

Texas Department of Transportation
Surplus Property Disposal Program
APPLICATION FORM

Only the assistance organizations identified in Chapter 2175, § 2175.001, of the Texas Government Code are eligible to participate in the state's surplus property disposal program. In order to assist us in arriving at a determination of your organization's eligibility status, please complete and submit this application along with the requested documentation to the Texas Department of Transportation, GSD Property Management, 125 E. 11th Street, Austin, Texas, 78701-2483, Attn: Gary Quinn.

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

- Nonprofit organization**^{P1}
 - An organization that provides educational, health, or human services or assistance to homeless individuals.
Required documentation: A written statement detailing your organization's program activities and how these activities provide educational, health, or human services or assistance to homeless individuals.
- Nonprofit organization**^{P1}
 - An 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.
- Nonprofit food bank**^{P1}
 - An organization 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.
- Texas Partners of 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 the Alliance office of the Agency for International Development.
- Group, including faith-based group**
 - An organization that contracts with a health or human services agency to provide services to that agency's clients.
Required documentation: An agreement letter from the Texas Department of Health (TDH) or Texas Department of Human Services (TDHS) stating that your group provides services to that agency's clients and gives a length of time for the agreement.
- Local workforce development board**
 - A local workforce development board that satisfies the requirements of 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.
- Texas Boll Weevil Eradication Foundation, Inc.**
 - Texas Boll Weevil Eradication Foundation, Inc., or entity designated by the commissioner of agriculture as the foundation's successor entity under Section 74.1011, Agriculture Code.
Required documentation: A letter received on Texas Boll Weevil Eradication Foundation, Inc., letterhead will be sufficient. However, an entity designated by the commissioner of agriculture as the foundation successor must provide supporting documentation from the Texas Department of Agriculture.
- Nonprofit computer bank**^{P1}
 - A nonprofit computer bank that solicits, stores, refurbishes, and redistributes used computer equipment to public school students and their families.
Required documentation: Provide letter from school district(s) stating your organization is acting on behalf of the school district(s) and/or its students and their families.
- Nonprofit organization**^{P1}
 - A nonprofit organization that provides affordable housing.
Required documentation: A written statement detailing your organization's program activities and how these activities provide affordable housing.

^{P1P} **All non-profit organizations must submit one of the following documents with their application:**

- A valid/current Internal Revenue Service letter granting exemption status under Title 26, Section 1.501 (c) (3) or (d), or
- Comptroller of Public Accounts letter granting tax-exempt status.

Please fill-in the requested information below, sign and return this application and supporting documentation to the above address.

Name of Assistance Organization

Mailing Address

Signature of Authorized Representative*

Print Name and Title

* By signing this application, the assistance organization's authorized representative is certifying that all entries and requested documents are true and correct to the best of their knowledge. Any falsification of documents or this application will be grounds for immediate expulsion from the department's surplus property program.