



USAID
FROM THE AMERICAN PEOPLE

Issue Date: July 1, 2014
Closing Date: July 31, 2014
Closing Time: 5 pm Eastern Standard Time

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

The United States Agency for International Development's (USAID) is seeking applications for participation in the Limited Excess Property Program (LEPP). The LEPP Program is managed by the Bureau for Economic Growth, Education and Environment's Office of Local Sustainability (USAID/E3/LS).

LEPP allows non-profit organizations registered as Private Voluntary Organizations (PVOs) with USAID to access government 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 LEPP program must be Private Voluntary Organizations (PVOs) registered with USAID by the application deadline. Information regarding PVO registration can be located at: <http://www.usaid.gov/pvo>.

The closing date and time of this announcement is July 31, 2014 at 5 pm EST. 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 in hardcopy and submitted via CD ROM or a USB thumb drive.

Please also note the use of standard U.S. mail may not always ensure prompt delivery, so applicants may wish to have hard copies hand-delivered or use another means of delivery. Applications and modifications shall be submitted in envelopes with the name and address of the applicant and inscribed to:

(By U.S. Mail)

LEPP Program
USAID/IDEA/LS
Ronald Reagan International Trade Center (RRB)
1300 Pennsylvania Avenue, NW, Room 7.09-234
Washington, DC 20523
Email: LEPP@usaid.gov

(By All Other Means of Delivery)

USAID
Attn: Ms. Hannah Marsh (202-712-4747)
Ronald Reagan International Trade Center (RRB)
1300 Pennsylvania Avenue, NW, 14th Street Entrance
Washington, DC 20523

* Please use the guest phone at the USAID visitor desk.

Please note the following dates:

<i>July 1, 2014</i>	<i>Release of Participation Announcement</i>
<i>July 16, 2014</i>	<i>Deadline for Submission of Questions</i>
<i>July 31, 2014</i>	<i>Application Deadline</i>
<i>August 27, 2014</i>	<i>Notification of Applicants</i>
<i>September 10, 2014</i>	<i>Applicants Transfer Agreement Signed</i>

Issuance of this announcement does not constitute a commitment on the part of USAID to enter into 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 can be downloaded from the Agency Web Site at <http://www.usaid.gov/partnership-opportunities/ngo/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/E3/LS. **Questions regarding this announcement must be submitted in writing, no later than July 16, 2014 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:

1. Section I - Background
2. Section II- Application Instructions
3. Section III- Review Process and Selection Criteria
4. Section IV- Additional Program Requirements
5. Annex A- Participating Countries
6. 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 LEPP provides access to USG surplus property for use by Private Voluntary Organizations (PVOs) in support of their overseas programs. LEPP is managed by USAID's Office of Local Sustainability in the Bureau for Economic Growth, Education and Environment (E3/LS) and currently provides 16 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.gsaxcess.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. E3/LS, through LEPP, works with those organizations, permitting not only access to the surplus property, but ensuring all results and other reporting, use and other information and data requirements are met.

USAID/E3/LS also manages USAID's PVO registration process for U.S. and International PVOs. This registration is required for most grants funded by USAID. Registration as a PVO is required for all LEPP applicants. More information regarding registration can be found at <http://www.usaid.gov/pvo>.

B. Program Objectives

1. Leverage surplus property to meet USAID's development objectives and contribute to strengthening local capacity worldwide.
2. Expand program access to a broader pool of PVO participants, consistent with the USAID Administrator's vision for expanded partnership.

C. LEPP Requirements

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

1. Applicant Eligibility Requirements

- The application is open to NGOs that are registered as a PVO with USAID by the Application Deadline. Information about the PVO registration process can be found on the PVO registration website: <http://www.usaid.gov/pvo>.
- The PVO application may take 6-8 weeks to process.
- LEPP proposals must follow the formatting guidelines provided below.

Section II – Application Instructions

A. Preparation Guidelines

1. General Guidelines

All applications received by the July 31, 2014 deadline will be reviewed for adherence to the specifications outlined in these guidelines and the application 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, health, 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 in sealed envelopes or packages that are (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.

