



State of New Jersey

Office of Emergency Management

NJ State Police Division Headquarters | P.O. Box 7068, West Trenton, NJ 08628

**NEW JERSEY STATE AGENCY FOR
SURPLUS PROPERTY
STATE PLAN OF OPERATION
GSA FEDERAL SURPLUS PERSONAL
PROPERTY DONATION PROGRAM**

NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT
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NEW JERSEY STATE AGENCY FOR SURPLUS PROPERTY
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*CHAPTER 1 LEGAL AUTHORITY, HISTORY AND PURPOSE OF STATE PLAN OF
OPERATION FOR DONATIONS OF FEDERAL SURPLUS PROPERTY*

I. Purpose

- A. This State Plan of Operation (SPO) sets forth the operating procedures and practices to be observed by the New Jersey State Agency for Surplus Property (SASP) in effectuating fair and equitable distribution of Federal surplus personal property to eligible agencies under the provisions of 40 United States Code (USC) 549.
- B. Operating procedures and practices described in this document are in accordance with Federal Management Regulations (FMR), specifically 41 Code of Federal Regulation (CFR) Part 102-37 as revised and promulgated by the General Services Administration (GSA). In the event of a conflict with the State regulations of this document, the Federal standards shall be controlling.

II. History

- A. The Federal Property and Administrative Services Act of 1949, formerly 40 U.S.C. 484, permitted the distribution of surplus Federal personal property. This Act was amended by Public Law (PL) 94-519, effective October 17, 1977, to require each State that chooses to participate in the Donation Program to develop a permanent SPO for the distribution of surplus property. That amendment specified that SPOs be developed in accordance with applicable State law and be certified by the Governor. PL 107-217 revised and recodified certain provisions of the Federal Property and Administrative Services Act of 1949 to 40 U.S.C. 549. New Jersey has participated in the GSA Federal Surplus Personal Property Donation Program since 1978 through the New Jersey Office of Emergency Management (NJOEM) (also known as the Emergency Management Section of the New Jersey State Police), which serves as the SASP. New Jersey Statutes Annotated (NJSA) 52:17B-9.21 requires NJOEM to administer the Program in New Jersey in accordance with the parameters developed by the Legislature (e.g., use of the direct donation model, conformity with Federal requirements, etc.) The statute also requires NJOEM to maintain a SPO that meets the Federal requirements. This SPO is submitted to replace and update the most recent SPO on file with GSA.
- B. In accordance with Federal requirements that the SPO must be certified by the Chief Executive Officer of the State, this SPO has been prepared by NJOEM on behalf of the Legislature for certification by the Governor of New Jersey.

III. Legal Authority

- A. Pursuant to N.J.S.A. 52:17B-9.21, NJOEM serves as the SASP for New Jersey. As such, NJOEM is required to comply with the parameters developed by the State Legislature per N.J.S.A. 52:17B-9.21 in coordinating the Program and adhering to Federal requirements (see appendices for statute).
- B. NJOEM, as the designated SASP, is vested with full authority to:

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1. Maintain a plan that meets the requirements of the Federal Surplus Personal Property Donation Program as set forth in applicable Federal regulations;
2. Operate the Federal Surplus Personal Property Donation Program within the State using a direct donation model that authorizes an eligible entity, within the meaning of 40 U.S.C. 549 and applicable Federal regulations, to physically acquire property directly from the Federal government's holding facility following the allocation of the property to the State of New Jersey by GSA;
3. Issue guidance required to manage and facilitate the Federal Surplus Personal Property Donation Program within the State in conformance with Federal law; and;
4. Perform all necessary administrative services, including but not limited to eligibility determinations and application review; facilitating the acquisition process; conducting outreach; tracking requests, fulfillment, and property utilization; compliance enforcement; and performing monitoring and auditing as may be required to give effect to the Program within the State.

CHAPTER 2 DESIGNATION OF THE STATE AGENCY FOR SURPLUS PROPERTY

- I. Designation of State SASP
 - A. NJOEM is designated by statute as the SASP in New Jersey. The SASP is housed within the New Jersey State Police.
 1. NJOEM is vested with full authority to perform the duties as the State Agency for Surplus Property and shall designate a SASP Director who shall be responsible for the administration and execution of this SPO.
 - a. NJOEM shall ensure that the SASP will be appropriately staffed with sufficient personnel to meet the operational responsibilities of the SASP, pursuant to N.J.S.A. 52:17B-9.21, and as outlined in Chapter 1, Section (III)(B) of this plan.
 - B. The Commanding Officer of NJOEM has general supervision over the Director of the SASP.

CHAPTER 3 INVENTORY CONTROL AND ACCOUNTING SYSTEMS

- I. Scope of accountability system
 - A. The SASP shall operate on a *direct donation* model. Under this model, all donated property to eligible NJ participants (hereinafter referred to as “donees”) must be physically acquired by the requesting donee directly from Federal holding facilities.
 - B. The SASP shall not charge application fees, nor service fees of any kind, to donees.
 - C. The SASP shall not request, nor acquire, property from this Program in order to perform its function as the SASP.
 - D. The donee is solely responsible for any shipping and/or transportation fees incurred in the acquisition of donated property, as well as funds that may be required for maintenance and repair of property acquired.

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- E. The SASP shall not warehouse, nor acquire, surplus property on the behalf of approved donee agencies.
 - F. Upon approval for participation, authorized donee representatives shall be granted read-only access to the Personal Property Management System (PPMS) database where all available Federal surplus property is posted. The donee shall submit the standardized Request Form (see appendix) to the NJ SASP via email when interested in an item in the database. After vetting and approving the request, the NJ SASP shall submit the request in the database formally on the donee's behalf.
 - G. The SASP shall maintain a log for inventory control and accountability of all Federal surplus property requested by a donee, donated to the State of NJ and subsequently donated from the State of NJ to the donee through this Program. The SASP shall also record the disposal of said property, if appropriate. The log will denote the following: transfer order number, original government acquisition cost (unit cost & total cost per line item), Federal donor agency, donee agency, quantity per line item, the description of the property exactly as it appears on the transfer order document and/or in the PPMS database, Item Control Number (ICN), donee request date, status of the request (approved, denied, canceled, transferred, disposed, etc.), transaction date (date of approval, denial, cancellation, transfer or disposal), receipt date, utilization certification date, and a certification by the donee that an item remains in use, if applicable based on property type & original government acquisition cost.
 - H. All property shall be valued at original government acquisition cost, as shown in the PPMS database and on transfer order documents, or such other suitable forms as may be issued by GSA. In all instances, the Federally assigned original government acquisition value shall be used to determine the property's period of restriction with regard to compliance and record-keeping.
- II. Inventory controls
- A. Inventory control of property shall be conducted in the following manner;
 - 1. The SASP shall maintain inventory controls within the State by utilizing a standardized Receipt Form (see appendix) and a standardized Utilization Certification Form (see appendix). All donees receiving property through this Program must submit a Receipt Form within 30 days of GSA approval to acquire the property in order to certify to the SASP that they have taken possession of same.
 - 2. All donees must submit the Utilization Certification Form to the SASP within one year of the receipt of donated property to certify they have placed the item in-use, or that the item is operational and standing by to be utilized should the need arise.
 - 3. Overages and shortages discovered by the donee upon acquisition of donated property shall be reported to GSA in accordance with 41 CFR 102-37.70 on an overage/shortage report document (see appendix). The submission of the overage/shortage document to GSA shall be the SASP's responsibility. If the quantities or individual line items on the GSA-approved transfer order do not match the quantities or individual line items for which the donee has receipted, the SASP shall confirm with the donee what items were physically received. The SASP shall then

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query the Federal facility that donated the property to deconflict the discrepancies. After the SASP has verified that an overage or shortage has occurred based on the transfer order information, the donating Federal facility's verification, and the donee's certification, the SASP shall submit the overage/shortage report to the appropriate regional GSA Accountable Property Officer immediately.

