



District of Columbia State Agency for Surplus Property Application for Eligibility

Thank you for your interest in the Federal Surplus Property Assistance Program. Attached you will find the program application form. Please complete and return the entire package to the address listed on the top of the application. (The instructions and definitions may be discarded and should not be returned.) Please provide all of the information requested, including supplementary material and evidence when required. The Chief Executive or Administrative Officer of your organization/institution should sign all documents, and they should all BEAR THE SAME SIGNATURE. Eligibility will be determined based upon information provided by the applicant and in accordance with the requirements set forth in the Federal Property Management Regulations 41, CFR Chapter 101-44.

Should you have questions, require additional information about the program or require any assistance in completing this application, please call our office at (202) 541-6017. We look forward to receiving your application and hopefully to your program participation.

Instructions

(Please type or print in blue or black ink only)

Part 1: Provide the full legal name of your organization, the Federal identification tax number and the completion date of this application on the first line. 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. List the contact person and telephone number and provide the organization's email address.

Part 2 (a) & (b): Check the appropriate box which describes the status of your organization/institution. Definitions have been provided to assist in making this determination. If you are unable to determine which status to check, please contact this office for assistance.

Part 3: Check the appropriate box which indicates the purpose of your organization. Please refer to the definitions to assist in making this determination.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



Part 4: A concise written description of all program services and/or activities is required (bulletins or brochures may be used if the content covers description). A description of the operational facilities required; information on staff and staff qualifications; hours of operation; services; programs offered; population or enrollment; fees charged, etc should be included. Samples of pamphlets, catalogs, brochures or posters may be included. 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.

Part 5: 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 application.

Supporting Documentation 6 (a) – 6 (h): Supplementary materials that support the applicant’s status must be received with the application.

Parts 6 (a) & 6 (b): All applicants submitting applications, as “nonprofit, tax-exempt organizations” must include a copy of the letter of exemption under Section 501 (c) 3 of the IRS tax code. When required by law, include evidence that the applicant is currently approved, accredited or licensed.

Parts 6 (c) & 6 (d): A concise narrative description of all program services/activities 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. Samples of pamphlets, catalogs, brochures or posters may be included.

Incorporated organization must include a complete copy of the 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.

Providers of assistance to the homeless must include a letter from the Mayor, Head of Social Services Department, or comparable authority who certifies that the applicant is a “provider of assistance to the homeless”. Other forms of evidence are occupancy permits, documented FEMA funds or Federal/State Block Grant Funds for homeless programs The certification must identify the services or assistance being provided and the number of individuals receiving such assistance.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



Providers of assistance to low income should provide evidence that it is publicly recognized as a “provider of assistance to the impoverished. A letter of certification from a public official responsible for the programs (the mayor, county supervisor or the head of an agency overseeing the programs for the impoverished) or validating its eligibility by its membership with national organizations that provide support to the impoverished.

Parts 6 (e): If applicant is an educational radio or television station, attach a copy of the FCC License

Parts 6 (f) & 6 (g): If applicant is a library, include statement that it serves free all residents of a community, district, state or region.

If applicant is a museum, include statement that it is open to and attended by the public.

Part 6 (h): Programs for older individuals must include evidence of funding from one or more of the following sources: The Older Americans Act of 1965; Titles 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.

HEAD OF INSTITUTION OR ORGANIZATION SIGNATURE AND DATE:

Annotate the date and provide an original signature of applicant’s chief executive or administrative officer (President, Chairman of the Board, Mayor, Executive Director, etc.) with his or her typed name and official title. Photocopied, rubber stamped, machine produced, carbon or other facsimile type signatures are not acceptable.

AUTHORIZED REPRESENTATIVES: The chief executive or administrative 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 and titles of authorized representatives must be completed with each individual’s signature.



ELIGIBILITY UPDATE AND RECERTIFICATION: Maintaining eligibility requires that records for public agencies and nonprofit, tax-exempt donees must be updated as frequently as necessary to insure that all documentation required to justify the donee's eligibility is current and accurate. Eligibility files should be maintained in a systematic manner and contain all necessary documentation. Particular care must be taken to ensure the donee resolution is current and that the statement of designated representatives contained therein is correct. Files for skilled nursing homes, intermediate care facilities, alcohol and drug abuse centers, programs for older individuals, and other programs of which its eligibility depend on annual appropriations, annual licensing, accreditation or approval, or otherwise fails to maintain its eligibility status, the State agency shall terminate its distribution of property to the activity.

WANT LIST: Eligible organizations may request in writing a detailed listing of property needed by its organization in support of its programs (*see want list definition*).

Definitions

ACCREDITED: Approved by a recognized accrediting board or association on a regional, state or national level.

APPROVED: Recognition and approval by the State Department of Education, State Department of Health or other appropriate authority exists for the purpose of making an accreditation. For an education 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 instruction and credits therefore are accepted by the three accredited or state-approved institutions, or of it meets the academic or instructional standards prescribed for public school 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 instruction, which is operated primarily for educational purposes by a full-time staff of qualified instructors. 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 may be considered as approved when a state body having authority under law to establish standards and requirements for public health institutions renders approval thereto whether by accreditation procedures or licensing or such other method prescribed by state law. In the absence of an official state approving authority for a public health institution or program or educational institution or program, the awarding of research grants to the institution or organization by a recognized authority may constitute approval.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



CHILD CARE CENTER: 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 which is approved or licensed by the state or other appropriate authority as a child day care center.

CLINIC: An approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services.

COLLEGE: An approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to baccalaureate or higher degree.

