

# State Plan of Operation

South Carolina Surplus Property Office

Approved December 19, 2019



Department of Administration  
Division of State Agencies Support Services  
Surplus Property Office  
1441 Boston Avenue  
West Columbia, South Carolina 29170



**GENERAL**

Title 40, United States Code – Public Buildings, Property, and Works, Subtitle I, Chapter 5, Subchapter III, §549 requires the state, prior to the transfer of any federal surplus property, to develop a State Plan of Operation (Plan) in conformance with the provisions of that section. It shall include adequate assurance that the State Agency for Surplus Property (SASP) has the necessary organizational and operational authority and capability, including staff, facilities, means and methods of financing, and procedures with respect to: accountability, internal and external audits, cooperative agreements, compliance and use reviews, equitable distribution and property disposal, determination of eligibility, and assistance through consultation with advisory bodies and public and private groups.

It further prescribes that prior to submission of a Plan general notice will be published in accordance with state law. The Plan will be submitted to the administrator of the United States General Services Administration (GSA) sixty days after general notice has been published and interested persons have been given at least thirty days during which to submit comments as required by Federal Management Regulation Subchapter B – Personal Property Part 102-37 – Donation of Surplus Personal Property, Subpart D – State Agency for Surplus Property (SASP) §102-37.165. In developing and implementing this plan, the relative needs and resources of all public agencies and other eligible institutions within the state have been taken into consideration.

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**PART A – OPERATIONAL AUTHORITY**

**SOUTH CAROLINA CODE OF LAWS  
TITLE 3 – UNITED STATES GOVERNMENT, AGREEMENTS AND RELATIONS WITH  
CHAPTER 9 - ACQUISITION AND DISTRIBUTION OF FEDERAL SURPLUS PROPERTY**

**SECTION 3-9-10. Authority and duties of Division of State Agencies Support Services of Department of Administration.**

(a) The Division of State Agencies Support Services of the Department of Administration is authorized:

(1) to acquire from the United States of America under and in conformance with the provisions of Section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended, hereafter referred to as the "act," such property, including equipment, materials, books, or other supplies under the control of any department or agency of the United States of America as may be usable and necessary for purposes of education, public health or civil defense, including research for any such purpose, and for such other purposes as may now or hereafter be authorized by federal law;

(2) to warehouse such property, and

(3) to distribute such property within the State to tax-supported medical institutions, hospitals, clinics, health centers, school systems, schools, colleges and universities within the State, to other nonprofit medical institutions, hospitals, clinics, health centers, schools, colleges and universities which are exempt from taxation under Section 501 (c)(3) of the United States Internal Revenue Code of 1954, to civil defense organizations of the State, or political subdivisions and instrumentalities thereof, which are established pursuant to State law, and to such other types of institutions or activities as may now be or hereafter become eligible under Federal law to acquire such property.

(b) The Division of State Agencies Support Services of the Department of Administration is authorized to receive applications from eligible health and educational institutions for the acquisition of Federal surplus real property, investigate the applications, obtain expression of views respecting the applications from the appropriate health or educational authorities of the State, make recommendations regarding the need of such applicant for the property, the merits of its proposed program of utilization, the suitability of the property for the purposes, and otherwise assist in the processing of the applications for acquisition of real and related personal property of the United States under Section 203 (k) of the act.

(c) For the purpose of executing its authority under this chapter, the Division of State Agencies Support Services is authorized to adopt, amend or rescind rules and regulations and prescribe such requirements as may be deemed necessary; and take such other action as is deemed necessary and suitable, in the administration of this chapter, to assure maximum utilization by and benefit to health, educational and civil defense institutions and organizations within the State from property distributed under this chapter.

(d) The Department of Administration is authorized to appoint advisory boards or committees, and to employ such personnel and prescribe their duties as are deemed necessary and suitable for the administration of this chapter.

(e) The Director of the Division of State Agencies Support Services is authorized to make such certifications, take such action and enter into such contracts, agreements and undertakings for and in the name of the State (including cooperative agreements with any Federal agencies providing for utilization of property and facilities by and exchange between them of personnel and services without reimbursement), require such reports and make such investigations as may be required by law or regulation of the United States of America in connection with the receipt, warehousing, and distribution of personal property received by him from the United States of America.

(f) The Division of State Agencies Support Services is authorized to act as clearinghouse of information for the public and private nonprofit institutions, organizations and agencies referred to in subparagraph (a) of this section and other institutions eligible to acquire federal surplus personal property, to locate both real and personal property available for acquisition from the United States of America, to ascertain the terms and conditions under which such property may be obtained, to receive requests from the above-mentioned institutions, organizations, and agencies and to transmit to them all available information in reference to such property, and to aid and assist such institutions, organizations, and agencies in every way possible in the consummation of acquisitions or transactions hereunder.

(g) The Division of State Agencies Support Services, in the administration of this chapter, shall cooperate to the fullest extent consistent with the provisions of the act and with the departments or agencies of the United States of America, file a State plan of operation, and operate in accordance therewith, take such action as may be necessary to meet the minimum standards prescribed in accordance with the act, make such reports in such form and containing such information as the United States of America or any of its departments or agencies may from time to time require, and comply with the laws of the United States of America and the rules and regulations of any of the departments or agencies of the United States of America governing the allocation, transfer, use or accounting for, property donable or donated to the State.

HISTORY: 1962 Code Section 1-1041; 1965 (54) 538; 2014 Act No. 121 (S.22), Pt V, Section 7.H, eff July 1, 2015.

#### Effect of Amendment

2014 Act No. 121, Section 7.H, in subsections (a) and (d), substituted "Department of Administration" for "State Budget and Control Board"; in subsection (b), inserted "of the Department of Administration"; and made other nonsubstantive changes.

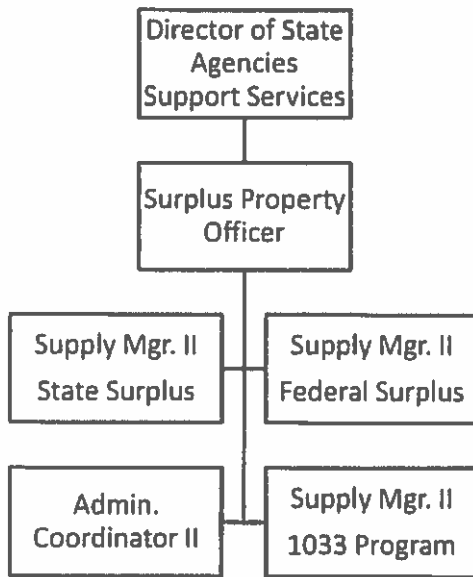
**PART B – DESIGNATION OF STATE AGENCY FOR SURPLUS PROPERTY**

The Division of State Agencies Support Services of the Department of Administration (DSASS) has been designated as the State Agency for Surplus Property (SASP) and will be responsible for administering the Plan. (SC Code of Laws §3-9-10)

The Director of DSASS has delegated the responsibility for the management of the SASP to the Surplus Property Officer.

The primary mission of the Surplus Property Office (SPO) is to receive, warehouse and dispose of the state's surplus property in a manner that is most beneficial to the state. The secondary mission of the SPO is to function as the SASP and act as the federal government's agent for eligible recipients to acquire excess/surplus federal property.

The SASP owns and maintains warehousing and distribution facilities located at 1441 Boston Avenue in West Columbia, South Carolina 29170.



