

**APPLICATION FOR ELIGIBILITY  
FEDERAL SUPPLUS PROPERTY ASSISTANCE PROGRAM  
ELIGIBILITY UPDATE AND RECERTIFICATION**

District of Columbia State Agency for Surplus Property  
2100 Adams Place, N.E., 2<sup>nd</sup> Floor  
Washington, D.C. 20018-3627  
(202) 576-6472 FAX (202) 576-7111

1. Institution/Organization Name:

<i>Please provide explanations for any changes.</i>			<b>For State Agency Use</b>
			<input type="checkbox"/> Pending Item # _____

2. Street Address	Zip Code	Telephone	
		Fax Number	<input type="checkbox"/> Conditional EUR
2a. Mailing Address	Zip Code	Alt. Number	<input type="checkbox"/> Eligibility Update
		email	<input type="checkbox"/> Re-certification Date:

*Please provide explanations for any changes.*

3. Indicate the name and proper title, ie. president, executive director, principal, etc. of the institution/organization head and authorizing official (new institution/organization head should forward a letter of introduction).

Name and Title \_\_\_\_\_

4. Have there been any changes in the organizational status of the institution/organization that would affect its eligibility?

YES  NO  If YES, please explain: \_\_\_\_\_

5. Have there been any changes in the institution/organization's program or facility status that would affect its eligibility?

YES  NO  If YES, please explain: \_\_\_\_\_

6. If applicable, is the institution/organization's Federal Tax Exempt Status current?

YES  NO  If NO, please explain: \_\_\_\_\_  
N/A

7. If applicable, does the institution/organization continue to maintain its approval or accreditation by the appropriate authority?

YES  NO  If NO, please explain: \_\_\_\_\_  
N/A

8. If applicable, are all required licenses current?

YES  NO  If yes, please return a copy of current license(s) to DC State Agency to be included in the institution's or organization's file. If NO, please explain: \_\_\_\_\_  
N/A

As the Institution/Organization Head and Authorizing Official of \_\_\_\_\_, I certify and affirm that the proceeding answers and/or explanations are true and correct to the best of my knowledge. I further certify and affirm that I am aware of no conditions or circumstances not disclosed above that may adversely affect the Institution/Organization's eligibility and/or re-certification for the Federal Surplus Property Assistance Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print/Type Name: \_\_\_\_\_ Title: \_\_\_\_\_

**ACKNOWLEDGEMENT OF THE DONEE TO THE CERTIFICATIONS AND AGREEMENTS  
(INCLUDING TERMS, CONDITIONS, RESERVATIONS AND RESTRICTIONS) COVERING  
THE DONATION OF DONABLE FEDERAL SURPLUS PROPERTY**

THE DONEE AGREES TO THE FOLLOWING TERMS, CONDITIONS, RESERVATIONS AND RESTRICTIONS:

Date _____	Donee Name _____
Mailing Address _____ Washington, DC _____	Signature _____
Zip Code _____	Institution/Organization Head (please print/type) _____

BY: \_\_\_\_\_

THE DONEE AGREES TO THE FOLLOWING TERMS, CONDITIONS, RESERVATIONS AND RESTRICTIONS:

- (1) The property shall be used only for the purposes for which acquired and for no other purpose.
- (2) There shall be a period of registration which will expire after such property has been used for the purposes for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major repair, listed below, on which the GSA designates a further period of registration.
- (3) In the event the property is not so used as required by (1) and (2) and Federal registration (1)(1) and (2) have expired then title and right in the possession of such property shall at the option of the GSA revert to the State in D. C. and the donee shall transfer such property to such person as the GSA shall direct.
- (4) From the date it receives the property listed herein and through the period of time the conditions imposed by (1) and (2) above remain in effect, the donee shall not sell, lease, lease, lease, lease, transfer, encumber, or otherwise dispose of such property or remove it permanently, for use outside the State, without the prior approval of GSA under (a) or (b) of such paragraph (1). The proceeds from any sale, lease, lease, lease, transfer, encumber, or otherwise dispose of the property, shall be remitted promptly to GSA or by the GSA, shall be remitted promptly by the donee to GSA or the GSA, as the case may be.
- (5) In the event any of the property listed herein is sold, traded, leased, loaned, transferred, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period of time the conditions imposed by (1) and (2) and remain in effect, without the prior approval of GSA or the GSA, the donee, at the option of GSA or the GSA, shall pay to GSA or the GSA, as the case may be, the proceeds of the disposal or the fair market value of the fair value of the property at the time of such disposal, as determined by GSA or the GSA.
- (6) If at any time, from the date it receives the property through the period of time the conditions imposed by (1) and (2) remain in effect, any of the property listed herein is sold, traded, leased, loaned, transferred, encumbered, or otherwise disposed of by the donee, the donee shall promptly notify the GSA, and shall, as directed by the GSA, return the property to the GSA, release the property to another donee or transfer the GSA, 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 GSA.
- (7) The donee shall make reports to the GSA on the use, condition, and location of the property listed herein, and on other pertinent matters as may be required from time to time by the GSA.
- (8) At the option of the GSA, the donee may satisfy the conditions set forth in (1) and the terms, conditions, and restrictions herein in (4) by payment of an amount as determined by the GSA.

THE DONEE AGREES TO THE FOLLOWING CONDITIONS APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

- (1) The property acquired by the donee is on an "as is," "where is," basis without warranty of any kind.
- (2) Where a donee carries insurance against damage to or loss of property due to fire or other hazards and where loss or damage to donated property with respect to conditions, reservations or restrictions occur, the GSA will be entitled to reimbursement from the donee out of the insurance proceeds, of an amount equal to the unimpaired portion of the fair value of the damaged or destroyed donated items.

TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS OR FLEET OR MORE IN EXCESS HAVING AN ACQUISITION COST OF \$1000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the terms, conditions, reservations, and restrictions set forth in the Conditions Transfer Document executed by the authorized donee representative.