

STATE OF ALASKA
FEDERAL SURPLUS PROPERTY PROGRAM
2400 VIKING DRIVE, ANCHORAGE, ALASKA 99501
TEL: (907) 754-3406 - FAX: (907) 754-3407
EMAIL: doa.dgs.federalsurplusprogram@alaska.gov

APPLICATION FOR ELIGIBILITY

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM TO RECEIVE FEDERAL SURPLUS PROPERTY (41 CFR 101-44.207)

See pages 7-17 for list of required supporting documentation that must be submitted with application.

All donees must reapply every three (3) years. To reapply, a donee must submit a completed Application for Eligibility along with all required supporting documentation.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

SECTION I – “ORGANIZATION NAME & INFORMATION”: Provide the full legal name of your organization on the first line of this section. Provide the Federal Employer ID#. Provide the complete mailing address of your organization as recognized by the U.S. Postal Service, including the nine-digit Zip Code. Provide the street address, if different from mailing address, or provide directions if located in a rural area. List a business telephone number with area code and a fax number. Provide the fiscal year ending date and an email address. **E-mail address provided will receive e-mails about account status.**

SECTION II – “APPLICANT STATUS”: Check the appropriate box that describes your organization. If you are unable to determine which status to check, please contact this office for assistance.

SECTION III – “TYPE OR PURPOSE OF ORGANIZATION”: Check the appropriate box or boxes (check as many as apply) that indicate the type or purpose of your organization.

SECTION IV – “SOURCE(S) OF FUNDING”: Indicate source(s) of funding for your organization and provide supporting documentation with Application for Eligibility.

SECTION V (for non-profit organizations only): Provide a copy of your organization’s IRS Tax Exemption Letter under Section 501(C) of the Internal Revenue Code; Articles of Incorporation; Bylaws; and State Certificate of Incorporation. The name of the organization on the IRS letter must match the name provided in Section I of this application. If not, applicant must include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificates to establish an audit trail or names showing the legal connection.

SECTION VI: Non-profit, tax exempt organizations are required to submit evidence that they are currently approved, accredited, or licensed by a nationally recognized accrediting or licensing organization.

SECTION VII: Authorizing official’s signature, printed name, title, and date. Authorizing officials include but are not limited to: President, Chairman of the Board, County Judge, Mayor, City Manager, Executive Director, Administrator, Superintendent, Fire Chief, Police Chief, Village Chief, Owner, or other person with authority to execute legal documents for the applicant’s organization.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, PLEASE CALL (907) 754-3406. APPLICATIONS CAN BE SUBMITTED VIA E-MAIL.

SEND ALL APPLICATIONS TO:

STATE OF ALASKA
FEDERAL SURPLUS PROPERTY PROGRAM
2400 VIKING DRIVE, ANCHORAGE, AK 99501
TEL: (907) 754-3406 - FAX: (907) 754-3407
EMAIL: doa.dgs.federalsurplusprogram@alaska.gov

SIGNATURE FROM AUTHORIZING OFFICIAL IS REQUIRED ON PAGES 2 - 6

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 EMPLOYER ID _____	
STREET ADDRESS _____	CITY _____	AK STATE	ZIP CODE _____
MAILING ADDRESS (P.O. Box #) _____	CITY _____	AK STATE	ZIP CODE _____
COUNTY _____	TELEPHONE # _____	FAX # _____	
FISCAL YEAR END DATE: _____		EMAIL: _____	

II. **APPLICANT STATUS (CHECK ONE):**

- | | |
|---|--|
| <input type="checkbox"/> State or Public Agency (tax supported) | <input type="checkbox"/> SBA 8(a) Business Development Program |
| <input type="checkbox"/> Nonprofit (tax-exempt organization) | <input type="checkbox"/> Service Educational Activity |
| <input type="checkbox"/> Alaska Native Village/Corporation | |