## **PART C – INVENTORY CONTROL AND ACCOUNTING SYSTEM**

### **A. PROPERTY ACCOUNTABILITY**

All donable property approved for transfer, and donable property received, warehoused, and distributed by the SASP is accounted for under a full accountability system that meets the requirements of the SC Code of Laws §3-9-10 and Title 40, United States Code – Public Buildings, Property, and Works, Subtitle I, Chapter 5, Subchapter III, §549.

### **B. RECEIVING AND VERIFYING PROPERTY**

#### **1. Verification of Property**

Shipments received are verified promptly. Property is received in an area which is segregated from the rest of the distribution center in order that there will be no possibility of mingling with other items available to the distribution center.

#### **2. Documentation**

The shipment is physically checked against the GSA Standard Form 123 (SF-123).

#### **3. Record Preparation**

Identification labels are prepared and attached to the individual items. The documents are signed by the federal receiver and forwarded to the office where the inventory control clerk prepares the inventory record.

#### **4. Overages and Shortages**

Property received is verified by a physical count with the SF-123. The SF-123 is also verified to the count of property received. An Over/Short Report will be prepared and submitted to the appropriate GSA Regional Office for any line item with an original acquisition cost over \$500.00.

#### **5. Recording and Reporting Differences**

If the count of property received does not agree with the SF-123, an Over/Short report is prepared and reported to GSA regional office in accordance with FMR §102-37.70. Differences between items listed on SF-123 and the physical count are handled in the manner outlined above. Any such differences are reflected on the federal receiving document.

### **C. PERIODIC VERIFICATION OF PROPERTY ON HAND**

#### **1. Verification**

The inventory is checked and verified by spot check on a quarterly basis. In addition, a full physical inventory of all personal property is conducted once per year.

#### **2. Recording the Difference**

Any difference between the inventory and the actual count are reported to the federal warehouse manager, who, after a thorough check as to their correctness, presents these variances to the SPO manager for final determination.

3. Reporting

Differences will be reported as noted in Part C, Section B of this plan.

D. INVENTORY ADJUSTMENTS

1. Report Form

Any necessary adjustments to the inventory will be noted on the Inventory Variance Report.

2. Reporting Variations

The inventory adjustment will be presented to the SPO manager by the federal warehouse manager for inspection together with the appropriate inventory variance report. The SPO manager will sign those Inventory Variance Reports requiring adjustment or take other corrective action.

3. Adjustments

Adjustments will be made after review by the SPO manager and completion of the Inventory Variance Report. The inventory record will reflect the necessary adjustment. Reports will be retained in appropriate files for a minimum period of three years.

4. Written Authority

The SPO Manager will authorize adjustments as outlined in (3) above. This will apply, not only for annual inventory adjustments, but also for other necessary adjustments as well.

5. Disposal of Property of No Value to Program

- a. In accordance with the procedures and requirements of FMR §102-37.320, property will be reported to GSA for transfer to another state or disposed of by public sale, destruction or abandonment.
- b. Appropriate records are maintained to account for disposals described above.

E. TRACING PROPERTY FROM RECEIVING DOCUMENT TO THE ISSUE DOCUMENT

1. Method

At the time the inventory is prepared, the transfer order number of the SF-123 and line item number is entered or scanned in to a pre-numbered book or report. When a pre-numbered warehouse issue document is prepared, the transfer order number and line item number is also entered thereon. The warehouse issue document number and the date are noted on the inventory record. When the items listed on the inventory are



issued the transaction is recorded in the inventory control system. In this way, property is readily traced from the receiving document to the issue document.

**F. SYSTEMATIC MEANS OF DETERMINING QUANTITY OF VARIOUS TYPES OF PROPERTY DONATED TO INDIVIDUAL DONEES**

**1. Description of Files for Each Donee**

Individual donee files are maintained on an annual basis which contains copies of all warehouse issue documents indicating property issued, service charges, etc. Separate files for \$5,000 or over original acquisition cost items and all passenger motor vehicles are maintained (see Part J of this plan)

**2. Other Records (if any) of Property Donated to Each Donee**

A correspondence file and an invoice file are also maintained by donees.

**G. FISCAL SYSTEM**

The Surplus Property Service Fund utilizes basic accrual accounting practices outlined in Governmental Accounting, Auditing and Financial Reporting as compiled by the Governmental Accounting Standards Board (GASB).

1. "On Deposit" accounts are cash accounts with documented deposits and withdrawals.
2. "Accounts Receivable" account has all billings and payments received with net amount owed as a balance.
3. "Buildings Account" has all expenditures for permanent construction and additions to structures used at the SPO.
4. "Accumulated Depreciation – Buildings Account" has amount of expiration of the useful life of the buildings using the straight-line method with a twenty-year base.
5. "Office Equipment Account" has expenditures for non-expendable equipment that is inventoried, tagged and accounted.
6. "Accumulated Depreciation – Office Equipment Account" has amount of expiration of the useful life using the straight-line method with a ten-year base.
7. "Motor Vehicle Equipment Account" has amount of expenditure for motor vehicle equipment.
8. "Accumulated Depreciation – Motor Vehicle Equipment Account" has expended amount of useful life using the straight-line method with four-year useful life.
9. "Allocated To/From State General Fund Account" has amounts received or returned to the State General Fund from the Surplus Property Service Fund.

10. "Retained Earnings Account" shows accumulated amount of equity retained in operations.

11. "Revenue from Operations Account" shows amount of sales.

12. "Expenses (cash) Account" shows amount spent for operating costs.

13. "Expenses (accrual) Account" shows amount applicable to accounting period.

The accounts for the Surplus Property Service Fund are kept by the Comptroller General of South Carolina and a corresponding ledger system is kept by DSASS. Fixed asset accounts are kept also at DSASS where amounts for purchase of these assets are maintained by source fund.

All accounts are periodically audited by internal agency auditors and the state auditing staff to ascertain to the correctness of the Surplus Property Service Fund as stipulated by GAAP principles.

The SASP is furnished detailed operating statements monthly, reflecting the current financial condition of the SASP.

All accounting records are maintained at the central finance office of the South Carolina Department of Administration.

Any property retained by the SASP to perform its functions is maintained in separate inventory records from those of all donable property.

**PART D – RETURN OF DONATED PROPERTY**

When a determination has been made that property has not been placed into use by the donee for the purposes for which it was donated within one year of the donation, or when the donee ceases to use the property within one year after placing it into use, and the property is still usable as determined by the SASP, the donee must:

- A Return the property, at the expense of the Donee, to the SASP Surplus Property Office;
- B Re-transfer the property directly to another eligible donee, SASP, or Federal Agency as directed by the SASP; or
- C Make sure other disposal of the property by sale or other means as the SASP may direct.

The SASP will periodically emphasize this requirement when corresponding and meeting with donees and when surveying the utilization of donated property at donee facilities.

[FMR§102-37.290 (Disposing of Undistributed Property)]

**PART E -- FINANCING AND SERVICE CHARGES**

- A. The SC Code of Laws §3-9-30 states, "Any charges made or fees assessed by the Division of State Agencies Support Services for the acquisition, warehousing, distribution or transfer of any property of the United States of America for educational, public health or civil defense purposes, including research for any such purpose, or for any purpose which may now be or hereafter become eligible under the act, shall be limited to those reasonably related to the costs of care and handling in respect to its acquisition, receipt, warehousing, distribution or transfer."

