

**FEDERAL PROPERTY ASSISTANCE
FLORIDA STATE AGENCY FOR SURPLUS PROPERTY (SASP)
PROGRAM APPLICATION FOR ELIGIBILITY**

Thank you for your interest in the Florida State Agency for Surplus Property (FL SASP) program. Attached is the eligibility application, instructions, certifications and agreements, and definitions. Complete the application and return it along with supporting documentation to the SASP office.

NOTE: The definitions and instructions may be discarded and should not be returned. Incomplete applications will not be processed.

INSTRUCTIONS

Type or print in black ink only. Signatures must be in BLUE INK.

Be sure all pages are signed

SECTION I: Complete all contact information to include County.

SECTION II: Check the appropriate box.

SECTION III: Check the appropriate box which indicate the type or purpose of your agency/organization/business. (See definitions)

SECTION IV:

For a Public Agency, include a reference to the Act of Law under which you were created and a current tax exempt form.

For a Nonprofit organization, a comprehensive written description of all programs or services is required on your organization letterhead. A description of the operational facilities should also be included. Include information on staff and staff qualifications, hours of operation, services and programs offered, population or enrollment, fees charged, etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include a complete copy of Articles of Incorporation with all filing certificates and amendments, and a copy of your current By-Laws.

If a Volunteer Fire or Rescue, include a written resolution or agreement with your municipality stating that they provide your organization with funding and recognize you as an integral part of their public safety or health program. Proof of yearly funding will be required to continue in the SASP program.

If your organization is a Provider of Assistance to the Homeless or Impoverished, submit a detailed narrative description of your program, services or activities, including your hours of operation. If you are operating primarily as a Food Bank or Soup Kitchen, include a statement certifying that the majority of the individuals you serve are homeless. If you are operating primarily as a Shelter, indicate how many individuals you serve on an annual basis. Also, submit evidence from a local official that your organization is a publicly recognized provider of assistance to the homeless or impoverished. Evidence can take form of a letter or statement from the Chief Elected Official such as the Welfare Office or Social Security. Provide details of a system to account for federal surplus property of a personal nature such as clothing, shoes, toiletries and such items that would be issued to homeless or impoverished individuals.

See Required documents included below for full list. SASP reserves the right to request additional documents to determine eligibility.

SECTION V: Check the appropriate box, which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

SECTION VI: All applicants making application as nonprofit, tax-exempt organizations must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Tax Code of 1954. The name and address of the organization on this IRS letter must match the name and address provided in section I of this application.

SECTION VII: All applicants making application as nonprofit, tax-exempt organization must submit evidence that the applicant is currently approved, accredited or license. Programs for Older Individuals must include evidence of funding under the Older Americans act of 1965; Title IV or XX of the Social Security Act; Titles VIII and X of the Economic Development Act of 1964; or the Community Services Block Grant Act.

SECTION VIII: The Federal Property and Administrative Services Act of 1949, as amended, mandates that the state agency will provide for fair and equitable distribution of property within the state based upon relative needs, resources and ability to utilize available personal surplus property.

SECTION IX: Authorized Representatives. The head of the organization or agency may designate a program administrator. The designation does not remove the head of the agency from liability or responsibility. The names and emails of authorized representatives must be completed with each individual's signature signed in **BLUE INK**.

SECTION X: Want List. This is a list of items that are being researching or requested. GSAXcess.gov has a internal Want List that will allow you to set advance search criteria and email notices. Neither the letter nor screener's list obligates you to obtain the requested items.

SECTION XI: Read and sign in **BLUE INK** the Non-Discrimination Assurance.

SECTION XII: Certifications and Agreements – Including terms, conditions, reservations and restrictions.

SECTION XIII: Signature **required** in **BLUE INK**.

Scan as one document (in color) and email to:

SASPEligibility@dms.fl.gov

Once approved, a welcome email will be sent to the head of the agency and designated program administrator. In a separate email, the user Id's for GSAXcess will be emailed and come from GSA.

