LOUISIANA FEDERAL PROPERTY ASSISTANCE AGENCY
1635 FOSS STREET
BATON ROUGE. LA 70802
(225) 342-7860ph · (225) 342-7863 fax
www.doa.louisiana.gov/lfpaa/home.htm

APPLICATION FOR ELIGIBILITY

To Receive Federal Surplus Property (41 CFR 101-44.207)

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

_____
Name of Organization

_____
Mailing Address (PO Box #, Street, City & State) ZIP Code

_____
Street Address/Location (if different than mailing address)

_____ ( ) _____ ( ) _____
Parish EMAIL ADDRESS Telephone # Fax#

II. APPLICANT STATUS (CHECK ONE)

☐ Public Agency including Public Schools (documentation must be provided)

☐ Nonprofit, tax-exempt Organization (As defined under section 501 of the IRS code)

III. TYPE OR PURPOSE OF ORGANIZATION:

☐ State ☐ College or University ☐ Child Care Center ☐ Training Center ☐ Medical Institution
☐ Parish ☐ Secondary School ☐ School for Physically Disabled ☐ Radio/TV Station ☐ Hospital
☐ City ☐ Elementary School ☐ School for Mentally Disabled ☐ Library ☐ Health Center
☐ School District ☐ Pre School ☐ Museum ☐ Sheltered Workshop Training Program
☐ Programs for Older Individuals ☐ Provider of Assistance to Homeless Individuals ☐ Clinic
☐ Other (specify) _____

IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAMS OR SERVICES OFFERED, INCLUDING A DESCRIPTION OF FACILITIES OPERATED (*REQUIRED*).

V. SOURCES OF FUNDING (Attach Supporting Documentation):

☐ Tax Supported ☐ Grant ☐ Contributions ☐ Other (Specify) _____

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954? _____ (*COPY REQUIRED*)

VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED OR LICENSED? _____(*COPY REQUIRED*) BY WHAT AUTHORITY? _____

VIII.

_____ _____ _____
Date Print Name & Title of Chief Administrator Signature of Chief Administrator

Application Prepared by: _____
Print Preparer's Name Here

FOR STATE AGENCY USE ONLY

This applicant has been determined: ☐ Eligible ☐ Ineligible
As: ☐ State ☐ Local ☐ Nonprofit ☐ Other

Qualifies as: _____

Eligibility expires: _____

_____ _____
Date Director/ Manager

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM
(Please type or print in blue or black ink only)

SECTION I Provide the full legal name of your organization on the first line of this section. Provide the mailing address of your organization as recognized by the US Postal Service. Include ZIP Code. Provide the street address if different from mailing address or provide directions if located on a rural route or other remote area. List the parish in which the organization is actually located and a business telephone number with area code.

SECTION II Check the appropriate box which describes your organization. (If you are unable to determine which status to check, please contact this office for assistance at (225) 342-7860.

SECTION III Check the appropriate box or boxes (check as many as apply) which indicates the type or purpose of your organization. (Definitions have been provided on pages 5 and 6 to assist in making this determination.

SECTION IV A comprehensive written description of all programs and/or services provided is required. A description of the operational facilities should also be included. Be sure to include information on date of establishment, staff and staff qualifications, hours of operation, services and programs offered, population of enrollment, fees charged, etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include complete copy of Articles of Incorporation with all filing certificates and amendments, and a copy of your current by-laws.

SECTION V Check the appropriate box which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

SECTION VI All applicants making "Nonprofit, tax-exempt organizations" must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Code of 1954. The name of the organization on this IRS letter must match the name provided in Section 1 of this application. If the name does not match, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificate to establish an "audit trail" of names showing the legal connection.

SECTION VII Applicants applying as "Nonprofit, tax-exempt organization" are required to submit evidence that they are currently approved, accredited, or licensed. Programs for older individuals must include evidence of funding under the Older Americans Act of 1965; Titles IV or XX of the Social Security Act; Titles VIII or X of the Economic Development Act of 1964; or the Community Services Block Grant Act. Providers of assistance to homeless individuals must include a letter from the mayor, parish judge, city or parish health officer or comparable authority which certifies that the applicant is a "provider of assistance to the homeless". The certification must identify the service or assistance being provided and the number of individuals receiving such assistance.

SECTION VIII Applicant's chief administrator (President, Chairman of the Board, Parish Judge, Mayor, City Manager, Executive Director, Administrator, Fire Chief, or other comparable authorized official) must sign and date the application wherever indicated with his/her original signature no photocopied, rubber stamped, machine produced, carbon, or other facsimile type signatures are acceptable.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. USE THIS INSTRUCTION SHEET AS YOUR CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED.