**B. METHOD OF COMPUTING SERVICE CHARGES**

Service charges shall be fair and equitable as related to the services performed and the direct and indirect cost of operations. In general, the charges are related to the following expense factors:

1. Personal Services, to include:
  - a. clerical, secretarial, purchasing and supply, security, labor and trades, and equipment operation;
2. Contractual Services, to include:
  - a. freight, delivery, travel and training, telephone and communications, repairs, utilities, and other contractual services;
3. Supplies and Materials, to include:
  - a. fuel supplies, office supplies, motor vehicle supplies, postage, and other supplies,
4. Fixed Charges and Costs, to include:
  - a. equipment rental, insurance, and dues;
5. Equipment, to include:
  - a. office equipment, vehicles, and warehouse equipment;
6. Depreciation

A chart has been prepared for computing service and handling charges by applying percentage factors to acquisition cost in ranges to permit consideration of property conditions, desirability, normal market value, quantity available, etc. (See chart in Part E, Section I) This method will enable the SASP to recover overhead costs of operation.

**C. MINIMAL CHARGES**

1. In cases where property is located and screened exclusively by a donee screener at a Federal Holding Agency where State screeners do not visit, the computed service charge will be reduced up to 25 percent.

2. On direct transfers of property from the Federal Holding Agency to the donee, where the donee pays all transportation costs, the computed service charge will be reduced up to 10 percent based on the original acquisition cost per the Service and Handling Chart in Part E, Section I when compared to similar items transferred from the SASP.

**D. SPECIAL DONATIONS**

In cases involving major items of property or otherwise where unusual expenses may be incurred, the SASP may mutually arbitrate with the donee for a fair and equitable service charge.

**E. EVALUATION OF SERVICE CHARGES**

The relation of service charges to the total cost of operation will be evaluated annually. The service charges will be revised in accordance with the evaluation results.

Funds accumulated from service charges or from other sources such as sales or compliance proceeds, will be used to cover direct and indirect costs of the SASP's operation for the benefit of participating donees, to purchase necessary equipment, to rehabilitate donable surplus property, to provide normal upkeep of office and distribution center facilities, to purchase necessary equipment and supplies, to purchase replacement parts for donable property items, to acquire or improve office space or distribution center facilities.

**F. CAPITAL RESERVE FUND**

A reserve fund will be maintained in an amount not to exceed the total expenses of the agency for the prior two years, plus an inflation factor, and the current activity cost per unit. Funds more than the above may be accumulated provided the agency has plans for increased needs such as maintenance costs, capital outlay for new facilities, expansion, repairs or remodeling, new programs, equipment purchases, and personnel costs. If funds should accumulate more than the described above, then service charges will be reduced to lower the fund to the authorized level. Revenue derived from property purchased for resale will be excluded from capital reserve fund balance analyses for the purpose of setting service charges.

**G. DEPOSITS OF SERVICE CHARGE FUNDS**

All funds are deposited with the South Carolina State Treasurer and designated by a separate account in accordance with the SC Code of Laws §11-13-45.

**H. DISPOSITION OF FUNDS IF FACILITIES ARE SOLD**

All monies arising from the sale of facilities shall be paid into the State Treasury and shall be kept on a separate account by the Treasurer as a fund to be drawn upon the warrant of the Department of Administration for the exclusive use and purpose which have been or shall be declared in relation to the General Fund, in accordance with the SC Code of Laws §11-9-620.

**I. MEANS AND METHODS OF FINANCING**

The SASP receives no appropriated funds from the state or federal government. The SASP is financed solely from the assessment of service and handling charges on federal surplus personal property donated. Authority for this is covered by state statutes as defined in Part A of this plan.

**METHOD OF COMPUTING SERVICE AND HANDLING CHARGES**

Percent of Acquisition Cost	Original Acquisition Cost	Service Charge Range
0-50%	0-\$10	0-\$5
0-40%	\$11-\$100	0-\$40
0-30%	\$101-\$200	0-\$60
0-25%	\$201-\$1,500	0-\$375
0-10%	\$1,501-\$5,000	0-\$500
0-5%	\$5,001-\$20,000	0-\$1,000
0-3%	\$20,001-\$50,000	0-\$1,500
0-1%	\$50,001-\$100,000	0-\$1,000
Open	\$100,001 and over	Negotiable

**Exceptions**

1. Rehabilitated property – Direct costs for rehabilitating property will be added to the charge.
2. Overseas property – Additional costs for screening and returning property will be added.
3. Extraordinary and/or unusual transportation charges – Charges on property with "out-of-the-ordinary" or "unusual transportation costs" will be added.

4. Special handling - An additional charge may be made for dismantling, packing, crating, shipping, delivery, and other extraordinary charges.
5. Adjustments in acquisition cost -- When the acquisition cost of an item is unrealistic, an adjustment will be requested from the GSA Regional Office prior to assessment of service charge.
6. Lotted property - Property issued by the pound will not be covered by the above schedule. Service charge will be assessed on a price per pound basis.
7. Fair market value -- In certain special cases service charges may be assessed on a basis of the fair market value of the property.
8. Property made available to nonprofit providers of assistance to homeless individuals be distributed at a nominal cost for care and handling of the property.

NOTE: The above schedule will be re-evaluated periodically for comparison of operating expenses with income receipts, at which time the percentage of acquisition cost will be adjusted accordingly.

**PART F – TERMS AND CONDITIONS ON DONATED PROPERTY**

The Plan shall require the SASP to impose terms, conditions, reservations and restrictions on the donee in the case of any item of property having a unit acquisition cost of \$5,000 or more and any passenger motor vehicles. The specific terms, conditions, reservations, and restrictions which the SASP shall require shall be set forth in the Plan. In addition, the Plan shall provide that the SASP may impose reasonable terms, conditions, reservations, and restrictions on the use of donable property other than items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles. Any such terms, conditions, reservations, and restrictions which the SASP elects to impose should be set forth in the Plan. The SASP may amend, modify, or release such terms, conditions, reservations, or restrictions, subject to the provisions of FMR §102-37.465 provided it sets forth in the Plan the standards by which the SASP shall grant any such amendments, modifications, or releases. The Plan shall also provide assurance that the SASP will impose on the donation of a surplus item or items, regardless of unit acquisition cost, such conditions involving special handling or use limitations as the Surplus Property Officer may determine necessary because of the characteristics of the property.

- A. The SASP will require each eligible donee, as a condition of eligibility, to file with the SASP an application, certification and agreement form outlining the certifications and agreements, and the terms, conditions, reservations, and restrictions, under which all Federal surplus personal property will be donated. Each form must be signed by the chief executive officer of the donee institution agreeing to these requirements prior to the donation of any surplus property. The certifications and agreements and the terms, conditions, reservations, and restrictions will be printed on the reverse side of each SASP Issue Document.
- B. The following periods of restriction are established by the SASP on all items of property with a unit acquisition cost of \$5,000 or more and on all passenger motor vehicles:
  - 1. Passenger motor vehicles – Eighteen months from the date the property is placed into use;
  - 2. Items with a unit acquisition cost of \$5,000 to \$30,000 – Eighteen months from the date the property is placed into use;
  - 3. Items with a unit acquisition cost over \$30,000 – Thirty months from the date the property is placed into use;
  - 4. Aircraft (except combat type) and Vessels (50 feet or more in length) with a unit acquisition cost of \$5,000 or more – Sixty months from the date the property is placed into use. Such donations shall be subject to the requirements of a Conditional Transfer Document;
  - 5. Aircraft (combat type) – Restricted in perpetuity. Donation of combat type aircraft shall be subject to the requirements of a Conditional Transfer Document.
- C. The SASP may amend, modify, or release any terms or conditions it has elected to impose on the period of restriction on items of property at the time of donation but not less than for a period of eighteen months from the date the property is placed in use, for good and sufficient reasons, such as the condition of the property, or the proposed use (secondary utilization, cannibalization, etc.).



