



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

Your activity may be among certain non-federal organizations authorized by law to be eligible to acquire surplus personal property from the federal government, including furniture and hardware. Surplus personal property is free of charge, with the donee paying only shipping and related costs. If you become a donee, you can screen and request surplus property by physically inspecting the property at a State Agency for Surplus Property (SASP) warehouse or, if authorized by the SASP, by computer screening through the GSAXcess® Web site, available at www.gsaxcess.gov. By working through the SASP in your state, your organization, if eligible, can often obtain needed items with substantial savings.

Some surplus items made available for donation are in new or unused condition; however, 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. However, it is common practice among donees to repair and refurbish items, usually at a dramatically lower cost than acquiring new property.



BENEFITS

About Federal 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 equipment supplies;**
- **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**

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;
- Health centers;
- Drug abuse or alcohol treatment centers;
- Providers of assistance to homeless individuals;
- Providers of assistance to impoverished families or individuals;
- Schools;
- Colleges;
- Universities;
- Schools for the mentally disabled;
- Schools for the 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; and
- Historic light stations.

▪ 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.



▪ Educational Activities Known as Service Educational Activities(SEAs)

Established national organizations that are SEAs are:

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



Junior Reserve Officer Training Corps units and military high schools may also qualify as SEAs.

SEAs are educational activities of special interest to the Department of Defense (DoD). Only DoD-generated property may be donated to SEAs. General information concerning the designation of schools or organizations as SEAs can be obtained from: Director of Defense Logistics Agency (DLA-J37), 8725 John K. Kingman Road, Suite 4133, Fort Belvoir, VA 22060-6221.

▪ Public Airports

Generally, public airports are eligible to qualify as donees through the 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
- FAA Office of Airport Planning and Programming (APP510), Washington, DC 20591.



ELIGIBILITY



Finding and Obtaining Surplus Property

You can find out what is available by contacting the SASP in your state. 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®, GSA’s Web-based system that contains the complete inventory of federal surplus property available for transfer. Your state’s 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 Web site at www.gsa.gov/propertydonations.



GSA Regional Offices

To speak with a Federal Personal Property Management Office representative, contact the appropriate regional office from the list below.

Mid-Atlantic Region

This region covers the following states: CT, DC, DE, MA, MD, ME, NH, MJ, NY, PA, PR, RI, VA, VI, VT and WV.

The Strawbridge Building
20 N. 8th St., 10th Floor
Philadelphia, PA 19107
Phone: (215) 446-5060
Fax: (215) 446-5116

Southeast Sunbelt Region

This region covers the following states: AL, FL, GA, IA, IL, IN, KS, KY, MI, MN, MO, MS, NC, NE, OH, SC, TN and WI.

Peachtree Summit Building
401 West Peachtree St., Suite 2600 A
Atlanta, GA 30308
Phone: (404) 331-0040
Fax: (404) 331-1877

Greater Southwest/Rocky Mountain Region

This region covers the following states: AR, CO, LA, MT, ND, NM, OK, SD, TX, UT and WY.

819 Taylor St.
Fort Worth, TX 76102
Phone: (800) 495-1276
Fax: (817) 574-2366

Pacific Rim Region

This region covers the following states: AK, AS, AZ, CA, CM, GU, HI, ID, NV, OR and WA.

450 Golden Gate Ave.
9QSC 4th Floor West
San Francisco, CA 94102
Phone: (415) 522-3046
Fax: (415) 522-3033



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

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