4. Periodic Program Compliance Reviews (PCR) shall be conducted by the SASP with donee agencies to verify custody and utilization of donated property, as well as to discuss Program compliance and any other issues the donee may have pertinent to their participation in the Program. A standardized PCR Document shall be used to record the PCR's findings (see appendix). PCRs may also be conducted virtually via video teleconference, email, or telephone, although in-person site visits are the preferred method. Any PCR findings and documentation shall be shared with the donee once completed, and/or provided to GSA at their request.
5. For acquired items bearing a restriction period of 18 months, further explained in Chapter 6, Section (I)(C) of this document, the SASP shall confirm via the Continued Utilization Certification Email Template with an authorized donee representative that the item remains in use following the 12-month Federal restriction period, but prior to the end of the 6-month additional State restriction period.
 - a. This certification confirmation will be denoted in the comment section of the NJ SASP's current log upon donee response. The donee representative certifying the continued use of Program property, as well as the date/time of the email certification response shall be recorded in the SASP's log, and the email retained.
 - b. A sample of this template-style email is shown in the appendix, labeled "Continued Utilization Certification Email Template. The verbiage in the template email will remain the same, with the only changes being the property copied from the SASP's log in grid-form at the bottom of the email, which the donee recipient must certify as remaining in use.

B. Issuance of donated property shall operate as follows:

1. As property is allocated for donation by GSA to the SASP, and then from the SASP to the requesting donee agency, the SASP's log shall be updated in accordance with Chapter 3, Section (I)(G) of this document.
2. Donated property will be released only to individuals explicitly listed on the donee agency's application as authorized representatives, or their formal designees.
3. Following GSA's notification of approval to donate property to the SASP, the SASP shall issue a Letter of Authorization to Remove (LOAR) (see appendix) to the donee organization that requested said property, as well as to the Federal holding facility at which the property is located. This issuance shall be conducted via email. The LOAR shall contain all donated property's information & identifiers, the property's location,

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current date, the SASP's contact information, and the individual authorized by the donee organization to take physical custody of the property. The LOAR must be received by the Federal holding facility with an authorized SASP personnel signature to be considered valid and may be modified only by the SASP if the authorized donee representative happens to change, or if the donee agency chooses to hire a third-party shipper to acquire the property on their behalf. Any modification to the LOAR, and the initial issuance of the LOAR, shall be the SASP's responsibility.

III. Fiscal accounting system

- A. The NJ SASP does not charge fees for application submission, nor for the donation and acquisition of property to participating donees. Therefore, no fiscal accounting system is in place currently, nor is one planned prospectively.

CHAPTER 4 RETURN OF DONATED PROPERTY

I. Return of donated property

- A. When a donee has unused donated property in its possession, that is in usable condition, which has not been placed in use for the purpose for which it was requested within one year of the date it was donated, or the donee ceases to use said property within 1 year after placing it in use as required by the terms and conditions under which the property was donated, (or any such period described in special terms and conditions, i.e. - vessels over 50 ft. in length & aircraft), or the property has been primarily utilized outside of the State of NJ, the SASP shall direct the donee to:
1. Transfer the property to another eligible NJ donee who has a need for it, or;
 2. Dispose of the property (by sale or other means) as directed by the SASP and GSA, or;
 3. Return the property at the donee's expense to the holding facility from which it was originally acquired, or a Federal facility chosen at GSA's discretion, or;
 4. Transfer the property to another SASP, or;
 5. Transfer the property to a Federal agency, or;
 6. Other actions as may be authorized or required by GSA, or the SASP, based on exigent and unprecedented circumstances.
- B. The procedure for the return of property to the SASP or GSA will be determined on a case-by-case basis and be consistent with the motive for such a return. Efforts to minimize cost to the donee will be examined; however, the donee shall bear the responsibility and all costs necessary to return unused or misused property to the SASP or GSA.
- C. As the SASP does not have the capability to house large items of property that may be required to be returned by the donee, all efforts will be directed toward a transfer of the property to another eligible in-state donee, or for the item to be returned directly to the Federal Government by the receiving donee agency.

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- D. The SASP will periodically emphasize this requirement during correspondence and meetings with donees at donee facilities, either during PCRs or during the normal course of business.

CHAPTER 5 FINANCING AND SERVICE CHARGES

- I. Financing & Service Charges
 - A. The NJ SASP does not charge fees for application submission, nor for the acquisition of property to participating donees. Therefore, no fiscal accounting system is in place currently, nor is one planned prospectively.
 - B. The NJ SASP requires only a staffing budget to support its operations. SASP personnel are considered NJ State employees and have their salaries paid via State appropriations.

CHAPTER 6 TERMS AND CONDITIONS ON DONATED PROPERTY

- I. Certifications, agreements, and restrictions.
 - A. The SASP will require each prospective donee, as a condition of eligibility, to submit an application for participation. The Program application explicitly delineates the terms & conditions of the GSA Federal Surplus Personal Property Donation Program. Each application must be signed by the Head Authorized Official of the donee agency, agreeing to the terms & conditions contained therein prior to the donee being considered eligible to receive surplus property. To accompany the application, and purely for guidance, an Instructions and Definitions document has been generated by the SASP. The Instructions and Definitions and current Application documents are publicly available on the NJOEM website.
 - B. When a donee is approved to receive donated property following formal request, the SASP shall enforce a Federally imposed 15-day deadline for property originating from non-Defense Logistics Agency (DLA) facilities, and 21-day deadline for property originating from DLA facilities. The donee must remove the donated property from the donating facility within these timeframes, per Federal regulation. The donee shall make all arrangements for transportation and/or shipping of the donated item(s) within these timelines. The donating Federal facility housing the approved property is the only agency that may grant an extension to these deadlines for property removal, and this authorization must be obtained by the donee agency exclusively. Should the donee fail to remove the property in a timely manner from its holding facility, the holding facility, GSA, DLA, or the SASP, may cancel the donation.
 - C. The following periods of restriction have been established by GSA, and shall be upheld by the SASP, based on an item's original government acquisition cost and the item type. In the case that GSA or the Federal Government update the regulations governing restriction periods, the Federally mandated periods of restriction shall be controlling. The period of restriction begins from the date which the donee agency certifies on the Utilization Certification Form, submitted to the SASP following acquisition, that the item has been officially placed in use, or is operational and awaiting a mission on which to be utilized.

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1. All passenger motor vehicles – 18 months period of restriction from the date the property is placed in use. The first 12 months are Federally mandated, the latter 6 months are State mandated, as determined by GSA.
2. Items with a unit acquisition cost of less than \$5,000.00 – 12 months period of restriction from the date the property was placed in use.
3. Items with a unit acquisition cost of \$5,000.00 or more, except aircraft and vessels 50 feet or more in length – 18 months period of restriction from the date the property is placed in use. The first 12 months are Federally mandated, the latter 6 are State mandated, as determined by GSA.
4. Aircraft (except combat type) and vessels 50 feet or more in length - 60 months period of restriction from the date the property is placed in use. This property is also subject to the provisions of a Conditional Transfer Document suitable to GSA. Per GSA memo dated March 17, 2021 (see appendix) bearing the subject: “Release of Federally imposed restrictions on non-combat aircraft and vessels after the donee satisfies all conditions of donation”, these item types require additional certification by the SASP prior to GSA releasing them from their periods of restriction. Per the memo, a request for release shall be sent from the SASP to the appropriate GSA personnel after the 60-month restriction period has been satisfied to advise that the donee maintaining custody of the item has met all terms and conditions necessary to release the item to the donee. GSA will review this certification from the SASP, and if approved, GSA will issue a release letter for the item to the SASP. The SASP shall provide the release letter to the donee and advise the donee of the formal release of the property. At that point, the donee shall be granted ownership, free and clear of any terms & conditions of donation, of the item in question.
5. Aircraft (combat type) – The NJ SASP has elected to preclude the donation of operable combat aircraft via this Program. Law Enforcement Agencies (LEAs) seeking to acquire aircraft shall be directed to the NJ 1033 (LESO) Program, also administered by NJOEM. Non-operable and demilitarized combat aircraft may be donated to museum-type agencies only, and only for static display.
6. NASA Artifacts – 60 months period of restriction from the date the property is placed in use.
7. Weapons – Per Federal regulation, restricted in perpetuity and shall be limited to approved LEAs only. The NJ SASP has elected to cease new donations of weapons via this Program. Law Enforcement Agencies seeking to acquire weapons shall be directed to the NJ 1033 (LESO) Program, also administered by NJOEM.
8. High Mobility Multipurpose Wheeled Vehicles (HMMWVs), commonly known in this Program as “Truck,Utility” – 18 months period of restriction per Federal regulation. However, the NJ SASP has elected to cease new donations of HMMWVs via this Program. LEAs seeking to acquire HMMWVs shall be directed to the NJ 1033 (LESO) Program, also administered by NJOEM.