ANY ORGANIZATION APPLYING FOR ELIGIBILITY AS NON PROFIT, DEFINED BY IRS 501, IS ADDITIONALY REQUIRED TO CONSENT TO A SITE VISIT PRIOR TO APPROVAL.

AN ORGANIZATION MUST BE IN FULL OPERATIONAL STATUS PRIOR TO APPROVAL

IF YOU HAVE A QUESTION OR NEED ASSISTANCE CALL (225) 342-7860.

AUTHORIZED REPRESENTATIVES

I. LEGAL NAME OF APPLICANT ORGANIZATION:

_____

Name of Organization

II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO:

A. Represent Donee Organization as its authorized agent; and

B. Acquire Federal surplus property on behalf of the Donee Organization; and

C. Obligate necessary Donee Organization funds for this purpose; and

D. Execute Distribution Documents binding the Donee Organization to the terms, conditions, reservations, and restrictions applying to Property obtained through the agency.

III. _____ NEW DESIGNATIONS (Delete all previous authorizations) _____ ADDITIONAL DESIGNATIONS ONLY (Add to previous authorizations)

IV. REPRESENTATIVES:

Print Name/Title	Email	Phone	Signature

V. CERTIFICATION

_____ _____

Date Signature of Chief Administrator

NONDISCRIMINATION ASSURANCE

_____, the donee,
(NAME OF ORGANIZATION)

agrees that the program for or in connection with 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 General Services Administration (41 CFR 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 Rights Restoration Act of 1987, to the end that no person in the United States shall on the grounds 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.

_____ _____
Date Signature of Chief Administrator

DEFINITIONS

APPROVED - 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. An educational institution or program may be considered approved if its instruction and credits therefore are accepted by three accredited or State-approved institutions, or if it meets the academic or instructional standards prescribed for public schools in the State, i.e., the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instruction which operates primarily for educational purposes on a full-time basis for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors. 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. A health institution or program may be considered as approved when a State body having authority under law to establish standards and requirements for public health institutions renders approval thereto whether by accreditation procedures or by licensing or such other method prescribed by State Law. In the absence of an official State approving authority for public health institution or program, or educational institution or program, the awarding of research grants to the institution or organization by a recognized authority such as the National Institute of Health, the National Institute of Education, or by similar national advisory council or organization may constitute approval of the institution or program provided all other criteria are met.

ACCREDITED - Approved by a recognized accrediting board or association, at 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.

ADULT DAY CARE - A program of services provided under health leadership in an ambulatory care setting for adults who do not require 24 hour institutional care and yet, due to physical and/or mental impairment, are not capable of full-time independent living. Participants in the day care program are referred to the program by their attending physician or by some other appropriate source such as an institutional discharge planning program, a welfare agency, etc. The essential elements of a day care program are directed toward meeting the health maintenance and restorative needs of participants. However, there are socialization elements in the program which by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purpose of fostering and maintaining the maximum possible state of health and well-being.

CHILD CARE CENTER - A public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 or as prescribed by State Law, and which is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

CLINIC - An approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services, including customary related services such as laboratories and treatment rooms.

COLLEGE - An approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

ECONOMIC DEVELOPMENT - A program(s) carried out or promoted by a public agency for public purposes which involves, directly or indirectly, efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial or agricultural plants or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes. For public agency use may not act as conduit for the transfer of property.

EDUCATIONAL INSTITUTION - An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

EDUCATIONAL RADIO STATION - A radio station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under section 501 of the Internal Revenue Code of 1954.

EDUCATIONAL TELEVISION STATION - A television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under section 501 of the Internal Revenue Code of 1954.

HEALTH CENTER - An approved public or nonprofit facility utilized by a health unit for the provision of public health services, including related facilities such as diagnostic and laboratory facilities and clinics.

HOMELESS INDIVIDUAL - An individual who lacks a fixed, regular and adequate nighttime residence or who has a primary nighttime residence that is: (1) 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); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. For purposes of this regulation, the term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State Law.

HOSPITAL - An approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured, including related facilities such as laboratories, outpatient department, training facilities, and staff offices.

LIBRARY - A public or nonprofit facility providing library services free to all residents of a community, district, State or region.

LICENSED - 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, educational or public health programs such as occupational training, physical or mental health rehabilitation services, or nursing care. Licenses frequently must be renewed at periodic intervals.

LOCAL GOVERNMENT - A government, or administration of a locality, within a State or a possession of the United States.

MEDICAL INSTITUTION - An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization the primary function of which is the furnishing of public health and medical services to the public at large or promoting public health through the conduct or research for any such purposes, 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, alcoholic 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".

