – Jewelry	Low	Excluded from LEPP
9915 – Collectors' and/or Historical Items	Low	Excluded from LEPP
21. LIGHTING		
62 – All FSCs	Moderate	
22. LAB EQUIPMENT		
6605 – Navigational Instruments	Moderate	New or decontaminated/sterilized
6610 – Flight Instruments	Moderate	New or decontaminated/sterilized
6615 – Automatic Pilot Mechanisms and Airborne Gyro Components	High	Excluded from LEPP
6620 – Engine Instruments	Moderate	New or decontaminated/sterilized
6630 – Chemical analysis equipment	Moderate	New or decontaminated/sterilized
6635 – Physical properties testing equipment	Moderate	New or decontaminated/sterilized
6636 – Environmental chambers and related equipment	Moderate	New or decontaminated/sterilized
6640 – Laboratory equipment & supplies	Moderate	New or decontaminated/sterilized
6645 – Time measuring instrument	Moderate	New or decontaminated/sterilized
6650 – Optical instruments, test equipment	Moderate	New or decontaminated/sterilized
6655 – Geophysical instruments	Moderate	New or decontaminated/sterilized
6660 – Meteorological instruments and apparatus	Moderate	New or decontaminated/sterilized
6665 – Hazard-detecting instruments and apparatus	Moderate	New or decontaminated/sterilized
6670 – Scales and balances	Moderate	New or decontaminated/sterilized
6675 – Drafting, surveying, and mapping instruments	Moderate	New or decontaminated/sterilized
6680 – Liquid and gas flow, liquid level, and mechanical motion measuring instruments	Moderate	Excluded from LEPP
6685 – Pressure, temperature, and humidity measuring and controlling instruments	Moderate	New or decontaminated/sterilized
6695 – Combination and miscellaneous instruments	Moderate	New or decontaminated/sterilized
23. MARINE EQUIPMENT		
2010 – Ship and Boat Propulsion Components	High	Excluded from LEPP
2020 – Rigging and Rigging Gear	Moderate	New or decontaminated/sterilized
2030 – Deck Machinery	Moderate	New or decontaminated/sterilized
2040 – Marine Hardware and Hull Items	Moderate	New or decontaminated/sterilized

2050 – Buoys	Moderate	New or decontaminated/sterilized
2060 – Commercial Fishing Equipment	Moderate	New or decontaminated/sterilized
2090 – Miscellaneous Ship and Marine Equipment	Moderate	New or decontaminated/sterilized
24. MATERIALS HANDLING EQUIPMENT		
3930 – Warehouse trucks and tractors	Moderate	
25. MEDICAL, DENTAL AND VETERINARY EQUIPMENT AND SUPPLIES		
6505 – Drugs and biologicals	High	Excluded from LEPP
6508 – Medicated cosmetics and toiletries	High	Excluded from LEPP
6509 – Drugs and Biologicals, Veterinary Use	High	Excluded from LEPP
6510 – Surgical Dressing Materials	Moderate	New or decontaminated/sterilized
6515 – Medical and surgical instruments, equipment, and supplies	Moderate	New or decontaminated/sterilized
6520 – Dental instruments, equipment, and supplies	Moderate	New or decontaminated/sterilized
6525 – X-ray equipment and supplies: medical, dental, veterinary	Moderate	New or decontaminated/sterilized
6530 – Hospital furniture, equipment, utensils, and supplies	Moderate	New or decontaminated/sterilized
6532 – Hospital and surgical clothing and related special purpose items	Moderate	New or decontaminated/sterilized
6540 – Ophthalmic instruments, equipment, and supplies	Moderate	New or decontaminated/sterilized
6545 – Replenishable field medical sets, kits, and outfits	Moderate	New or decontaminated/sterilized
6550 – In Vitro diagnostic substances, reagents, test kits and sets	High	Excluded from LEPP
26. MISCELLANEOUS		
All others	Low	
27. MOTORCYCLES AND BICYCLES		
2340 – Motorcycles, motor scooters & bicycles	Moderate	New or decontaminated/sterilized
28. MUSICAL INSTRUMENTS		
7710 – Musical Instruments	Low	
7720 – Musical Instrument Parts and Accessories	Low	
29. NAVIGATION EQUIPMENT		
5825 – Radio navigation equipment, except airborne	Moderate	New or decontaminated/sterilized
5826 – Radio navigation equipment, airborne	High	Excluded from LEPP
5840 – Radar equipment, except airborne	Moderate	New or decontaminated/sterilized
5841 – Radar equipment, airborne	High	Excluded from LEPP
5845 – Underwater sound equipment	Moderate	New or decontaminated/sterilized
5850 – Visible and invisible light communication equipment	Moderate	New or decontaminated/sterilized
5855 – Night vision equipment, emitted and reflected radiation	Moderate	New or decontaminated/sterilized
30. OFFICE EQUIPMENT		
7420 – Accounting & Calculating Machines	Low	

