

APPENDIX 10

DONATION OF EXCESS COMPUTERS TO NON-PROFIT
ORGANIZATIONS AND EDUCATIONAL INSTITUTIONS:

This appendix provides a quick guide for the provision of surplus government owned computers to Neighborhood Networks (NNs) Computerized Learning Centers (CLCs). IT IS NOT INTENDED AS THE OFFICIAL "LAST" WORD, but as general guidance from which you can build.

HUD's Office of Administration issued Notice 95-0006 ADM (expired December 12, 1996), which provides the Departments's official instructions for the donation of MM excess computers to the above cited types of organizations. While this document excluded PIH and Housing projects from eligibility at issuance, this issue was clarified by the General Counsel and there are a variety of subsequent cc:mail and written messages for clarification. A revised Notice which specifies that PIH and Housing projects are eligible under the Stevenson-Wydler Technology Innovation Act should become available about the time this HBK change is printed.

Further information (and subsequent issuances) may be obtained from the Management and Transportation Division of the Office of Administrative and Management Services at (202) 708-4602.

A. Government Surplus Property Program:
Background:

The General Services Administration (GSA) is responsible for oversight and management of government surplus property. In most cases, Federal Agencies must report all surplus property to GSA. Surplus property is first offered to Federal Agencies. If no Federal Agency wants the property, it is then made available for donation to State Agencies for Surplus Property (SASP). Non-profit organizations may be able to get surplus property through donations brokered by their SASP. Eligibility for surplus property is determined by the SASP in each State. Surplus property that is not donated may be sold by GSA at auction. These sales are usually open to the public, and provide another

means for non-profit organizations to obtain surplus government property. Limited authority has been granted to Federal Agencies to make direct donations of research/computer equipment only to schools and non-profit organizations under the Stevenson-Wydler Technology

Innovation Act.

1. To obtain surplus property you may try to contact your nearest GSA office and obtain the name of a personal property officer.

This person can provide valuable information when it comes to obtaining, disposing and transferring property from Federal Agencies to non-profits and educational institutions under the Stevenson-Wydler Technology Innovation Act. In addition, they can direct you to the appropriate State utilization office (see SASP), where other excess government equipment (and computers) can be obtained.

2. Ask your GSA contact about large scale disposal outlets in your immediate are (large civilian government operations or the military). These are usually sales or auctions of used furniture and equipment.
3. Request GSA to mail/fax copies of their reports of Excess Personal property (SF-120) of the material which may be available. (This is NOT something normally done, but it is possible that some property officers may make available this information, or access thereto.)
4. GSA has a computerized database of surplus government property (FEDS/SCREEN) that eligible Donees may access. Currently, GSA will issue an access code to a SASP or Donee at the inquiry only permission level. Non-profit organizations requesting access codes must be sponsored by their SASP. Accordingly, SASPs and Donees can computer search GSA's nationwide inventory of surplus property, but cannot freeze items electronically. GSA will issue additional access codes at the inquiry and freeze permission level to SASPs and Donees upon

2- 4

6/97

4381.5 REV-2
CHG-2

written request after the FEDS/SCREEN module is modified to incorporate the allocation process. Non-profits and educational institutions normally get excess computer equipment from their SASP. There is normally a small charge associated with these transactions.

B. "Rules" of Engagement:

1. HUD can either transfer computer equipment to another Federal Agency, or donate to a nonprofit 501(c)(3) or an educational institution. Please note that the direct donation of computer equipment is a limited authority allowed under the Stevenson-Wydler Technology Innovation Act. Other donations to non-profits must be handled by GSA or the SASP.

2. Housing staff may assist HUD Administrative staff, if requested, by doing any required paperwork and obtaining the necessary signatures on the gift/acceptance agreement. The original of all paperwork MUST remain with HUD's Administrative Officer.
3. Do NOT store computers from another Federal Agency in HUD; please arrange for direct shipment from the donating agency to the project site.

C. Transfer Paperwork Guide:

REMEMBER: computers can go to non-profit corporations (501(c)(3)s and educational institutions only !!

1. All donations must be described on the SF-122 "Transfer Order Excess Personal Property" (see Appendix 11A). The SF-122 must be prepared by the Administrative Officer so HUD Administration has records of donations for Audit and required reporting purposes.
2. See sample request letter to HUD (Appendix 11B), a response letter to the NN site (Appendix 11C) and the gift/acceptance form from Notice H-95-0006 for the donee to sign (Appendix 11D).

6/97

3-4

4381.5 REV-2
CHG-2

3. The gift/acceptance form must be signed by the appropriate representative of the agency receiving the computers AND the HUD Administrative Officer BEFORE the receiving agency gets the computers. The Administrative Officer keeps the original.
4. Arrange for direct transfer of the computers from HUD (or another donating agency) to the Donee.

4-4

6/97
APPENDIX 10A

APPENDIX 10A CONTAINS STANDARD FORM 122, TRANSFER ORDER - EXCESS PERSONAL PROPERTY.

