



# NORTH CAROLINA FEDERAL SURPLUS PROPERTY AGENCY

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM

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

**SECTION 1:** Provide the full legal name of your organization on the first line of this section. Provide the mailing address of your organization as recognized by the U.S. Postal Service. Include ZIP Code. Provide the street address if different from mailing address, or provide directions if located on a rural route or other remote area. List the county in which the organization is actually located and a business telephone number with area code.

**SECTION 2:** Check the appropriate box which describes your organization. If you are unable to determine which status to check, please contact this office for assistance at (919) 814-5600.

**SECTION 3:** Check the appropriate box which indicates the type or purpose of your organization. You should select the purpose that best describes under which organizational definition you wish to attain Federal Surplus Property. A list of DEFINITIONS has been included with this application packet to assist you in making this determination.

**SECTION 4:** A comprehensive written description of all programs or services provided is required. A description of the operational facilities should also be included. Be sure to include information of staff and staff qualifications, hours of operation, services and programs offered, population or enrollment, fees charged, etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include complete copy of your Articles of Incorporation with all filing certificates and amendments, and a copy of your current Bylaws.

**SECTION 5:** Check the appropriate box which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application (copies of current budget and/or tax levy, if applicable, are acceptable).

**SECTION 6:** All applicants making application as "Nonprofit, tax-exempt organizations" must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Code of 1954. The name and address of the organization on this IRS letter must match the name and address provided in Section I of this application. If the names do not match, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificates to establish an "audit trail" of names showing the legal connection.

**SECTION 7:** Applicants making application as "Nonprofit, tax-exempt organization" are required to submit evidence that the applicant is currently approved, accredited, or licensed. Programs for older individuals must include evidence of funding under the Older Americans Act of 1965; Titles IV or XX of the Social Security Act; Titles VIII or X of the Economic Development Act of 1964; or the Community Services Block Grant Act. Providers of assistance to homeless individuals must include a letter from a mayor, county judge, city or county health offices or comparable authority which certifies that the applicant is a "provider of assistance to the homeless". The certification must identify the service or assistance being provided and the number of individuals receiving such assistance.

**SECTION 8:** Annotate date and provide an original signature of applicant's Authorized Official (President, Chairman of the Board, County Judge, Mayor, City Manager, Executive Director, Administrator, Fire Chief, or other comparable Authorized Official). Photo copied, rubber stamped, machine produced, carbon, electronic, or other facsimile-type signatures are not acceptable.

**NOTES:** *INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED. USE THIS INSTRUCTION SHEET AS YOUR CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED.*

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE CALL (919) 814-5600.**

**PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS AND SUBMIT THE ORIGINAL IN PERSON OR BY U.S. MAIL TO:**

**NC FEDERAL SURPLUS PROPERTY  
1311 Mail Service Center  
Raleigh, NC 27699-1311**

## DEFINITIONS (page 1 of 3)

**Approved-** Recognition and approval by the State Department of Education, State Department of Health, or other appropriate authority where no recognized accrediting board, association, or other entity exists for the purpose of making an accreditation. For an educational program, approval must relate to academic or instructional standards established by the appropriate authority. An educational institution or program may be considered approved if its instruction and credits therefor are accepted by three accredited or State approved institutions, or if it meets the academic or instructional standards prescribed for public schools in the State; i.e., the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instruction, which operates primarily for educational purposes on a full-time basis for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors. For a public health institution or program, approval must relate to the medical requirements or standards for the professional and technical services of the institution established by the appropriate authority. A health institution or program may be considered as approved when a State body having authority under law to establish standards and requirements for public health institutions renders approval thereto, whether by accreditation procedures or licensing or such other method prescribed by State Law. In the absence of an official State approving authority for public health institution or program educational institution or program, the awarding of research grants to the institution or organization by a recognized authority such as the National Institute of Health, the National Institute of Education, or by similar national advisory councils/organizations may constitute approval of the institution or program provided all other criteria are met.