7430 – Typewriters & office type composing machines	Low	
7435 – Office Information Systems equipment	Moderate	
7450 – Office type sound recording & reproducing machines	Low	
7460 – Visible Record Machines	Low	
7490 – Miscellaneous Office Machines	Moderate	
31. OFFICE SUPPLIES AND FORMS		
7510 – Office supplies	Low	
7520 – Office Devices & Accessories	Low	
7530 – Stationery & Record Forms	Low	
7540 – Standard Forms	Low	
32. PHOTOGRAPHIC EQUIPMENT		
6710 – Cameras, motion picture	Low	
6720 – Cameras, still picture	Low	
6730 – Photographic supplies	Low	
6760 – Photographic equipment and accessories	Low	
6770 – Film, processed	Low	
6780 – Photographic sets, kits, and outfits	Low	
33. RECORDING EQUIPMENT		
5835 – Sound recording and reproducing equipment	Low	New or decontaminated/sterilized
5836 – Video recording and reproduction equipment	Low	New or decontaminated/sterilized
34. RECREATION		
7810 – Athletic and Sporting Equipment	Low	
7820 – Games, Toys and Wheeled Goods	Low	
7830 – Recreational and Gymnastic Equipment	Low	
35. REFRIGERATION AND AIR CONDITIONING EQUIPMENT		
41 – All FSCs	Moderate	
36. TOOLS		
5110 – Hand Tools, Edged, Nonpowered	Moderate	New or decontaminated/sterilized
5120 – Hand Tools, Nonedged, Nonpowered	Moderate	New or decontaminated/sterilized
5130 – Hand Tools, Power Driven	Moderate	New or decontaminated/sterilized
5133 – Drill Bits	Moderate	New or decontaminated/sterilized
5136 – Taps, Dies, and Collets; Hand and Machine	Moderate	New or decontaminated/sterilized
5140 – Tool and Hardware Boxes	Moderate	New or decontaminated/sterilized
5180 – Sets, Kits, and Outfits of Hand Tools	Moderate	New or decontaminated/sterilized
5210 – Measuring Tools	Moderate	New or decontaminated/sterilized
5220 – Inspection Gages and Precision Layout Tools	Moderate	New or decontaminated/sterilized
5280 – Sets, Kits, and Outfits of Measuring Tools	Moderate	New or decontaminated/sterilized
37. TRUCKS, TRAILERS AND TRACTORS		
1710 – Aircraft Landing Equipment	High	Excluded from LEPP
1720 – Aircraft Launching Equipment	High	Excluded from LEPP
1730 – Aircraft Ground Servicing Equipment	Moderate	Excluded from LEPP
1740 – Airfield Specialized Trucks and Trailers	Moderate	Excluded from LEPP

2320 – Trucks and tractors	Moderate	New or decontaminated/sterilized
2410 – Tractor, full track, low speed	Moderate	Excluded from LEPP
2420 – Tractor, wheeled	Moderate	Excluded from LEPP
2430 – Tractor, full track, high speed	Moderate	Excluded from LEPP
38. VEHICULAR COMPONENTS AND TIRES		
25 – All FSCs	Moderate	New or decontaminated/sterilized
2610 – Tires and Tubes, Except Aircraft	Moderate	New or decontaminated/sterilized
2630 – Tires, Solid and Cushion	Moderate	New or decontaminated/sterilized
2640 – Tire Rebuilding and Tire and Tube Repair Materials	Moderate	New or decontaminated/sterilized
39. TRAVEL TRAILER AND/OR MOBILE HOME		
2330 – Trailers	Moderate	Excluded from LEPP

