



GSA FEDERAL SURPLUS PROPERTY  
DETAILS/FREQUENTLY ASKED  
QUESTIONS

## **Definitions**

Allocation means the process by which GSA identifies the SASP to receive surplus property on a fair and equitable basis, considering the condition of the property as well as the original acquisition cost of the property.

Cannibalization means to remove serviceable parts from one item of equipment to install them on another item of equipment.

Period of restriction means the period for keeping donated property in use for the purpose for which it was donated.

Screening means the process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed for donation purposes.

Standard Form (SF)123, Transfer Order means the document used to request and document the transfer of Federal surplus personal property for donation purposes.

State Agency for surplus property (SASP) means the agency designated under State law to receive Federal surplus personal property for distribution to eligible donees within the State as provided for in 40 U.S.C. 549.

Surplus Release Date (SRD) is the date on which Federal utilization screening of excess personal property has been completed, and the property is available for donation.

## **General**

### **What is the Federal Surplus Property Donation Program?**

The Federal Surplus Personal Property Donation Program enables certain nonfederal organizations to obtain personal property that the federal government no longer needs. Surplus personal property includes all types and categories of personal property except: Land or other real property, certain naval vessels and records of the federal government.

### **What is the State Agency for Surplus Property (SASP)?**

The Illinois State Agency for Surplus Property (ILSASP) program establishes and promotes a means for acquiring and redistributing federal property to eligible public agencies, nonprofits, SBA 8 (a) Business Development program, and Veteran-Owned Small Businesses (VOSB/SDVOSB).

### **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 program does not include real estate or land.

**What is a donee?**

A donee is a term used once an applicant is approved to participate in the Federal Property Donation program.

**Is there a charge for federal surplus property?**

No, the property is donated. The only cost associated with the program is what it costs to pick the property up or have it shipped from its location.

**Who pays for transportation and other costs associated with a donation?**

The donee is responsible for all packing, shipping, or transportation charges associated with the transfer of surplus property for donation. The SASP is not responsible for transportation or shipping issues. Insurance is recommended depending on the amount of the property.

**Are there special requirements and conditions imposed on the donated property?**

Yes. Before a SASP may release property to a donee, the donee must agree to the programs Terms and Conditions, including but not limited to:

- Property must be acquired for program purposes. Property may not be acquired for personal use or for use outside the State.
- Property must be placed into use within 12 months of receipt and used for a period of five months thereafter (18 months for passenger vehicles and property with a value in excess of \$5,000). Property not utilized in accordance with this requirement must be reported back to CMS for transfer or other disposition.
- During the restricted 12 or 18 month use period, the donee may not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property without the prior written approval of GSA or CMS.
- Cannibalization of an item or secondary use of an item for purposes other than its original intended use may be approved at the time of donation or subsequently upon submission of an acceptable written request and justification.
- The fraudulent acquisition, use, or subsequent unauthorized disposal of property by any person shall be subject to criminal prosecution and penalty. Periodic on-site visits are conducted to ensure program compliance.

**What type of condition is the surplus property?**

The property is surplus and acquired on an *“as is, where is”* basis, without warranty of any kind, and it will hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

**When does title to a surplus donated vehicle change hands?**

In Illinois, title to the vehicle rests with the holding agency until the Certificate to Obtain Title to a Vehicle (SASP-97) is signed by the donee upon receipt of the surplus motor vehicle. (If applicable under the terms of the donation, the title will be conditional until the end of the period of restriction).

**When transferring donated surplus vehicles, what is the responsibility of the donee?**

The donee is responsible for processing the Certificate to Obtain Title to a Vehicle (SASP-97) in accordance with state licensing and titling authorities. The donee signs the SASP-97 as “transferee” upon receipt of the surplus motor vehicle.

**What is the pickup timeline once property is allocated by GSA?**

The donee (or the donee’s agent) must remove the property from the holding agency premises within 21 calendar days after being notified that the property is available for pickup unless an extension is requested through the SASP and approved by the holding agency.

### **Can I cancel a request?**

Yes. If the donee decides prior to pick up or removal that the property is no longer required, the SASP must be notified by immediately to cancel the request before it is allocated by GSA. Excessive request then cancellations from a donee for nonvalid reasons will be reviewed by the SASP. Once property is allocated by GSA and the donee fails to contact the SASP during the 21-day period to cancel, a \$50 cancellation fee will be charged to the donee.

### **Eligibility**

#### **Who is eligible to participate in the Federal Donation Program?**

Public agencies, eligible nonprofits, Service Educational Activities (SEA), SBA 8 (a) Business Development program and Veteran-Owned Small Business (VOSB/SDVOSB). For complete listing of eligibility see program eligibility definitions.

#### **How often must a donee renew their eligibility records?**

All donees must update their application information every three years, or as needed. The donee must ensure all information pertaining to *authority of donee representatives* to receive, pick up property, or screen property at Federal facilities, are current.

Nonprofit organizations that have annual requirements (public funding, licensing, or certification etc.) must provide updates to the SASP.

### **Screening Process**

#### **How long is property available for donation screening?**

Once property is reported in GSAXcess donees may screen property, concurrently with Federal agencies until the surplus release date. The screening period is typically 21 calendar days, except for competing request.

