



Department of General Services (DGS)



Surplus Property Division Federal Surplus Program





DGS Surplus Property Division

DGS – Agency on record to administer the program in Maryland through Surplus Property Division:

1) GovDeals Program

- State surplus property - auction

2) Federal Surplus Property Program

- Surplus property from the Federal Government





Surplus Property Program Background

- Established in September 1947.
 - Educational institutions.
- States - acquire assets from the federal government.
 - States authorized under Title 40 of the United States Code (U.S.C.), Section 549 [Title40 Sec549](#)





Surplus Property Program Background (Cont'd)

- Congress Federal Property and Administrative Services Act of 1949 to include:
 - Health organizations
 - SBA 8(a) certified small businesses
 - State agencies



Federal Surplus Property Donation Programs

- The U.S. General Services Administration (GSA)
 - Surplus personal property no longer needed by the federal government.
- Current eligible participants include:
 - U.S. SBA 8(a) certified small businesses
 - Educational Institutions
 - Nonprofit Educational Institutions
 - Public-Health Institutions
 - Nonprofit and Public Programs for the Elderly
 - Service Educational Activities (SEAs)
 - State and Local Government Entities





Federal Surplus Property Donation Programs

- Items include:
 - Communication and Electronic Equipment
 - Computers
 - Furniture
 - Motor Vehicles
 - Clothing
 - Medical Equipment
 - Hand Tools
 - Machine Tools
 - Appliances
 - Hardware
 - Boats
 - Construction Equipment





Federal Surplus Program Application

Application

- Download application online to participate in the programs
<https://dgs.maryland.gov/Pages/SurplusProperty/Federal.aspx>
- Application valid for 3 years.





MARYLAND

MDSASP Application



DEPARTMENT OF
GENERAL SERVICES
FEDERAL SURPLUS PROPERTY PROGRAM
301 W. Preston Street, Baltimore, MD 21201
EMAIL: dgs_surplusproperty@maryland.gov
www.dgs.maryland.gov

APPLICATION FOR ELIGIBILITY

PLEASE TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK WHERE APPROPRIATE

I. ORGANIZATION NAME & INFORMATION: *Payments must be in the name of donee or parent company.*

LEGAL NAME OF ORGANIZATION _____ Federal EIN Number _____

STREET ADDRESS (no P.O. Boxes) _____ CITY _____ STATE _____ ZIP CODE _____

MAILING ADDRESS (if different from above) _____ CITY _____ STATE _____ ZIP CODE _____

COUNTY _____ TELEPHONE # _____ FAX # _____

CHIEF EXECUTIVE'S NAME AND TITLE (Please Print) (Sign on pages 3,4,5,7) _____

EMAIL CONTACT _____

II. APPLICANT STATUS: *(check only one)*

- Public/Government agency (includes public schools, Fire Depts) SBA 8(a) Business Nonprofit organization
- Service Educational Activities (SEA) (as defined by DOD) Veteran Service Organization

III. TYPE OR PURPOSE OF ORGANIZATION: *(Check the box below for a more specific purpose ONLY if you checked Public or Nonprofit under section II. See pages 8-12 for requirements for specific types of organizations)*

- | | | |
|--|---|---|
| <input type="checkbox"/> State Agency | <input type="checkbox"/> School District | <input type="checkbox"/> Volunteer Fire Dept. |
| <input type="checkbox"/> County | <input type="checkbox"/> Elementary, Middle, or High School | <input type="checkbox"/> EMS |
| <input type="checkbox"/> City | <input type="checkbox"/> College or University | <input type="checkbox"/> Provider of Assistance to the Impoverished |
| <input type="checkbox"/> Borough | <input type="checkbox"/> Child Care Center or Preschool | <input type="checkbox"/> Provider of Assistance to the Homeless |
| <input type="checkbox"/> Township | <input type="checkbox"/> Foster Care or Adoption Services | <input type="checkbox"/> Program Funded for Older Americans |
| <input type="checkbox"/> Authority | <input type="checkbox"/> Sheltered Workshop | <input type="checkbox"/> Vocational Rehabilitation Program |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Residential Treatment Center | <input type="checkbox"/> Charter School |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Clinic or Hospital | <input type="checkbox"/> Private School |

IV. SOURCE(S) OF FUNDING: Tax-supported Grants Contributions Other _____

For Volunteer Fire Departments/Rescue Squads qualifying in terms of "Public Safety," evidence of public funding is required.

V. *(For non-profit organizations only)* HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1986? Yes No

VI. IS THE ORGANIZATION APPROVED, ACCREDITED, LICENSED, OR RECOGNIZED? Yes No IF YES, BY WHAT AUTHORITY? _____



MDSASP Donee's Want List

DONEE FEEDBACK & PROPERTY REQUEST LIST

Donee Organization Name: _____

- How did you hear about us?
- Co-worker
 - From another similar organization
 - Email broadcast
 - At an event (please specify): _____
 - Other (please explain): _____

- Where would you prefer to obtain Federal Surplus Property?
- Springfield or Beltsville Warehouse
 - Federal Agency Sites via Direct Allocation
 - Both

- How do you prefer to obtain Federal Surplus Property?
- Looking at the "New Arrivals & Specials" email broadcasts
 - Browsing our online inventory
 - In-person at the warehouse

- What attracted you to using the FSP program (when compared to buying brand new)? (check as many as you like)
- Low fees
 - Variety/Type of Items Available
 - Convenience/Quicker process compared to your organization's traditional purchasing process
 - Only option due to limited budget
 - Level of Customer Service/Past Positive Experience with Federal Surplus Property Program
 - Ability to submit requests
 - Other (please explain) _____

*What item(s) is your organization is in need of?

