



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

Thank you for your interest in the Florida State Agency for Surplus Property (FLSASP) Program. Attached you will find the Eligibility Application, Instructions, Certifications and Agreements, and Definitions. Please complete the form and return it as soon as possible to our office. Make certain to furnish all of the information requested, including supporting documentation, if required. **The Chief Executive Officer (i.e. President, Chairman, Chief) of your organization must sign (IN BLUE INK), and must be the same as stated in Section I.** Eligibility will be determined based on the returned information, conforming to Federal requirements. The definitions and instructions may be discarded and should not be returned. **NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. USE THIS INSTRUCTION SHEET AS YOUR CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED. IF YOU HAVE A QUESTION OR NEED ASSISTANCE CALL OUR OFFICE AT 904-964-5601.**

Instructions

Please type or print in blue or black ink only (**SIGNATURE'S BLUE INK ONLY**)

SECTION I: Provide the Federal Identification Tax number for your organization and the full legal name of your organization. Provide the name of the **chief executive officer** of the organization and a telephone number at which he/she may be reached, along with your **fax number**, and **e-mail address**. Complete the mailing address of your organization as recognized by the US Postal Service, including the zip code. Provide the street address if different from the mailing address, or provide directions if located on a rural route or other remote area. List the county in which the organization is actually located and a business telephone number with area code.

SECTION II: Check the appropriate box which describes your organization. If you are unable to determine which status to check, please contact this office for assistance or refer to the definitions attached. Attach necessary documentation to this application when submitted.

SECTION III: Check the appropriate box(es), as many as apply, which indicate the type or purpose of your organization. Definitions have been provided to assist in making this determination.

SECTION IV: PLEASE SUBMIT THE FOLLOWING ON YOUR LETTERHEAD. A comprehensive written description of all programs or services provided is required. A description of the operational facilities should also be included. Be sure to 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 your organization is an Authority, please include a reference to the Act of Law under which you were created. If a Volunteer Fire or Rescue Company, please 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.

If your organization is a provider of assistance to the homeless or impoverished:

Please 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.

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.** If not, include sufficient evidence such as amendments to Articles of Incorporation or Assumed Name filing certificates to establish an “audit trail” of names showing the legal corrections.

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 Chief Executive Officer must designate selected individuals within the organization to be responsible to acquire Federal Surplus Property, obligate necessary funds for this purpose and execute Distribution Documents agreeing to terms, conditions, reservations and restrictions applying to property obtained through the agency. **The names titles and emails of authorized representatives must be completed with each individual’s signature.**

SECTION X: “WANT LIST”/SCREENERS LIST. This is a list of items that are needed and being requested by the organization. **NOTE:** For heavy equipment or large items, you must 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. **Neither the letter nor screener’s list obligates you to obtain the requested items.**

SECTION XI: Non-Discrimination Assurance

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

SECTION XIII: SIGNATURE/DATE. Annotate the date and provide an **original signature (BLUE INK ONLY)** of applicant’s Chief Executive Officer (President, Chairman of the Board, County Judge, Mayor, City Manager, Executive Director, Administrator, Fire Chief or other comparable authorized official). Photocopied, rubber stamped, machine produced, carbon or other facsimile type signatures are **not acceptable**.

**Please Mail Application to:
Bureau of Federal Property Assistance
14281 U.S. Highway 301 South
Starke, Florida 32091**

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

I LEGAL NAME AND MAILING ADDRESS OF APPLICANT ORGANIZATION:

Federal ID Number

Name of Organization

President / Chief Executive Officer

Telephone Number

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

Organizations E-Mail Address

Organization Web Address

II APPLICANT STATUS (CHECK ONE):

- ☐ Public Agency, including Public School (Attach a copy of charter, Florida Statute creating your organization or other instrument of creation.)
- ☐ Nonprofit, tax-exempt organization (Attach a copy of your IRS letter of determination under Section 501(c)(3), a copy of your Articles of Incorporation and By-Laws.)
- ☐ Service Education Activity (SEA) (SEA is a Department of Defense sponsored program.)