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9. Foreign gifts or decorations – restricted in perpetuity as per 41 CFR Part 102-42 Subpart C.
- D. The SASP may waive or reduce the period of restriction, following GSA concurrence, based on donated property's characteristics. If the condition of the property is such that it cannot be made usable by anyone, and without the donee incurring unreasonable financial burden, the donee may be authorized to discard the item or use it for parts (cannibalize). This determination will be on a case-by-case basis depending on the specific circumstances presented by the donee.
- E. The SASP shall impose on the donation of property, regardless of unit acquisition cost, such conditions involving special handling or use limitations as GSA may determine necessary because of the characteristics of the property, per the FMR.
- F. If the property is *consumable*, i.e., paper, rope, printer toner, personal protective equipment, bottled water, etc., the donee shall keep accurate records of the property's use over the applicable period of restriction. These records must be provided to the SASP or GSA should either agency ask for them on a PCR site visit with the donee in place of producing the items themselves for inspection. Should any donated consumable item be consumed in its entirety prior to the end of the period of restriction imposed by Chapter 6, Section (I)(C), this will be considered the proper and intended use of the item.
- G. Utilization Certification Parameters
 1. Acquisition of property for standard use.
 - a. Donee requests for property shall be justified formally on the Request Form based on current needs and capabilities, and within the scope of operation for the requesting donee agency. The donee may request property for prospective use or to be used in a planned expansion; however, the SASP has an obligation to ensure that the donee has the capability to officially utilize the property, within one year of donation, according to Program guidelines. Barring any repairs that may be needed, the donee should utilize donated property immediately upon acquisition, but no later than one year from the date of donation, unless such property meets the exception for emergency use outlined below in subsection 2.
 2. Acquisition of property for emergency use.
- II. The SASP shall consider property acquired for emergencies as in-use when it is fully operational and available for use in an emergency. For example, if a cargo truck is acquired by a municipal donee for the purpose of responding to high-water rescue situations, the donee may certify the vehicle is in use when the vehicle is fully operational and able to respond to a flood or similar rescue effort. The donee shall not be bound to withhold in-use certification merely because a flood has not yet occurred.

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- III. Amendment of terms and conditions.
 - A. The SASP may amend, modify, or grant release of any term, condition, reservation, or restriction it has imposed on donated property items provided that the circumstances of each such action have been affirmatively demonstrated to the satisfaction of the SASP, and are in accordance with applicable Federal regulations. However, as discussed in Chapter 6, Section 6(I)(D), GSA concurrence is needed prior to the SASP authorizing the release of any item that remains within its respective period of restriction.

CHAPTER 7 NON-UTILIZED DONATED PROPERTY

- I. Transfer of non-utilized surplus property.
 - A. All Program-acquired property in the possession of a donee and still under its respective period of restriction, which cannot be or has not been utilized by the donee, shall be reported to the SASP. If the property is found to be unsuitable for transfer based on the item's condition, the SASP may authorize the donee to discard the item, via abandonment or destruction in accordance with Appendix B of 41 CFR Pt. 102-37(g)(2)-(3), and the SASP shall waive the existing period of restriction, notwithstanding the provisions explained in Chapter 6, Section (I)(C), and in accordance with Chapter 6, Section (I)(D). GSA concurrence shall be obtained prior to any such SASP determination.
 - B. Should the SASP be unable to locate a suitable NJ donee for whom to transfer non-utilized property in usable condition, the SASP shall advise GSA. The SASP shall then work with GSA, at their discretion, to ensure the donee makes the item available to the SASP and GSA for tentative sale; or, returns the property in question back to GSA via a specified Federal holding facility; or, seeks the item's transfer to a SASP in another state or to a Federal agency; or, the property is transferred via other arrangements, per the FMR.
 - C. In the event of suspected malfeasance or negligent use of donated property by a donee, the SASP may seek reimbursement from the donee on behalf of GSA for the fair market value (as determined by GSA) of the property. If reimbursement by the donee is determined by the SASP and GSA as the appropriate resolution in such circumstances, the donee shall reimburse GSA directly for the fair market value of the property. The payment method in such circumstances shall be determined by GSA. The SASP shall not receive, nor transfer, funds to GSA on behalf of the donee agency.
 - D. All actions taken in the disposition of unutilized property shall be subject to GSA approval, per the FMR.

CHAPTER 8 FAIR AND EQUITABLE DISTRIBUTION

- I. Distribution of property.
 - A. The SASP shall make property available to eligible donees on a fair and equitable basis. When two or more donees have interest in the same property, it will be distributed fairly and equitably based upon the following factors;

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1. Relative need. This shall be defined as the purpose and frequency of the intended use of the property, the urgency of the need, as well as the indication on the donee's application in the "Wants & Needs" section for a similar item type. The justification submitted by the donee to the SASP on the Request Form will be primarily used to make this determination. To gauge the entirety of the circumstances, the SASP may speak directly with donee representatives from all interested agencies to get a better understanding of each agency's need and justification for use of the property.
 2. Population served by the donee agency.
 3. Size and scope of donee agency, as well as the type of programs administered by the donee agency, and the propensity for the requested item to aid in the administration of those programs.
 4. Economic status of the donee agency, as well as available resources. Budget information is an application requirement and will be used by the SASP when there are competing donee agency requests to determine which agency has more fiscal reliance on Federal assistance in the form of donable property via this Program. The availability of donee funds needed for the physical acquisition of the property from its holding facility, as well as to ensure the property is properly repaired and maintained throughout its restriction period, shall be considered.
 5. Geographical location.
 6. Historical donations in-general, and donations of similar item types via this Program.
 7. Historical donations of the same or similar item types via the NJ 1033 (LESO) Program. This is applicable only to LEAs who participate in both Programs.
 8. The ability of the donee to remove property from its holding facility in a timely manner, as well as the donee's historical compliance with Program guidelines and timelines. If a donee has failed to remove donated items from their Federal holding facilities in a timely manner in the past, this delinquency may affect property allocation by the SASP in the future. The SASP imposes a receipt submission deadline of no later than 30 days after the transaction date (date of GSA approval). If a donee has failed to meet this timeline in the past, this delinquency may affect property allocation by the SASP in the future.
 9. Any confirmed non-compliance with Program policies in the past, or at the time of request, shall be considered.
- B. The SASP shall select property requested by eligible donees, and insofar as practicable, will arrange for shipment of property directly to the donee. The donee shall be responsible for shipping costs, per N.J.S.A 52:17B-9.21.

