

Questions and Answers on the 2014 Solicitation for Applications to Participate in the Limited Excess Property Program (LEPP)

Q- How do we know if our organization is currently registered with USAID as a private voluntary organization (PVO)?

A- You can check to see if your organization is listed in the PVO Registry at <http://pvo.usaid.gov/usaid/> . If your organization is listed there should be no need to reapply. However, it is important that your organization meet the annual submission requirements in order to maintain its registration. If you have any doubt regarding PVO Registration you can direct them to the PVO Registration Coordinator at: pvoregistry@pvo.net.

Q- If we are currently part of the LEPP program do we need to reapply?

A- All PVO partners currently participating in the Limited Excess Property Program are required to reapply for the program during the LEPP Solicitation in order to be eligible to participate in the program for the upcoming fiscal year.

Q- As a current LEPP partner, if our next application is accepted, will the current 607 Determinations that we have signed now remain in effect or will we need to get new ones?

A- Your current signed [607 Determinations](#) will remain in effect until your current agreement expires on September 30, 2014. If you are re-accepted into the program, new 607 Determinations for each country in which you plan to transfer property must be obtained.

Q- Can we add countries that aren't listed on the LEPP Solicitation?

A- Yes, you may write in the names of additional countries for consideration in your application that are not currently reflected on the LEPP Solicitation. USAID makes no claims, promises, or guarantees with respect to the prospects of participation of any 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.

Q- Does research lab equipment become available through the program?

A- There is a variety of equipment which becomes available through both the General Services Administration's and the Defense Logistics Agency's excess property programs. Past program participants have secured research lab equipment but USAID can make no guarantee regarding the category, quantity, or quality of property that may come available.

Q- Does the National Institutes for Health (NIH) or the National Science Foundation (NSF) participate in LEPP?

A- [Federal executive agencies](#) are legally required to report excess personal property to GSA for screening and disposal. The legislative and judicial branches are encouraged to report their excess personal property to GSA.

Q- Does property come available overseas?

A - Yes, while the majority of federal surplus property made available through the LEPP is located in the United States, property is made available overseas. This property is provided through the Defense Logistics Agency's Excess Property Program and is most commonly located at various overseas military bases.

Q- Is there a specific USAID application to be filled out or should we design our own application?

A- While there is not a specific USAID application form to be filled out, each organization should carefully follow the instructions laid out in the solicitation regarding categories and formatting.

Q- The LEPP solicitation says that transportation costs should be the recipient's responsibility. Can you please explain at what point the recipient takes responsibility for the property?

A- LEPP does not assist with the cost of transportation, warehousing, customs, or freight forwarding. Each PVO who is accepted into the program is responsible for all costs associated with the property once it is allocated to the organization. This means that the organization is responsible for picking up or arranging for the pick-up of the property from its initial holding location, either within the US or overseas, and transporting it to its final destination overseas.

Q-The LEPP solicitation says that there is no guarantee of the condition/quality of donated goods. What does that mean?

A- While both GSA and DLA take great care to provide accurate information regarding the condition and quality, given the nature of the program and that property comes available in many different locations all over the world, the accuracy of this information can vary from time to time. This is why we strongly encourage partners to view the property prior to picking it up or to contact the holding location property contact to receive more information before arranging pick-up.

Q- Should the letters or emails from partners listed under the partnerships section be included in the annex? If so, is there a limit on the number of letters an organization can submit or a limit on the page numbers for the annex?

A- The annex is intended as additional references to the LEPP Solicitation. There is no limit on the number of letters an organization can submit. However, no application should exceed the 20 page maximum. If the applicant has additional information they wish to provide, they can include a listing in the annex with the understanding that USAID may request these to be submitted for verification.

Q- Can funds provided through the Ocean Freight Reimbursement program be used to send property received through LEPP overseas?

A-There is nothing to preclude PVOs from participating in both the Limited Excess Property Program and the Ocean Freight Reimbursement Program. For more information regarding the Ocean Freight Reimbursement Program and application deadlines, please visit: <http://www.usaid.gov/node/6871>.

Q- Since universities are excluded from registering as a PVO, does this exception apply to LEPP?

A- Unfortunately, universities are not eligible to participate directly in the program. However, universities may partner with a non-profit who qualifies and is registered as a PVO.

Q- I would like to include pictures in the situation analysis, is this acceptable?

A- The situation analysis can include pictures as part of the narrative. Please adhere to the 20 page maximum application.

Q- Can a religious institution that is exempt from registering as a PVO participate in the program?

A- In order to directly participate in the program, an organization must be registered as a PVO. While religious organizations are not required to register as a PVO, they are not precluded from doing so as long as the conduct activities that are in keeping with the Foreign Assistance Act and/or the Public Assistance Act (P.L. 480) and meet the [Conditions of Registration for U.S.](#) or [international organizations](#)

Q- How many countries can you mention in your application?

A- There is no limit on the number of countries your organization can list; however we do ask that organizations think strategically about where they realistically would like to transfer property to.

Q- Do applicants have to apply individually for each country, or may we submit a multiregional application for different countries?