- D The SASP, at its discretion and when considered appropriate, may impose such reasonable terms, conditions, reservations and restrictions, on the use of donable property other than items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles.
- D The SASP may amend, modify, or grant release of any term, condition, reservation, or restriction, it has imposed on donated items of personal property in accordance with the standards prescribed in this plan, provided that the condition pertinent to each situation have been affirmatively demonstrated to the prior satisfaction of the SASP and made a matter of public record.
- E The SASP will impose on the donation of any surplus item of property, regardless of unit acquisition cost, such conditions involving special handling or use limitations as the GSA may determine necessary because of the characteristics of the property.
- F The SASP will impose on all donees the statutory requirement that all items donated with an original acquisition cost under \$5,000.00 must be placed into use within one year of donation and be used for one year after being placed in use or otherwise returned to the SASP while the property is still usable.
- G The SASP cannot amend, modify, or release the requirements of B(2) and B(3) above.
- H Cannibalization of items on which GSA has imposed special handling conditions or use limitations will require prior GSA approval during the period of restriction.

**PART G – NONUTILIZED OR UNDISTRIBUTED PROPERTY**

The Plan shall provide that donable surplus property in the possession of the SASP which cannot be utilized by donees in the state shall be disposed of:

Subject to the approval of the Surplus Property Officer within thirty days after notice to him or her, through transfer by the SASP to another SASP, or through abandonment or destruction where the property has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from sale. Transfers of nonutilized donable property and destruction or abandonment shall be accomplished by the SASP in accordance with the provisions of FMR §102-37.320.

- A. All property in the possession of the SASP for twelve months; that cannot be utilized by eligible donees, shall be reported to the GSA for disposal authorization as described in FMR §102-37.290. In accordance with this regulation the SASP shall:
  - 1. Transfer the property to another state or federal agency;
  - 2. Sell the property by public sale;
  - 3. Abandon or destroy the property; or
  - 4. Other arrangements.
- B. In the event of disposal by transfer to another agency or by public sale, the SASP may seek such reimbursement as authorized in FMR §102-37.315.

**PART H – FAIR AND EQUITABLE DISTRIBUTION**

- A. The SASP shall provide for a fair and equitable distribution of available surplus property to the eligible donees in the state based upon their relative need and resources and their ability to utilize the property in their program.
1. **Need**; In determining relative needs of eligible entities, the following factors, among others, will be considered:
    - a. Expression of interest by the eligible donee for specific items of property;
    - b. Justification of expressed needs defining proposed purposes for use of property;
    - c. Indication of whether the needs are continuing or temporary;
    - d. Nature of requested items – whether common use and readily available items or more specialized and not readily obtainable;
    - e. Record of previous donations of similar or like items to the donee;
    - f. Past performance in prompt pick-up and utilization of property, including prompt payment of service charges;
    - g. Location of property in relation to the requesting donee;
    - h. Extraordinary needs created by disasters such as storms, floods, fires, etc.;
    - i. Population to be served by property requested.
  2. **Resources**; The following factors will be evaluated in establishing relative resources of eligible donees who have expressed specific needs:
    - a. Availability of funds – whether tax-appropriated funds, federal or state grants, tuition or charges for service, donations or contributions, or other sources;
    - b. Assessment of financial ability including data pertaining to inability to purchase from other sources, relative income and economic conditions, and other appropriate data.
  3. **Utilization**; In determining utilization capability for property needs expressed, the following factors, among others, will be considered:
    - a. Statement of utilization potential for requested property;
    - b. Area in square miles to be served by requested property;
    - c. Plans for continued or temporary use of property;
    - d. Capability for repair and maintenance of property.

4. The SASP shall review information submitted by the donee at the time of his certification of eligibility, or at other times, to establish priorities to ensure fair and equitable distribution in accordance with the donee's relative need, resources, and ability to utilize the desired property.
5. The SASP shall establish and maintain a want list for items of property that are not generally available in the distribution center and allocate this property, when it becomes available, in accordance with the requesting donees' relative need, resources and ability to utilize the desired property.
6. The SASP will authorize, insofar as practical, direct pick-up or shipment of available property for the donee for a reduced service charge as provided in Part E of this plan. The SASP will provide the recipient with a letter authorizing release of the property directly to the donee. The SASP shall, insofar as practical, select property requested by an eligible donee within the state.
7. The SASP shall recommend to GSA the certification of donee screeners, as are qualified and needed, in accordance with FMR §102-37.190.

## PART I – ELIGIBILITY

The Plan shall set forth procedures for the SASP to determine the eligibility of applicants for the donation of surplus personal property. Standards and guidelines for the determination of eligibility are provided in FMR §102-37.390.

### A. SCOPE

The SASP procedures for determining the eligibility of public agencies and non-profit educational and public health institutions and organizations in the state shall be those standards and guidelines as set forth in FMR §102-37.390. Program eligibility is determined based on the "Eligibility Application" form that is submitted to the SASP by US Mail, email, facsimile or in-person delivery.

### B. DETERMINATION OF ELIGIBILITY

The SASP is responsible for the determination that an applicant is eligible as a public agency, non-profit educational, or public health institution or organization to participate in the program and receive donations of surplus personal property, and to utilize such property for the purpose authorized by the act. In establishing a listing of donees the following sources of information may be utilized:

1. Public Agencies
  - a. The Office of the South Carolina Secretary of State
  - b. South Carolina Legislative Manual.
2. Non-profit, Tax-exempt Institutions
  - a. State Departments of Education, Higher Education, Public Health, Mental Health, Disabilities and Special Needs and others for listing of all local units approved or licensed by them.
  - b. Current records of institutions now eligible under the existing Surplus Property Program.
  - c. State and regional professional and trade organizations and associations.
  - d. Inquiries, letters, telephone calls, etc., received regarding eligibility.
  - e. Contacts may be made by letter, telephone calls, general meetings or conferences with above groups, supplemented when necessary by news releases or information bulletins.
3. As a condition of eligibility each unit will be required to file with the SASP:
  - a. An Application Certificate and Agreement Form signed by the Chief Administrative Officer accepting the terms and conditions under which property will be transferred.

- b. A written authorization from the Chief Administrative Officer or executive head of the donee activity, or a resolution of the governing body, designating one or more representatives to act for the applicant, obligate any necessary funds, and execute issue sheets.
  - c. Assurance that the donee will comply with GSA's regulations on non-discrimination.
  - d. Status of the donee as a public agency or as an eligible nonprofit activity.
  - e. Details and scope of their program including their different activities and functions.
  - f. Listings as to the types and kinds of equipment, vehicles, machines or other items they need.
  - g. Financial information if necessary to help in evaluation of their relative needs and resources.
  - h. Proof of their tax-exemption under Section 501(c) of the Internal Revenue Code (for non-profit units only).
  - i. Proof that the applicant is approved, accredited, or licensed in accordance with FMR §102-37.390.
4. MAINTAINING ELIGIBILITY
- a. Eligibility files are maintained for each donee, numerically by county. Files are retained while donee is in active status. Inactive files are retained during restriction period of property donated but no more than five years.
  - b. The SASP shall update each donee's eligibility on a periodic basis, but not less than once every three years, to ensure continuing eligibility.
  - c. The SASP shall terminate its distribution of property to the activity when the eligible donee ceases to operate, loses its license, accreditation, or approval or otherwise fails to maintain its eligibility status.
  - d. The SASP may, at its option, terminate distribution of property to the donee if service charge accounts are delinquent ninety days or more, or at any time the SASP determines that the activity is without adequate resources to pay its obligations.
5. CONDITIONAL ELIGIBILITY
- In certain cases where newly organized applicants have not commenced operations or may not have been approved, accredited or licensed as may be required to qualify as eligible donees, the SASP may, under certain circumstances as outlined in FMR §102-37.420, establish a conditional eligibility for the applicant.