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CHAPTER 9 ELIGIBILITY

- I. SASP responsibility.
 - A. The SASP will determine the eligibility of prospective donees in accordance with the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 549, and 41 CFR 102-37.390.
- II. Process of determining eligibility.
 - A. Any entity requesting a determination of eligibility to participate in the GSA Federal Surplus Personal Property Donation Program will be required to fill out, execute and submit a Program application. Applications must contain, at a minimum, the following information to be considered valid;
 - 1. Legal name and address of the donee;
 - 2. Status of the donee as a public agency or as an eligible nonprofit activity;
 - 3. Details on the scope of the donee's program;
 - 4. Proof of tax exemption under section 501 of the Internal Revenue Code if the donee is nonprofit;
 - 5. Proof that the donee is approved, accredited, licensed, or meets any other legal requirement for operation of its program(s);
 - 6. Financial information;
 - 7. Written authorization by the donee's governing body or chief administrative officer designating at least one person to act for the donee in acquiring property;
 - 8. Assurance that the donee will comply with GSA's regulations on nondiscrimination;
 - 9. Types of property needed.
 - B. The SASP shall advise the applicant of the SASP's eligibility determination in a timely manner. If the applicant's application is denied, the SASP will advise the reason(s) for the denial. The SASP shall advise the donee of requisites precluding the application from being approved prior to formal denial to ensure the donee has the opportunity to provide any unsubmitted documentation, or to make simple revisions to the application.
 - C. The donee shall provide the requisite supporting documentation, per Appendix B of 41 CFR Pt. 102-37 (i)(2), which is applicable to their agency organizational type.
 - D. The SASP generally precludes small businesses from applying or being approved for participation. However, the SASP does allow Veteran Owned Small Businesses (VOSBs) to participate if they are compliant with the necessary eligibility requirements for that organizational type.
 - 1. For VOSB prospective applicants, the business must provide a valid NJ Business Registration Certificate, or a valid Certificate of Formation, from the NJ Dept. of Treasury. This requirement is in addition to the application submission and Small Business Administration verification letter submission.

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- E. The applicant may request an eligibility determination appeal with the SASP if the application is denied. The applicant will provide any supporting documentation or evidential matter that would support the applicant's case for eligibility. In the case of appeals, the SASP shall work with GSA to ascertain if the eligibility determination was made in accordance with Program guidelines.
- III. Maintaining eligibility.
 - A. Unless eligibility is deferred by the SASP, or the donee is suspended from the Program following GSA concurrence and an appropriate investigation, applications expire three (3) years from approval date. To ensure continuing eligibility in the Program, the donee agency shall have the responsibility to petition the SASP for application renewal once the initial application expires.
 - B. The SASP reserves the right to defer a donee's eligibility if the donee fails to maintain the Federal and State mandated requisites of eligibility based on the donee's organization type.
 - C. The SASP reserves the right to defer a donee's eligibility if it is determined by the SASP or GSA that negligent, improper, non-compliant or malicious use of the Program, or the property donated via the Program, has occurred. If such instances arise, GSA will be notified immediately of the malfeasance. GSA's determination shall be controlling regarding deferral, suspension, or expulsion from the Program.
 - D. The donee must maintain eligibility and have a valid application on file for the entirety of the periods of restriction imposed by property acquisition. If a donee is donated property that bears a 60-month period of restriction, the donee's application must be kept valid for the duration of this period. Should the donee's eligibility status change while it is in the possession of donated property under any period of restriction, actions listed in Chapter 7 of this document shall be considered.
- IV. Public records.
 - A. The SASP shall notify the Public Information Office of the New Jersey State Police of any request for Program-related information and shall follow the standard procedures of the New Jersey State Police for the release of such information; however, GSA determines Program donations & participants to be public record.
 - B. In the release of Program information, as authorized, the SASP shall ensure that no personal identifiable information or any other sensitive information is present.

CHAPTER 10 COMPLIANCE AND PROPERTY UTILIZATION GUIDELINES

- I. Program Compliance Reviews (PCRs) / Utilization Reviews
 - A. The SASP shall conduct compliance and utilization reviews to ensure donee compliance with the terms, conditions, reservations, and restrictions imposed by GSA and the SASP on property having a unit acquisition cost of \$5,000 or more and any passenger motor vehicle.

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1. The SASP shall refer to the on-file Request Forms' listed justification and/or the Utilization Certification Form submitted by the donee to reference the purpose(s) for which property was requested and donated to the donee.
 - B. Compliance and utilization reviews, additional to the initial Utilization Certification Form submission required by all donees for all property, for property bearing a unit acquisition cost of less than \$5,000 shall be conducted at the SASP's discretion.
 - C. Reviews can take the form of an on-site visit to the donee's facility, or be completed via telephone, email, or teleconference, as SASP personnel availability allows. The donee will be advised prior to any meeting or PCR, and the review will be conducted at a date & time that is agreeable to the donee and the SASP. A site visit shall be the preferred method of conducting a PCR. Email shall be the preferred method for conducting surveys and utilization reviews by which the donee certifies that property having a unit acquisition cost of \$5,000 or more, any passenger motor vehicle, and items bearing special handling conditions or use limitations imposed on items of property by GSA, remain in use between the 12th and 18th months of donee possession. As described in Chapter 3, Section (II)(A)(5) of this document, the SASP shall confirm via the Continued Utilization Certification Email Template with an authorized donee representative that all such items remain in use following the 12-month Federal restriction period, but prior to the end of the 6-month additional State restriction period.
 - D. While on site, or during a virtual PCR, the SASP shall visually inspect all property donated via the Program that remains under its respective period of restriction, within reason. Should any property not be available for inspection because it is in use, it is being serviced/repaired, or its storage facility at a remote location deems it unfeasible to view due to time constraint, same will be denoted on the PCR report that the SASP prepares following the review. Any of these reasons for not visually inspecting Program property still within its period of restriction shall be deemed to be compliant with Program guidelines. The donee's verbal or written certification of the item's custody, and the continued utilization of the item, shall be sufficient.
 - E. If there is alleged or suspected misuse, fraud, theft, or unauthorized disposal of Program property still under its period of restriction, an on-site visit shall be the only PCR method utilized by the SASP to investigate such allegations.
 - F. While the main purpose of a PCR is to ensure compliance with the terms and conditions of donated property, the SASP shall also use the time during a PCR to review best practices, efficient database searching for needed items, and to discuss the donee's current and future participation to ensure effective Program utilization.
- II. Receipt and Utilization Documentation
- A. Upon taking physical custody of a donated item, the donee shall submit the Receipt Form to the SASP no later than 30 days from the approval date. The Receipt Form contains the Transfer Order (TO) number - generated as a tracking mechanism by the SASP & GSA, the item's description & quantity - with the description of the item written exactly as it appeared in the PPMS database listing or on the TO document, and the date the item was received by the

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donee. The Receipt Form must be signed and dated by an authorized representative from the donee agency.

- B. Once the donee places the item in use, or the item is operational and is standing by for use, the donee shall submit the Utilization Certification Form to the SASP. Along with identifiers for the item that are also present on the Receipt Form, the Utilization Certification Form contains the date on which the item was receipted, a check-box certification that the item is, or is not, currently being utilized, the purpose for which the property is currently being utilized, the date the property was placed in use, and the current location of the property. This document must be signed and dated by an authorized representative from the donee agency.
- C. For all items that impose a restriction period of 18 months, such as all motor vehicles, donees will be queried electronically via email by the SASP during the last 6 months of the restriction period, to determine if the item remains in use. A response via email from the donee certifying the item remains in use is required. Should the donee have any issues with the item in question that precluded its usage during the latter 6 months of the restriction period, the SASP will work with the donee and GSA on a case-by-case basis to determine the best course of action, and to ensure that the property is best utilized moving forward.
- D. When a donee has met all terms and conditions imposed by the donation of property, the conditional title to the property will immediately pass to the donee agency and the item will become the donee agency's property with no further action necessary. However, in the instance of aircraft and vessels over 50 feet in length, the conditions set forth in Chapter 6, Section (I)(C) shall supersede.

