INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Director or Equivalent on each of the six (6) pages.

2. On a separate page; on OFFICIAL LETTERHEAD provide a Narrative, which includes the following information:
   Description of what the organization does, services provided, etc.
   Number of employees/volunteers
   Number of participants
   Percentage (%) of participants that are veterans (minimum of 33%)

3. Provide the RNO (Race and National Origin) profile of your service area:
   Census Data which can be found at this web site:
   https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml
   Community Facts: you must enter your county information in the search box; then click GO
   Once on your county page go to:
   2017 American Community Survey
   Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)

4. Sources of Funding:
   Copy of latest financial summary report, to equal one (1) year (DO NOT PROVIDE BANK STATEMENTS).

5. Copy of Charter.

6. Copy of Articles of Incorporation and By-Laws.

All pages must be signed by Director or Equivalent

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351
Monday – Friday 8 AM to 4:30 PM
• E-mail: fedsurplus@ks.gov
• Fax (785) 296-4060
• Mail: Federal Surplus Property
  2830 SW Kanza Drive
  Topeka, Kansas 66606
  ATTN: ELIGIBILITY
Veteran Organizations
ELIGIBILITY APPLICATION REQUIREMENTS

§102-37.380 (d) Section 549 (c)(3)(C) of title 40, United States Code authorizes for the donation of property to veteran organizations, for purposes of provide services to veterans (as defined in section 101 of title 38).

Eligible organizations are those whose:
(1) Membership comprises substantially veterans
(2) Representatives are recognized by the Secretary of Veterans Affairs under section 5902 of title 38.

Organizations whose representatives are recognized by the Secretary of Veterans Affairs:

African American PTSD Association, American Ex-Prisoners of War, Inc.,
American GI Forum National Veterans Outreach Program, American Legion,
AMVETS, Armed Forces Services Corporation,
Army and Navy Union, USA, Inc. Associates of Vietnam Veterans of America
Blinded Veterans Association Catholic War Veterans of the U.S.A., Inc.
Disabled American Veterans Fleet Reserve Association
Gold Star Wives of America, Inc. Jewish War Veterans of the U.S.A.
Italian American War Veterans of the United States, Inc. Marine Corps League
Legion of Valor of the United States of America, Inc. Military Order of the Purple Heart
National Amputation Foundation, Inc. National Association for Black Veterans, Inc.
National Association of County Veterans Service Officers Navy Mutual Aid Association
Non-Commissioned Officers Association of the U.S.A. Paralyzed Veterans of America
Polish Legion of American Veterans, U.S.A. The Retired Enlisted Association
United Spanish War Veterans United Spinal Association, Inc.
Veterans of Foreign Wars of the United States Vietnam Era Veterans Association
Veterans of the Vietnam War, Inc & the Veterans Coalition Vietnam Veterans of American