Surplus Property Division
Federal Surplus Program
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
Application

• Download application online to participate in the programs
  https://dgs.maryland.gov/Pages/SurplusProperty/Federal.aspx

• Application valid for 3 years.
# MDSASP Application

**APPLICATION FOR ELIGIBILITY**

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

<table>
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<tr>
<th>FIELD</th>
<th>INFORMATION</th>
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<tbody>
<tr>
<td>LEGAL NAME OF ORGANIZATION</td>
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<tr>
<td>STREET ADDRESS (no P.O. Box)</td>
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<td>MAILING ADDRESS (if different from above)</td>
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<td>COUNTY</td>
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<td>TELEPHONE</td>
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**II. APPLICANT STATUS:**

- Public/Government agency (including public schools, Fire)  
- Service Educational Activities (SEA) (as defined by DOE)  
- DBA (a) Business  
- Nonprofit organization  
- Veteran Service Organization

**III. TYPE OR PURPOSE OF ORGANIZATION:**

- State agency  
- County  
- City  
- Borough  
- Township  
- Authority  
- Police Department  
- Museum  
- School District  
- Elementary, Middle, or High School  
- College or University  
- Child Care Center or Preschool  
- Foster Care or Adoption Services  
- Sheltered Workshop  
- Residential Treatment Center  
- Clinic or Hospital  
- Volunteer Fire Dept.  
- EMS  
- Provider of Assistance to the Impoverished  
- Provider of Assistance to the Homeless  
- Program Funded for Older Americans  
- Vocational Rehabilitation Program  
- Charter School  
- 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 in need of?**

- [ ] Office furniture
- [ ] Vehicles
- [ ] Other
- [ ] Kitchen Equipment
- [ ] Maintenance Equipment
- [ ] Forklift
- [ ] Medical Equipment
- [ ] Other

* Required
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
Generally, the done 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 $5,000 or less
- Eighteen months - motor vehicles or property with acquisition value $5,000 or more
- Five years – aircraft and vessels $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.
Donations & Relief

• Donations:
  o Computers
  o Health Hygiene kits
  o Sharp kits

• Relief:
  o Water – Baltimore City, Pittsville
  o 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 (CFL)
  • Public, private or parochial schools
  • Daycare centers with state-approved curriculums
  • Educational nonprofit organizations

• Online registration
  www.computersforlearning.gov
Acquisition Process

Federal Government

Donates to

MDSASP

Donee

Donates to
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!