



*State of Louisiana*  
DIVISION OF ADMINISTRATION

**LOUISIANA FEDERAL PROPERTY ASSISTANCE AGENCY**

**KATHLEEN BABINEAUX BLANCO**  
GOVERNOR

**JERRY LUKE LEBLANC**  
COMMISSIONER OF ADMINISTRATION

## ELIGIBILITY RENEWAL PACKET

The Federal Surplus Property donation program, administered through this agency, is an excellent opportunity for saving money. The use of federal surplus property can significantly reduce the cost of your operation and equipment needs.

If your organization is a local or state unit of government, an agency created by government, an educational institution, a public health agency, a senior citizens group, a child care center, a library, a museum, a public service agency, or non-profit education or health care under IRS 501.C3, you can take advantage of enormous savings by using what the federal government no longer needs. Examples of available property are:

- office furniture and supplies
- shop equipment
- electronic equipment and typewriters
- tires, engines and vehicle parts
- hardware, paint and varnish
- trucks, autos and heavy equipment
- aluminum sheeting and components
- clothing, boots, and coats

Where does all this merchandise come from? The federal government, through acquisition and disposal cycles, generates usable property they no longer need. To ensure maximum use, excess items are made available to federal agencies. When there is no need on the federal level, these surplus items are then made available to the states - and to you.

In many cases, a little refurbishing and cleanup, possibly some new parts, will have the property serviceable at a fraction of the cost of a new item. You pay only a small handling charge which is used to defray our agency's operational expenses. With a little elbow grease and some good old American ingenuity, the federal surplus program can pay you dividends every day of the year!

Property is received on a weekly basis so it is best to visit our agency as often as possible. We are located in Baton Rouge at 1635 Foss Drive (across the street from Memorial Stadium and next door to the Army Reserve building). Take Fuqua exit from I-110 North, two left turns and we are the third green warehouse on the right.

If you have any questions about the program, please contact us at 225-342-7860 or Fax us your property needs at 225-342-7863. We are here to help and look forward to serving you in any way we can.

## TO RETAIN YOUR ELIGIBILITY, YOU MUST COMPLETE AND RETURN THIS FORM

Federal regulations require that we update the eligibility of your donee institution every three years. Rather than have each of you file a new application, we ask that you answer the questions below and return this questionnaire to our office.

NAME OF INSTITUTION	TYPE OF AGENCY (CHECK ONE) <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PROFIT
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ADDRESS	CITY	STATE	ZIP	PHONE
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SIGNATURE OF AUTHORIZED ADMINISTRATOR	TITLE	EMAIL ADDRESS
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CHECK ONE		Since the last certification, has there been any change in your status in any of the following areas? If "yes", attach additional sheet with explanation.
YES	NO	
		FUNDING
		NON-PROFIT TAX EXEMPTION (under section 501 of IRS code of 1954)
		ACCREDITATION OR APPROVAL (educational institution). If "yes", attach a copy of updated accreditation.
		LICENSING, (health related and day care institutions). If "yes", attach a copy of updated license.
		PROGRAM, If "yes", attach a copy of updated program description.

Provide any information you feel is pertinent .

**THIS SECTION FOR FEDERAL PROPERTY ASSISTANCE USE ONLY**

<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE	DIRECTOR	DATE
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## NON DISCRIMINATION ASSURANCE

**ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER 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, AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975, AS AMENDED.**

\_\_\_\_\_, hereinafter called the “donee”, hereby agrees  
(Name of Donee)

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 regulations of the General Services Administration (41 CFR 101-6.2) 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, and Section 303 of the Age Discrimination Act of 1975, as amended, to the end that no person in the United States shall on the ground 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 the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal Assistance from General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, the 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.

DATED: \_\_\_\_\_ DONEE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(signature of chief administrator)

Donee Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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.

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(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 \$300,000 in fair market value (FMV=23.3% of GAC which equals \$1,287,554 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 \$300,000 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 \$300,000 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 \_\_\_\_\_