



**ASSISTANCE ORGANIZATION APPLICATION
STATE OF TEXAS SURPLUS PROPERTY PROGRAM
TEXAS FACILITIES COMMISSION**

NOTE: This application is valid for transfers of State Agency property only. It is NOT to be used to for requesting property from State Universities. State agencies and political subdivisions (such as cities, counties, school districts, and volunteer fire departments) do not need to complete this form to request property.

INSTRUCTIONS: Chapter 2175.001 of the Texas Government Code identifies the types of assistance organizations that may participate in the State of Texas Surplus Property Program. To determine if your organization is eligible to participate in the program, please complete and submit an **original signed application** along with the requested documentation **by mail** to:

**TEXAS FACILITIES COMMISSION
STATE SURPLUS PROPERTY PROGRAM
P.O. BOX 13047
AUSTIN, TEXAS 78711-3047**

Please also include the required supporting documentation for your eligibility category, as well as the six items listed on the bottom of page 3 of this application. Incomplete applications will not be processed. Questions? Please contact us at (512) 962-4167 or state.surplus@tfc.state.tx.us.

TERMS AND CONDITIONS: All property is intended for use for the approved program(s) within the State of Texas by Texas residents. **Assistance organizations must retain, for its sole use, any State surplus property obtained for a minimum of two (2) years prior to disposal.** During the 2-year compliance period, assistance organizations may not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property without the prior approval of TFC. Property may not be removed indefinitely for use outside the state. Property must be used and stored at the street address listed on the Application, or at other appropriate satellite locations managed by your organization. Property may not be removed indefinitely from an approved location without prior, written approval from TFC. Property may not be stored at a personal residence, unrelated business or storage facility, or any other location that is not managed by your organization. Property is not intended for personal use; it must be readily accessible to all organizational staff. If property is sold, transferred, or otherwise disposed of during the 2-year compliance period, your organization may be asked to refund the State for the fair market value of the property and/or be expelled from the Surplus Property Program. The Texas Facilities Commission, at its discretion, may conduct, at any time, routine on-site compliance visits to confirm the proper utilization of the acquired State surplus property, to verify the mission of the assistance organization meets program eligibility requirements, to determine whether the assistance organization provides the services represented in its application, or to ensure property is being used in accordance with program guidelines. The assistance organization must retain sufficient documentation to substantiate program eligibility and compliance with applicable law. By signing this application, the assistance organization's authorized representative is certifying that all information submitted is true and correct to the best of his or her knowledge. Any misrepresentation of information or falsification of documents in conjunction with this application will be grounds for immediate expulsion from the State of Texas Surplus Property Program.

Name of Organization	
Street Address	
Mailing Address <i>(if different from above)</i>	

Name of Authorized Representative		Title	
Email		Phone	
Signature of Authorized Representative		Date	

Please check the box that most closely matches the services provided by your organization:

(A) **A nonprofit organization** that provides: 1) educational services, 2) health services, 3) human services, or 4) assistance to homeless individuals;

Required documentation: A written statement detailing your organization’s program activities (including the type(s) of program(s), frequency of services/schedule of events, and description of target client base) and how these activities provide educational, health, or human services or assistance to homeless individuals. In order to be eligible, an organization must provide services directly to clients.

(B) **A nonprofit food bank** that solicits, warehouses, and redistributes edible but unmarketable food to an agency that feeds needy families and individuals;

Required documentation: A letter from the agency your food bank supports. The letter must be on the agency’s letterhead and signed by an agency authorized representative.

(C) **Texas Partners of the Americas**, a registered agency with the Advisory Committee on Voluntary Foreign Aid, with the approval of the Partners of the Alliance office of the Agency for International Development;

Required documentation: A letter from the Partners of Alliance office of the Agency for International Development.

(D) **A group, including a faith-based group**, which enters into a financial or nonfinancial agreement with a health or human services agency to provide services to that agency’s clients;

Required documentation: A copy of the agreement with one of the following agencies: Texas Department of Aging and Disability Services, Texas Department of State Health Services, Texas Department of Family and Protective Services, Texas Department of Assistive & Rehabilitative Services, or the Health and Human Services Commission.

(E) **A non-profit organization** approved by the Supreme Court of Texas that provides free legal services for low-income households in civil matters;

Required documentation: A letter from the Supreme Court of Texas indicating your organization has been approved to provide free legal services to low-income households in civil matters.

(F) **The Texas Boll Weevil Eradication Foundation, Inc.**, or an entity designated by the commissioner of agriculture as the foundation's successor entity under Section 74.1011, Agriculture Code;

Required documentation: A letter from the Texas Boll Weevil Eradication Foundation, Inc. on official letterhead signed by an authorized representative, or for an entity designated by the Commissioner of Agriculture as the foundation's successor, supporting documentation from the Texas Department of Agriculture.

(G) **A local workforce development board** created under Section 2308.253 of the Texas Government Code;

Required documentation: A copy of the original agreement that established the formation of the local workforce development board.

(H) **A nonprofit computer bank** that solicits, stores, refurbishes, and redistributes used computer equipment to public school students and their families; or

Required documentation: Provide a letter from public school district(s) stating your organization is acting on behalf of the school district(s) and/or its students and their families. School district(s) must specify length of time for which agreement is valid.

(I) **A nonprofit organization** that provides affordable housing.

Required documentation: A written statement detailing your organization's program activities, including how and to whom these activities provide affordable housing.

In addition to the required documentation listed above for each eligibility category, all applicants must submit the following with the application:

- A current Internal Revenue Service letter granting exemption status under Title 26, Section 1.501(c) (3) or (d);
- Comptroller of Public Accounts letter granting tax-exempt status in Texas;
- A copy of your organization's latest federal tax return. If your organization does not file a tax return, then a copy of the current budget or latest annual financial report may be submitted instead;
- Explanation of how your organization determines eligibility for the services provided and, if available, examples of client application or screening form;
- Detailed description of how your organization measures performance and success in meeting your organization's established goals (for example, number of people served); AND
- A listing of the specific types of property your organization is interested in and how the property will be utilized by your organization.