

Federal Surplus Program

Initial Required Documentation for Public Agency Organizations

The following are required for the Federal Surplus Program. Required documents must be uploaded to the application using the Document Upload function. Applications will not be considered complete until all requirements are met. Missing or unsolicited information will not be considered and may cause delays in processing applications.

Note: DAS reserves the right to request additional or supporting documentation.

Financial Statement

Provide for the most current fiscal year. This statement must include information concerning current budget and funding source.

Proof of Public Agency Status

Copy of Articles of Incorporation and/or By-laws or County Ordinance establishing organization.

*If a Volunteer Fire/Rescue Squad(s), evidence of public funding and/or Legislative Authority must be provided.

Wants and Needs List

List of property organization is looking for.

Acknowledgement of Agreements, Certifications, Assurances and Statements

Must be read and signed by Applicant's Head Authorized Official/ Director/ President/ Purchasing Agent/ Equivalent. The signed Acknowledgement of Agreements, Certifications, Assurances and Statements represents that all those listed as Authorized Representatives on the system have read and understand all the information contained in this application and they will abide by the aforementioned agreements, certifications, assurances and statements.

Note: Additional Authorized Representatives added to the system after approval period, will need to complete FS-05 Authorized Representatives Update Form and submit to DAS.State.Surplus@ct.gov.

Organization/Program Narrative on Leadhead

Narrative on official letterhead, that includes the following information:

- Number of employees
- Type of services provided
- Background information about the Organization (year formed, etc.)

*If a City or County, include the following information:

- Population
- List of voted in positions and length of term
- Divisions within the county (road, sheriff, etc.)
- Any special events held/sponsored by the county

- Any other information you wish to provide



*If a Public Safety, Volunteer Fire/Rescue organization, include the following information:

- Approximate number of square miles served
- Approximate number of residence served
- Number of personnel
- Number of stations and physical address for each
- List of heavy equipment on hand (examples: pumpers, tankers, brush trucks, rescue vehicles, Jaws of Life, etc.)
- List of any special events (annual fundraisers, community outreach/awareness events, etc.)
- Copy of training log equal to 1 year - including name of class, date of occurred
- Number of personnel attending and hours of credit. No need to send certificates copies.