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

- | | | |
|--|--|---|
| <input type="checkbox"/> State Agency | <input type="checkbox"/> School District | <input type="checkbox"/> Program for Older Individuals |
| <input type="checkbox"/> City or County | <input type="checkbox"/> Preschool | <input type="checkbox"/> Provider of Assistance to the Homeless |
| <input type="checkbox"/> Public Airport | <input type="checkbox"/> Elementary School | <input type="checkbox"/> Provider of Assistance to the Impoverished |
| <input type="checkbox"/> Medical Institution | <input type="checkbox"/> Middle or High School | <input type="checkbox"/> Emergency Services District |
| <input type="checkbox"/> Health Center | <input type="checkbox"/> College or University | <input type="checkbox"/> Volunteer Fire Dept., Rescue Squad, or EMS |
| <input type="checkbox"/> Clinic/Hospital | <input type="checkbox"/> School for Students With Disabilities | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Museum | <input type="checkbox"/> Conservation (soil, water, utility district, etc.) |
| <input type="checkbox"/> Radio/TV Station | <input type="checkbox"/> Library | <input type="checkbox"/> Economic Development |

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

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

VI. **IS THE ORGANIZATION APPROVED, ACCREDITED, OR LICENSED?** Yes No
IF YES, BY WHAT AUTHORITY? (include supporting documents)

VII. **AUTHORIZING OFFICIAL FOR ORGANIZATION**

PRINTED NAME OF AUTHORIZING OFFICIAL _____ TITLE _____

X
SIGNATURE OF AUTHORIZING OFFICIAL _____ DATE _____

AUTHORIZED REPRESENTATIVES

- I. An "Authorized Representative" is a person from your organization that has been authorized to sign for the release of property on the organization's behalf. **All representatives listed on any prior applications or account updates will be deleted from the account. Only those representatives listed below on this application will be allowed to acquire property.**
- II. **An authorized representative must have a signature on file with our office in order to sign for the release of property.** All others listed below may visit our warehouse locations and will be included in email broadcasts from our office, but will not be able to sign for the release of property until a signature is obtained. **A valid driver's license or state issued photo identification is required prior to entering state or federal facilities or obtaining property.**
- III. Authorizing Officials that want to be included as an Authorized Representative need to include his/her information in the list below.

<u>Name</u>	<u>Title</u>	<u>Phone and E-mail Address</u>	<u>Authorized Representative's Signature</u>
(example) John Doe	President	(907) 123-4567 John.doe@gmail.com	<i>John Doe</i>

The applicant hereby certifies the information provided is correct and complete and he/she understands and agrees to all terms and conditions.

NAME OF APPLICANT ORGANIZATION

PRINTED NAME OF AUTHORIZED OFFICIAL

X

SIGNATURE OF AUTHORIZING OFFICIAL & TITLE

DATE

SEND ALL APPLICATIONS TO:

STATE OF ALASKA
FEDERAL SURPLUS PROPERTY PROGRAM
2400 VIKING DRIVE
ANCHORAGE, AK 99501
TEL: (907) 754-3406 - FAX: (907) 754-3407
EMAIL: doa.dgs.federalsurplusprogram@alaska.gov

NONDISCRIMINATION ASSURANCE

_____ the donee, agrees that the program for or in connection with
(Legal Name of Organization)

which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 C.F.R., 101-6.2 and 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, as amended, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, Section 303 of the Age Discrimination Act of 1975, and the Civil Right Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statutes and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

COUNTY/COUNTIES SERVED BY APPLICANT ORGANIZATION: _____

X

SIGNATURE OF AUTHORIZING OFFICIAL & TITLE DATE

SEND ALL APPLICATIONS TO:

STATE OF ALASKA
FEDERAL SURPLUS PROPERTY PROGRAM
2400 VIKING DRIVE
ANCHORAGE, AK 99501
TEL: (907) 754-3406 - FAX: (907) 754-3407
EMAIL: doa.dgs.federalsurplusprogram@alaska.gov

DONEE CERTIFICATIONS & AGREEMENTS

(a) THE DONEE CERTIFIES THAT:

(1) It is a public agency or a nonprofit institution or organization, exempt from taxation under section 501 of the Internal Revenue code; within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals, or SBA or SEA organizations, or assistance to homeless/ impoverished. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the State agency and GSA.

(3) Funds are available to pay all costs and charges incident to donation.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Title VI Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975 and the Civil Right Restoration Act of 1987.