III. Non-Compliance

- A. Actions taken by the SASP for any items determined to be unutilized or misused by the donee while still under their periods of restriction include those listed in Chapter 7. In any instance of confirmed misuse or non-compliance following a SASP investigation and/or PCR, the donee's eligibility will be immediately deferred, and GSA will be notified. The determination of GSA in such instances of non-compliance shall be controlling.
- B. The SASP will initiate an appropriate investigation of any alleged misuse of donated Program property. GSA shall be kept abreast of the status of the investigation and be advised once the investigation is concluded. The SASP shall prepare a report of the circumstances, findings, and proposed resolution. This report shall be made available to the donee, as well as to GSA for final review and concurrence. If the donee's actions appear to be criminal, the appropriate law enforcement agency will be notified.
- C. Categories of misuse include, but are not limited to:
 - 1. Lack of donee-verified utilization, via the Utilization Certification Form, within 12 months of donation of any item.
 - 2. Fraudulent property acquisition and/or utilization.
 - 3. The item is sold, rented, traded, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee without explicit authorization by the SASP and/or

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GSA during the item's period of restriction, as determined by the item's original government acquisition cost and/or its classification.

4. The item is utilized primarily outside of the State of NJ, or is stored outside of the State of NJ for any period longer than 6 months (consecutive or otherwise).

CHAPTER 11 CONSULTATION WITH ADVISORY BODIES, PUBLIC AND PRIVATE

- I. The SASP shall provide for consultation with advisory bodies and public and private groups which can assist the SASP in determining the relative needs and resources of donees, the proposed utilization of surplus property by eligible donees, and how the distribution of surplus property can be affected to fill existing needs of donees.
- II. The SASP, as it is embedded within NJOEM, is privy to the State Emergency Management Program Stakeholders (SEMPs) meetings conducted monthly, and therefore has access to conduct outreach with all participating agencies. SEMPs participants include Federal, State, County and Local public and private agencies, along with nonprofit and volunteer organizations throughout the State.
- III. In addition to the SEMPs, the SASP has a publicly accessible website that is available in over 198 languages, and direct contact with regional NJEOM personnel embedded within every county in the State. The SASP also participates in the annual, week-long New Jersey Emergency Preparedness Association to conduct Program outreach.

CHAPTER 12 AUDITS

- I. The SASP shall Provide for compliance with the external audit requirements of Office of Management and Budget Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations" (available at www.whitehouse.gov/OMB), and make provisions for the SASP to furnish GSA with: two copies of any audit report made pursuant to the Circular, or with two copies of those sections that pertain to the Federal donation program, and an outline of all corrective actions and scheduled completion dates for the actions.
- II. The SASP shall provide for cooperation in GSA or Comptroller General conducted audits.
- III. GSA may, for any appropriate reason, conduct an audit of the NJ SASP following due notice to the State of New Jersey and/or the NJ SASP.
- IV. GSA periodically conducts state-level reviews with SASPs nationwide as part of the normal course of Program operations. State-level reviews are typically conducted by GSA on either a two or four-year schedule, depending on the outcome of the SASP's previous review. The NJ SASP shall cooperate to every extent possible during a State-level, Federally conducted SASP review.
- V. The NJ SASP shall develop and maintain standards for conducting PCRs / audits of Program donees pursuant to Chapter 10.
- VI. The NJ SASP will comply with all NJOEM internal audit procedures and requirements.

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CHAPTER 13 COOPERATIVE AGREEMENTS

- I. The NJ SASP may enter into, review, or revise cooperative agreements with GSA and other Federal agencies, and state governments pursuant to 41 CFR 102-37.325 and -37.335.
- II. The NJ SASP may enter into cooperative agreements with other state SASPs as deemed necessary or advisable.
- III. Any proposed contractual or cooperative agreements that the NJ SASP considers must be explicitly reviewed and approved by the NJ Office of the Attorney General prior to execution, in conformance with standing procedures of the Department of Law & Public Safety. The NJ Attorney General is the State's Chief Law Enforcement Officer and oversees said Office. The Attorney General has oversight over the Department of Law and Public Safety, under which the Division of the New Jersey State Police and NJOEM operate.

CHAPTER 14 LIQUIDATION PLAN

- I. The NJ SASP shall submit a liquidation plan to GSA prior to the termination of Program activities according to the requirements of 41 CFR 102-37.365 and -37.370. The plan shall include:
 - A. The reason(s) for liquidation;
 - B. The proposed schedule for liquidating the SASP and the estimated date of termination;
 - C. The proposed method(s) of disposing of, or transferring, donated property under the requirements of this part;
 - D. The retention of all available records of the NJ SASP relative to this Program for a three (3) year period following liquidation; and
 - E. Suggested designation of an alternative State governmental entity to serve as the SASP's successor until continuing obligations on property donated prior to the liquidation of the SASP are fulfilled.
- II. When it is determined that the SASP is to be liquidated or the delegation of authority for the oversight of this Program no longer rests with NJOEM, all donee requests for property shall cease during the period(s) of transition.

CHAPTER 15 RECORD RETENTION POLICY AND PROCEDURES

- I. All NJ SASP records will be retained for a minimum of three (3) years, except for:
 - A. Records pertaining to property subject to restriction periods of more than eighteen months will be retained for three (3) years after the end of the restriction period. Specifically, aircraft and vessels fifty (50) feet or more in length, which carry five (5) year restriction periods.
 - B. Records pertaining to property subject to perpetual restrictions, such as weapons. The NJ SASP has elected to cease further donations of weapons. The NJ SASP maintains relevant documentation related to legacy items that have a perpetual restriction period and were obtained by NJ donees prior to January 1st, 2019, which is the date the State policy went into

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effect. All relevant documentation pertaining to legacy perpetually restricted items is on-file with the NJ SASP and will be retained in perpetuity via our internal shared drive. All current and future SASP personnel will be advised of the necessity to maintain these records in perpetuity, and the folder in which these records are kept shall be clearly labeled for perpetual retention.

- C. Records pertaining to property suspected of non-compliance shall be retained for at least (3) years after the non-compliance case is resolved by the SASP and GSA, and any subsequent investigation by a law enforcement agency is completed, if applicable.

CHAPTER 16 APPENDICES

- I. All relevant Program paperwork immediately follows this section in the following order:
 - A. N.J.S.A. 52:17B-9.21 – One-page. Authorizes the New Jersey Office of Emergency Management as the SASP for New Jersey.
 - B. NJOEM & NJ SASP Organizational Chart – One-page.
 - C. GSA Memo reference release of Federally-imposed restrictions on non-combat aircraft and vessels after the donee satisfies all conditions of donation – One-page.
 - D. NJ SASP Receipt Document – One-page. Provided to donees to receipt for Program property.
 - E. NJ SASP Utilization Certification Form – One-page. Provided to donees to certify the items that were donated have been placed in use, or are operational and are standing by for a mission, should one arise.
 - F. Continued Utilization Certification Email Template – One-page. Sent by the SASP between the 12th and 18th month of donee utilization of donated property to ensure continued, effective utilization and custody.
 - G. Guide to the Federal Surplus Personal Property Donation Program – Ten-pages. Available on the NJOEM website and the GSA website. Sent to all inquiring prospective donees as an attachment with the Program application for informational purposes.
 - H. Program Compliance Review (PCR) Document – Two-pages. Used by the NJ SASP to document Program reviews / audits with donees.
 - I. NJ SASP GSA Order Request Form – One-page. Donees submit this form to the NJ SASP to formally request available surplus property.
 - J. Letter of Authorization to Remove (LOAR), DLA Form 2516, AUG 2017 – One-page. Issued by the NJ SASP to authorize an approved donee representative to take custody of a donated item from its Federal holding facility on behalf of the SASP.
 - K. Over/Short Report – One-page. Used by the NJ SASP to advise GSA of an overage or shortage in the quantity of property received by the donee upon physical acquisition. Discrepancies between the property and/or its quantities listed on the transfer order, and the property and/or its quantities received by the donee according to the submitted receipt, are reconciled with an over/short report.