Florida State Agency for Surplus Property (SASP) Florida Application for Eligibility

I APPLICANT'S LEGAL NAME AND MAILING ADDRESS:

Federal ID Number

Name of Organization/Agency

Head of Agency/Organization

Telephone Number

Organization's Mailing Address (PO Box Number, Street, City, State, Zip Code)

County

Physical Location of Property (Number, Street, City, State, Zip Code & County)

Organizations E-Mail Address

Organization Web Address

II APPLICANT STATUS (Check One):

Public Agency

Nonprofit

SEA

SBA 8(a)

Veteran Organization

VOSB

III TYPE OR PURPOSE OF AGENCY/ORGANIZATION (Check One):

For public, check **one** of the following options:

___ Child Care Center

___ Clinic

___ College

___ Conservation

___ Economic Development

___ Educational Institution/Program;School;University

___ Educational Radio or Television Program

___ Health Center/Program;Hospital; Medical Institution

___ Library

___ Museum

___ Parks and Recreation

___ Program for Older Individuals

___ Provider of Assistance to Homeless

___ Provider of Assistance to Impoverished

___ Public Purpose (City/County/Township Designations)

___ Public Safety - volunteer fire departments and rescue squads)

For nonprofit, check one of the following options:

___ Child Care Center

___ Clinic

___ College

___ Educational Institution/Program;School;University

___ Educational Radio or Television Program

___ Health Center/Program;Hospital;Medical Institution

___ Library

___ Museum

___ Program for Older Individuals

___ Provider of Assistance to Homeless

___ Provider of Assistance to Impoverished

IV PROVIDE A WRITTEN DESCRIPTION OF PROGRAMS OR SERVICES OFFERED, INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (See directions)

V SOURCE OF FUNDING: (Attach supporting documentation)

☐ Tax-Supported ☐ Grant funded ☐ Contributions ☐ Other

VI HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX-EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954?

☐ Yes (copy required, except for governmental units.) ☐ No

VII IS THE ORGANIZATION APPROVED, ACCREDITED OR LICENSED?

☐ Yes (copy required) ☐ No

VIII UTILIZATION CAPABILITIES/PROGRAM NARRATIVE

The following information will help the state agency more equitably distribute property.

- Population served: _____
- Statement of relative financial abilities (land, building, equipment, budget limitations, inability to purchase from commercial sources, extraordinary economic problems, capability for repair and maintenance of property, etc.):
- Ability to utilize requested property (Statement of utilization potential, ongoing need, temporary need, reserve backup, etc.):
- Narrative of programs (education, health/child/adult care, museum, etc.) and services (hours open, staff, enrollment, facilities, medical, etc.) offered.

Once approved, it is the **Program Administrator's responsibility to keep this information updated for compliance.** Any changes (additions and deletions) to this section must come from the head of the agency or program administrator. Send updates to SASPEligibility@dms.fl.gov and in the subject line put your agency name - update to application.

Name	Email	Signature (BLUE INK)
Phone		

- A. Acquire Federal Surplus Property;
- B. Obligate necessary funds for this purpose; and
- C. Execute distribution documents agreeing to terms, conditions, reservations and restrictions applying to property obtained through the agency.

[illegible]

X WANT LIST

The Want List is available in GSAXcess.gov and permits the Donee to set parameters and receive email updates on property availability.

Organization: _____

County: _____

Point of Contact: _____

Phone: _____

Email: _____

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NOTE: For heavy equipment or large items, provide a letter (on official letterhead) specifying the item desired, why it is needed and how it will be utilized. The letter should be attached to this sheet and returned with the application. Neither the letter nor list obligates the organization/agency to obtain the requested items.

XI NON-DISCRIMINATION ASSURANCE

APPLICANT'S LEGAL NAME AND MAILING ADDRESS:

Federal ID Number

Name of Organization

President / Chief Executive Officer

Telephone and Fax Number

Organization's Mailing Address (PO Box Number, Street, City, State, Zip Code

County)

Organizations E-Mail Address

Organization Web Address

_____, the donee,
Name of Organization

agrees that the program for or in connection with which any property is donated will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who, through contractual or other arrangements with the donee, is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall, on the ground of race, color, natural origin, sex or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration (GSA), and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statutes and regulations, (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon any successor in interest of the donee and the word donee as used herein includes any such successor in interest.