## PART J – COMPLIANCE AND UTILIZATION

The SASP shall affect utilization reviews, for compliance by donees with the terms, conditions, reservations, and restrictions imposed by the SASP for any item of property having a unit acquisition cost of \$5,000 or more and any passenger motor vehicle. Such reviews shall also include a review of compliance by the donees with any special handling conditions or use limitations imposed on items of property by the administrator, pursuant to FMR §102-37.455. The Plan shall set forth the provisions for and the proposed frequency of such reviews and shall provide adequate assurances that effective action shall be taken by the SASP to correct noncompliance or otherwise enforce such terms, conditions, reservations, and restrictions. Reports on utilization reviews and compliance actions shall be prepared by the SASP. The Plan shall provide adequate assurance that the SASP shall initiate appropriate investigations of alleged fraud in the acquisition of donated property or misuse of such property. The SASP shall notify immediately GSA of any cases involving alleged fraud. Further, GSA shall be advised of any misuse of donated property. The SASP shall take whatever actions are necessary to prosecute such cases and shall assist GSA or other responsible federal or state agencies in investigating such cases upon request.

### A. SCOPE OF SURVEY

1. The SASP shall affect reviews for compliance by donees with the terms, conditions, reservations, and restrictions imposed on:
  - a. Any property not placed in use within one year from the date of acquisition and not used for a period of one year after being placed in use;
  - b. Any passenger motor vehicle;
  - c. Any item of property with an acquisition cost of \$5,000 or more;
  - d. Any item having characteristics that require special handling or use limitations imposed by GSA;
  - e. Any other item of property that the SASP may impose special restrictions;

### B. METHOD OF SURVEY

1. The SASP will complete compliance and utilization checks by physical inspection and mailed surveys. The physical inspection will be done once during the eighteen-month restriction for property with an acquisition cost of \$5,000.00 to \$9,999.99 and twice on property with an acquisition cost of over \$10,000.00 and thirty-month restriction. All property with perpetual utilization shall be surveyed by physical inspection once per year.

If the survey is done by mail, within the first six months after issue of restricted property (acquisition cost of \$5,000 or more and all passenger motor vehicles), a form letter is mailed to donee requesting verification of usage and location of property.

2. If the letter is returned indicating proper usage of property, the letter is filed with invoice and document in restricted file. If letter indicates that property has not been

put into use but will be used later, a follow-up letter will be mailed to correspond with the date specified by donee.

2. In case of a negative reply or no reply, qualified SASP personnel will then make a physical check of the property at the donee institution and submit the Utilization Questionnaire Form to the Surplus Property Officer and make a verbal report.
3. During such visits, items under \$5,000 in possession of the donee are observed to determine proper utilization to learn of any unique or unusual uses which can be passed on to other donees, and to determine any misuse or unauthorized disposals made of property donated.
4. During review the SASP representative will ensure that the donee is complying with any special handling conditions or use limitations imposed on items of property by GSA in accordance with FMR §102-37.455.

#### C. REPORTS ON SURVEYS

1. These reports cover a detailed list of property checked, any misuses or good uses of properties, apparent stockpiling, other needs of donees for property, major points of discussion with donees, and the reporter's pertinent personal observation.
2. All reports are received and reviewed by the Surplus Property Officer. Effective action will be taken to correct noncompliance and to enforce terms, conditions, reservations, and restrictions set forth.

#### D. ACTIONS TAKEN ON REPORTS

1. Indication of fraud
  - a. The SASP will indicate appropriate investigation of alleged fraud in the acquisition of donable property and notify GSA of allegations immediately.
  - b. If the investigation indicates fraud, a written report will be made to GSA by the SASP and full cooperation will be rendered in resolving the problems presented.
  - c. The SASP is not authorized to prosecute any actions for the State of South Carolina but will take whatever actions are necessary to aid in prosecuting cases of alleged fraud or misuse and assist GSA or other responsible federal or state agencies in investigating such cases upon request.
2. Unauthorized disposal of items of \$5,000 and over and passenger motor vehicles.
  - a. Whenever possible the property will be placed in use. When it cannot be immediately placed into eligible use, it will be returned to the SASP, unless circumstances make this impractical. Donations to the institution will be suspended until the matter is properly evaluated. The case will be reported to the GSA Regional Office for further action.
3. Misuse of \$5,000 and over items and passenger motor vehicles



- a. The SASP will initiate an investigation of any alleged misuse of applicable property and notify the GSA Regional Office of the allegations and the status of the investigation. The SASP will prepare a report of the findings of the investigation and any enforcement action implemented.
4. Lack of use of items of \$5,000 and over and passenger motor vehicles.
    - a. Refer to Part J of this plan for guidance related to unused property.
  5. Stockpiling.
    - a. If a report indicates property is being stockpiled, the institutional representative will be contacted, and the matter discussed. Methods to prevent such stockpiling will be developed to remedy the situation. If the situation appears to warrant a return of the stockpiled property, the donee may be requested to return the property to the SASP for further donee distribution.

E. TYPE OR TITLE OF PERSONNEL MAKING SURVEYS

These visits are made by qualified SASP employees, including the Surplus Property Officer, screeners and any designee approved by the Surplus Property Officer.

**PART K – CONSULTATION WITH ADVISORY BODIES, PUBLIC AND PRIVATE GROUPS**

The Plan shall provide for consultation by the SASP with advisory bodies and public and private groups which can assist the SASP in determining the relative need and resources of donees, the utilization of donable property by eligible donees, and how distribution of donable property can be affected to fill existing needs of donees. Details of how the SASP will establish such consultations will be set forth in the Plan.

- A. The SASP will arrange for and participate in local, regional, or statewide meetings of such public and private organizations and associations representing public agencies, educational, public health, library, museums, civil defense, etc. to disseminate information on the program, discuss procedures and problems and obtain the recommendations on determining relative needs, resources and the utilization of property and how we can provide a more effective service.
- B. The SASP will provide information on the donation program to state and local officials, and to heads of non-profit institutions and organizations, and will actively participate in and provide speakers for conferences and meetings held by public and private organizations upon request.
- C. The SASP, in consultation with advisory bodies and public and private groups, will write eligible donees to submit expressions of need and interest for property items so that the SASP may advise the GSA of such requirements, including requirements for specific items of property.

**PART L – AUDIT**

The Plan shall provide for periodic internal and external audits of the operations and financial affairs of the SASP. An external audit shall be conducted as prescribed by the SC Code of Laws §11-7-20. Two copies of the external audit shall be furnished in a timely manner to the appropriate GSA Regional Office, and the GSA Regional Office shall be advised by the SASP of all corrective action and scheduled completion dates taken with respect to any exceptions or violations indicated by the audit. Periodically GSA representatives may visit the SASP to coordinate program activities and review the SASP operations. GSA may, for appropriate reasons, conduct its own audit of the SASP following due notice to the chief executive officer of the state as to the reason for such audit. Financial records and all other books and records of the SASP shall be made available for inspection by representatives of GSA, the Government Accountability Office (GAO), or other authorized Federal activities.