MUSEUM - A public or private nonprofit institution which is organized on a permanent basis essentially for educational or esthetic purposes and which, using a professional staff, owns or uses tangible objects, whether animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis either free or at a nominal charge. As used in the Donation Program, the term "museum" includes, but is not limited to, the following institutions if they satisfy all other provisions of FPMR 101-44.207: aquariums and zoological park; botanical gardens and arboretums; museums relating to art, history, natural history, science, and technology; and planetariums. For the purposes of this program, an institution uses a professional staff if it employs full time at least one qualified staff member who devotes his or her time primarily to the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of museum does not include any institution which exhibits object to the public if they display or use of the objects is only incidental to the primary function of the institution. For example, an institution which is engaged primarily in the sale of antiques, objects d'art, or other artifacts and which incidentally provided displays to the public of animate of inanimate objects, either free or at a nominal charge, does not qualify as a museum.

NONPROFIT TAX-EXEMPT ACTIVITY - An institution or organization, no part of the net earnings of which insures or may lawfully insure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of section 501 of the Internal Revenue code of 1954.

PROGRAM FOR OLDER INDIVIDUALS - Any State or local government agency or any nonprofit, tax-exempt activity which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965 as amended under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act.

PROGRAM OF ASSISTANCE TO HOMELESS INDIVIDUALS - A public or a nonprofit, tax-exempt institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals, as defined above. Property acquired through the donation program by such institutions or organizations must be used exclusively in their program(s) for providing assistance to homeless individuals.

PUBLIC HEALTH INSTITUTION - An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting a public health program or programs such as a hospital, clinic, health center, or medical institution, including research for any such program, the services of which are available to the public at large.

SCHOOL (EXCEPT SCHOOLS FOR THE MENTALLY DISABLED AND SCHOOLS FOR THE PHYSICALLY DISABLED) - A public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction which operates primarily for educational purposes on a full-time basis for minimum school year and employs a full-time staff of qualified instructors.

SCHOOL FOR THE MENTALLY DISABLED - A facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally disabled have staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local governmental body.

SCHOOL FOR THE PHYSICALLY DISABLED - A school organized primarily to provide specialized instruction to students whose physical handicaps necessitate individual or group instruction. The schools must be public or nonprofit and operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the physically disabled, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local governmental body.

UNIVERSITY - A public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.

CERTIFICATIONS AND AGREEMENTS
(INCLUDING TERMS, CONDITIONS, RESERVATIONS, AND RESTRICTIONS)

A. THE DONEE CERTIFIES THAT:

1. It is a public agency or a nonprofit educational or public health institution or organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 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.

2. It will ensure that all information provided to LFPAA remains current and updates are provided in a timely manner.

3. 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. 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 written approval of the Louisiana Federal Property Assistance Agency.

4. Funds are available to pay all costs and charges incident to donation.

5. 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, 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, and section 303 of the Age Discrimination Act of 1975.

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 purpose(s) 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 Louisiana Federal Property Assistance Agency and, at the donee's expense, return such property to the Louisiana Federal Property Assistance Agency or otherwise make the property available for transfer or other disposal by the Louisiana Federal Property Assistance Agency, provided the property is still usable as determined by the Louisiana Federal Property Assistance Agency.

2. Such special handling or use limitations as are imposed by GSA on any item(s) of property listed here on.

3. In the event the property is not so 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 GSA or its designee.

C. THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF $5,000.00 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

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, except for such items of major equipment on which the Louisiana Federal Property Assistance Agency designates a further period of restriction.

3. In the event the property is not so used as required by (C) (1) and (2), and Federal restrictions (B) (1) and (2) have expired, then title and right to the possession of such property shall at the option of the Louisiana Federal Property Assistance Agency revert to the State of Louisiana Federal Property Assistance Agency and the donee shall release such property to such person as the Louisiana Federal Property Assistance Agency shall direct.

D. THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

1. From the date it receives the property and through the period(s) of time the conditions imposed by (B), (C) above 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), or the Louisiana Federal Property Assistance Agency under (C). 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 Louisiana Federal Property Assistance Agency, shall be remitted promptly by the donee to GSA or the Louisiana Federal Property Assistance 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) and (C) remain in effect, without the prior approval of GSA or the Louisiana Federal Property Assistance Agency, the donee, at the option of GSA or the Louisiana Federal Property Assistance Agency shall pay to GSA or the Louisiana Federal Property Assistance Agency, as the case may be, the proceeds of this 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 Louisiana Federal Property Assistance Agency.

3. If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed here on is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the Louisiana Federal Property Assistance Agency, and shall, as directed by the Louisiana Federal Property Assistance Agency, return the property to the Louisiana Federal Property Assistance Agency, release the property to another donee or another State agency or to 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 Louisiana Federal Property Assistance Agency.