Signature of Authorized Official
(BLUE INK)

Date

XII TERMS AND CONDITIONS UNDER WHICH FEDERAL SURPLUS PROPERTY IS DONATED

**STATE OF FLORIDA
STATE AGENCY FOR SURPLUS PROPERTY PROGRAM
14281 US HIGHWAY 301, STARKE, FLORIDA 32091**

**CERTIFICATIONS AND AGREEMENTS
(INCLUDING TERMS, CONDITIONS, RESERVATIONS AND RESTRICTIONS)**

The applicant and any of its designees agree to the following:

1. Property received is needed and will only be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes and for no other purposes.
2. Property received is needed and will be used by the recipient for educational or health purposes including research or in a public purpose and for no other purposes.
3. Property received shall be placed in use for the purposes for which acquired within one year of receipt and shall be continually in use for such purposes for one year from the date the property was placed in use, and in the event the property is not so placed in use, or continued in use, the donee shall immediately notify the state agency and return the property to the agency as directed.
4. To abide by all additional periods of restriction placed on property by the State Agency: that is, 18 months on all passenger motor vehicles and other items of property with a unit acquisition cost of \$5,000.00 or more, except for such items of major equipment on which the State Agency designates a further period of restriction as indicated on the distribution document.
5. During the period of restriction, applicant will not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property without prior approval of the General Services Administration or the State Agency. The applicant will be liable for the fair market value or the rental value of such property as determined by the General Services Administration or the State Agency.
6. Remit within 30 days to the State Agency all fees assessed on property acquired for service and handling expenses.

Certification regarding debarment, suspension, ineligibility and voluntary exclusion - lower tier covered transactions:

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instruction for Certification

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below:

1. The certification in this clause is a material representation of fact which reliance was placed when this transaction was entered. If it is later determined the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier

covered transaction that it is not proposed for debarment under 48 CFT part 9, subpart 9.4, Debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows the certification is erroneous. A participant may decide the method and frequency which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant is a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.

Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Acknowledgements

(A) THE DONEE CERTIFIES THAT:

1. It is a public agency or a nonprofit institution or organization exempt from taxation under Section 501 of the Internal Revenue Code of 1954 within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as Amended and/or the regulations of the General Services Administration (GSA).
2. If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior written approval of the State agency.

3. Funds are available to pay all costs and charges incident to donation.
4. This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 304 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975.

(B) THE DONEE AGREES TO THE FOLLOWING CONDITIONS:

1. All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued in use for such purpose(s) for 1 year from the date the property was placed in use. In the event the property is not placed in use, or continued in use, the donee shall immediately notify the State Agency and, at the donee's expense, return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
2. Such special handling or use limitations as are imposed by GSA on any item(s) of property listed hereon.
3. In the event the property is not so used or handled as required by (B)(1) and (2), title and right to the possession of such property shall, at the option of GSA, revert to the United States of America, and, upon demand, the donee shall release such property to such person as GSA or its designee shall direct.

(C) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

1. The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of at least two year, and to be in accordance with the provisions of the State Plan of Operation.
3. In the event the property is not so used as required by (C)(1) and (2), and Federal restrictions (B)(1) and (2) and (G)(1) have expired, right to the possession of such property shall, at the option of the State Agency, revert to the State of Florida and donee shall release such property to such person as the State Agency shall direct.

(D) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

1. From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by this agreement remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber or otherwise dispose of such property, or remove it permanently for use outside the State without the prior approval of GSA under (B) and (1) or the State Agency under (C) and (1). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when GSA or by the State Agency authorizes such action, shall be remitted promptly by the donee to GSA or the State Agency, as the case may be.
2. In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, encumbered, cannibalized or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by this agreement remain in effect, without the prior approval of GSA or the State Agency, the donee, at the Option of GSA or the State Agency shall pay to GSA or the State Agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State Agency.
3. If at any time from the date it receives the property through the period(s) of the time conditions imposed by this agreement remain in effect, any of the property listed hereon is no longer suitable, usable or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State Agency and shall, as directed by the State Agency, return the property to the State Agency, release the property to another donee or another State Agency, or to a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State Agency.
4. The donee shall make reports to the State Agency on the use, condition and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State Agency.
5. At the option of the State Agency, the donee may abrogate the State conditions set forth in (C) and the State terms, reservations, restrictions and conditions pertinent therein in (D) by payment of an amount as determined by the State Agency.

(E) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

1. The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America will be held harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions or claims of any nature arising from or incident to the donation of the property, its use or final disposition.
2. Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, GSA or the State Agency, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

(F) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

1. The donation shall be subject to the additional special terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document or other agreement by the authorized donee representative.

(G) THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO TERMS WITH A UNIT ACQUISITION COST OF UNDER \$5000:

1. As noted on the State Agency Distribution Document.

(H) ALL PROPERTY ACQUIRED THROUGH THE FEDERAL SURPLUS PROPERTY PROGRAM IS CONSIDERED FEDERAL FINANCIAL GRANT-IN-AID AND MAY REQUIRE COMPLIANCE UNDER THE SINGLE AUDIT ACT OF 1984 AND THE PROVISIONS OF OMB CIRCULAR A-133.