(5) In accordance with 28 C.F.R. Section 42.401-42.415, the Federal Surplus Property Program collects information related to a donees race and national origin in order to provide GSA officials, upon request, with enough information for determining compliance with applicable civil rights laws. Data is collected for those donees who; (1) are eligible to participate in the FSP Program; (2) those actually participating in the recipient's programs and activities; (3) those denied participation in the recipient's program.

(b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

(1) All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency, and at the donee's expense, return such property to the State agency, or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.

(2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) or property.

(3) In the event the property is not used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

(1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use. 8(A)'s are subject to the U.S. Small Business Administration's rules and regulations governing federal surplus property. 8(A)'s shall abide by the federal surplus property restriction periods mandated by the U.S. Small Business Administration, unless the restriction period is less than the restriction period mandated by the U.S. General Services Administration. In such case, the restriction period mandated by the U.S. General Services Administration shall prevail.

(3) In the event the property is not used as required by (c)(1) and (2) and Federal restrictions (b)(1), (b)(2) and (f) have expired then right to the possession of such property shall at the option of the State agency revert to the State of Alaska and the donee shall release such property to such person as the State agency shall direct.

(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

(1) From the date it receives the property and through period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State, without the prior approval of GSA under (b) and (f), or the State agency under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.

(2) In the event any of the property is sold, traded leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, without prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, any of the property is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.

(4) The donee shall make reports to the State agency on the use, condition, and location of the property and on other pertinent matters as may be required time to time by the State agency.

(5) At the option of the State agency, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent thereto in (d) by payment of any amount as determined by the State agency.

(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY:

(1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America, the State of Alaska, its agencies or assigns, and employees thereof will be held harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, GSA or the State agency, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds, of any amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

(f) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR THE PURPOSE FOR WHICH ACQUIRED:

(1) The donation shall be subject to the additional special terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document or other agreements executed by the authorized donee representative. 8(A)'s are subject to the U.S. Small Business Administration's rules and regulations governing federal surplus property. 8(A)'s shall abide by the federal surplus property restriction periods mandated by the U.S. Small Business Administration, unless the restriction period is less than the restriction period mandated by the U.S. General Services Administration. In such case, the restriction period mandated by the U.S. General Services Administration shall prevail.

(g) **THE DONEE CERTIFIES** by signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 41 CFR105-68, certifies to the best of its knowledge and belief that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. (b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

(h) **THE DONEE UNDERSTANDS** that by execution of this document, it is considered a sub recipient of federal financial assistance (subaward) pursuant to the Single Audit Act of 1984 and further agrees to provide the State of Alaska with results of the audit required by OMB Circular A-133.

X

SIGNATURE OF AUTHORIZING OFFICIAL & TITLE

DATE

PROPERTY COMPLIANCE PERIOD

Participating organizations (referred to as “donees” by the federal government) are required to use the property obtained through the program for a specific amount of time before the property can be sold or transferred.

- Property must be used for the program approved for participation in the Alaska Federal Surplus Property Program.
- All property must be placed into use within the first year of possession.
- All property must be used for a minimum 12 month period from the date it is placed into use.
- Property valued at less than \$5,000 in original acquisition cost has a restriction period of 12 months from the date the federal surplus property is placed in use.
- All vehicles and property valued at more than \$5,000 in original acquisition cost has a restriction period of 18 months from the date the federal surplus property is placed in use.
- Aircraft and vessels longer than 50 feet have a restriction period of 60 months (5 years) from the date the federal surplus property is placed in use.
- 8(A)'s are subject to the United States Small Business Administration's rules and regulations governing federal surplus property. 8(A)'s shall abide by the federal surplus property restriction periods mandated by the United States Small Business Administration, unless the restriction period is less than the restriction period mandated by the United States General Services Administration. In such case, the restriction period mandated by the United States General Services Administration shall prevail.
- Donee organizations do not obtain ownership to property designated “perpetual use” by the federal government. The compliance period is considered to be “perpetual” or ongoing on these property items.
- Donee organizations have conditional ownership of federal surplus property during the restriction period. Full ownership to the property will vest in the donee only after the donee has met all of the requirements of the restriction period and requirements as set forth in the “Donee Certifications & Agreements” section of the federal application for eligibility.
- If the property is not being used or handled as required, the donee will be required, at its own expense, to return the property to the Alaska federal surplus property facility or another donee, as instructed by the Federal Property Allocation Officer.
- The property may not be modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period. If property is modified, cannibalized, sold, transferred, or otherwise disposed of during the restriction period, the donee may be subject to penalties and fines as well as possible state or federal prosecution.
- Donee organizations must allow state and federal program staff and auditors to perform scheduled and unscheduled onsite property compliance visits and access to records and financial statements, as necessary, to ensure property is being used as required and for audit purposes.
- Donees are required to complete compliance reports regarding property use as a condition of participating in the Alaska Federal Surplus Property Program.

