DEPARTMENT OF ADMINISTRATIVE SERVICES

Georgia™
Department of Administrative Services

Surplus Property Toolkit

Surplus - Your first Source of Supply

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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.

Surplus Property Director Steven Ekin

Message from the Director

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.

About **Surplus Property**

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

Eligibility Matrix – Nonprofit

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

Nonprofit Education

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered/curriculum
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Credentials of instructors (2-3 individuals)
- Copy of current license/accreditation or approval
- Number of individuals served annually

Nonprofit Museums

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Hours of operation and number of individuals served annually
- 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
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Inspection Agreement (signed)

Nonprofit Health

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Number of individuals served annually
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Copy of staff certifications (2-3 individuals)
- Copy of license/permit from DHS
- DHS contract (if available)

Nonprofit Homeless

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered including number of individuals served annually
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Current letter from city/county officials saying that they recognize and refer individuals to this organization
- Letter (on official letterhead) stating that at least 51% of people served are considered homeless

Nonprofit Impoverished

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered included number of individuals served annually
- Must state how the organization determines financial eligibility
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Current letter of certification from government official that recognizes current program
- If Daycare: license required
- If Community Action Program: Block grant required

Nonprofit Older Individuals

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered including number of individuals served annually
- Letter (on official letterhead) stating that at least 51% of people served are considered elderly Copy of Older Americans Block Grant or Community Services Block Gran

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

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.

Frequently Asked Questions

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 .

Frequently Asked Questions

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. Please enter the above requested information. *Please note by hitting send, this is an official request submitted to our office. Requests can only be accepted by authorized users on your account.

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?

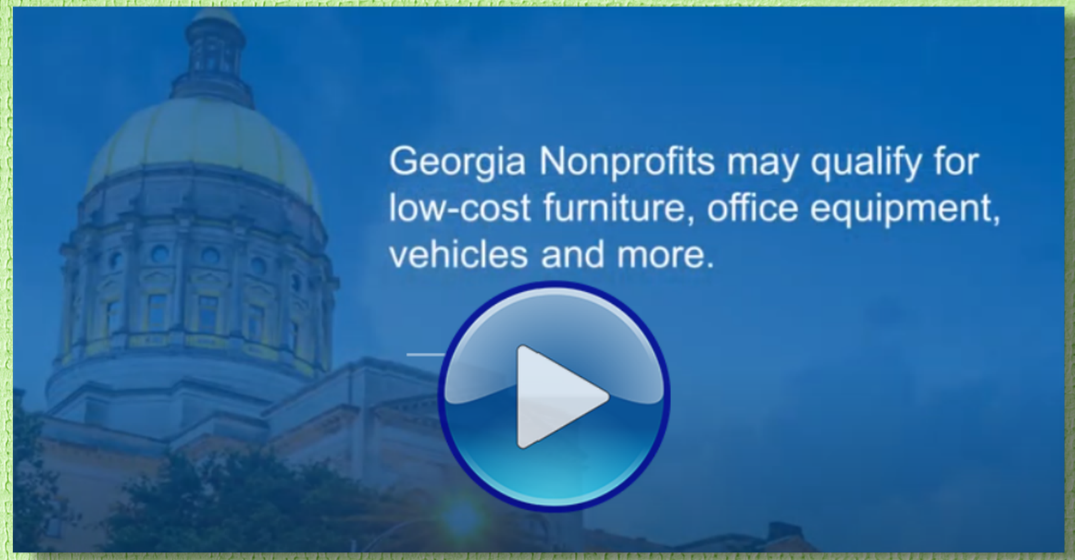
Yes, property must be placed into use and used for one year to 18 months. During this period, the property may not be sold, traded, cannibalized, or destroyed without Surplus Property permission. Federal property over a specified dollar value will be subject to compliance checks by our office to ensure 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.

