

Organization Eligibility Application for King County Surplus Property Program



To determine if your organization is eligible to receive King County surplus property, please complete this application and return it to:

Lelanie Jackson, Administrator I
Department of Community and Human Services
401 Fifth Avenue, Suite 500
Seattle, WA 98104
Phone: 206-848-0125
Email: Leljacks@kingcounty.gov

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|----------------------|--|
| Organization: | |
| Address: | |
| Contact Name: | |
| *Email: | |
| Phone: | |

1. How long has your organization provided services as an established program in King County? Is your organization a legally constituted non-profit? Please provide documentation.
2. What is the mission of your organization?
3. What area of the County does your organization serve?
4. What are the services provided by your organization?
5. What are the characteristics and general income levels of the population(s) served?
6. What is the volume of services provided by your organization?

King County Surplus Property Program Fact Sheet



The King County Metropolitan Council passed Motion No. 10477 on June 15, 1998 that establishes policies to guide the distribution of surplus property to non-profit organizations serving King County residents. Passage of this Motion was the last step needed to enable the establishment of a process for donating surplus property to non-profit organizations. Included in this motion are the following service priorities for eligible non-profit organizations:

- ❑ Storage, transportation and distribution of food to citizens in need.
- ❑ Transportation of youth and elderly to government or community services.
- ❑ Services to special populations such as the disabled, mentally ill, homeless, victims of domestic violence or abuse, veterans and refugees.
- ❑ Counseling, crime prevention, health, advocacy and crisis intervention services to low-income populations.
- ❑ Affordable housing or related services.
- ❑ Children and family services

As a non-profit organization providing social and or health related services to low-income and/or special needs populations (defined as the poor and infirm in the State Constitution) or other services that benefit the public your organization may be eligible for the donation of surplus County personal property. To determine if your organization is eligible you will need to complete the attached application. The Department of Community and Human Services (DCHS) will review your application and determine if your organization is eligible based on meeting the Council adopted service priority areas and serving the low-income and special needs populations or providing services that benefit the public. For organizations that are determined eligible, they will need to be aware of two different sets of procedures that will be used for the donation of personal property.

The procedures for donation of furniture, office equipment and other minor items of personal property shall be made on a “first come, first served” basis and are as follows.

- ❑ After non-profit organizations have been determined eligible, they may contact the King County Fleet Administration Division to inquire about the availability of desired equipment at 206-263-9820 or kcsurplus@kingcounty.gov
- ❑ If the desired equipment is available, the eligible organization may inspect the equipment by scheduling a time with the Fleet Administration Division. The Surplus Program warehouse is located at 701 Orcas Street in Seattle. It is located on the corner of Orcas Street and 7th Avenue in the Georgetown neighborhood south of downtown.
- ❑ If the equipment meets the eligible organization’s needs, the organization may then claim the equipment on a “first come, first served” basis.
- ❑ Fleet Administration and the eligible organization will then complete a transfer of property agreement and the eligible organization will remove the equipment from the surplus property facility.

The first step for your organization is to complete the attached King County surplus property eligibility application and send it to Lelanie Jackson at Leljacks@kingcounty.gov or 401 5th Ave, Suite 500, Seattle, WA 98105. They will notify you regarding your organization’s eligibility.

If you have questions, please contact Lelanie Jackson at Leljacks@kingcounty.gov or (206) 848-0125