The SASP will comply with the Single Audit Act requirements of the Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations".

- A. An external audit of the operations and financial affairs of the SASP will be made by the South Carolina State Auditor in accordance with the SC Code of Laws §11-7-20. Two copies of this audit shall be forwarded upon completion to the GSA Regional Office with advice as to corrective action taken and completion dates with respect to any exceptions or violations indicated by the audit. Internal audits will be made as required by the Department of Administration and Division of State Agencies Support Services.
- B. It is agreed that GSA may, for appropriate reasons, conduct its own audit of the SASP following due notice to the governor of the state of the reason for such audit. It is also agreed that GSA may visit the SASP for purposes of reviewing the SASP's operation when deemed appropriate.
- C. Financial records and all other books and records of the SASP will be made available for inspection by GSA, GAO, United States Comptroller General, or other authorized federal entities as requested.

**PART M – COOPERATIVE AGREEMENTS**

Title 40, United States Code – Public Buildings, Property, and Works, Subtitle I, Chapter 5, Subchapter III, §549, authorizes GSA, or the head of any federal agency designated by GSA, to enter into cooperative agreements with state surplus property distribution agencies. The provisions of Section 549(f) and the implementing regulations are set forth in FMR §102-37.325. A SASP desiring to enter into such cooperative agreements, or to renew or revise existing agreements, shall affirm its intentions in the plan.

- A. The SASP has the authority (as indicated in Part A of the Plan) and will enter into such cooperative agreements with federal agencies or other states in accordance with FMR §102-37.325. Such agreements will involve, but will not be limited to, the following:
  - 1. Use of property by the SASP;
  - 2. Overseas property;
  - 3. Use of Federal Telecommunication System;
  - 4. Inter-state transfers;
  - 5. Others, as deemed necessary.
- B. The Surplus Property Officer is authorized by the Director of the Division of State Agencies Support Services to enter into cooperative agreements with other state per South Carolina Code of Regulations §19-445 2150.

**PART N – LIQUIDATION**

The Plan shall provide for the submission of a liquidation plan to the administrator when a determination is made to liquidate the SASP. The liquidation plan shall be submitted before the actual termination of the SASP activities and shall include:

1. Reasons for the liquidation;
2. A schedule for liquidating the agency and the estimated date of termination;
3. Method of disposing of surplus property on hand, consistent with the provisions of FMR§102-37.290;
4. Method of disposing of the SASP's physical and financial assets.
5. Retention of all available books and records of the SASP for a two-year period following liquidation; and
6. Designation of another governmental entity to serve as the successor to SASP in function until continuing obligations on property donated prior to the closing of the SASP are fulfilled.

**A. Preparation of Liquidation Plan**

1. In the event of, or at the time a determination has been made by state officials to liquidate the SASP, a liquidation plan shall be prepared in accordance with FMR §102-37.365.
2. The liquidation plan will include:
  - a. Reasons for liquidation;
  - b. Schedule and estimated date of termination;
  - c. Method of disposal of surplus property on hand, consistent with the provisions of FMR §102-37.290;
  - d. Method of disposal of any SASP physical and financial assets;
  - e. Retention of books and records for a two-year period following liquidation; and
  - f. Designation of another governmental entity to serve as the successor to SASP in function until continuing obligations on property donated prior to the closing of the SASP are fulfilled.
3. Such liquidation plan will be submitted to the GSA and approval secured prior to the beginning of the liquidation.

**PART Q – RECORDS**

All SASP records will be retained for a minimum of three years except:

- A. Records involving property subject to restriction periods for more than two years must be retained for three years after the end of the restriction period. Records involving non-combat aircraft and vessels of fifty feet or more in length must be retained for five years after the end of the restriction period.
- B. Records involving property subject to perpetual restrictions, specifically combat configured aircraft and firearms, shall be retained in perpetuity.
- C. Records involving property in noncompliance status shall be retained for one year after the noncompliance case is resolved.

**PART P – FORMS**

Copies of the following forms utilized by the Surplus Property Office are contained in Appendix A of this plan:

- A. Eligibility Application / Authorized Representatives / Non-discrimination Assurance Form
- B. Invoice (sample)
- C. Donee Terms & Conditions
- D. Federal Property Issue Document
- E. Utilization Questionnaire

**SOUTH CAROLINA  
FEDERAL/STATE SURPLUS PROPERTY PROGRAM  
1441 Boston Avenue, West Columbia, SC 29170**

**APPLICATION FOR ELIGIBILITY**  
*(Please type or print in blue or black ink only)*

**I. LEGAL NAME & MAILING ADDRESS OF APPLICANT'S ORGANIZATION:**

Name of Organization \_\_\_\_\_ Federal ID Number \_\_\_\_\_  
Name of Executive Director of Organization \_\_\_\_\_ Mailing Contact \_\_\_\_\_  
Mailing Address (PO Box Number, Street, City & State) \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street Address (If Different From Mailing Address) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Cell phone number \_\_\_\_\_  
County \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

**II. APPLICANT STATUS: (Check one)**

- Public Agency, including Public School  
(evidence must be provided)
- Nonprofit, Tax-Exempt Organization  
(IRS 501(c)3 evidence must be provided)
- Veterans Organization
- SBA 8A Certified thru the Small Business Administration  
(additional forms required – call the office for forms)

**III. TYPE OR PURPOSE OF ORGANIZATION: (MUST CHOOSE FROM THE LISTING BELOW)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> State             | <input type="checkbox"/> School District   | <input type="checkbox"/> Hospital  |
| <input type="checkbox"/> County            | <input type="checkbox"/> College/University  | <input type="checkbox"/> Health Center   |
| <input type="checkbox"/> City              | <input type="checkbox"/> Vocational, Technical or Trade School                             | <input type="checkbox"/> Clinic  |
| <input type="checkbox"/> Township          | <input type="checkbox"/> School for the Handicapped  | <input type="checkbox"/> Service Educational Activity:   |
| <input type="checkbox"/> Borough           | <input type="checkbox"/> Sheltered Workshop  | <input type="checkbox"/> Boy Scouts  |
| <input type="checkbox"/> Authority         | <input type="checkbox"/> Programs for Older Individuals                                    | <input type="checkbox"/> Girl Scouts   |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Provider of Assistance to Homeless or<br>Impoverished Individuals | <input type="checkbox"/> Little League   |
| <input type="checkbox"/> Fire Company      | <input type="checkbox"/> Child Care Center   | <input type="checkbox"/> Young Marines   |
| <input type="checkbox"/> Ambulance Service | <input type="checkbox"/> Nursing Home  | <input type="checkbox"/> Small Business – 8 a certified<br>thru the Small Business<br>Administration |
| <input type="checkbox"/> Museum            | <input type="checkbox"/> Medical Institution   |  |
| <input type="checkbox"/> Radio/TV Station  | <input type="checkbox"/> Veterans Group  |  |
| <input type="checkbox"/> Library           |  |  |

**IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAMS OR SERVICES OFFERED,  
INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (provide on letterhead)**



V. SOURCE OF FUNDING: (Attach Supporting Documentation)

Tax Supported     Grant     Contributions     Other \_\_\_\_\_  
(Specify)

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954?