Attachment 3:
Guideline for Assessing In-Country Partner Capacity

USAID's Limited Excess Property Program (LEPP) provides Private Voluntary Organizations (PVOs) and their local implementing partners (or in-country partners) with access to Federal surplus property to bolster their humanitarian aid and development program outcomes and support sustainable, locally driven development endeavors in the communities where they work. To ensure that the provision of excess property will benefit recipient communities, PVOs must determine that their in-country partners have the capacity and capability to properly and safely utilize LEPP-acquired equipment and supplies within programs that work to address the recipient nations' development challenges.

To this end, LEPP has prepared this guideline to support PVOs in assessing the capacity of in-country partners to use, maintain, and disposition property acquired through the LEPP in accordance with Do No Harm principles and program requirements.

PVOs should assess in-country partners per the criteria under 1 through 7 below, determining that—

1. Leadership, Organizational Responsibility, and Financial Capacity

- The in-country partner's leaders are viewed positively by the international community.
- The in-country partner's staff is viewed positively in the local community.
- The in-country partner is not affiliated with individuals or organizations with anti-U.S. biases.
- The in-country partner has a history of meeting its business and governmental commitments.
- The in-country partner has high standards and employs appropriate controls to ensure ethical behavior and business integrity.
- The in-country partner understands that excess property is provided by the American people through the PVO and the partner has the capability to consistently and appropriately convey this message to other local partners, end-users, and beneficiaries.
- The in-country partner has access to sufficient financial resources to ensure excess property can be used and maintained throughout its useful life.

2. Previous Experience

- The in-country partner has a successful track-record in implementing programs and working with PVOs.
- The in-country partner has good working relationships with host-country government agencies and any certifications or other agreements required to operate in the jurisdiction.
- The in-country partner has collaborative relationships with government entities and nongovernmental organizations working in the community or region and has or can obtain memorandums of understanding with any of these entities that will be involved in utilizing or distributing LEPP-acquired property.

3. Aligning Property Requests with Development and Humanitarian Aid Challenges

- The in-country partner has a clearly defined need (supported by demographic data) for excess property.
- The in-country partner is seeking property suitable to address problems and challenges identified in the PVO's country project plan—and that the need aligns with the quantities sought.
- The equipment and supplies the in-country partner seeks are scarce in the country where programming will be implemented.
- The resources saved by acquiring excess property can be used to support other humanitarian aid and development programs.
- The in-country partner will use LEPP-acquired property only for programming detailed in the PVO's country project plan and understands that any changes regarding planned uses must be communicated to the PVO and approved by USAID/LEPP.
- The in-country partner will use excess property exclusively for the benefit and/or treatment of the ill, poor, or underserved—and under no circumstances will sell, barter, or exchange excess property for other goods or services, or re-export.
- The in-country partner will use property acquired through the LEPP in programs that are gender equitable and that foster equal access to services and benefits, as applicable, to women and men, girls and boys.
- The in-country partner has the capacity to leverage excess property, when appropriate, to support other local, complementary programming.
- The in-country partner understands that excess property cannot be shipped back to the United States under any circumstances.

4. Capability to Safely and Responsibly Deploy and Utilize Excess Property

- The in-country partner has the capacity to assume all responsibility for excess property deployment, including charges for transportation and storage, when necessary, and the risks of loss or damage to the property.
- The in-country partner has the requisite logistics capabilities and resources to take total responsibility for clearing shipments of excess property through customs, including the ability to work with the appropriate clearing agents and customs agencies to ensure that all disclosures are made and permits acquired in advance of shipment arrival.
- The in-country partner has or can obtain the equipment, materials, skills, know-how, and trained personnel to properly inspect, test, and operate property acquired through the LEPP.
- The in-country partner has the capacity to recondition items requiring reconditioning and understands that reconditioning must begin within six months from the date the property arrives in-country and be put to use within three months of completed repairs.
- The in-country partner has the capacity to comply with LEPP's Initial Environmental Examination (IEE) policies and procedures, including the ability to properly decontaminate and/or sterilize used excess property and supplies, as necessary, prior to use and/or distribution to other local partners.
- The in-country partner has the capacity and the willingness to adhere to LEPP Do No Harm policies and procedures by ensuring that programs involving excess property—
 - *Do not impair local financial, environmental, or physical wellbeing;*
 - *Do not create disincentives for local production and play into systems of corruption; and*
 - *Do not create systems of dependency within the beneficiary communities.*