I understand and agree to the above terms and conditions regarding property compliance and reporting and the “Donee Certifications & Agreements” as set forth on page five.

X

SIGNATURE OF AUTHORIZING OFFICIAL & TITLE

DATE

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

State or Public Agency (tax supported)

1. Must provide proof of appropriation of tax supported funding.
2. State and political subdivisions (i.e. cities, counties, parishes, towns, fire districts, water districts) must provide proof of enabling legislation.

See below for definition of Public Agency and Public Purpose:

"Public Agency" means any State; political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions; multijurisdictional substate districts established by or pursuant to State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation.

"Public Purpose" means a program(s) carried out by a public agency that is legally authorized in accordance with the laws of the State or political subdivision thereof and for which public funds may be expended. Public purposes include but are not limited to programs such as conservation, economic development, education, parks and recreation, public health, public safety, programs of assistance to the homeless or impoverished, and programs for older individuals.

Volunteer Fire Department / Rescue Squad / Emergency Medical Services (tax supported)

1. Must provide proof that organization is funded annually in whole or part by state, county, city, or an emergency service district. Acceptable supporting documentation includes:

Line item on budget from the state/county/city/emergency service district.

Or

Letter of endorsement from the head of the proper government authority (i.e. county judge, city mayor/administrator). Approved organizations in this category must submit the above funding information annually.

2. Must provide proof that organization is endorsed by the state, county, city, or emergency services district. This could be a letter of endorsement from the head of the proper government authority (i.e. county judge, city mayor/administrator).

3. Must provide a letter from the fire chief/president that contains information on the department, including:

- Number of fireman/rescue members/medical personnel.
- Training schedule.
- Areas covered.

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federal surplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Museum

See below for definition of Museum:

“Museum” means a public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1000 hours a year). As used in this part, the term “museum” includes, but is not limited to, the following institutions if they satisfy all other provisions of this definition: Aquariums and zoological parks; botanical gardens and arboretums; nature centers; museums relating to art, history (including historic buildings), natural history, science, and technology; and planetariums. For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of “museum” does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution.

1. Must provide proof that organization is open to the public a minimum of 1,000 hours per year (1,000 hours **cannot** be by appointment).
2. Must provide proof that organization has a minimum of one fulltime staff member or the equivalent (for example, one staff member who works 40 hours per week or two staff members who work 20 hours each per week).
3. Must provide a staff roster, number of hours each staff member works per week (volunteer or paid), and list of board of directors.
4. Must provide letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter must include current name and address.
5. Must provide a complete narrative of the organization including:
 - Brochures, pamphlets or website, and types of exhibits (if applicable).
 - Days and hours open to the public.
 - Location (must provide street address).
 - Pictures of exhibits, facilities, and posted museum hours.
6. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Educational Institution

See below for definition of Educational Institution:

“Educational Institution” means an approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs or research for educational purposes, such as a child care center, school, college, university, school for the mentally or physically disabled, or an educational radio or television station.

1. Must provide evidence that organization is approved, accredited, or licensed (see below for definition of approved, accredited, and licensed).

“Approved” means recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

“Accredited” means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

“Licensed” means recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions.

2. Must provide a complete narrative of the organization including:

- Course levels.
- Enrollment.
- Facilities.
- Staff information/qualifications.

