

Guide to the Federal Surplus Personal Property Donation Program



Putting Tax Dollars to Re-Use

www.gsa.gov/propertydonations



Benefits of Using Federal Government Surplus

Certain non-federal organizations are eligible to acquire surplus personal property from the federal government. Surplus personal property, including furniture and hardware, is free of charge, with the donee paying only shipping and related costs. If you become a donee, you can examine surplus property at a State Agency for Surplus Property (SASP) warehouse or, if authorized by the SASP, review the complete inventory of federal surplus property available for transfer on the GSAXcess® website at www.gsaxcess.gov. By working through the SASP in your state, eligible organizations can often obtain needed items with substantial savings.

Though some surplus items made available for donation are in new or unused condition, most items have been used and may be in need of repair. All donated property is offered on an “as is” basis, without warranty. As such, making the necessary repairs is the responsibility of the donee, not of the federal government. It is common practice among donees to repair and refurbish items, usually at a dramatically lower cost than acquiring new property.



BENEFITS

About Federal Surplus Personal Property Donation

The Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government.

▪ **Legal Authority**

The primary authority for the Federal Surplus Personal Property Donation Program is Title 40 of the United States Code (U.S.C.), Section 549. Implementing regulations are contained in Title 41 Code of Federal Regulations, Section 102-37.

▪ **Personal Property Defined**

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

- **Communications and electronic equipment, including computers;**
- **Furniture;**
- **Motor vehicles;**
- **Clothing;**
- **Medical supplies and equipment;**
- **Hand and machine tools;**
- **Appliances;**
- **Hardware;**
- **Construction equipment;**
- **Boats;**
- **Airplanes; and**
- **Office machines and supplies.**

DONATIONS



Eligible Non-Federal Organization Defined

State Agencies for Surplus Property (SASPs) determine eligibility in accordance with the applicable federal statutes and regulations. The Federal Surplus Personal Property Donation Program is operated by SASPs established by law in each state, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands. A listing of SASP points of contact can be found at www.nasasp.org.

Typically Eligible Organizations

Organizations are eligible; individuals are not. The major categories of eligible participants in the Federal Surplus Personal Property Donation Program include public agencies, nonprofit educational or public health institutions, nonprofit and public programs for the elderly, service educational activities and public airports.

▪ Public Agencies

Broad categories of public agencies include:

- States;
- Local governments;
- Instrumentalities of a state or local government; and
- Indian tribes on state reservations.



▪ Nonprofit Educational or Public Health Institutions

A nonprofit organization is one exempt from federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501). Examples of public agencies and nonprofit educational or public health institutions are:

- Medical institutions, hospitals, clinics and health centers;
- Drug abuse or alcohol treatment centers;
- Providers of assistance to homeless individuals and impoverished families or individuals;
- Schools, colleges and universities;
- Schools for the mentally or physically disabled;
- Child care centers;
- Radio and television stations licensed by the Federal Communications Commission (FCC) as educational radio or educational television stations;
- Museums attended by the public;
- Libraries that serve all residents of a community, district, state or region free-of-charge;
- Historic light stations; and
- Certain veterans' organizations.

▪ Nonprofit and Public Programs for the Elderly

Section 213 of the Older Americans Act of 1965, as amended (42 U.S.C. 3020d), authorizes donations of surplus property to state or local government agencies or nonprofit organizations or institutions that receive federal funding to conduct programs for older individuals.



▪ **Service Educational Activities (SEAs)**

SEAs are educational activities of special interest to the Department of Defense (DoD). Established national organizations that are SEAs include:

- American Red Cross;
- Armed Services YMCA of the USA;
- Big Brothers Big Sisters;
- Boy Scouts of America;
- Boys & Girls Clubs of America;
- Camp Fire USA;
- The Center for Excellence in Education;
- Corporation for the Promotion of Rifle Practice and Firearms Safety;
- Girl Scouts of the USA;
- Little League Baseball, Inc.;
- Marine Cadets of America;
- Marine Corps League;
- National Association for Equal Opportunity in Higher Education;
- National Ski Patrol System;
- United Service Organizations, Inc.;
- United States Olympic Committee;
- U.S. Naval Sea Cadet Corps; and
- Young Marines of the Marine Corps League.

Schools with military training programs, such as military junior colleges, military institutes, high schools with a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools and state maritime academies, may also qualify as SEAs.

Only DoD-generated property may be donated to SEAs. General information concerning the designation of schools or organizations as SEAs can be obtained from: Defense Logistics Agency (DLA-J331), 8725 John K. Kingman Road, Suite 4222, Fort Belvoir, VA 22060-6221. Phone: (703) 767-3845.