#### **How does a donee find out what property is potentially available for donation?**

- a) A donee is issued a GSAXcess user ID to screen property. In addition, the Want List option provides email notifications for property and allows the donee to set specific parameters.
- b) For the Donee (or a Donee's representative) to perform onsite screening, the screener must have an Authorization to Screen Property letter from the SASP. The donee is responsible for coordination of the onsite visit and screening with the each holding agency or organization. The donee/screener should ascertain all identification requirements and any special procedures for access to the facility or location. Each location may have different requirements and the donee is required to abide by their rules.

#### **How will SASP resolve competing transfer requests?**

ILSASP requests and distributes property on a fair and equitable basis. Donees are required to submit a Property Request Document that includes a justification of why the donee is requesting the property. ILSASP will factor in

**What factors are considered by ILSASP during competing transfer requests?**

- Extraordinary needs caused by disasters or emergency situations.
- Donees in greatest need, evidenced by a letter of justification.
- If the donee has already received similar property in the past, and how much.
- Past performance of the donee (i.e., picking up property and paying on time and no indicators of misuse of property outside of their program.
- The property's condition and its original acquisition cost.

If the requested property does not align with the justification, the SASP may request additional information or deny the request. The SASP has the final decision.

**Can I request property for cannibalization?**

Yes, under certain conditions, and with prior approval, serviceable parts from one item of equipment may be removed to install them on another item of equipment.

**What information is required when requesting surplus property for cannibalization?**

When a donee wants surplus property to cannibalize, include a detailed justification concerning the need for the components or accessories and an explanation of the effect removal will have on the item. GSA will approve requests for cannibalization only when it is clear from the justification that disassembly of the item for use of its component parts will provide greater potential benefit than use of the item in its existing form.

**Compliance and Utilization****Once the property is received, what is required during the restriction period?**

Property received must be put in use within one year and used in the manner stated in the justification. The year restriction period allows for repairs or other improvements to be made to the property before it can be used as requested. However, until the property is put in use and the first form is returned, the period of restriction does not begin.

The first email notification goes out from the SASP utilization and compliance system [90] days after the asset was donated. It is the responsibility of the donee to sign and return the (U&C) form within 10 days to prevent follow-up letter from going out. If after the follow-up notice goes out and compliance form(s) have not been returned, the donee's will not be permitted to make additional request until compliance forms are returned.

The *Continuous Use Form* will go out [270] days after the "In Service Date".

The SASP must conduct utilization (virtual or physical site visits) to ensure that donees are using surplus property during the period of restriction for the purposes for which it was donated. The SASP will document and report all instances of noncompliance (misuse or mishandling of property) to GSA.

**What special terms and conditions apply to the donation of aircraft and vessels?**

- a) There must be a period of restriction which will expire after the aircraft or vessel has been used for the purpose stated in the letter of intent for a period of 5 years, except that the period of restriction for a combat-configured aircraft is in perpetuity.
- b) The donee of an aircraft must apply to the FAA for registration of an aircraft intended for flight use within 30 calendar days of receipt of the aircraft. The donee of a vessel must, within 30 calendar days of receipt of the vessel, apply for documentation of the vessel under applicable Federal, State, and local laws and must record each document with the U.S. Coast Guard at the port of documentation. The donee's application for registration or documentation must include a fully executed copy of the conditional transfer document and a copy of its letter of intent. The donee must provide the SASP and GSA with a copy of the FAA registration (and a copy of its FAA Standard Airworthiness Certificate if the aircraft is to be flown as a civil aircraft) or Coast Guard documentation.
- c) The aircraft or vessel must be used solely in accordance with the executed conditional transfer document and the plan of utilization set forth in the donee's letter of intent, unless the donee has amended the letter, and it has been approved in writing by the SASP and GSA and a copy of the amendment recorded with FAA or the U.S. Coast Guard, as applicable.
- d) In the event any of the terms and conditions imposed by the conditional transfer document are breached, title may revert to the Government. GSA may require the donee to return the aircraft or vessel or pay for any unauthorized disposal, transaction, or use.
- e) If, during the period of restriction, the aircraft or vessel is no longer needed by the donee, the donee must promptly notify the SASP and request disposal instructions. A SASP may not issue disposal instructions without the prior written concurrence of GSA.

Military aircraft previously used for ground instruction and/or static display (Category B aircraft, as designated by DOD) or that are combat configured (Category C aircraft) may not be donated for flight purposes.

For all aircraft donated for nonflight use, the donee must, within 30 calendar days of receipt of the aircraft, turn over to the SASP the remaining aircraft historical records (except the records of the major components/life limited parts, e.g., engines, transmissions, rotor blades, etc., necessary to substantiate their reuse). The SASP in turn must transmit the records to GSA for forwarding to the FAA.

**Does the SASP conduct site visits?**

Yes, the SASP is required to conduct utilization reviews to ensure donees are using the surplus property during the period of restriction for the purposes for which it was donated. The SASP reports all instances of noncompliance (misuse or mishandling of property) to GSA. The SASP may choose to conduct a written, virtual or physical review. For virtual site visits, donees will be required to

download the Google Duo app to their phone upon a virtual site visit request. The donee will be asked to show the equipment "in use" and will be asked questions for verification. Physical reviews are conducted in the same manner and are typically scheduled in advance. Written reviews are conducted utilizing the "Still In-Use" document that is sent out nine months after the property is put into use by the donee.