



General Services Administration (GSA) Federal Surplus Personal Property Donation Program

New Jersey State Agency for Surplus Property (NJ SASP)
Program Information

Overview

- The Program allows *personal* property that has been declared as surplus to the federal government's needs to be conditionally donated to approved state, county & local organizations via an intermediary, the State Agencies for Surplus Property (SASPs)
- The Program extends the useful life of federally-purchased property, for which taxpayers have already expended the funds to acquire, by recycling it back to approved, non-federal organizations in need
- GSA, along with the Defense Logistics Agency (DLA) with regard only to surplus property originating from the Dept. of Defense, are charged with the disposition of surplus federal property from all federal departments
- GSA offers much of this usable surplus property being disposed of by federal agencies for donation via this Program
- A SASP administers the Program on behalf of GSA within the SASP's State or Territory
- The New Jersey SASP is administered by the Support Services Unit of the New Jersey Office of Emergency Management (NJ OEM), which falls under the authority of the Division of the New Jersey State Police (NJSP)

What Kinds of Property are Available?

- Personal property – equipment to be used only for official & approved purposes – is available to organizations that have been explicitly approved for Program participation by the SASP
- Personal property encompasses an extremely wide range of assets to include:
 - Office furniture: desks, chairs, cubicles, conference tables, sofas, bookcases, file cabinets, lockers, whiteboards, etc.
 - Heavy equipment: forklifts, cranes, construction, scientific, milling & agricultural equipment, etc.
 - Vehicles: passenger motor vehicles, pickups, cargo trucks, wreckers, ATVs/UTVs, mules, scooters, bicycles, etc.
 - First aid equipment: field gear as well as traditional medical supplies, personal protective equipment (PPE), stretchers, defibrillators, CPR mannikins & other training aids, etc.
 - Electronic devices: desktop & laptop computers, tablets, phones, speakers, keyboards, monitors, televisions & other display types, projectors, conferencing systems, printers, etc.
 - Miscellaneous: trailers, generators, storage cases & containers, tools of every type, packs, pouches, tents, clothing, boots, aircraft, marine vessels, and much more
- **Real property (such as buildings & land) is not available**

Eligible Organizations

- Public agencies – State, county & local government entities and their departments
 - Utility Authorities that receive funding via public tax appropriations
 - Volunteer fire departments, rescue squads, emergency squads, search & rescue teams, etc.
- Nonprofit organizations whose primary focus is health & education:
 - Medical institutions, hospitals, clinics, health centers, outpatient facilities, schools, colleges, universities, nursing homes & geriatric centers, schools for persons with disabilities, and alcohol & drug abuse treatment centers
- Other eligible nonprofit organizations include:
 - Organizations who provide aid to older individuals, providers of assistance to the homeless & impoverished (must be the organization's primary function), childcare centers, educational radio & TV stations licensed by the FCC, libraries, and museums attended by the public
- Service Educational Activities (SEAs) – Organizations such as the American Red Cross, the Boy/Girl Scouts of America, Little League Baseball, etc.
- Veteran Service Organizations (VSOs) – Organizations such as the VFW, Disabled American Veterans, American Legion, etc.
- Veteran Owned Small Businesses (VOSBs) – Small businesses certified by the US Small Business Administration (SBA) and registered to conduct business in the State of New Jersey

Eligibility Requirements

- Refer to the Program application, as well as the accompanying Instructions & Definitions document, for eligibility requirements. Requirements differ based on the applicant type
- Any applicant whose eligibility is dependent on licensing, accreditation, approval, or proof of funding, must provide the appropriate supporting documentation with their Program application to be considered eligible for participation
- Approved applications are valid for three years, but must be updated if any of the requisite supporting documentation expires during the three-year approval window
- It is the applicant organization's responsibility to keep both their application & supporting documentation current to ensure continuous participation and authorization for property donation
- If there are any questions relative to Program eligibility & requirements, contact the NJ SASP via email

Terms and Conditions of Donation

- For a complete list of the terms and conditions associated with participation and property donation, refer to pages 3 & 4 of the application document
- Most notable of the terms and conditions are:
 - Donated items are restricted both federally and at the state level for a minimum of 1 year. The 'restricted' term means that the item must remain in the donee agency's custody, as well as remain to be used for the official purposes for which it was requested and acquired, for a minimum of 1 year
 - Following the end of the restriction period & assuming all conditions of donation have been satisfied, the donee organization may dispose of, sell, or transfer the item to another agency
 - The NJ SASP & GSA reserve the right to physically inspect any items donated that are still under their respective periods of restriction to ensure compliance, utilization & custody
 - All donated items must be formally receipted-for once in the custody of the donee organization. A standardized receipt form will be provided upon application approval
 - All property must be placed in-use or be ready for service (fully operational and simply standing by for a mission) within 1 year from the date of receipt of the item
 - Donated property must be formally certified as in-use by the receiving donee agency via a standardized utilization form that will be provided upon application approval. The restriction period for donated items begins on the date the donee organization certifies on that document that the item is in-use, or is ready for service should the need arise
 - The donee agency is solely responsible for the acquisition, utilization and maintenance of donated items. It is also responsible for the return of donated property that has been determined to be used contrary to Program guidelines, or that was acquired fraudulently
 - Property must be used *primarily* in the State of New Jersey, and cannot be stored nor used outside of the State of NJ *primarily* during the period of restriction