Georgia
Department of Administrative Services

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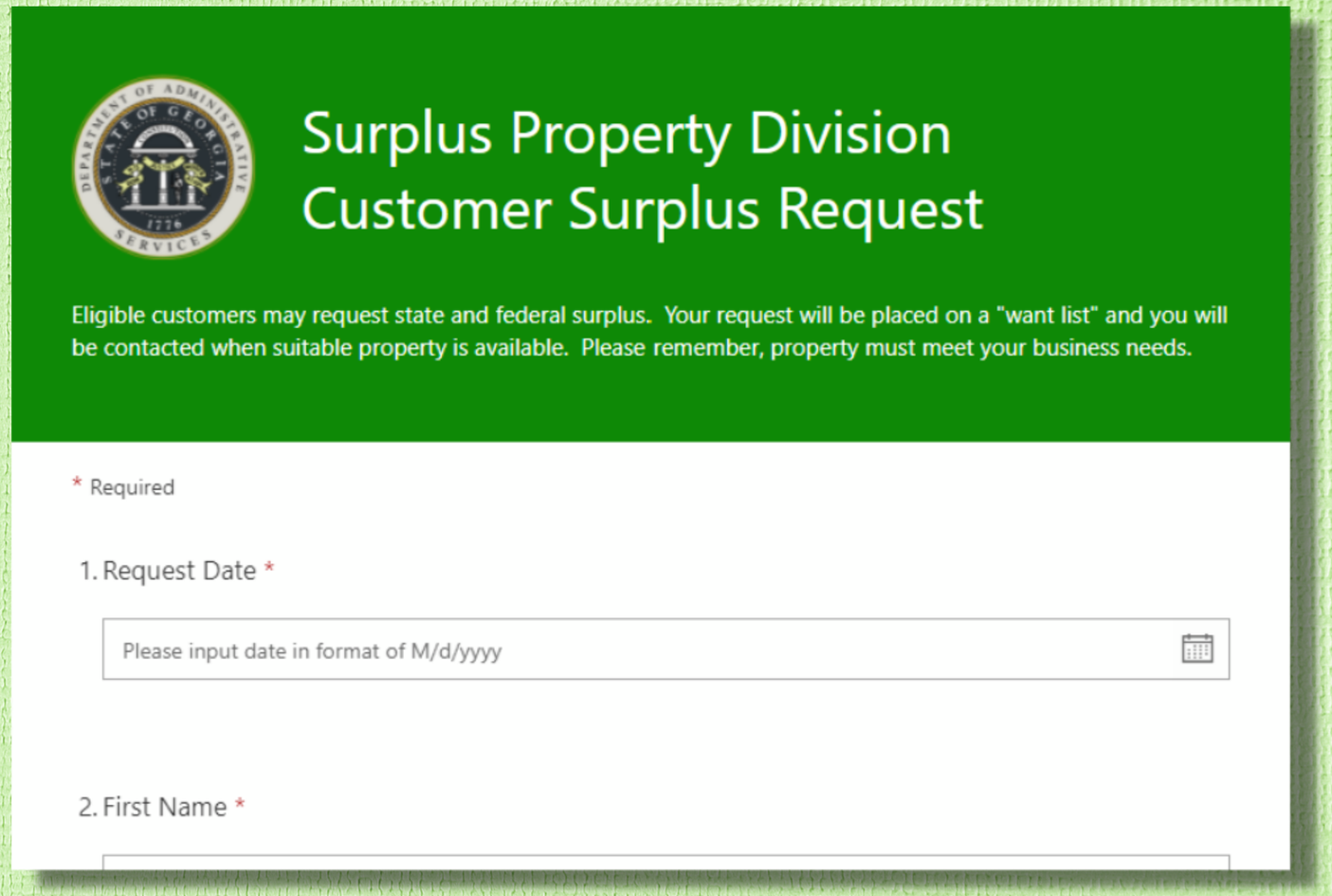
Surplus Property

Want List Form

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

Organizations are notified when items become available.



Surplus Property Division
Customer Surplus Request

Eligible customers may request state and federal surplus. Your request will be placed on a "want list" and you will be contacted when suitable property is available. Please remember, property must meet your business needs.

* Required

1. Request Date *

Please input date in format of M/d/yyyy

2. First Name *

Surplus Property Nonprofit Brochure

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

USING SURPLUS IS EASY!

STEP 1 - Confirm Program Participation
Confirm your organization's eligibility by calling 404-657-8544. If you're not enrolled, the application is free online at SurplusProperty.doas.ga.gov.

STEP 2 - Search for Property Online
Depending on your status, search for property by category, item, or location.

State Surplus Property
http://surplusproperty.doas.ga.gov/

General Services Administration
https://gsaxcess.gov/

STEP 3 - Pick Up
Once you've confirmed allocation and paid the service charge, you'll be given a pick-up authorization.

Just That Simple!

REDUCE, REUSE, & RECYCLE
USE SURPLUS PROPERTY

Contact Information
404-657-8544

Program Eligibility Specialist
Ext. 1

State Surplus Support and Sales
Ext. 2 or email us at:
Surplus.Property@doas.ga.gov

Federal Program
Ext. 3 or email us at:
DOASFedSur@doas.ga.gov

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Follow us on Social!