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- L. It Is The Law Advisory – One-page. Issued by the NJ SASP at the time of application approval. All approved donees acquiring donated property via the Program must display this advisory in their public office, per Federal regulation.

52:17B-9.21 State Office of Emergency Management, designated State Agency for Surplus Property.

1. a. The State Office of Emergency Management in the Division of State Police shall serve as the designated State Agency for Surplus Property within the meaning of 40 U.S.C. s.549. The State Office of Emergency Management shall continue to be responsible for administering in the State the Federal Surplus Personal Property Donation Program established under the "Federal Property and Administrative Services Act of 1949," as amended, 40 U.S.C. s.549, and applicable federal regulations pertaining to the donation of personal property through State agencies under the authority of the United States General Services Administration.

b. As the designated State Agency for Surplus Property, the State Office of Emergency Management shall perform the following duties:

(1) maintain a plan that meets the requirements of the Federal Surplus Personal Property Donation Program as set forth in applicable federal regulations;

(2) operate the Federal Surplus Personal Property Donation Program within the State using a direct donation model that authorizes an eligible entity, within the meaning of 40 U.S.C. s.549 and applicable federal regulations, to acquire property directly from the federal government's holding facility following the allocation of the property to the State by the General Services Administration;

(3) issue guidance required to manage and facilitate the Federal Surplus Personal Property Donation Program within the State in conformance with federal law; and

(4) perform all necessary administrative services, including but not limited to eligibility determinations and application review; facilitating the acquisition process; conducting outreach; tracking requests, fulfillment, and property utilization; compliance enforcement; and performing monitoring and auditing as may be required to give effect to the program within the State.

c. Any costs and fees in connection with the Federal Surplus Personal Property Donation Program shall be governed by the following:

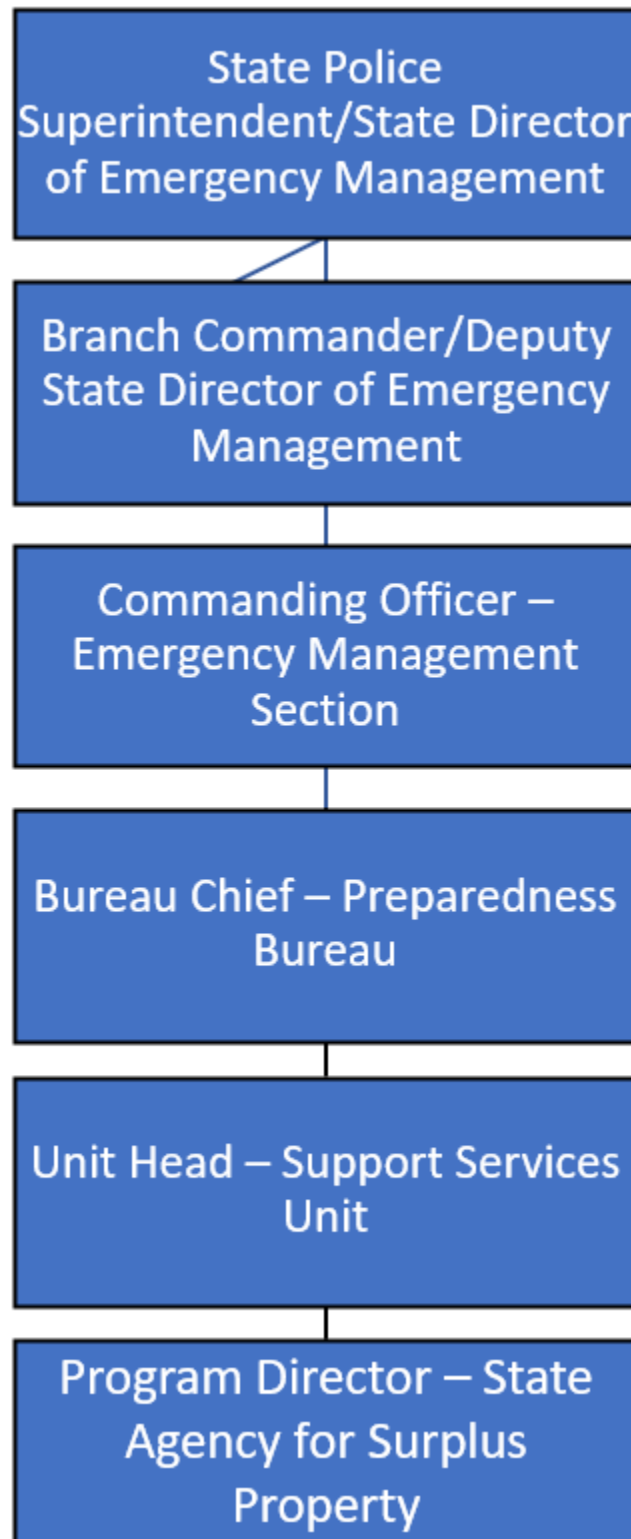
(1) the State Office of Emergency Management shall not charge any fees for performing these administrative services in its role as the State Agency for Surplus Property;

(2) any costs incurred in the acquisition, transportation, or delivery of the federal surplus property shall be the sole responsibility of the eligible requesting entity; and

(3) any costs incurred for the confirmed instances of non-compliance relative to property acquisition or the use of property acquired pursuant to the program shall be the sole responsibility of the eligible acquiring entity. This includes, but is not limited to, returning property to the federal government that the State Office of Emergency Management as the designated State Agency for Surplus Property, the General Services Administration, or both deem to have been acquired or used contrary to applicable program regulations.

L.2023, c.117.

Organizational Chart for the New Jersey Office of Emergency
Management & the State Agency for Surplus Property





Office of Personal Property Management

March 17, 2021

MEMORANDUM FOR DIRECTORS, STATE AGENCIES FOR SURPLUS PROPERTY

FROM:

SUSANNE COMBS

DIRECTOR, OFFICE OF PERSONAL PROPERTY MANAGEMENT

DocuSigned by:

E1D81E53CAE0427

SUBJECT:

Release of Federally-imposed restrictions on non-combat aircraft and vessels after the donee satisfies all conditions of donation

The purpose of this memorandum is to notify State Agencies for Surplus Property (SASPs) on a change in policy regarding the release of Federal restrictions on donated aircraft and vessels (Federal Management Regulation (FMR) §102-37.460). As with all donations, the donee receives conditional title only until all the terms and conditions of the donation are satisfied. Presently SASPs issue a "release letter" when a donee has met the terms and conditions of the donation as outlined in the Conditional Transfer Document (CTD). Going forward, GSA will issue letters when all conditions for donation are satisfied for donated aircraft and vessels instead of SASPs.

The process for GSA issuing a letter is as follows:

1. The SASP sends a request for release to the applicable zonal Center of Expertise (COE) for the asset type that includes:
 - a. The donee's name and address information;
 - b. The donee's letter of intent;
 - c. The executed CTD;
 - d. The aircraft or vessel information including item name, serial number; and
 - e. The SASP's compliance file on the aircraft/vessel that includes the results of annual utilization reviews of the item and the on-site compliance visit.
2. The GSA zonal COE will review the materials and contact the SASP with any questions or concerns.
3. The GSA zonal COE will:
 - a. approve the request and issue the release document to the SASP for distribution to the donee noting that all conditions of donations have been satisfied; or
 - b. deny the request and provide the reason(s) and any required remedial actions to the SASP.

Thank you for attention to this matter. Should you have any questions, please contact your Zonal Personal Property Management Office.