- The in-country partner can ensure the residual value, serviceability, and appearance of excess property is maintained in such a manner as not to reflect unfavorably on the image of the United States.
- The in-country partner can accommodate inspections and/or audits by the PVO and/or USAID/LEPP at any time to verify that excess property is accounted for and being used for the purpose(s) described in the PVO's country project plan.

5. **Capability to Maintain the Property**

- The in-country partner has the requisite know-how, or access to outside sources with the requisite know-how, to adequately use and maintain property acquired through the LEPP.
- The in-country partner can obtain—either through its own efforts or with PVO assistance—equipment serial/model numbers, maintenance/instruction manuals, parts lists, etc.
- The in-country partner can source consumable items and replacement parts in a timely manner, either with its own resources or other assistance.
- The in-country partner understands that USAID/LEPP is not responsible for any costs associated with the maintenance or end-use of excess property, that the in-country partner or end-user is responsible for ongoing maintenance and other costs.

6. **Capability to Safely Dispose of Excess Property**

- The in-country partner has procedures in place to recycle or dispose of expired or unusable excess property through reputable waste management/recycling entities.
- The in-country partner understands that usable excess property cannot be disposed of during the Period of Accountability, which is described in the PVO's Transfer Agreement.
- The in-country partner has the capacity to dispose of equipment in accordance with the guidance from the General Services Administration's and the Defense Logistics Agency's Disposition Services, e.g.: electronics and batteries.
- The in-country partner has the capacity to comply with the LEPP IEE and DNH guidelines and procedures when disposing of excess property, including the ability to—
 - *decontaminate excess agricultural equipment and supplies to remove chemical residues, including fertilizers and pesticide residue, and soil, seeds, and any organic materials, before disposing or recycling, and*
 - *decontaminate or sterilize excess medical equipment and supplies to eliminate biomedical hazards before disposing or recycling.*
- The in-country partner is aware of any host-country property-disposal regulations, policies, or guidelines and can meet these requirements.
- The in-country partner has no functional connection to host-country law enforcement or military organizations and understands that at no time can LEPP-acquired property be disposed of by selling, giving or, by any other manner, providing it to such organizations.

7. **Records, Reports, and Public Relations**

- The in-country partner has the administrative capacity needed to maintain accurate inventory records that detail when and where excess property was deployed or distributed—as well as records regarding property disposal, i.e.: what, how, when, and why—and the partner realizes that the PVO and USAID/LEPP retain the right to inspect these records at any time.

- The in-country partner has the capacity to submit, in a timely manner, the quantitative or qualitative information and data the PVO will need to prepare LEPP-required annual and semi-annual reconciliation reports.
- The in-country partner has the in-house capability to provide narrative information for success stories, including beneficiary testimonials and photographs, per LEPP guidelines.

In addition, the in-country partner should understand that the PVO will monitor activities involving excess property by—

- conducting site visits to evaluate whether the partner has the resources and personnel needed to effectively utilize excess property, and
- establishing follow-up mechanisms to ensure that excess property is deployed for the programming approved at the time of request.

Acknowledgment of Understanding

The LEPP recommends that the PVO prepare an Acknowledgement of Understanding (AOU) that outlines the scope of the in-country partner's responsibilities with respect to excess property. The AOU should address the in-country partner's responsibilities pertaining to the capabilities assessed under:

3. Aligning Property Requests with Development and Humanitarian Aid Challenges
4. Capability to Safely and Responsibly Deploy and Utilize Excess Property
5. Capability to Maintain the Property
6. Capability to Safely Dispose of Excess Property
7. Records, Reports, and Public Relations

The PVO may want to include other pertinent information or stipulations regarding the in-country partner's responsibilities, such as any relevant Transfer Agreement, project plan, or DNH requirements.

The in-country partner should sign and date the AOU and both parties should retain a copy.