XII SIGNATURE/DATE

* Signature: _____ Date: _____

(BLUE INK)

I hereby agree to the terms, conditions and restrictions applied to obtaining property through this agency.

Signature of "DONEE'S" President/Chief Executive Officer (Same as section I)

DO NOT WRITE BELOW THIS SPACE

STATE AGENCY FOR SURPLUS PROPERTY APPLICATION DETERMINATION

☐ Eligible ☐ Ineligible

☐ Public Agency ☐ Nonprofit Organization ☐ SEA ☐ SBA 8(a) ☐ Veterans Organization ☐ VOSB

Type: _____

Eligibility Expires: _____

Application Approved By: _____
(Print Name) _____ Date _____

Signature (Blue Ink)

FLORIDA

Required Documents

Some documents must be included with the application other information may be answered in the narrative.

IMPORTANT: Donees which are reliant upon licensing, accreditation, certification, approval, or public funding must be updated near its expiration including those which expire annually.

Public Agency

- W-9 Tax form
- Complete copy of minutes resolution or legislation from city or county council.

Non Profit Impoverished

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program services offered including numbers served annually
- List of staff detailing qualifications and titles
- Proof of funding
- Proof of public recognition from government official
- license, if day care
- Block Grant required, if Community Action Program

Small Business Administration 8(a) Program

- Verification that your business is still eligible for the 8(a) program

Veteran Service Organization (VSO)

- Proof of recognition by the Veteran Affairs under Title 38 U.S.C 5902 (charter)

Veteran Owned Small Business (VOSB)

- Registered and is in "verified" status in the VA's VETS First Verification Program database under the procedures found in 38 C.F.R. § 74.
- Attach the verified letter to application.

Volunteer Fire Rescue

- Charter approved by Government authority
- Proof of public funding
- Description of facility: hours of location, hours of operation staff qualification and duties.

Non-Profit Programs for Older individuals

Proof of current funding under one of the following:

- Older Americans Act of 1965;
- Social Security Act;
- Economic Opportunity Act of 1964; or
- Community Services Grant Block Act
- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program services offered including numbers served annually
- List of staff detailing qualifications and titles

Non- Profit Education

- List of Professional Staff with titles
- Proof of accreditation or approval

Service Educational Activity

- Charter or recognition as an entity of a national organization.
- Number of individuals served annually
- Description of services offered and facilitates

Non-Profit Museums

- Museum Access Agreement, signed
- Detailed description of program & services offered
- IRS 501c Ruling
- Description of facility to include: Physical address, hours of operation, staff qualifications and duties.
- Current years' budget
- Proof of Funding

DEFINITIONS

- ❖ **Homeless and Impoverished Providers:** Homeless and Impoverished providers are a public agency or a nonprofit, tax-exempt institution or organization that provides shelter or other services to homeless individuals. Institutions or organizations that acquire personal property through the donation program must use the items exclusively in their programs to provide direct assistance to homeless individuals.

The Stewart B. McKinney Homeless Assistance Act, Public Law 100-77, enacted July 22, 1987, amended the Federal Property and Administrative Services Act of 1949 to authorize donations of Federal surplus personal property to nonprofit, tax-exempt providers of assistance to homeless individuals.

Homeless individual means: An individual who lacks a fixed, regular, and adequate nighttime residence, or who has a primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- An institution that provides a temporary residence for individuals intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

For purposes of this part, the term “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

- ❖ **Provider of Assistance to Impoverished Families and Individuals:** Means a public or nonprofit organization whose primary function is to provide money, goods, or services to families or individuals whose annual incomes are below the poverty line (as defined in section 673 of the Community Services Block Grant Act) (42 U.S.C. 9902). Providers include food banks, self-help housing groups, and organizations providing services such as the following: Health care; medical transportation; scholarships and tuition assistance; tutoring and literacy instruction; job training and placement; employment counseling; child care assistance; meals or other nutritional support; clothing distribution; home construction or repairs; utility or rental assistance; and legal counsel. **Nonprofit:** Means not organized for profit and exempt from Federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501).

Public Agency: Means any State; political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions; multijurisdictional sub state districts established by or pursuant to State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation.

- ❖ **Museum:** Means a public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1000 hours a year).