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405



New Jersey State Police
Homeland Security Branch
Emergency Management Section
State Agency for Surplus Property



(NJSASP)
New Jersey State Police
ROIC
P.O. Box 7068
West Trenton, NJ 08628
Phone: 609-963-6900 Ext. 6773 Fax: 609-530-3649
NJSURPLUS@NJSP.GOV

This Agency has taken possession of the following item(s).

Transfer Order(s)#	Item Description and Quantity:

These items should be placed in use as soon as possible and utilized within the guidelines of the General Services Administration and N.J. State Agency for Surplus Property as outlined on pages 3 & 4 of the Federal Surplus Personal Property Program Application.

Print Name:

Signature:

Agency:

Date Received:

____**Revised: 4/13/23**



In compliance with Federal and State conditions and restrictions, property must be placed in use for the purpose for which it was acquired within one year of receipt. The property must be used for the expressed purposes for the Federal restriction period. If it is not placed in use within this one year period, nor utilized for the expressed purpose for the specified period of restriction, the property is to be returned to GSA at the Donee's Expense. The property must not be sold, traded, leased, bailed, cannibalized, encumbered, removed for permanent use outside the State, or otherwise disposed of during the specified period of restriction without the prior approval of the General Services Administration or our Agency. The period of restriction shall begin on the date the property is actually placed into use.

DONEE UTILIZATION VERIFICATION	
Compliance property described above currently in-use? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Describe purpose for which property is currently being utilized:	
Date property was placed into use: _____ Location: _____	
In the event the item ceases to be used during the period of restriction, the State Agency must be advised immediately.	
If not in use, list reason: _____	
Authorized Representative Signature: _____ Date: _____	
Print Name: _____ Title: _____	

Continued Utilization Certification Email Template

Confirming Continued Utilization of GSA Program Donation

NJSP SURPLUS

Fri 6/2/2023 10:05 AM

To:Stypinski, Steven <sstypinski@co.burlington.nj.us>

Good Morning,

As a condition of donation of the GSA Surplus Property Program, our office is obligated to follow-up and confirm the continued utilization of property with an original unit acquisition cost of more than \$5,000 that was donated to NJ donee agencies.

As you may remember, items with a unit acquisition cost of \$5,000 or more and all motor vehicles require an 18 month period of restriction. 12 months of this period of restriction is federally mandated, with the latter 6 months being state imposed.

As a result, we would like to ask that you simply reply to this email and either confirm continued utilization of the item(s) listed below, donated to your agency via the GSA Program, or if any of the items are no longer in use for any reason, advise why.

Transfer Order #	Total Acquisition Cost	Unit Acquisition Cost	Donor	Donee	Quantity	Description	ICN	Request Date	Approval / Denial
34-2-0161-42	35000	35000	DLA DS Susquehanna	Burlington County	1	TRAILER,FLAT BED	W56T7W2028T010	4/18/2022	Approved
34-2-0161-42	35000	35000	DLA DS Susquehanna	Burlington County	1	TRAILER,FLAT BED	W56T7W2028T012	4/18/2022	Approved

Respectfully Submitted,
Anthony Zeak

Guide to the Federal Surplus Personal Property Donation Program



Putting Tax Dollars to Re-Use
www.gsa.gov/propertydonations



Benefits of Using Federal Government Surplus

Certain nonfederal organizations are eligible to acquire surplus personal property from the federal government. Surplus personal property, including furniture and hardware, is free of charge, with the donee paying only shipping and related costs. If you become a donee, you can examine surplus property at a State Agency for Surplus Property (SASP) warehouse or, if authorized by the SASP, review the complete inventory of federal surplus property available for transfer on the GSAXcess® website at www.gsaxcess.gov. By working through the SASP in their state, eligible organizations can often obtain needed items with substantial savings.

Though some surplus items made available for donation are in new or unused condition, most items have been used and may be in need of repair. All donated property is offered on an “as is” basis without warranty. As such, making the necessary repairs is the responsibility of the donee, not of the federal government. It is common practice among donees to repair and refurbish items, usually at a dramatically lower cost than acquiring new property.



BENEFITS

About Federal Surplus Personal Property Donation

The Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government.

▪ Legal Authority

The primary authority for the Federal Surplus Personal Property Donation Program is Title 40 of the United States Code (U.S.C.), Section 549. Implementing regulations are contained in Title 41 Code of Federal Regulations, Section 102-37.

▪ Personal Property Defined

Personal property includes all types and categories of property, except land or other real property, certain naval vessels, and records of the federal government. Examples of surplus personal property are

- Communications and electronic equipment, including computers
- Furniture
- Motor vehicles
- Clothing
- Medical supplies and equipment
- Hand and machine tools
- Appliances
- Hardware
- Construction equipment
- Boats
- Airplanes
- Office machines and supplies



Eligible Nonfederal Organization Defined

SASPs determine eligibility in accordance with the applicable federal statutes and regulations. The Federal Surplus Personal Property Donation Program is operated by SASPs established by law in each state, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands. A listing of SASP points of contact can be found at www.nasasp.org.

Typically Eligible Organizations

Organizations are eligible; individuals are not. The major categories of eligible participants in the Federal Surplus Personal Property Donation Program include public agencies, nonprofit educational or public health institutions, nonprofit and public programs for the elderly, veterans organizations, service educational activities, and public airports.

■ Public Agencies

Broad categories of public agencies include

- States
- Local governments
- Instrumentalities of a state or local government
- Indian tribes on state reservations



▪ Nonprofit Educational or Public Health Institutions

A nonprofit organization is one exempt from federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501). Examples of public agencies and nonprofit educational or public health institutions are

- Medical institutions, hospitals, clinics, and health centers
- Drug- or alcohol-abuse treatment centers
- Providers of assistance to homeless individuals and impoverished families or individuals
- Schools, colleges, and universities
- Schools for the mentally or physically disabled
- Child care centers
- Radio and television stations licensed by the Federal Communications Commission (FCC) as educational radio or educational television stations
- Museums attended by the public
- Libraries that serve all residents of a community, district, state, or region free-of-charge
- Historic light stations

▪ Nonprofit and Public Programs for the Elderly

Section 213 of the Older Americans Act of 1965, as amended (42 U.S.C. 3020d), authorizes donations of surplus property to state or local government agencies or nonprofit organizations or institutions that receive federal funding to conduct programs for older individuals.

▪ Veterans Organizations

Eligible veterans organizations are those whose membership substantially comprises veterans and whose representatives are recognized by the Secretary of Veterans Affairs under 38 U.S.C. 5902. SASPs are authorized to donate property to veterans organizations for purposes of providing services to veterans (as defined in 38 U.S.C. 101).



■ Service Educational Activities (SEAs)

SEAs are educational activities of special interest to the Department of Defense (DoD). Established national organizations that are SEAs include

- American Red Cross
- Armed Services YMCA of the USA
- Big Brothers Big Sisters
- Boy Scouts of America
- Boys & Girls Clubs of America
- Camp Fire USA
- The Center for Excellence in Education
- Corporation for the Promotion of Rifle Practice and Firearms Safety
- Girl Scouts of the USA
- Little League Baseball, Inc.
- Marine Cadets of America
- Marine Corps League
- National Association for Equal Opportunity in Higher Education
- National Ski Patrol System
- United Service Organizations, Inc.
- United States Olympic Committee
- U.S. Naval Sea Cadet Corps
- Young Marines of the Marine Corps League



Schools with military training programs – such as military junior colleges, military institutes, high schools with a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools, and state maritime academies – may also qualify as SEAs.

