

## Instructions & Definitions for the GSA Federal Surplus Personal Property Donation Program Application

- In the “Primary Contact” box, please list the main Point of Contact (POC) for the applying agency. This individual will act as the coordinator for the applying agency, and should vet and approve all requests for property from all of the agency’s authorized representatives prior to the requests being submitted formally to the NJ SASP. Per NJ SASP policy, only four authorized representatives can be granted read-only access to the PPMS database, where all available property is posted. The Primary Contact should be listed on page 1, but also on page 2, as they must provide a signature along with the other authorized representatives.
- Regarding basic budget information in the “Program Narrative” section, all applicants must provide, at minimum, total budgeted expenditures for the last full fiscal year & the total budget figure for the current fiscal year, if available. If the current fiscal year’s budget has not been released yet, the prior fiscal year’s figure should be listed.
- Funding sources in the “Program Narrative” section will differ based on the type of agency applying. For municipalities, annual figures such as local tax funds collected, as well as State and Federal Aid accepted for the last full fiscal year should be provided. For Volunteer Fire Departments, First Aid Squads and other similar volunteer public safety agencies, local tax funds allocated by a municipality must be listed.
- In the middle of page one, Row C, regarding what is necessary to be submitted by Volunteer Fire Departments and First Aid Squads, or similar volunteer public safety-oriented agencies: *evidence of public funding* should be documents from a NJ municipality’s budget showing consistent, annual monetary allocation to the applying agency. In the place of monetary allocations, public funding can also be proven by submitting written agreements or resolutions between the applying agency and a NJ municipality by which the municipality agrees to provide services such as vehicle maintenance, insurance, fuel, and/or the use of a municipal building for a Headquarters, at no cost (or a nominal fee) to the applying agency, in exchange for the agency’s contribution to public safety within the municipality.
- Volunteer public safety entities must also provide *evidence of approval by proper government authority*. This should be a formal letter on public agency letterhead from an appropriate public official such as a mayor, senior county official, Township/Borough Administrator or Director of Public Safety, attesting to the services, qualifications, role and relationship, etc., which the entity provides for their area of geographical responsibility. The letter should also explicitly approve participation in the GSA Federal Surplus Personal Property Donation Program. Evidence of approval by proper government authority in the form of a letter from an appropriate public official can be supplemented (not substituted) by a resolution, which clearly denotes a symbiotic relationship between the applying agency and the municipality.
- *Legislative Authority* refers to a public law, which established the agency as a public or quasi-public entity.
- For Veteran Owned Small Businesses (VOSB), a valid copy of the Certificate of Formation or Business Registration Certificate issued by the State of New Jersey must be submitted by the applying business, along with a formal letter from the U.S. Small Business Administration (SBA) affirming certification & eligibility.
- For providers of assistance to the homeless & impoverished, the letter from a public official must be from an individual holding a senior title (Director or Assistant Director), and that individual must work for a public agency that has responsibility for programs provided to the homeless & impoverished in the applicant organization's geographical area. This individual is certifying your organization's credentials as a valid & current provider of assistance to the homeless & impoverished. The letter must explicitly state that those receiving services from the applicant organization are primarily homeless or impoverished.