**Accredited-** Approved by a recognized accrediting board or association at a regional, State, or national level such as a State Board of Education or Health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

**Adult Day Care-** A program of services provided under health leadership in an ambulatory care setting for adults who do not require 24-hour institutional care and yet, due to physical and/or mental impairment, are not capable of full-time independent living. Participants in the day care program are referred to the program by their attending physician or some other appropriate source, such as an institutional discharge planning program, a welfare agency, etc. The essential elements of a day care program are directed toward meeting the health maintenance and restorative needs of participants. However, there are social elements in the program which, by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purpose of fostering and maintaining the maximum possible state of health and wellbeing.

**Child Care Center-** A public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 (or as prescribed by State law) and which is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

**Clinic-** An approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services and includes customary related services such as laboratories and treatment rooms.

**College-** An approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

**Economic Development-** Program(s) carried out or promoted by a public agency for public purposes which involves (directly or indirectly) efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial, or agricultural plants or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes. For public agency use- may not act as a conduit for the transfer of property.

**Educational Institution-** An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization which conducts educational programs including research for any such programs, such as a child care center, school, college, university, school for the mentally or physically disabled, or educational radio or television station.

**Educational Radio Station-** A radio station licensed by the Federal Communication Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under section 501 of the Internal Revenue Code of 1954.

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**Educational Television Station**- A television station licensed by the Federal Communication Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under section 501 of the Internal Revenue Code of 1954.

**Health Center**- An approved public or nonprofit facility that provides public health services, including related facilities such as diagnostic and laboratory facilities and clinics.

**Homeless Individual**- An individual who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime residence that is (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. For purposes of this definition, the term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law.

**Hospital**- An approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured and includes related facilities such as laboratories, outpatient departments, training facilities, and staff offices.

**Licensed**- Recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or educational or public health programs such as occupational training, physical or mental health rehabilitation services, or nursing care. Licenses must frequently be renewed at periodic intervals.

**Local Government**- A government, or administration of a locality, within a State or possession of the United States.

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

**Medical institution**- An approved, accredited, or licensed public or nonprofit institution, facility, or organization whose primary function is the furnishing of public health and medical services to the public or promoting public health through the conduct of research, experiments, training, or demonstrations related to cause, prevention, and methods of diagnosis and treatment of diseases and injuries. The term includes, but is not limited to, hospitals, clinics, alcohol and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term does not include institutions primarily engaged in domiciliary care, although a separate medical facility within such a domiciliary institution may qualify as a "medical institution."

**Museum**- A public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis. The museum must accede to any request for admission during 'business hours', interpreted here to be approximately 9:00am to 4:00pm. As used in this part, the term "museum" includes, but is not limited to, the following institutions if they satisfy all other provisions of this definition: Aquariums and zoological parks; botanical gardens and arboretums; nature centers; museums relating to art, history (including historic buildings), natural history, science, and technology; and planetariums. For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of "museum" does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution.

**Nonprofit Tax-Exempt Activity**- An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provision of Section 501 of the Internal Revenue Code of 1954.

## DEFINITIONS (page 3 of 3)

**Program for Older Individuals-** A program conducted by a State or local government agency or nonprofit activity that receives funds appropriated for services or programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act (42 U.S.C. 601 et seq.), or under titles VIII and X of the Economic Opportunity Act of 1964 (42 U.S.C. 2991 et seq.) and the Community Services Block Grant Act (42 U.S.C. 9901 et seq.).

**Provider of Assistance to Homeless Individuals-** A public agency or a nonprofit institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals. Property acquired through this donation program by such institutions must be used exclusively in their program(s) for providing assistance to homeless individuals.

**Provider of Assistance to Impoverished Families and Individuals-** A public or nonprofit organization whose primary function is to provide money, goods, or services to families or individuals whose annual incomes are below the poverty line (as defined in section 673 of the Community Services Block Grant Act) (42 U.S.C. 9902). Providers include food banks, self-help housing groups, and organizations providing services such as the following: Health care; medical transportation; scholarships and tuition assistance; tutoring and literacy instruction; job training and placement; employment counseling; child care assistance; meals or other nutritional support; clothing distribution; home construction or repairs; utility or rental assistance; and legal counsel.

**School-** (except schools for the mentally or physically disabled)“ A public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, that operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

**School for the Mentally or Physically Disabled-** A facility or institution operated primarily to provide specialized instruction to students of limited mental or physical capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the mentally or physically disabled, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government.

**University-** A public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.