Role of the NJ SASP

- Responsible for eligibility determinations for all NJ applicants seeking to obtain federal surplus personal property via this Program, per federal eligibility regulation & NJ SASP policy
- Vet and approve requests for property from NJ organizations deemed eligible for participation
- Allocate & distribute federal surplus personal property within the State of NJ on a fair and equitable basis to eligible participants, based on relative needs
- Act as the intermediary between GSA, a myriad of federal donating agencies, and the NJ donee organizations approved for participation & property acquisition
- Regulate & enforce compliance with the terms and conditions imposed on donated property, per federal regulation

Operational Overview

- The NJ SASP operates a 'direct donation' model, wherein approved donee organizations search & request property, and acquire it themselves directly from the donating federal facility
- The NJ SASP does not operate a warehouse to consolidate available Program property. Property is available at federal facilities nationwide
- There are no fees associated with application to the Program, nor with property acquisition regardless of the original cost of the property
- All property is donated to the State by GSA, then allocated to local approved donee organizations by the NJ SASP based on their specific requests
- GSA allocates property on a fair and equitable basis to SASPs in the same fashion as the NJ SASP allocates property to local donee organizations within the state
- Donees are responsible for shipping, handling, and/or transportation expenses incurred in the physical removal of the donated property from the donating facility, as well as any costs related to maintenance & repair of the property to ensure utilization consistent with Program guidelines

Operational Procedure in New Jersey

- Following application approval, authorized donee organization personnel are granted read-only access to the Personal Property Management System (PPMS) database, where all available Program property is posted for donation by GSA
- Once the donee organization finds property that it is interested in obtaining in the PPMS database, it submits a request for the property to the NJ SASP via a standardized form to the NJSURPLUS@NJSP.GOV email address
- The NJ SASP vets the request, specifically the justification for use that is provided by the donee
- If approved, the NJ SASP submits the formal request for the property in the PPMS database on behalf of the requesting donee agency
- Following the surplus release date of the property, GSA will make an allocation determination based on all states' requests submitted in the PPMS database
- If GSA approves the donation to the NJ SASP, the NJ SASP issues a Letter of Authorization to Remove (LOAR) to the requesting local donee agency. This document authorizes the donee agency to remove the property from the donating federal facility on behalf of the State
- The donee then makes arrangements directly with the federal donating facility to acquire the approved donation. Property must be acquired within a 21-day window, or risk cancellation
- Once in possession of the property, the donee submits a receipt document & a utilization certification document to the NJ SASP via email. This begins the period of restriction

Title to Property

- The donee organization receives *conditional* title during the period of restriction
- Donee receives full title & ownership after meeting all donation requirements, to include the period of restriction ending
- Vehicles and trailers can be formally titled to the receiving donee organization upon acquisition via a SF-97 document. Same can then be used to title & register the property with the NJ Motor Vehicle Commission. The NJ SASP will provide the SF-97 request form to the donee when appropriate, but SF-97s are issued solely by the federal government
- If property is donated to a local donee agency on-paper (prior to physical acquisition), that agency does not have to take custody of the property if it is determined by the agency to be contrary to its posting in the PPMS database, or otherwise unable to be made operational by the donee without incurring undue hardship
 - Bottom line: if the property is not what it was reported to be, or if the donee no longer wants to take custody of the property for any reason, the donee may decline the donation prior to physical acquisition by notifying the NJ SASP of the intent to cancel the donation

Important Program Information & Policies

- The NJ SASP does not authorize weapons, nor High Mobility Multipurpose Wheeled Vehicles (HMMWVs), for donation via this Program. Law Enforcement Agencies interested in obtaining these item types must apply for the 1033 (LESO) Program, administered by NJ OEM and the Defense Logistics Agency (DLA). Contact LESO@NJSP.GOV for more information
- Property cannot be acquired for static display, unless acquired by a museum, as static display of items is their primary function
- Donated property must serve an *active* function within the scope of operation of the donee organization
- PPMS database access is precluded to read-only rights, and access is only given to authorized representatives of approved donee organizations
- All SASP offices are reviewed by GSA personnel on a two-to-four-year review cycle, at GSA's discretion, to ensure SASP compliance with federal regulation
- The NJ SASP periodically conducts on-site compliance reviews with donees to reinforce Program guidelines and policies, inspect donated property still under the period of restriction, and to discuss any comments, questions, or concerns regarding Program operations

Contact Information

- NJ SASP Director: Anthony Zeak
- NJ SASP Assistant Director: Darin Patrick
- Email: NJSURPLUS@NJSP.GOV (preferred)
- Phone: 609-882-2000, Extension 6773
- Application available on the NJ SASP Webpage here: <https://nj.gov/njoem/programs/federal-surplus-property-program.shtml>
- Additional information from GSA here: <https://www.gsa.gov/buy-through-us/government-property-for-sale-or-disposal/personal-property-for-reuse-and-sale/for-state-agencies-and-public-organizations>