The term “museum” includes, but is not limited to, the following institutions if they satisfy all other provisions of this definition: Aquariums and zoological parks; botanical gardens and arboreturns; nature centers; museums relating to art, history (including historic buildings), natural history, science, and technology; and planetariums.

For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of “museum” does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution.

Public Agency Museum The institution is supported in whole or in part with public funds. Any museum established as a part of, and operated by a State or local government agency is eligible to participate in the donation program as a part of the State or local government’s eligibility as a public agency.

Nonprofit The museum has documentary evidence of its tax-exempt status under section 501 of the Internal Revenue Code of 1954.

Organized The institution is a duly constituted body with expressed responsibilities with articles of incorporation or other written instrument by which it was created that affirm its legal existence and the purpose(s) it was formed.

Permanent The institution expects to continue in perpetuity.

- ❖ **Non-Profit Education Providers:** are programs to develop and promote the training, general knowledge, or academic, technical, and vocational skills and cultural attainments of individuals in a community or given political area. Public educational programs may include public school systems and supporting facilities such as centralized administrative or service facilities.

Approved: Means recognition and approval by the State department of education or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. An educational institution or program may be considered approved if its instructions and credits are accepted by three accredited or State-approved institutions; or if it meets the academic or instructional standards prescribed for public schools in the State; i.e. the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instructions, which operates primarily for educational purposes on a full-time basis for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors.

In the absence of an official State approving authority for educational institution or program, the awarding of research grants to the institution or organization by a recognized authority such as the National Institute of Education, or by similar national advisor council or organization may constitute approval of the institution or program provided all other criteria are met.

Accredited: Means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

Child Care Center: Means a public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 (or as prescribed by State law) and that is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

College: Means an approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

Educational Institution: Means an approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs or research for educational purposes, such as a child care center, school, college, university, school for the mentally or physically disabled, or an educational radio or television station.

Educational radio or television station: Means a public or nonprofit radio or television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes.

Library: Means a public or nonprofit facility providing library services free to all residents of a community, district, State, or region.

Nonprofit tax-exempt Activity: Means an institution or organization, which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

School (except schools for the mentally or physically disabled): Means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, that operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

School for the mentally or physically disabled: Means a facility or institution operated primarily to provide specialized instruction to students of limited mental or physical capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the mentally or physically disabled, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government.

University: Means a public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.

- ❖ **Non-Profit Health Providers:** Many nonprofit organizations that provide public health related programs and services to individuals or conduct research in support of medical treatment are eligible to receive surplus property.

Public Health Activity: Means an approved, accredited, or licensed nonprofit medical facility, entity, or organization that primary furnishes health and medical services through the conduct of research for any such purpose, experiments, training, or demonstrations related to cause, prevention, and methods of diagnosis and treatment of diseases and injuries. The term includes hospitals, clinics, alcohol and drug abuse treatment centers, health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term does not include institutions primarily engaged in domiciliary care although a separated medical facility within such a domiciliary institution may qualify as a medical institution.

Accredited: Means approval by a recognized accrediting board or association on a regional, State, or national level, such as State Board of Health or the American Hospital Association.

Approved: Means recognition and approval by State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for making an accreditation. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority. A health institution or program is considered as approved when a State body with authority under law to establish standards and requirements for public health institutions renders approval to the facility by accreditation procedures, by licensing or other method prescribed by State law. In the absence of an official State approving authority for a public health institution, the award of research grants to the institution or organization by a recognized authority such as the National Institute of Health, or by similar national advisory council or organization may constitute approval of the institution or program provided all other criteria are met.

Clinic: Means an approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services and includes customary related services such as laboratories and treatment rooms.

Drug abuse or alcohol treatment center: Means a clinic or medical institution that provides for the diagnosis, treatment, or rehabilitation of alcoholics or drug addicts. These centers must have on their staffs, or available on a regular visiting basis, qualified professionals in the fields of medicine, psychology, psychiatry, or rehabilitation.

Health center: Means an approved public or nonprofit facility that provides public health services, including related facilities such as diagnostic and laboratory facilities and clinics.

Hospital: Means an approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured and includes related facilities such as laboratories, outpatient departments, training facilities, and staff offices.

Licensed: Means recognition and approval by the appropriate State or local authority that approves institutions or programs in a specialized area. Licensing generally accounts for established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health facility, rather than to the medical standards for these institutions.

Nonprofit tax-exempt activity: Means an institution or organization, which is tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

Public Health Institution: Means an approved, accredited, or licensed public or nonprofit institution, facility, or organization conducting a public health program(s) such as a hospital, clinic, health center, or medical institution, including research for such programs, the services of which are available to the public.

