

FEDERAL DONATION PROGRAM OVERVIEW

The Federal Personal Property Donation Program enables certain non-federal organizations such as local jurisdictions (state, city, county, towns and villages) and non profit organizations to obtain surplus property longer needed by the Federal government under the authority of Title 40 of the United States Code (U.S.C.), Section 549 based on an application process. The Maryland Department of General Services/State Agency for Surplus Property is the designated state agency to administer the Federal donation program in the State of Maryland via the transfer process.

Personal property includes all types and categories of property, except land and real property, certain naval vessels and records of the federal government. Examples of surplus property are:

- Communication and electronic equipment, including computers
- Furniture/Motor vehicles/Clothing/Medical equipment supplies
- Hand and Machine tools/appliances/hardware/boats
- Construction equipment/airplanes/office machines and supplies

DISTRIBUTION OF SURPLUS PERSONAL PROPERTY

In accordance with the law, the State Agencies for Surplus Property (SASP) have been established in each state, District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, Puerto Rico and the Northern Mariana Islands. The SASP determines eligibility in accordance with the applicable federal statues and regulations. The SASP is the “**Appointing Authority**” for the transfer of property to non-federal organizations (Donee). As a Donee you can screen and request available Federal personal property via the following methods Springfield GSA Personal Property Center (PPC), each respective custodial federal agency or, via the website www.gsaxcess.gov . **Although you may search for property on your own, all requests for property must be made by the SASP. The Donee is assessed a service charge based on the acquisition cost of the property. The Maryland Department of General Services Fiscal Services division will invoice the Donee for the service charge following the pick-up of the property.**

Online Screening:

If approved, a determination letter will be provided to you and, will include a generic logon and password for www.gsaxcess.gov which allows you to view records only. You must notify the SASP by email with the ICN (Item Control Number) of the property you are interested in and the request for transfer will be made to the Federal Area Property Officer. Every record has a Surplus Release Date (SRD). Property allocation decisions care processed after that date. The Federal Area Property Officer will send email notification to the SASP that the transfer is granted or denied.

Physical screening:

GSA has a Personal Property Center (warehouse) located in Springfield, VA. The address is **6808 Loisdale Road, Springfield, VA 22150. The center is open to approved Donees Monday –Friday 9:00 a.m to 3:00 p.m. Phone 703-605-9317.** You may go visit the Center and select property you are interested in. The Personal Property staff will contact the SASP Administrator for the required Standard Form 123. Once the form is completed you will receive a copy along with the Service Charge Acknowledgment (SCA). Once you sign and, return the document, property release authorization will be forwarded to you. Then you may proceed to remove the property. **Property must be removed within 3 business days.**

Holding agencies:

From time to time the SASP will be notified by GSA that property is physically available at federal agencies i.e. holding agencies. The SASP will disseminate the information to approved Donees to physically screen property on location. Again, the required SF 123 procedures indicated above will be followed.

All approved SF 123 (Transfer orders) will be sent to you along with the Service Charge Acknowledgment document. The SF 123 will indicate the location and the point of contact for removal arrangements. You are responsible for transport of property within 15 days from SASP allocation. You will also be required to provide written notification to SASP once you have possession which can be done by email.

The Maryland Department of General Services Fiscal Services Division will invoice you for the service charge. You are expected to pay the service charges by means of an official organization check.

CONDITIONS AND RESTRICTIONS ON PROPERTY

The Donee “Agrees” to place the property into use within their state and within one year of the acquisition, and continue the property use for:

- One year---for property with a unit acquisition value of less than \$5,000
- Eighteen Months---for passenger motor vehicles or any item of property having a unit acquisition value of \$5,000 or more;
- Five years—for aircraft and vessels 50 feet or more in length
- In perpetuity—for combat-configured aircraft, and firearms

A clear title to donated property is not granted until all restriction criteria are met. Violations of any of the conditions or restrictions may require return of the property to the SASP, or reimbursement of fair market value if the property is unable to be recovered.