Yes (copy required except for governmental units)     No

VII. IS THE ORGANIZATION APPROVED, ACCREDITED, OR LICENSED?

Yes (copy required)     No

VIII. PROVIDE THE RNO (RACE AND NATIONAL ORIGIN) PROFILE OF YOUR SERVICE AREA (New Requirement). Demographical Information of Servicing Area

White \_\_\_\_\_%    Black \_\_\_\_\_%    Asian \_\_\_\_\_%    Hispanic \_\_\_\_\_%  
American Indian/Alaskan Native \_\_\_\_\_%    Other \_\_\_\_\_%

NON-DISCRIMINATION CERTIFICATION

The "donee" hereby agrees that the program for or in connection with which any property is donated will be conducted in compliance with, and the donee will comply with and 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 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, 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 and Section 303 of the Age Discrimination Act of 1975, 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 the 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 measure necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations, that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property, that the United States shall have the right to seek judicial enforcement of this agreement, and 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.

\_\_\_\_\_  
Signature of Chief Administrator

\_\_\_\_\_  
Date

REPRESENTATIVES LISTED ON PAGE 9 ARE DESIGNATED TO:

- a. Acquire Federal Surplus Property;
- b. Obligate necessary funds for this purpose; and
- c. Execute Distribution Documents agreeing to terms, conditions, reservations and restrictions applying to property obtained through the agency.

*Please provide all authorized representatives on PAGE 9. All columns must be completed by each Representative or the application will be returned.*



## ACKNOWLEDGEMENTS

### (A) THE DONEE CERTIFIES THAT:

- (1) It is a public agency or a nonprofit institution or organization exempt from taxation under Section 501 of the Internal Revenue Code of 1954 within the meaning of Section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended and/or the regulations of the General Services Administration (GSA).
- (2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting the residents of a given political area one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior written approval of the State agency.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, 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, and Section 303 of the Age Discrimination Act of 1975.
- (5) It or its representatives are not currently debarred, suspended, declared ineligible or otherwise excluded from receiving federal property.

### (B) THE DONEE AGREES TO THE FOLLOWING CONDITIONS:

- (1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued in use for such purpose(s) for 1 year from the date the property was placed in use. In the event the property is not placed in use, or continued in use, the donee shall immediately notify the State Agency and, at the donee's expense, return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
- (2) Such special handling or use limitations as are imposed by GSA on any item(s) of property listed hereon.
- (3) In the event the property is not so used or handled as required by (B)(1) and (2), title and right to the possession of such property shall, at the option of GSA, revert to the United States of America, and upon demand, the donee shall release such property to such person as GSA or its designee shall direct.

### (C) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$3,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OF USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

- (1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of at least one year, and to be in accordance with the provisions of the State Plan of Operation.
- (3) In the event the property is not so used as required by (C)(1) and (2), and Federal restrictions (B)(1) and (2) and (C)(1) have expired, right to the possession of such property shall, at the option of the State Agency, revert to the State of South Carolina and the donee shall release the property in so far as eligible donee as the State Agency shall direct.

### (D) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS:

- (1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by this agreement remain in effect, the donee shall not sell, trade, lease, lend, bail, collateralize, encumber or otherwise dispose of such property, or remove it permanently for use outside the State without the prior approval of GSA under (B) and (1) or the State Agency under (C) and (1). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State Agency, shall be remitted promptly by the donee to GSA or the State Agency, as the case may be.
- (2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, encumbered, collateralized or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by this agreement remain in effect, without the prior approval of GSA or the State Agency, the donee, at the option of the State Agency

shall pay to GSA or the State Agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State Agency.

- (3) If at any time from the date it receives the property through the period(s) of the time conditions imposed by this agreement remain in effect, any of the property listed hereon is no longer suitable, usable or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State Agency and shall, as directed by the State Agency, return the property to the State Agency, release the property to another donee or another State Agency, or to a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State Agency.
- (4) The donee shall make reports to the State Agency on the use, condition and location of the property listed hereon and on other pertinent matters as may be required from time to time by the State Agency.
- (5) At the option of the State Agency, the donee may abrogate the State conditions set forth in (C) and the State terms, reservations, restrictions and conditions pertinent thereto in (D) by payment of an amount as determined by the State Agency.

**(E) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:**

- (1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America will be held harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions or claims of any nature arising from or incident to the donation of the property, its use or final disposition.
- (2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, GSA or the State Agency, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

**(F) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

- (1) The donation shall be subject to the additional special terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document or other agreement by the authorized donee representative.

**(G) THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF UNDER \$5,000:**

- (1) As noted on the State Agency Distribution Document.

**(H) ALL PROPERTY ACQUIRED THROUGH THE FEDERAL SURPLUS PROPERTY PROGRAM IS CONSIDERED FEDERAL FINANCIAL GRANT-IN-AID AND MAY REQUIRE COMPLIANCE UNDER THE SINGLE AUDIT ACT OF 1984 AND THE PROVISIONS OF OMB CIRCULARS A-133.**

Signature of Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE  
FEDERAL/STATE SURPLUS PROPERTY APPLICATION DETERMINATION**

Application Approved \_\_\_\_\_

Application Disapproved \_\_\_\_\_

Date \_\_\_\_\_

Reason(s) for Disapproval:

Director \_\_\_\_\_

F

DATE
03/08/2019

WWW.SURPLUS.SC.GOV

**FEDERAL PROPERTY  
ISSUE DOCUMENT**  
 SC Department of Administration  
 General Services  
 Surplus Property Office  
 1441 Boston Avenue  
 West Columbia, SC 29170  
 (803) 896-6880

ISSUE DOCUMENT NUMBER
1910295 - 1906030

Purchase Order No. \_\_\_\_\_

<b>DONEE INSTITUTION 09011002 - 2332002</b> SANDY RUN CALHOUN FIRE DISTRICT CHRISTIAN WOLFE 175 OLD SANDY RUN ROAD CASTON, SC 29053
---

Purpose: PUBLIC SAFETY

**PURPOSES FOR WHICH PROPERTY IS BEING ACQUIRED**

1. Public Agency
 

A. Conservation	H. Other
B. Economic Development	L. Homeless and Needy
C. Education	O. Older Americans
D. Parks and Recreation	P. SASP - State Agencies Surp. Prop.
E. Public Health	S. SBA - Small Bus. Admin.
F. Public Safety	T. Impoverished Families/Individ.
G. Two or More Purposes	Y. SEA - Service Educ. Activ.
2. Non-Profit Institution or Organizations
 

I. Education	M. Older Americans
J. Health	U. Impoverished Families/Individ.
K. Homeless and Needy	

Line No.	Federal SPO #	Description	UoM	Qty	Acq. Cost		Serv. Charge	
					Unit	Total	Unit	Total
1	45-D19-1032-37-001	GLOVES SURGEONS 12 Months Restriction period on this item	Box	24	110.35	2,648.40	7.00	48.00
					Sub Total		48.00	
Remarks					Total		48.00	
					Total Amount Paid		0.00	

PROPERTY ISSUED BY	PICKED UP BY	PICKED UP FROM	DATE
TROY CATES	CHRISTIAN WOLFE		

Being the duly authorized agent of the above Donee organization, I accept the property listed hereon and on the attached continuation sheet(s) where appropriate and commit the Donee to comply with the terms and conditions printed on the final page of this document.

Signature of the authorized agent \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**A. THE DONEE CERTIFIES THAT**

1. It is a public entity, or a nonprofit educational or public health institution or organization, exempt from taxation under section 501 of the Internal Revenue Code of 1954, within the meaning of section 2031(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
2. If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes including research for such purpose. The property is not being acquired for any other use or purpose, or for sale or other distribution or for permanent use outside the State, except with prior approval of the State Agency.
3. Funds are available to pay all costs and charges incident to donation.
4. The transaction shall be subject to the non-discrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, section 122 of title 40, United States Code, section 504 of the Rehabilitation Act of 1973, as amended, title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.
5. It or its representatives are not currently debarred, suspended, declared ineligible or otherwise excluded from receiving federal property.