4381.5 REV-2
CHG-2

..PDF:

[Click Here to Download PDF Form](#)

APPENDIX 10B

(FORMAT SAMPLE ONLY
-
DEVELOP LOCAL VERSION)

Dear : (INSERT NAME OF ASSET MANAGER HERE)

Subject: CLC Equipment
XYZ Apartments
Anytown, ST 12345

This letter is a request from the _____, a non-profit educational corporation to the U.S. Department of Housing and Urban Development, for excess computers and computer-related equipment. We are requesting they be delivered to _____ Apartment's Computer Learning Center in _____, State.

_____, as managing owner of the _____ Apartments, do agree to accept such equipment for the project on the following terms and conditions. we will:

1. remove all government inventory stickers.
2. use this equipment as part of the _____ Computer Learning Center (CLC) for educational purposes.
3. hold this equipment under the care and custody of project personnel at _____, State. All maintenance and repair costs of this computer equipment will be borne by the _____ project.
4. only use legally owned software on these computers and evidenced by Licenses, Certifications, manuals and the original master diskette. We will also take appropriate steps to ensure that no unauthorized copying and use of such software copies occurs at the _____ CLC.

For _____ Apartments. The Science Club.

_____, managing owner

President

6/97

1-1

4381.5 REV-2
CHG-2

APPENDIX 10C

(FORMAT SAMPLE ONLY

-

DEVELOP LOCAL VERSION)

Letter from HUD Field Office to NN Center at project site:

Dear:

As our staff noted in two telephone conversations on

_____, we can transfer excess computer equipment to your NN center, for its support. We have tentatively allocated the following equipment:

_____, each with
_____ monitor and keyboards

Please sign the attached gift/acceptance agreement for our records, to meet the requirements of Federal law. While a written justification is required, given that the Office of Housing has or will approve your Neighborhood Networks Business Plan, only sign the statement referencing that plan just below the signature block.

Please note that this statement also certifies the nonprofit tax exempt status under section 501(c)(3) - of the IRS Code for at least one of the parties in the partnership. Also, enter the IRS 501(c)(3) number in the line on the first page, and return the signed document as soon as possible.

Once we process this gift/acceptance agreement, we'll let you know a date to get the equipment, and return a signed copy of the agreement to you. We look forward to a successful CLC at _____ and are glad we can provide the support.

Please advise _____ at () ___-_____ if you want to be kept on our list for future equipment allocation, if some becomes available. If you have any questions, please call me at () ___-_____.

Sincerely

Amy Jones
Administrative Officer
ABC State Office

1-1

6/97

4381.5 REV-2
CHG-2

APPENDIX 10D

GIFT/ACCEPTANCE AGREEMENT
BETWEEN THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND
(EDUCATIONAL INSTITUTION OR NONPROFIT ORGANIZATION)

I. PURPOSE.

The purpose of this Agreement is to establish an understanding between the U.S. Department of Housing and Urban Development (HUD), and (educational institution or non-profit organization), concerning the transfer of excess

computers and computer-related equipment. The (educational institution or nonprofit organization) understands and agrees that this excess equipment will be used for the conduct of educational, technical, scientific and research activities.

II. AUTHORITY.

The Stevenson-Wydler Technology Innovation Act of 1980, as amended, and Executive Order 12999, dated April 17, 1986, provide that Federal agencies and department, may donate research equipment that is excess to the needs of the agency, or department to an educational institution or nonprofit organization for the conduct of educational, technical, scientific, and research activities.

III. OBJECTIVES.

This Agreement provides a mechanism for the transfer of excess computers and computer-related equipment from the U.S. Department of Housing and Urban Development to (educational institution or nonprofit organization), in accordance with procedures set forth in Public Law 104106, and implementing Departmental directives.

6/97

1-3

4381.5 REV-2
CHG-2

IV. DONEE ACKNOWLEDGEMENTS.

- a. Donees agree that excess computers and computer-related equipment will be used for the stated educational, scientific and research activities, only.
- b. Donated excess computers and computer-related equipment are free of charge; however, the Donee must pay all costs associated with packaging and transportation unless HUD agrees to exempt the donee from these charges.
- c. Upon physical receipt of the excess computers and computer related equipment, the recipient coordinator will sign a return copy of the SF-122, Transfer Order-- Excess Personal Property, to the Department. Title of ownership transfers to the Donee upon the Department's receipt of the signed SF-122.
- d. The Department assumes no liability for accidents, bodily injury, illness, damages or loss related to the excess equipment donated under this program. The Department will not be responsible for maintenance or repairs. All equipment will be checked prior to donation to ensure it is in good operating condition.
- e. Donees who wish to cancel a request for excess computers and computer-related equipment must

immediately notify the designated HUD coordinator.

V. EFFECTIVE DATE.

This Agreement is effective as of the date of authorized signatures representing the U.S. Department of Housing and Urban Development and the (educational institution or nonprofit organization).

4381.5 REV-2
CHG-2

2-3

6/97

The Coordinators for this Agreement are:

x _____
(Name/Title) (Date)

x _____
(Educational Institution or Nonprofit Organization)

x _____ (_____) _____
(Address) (Telephone Number)

(Name/Title of Housing and Urban Development Representative)

(Telephone Number) (Date)

3-3

6/97