A- An organization should only submit one application that reflects the various countries where it works and would like to transfer property to.

Q- Is LEPP open to International PVOs?

A- LEPP is open to both U.S. and International Private Voluntary Organizations (PVOs) registered with USAID by the application deadline of July 31, 2014.

Q- If we are already registered as a PVO do we need to apply for LEPP?

A- The PVO Registration process and the LEPP application process are separate processes. In order for an organization to be eligible to even apply for the LEPP, they must first be registered as PVO. Once an organization is registered as PVO they can participate in the competitive application process by responding to the 2014 LEPP Solicitation.

Q- How do we know exactly what equipment is available?

A- Equipment is organized by categories and classification codes in GSAXcess. The categories of available equipment can be found on the LEPP website [here](#). Given the nature of the program and that we are not able to predict when and what other government agencies will excess, we are unable to provide an exact list of property.

Q- What are the reporting requirements for LEPP?

A- All PVOs who participate in the program are required to submit a semi-annual and annual report detailing the property requested during that period of time. Additionally, we ask PVOs to submit pictures and success stories on the impact that LEPP equipment has had on their ongoing development projects.

Q- Does the PVO have to refurbish technical equipment or can the partner (NGO) be responsible for that?

A- PVOs are ultimately responsible for the condition of LEPP equipment, however they can partner with other entities to ensure that the property is refurbished if needed.

Q- We plan to apply to serve several countries through the LEPP program. What is the protocol if USAID is concerned about one of the several countries/programs discussed in an application? Will you ask the applicant to drop a country from their application or would your concerns about the plans to serve one of the countries disqualify the whole application?

A- Any application that is received by LEPP is judged based on the merit of the application. USAID makes no claims, promises, or guarantees with respect to the prospects of participation of any 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. That being said, an entire application will not be disqualified based on the request for any one specific country.

Q- Can a PVO apply for their implementing partners in some countries or only where the PVO has a home office?

A- PVOs are not required to have a home office in the country in which they plan to transfer property to and can transfer property received to local partners. It is important to note however, that it would be the PVO who would directly participate in the program and thus ultimately be responsible for ensuring the requirements of the program are met.

Q- Are LEPP items new or have they already been used before?

A- The majority of items available through GSA and DLA have been used; however there are supplies that are new and in their original packaging. GSA strives to include pictures and a classification of the condition of the goods that are listed in the GSAXcess database.

Q- How do we balance our wish list in relation to the costs of packing, crating, handling, transportation, and other accessorial costs?

A- PVOs are responsible for the operations and costs associated with the management of property received through the program. It is up to each PVO to determine if the property available is worth the cost of refurbishing and transporting it to the end user.

Q – Is there information provided about the condition of the available goods so we know whether we can make use of them?

A –Once approved, PVOs may access the General Services Administration (GSA) website which includes information about the condition of the goods. You can access the GSA website at www.gsaxcess.gov. While logins will only be granted to organizations that are approved to participate in the program, general information about the types and quality of available property is accessible without a login.

Q – Can the excess property be used for both staff and program recipients?

A – Excess property must be used for the implementation of programs overseas. Depending on the nature of the item, it may be used by the program staff, local recipients, and local partner organizations consistent with part I of the Foreign Assistance Act. The property requested must be sent overseas.

Q – In some of our programs we work with local district governments. Can this excess property be used in work with these entities?

A – Excess property may be provided as program assistance to a country’s public sector. USAID provided excess property cannot be used by the recipient country’s law enforcement or military sectors.

Q – Is there an aggregate dollar limit to the amount of excess goods that can be received in a year?

A – Yes. For first-time participants, there is a ceiling of \$1 million worth of goods that can be received in a year. If this amount is met before the end of the year, a request for a higher amount may be submitted to the LEPP team for consideration. Organizations that have previously participated in the program and have successfully demonstrated use of LEPP property will have an annual allotment of \$5 million. They will also be able to submit a request for a higher amount if they meet this amount.

Q - If we have more than one program, can we explain each one, or should we narrow the proposal down to focusing on just one?

A – Applicants may describe one or more programs in their application. We would ask that you focus your efforts on explaining the programs where you see excess property being leveraged to help you meet the program objectives.

Q- How or where do I obtain a “607 Determination”?

A –The 607 Determination process is carried out in concert with the LEPP team once an organization is accepted into the program. This process is done in conjunction with the USAID representatives in the countries where you wish to transfer property and may require that some additional program specific information be provided.

Q- What will be the duration of the new transfer agreements which will be issued to accepted applicants?

A – The duration for the new transfer agreements will be five years. USAID maintains the right to terminate an agreement with an organization who has not kept the requirements set out in the initial agreement. (See Annex B of the [LEPP Solicitation](#))

Q – If my organization is accepted into the program, how long should it be before my organization can begin requesting property?

A – If your organization is approved to participate in the next round of the program, and has not previously participated in the program, we anticipate that you should be able to begin requesting property in late October. This timetable is dependent on an organization’s approval of 607 Determination requests and participation in the mandatory partner training.