Surplus Property Toolkit

Surplus - Your first Source of Supply

Surplus for Nonprofits

kindness giving care
 Toolkit Contents

Part 1: Understanding Surplus Property
- Objectives
- Director’s Message
- About Surplus Property

Part 2: Getting Started
- Eligibility Matrix
- Guide Sheet
- Frequently Asked Questions

Part 3: Resources
- Overview Video
- Want List Form
- Nonprofit Brochure
- Weekly E-Blasts and Newsletter
- Contact Information
Part 1:

Understanding Surplus Property
Objectives

To educate the nonprofit community about the State of Georgia’s Surplus Property Program.

To help facilitate eligible nonprofit organizations’ participation in Georgia’s Surplus Property Program.

To offer support and resources to nonprofit organizations and small businesses in Georgia, helping Georgia remain the #1 State for Business.
Welcome to our toolkit for nonprofit organizations. We developed this resource to help you understand the many benefits of obtaining surplus property and to guide you through the application process. Reach out to us if you have questions and let us know how we can assist. We look forward to working with you.

Surplus Property Director Steven Ekin
The Department of Administrative Services' (DOAS) Surplus Property Division is responsible for identifying, redistributing, and disposing of State of Georgia personal property (not real estate) to eligible non-profits and small businesses, state and local governments, and the public.

In addition to managing State surplus, DOAS Surplus Property Division is the State Agency for Surplus Property (SASP) for the U.S. General Services Administration and manages the requisition of property through the Federal Surplus Property Program. We are responsible for determining which Georgia nonprofits are eligible to participate in both State of Georgia and federal programs.

A primary goal is to redistribute this property within the community by offering it to Georgia-based organizations at a nominal, fixed cost. While State law requires a service charge for all donated property, nonprofits can obtain surplus property at a significantly reduced rate from what can be acquired on the open market. As a result, the Surplus Property program provides a very affordable way for nonprofits to equip or expand their operations, and use resources for other important business needs. Reusing surplus property rather than buying new also saves tax dollars by extending the life of property.

There are certain restrictions that apply to all property acquired such as the property must meet the organization’s mission and must be put into use within one year and used for a year. Learn more about the Surplus Property program through our website at SurplusProperty.doas.ga.gov.
Part 2:

Getting Started

SAVE
Review the Eligibility Matrix to see what documentation is needed to apply to the Surplus Property Program.

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<td>Letter (on official letterhead) indicating 1 (one) full-time employee works 40 (forty) hours a week or 2 (two) part-time employees work 20 (twenty) hours per week</td>
<td>Copy of staff certifications (2-3 Individuals)</td>
<td>Copy of license/permit from DHS</td>
<td>Current letter from city/county officials saying that they recognize and refer individuals to this organization</td>
<td>Letter (on official letterhead) stating that at least 51% of people served are considered homeless</td>
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<td>Copy of current license/accreditation or approval</td>
<td>Letter (on official letterhead) stating that at least 51% of people served are considered homeless</td>
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Nonprofit Other

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Number of individuals served annually

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Getting Started Guide Sheet

This Getting Started Guide Sheet provides an overview of the process for acquiring State and federal surplus property in six steps. It’s that easy!

01 Determine what service your organization provides.
Review the Eligibility Matrix document on page 8 of this toolkit to determine the type of nonprofit that best meets the services your organization provides. Collect all of the documents listed for the organization’s type, such as the 501c Ruling or Articles of Incorporation, and have them in an electronic format (PDF is preferred) to upload into the online application system. The type of services provided also will determine if the organization is eligible for State and federal programs, and what property the organization can receive.

02 Create a user account and complete the online application.
When completing the application, be sure to attach all of the required documents and answer all questions. Do not skip any fields, as missing information and documentation could delay the application.

03 A DOAS Specialist evaluates the application.
A representative from the Surplus Property office will review the completed application and supporting documents. If the application is incomplete, we will contact the applicant via email, requesting the additional information that is needed.

04 DOAS conducts a site visit.
Once the application is complete, a DOAS Specialist will arrange an in-person or virtual onsite visit. The application approval status will be confirmed after the site visit. If approved, the organization’s designated representative can register for the online donee orientation.

05 Complete online Donee Orientation.
As with many government programs, there are certain rules and guidelines that must be followed. The orientation will review how to request property, restrictions, service charge calculations, payments and much more.

06 Begin saving!
Depending on the eligibility determination, begin searching and saving on items the nonprofit needs. We also have Want Lists to request specific property in both programs to help you save time.

“Surplus Property - Your First Source of Supply”
What is Surplus Property?
Surplus property is personal property that the State and federal government no longer needs. Personal surplus property includes items such as furniture, electronics, office equipment, vehicles and more. The Surplus Property program does not manage real estate. Real estate is managed through the Georgia State Properties Commission.

What is the Surplus Property Program?
The Surplus property program helps qualified entities such as state and local governments, nonprofit organizations, small businesses in the 8A program of the Small Business Administration, and other groups to obtain State and federal surplus personal property. Eligibility for the program is determined on a case-by-case basis according to State and federal laws and regulations. For a list of qualified entities and specific eligibility requirements, you can contact DOAS Surplus eligibility staff at 404-657-8544, option #1, or visit our eligibility webpage online at: http://doas.ga.gov/surplus-property/surplus-eligibility

What types of property can my nonprofit obtain from DOAS Surplus Property?
Any property the State and federal government designates as surplus property is available. Common types of property include office furniture, computer equipment, motor vehicles and heavy equipment. Surplus Property will also assist with locating and acquiring non-traditional surplus property items.