Faxed applications will not be considered; however, applications may be modified by written or emailed notice, if that notice is received by the Application Deadline.

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 (Please list 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 **July 16, 2014** to allow a reply to reach all prospective applicants before the submission of their applications. All responses will be posted on the LEPP website at <http://www.usaid.gov/partnership-opportunities/ngo/limited-excess-property-program>. 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 legibly on standard letter-sized 8 ½ x 11” paper 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.

- One original and three hardcopies of the entire application, including all attachments, must be submitted. The original should be printed on plain paper, single-sided, and unbound, so that it is “photocopy ready”. The three additional copies should be on plain paper, single-sided, and bound.
- One electronic copy of the application on a CD ROM or a USB thumb drive should also be submitted along with the hardcopy versions.
- 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.

1. Application 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 components 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: (<http://www.usaid.gov/what-we-do>).
- Explain how surplus property obtained through LEPP would support the organizations' 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)

i. **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 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.
- ii. **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 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.
- iii. **Partnership Details:** Identify the proposed program 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.
- Include a letter or email from the partner confirming the relationship between your organizations.

iv. **Standards:** All LEPP participating PVOs and partners are expected to adhere to best practices as set forth on the Interaction website:

www.interaction.org/document/interaction-pvo-standards.

- Please describe how the organization ensures that it is abiding by PVO accepted “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.

i. Organizational Structure:

1. 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.
2. 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.

3. Provide a brief outline of how the PVO plans to monitor and evaluate their work in conjunction with and participation in the program.
- ii. **Receiving and In-Country Transfer System:**
1. 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.
 2. Identify whether the organization currently has a physical presence in each country where the proposed 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.
 3. Describe the planned process for receiving the surplus property, i.e., clearing customs, warehousing, transportation and transfer of goods to end user organization(s).
 4. Describe how the organization will monitor the surplus property shipment from shipping dock to the final transfer. Include a discussion of the following elements: tracking (from the moment of receipt from USG), physical inspection, inventory control, on-site inspection, in-country accounting of transferred property, and participants' response.
 5. Cite any experiences concerning lost and/or stolen property and the steps taken to safeguard surplus property during the transfer process.
 6. Discuss PVOs capabilities of refurbishing technical surplus property.
- iii. **Contingency and Security Planning:** Natural and man-made disasters affect a substantial number of development programs at some time during the course of 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.

C. 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 on the basis of 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 on the basis of religious character or affiliation. For further details regarding this rule, please see <http://www.usaid.gov/work-usaid/partnership-opportunities/faith-based-community-organizations/usaid-rule-participation> and 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 Office of Local Sustainability staff and other staff from USAID offices with related interests and appropriate expertise. Selection will be based on the scoring of proposals according to the selection criteria identified below. Organizations who receive above 60 points will be accepted.

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 the LEPP program there is a separate process that they will need to participate in before being able to begin transferring 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 three things:

- *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 outlining the projects that they plan to support through their participation in the 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 the LEPP program must agree to comply with the terms set forth therein.

Countries that have participated in the past in the LEPP program are listed in Annex A. USAID makes no claims, promises, or guarantees with respect to the prospects of participation of such countries in the LEPP program in the future or if a PVO accepted into the LEPP program would be approved to transfer property to any country listed in Annex A.

Annex A – Previously Participating Countries

Countries that have participated in the past in the LEPP program are listed below. USAID makes no claims, promises, or guarantees with respect to the prospects of participation of such countries in the LEPP program in the future or if a PVO accepted into the LEPP program would be approved to transfer property to any country listed. Additionally, if there is a country you would be interested in transferring property, but is not listed below, you may write in their name for consideration in your application.

