

LOUISIANA PROPERTY ASSISTANCE AGENCY

1059 Brickyard Ln.  
Baton Rouge, LA 70802  
(225) 342-6849  
https://www.doa.la.gov/Pages/lpaa/Index.aspx

APPLICATION FOR ELIGIBILITY

To Participate in the LPAA Preference Buyer Program

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#  
EIN (Tax ID)

II. APPLICANT STATUS (CHECK ONLY ONE)

- Second Preference: Political subdivisions of the State of Louisiana; other governmental agencies; private elementary, secondary, or proprietary schools, housing authorities or independent colleges or universities
- Third Preference: Charitable, educational, or religious organizations (see definitions on page 5)

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

IV. SOURCES OF FUNDING (Attach Supporting Documentation):

- Tax Supported                       Grant                       Contributions                       Other (Specify)

V. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954?  Yes     No    (COPY REQUIRED)

VI. \_\_\_\_\_  
Date    Print Name & Title of Chief Administrator    Signature of Chief Administrator

Application Prepared by: \_\_\_\_\_  
Print Preparer's Name Here

All second and third preference agencies, organizations or institutions requesting approval to purchase surplus state property through LPAA's Preference Buyer Program must complete and return to LPAA a signed, Preference Buyer Application of Eligibility. These forms must be accompanied by a written request on their agency's letterhead, approved by the chief administrator, and include the additional application documents listed at the bottom of page 2.

FOR STATE AGENCY USE ONLY

This applicant has been determined:     Eligible                       Ineligible                      Account number: \_\_\_\_\_

Eligibility expires: \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_  
Date    Compliance Supervisor / Manager

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM

(Application MUST be typed. Handwritten forms will not be accepted)

**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. Provide your organization's IRS Federal EIN (Tax ID)

**SECTION II** Check the appropriate box which describes your organization. (If you are unable to determine which status to check, please contact the LPAA Compliance Section for assistance at (225) 342-6849)

**SECTION III** 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 IV** 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 V** All applicants answering "Yes" 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 VI** 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 THIRD PREFERENCE ORGANIZATIONS APPLYING FOR ELIGIBILITY IS ADDITIONALLY 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 CONTACT THE LPAA COMPLIANCE OFFICE AT (225) 342-6849.**

### Additional Required Documentation

**Second Preference:** All independent colleges, universities and proprietary schools must submit a copy of their most recent accreditation.

All schools, if not listed in the LA School Directory, must submit a copy of their certificate of approval by the State Board of Elementary and Secondary Education (BESE).

**Third Preference:** Delegation of authority or board resolution empowering a named individual(s) to contract and make purchase on behalf of the agency/organization. Subsequent revisions must be submitted in writing.

Current charter, Articles of Incorporation, by-laws, or partnership documents

Mission statement, Narrative w/Services, Persons Served, Facilities, etc.

Other documentation, if not included in the above, which characterizes the agency or organization as charitable, educational, or religious in nature.

**AUTHORIZED REPRESENTATIVES**

**I. LEGAL NAME OF APPLICANT ORGANIZATION:**

\_\_\_\_\_  
Name of Organization

**II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO:**

- A. Represent Organization as its authorized agent; and
- B. Acquire surplus property on behalf of the Organization; and
- C. Obligate necessary Organization funds for this purpose; and
- D. Execute Invoice Documents binding the 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