- ❖ **Older American Act Programs:** Under Section 213 of the Older Americans Act of 1965, as amended (42 U.S.C 3020d), State and local government agencies, or nonprofit organizations or institutions, that receive Federal funding to conduct programs for older individuals.
- ❖ **Program for Older Individuals:** Programs for Older Individuals are any State or local government agency or any nonprofit, tax-exempt activity which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or XX of the Social Security Act, or under titles VIII and X of the Economic Act of 1964 and the Community Services Block Grant Act.
- ❖ **Public Agencies:** All public agencies are eligible to receive federal, state, and local government surplus property. The application establishes the identity of the authorized buyers for the agency and who to contact for compliance reviews and for eligibility renewals (every three years).
- ❖ **Service Education Activities:**
These Service Educational Activities (SEAs) have a formal donation agreement with DoD that outlines the general terms and conditions for obtaining DoD surplus property, State Agencies for Surplus Property (SASPs) can provide general information concerning designation of schools or organizations as an SEA. Formal designation as an SEA comes from the Department of Defense. Contact the Defense Logistics Agency (DLA-J349) Fort Belvoir, VA, (571) 767-2578.

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| • American National Red Cross | • National Association for Equal Opportunity in Higher Education |
| • Armed Services YMCA of the USA | • National Ski Patrol System, Inc. |
| • Big Brothers/Big Sisters of America | • U.S. Naval Sea Cadet Corps |
| • Boys and Girls Clubs of America | • United Service Organizations, Inc. |
| • Boy Scouts of America | • National Civilian Community Corps |
| • Camp Fire Inc. | • U.S. Olympic Committee |
| • Center for Excellence in Education | • Young Marines of the Marine Corps |
| • Girl Scouts of the United States of America | • American Cadet Alliance, Inc |
| • Little League Baseball, Inc. | • Corporation for the Promotion of Rifle Practice and Firearm Safety |
| • Marine Cadets of America | |

❖ **Small Business Administration 8 (a) Business Development program**

The Small Business Act provides that eligible 8(a) Program participants are qualified to receive federal surplus property on a priority basis. 15 U.S.C. § 636(j)(13)(F). Surplus property is transferred to an 8(a) participant by a State Agency for Surplus Property (SASP). To qualify for surplus property you must first be participating in the SBA 8(a) Business Development program. Contact [SBA.gov](https://www.sba.gov) for program qualifications and get certified as an 8(a) small business.

- ❖ **Veterans Organizations:** The FORVETS Act of 2010 authorizes those Veterans Organizations (listed on the checklist) to participate in the Federal Surplus Property Program. The statute establishes those organizations eligible to participate as an organization whose membership comprises substantially of veterans, and in acquiring Federal Surplus Property for the purposes of education or public health.
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| • African American PTSD Association | • Military Order of the Purple Heart |
| • Marine Corps League | • National Amputation Foundation, Inc. |
| • American Ex-Prisoners of War, Inc. | • National Association for Black Veterans, Inc. |
| • American GI Forum National Veterans Outreach Program | • Navy Mutual Aid Association |
| • American Legion | • National Association of County Veterans Service Officers |
| • AMVETS | • Non Commissioned Officers Association of the U.S.A |
| • Armed Forces Services Corporation | • Paralyzed Veterans of America |
| • Army and Navy Union, U.S.A., Inc. | • Retired Enlisted Association |
| • Associates of Vietnam Veterans of America | • United Spanish War Veterans |
| • Blinded Veterans Association | • United Spinal Association, Inc. |
| • Catholic War Veterans of the U.S.A, Inc. | • Polish Legion of American Veterans, U.S.A |
| • Disabled American Veterans | • Veterans of Foreign Wars of the United States |
| • Fleet Reserve Association | • Veterans of the Vietnam War, Inc. & the Veterans Coalition |
| • Gold Star Wives of America, Inc. | • Vietnam Veterans of America |
| • Italian American War Veterans of the United States, Inc. | • Vietnam Era Veterans Association |
| • Jewish War Veterans of the U.S.A. | |
| • Legion of Valor of the United States of America, Inc. | |

Volunteer Fire Departments/Rescue Squads: Non-governmental, nonprofit, and tax-exempt fire, emergency, or rescue agencies that are not a public agency and for services of this type funded directly through a government. Proof of funding is required yearly.