<ul style="list-style-type: none">• Afghanistan• Albania• Angola• Antigua• Argentina• Bangladesh• Belize• Bosnia and Herzegovina• Brazil• Costa Rica• Chile• Colombia• Democratic Republic of Congo• Dominica• Dominican Republic• Ecuador• El Salvador• Guatemala• Haiti	<ul style="list-style-type: none">• Honduras• Jamaica• Kenya• Liberia• Mexico• Moldova• Mongolia• Nicaragua• Pakistan• Peru• Philippines• St. Lucia• St. Vincent & the Grenadines• Suriname• Tanzania• Uganda• Ukraine• Uruguay• Zambia• Zimbabwe
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ANNEX B – LEPP Partner Transfer Agreement

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 "INSERT ORGANIZATION NAME", hereinafter referred to as the "Participant", has been approved as a participant in the Limited Excess Property Program (LEPP), and may begin requesting certain U.S. government excess property upon agreement to the procedures for participation set out in this letter and its enclosures. 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 Enclosure 2.

The Limited Excess Property Program (LEPP) is an innovative and cost-effective means of transferring millions of excess Government property to support and further overall U.S. Government development goals. We look forward to establishing a partnership with "INSERT ORGANIZATION NAME", which will deliver sustainable development that empowers citizens globally.

Participants not adhering to the policies outlined in this a letter and its enclosures will be subject to disqualification from receiving further excess property through the Limited Excess Property Program (LEPP). USAID's approval of your organization's participation and the terms and conditions of this letter will be effective until INSERT END DATE (5 years from the date issued) unless sooner modified or terminated by USAID.

Sincerely,

Hannah Marsh,

Limited Excess Property Program
Office of Local Sustainability
U.S. Agency for International Development

Enclosures:

1. List of approved Federal Supply Classifications (FSC)
2. Utilization and Disposition of Excess Property

ACCEPTED AND AGREED TO:

PARTICIPANT:

BY:

PRINTED NAME:

DATE:

TRANSFER AGREEMENT – ENCLOSURE 1

List of Approved Federal Supply Classifications (FSC)

For the transfer of U.S. Government excess property, recipients must select and include Federal Supply Classification (FSC) codes.

Please Note: All property requests must adhere to the categories included in this section; otherwise requests may be denied.

TRANSFER AGREEMENT – ENCLOSURE 2

Utilization and Disposition of Excess Property

The Limited Excess Property Program (LEPP) was established in accordance with Sections 607 and 608 of the Foreign Assistance Act of 1961, as amended. LEPP provides approved Private Voluntary Organizations (PVOs) access to U.S. Government excess property for use in their projects and programs overseas. This letter outlines the general procedures of the program and the responsibilities of the various program participants.

LEPP PVO Participants are required to:

- Participate in a **mandatory** LEPP partner training held in Washington, DC.
- Submit 607 Determination Template(s) as described in the Request for Participation for countries in which the PVO plans to transfer property.
- Notify LEPP staff if a change in circumstances or in-country partners could impact the signed 607 Determination.
- Submit timely transfer order requests, which include: Request Letter, C5, Transfer Order and signed 607 Determination. All transfer order requests are subject to USAID's review and approval.
- Put items received in usable condition to use for the purpose described in the 607 Determination within one year from the date of arrival in the recipient country. For items requiring reconditioning, such reconditioning shall commence within 6 months from the date of physical delivery in the recipient country. All items must be adequately maintained.
- Maintain accountability records for at least one year from the date of initial use. Annual and semi-annual accounting report of all excess property transferred to the PVO must be submitted to the LEPP team within 45 days of the initial request. If reporting is not submitted within 45 days of the initial request, a temporary hold will be placed on future requests.
- Be aware that during the period of accountability, the USAID Mission in consultation with the LEPP staff may direct or authorize sale of the item. In the case of sale, the in-country partners will conduct such sale under terms and conditions, which includes purchase eligibility prescribed by USAID. Proceeds resulting therefrom will accrue, in whole or in part, to the in country partners or USAID. In no case will property sale or access be provided to law enforcement or military entities.

- Ensure that in country partners do not sell, re-transfer, or otherwise dispose of the item without prior approval of the USAID Mission or USAID LEPP staff.
- Report to LEPP staff, any excess property that is unserviceable and recycle accordingly.
- 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.

TITLE

After 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.

NO WARRANTY ON PROPERTY

- All property furnished through LEPP is used and excess to the needs of the U.S. Government and is transferred "As 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 the Limited Excess Property Program (LEPP).