- A. The purchaser agrees to the following terms, reservations, and restrictions by signing this Agreement:
1. If the Organization, by the definition on page 5, is Third Preference, LPAA interprets the definition of **charitable, educational, or religious organization** to mean “the recipients pay **no compensation** for the services offered or received by the Third Preference Buyer Organization.”
  2. From the date the property is purchased and for the compliance period of 18 months from the date of invoice, the purchaser shall not sell, trade, lend, bail, cannibalize, encumber, or otherwise dispose of such property. This includes removing it permanently for use outside the State of Louisiana without the prior approval of the LPAA Director. If authorization is granted, the proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property shall be remitted promptly by the purchaser to LPAA.
  3. In the event the purchased property is disposed of by any method described in A-2 during the compliance period imposed by A-2, without the prior approval of LPAA, the purchaser shall pay to LPAA the proceeds of the disposal or the fair market value of the property as determined by LPAA.
  4. If any of the property should become unsuitable, unusable, or is no longer needed by the purchaser during compliance period the imposed by A-2, LPAA shall be promptly notified. The purchaser shall only dispose of the property as directed by LPAA. The proceeds from any such approved disposal method shall be remitted promptly by the purchaser to LPAA.
  5. Purchasers shall maintain an accurate inventory of all non-consumable items for the entire compliance period imposed by A-2 and shall produce those items for viewing by LPAA compliance officers upon request per the Preference Buyer Certification.
  6. If applicable, the entity is in good standing with the Louisiana Secretary of State.
  7. Approved Preference Buyers agree to pay the purchase price by the following methods:  
  
**First:** Agency will be invoiced and payment must be forwarded within 30 days of the date of the invoice.  
  
**Second:** Organization will be invoiced and payment must be by governmental or school check within 30 days of the date of the invoice. Personal checks will not be accepted.  
  
**Third:** Organization will pay at the time of purchase and payment shall be by a certified check drawn on the organization’s account, or the organization’s check with a bank letter of guarantee no older than 5 business days prior to the date of purchase.
  8. If a Preference Buyer account is left inactive for 36 consecutive months, it will be deactivated. Once deactivated, all forms must be provided and site visits performed, if applicable, to reactivate the account.
- B. The purchaser agrees to the following conditions, applicable to all items of property purchased through LPAA:
1. The property acquired by the purchaser is sold “as is, where is”, without warranty of any kind.
  2. Property that requires a title must be titled and/or registered, and a copy sent to the LPAA Compliance Section within 30 days from the date of the invoice.

3. If the property purchased is a vehicle by a Second or Third Preference Buyer, a mileage log must be kept during the compliance period containing the following:
  - date;
  - beginning mileage;
  - ending mileage; and
  - the reason for use within the entity’s mission.
4. In cases of loss or damage to property due to fire or other hazards within the compliance period, LPAA will be entitled to reimbursement of the purchase price of the property.
5. Property must be used in Louisiana for the benefit of the citizens of Louisiana unless prior written authorization is provided by the LPAA Director.

C. The purchaser agrees to the following penalties as a condition to participation in the Program:

1. Suspension from participation in the Program for falsification of any information in the Preference Buyer Agreement, the Preference Buyer Certification, or any application documents.
2. Suspension from participation in the Program when notification is received that purchasers account is over 90 days past due until the account is paid in full.
3. Suspension from participation in the Program for failure to comply with section A-2 of this agreement and may be required to remit the proceeds from the sale of the property to the State.
4. Suspension from participation in the Program for any failure to comply with any portion of sections A & B of this agreement. Failure of the purchaser to comply with the requirements of sections A & B of this document and/or the Preference Buyer Certification may result the purchaser returning property and forfeiting the purchase price. In addition, the matter may be turned over to the Attorney General for prosecution.

Date \_\_\_\_\_

\_\_\_\_\_

Name of Organization

By \_\_\_\_\_

Signature of Chief Administrator

**THIRD PREFERENCE DEFINITIONS**

“**EDUCATIONAL ORGANIZATION**” means an organization authorized and doing business in the State of Louisiana with its primary purpose being the imparting of knowledge or skill through systematic instruction by the teaching of structured courses at regularly scheduled intervals.

“**CHARITABLE ORGANIZATION**” means an organization authorized and doing business in the State of Louisiana with its primary purpose being assistance to the needy by providing direct assistance or indirect assistance through an institution, organization, or fund established to assist the needy. Said organization must have and maintain an IRS Section 501 status. (501.c.3)

“**RELIGIOUS ORGANIZATION**” means an organization authorized and doing business in the State of Louisiana with its primary purpose pertaining to or teaching a generally accepted and practiced religion within the State.