4. The donee shall make reports to the Louisiana Federal Property Assistance Agency on the use, condition, and location of the property listed hereon and on other pertinent matters as may be required from time to time by the Louisiana Federal Property Assistance Agency.

5. At the option of the Louisiana Federal Property Assistance Agency, the donee may abrogate the conditions set forth in (c) and the terms, reservations, and restrictions pertinent thereto in (D) by payment of an amount as determined by the Louisiana Federal Property Assistance Agency.

E. THE DONEE AGREES TO THE FOLLOWING CONIDTIONS, APPLICABLE TO ALL ITEMS OF PROPERTY RECEIVED:

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 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 Louisiana Federal Property Assistance Agency will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

F. TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF $5,000.00 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the additional special terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document or other agreement executed by the authorized donee representative.

G. THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE LOUISIANA FEDERAL PROPERTY ASSISTANCE AGENCY APPLICABLE TO ITEMS DONATED:

1. Each passenger motor vehicle and any motorized heavy equipment (such as bulldozers, tractors, etc.) shall bear the official decal of the donee or the name of the donee in letters not less than three inches in height on each side of the item during the period of compliance.

2. Donees which are defined as State agencies shall maintain those items which are movable, non-consumable and have a fair market value of $1000 or more and have been obtained from the Federal surplus property program on the Inventory Control System defined in the State Property Control Regulations of September 2000.

3. Donees which are not defined as State Agencies shall maintain those items which are movable, non-consumable and have been obtained from the Federal surplus property program on an inventory control system during the period of compliance. That inventory control system shall show the locations of the items.

4. Donees agree to pay the total service charges billed monthly within thirty days of the date of the invoice with a check drawn on the account of the donee.

5. Donees classified as nonprofit under 501 must pay the total service charges upon receipt of property with a check drawn on the account of the donee.

6. All bedding (mattresses, cover, etc.) will be sterilized by the donee before placing into use.

H. THE DONEE AGREES TO THE FOLLOWING PENALTIES AS A CONDITION TO PARTICIPATE IN THE PROGRAM.

1. Suspension from participation in the program for a period of twelve months for falsification of any information on the Request for Property form.

2. Suspension from participation in the program for a period of ninety days and shall promptly pay the Louisiana Federal Property Assistance Agency a fine of one percent per day of the Federal acquisition cost for each day of misuse or failure to comply with (D) (1) of this agreement.

3. Suspension from participation in the program when notification is received that Donee's account is over ninety days past due until the account is paid in full.

I. THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF SURPLUS PROPERTY RETURNED.

1. If at any time during the period of restriction, the property is no longer suitable, usable, or further needed by the donee, the donee must return the property to Louisiana Federal Property.

2. If property cannot be used and is returned within 30 days from receipt, full credit will be given.

3. If property is returned between 30 days and 60 days from receipt, half credit will be given. After 60 days, no credit will be given.

Date _____

_____
DONEE (Name of Organization)

By_____
Signature of Chief Administrator

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____

(Signature of Chief Administrator)

LOUISIANA PROPERTY ASSISTANCE AGENCY
FEDERAL PROPERTY ASSISTANCE PROGRAM
PPM FORM NUMBER 1001-B

AUDIT REQUIREMENT CERTIFICATION

I, _____, authorized agent/representative of

_____, hereby certify, "if the entity that I represent receives $500,000 in fair market value (FMV=23.3% of GAC which equals $2,145,923 GAC) or more of federal surplus property from the Federal Surplus Property Donation Program, or a combination of federal funding and/or federal surplus property equivalent to $500,000 in FMV, I shall ensure that an audit be performed for the year as required by OMB circular A-133."

The audit shall be conducted no later than six (6) months after the end of the preceding fiscal year. If the entity I represent receives $500,000 FMV or more of federal surplus property from the Federal Surplus Property Donation Program, a copy of the audit shall be forwarded to the Louisiana Federal Property Assistance Program (LFPAP) immediately upon completion. If the audit cannot be scheduled within the allotted time frame, a letter of explanation is to be sent to the manager of LFPAA explaining why the audit is not being done and give an estimated time as to when the audit will be scheduled.

The audit shall be made by an independent auditor in accordance with generally accepted audit standards covering financial and compliance audits. A copy of the audit shall be forwarded to: Manager, Louisiana Federal Property Assistance Agency, 1635 Foss Drive, Baton Rouge, Louisiana 70802. The audit shall be in agreement with Louisiana Property Assistance Program Policy 1001 and Procedure Memorandum Number 1001A.

Thus, done and signed this _____ day of _____ 20_____

Signature _____
(Signature of Chief Administrator)

Witness _____