Only DoD-generated property may be donated to SEAs. General information concerning the designation of schools or organizations as SEAs can be obtained from:

Defense Logistics Agency (DLA-J349)
8725 John K. Kingman Road, Suite 4222
Fort Belvoir, VA 22060-6221
(703) 767-2578

▪ Public Airports

Generally, public airports are eligible to qualify as donees through SASPs. Additionally, under a separate authority, GSA can approve donations to public airports from a Federal Aviation Administration (FAA) program. For eligibility under the FAA authority, public airports should contact

- The applicable FAA regional office and
- Federal Aviation Administration
Office of Airport Planning and Programming (APP)
800 Independence Ave., SW
Washington, DC 20591



ELIGIBILITY



Finding and Obtaining Surplus Property

You can find out what is available by contacting your SASP. If your SASP maintains a warehouse, you can visit it to view and inspect property available to donees. If what you need is not at the SASP warehouse, you can submit a “want list” to the SASP. In turn, the SASP will search for the property you requested by visiting federal installations that generate surplus property or by searching GSAXcess®. Your SASP may elect to give you authorization to access GSAXcess, which would enable you to conduct computer screening to find out what property is available for transfer. Although you may search for property on your own, the request for property must be made by your SASP.

Costs

There is no charge for surplus property received through the Federal Surplus Personal Property Donation Program. However, most SASPs operate on a self-sustaining basis, which necessitates charging recipients for handling, shipping, and administrative expenses. Usually, the charges are considerably less than the original acquisition cost of the property.



Donee Restrictions

Generally, the donee must agree to place the property into use within their state and within one year of the acquisition and to continue the property's use for

- One year – for property with a unit acquisition value of less than \$5,000,
- Eighteen months – for passenger motor vehicles or any item of property having a unit acquisition value of \$5,000 or more,
- Five years – for aircraft and vessels 50 feet or more in length, and
- In perpetuity – for combat-configured aircraft and firearms.

The donee must also agree to operate in compliance with applicable federal nondiscrimination statutes.

A clear title to donated property is not granted until all restriction criteria are met. Violations of any of the conditions or restrictions may require return of the property to the SASP or reimbursement of the fair market value if the property is unable to be recovered.

For Additional Information

For more information on the Federal Surplus Personal Property Donation Program, visit our website at www.gsa.gov/propertydonations.

To locate your State Agency for Surplus Property, visit www.nasasp.org.

To speak with a GSA Area Property Officer, please visit www.gsa.gov/apo.



For more information, visit
www.gsa.gov/propertydonations.



**NJ State Agency for Surplus Property
GSA Federal Surplus Personal Property Donation Program
Program Compliance Review (PCR) Document**

AGENCY / DONEE NAME _____

AUTHORIZED REPRESENTATIVE _____

DATE _____

The purpose of a PCR is to gauge the donee's compliance with the terms and conditions of property donation, in addition to discussing the donee's questions and concerns with the Program as a whole.

Attached to this document is a spreadsheet of items, donated to this donee, that were to be physically inspected on-site during the PCR.

Comments will be listed to denote both negative and positive findings regarding compliance and Program operations.

Corrective actions will be denoted in the case that infractions to the Program's terms and conditions are discovered during the PCR visit.

COMMENTS:

CORRECTIVE ACTION:

NJ SASP Representative Name (Print)_____

NJ SASP Representative Name (Print)_____

Senior NJ SASP Representative Signature_____ Date_____



New Jersey State Police
 Homeland Security Branch
 Emergency Management Section
State Agency for Surplus Property



NJSASP GSA Order Request Form

DATE of REQUEST:	
SCREENING END DATE:	
ITEM Control Number:	
ITEM Name	
QUANTITY:	
ITEM Location:	
Reporting Agency (Donor):	
Name:	
Phone:	
Primary Email:	
CC Email:	
Requesting Agency (Donee):	
Name:	
Phone:	
Email:	
CC Email:	
Justification:	

Prescribed by: DoD M 4160.21
Sponsor: Disposition Services

Date:

From:

_____ to remove the requisitions listed below on my behalf.
PRINT NAME OF PERSON OR TRANSPORTATION COMPANY

SIGNATURE OF CUSTOMER:

LIST ITEM(S) by Requisition/DTID Number/Work Load List*: GSA Transfer Order # if applicable:

*Work Load List Number:

PLEASE COMPLETE THIS FORM AND EMAIL OR FAX IT TO

PLEASE CALL TO SCHEDULE YOUR PICK-UP

PICK-UP OF REQUISITIONS IS REQUIRED WITHIN 14 DAYS OF THE 1348 DOCUMENT FOR DOD, LESO, FIRE FIGHTER, AND CFL CUSTOMERS AND 21 DAYS FOR ALL DONATION AND TRANSFER CUSTOMERS. ALL REQUISITIONS WILL BE CANCELLED AFTER THIS DATE.

OVER/SHORT REPORT

TO: GSA, FAS, PPM
Peachtree Summit Building
401 W Peachtree St., Suite 2600
Atlanta, GA, 30308
ATTN: Shelia Blount

DATE: 7/12/22

FROM: Anthony Zeak
NJSP NJSASP
FAX 609-530-3649
609-963-6900 Ext 6773
njsurplus@njsp.org

COMMODITY FUTURES TRADING COMM
ATTN LOGISTICS & OPERATIONS
140 BROADWAY, 19TH FLOOR
NEW YORK CITY NY 10005
NYREE THOMAS
646-746-9708

Certified by:

—

S.A.S.P. SERIAL NUMBER: 34-2-0061-36
APPROVAL DATE: 1/24/22

Line#	Description	Quantity Approved	Quantity Received	Over	Short	Unit A/C	Shortage	Overage	Reason
1	BLACK FABRIC DESK CHAIR ICN: 9523ZY 2007 0028	30	0	0	30	\$480	\$14,400	0	Not received in shipment from holding facility



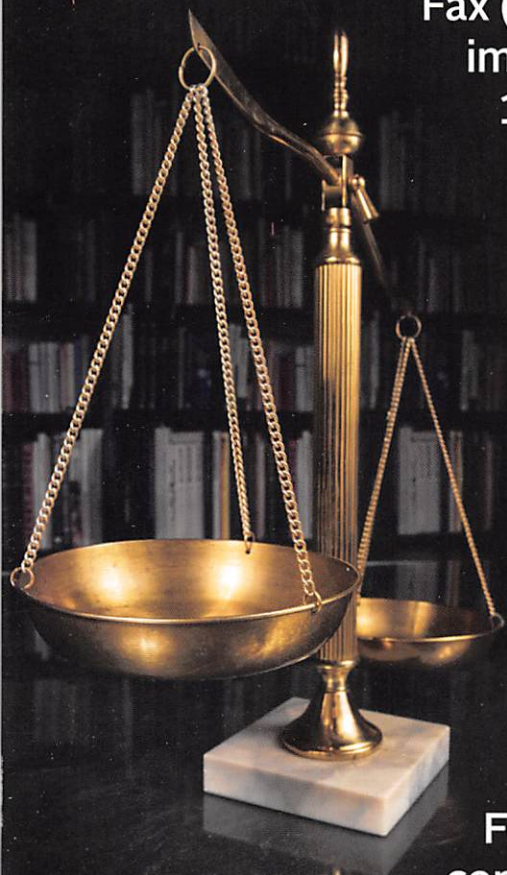
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To learn more about GSA's Nondiscrimination in Federal Financial Assistance Programs or to file a complaint, you may contact GSA's Office of Civil Rights, as follows:

Write to the Office of Civil Rights, U.S. General Services Administration, 1800 F Street, N.W., Washington, D.C. 20405; or

Call (202) 501-0767 or 1-800-662-6376 (voice);
Fax (202) 219-3369. Individuals with hearing
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1-800-877-8339.



Es La Ley

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Escriba: Office of Civil Rights, U.S. General Services Administration, 1800 F Street, N.W., Washington, D.C. 20405; o

Llame al (202) 501-0767 o al 1-800-662-6376 (voice); Fax (202) 219-3369. personas con impedimentos auditivos: Servicio Federal de Transmisiones al 1-800-877-8339.