3. Must provide a letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter must include current name and address.

4. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federal surplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Medical Institution

See below for definition of Medical Institution:

“Medical Institution” means an approved, accredited, or licensed public or nonprofit institution, facility, or organization whose primary function is the furnishing of public health and medical services to the public or promoting public health through the conduct of research, experiments, training, or demonstrations related to cause, prevention, and methods of diagnosis and

treatment of diseases and injuries. The term includes, but is not limited to, hospitals, clinics, alcohol and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term does not include institutions primarily engaged in domiciliary care, although a separate medical facility within such a domiciliary institution may qualify as a “medical institution.”

1. Must provide evidence that organization is approved, accredited, or licensed (see below for definition of approved, accredited, and licensed).

“Approved” means recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

“Accredited” means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

“Licensed” means recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions.

2. Must provide a complete narrative of the organization including:

- Number and types of patients.
- Number of beds.
- Facilities.
- Staff information/qualifications.

3. Must provide a letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter must include current name and address.

4. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Program for Older Individuals

See below for definition of Program for Older Individuals:

“Program for Older Individuals” means a program conducted by a State or local government agency or nonprofit activity that receives funds appropriated for services or programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act (42 U.S.C. 601 et seq.), or under titles VIII and X of the Economic Opportunity Act of 1964 (42 U.S.C. 2991 et seq.) and the Community Services Block Grant Act (42 U.S.C. 9901 et seq.).

1. Must provide evidence that organization is approved, accredited, or licensed (see below for definition of approved, accredited, and licensed). Services to older individuals must be the primary function of the organization.

“Approved” means recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

“Accredited” means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

“Licensed” means recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions.

2. Must provide a complete narrative of the organization including:

- Comprehensive description of services provided (assistance to older individuals must be primary mission).
- Number of individuals receiving assistance and frequency of assistance (daily, weekly, or monthly).
- Any requirements for clients to be eligible to receive services.
- Description of facilities.
- Hours/days of operation.
- Description of funding source(s) with supporting documentation.
- Overview of staff (number of staff, paid or volunteer/full-time or part-time) with a list of key staff and their qualifications.

3. Must provide certification establishing that organization is receiving state, federal, or local government appropriated funds for operation of older individual program under the Older American Act.

4. Must provide a letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter must include current name and address.

5. Must provide public recognition as a provider of assistance to older individuals. Please provide a letter from a local city

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Program for Older Individuals (continued)

official (i.e. Mayor, Department of Health and Social Services Director, etc.) indicating services provided by organization. The letter must indicate that assistance to older individuals is the organization's primary focus and the name for the organization must match the IRS document.

6. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Provider of Assistance to Impoverished Families and Individuals

See below for definition of Provider of Assistance to Impoverished Families and Individuals:

“Provider of Assistance to Impoverished Families and Individuals” means a public or nonprofit organization whose primary function is to provide money, goods, or services to families or individuals whose annual incomes are below the poverty line (as defined in section 673 of the Community Services Block Grant Act) (42 U.S.C. 9902). Providers include food banks, self-help housing groups, and organizations providing services such as the following: Health care; medical transportation; scholarships and tuition assistance; tutoring and literacy instruction; job training and placement; employment counseling; child care assistance; meals or other nutritional support; clothing distribution; home construction or repairs; utility or rental assistance; and legal counsel.

1. Must provide evidence that organization is approved, accredited, or licensed (see below for definition of approved, accredited, and licensed). Services to the impoverished must be the primary function of the organization.

“Approved” means recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

“Accredited” means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

“Licensed” means recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions.

2. Must provide a complete narrative of the organization including:

- Comprehensive description of services provided (assistance to impoverished must be primary mission).
- Number of individuals receiving assistance and frequency of assistance (daily, weekly, or monthly).
- Any requirements for clients to be eligible to receive services.
- Description of facilities.
- Hours/days of operation.
- Description of funding source(s) with supporting documentation.
- Overview of staff (number of staff, paid or volunteer/full-time or part-time) with a list of key staff and their qualifications.

3. Must provide a description of how your organization determines if a person is eligible to receive assistance, and how your organization determines if that person is impoverished. If recipients are required to complete an application before receiving services, please attach a blank or sample application.

4. Must provide a letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Provider of Assistance to Impoverished Families and Individuals (continued)

must include current name and address.