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Office furniture | <input type="checkbox"/> Kitchen Equipment | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Maintenance Equipment | <input type="checkbox"/> Forklift |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Medical Equipment | <input type="checkbox"/> Other |

* Required





MARYLAND

Obtaining Surplus Property

Contact the Maryland State Agency Surplus Program (SASP):

- Authorization to access GSA website - GSAXcess
 - Inventory of federal surplus property nationwide
- Submit a “want list/property request list” to the SASP to search for property
- Visit federal government warehouses/facilities
 - GSA Warehouse in Springfield, VA
 - USDA Warehouse in Beltsville, MD
 - CMS Warehouse in Woodlawn, MD
 - DLA Warehouse in Jessup, MD



MARYLAND

Property Use Restrictions

Generally, the donee must agree to place the property into use within their State and within one year of the acquisitions and continue the property's use for

- One year - property with acquisition values of $< \$5000$
- Eighteen months - motor vehicles or property with acquisition value $> \text{ or } = \$5000$
- Five years – aircraft and vessels $> \text{ or } = 50$ feet in length
- In perpetuity – for combat-configured aircraft and firearms

The donee must also agree to operate in compliance with federal nondiscrimination statutes.



MARYLAND

Donations & Relief

- **Donations:**

- Computers
- Health Hygiene kits
- Sharp kits

- **Relief:**

- Water – Baltimore City, Pittsville
- Food (MREs) – food banks, homeless shelters, etc.



Property Costs

- Administrative fees
 - 8-10% of the property acquisition cost
(Acquisition cost of \$1000, 8% administrative fee \$80)
- Transportation/shipping
 - Donees Responsibility





Computers for Learning Program

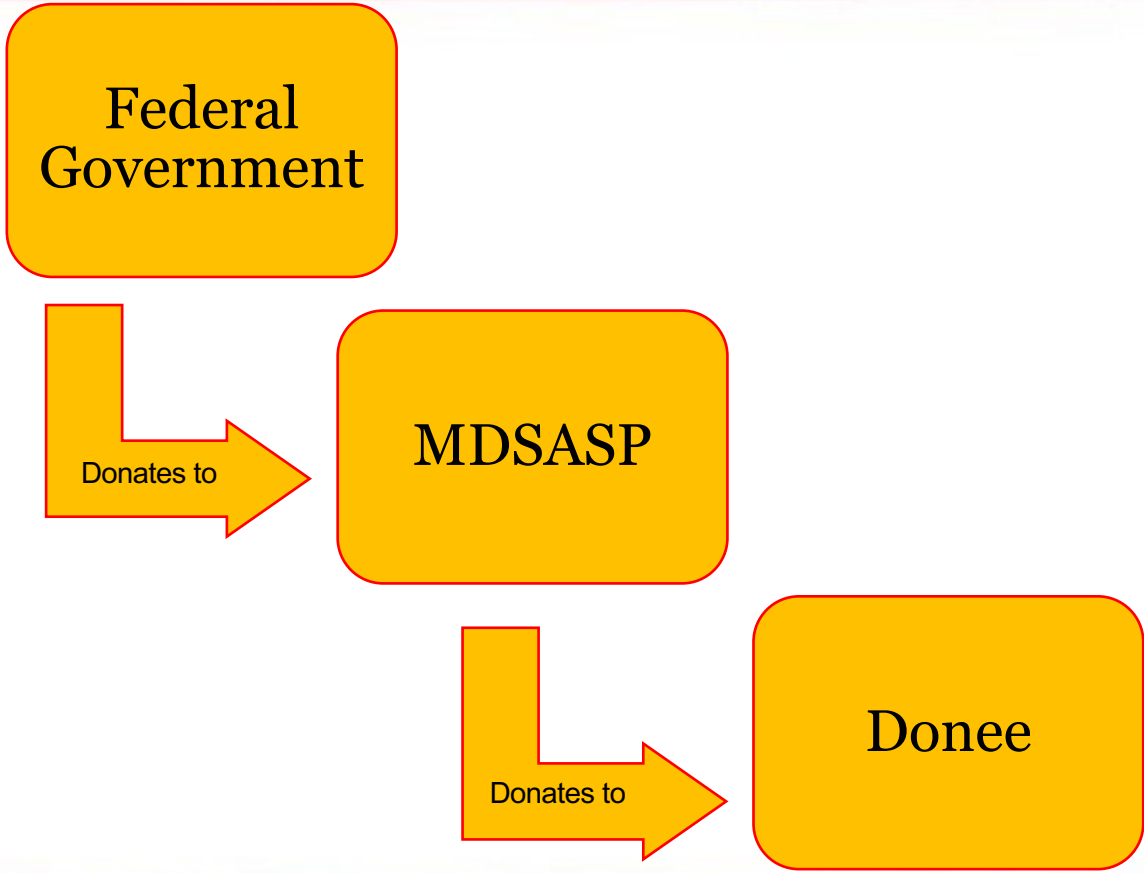
- Computers for Learning (CFL)
 - Public, private or parochial schools
 - Daycare centers with state-approved curriculums
 - Educational nonprofit organizations
- Online registration

www.computersforlearning.gov





Acquisition Process





Summary of Steps to Property Acquisition

- 1) Notify MDSASP for property to be formally requested
- 2) Review, sign, and return the service charge acknowledgement memo from MDSASP
- 3) GSA will notify MDSASP if you have been awarded/allocated the property.
- 4) Once property is awarded, notification is sent within 3 business days to pick-up property.
- 5) Notify MDSASP upon successful pick-up of assets





The End

Thank you!