Twitter
@GaStateSurplus

LinkedIn
https://www.linkedin.com/showcase/doas-surplus-property

Department of Administrative Services
Email: Surplus.Property@doas.ga.gov Web: SurplusProperty.doas.ga.gov
200 Piedmont Ave, SE 1802 West Tower Atlanta, GA 30334 Phone: 404-657-8544 Fax: 404-463-2912

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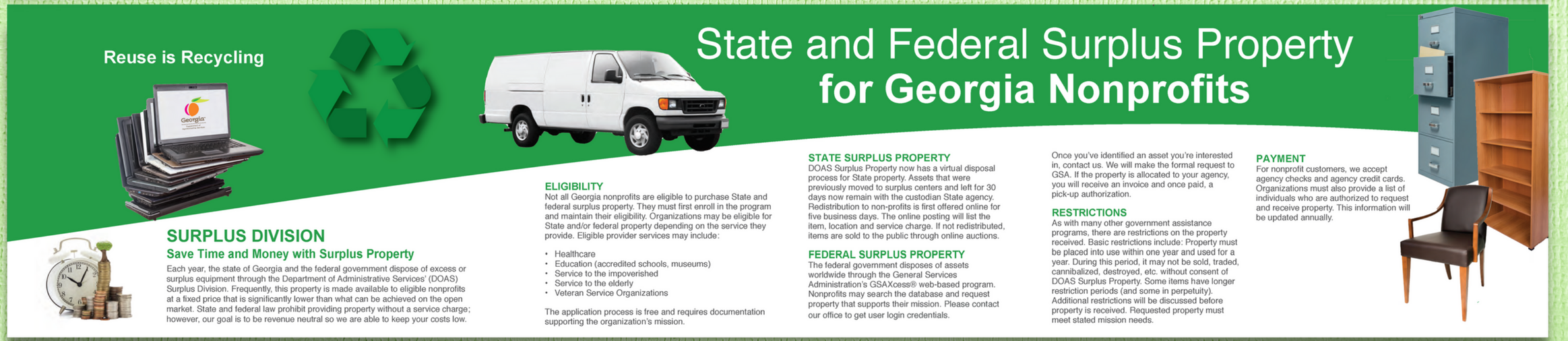
kindness giving care

STATE AND FEDERAL SURPLUS PROPERTY
FOR GEORGIA NONPROFITS
SURPLUS PROPERTY DIVISION - GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES



Reuse is Recycling

State and Federal Surplus Property
for Georgia 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 equipment through the Department of Administrative Services' (DOAS) Surplus Division. Frequently, this property is made available to eligible nonprofits at a fixed price that is significantly lower than what can be achieved on the open market. State and federal law prohibit providing property without a service charge; however, our goal is to be revenue neutral so we are able to keep your costs low.

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

- Healthcare
- Education (accredited schools, museums)
- Service to the impoverished
- Service to the elderly
- Veteran Service Organizations

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

STATE SURPLUS PROPERTY
DOAS Surplus Property now has a virtual disposal process for State property. Assets that were previously moved to surplus centers and left for 30 days now remain with the custodian State agency. Redistribution to non-profits is first offered online for five business days. The online posting will list the item, location and service charge. If not redistributed, items are sold to the public through online auctions.

FEDERAL SURPLUS PROPERTY
The federal government disposes of assets worldwide through the General Services Administration's GSAXcess® web-based program. Nonprofits may search the database and request property that supports their mission. Please contact our office to get user login credentials.

Once you've identified an asset you're interested in, contact us. We will make the formal request to GSA. If the property is allocated to your agency, you will receive an invoice and once paid, a pick-up authorization.

RESTRICTIONS
As with many other government assistance programs, there are restrictions on the property received. Basic restrictions include: Property must be placed into use within one year and used for a year. During this period, it may not be sold, traded, cannibalized, destroyed, etc. without consent of DOAS Surplus Property. Some items have longer restriction periods (and some in perpetuity). Additional restrictions will be discussed before property is received. Requested property must meet stated mission needs.

PAYMENT
For nonprofit customers, we accept agency checks and agency credit cards. Organizations must also provide a list of individuals who are authorized to request and receive property. This 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

View and receive updates on State of Georgia Surplus Property

Federal Property

Weekly Email Blast

View and receive updates on Federal Surplus Property

Surplus Property News and Announcements

Published several times annually

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