5. Must provide public recognition as a provider of assistance to the impoverished. Please provide a letter from a local city official (i.e. Mayor, Department of Health and Social Services Director, etc.) indicating services provided by organization. The letter must indicate that assistance to the impoverished is the organization's primary focus and the name for the organization must match the IRS document.

Organizations may also include:

- Documented receipt of federal/state block grant funds for poverty programs.

Or

- Proof of membership or affiliation with a national organization or group that provides support for the impoverished (e.g. Habitat for Humanity and Salvation Army).

6. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federal surplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Provider of Assistance to Homeless Individuals

See below for definition of Provider of Assistance to Homeless Individuals and Homeless Individual:

“Provider of Assistance to Homeless Individuals” means a public agency or a nonprofit institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals.

“Homeless Individual” means:

(1) An individual who lacks a fixed, regular, and adequate nighttime residence, or who has a primary nighttime residence that is:

(i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

(ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(2) For purposes of this part, the term “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Eligible Homeless Assistance Provider Programs include:

- Overnight, daytime, and around-the-clock shelters.

- Shelters for battered spouses, abused children, and orphans.

- Halfway houses or transitional housing for temporary residence of homeless parolees, mental patients, and/or substance abusers.

Food banks must be determined on a case-by-case basis. Food banks that provide food directly to facilities where homeless people are fed may be eligible.

1. Must provide evidence that organization is approved, accredited, or licensed (see below for definition of approved, accredited, and licensed). Services to the homeless must be the primary function of the organization.

“Approved” means recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

“Accredited” means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

“Licensed” means recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federalsurplusprogram@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Provider of Assistance to Homeless Individuals (continued)

the academic, instructional, or medical standards for these institutions.

2. Must provide a complete narrative of the organization including:

- Comprehensive description of services provided (assistance to homeless must be primary mission).
- Number of individuals receiving assistance and frequency of assistance (daily, weekly, or monthly).
- Any requirements for clients to be eligible to receive services.
- Description of facilities.
- Hours/days of operation.
- Description of funding source(s) with supporting documentation.
- Overview of staff (number of staff, paid or volunteer/full-time or part-time) with a list of key staff and their qualifications.

3. Must provide a letter from IRS certifying your organizations tax-exempt status as a 501(C) non-profit. IRS ruling letter must include current name and address.

4. Must provide public recognition as a homeless assistance provider. Please provide a letter from a local city official (i.e. Mayor, Department of Health and Social Services Director, etc.) indicating services provided by organization. The letter must indicate that assistance to the homeless is the organization's primary focus and the name for the organization must match the IRS document.

5. Public agencies must provide proof of public agency status (i.e. enabling legislation, proof of appropriation of tax supported funding).

DETAILED REQUIREMENTS FOR SPECIFIC TYPES OF ORGANIZATIONS

Please review this section to determine which of the following eligibility categories your organization falls under. You may be required to submit additional documentation with the application. If you have any questions, please contact us at (907) 754-3406 or doa.dgs.federal surplus program@alaska.gov.

All organizations must include with their Application for Eligibility a written description of all programs and/or services and a description of operational facilities (include location and hours of operation).

Service Educational Activities

The following specific Service Educational Activities are eligible for the Federal Surplus Property Program: 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., Center for Excellence in Education, Girl Scouts of the USA, Little League Baseball, Inc., Marine Cadets of America, National Association for Equal Opportunity in Higher Education, National Civilian Community Corps, National Ski Patrol System, Inc., Naval Sea Cadet Corps, Operation Raleigh, United Service Organizations, Inc., U.S. Olympic Committee, Young Marines of the Marine Corps, League/Marine Corps League.

1. Must provide proof of association with the national organization (e.g. copy of current charter from the Boy Scouts of America).

SBA 8(a) Business

Businesses that are currently part of the U.S. Small Business Administration's 8(a) Business Development Program may participate in the Federal Surplus Property Program.

SBA 8(a) businesses are only eligible to receive property during their nine (9) year membership in the 8(a) program.

1. Must provide letter from the U.S. Small Business Administration certifying your company as a member of the 8(a) Business Development Program.

Alaska Native Villages/Corporations

1. Must provide proof that your organization is a recognized Alaska Native Village or Alaska Native Village Corporation.

2. Alaska Native Village Corporations must provide a copy of their articles of incorporation.