▪ Public Airports

Generally, public airports are eligible to qualify as donees through SASPs. Additionally, under a separate authority, GSA can approve donations to public airports from a Federal Aviation Administration (FAA) program. For eligibility under the FAA authority, public airports should contact:

- The applicable FAA regional office; and
- Federal Aviation Administration
Office of Airport Planning and Programming (APP)
800 Independence Avenue, SW
Washington, DC 20591



ELIGIBILITY



Finding and Obtaining Surplus Property

You can find out what is available by contacting your SASP. If your SASP maintains a warehouse, you can visit it to view and inspect property available to donees. If what you need is not at the SASP warehouse, you can submit a “want list” to the SASP. In turn, the SASP will search for the property you requested by visiting federal installations that generate surplus property or by searching GSAXcess®. Your SASP may elect to give you authorization to access GSAXcess®, which would enable you to conduct computer screening to find out what property is available for transfer. Although you may search for property on your own, the request for property must be made by your SASP.

Costs

There is no charge for surplus property received through the Federal Surplus Personal Property Donation Program. However, most SASPs operate on a self-sustaining basis, which necessitates charging recipients for handling, shipping and administrative expenses. Usually, the charges are considerably less than the original acquisition cost of the property.



Donee Restrictions

Generally, the donee must agree to place the property into use within their state and within one year of the acquisition and to continue the property's 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; and
- **In perpetuity** – for combat-configured aircraft and firearms.

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

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 the fair market value if the property is unable to be recovered.

For Additional Information

To locate your State Agency for Surplus Property, visit www.nasasp.org.

For more information on the Federal Surplus Personal Property Donation Program, visit our website at www.gsa.gov/propertydonations.



GSA Regional Offices

To speak with a GSA Personal Property Management representative, please contact the appropriate regional office below.

Region 1: New England Region

(CT, MA, ME, NH, RI and VT)

Thomas P. O'Neill Jr. Federal Building
10 Causeway Street
Boston, MA 02222
Phone: (617) 565-6573
Fax: (617) 565-5748

Region 2: Northeast and Caribbean Region

(NJ, NY, PR and VI)

Jacob K. Javits Federal Building
26 Federal Plaza, Room 20-112
New York, NY 10278
Phone: (212) 264-6279 or (212) 264-7187
Fax: (212) 264-9759

Region 3: Mid-Atlantic Region

(DE, MD, PA, VA and WV)

The Strawbridge Building
20 North Eighth Street
Philadelphia, PA 19107
Phone: (215) 446-5065
Fax: (215) 446-5116

Region 4: Southeast Sunbelt Region

(AL, FL, GA, KY, MS, NC, SC and TN)

Martin Luther King, Jr. Federal Building
77 Forsyth Street, SW
Atlanta, GA 30303
Phone: (404) 331-0040
Fax: (404) 331-1877

Region 5: Great Lakes Region

(IL, IN, MI, MN, OH and WI)

John C. Kluczynski Federal Building
230 South Dearborn Street, Suite 3800
Chicago, IL 60604
Phone: (312) 983-1848
Fax: (312) 353-0807

Region 6: Heartland Region

(IA, KS, MO and NE)

Bannister Federal Complex
1500 East Bannister Road
Kansas City, MO 64131-3203
Phone: (816) 823-3700
Fax: (816) 823-3711

Region 7: Greater Southwest Region

(AR, LA, NM, OK and TX)

Fritz G. Lanham Federal Building
819 Taylor Street, Room 13A05
Fort Worth, TX 76102
Phone: (817) 850-8353
Fax: (817) 574-2366

Region 8: Rocky Mountain Region

(CO, MT, ND, SD, UT and WY)

(Serving CO)

Denver Federal Center
Building 41
Denver, CO 80225
Phone: (303) 236-7707
Fax: (303) 236-7544

(Serving MT, ND, SD, UT and WY)

Wallace F. Bennett Federal Building
125 South State Street, Room 5002
Salt Lake City, UT 84111-1102
Phone: (801) 774-9879
Fax: (801) 774-9879

Region 9: Pacific Rim Region

(AS, AZ, CA, CNMI, GU, HI and NV)

Phillip Burton Federal Building
& U.S. Courthouse
450 Golden Gate Avenue, 4th Floor West
San Francisco, CA 94102
Phone: (415) 522-3046
Fax: (415) 522-3043

Region 10: Northwest/Arctic Region

(AK, ID, OR and WA)

400 15th Street, SW
Auburn, WA 98001
Phone: (253) 931-7378
Fax: (253) 931-7111

Region 11: National Capital Region

(DC and Metro MD and VA)

GSA National Capital Region,
Regional Office Building
301 7th Street, SW, Room 6628
Washington, DC 20407
Phone: (202) 619-8968
Fax: (202) 619-8985

Audience Icons



Eligible U.S. state and local entities may include: states; counties; municipalities; cities; towns; townships; tribal governments; public authorities; school districts; colleges and other institutions of higher education; councils of government (incorporated or not); regional or interstate government entities; or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), including legislative and judicial departments.



Eligible nonprofit, tax-exempt activities allowed to receive donated surplus personal property may include: medical institutions; educational institutions; museums; libraries; institutions that receive funds appropriated for programs for older individuals; and other tax-exempt activities under the provisions of section 501 of the Internal Revenue Code of 1954.



For more information:
www.gsa.gov/propertydonations



Scan this code with your smartphone and a QR reader app to obtain a pdf version of this publication, or to order a paper copy.

www.gsa.gov
July 2012
5-12-00533

Order publications at gsa.gov/cmls