DISTRICT: Entity of the Government of the District of Columbia, a division of territory marked off for administrative or other purposes, a region or locality (District of Columbia).

ECONOMIC DEVELOPMENT: A program carried out or promoted by a public agency for public purposes which involves, directly or indirectly, efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial or agricultural plants or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes.

EDUCATION: A program or programs to develop and promote the training, general knowledge, or academic, technical, and vocational skills and cultural attainments of individuals in a community or other given political area. These programs may be conducted by schools, including preschool activities and child care centers, colleges, universities, schools for the mentally retarded or physically handicapped, educational radio and television stations, libraries, or museums. Public educational programs may include public school systems and supporting facilities such as centralized administrative or services facilities.

EDUCATIONAL INSTITUTION: An approved, accredited or licensed public or nonprofit institution, facility, entity or organization conducting educational programs.

EDUCATIONAL RADIO STATION: A radio station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



EDUCATIONAL TELEVISION STATION: A television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

FEDERAL FINANCIAL ASSISTANCE: Aid provided by a federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations, but not including direct federal cash assistance to individuals. It includes awards received directly from federal agencies or indirectly through other units of state and local government.

HEALTH CENTER: An approved public or nonprofit facility utilized by a health unit for the provision of public health services.

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

LIBRARY: A public or nonprofit facility providing library services free to all residents of a community, district, state or region.

LICENSED: Recognition and approval by the appropriate state or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing and equipment as they relate to the construction, maintenance and operation of a health or educational facility, rather than to the academic, instructional or medical standards for these institutions. Licensing may be required for educational or public health programs such as occupational training, physical or mental health rehabilitation services or nursing care. Licenses must be renewed periodically.

LOCAL GOVERNMENT: A government or administration of a locality within a state or possession of the United States.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



MEDICAL INSTITUTION: An approved, accredited or licensed public or nonprofit institution, facility, entity or organization the primary function of which is the furnishing of public health and medical services to the public at large or promoting public health through the conduct of research for any such purposes, experiments, training or demonstrations related to cause, prevention and methods of diagnosis and treatment of diseases and injuries. The term includes but is not limited to hospitals, clinics, alcoholic and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, nursing schools and similar institutions. The term does not include institutions primarily engaged in domiciliary care, although a separate medical facility within such a domiciliary institution may qualify as a “medical institution”.

MUSEUM: A public or private nonprofit institution which is organized on a permanent basis essentially for educational or esthetic purposes and which, using a professional staff, owns or uses tangible objects, whether animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis either free or for a nominal charge. The term “museum” includes, but is not limited to, the following institutions, if they satisfy all other provisions of federal regulations: aquariums and zoological parks, botanical gardens and arboretums, museums relating to art, history, natural history, science and technology and planetariums. An institution uses a professional staff if it employs full time at least one qualified staff member who devotes his or her time primarily to the acquisition, care or public exhibition of objects owned or used by the institution. This definition does not include any institution which exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution.

MULTI-JURISDICTIONAL: A sub-State district established by or pursuant to State law.

NONPROFIT TAX-EXEMPT ACTIVITY: An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

PROGRAM FOR OLDER INDIVIDUALS: 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 Titles IV or XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



PROVIDER OF ASSISTANCE TO THE HOMELESS: A public agency or a nonprofit, tax-exempt institution or organization that operates a program which provides assistance such as food, shelter or other services directly to homeless individuals. The term “homeless individual” means an individual who lacks a fixed, regular and adequate nighttime residence, or who has a primary nighttime residence that is (1) a supervised public or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter and traditional housing for the mentally ill); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily not used as a regular sleeping accommodation for human beings. For purposes of this regulation, the term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or state law. Property acquired through the donation program by such institutions or organizations must be used primarily in their program for providing assistance to homeless individuals.

PROVIDER OF ASSISTANCE TO IMPROVERISHED FAMILIES AND INDIVIDUALS: A public or private, nonprofit, tax-exempt 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 tuitions 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.

PUBLIC AGENCY: Any state, political subdivision thereof (including any unit of local government or economic development district) or any department, agency, instrumentality thereof (including instrumentalities created by compact or other agreement between states or political subdivisions), or any Indian Tribe, band, group, pueblo or community located on a state reservation.

PUBLIC HEALTH INSITUTION: An approved, accredited or licensed public or nonprofit institution, facility, entity or organization conducting a public health program or programs such as a hospital, clinic, health center or medical institution, including research for any such program, the services of which are available to the public at large.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING & PROCUREMENT



PUBLIC PURPOSE: A program or programs carried out by a public agency which are legally authorized in accordance with the laws of the state or political subdivision thereof and for which public funds may be expended. Public purposes include but are not limited to programs such as conservation, economic development, education, parks and recreation, public health and public safety.

PUBLIC SAFETY: A program or programs carried out or promoted by a public agency for public purposes involving directly or indirectly the protection, safety, law enforcement activities and criminal justice system of a given political area. Public safety programs may include but are not limited to those carried out by public police departments, sheriff's offices, the courts, penal and correctional institutions including juvenile facilities, state and civil defense organizations, fire departments and rescue squads, including volunteer fire departments and rescue squads supported in whole or in part with public funds.

SCHOOL: A public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational or professional study and instruction which operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

UNIVERSITY: 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.

WISH LIST: A statement (including a listing of the types and kinds of equipment, vehicles, machines, or other items of property) describing how subject requested property will be used in the authorized programs. **Want lists will be maintained by the DC SASP and may be used to prioritize criteria for allocating property based on relative needs, relative resources and the organization's ability to utilize the property.**