**B. THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:**

1. All items of property shall be placed in use for the purposes for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the Donee shall immediately notify the State Agency and at the Donee's expense, return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
2. Such special handling or use instructions as are imposed by General Services Administration (GSA) or any item(s) of property listed hereon and so indicated on the distribution document.
3. In the event the property is not so used or handled as required by (B) (1) and (2), title and right to the possession of such property shall at the Option of GSA revert to the United States of America and upon demand the Donee shall release such property to such persons as GSA or its designee shall direct.

**C. THE DONEE AGREES TO THE FOLLOWING CONDITIONS AND RESTRICTIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST AND ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT WHICH ARE COVERED UNDER (F) BELOW.**

1. The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such item of major equipment, listed hereon, on which the State Agency designates a further period of restriction and so indicates on the distribution document.
3. In the event the property is not so used as required by (C) (1) and (2) and Federal restrictions (B) (1) and (2) have expired then title and right to the possession of such property shall at the option of the State Agency revert to the State Agency and the Donee shall release such property to such persons as the State Agency shall direct.

**D. THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS.**

1. From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect, the Donee shall not sell, lease, lease, lend, bail, collateralize, encumber, or otherwise dispose of such property or remove it permanently, for use outside the State, without the prior approval of GSA or the State Agency under (C). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State Agency, shall be remitted promptly by the Donee to GSA or the State Agency, as the case may be.
2. In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, collateralized, encumbered, or otherwise disposed of by the Donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect without the prior approval of GSA or the State Agency, the Donee, at the option of GSA or the State Agency, shall pay to GSA or the State Agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State Agency.
3. If at any time from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the Donee for the purpose(s) for which acquired, the Donee shall promptly notify the State Agency, and shall as directed by the State Agency, return the property to the State Agency, release the property to another Donee or another State Agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the Donee to the State Agency.
4. The Donee shall make reports to the State Agency on the use, condition, and location of the property listed hereon and on other pertinent matters as may be required from time to time by the State Agency.
5. At the option of the State Agency, the Donee may segregate the conditions and restrictions set forth in (C) and the terms, reservations pertinent thereto in (C) by payment of an amount as determined by the State Agency.

**E. THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON**

1. The property acquired by the Donee is on an "as is, where is" basis without warranty of any kind, and it will hold the Government harmless from any and all debts, liabilities, judgments, costs, demands, suits, actions or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.
2. Where a Donee carries insurance against damage to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired limits, conditions, reservations or restriction occurs, the State Agency will be entitled to reimbursement from the Donee of the insurance proceeds of an amount equal to the uninsured portion of the fair market value of the damaged or destroyed donated items.

**F. TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED**

1. The donation shall be subject to the terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative.

**G. THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST LESS THAN \$5,000:**

1. The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 12 months from the date the property is placed in use except for special items with extensive use potential on which the State Agency designates an additional 9 months period of restriction and so indicates on the distribution document.
3. In the event the property is not so used as required by (G) (1) and (2) and the Federal restrictions (B) (1) and (2) have expired then title and right to the property shall at the option of the State Agency revert to the State Agency and the Donee shall release such property to such persons as the State Agency shall direct.

**STATEMENT RELATING TO APPLICATION OF DONATED FEDERAL PROPERTY TO THRESHOLD IN DETERMINING APPLICATION OF THE SINGLE AUDIT**  
According to federal law the federal surplus property donated to your organization is considered to be a grant. The value of the property has been determined by the General Services Administration to be 75 84% of the acquisition cost. As such the value must be added to your organization's other grant distributions in determining whether a single audit is required according to OMB Circular No. A-113 which implements the Single Audit Act Amendments of 1996.

H

DATE

WWW.SURPLUS.SC.GOV

**FEDERAL PROPERTY  
ISSUE DOCUMENT**  
 SC Department of Administration  
 General Services  
 Surplus Property Office  
 1441 Boston Avenue  
 West Columbia, SC 29170  
 (803) 696-6880

ISSUE DOCUMENT NUMBER

Purchase Order No. \_\_\_\_\_

DONEE INSTITUTION 32069014 - 4003041

Purpose \_\_\_\_\_

- PURPOSES FOR WHICH PROPERTY IS BEING ACQUIRED**
- 1 Public Agency
    - A Conservation
    - B Economic Development
    - C Education
    - D Parks and Recreation
    - E Public Health
    - F Public Safety
    - G Two or More Purposes
    - H Other
    - L Homeless and Needy
    - O Older Americans
    - P SASP - State Agencies Surp. Prop.
    - S SBA - Small Bus. Admin.
    - T Impoverished Families/Ind. Ind.
    - Y SEA - Service Educ. Act/v
  - 2 Non-Profit Institution of Organizations
    - I Education
    - J Health
    - K Homeless and Needy
    - M Older Americans
    - U Impoverished Families/Ind. Ind.

Line No.	Federal SPO #	Description	UoM	Qty	Acq. Cost		Serv. Charge	
					Unit	Total	Unit	Total

Remarks

**Sub Total**  
**Total**  
**Total Amount Paid**

PROPERTY ISSUED BY	PICKED UP BY	PICKED UP FROM	DATE

Being the duly authorized agent of the above Donee organization, I accept the property listed hereon and on the attached continuation sheet(s) where appropriate and commit the Donee to comply with the terms and conditions printed on the final

Signature of the authorized agent \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



SOUTH CAROLINA SURPLUS PROPERTY OFFICE  
Utilization Questionnaire

Donee Contact	
Authorized Representative	
Donee Account Number / Account Name	
Asset Number	
Serial Number	
Description	
Invoice	
Invoice Date	
Date Email Sent To Donee	
Original Government Acquisition Cost	
Handling Fee	

In compliance with the Federal and State regulations and restrictions, property must be placed in use for the purpose for which acquired within one year of receipt. The property must be used for the expressed purpose for the Federal restriction period. If it is not placed in use within the one year period and utilized for the expressed purpose for the specified period of restriction, the property is to be returned to our Agency "in the Donee's Expense". The property must not be sold, traded, leased, transferred, 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.

CERTIFICATION OF USE FORM TO BE COMPLETED AND RETURNED TO OUR AGENCY BY FAX, EMAIL OR MAIL WHEN ABOVE PROPERTY IS PLACED IN USE. PLEASE ADDRESS ALL CORRECTIONS TO THIS PAGE.

<b>UTILIZATION QUESTIONNAIRE FOR DONEE USE</b>	
Compliance Property Described Above is currently in Use? YES _____ NO _____	
Property is being used for what purpose? (describe) _____	
Property was placed into use (date) _____ (location) _____	
and will continue to be used during the specified period of restriction. In the event it ceases to be used during the specified period of restriction the State Agency shall be so advised.	
If Not in Use Give Reason _____	
Donee Signature _____	Print Name _____
Title _____	Date _____

<b>FOR FEDERAL SURPLUS STAFF USE ONLY</b>			
By Mail _____	Site Visit _____	Virtual _____	Comments _____
Staff Signature _____			
Print Name _____			
Date _____			

<b>FOR USE DURING SUBSEQUENT SITE VISIT OR VIRTUAL COMPLIANCE CHECK</b>			
Compliance Property Described Above is still in Use? YES _____ NO _____	Comments _____		
Donee Signature _____	Print Name _____		
Title _____	Date _____		