Is my nonprofit eligible to participate in the Surplus Property Program?
Nonprofit organizations with a 501 designation from the IRS may be eligibility depending on the service provided and certain eligibility criteria. For these specific eligibility requirements and how to apply, you may contact DOAS Surplus eligibility personnel at 404-657-8544, option #1, or review the Nonprofit Eligibility Matrix on page 8 of this toolkit. Should your organization not meet the eligibility requirements, you can still acquire property through our online public auction sites located under the Georgia Auctions and Sales on our website.

How long does it take to establish eligibility?
If the organization is not enrolled, it depends entirely on the accuracy and completeness of the application and supporting documentation. The organization must be available for a site visit and orientation class. If you are unsure if your organization is already enrolled, please contact our office at 404-657-8544, option #1.
What is a donee?
A donee is a Surplus Property program participant such as state and local governments, eligible 501c nonprofit organizations, small businesses in the 8A program of the Small Business Administration and other eligible groups that are active in the program.

How do I find State or federal surplus property as a donee?
To view State property, click on the State Surplus Property for Donees page on the Surplus Property website. For federal Property, donees are encouraged to search for property on GSAXcess.gov. You can also find State and federal property through the weekly State and federal Surplus email communication. To subscribe to the weekly “blast,” contact our office at 404-657-8544, option #2 (State surplus) or option #3 (federal surplus).

How do I request State and federal property as a donee?
Property can be requested by submitting the information below to: surplus.property@doas.ga.gov for State and doasfedsur@doas.ga.gov for federal.

- Asset number or Item Control Number, Agency or Organization name
- First and last name, Contact number, Quantity you would like to request.

You may also request property directly from the State and federal web blast by simply selecting the "Request This" button next to the item. An email box will auto-populate with a message to our office.

Is there a cost for State and federal surplus property?
Yes, there is always a service charge to receive State and federal property. Fees vary by entity, property type, and condition. Please contact us at 404-657-8544, for more information on property fees. The Surplus Property program is not appropriated and service fees fund the program.

Are there any restrictions on property received through the Surplus Program?
Yes, property must be placed into use and used for one year to 18 months. During this period, the property may not be sold, traded, cannibalized, or destroyed without Surplus Property permission. Federal property over a specified dollar value will be subject to compliance checks by our office to ensure that the property is being used for its intended purpose and specific location. Please contact our office for additional questions regarding property restrictions.
Part 3:

Resources
Surplus Property for Nonprofits

Learn more about how nonprofits can save resources and help their operations using surplus property.

Podcast Feature

Learn more about how the Surplus Property Division serves the State by managing the Surplus Property Program.
Surplus Property

Want List Form

Program participants can request specific items the Surplus Team can help them find.

Organizations are notified when items become available.
State and Federal Surplus Property for Georgia Nonprofits

Click the image below to view and download our brochure for nonprofits.

SURPLUS DIVISION
Save Time and Money with Surplus Property

Each year, the state of Georgia and the federal government dispose of excess or surplus property through the Department of Administrative Services (DOAS) Surplus Division. Frequently, the property is made available to eligible nonprofits at no cost (or significantly lower than what it can be achieved on the open market). State and federal law prohibits providing property without a services charge. However, our goal is to be revenue neutral or we are unable to readily return your call.

ELIGIBILITY
Not all Georgia nonprofits are eligible to purchase State and federal surplus property. They must first request it in the program and maintain their eligibility. Organizations may be eligible for State and/or federal property depending on the services they provide. Nonprofit provider services may include:

• Healthcare
• Education (accredited schools, museums)
• Service to the uninsured
• Veteran Service Organizations

The application process is free and requires documentation supporting the organization’s mission.

STATE SURPLUS PROPERTY
DOAS Surplus Property has a strict disposal process for State property. Agencies that receive property must distribute it to state or federal property auction within 45 days of receipt and must notify the DOAS Surplus Property Division of the sale or disposal of the property. Failure to do so may result in penalties for the agency

FEDERAL SURPLUS PROPERTY
The federal government dispose of assets worldwide through the General Services Administration (GSA). To purchase property from the GSA, nonprofits must register with the database and request property that supports their mission. Please contact our office to get user logins credentials.

Once you’ve identified an asset you’re interested in, contact us. We will initiate the formal request to GSA. If the property is allocated to your agency, you will receive an invoice and sales tax receipt.

PAYMENT
For surplus property, we accept

• Federal wire transfers
• Credit Card

All purchases are subject to payment in full by the end of the calendar year. If the purchase is not paid for by the end of the calendar year, the property will be released to the next person on the waiting list. Upon receipt of payment, the property will be scheduled for delivery.

Restrictions
• All agencies and individuals who are not entitled to purchase property. The information will be updated annually.
Sign up for our newsletters!

Keep up-to-date with what property is available each week. Once enrolled, email our office to sign up at SurplusProperty@doas.ga.gov

State Property
Weekly Email Blast

Federal Property
Weekly Email Blast

Surplus Property News and Announcements
Published several times annually

View and receive updates on State of Georgia Surplus Property

View and receive updates on Federal Surplus Property

Receive periodic news and announcements from the Surplus Property Division
Contact Us
WE'D LOVE TO HEAR FROM YOU.

Surplus Property Division
Department of Administrative Services

Website:
http://surplusproperty.doas.ga.gov

Eligibility Page
http://doas.ga.gov/surplus-property/surplus-eligibility

Phone Number
404-657-8544

Email Address
SurplusProperty@doas.ga.gov