

SD FEDERAL PROPERTY AGENCY

20 Colorado Ave, SW
Huron, SD 57350-1898
PH: 605/353-7150 FX: 605/353-7164
In State Watts 1-800-438-8302

Application for Eligibility

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address (PO Box #, Street, City, State & Zip Code) County

Street Address/Geographic Location (If different than mailing address)

Telephone# Fax# E-Mail Address

II. APPLICANT STATUS (Check One):

- () Public Agency (incl. Public School Districts) () Veterans Service Organization
() Nonprofit, Tax Exempt Organization () VOSB - Veteran Owned Small Business

III. TYPE OR PURPOSE OF ORGANIZATION: (Terms amended 2/4/99)

- () State () Child Care Center () School for Students () Program funded for
() County () Preschool with Disabilities Older Americans
() City () School District () Hospital () Workshop/Training
() Museum () Elementary School () Medical Institution Program
() Library () Secondary School () Clinic () Provider of Assistance
() Radio/TV Stn () College or Univ. () Health Center to Homeless

() Other (specify)

IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAM OR SERVICES OFFERED INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (Required)

V. SOURCES OF FUNDING (Attach Supporting Documentation)(Not required for VOSB): () Tax Supported () Grant () Contributions () Other:

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954. (Copy Required)

VII. HAS ORGANIZATION BEEN APPROVED, ACCREDITED, OR LICENSED? BY WHAT AUTHORITY? (Copy Required)

VIII. Date Signature of Applicant Authorized Official

FOR STATE AGENCY USE ONLY

The applicant has been determined () eligible () ineligible
as () public agency () nonprofit education () nonprofit health () homeless assistance provider () VSO

Date SASP Approval Signature

Comments:

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Nondiscrimination Assurance

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address (PO Box #, Street, City, State & Zip Code) County

Street Address/Geographic Location (If different than mailing address)

Telephone# *Fax#* *E-Mail Address*

_____, 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 an 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 C.F.R. 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 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 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

X_____
Signature of Applicant Authorized Official

Title

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the General Services Administration regulation implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered in to. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, 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.

NAME OF DONEE APPLICANT

Date

Signature of Applicant Authorized Official

Title

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Authorized Representatives

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address (PO Box #, Street, City, State & Zip Code) County

Street Address/Geographic Location (If different than mailing address)

Telephone# Fax# *E-Mail Address*

II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO :

Acquire Federal Surplus Property; and

Obligate necessary funds for this purpose; and

Execute Distribution Documents agreeing to terms, conditions, reservations and restrictions applying to property obtained through the Agency.

III. _____ NEW DESIGNATIONS (Delete all representatives previously authorized) _____ ADDITIONAL DESIGNATIONS (Add to previous list of representatives)

IV. REPRESENTATIVES

Name - Type or Print Clearly Please Title Signatures (**REQUIRED**)

Name - Type or Print Clearly Please	Title	Signatures (REQUIRED)
_____	_____	X _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. CERTIFICATION

Date **X** _____
Signature of Applicant Authorized Official Title

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY

(Please type or print in blue or black ink only)

SECTION I: Provide the full legal name of your organization and the mailing address of your organization as recognized by the US Postal Service, including ZIP Code. Provide the street address if different from mailing address or directions if located on a rural route or other remote area. List the county in which the organization is actually located, a fax number if available and a business telephone number (not an emergency line).

SECTION II: Check the box that appropriately describes your organization. (If you are unable to determine which status to check, please contact this office for assistance.)

SECTION III: Check the appropriate box or boxes (as many as apply) that indicate the type or purpose of your organization. (Definitions are provided on the reverse side of the application forms to assist in making this determination.)

SECTION IV: Provide a comprehensive written description of all programs or services provided, including a description of the operational facilities. Be sure to include information on staff and staff qualifications, hours of operation, services and programs offered, population or enrollment, fees charged etc. Include copies of pamphlets, catalogs, brochures or posters. If incorporated, include a complete copy of your Articles of Incorporation with all filing certificates and amendments, and a copy of your current by-laws.

SECTION V: Check the box that appropriately indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application. This will help to determine public status and may serve as a form of approval for some nonprofit entities.

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

SECTION VII: Applicants making application as a "nonprofit, tax-exempt organization" are required to submit evidence that the applicant is 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, county judge, city or county 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: Annotate date and provide an original signature of applicant's Authorized Official (President, Chairman of the Board, County Judge, Mayor, City manager, Executive Director, Administrator, Fire Chief, or other comparable authorized official). Photo copied, rubber-stamped, machine produced, carbon, or other facsimile type signatures are not acceptable.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE APPROVED. USE THIS INSTRUCTION SHEET AS YOUR CHECKLIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED. IF YOU HAVE A QUESTION OR NEED ASSISTANCE CALL 605/353-7150 OR 1-800-438-8302.

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 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 or 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 a public health institution or program or an 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 a 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 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 a 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 handicapped, 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 non-commercial 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 non-commercial 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 designated 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 a State Law.

DEFINITIONS

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 office.

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

LICENSED – Recognition or 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, or 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 or 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 parks; botanical gardens and arboreta; 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 to the public. This definition of museum does not include any institution that exhibits objects to the public if the 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 of art, or other artifacts and which incidentally provides displays to the public of animate or inanimate objects, either free or at a nominal charge, does not qualify as a museum.

NONPROFIT TAX-EXEMPT ACTIVITY – An institution or organization, of which no part of the net earnings inures or may lawfully inure 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.

PROVIDER OF ASSISTANCE TO HOMELESS INDIVIDUALS - Any public or 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 program such as 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 handicapped and schools for the physically handicapped) – 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 HANDICAPPED – A facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit, must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally retarded, have a 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 HANDICAPPED – A school organized primarily to provide specialized instruction to students whose physical handicaps necessitate individual or group instruction. The school must be public or nonprofit, operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the physically handicapped, 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.