III TYPE OR PURPOSE OF ORGANIZATION:

- | | | |
|---|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Programs for Older Individuals | <input type="checkbox"/> Service Educational Activity |
| <input type="checkbox"/> County | <input type="checkbox"/> Nursing Home | <input type="checkbox"/> Boy Scouts |
| <input type="checkbox"/> City | <input type="checkbox"/> Medical Institution | <input type="checkbox"/> Girl Scouts |
| <input type="checkbox"/> Township | <input type="checkbox"/> Hospital | <input type="checkbox"/> Little League |
| <input type="checkbox"/> Borough | <input type="checkbox"/> Health Care Center | <input type="checkbox"/> Young Marines |
| <input type="checkbox"/> Authority | <input type="checkbox"/> Clinic | <input type="checkbox"/> Child Care Center |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Sheltered Workshop | <input type="checkbox"/> Library |
| <input type="checkbox"/> Fire Dept/Rescue | <input type="checkbox"/> Provider of Assistance to Homeless or Impoverished Individuals | <input type="checkbox"/> School for Handicapped |
| <input type="checkbox"/> Ambulance Service | <input type="checkbox"/> Radio/TV Station | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> School District | <input type="checkbox"/> Museum | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> College University | <input type="checkbox"/> Vocational, Technical or Trade School | |

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 ☐ 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. USE ADDITIONAL SHEETS IF NECESSARY

- 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.

IX AUTHORIZED REPRESENTATIVES

This section should be kept updated. You can forward additions to changes and forwarded to the Bureau of Federal Property Assistance: James.Page@dms.myflorida.com or Lisa.Hughes@dms.myflorida.com.

PRINTED NAME	TITLE	EMAIL	SIGNATURE (BLUE INK ONLY)

The following representatives are designed to:

- 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.

☐ New Designations (Delete all previous designations.) ☐ Additional Designations Only (Add to previous designations.)

X "WANT LIST"/SCREENERS LIST

This section should be kept updated. You can forward additions to changes and forwarded to the Bureau of Federal Property Assistance: James.Page@dms.myflorida.com or Lisa.Hughes@dms.myflorida.com.

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. Neither the letter nor screener's list obligates you to obtain the requested items. **USE ADDITIONAL SHEETS IF NECESSARY.**

XI NON-DISCRIMINATION ASSURANCE

LEGAL NAME AND MAILING ADDRESS OF APPLICANT ORGANIZATION:

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, 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

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.

XV SIGNATURE/DATE

* Signature: _____ Date: _____

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) * **BLUE INK ONLY**

DO NOT WRITE BELOW THIS SPACE

FEDERAL SURPLUS PROPERTY APPLICATION DETERMINATION

FLSASP Director or Designee (Print Name & Sign)

Date

☐ Eligible
 ☐ Ineligible
 ☐ Conditionally Eligible
 ☐ Nonprofit Health
 ☐ Nonprofit Education
 ☐ Public Agency
☐ Other: _____

Eligibility Expires: _____

Application Reviewed/Updated by: _____
 FLSASP Director or Designee (Print Name & Sign) _____ Date _____

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:**
 - American National Red Cross
 - Armed Services
 - YMCA of the USA
 - Big Brothers/Big Sisters of America
 - Boys and Girls Clubs of America
 - Boy/Girl Scouts of America
 - Camp Fire Boys & Girls
 - Center for Excellence in Education
 - Little League Baseball, Inc.
 - Marine Cadets of America
 - National Civilian Community Corps
 - National Ski Patrol System, Inc.
 - Naval Sea Cadet Corps
 - Operation Raleigh
 - United Service Organizations, Inc.
 - U.S. Olympic Committee
 - Young Marines of the Marine Corps
 - Marine Corps League
 - National Assoc. for EO in Higher Education
- ❖ **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.
 - African American PTSD Association
 - Marine Corps League
 - American Ex-Prisoners of War, Inc.
 - American GI Forum National Veterans Outreach Program
 - American Legion
 - AMVETS
 - Armed Forces Services Corporation
 - Army and Navy Union, U.S.A., Inc.
 - Associates of Vietnam Veterans of America
 - Blinded Veterans Association
 - Catholic War Veterans of the U.S.A, Inc.
 - Disabled American Veterans
 - Fleet Reserve Association
 - Gold Star Wives of America, Inc.
 - Italian American War Veterans of the United States, Inc.
 - Jewish War Veterans of the U.S.A.
 - Legion of Valor of the United States of America, Inc.
 - Military Order of the Purple Heart
 - National Amputation Foundation, Inc.
 - National Association for Black Veterans, Inc.
 - National Association of County Veterans Service Officers
 - Navy Mutual Aid Association
 - Non Commissioned Officers Association of the U.S.A
 - Paralyzed Veterans of America
 - Polish Legion of American Veterans, U.S.A
 - The Retired Enlisted Association
 - United Spanish War Veterans
 - United Spinal Association, Inc.
 - Veterans of Foreign Wars of the United States
 - Veterans of the Vietnam War, Inc. & the Veterans Coalition
 - Vietnam Era Veterans Association
 - Vietnam Veterans of America
- ❖ **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.