



LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration
Phone: (530) 251-8013
Fax: (530) 251-2884

Dispatch
Phone: (530) 257-6121
Fax: (530) 257-9363

Civil
Phone: (530) 251-8014
Fax: (530) 251-2884

Adult Detention Facility
Phone: (530) 251-5245
Fax: (530) 251-5243

Dean F. Growdon
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Dean F. Growdon

Agenda Date: January 17, 2023

Subject: Application for the State of California Surplus Property Program.

Recommendation:

That the Lassen County Board of Supervisors adopt the attached Resolution (State of California Form DGS OFAM 202) and authorize the Chairman of the Board of Supervisors, County Administrative Officer, and other county staff to sign the forms in the attached State Surplus Property Application package as necessary.

Discussion:

The Lassen County Sheriff's Office has been working with California Correctional Center to identify and acquire surplus property to support the County Jail Operation. County Public works department and The Lassen County Fair also have an interest in acquiring equipment. To be eligible to receive state surplus Property the county is required to submit a number of forms as part of an application to become a done in the State Surplus Property Program. One of the forms is a Board Resolution by the Governing Body which must be adopted. The additional forms include a "Program Eligibility Application", "Non-Discrimination Certification", "New Application Checklist", "Racial and National Origins Certification". These forms require signatures from a variety of personnel, including the Chairman of the Board of Supervisors, County Administrative Officer, Sheriff, Public works Director, and Fair manager.

The surplus property available from California Correctional Center would be beneficial to the agencies seeking it.

Fiscal Impact:

Potential budget savings

Organization Name	Email	Phone Number	Fax Number
County of Lassen	smcmullen@co.lassen.ca.	(530) 251-8333	-
Address	City	State	Zip Code
220 S. Lassen St.	Susanville	CA	96130

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reserve side of this form."

Name	Title	Signature*	Email
Dean F. Growdon	Sheriff-Coroner		sheriff@co.lassen.ca.us
Pete Heimbigner	Public Works Dir.		pheimbigner@co.lassen.
Kaitlyn Midgley	Fair Manager		kmidgley@co.lassen.ca.u

*All signatures must be in original form. No copied or stamped signatures.

Date Resolution was PASSED and ADOPTED

Number of AYES	Number of NOES	Number of ABSENT

☐ By checking this box, I do hereby certify that the foregoing is a full, true, and correct resolution adopted by the Governing Board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Governing Board Name Lassen County Board of Supervisors	Signed By Aaron Albaugh
Signature	Date

STATE AGENCIES ONLY

Date Authorized	State Billing Code	
Chief Administrative Officer Name	Title	Signature

OFFICE OF FLEET AND ASSET MANAGEMENT

1700 National Drive, Sacramento, CA 95834 | Phone: (916) 928-2550 | Fax: (916) 928-7965

STATE OF CALIFORNIA
**STATE SURPLUS PROPERTY
PROGRAM ELIGIBILITY APPLICATION**
DGS OFAM 201 (Revised 08/2019)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

Organization Name County of Lassen		Email coadmin@co.lassen.ca.us		Phone Number (530) 251-8013	Fax Number
Address 1415 Sheriff Cady Lane	City Susanville	State CA	Zip Code 96130	County Lassen	
Service available to the public at large <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If "No," please indicate a specific group of people served			

ORGANIZATION TYPE – Please check all that apply and provide all requested information.

Public Agency: ☐ State ☒ Local

☐ Conservation

☐ Economic Development

☐ Education

Grade Level: ☐ Preschool ☐ K-12 ☐ College

Enrollment: _____

Number of Faculty: _____

Number of Days in School Year: _____

☒ Parks and Recreation

☐ Public Health

☒ Public Safety

☒ Other (Please specify): Public Works

Non-Profit Agency or Organization

☐ Education

Grade Level: ☐ Preschool ☐ K-12 ☐ College

☐ School for the Mentally and Physically handicapped

Enrollment: _____

Number of Faculty: _____

Number of Days in School Year: _____

Number of School Sites: _____

☐ Educational Radio or Television Station

☐ Museum

☐ Library

☐ Medical Institution

☐ Hospital

☐ Health Center

☐ Clinic

☐ Other (Please specify): _____

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ATTACHMENTS

- ☐ DGS OFAM 202. Resolution, properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
- ☐ DGS OFAM 203. Nondiscrimination Compliance Assurance
- ☐ Certification regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
- ☐ Other statements or documentation required, as may be specified.

Administrator or Director Name	Title
Richard Egan	County Administrative Officer
Signature	Date

FOR STATE SURPLUS AGENCY USE ONLY

Application Status: ☐ Approved ☐ Disapproved

Donee Number	Billing Code
Comments or Additional Information	

Signed	Date
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1700 National Drive, Sacramento, CA 95834 | Phone: (916) 928-2550 | Fax: (916) 928-7965

GOVERNMENT AND SPECIAL DISTRICTS

- State Agency
- City
- County
- Special District (Water Districts, Cemeteries, Utilities)
- Public School/District (Colleges, Universities)

Name of Organization	Contact Name	Phone Number	Email
County of Lassen	Dean Growdon	530-251-8013	dgrowdon@co.la

- ☒ DGS OFAM 201 – Surplus Property Program Eligibility Application
- ☒ DGS OFAM 202 – Resolution with Board Minutes (When applicable)
- ☒ DGS OFAM 203 – Non-Discrimination Certification
- ☒ DGS OFAM 204 – Racial Demographic and National Origins of all Persons within your Service Area. Please visit U.S. Census website (<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) to determine the racial makeup of your service area.
- ☐ Sign and Date Debarment Form
- ☐ Sign and Date Donee Terms and Conditions
- ☐ Proof of State/Public Agency Status (Listing in State Directory, etc.)
- ☐ Current CBEDS or WASC (If applicable). Please refer to California Department of Education website (<https://dq.cde.ca.gov/dataquest/>).
- ☐ Return Completed Original Application to: (Please maintain a copy for your records.)

Federal Surplus Property Program
1700 National Drive
Sacramento, CA 95834

* Eligibility is limited to the period covered by the certification. Certifications are generally issued on an annual basis; therefore, the provider must update annually or as required by the approval on their certification.

NOTES

OFFICE USE ONLY

Reviewed By	Date	Approval Status <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New <input type="checkbox"/> Renewal	Expiration Date
Donee Number	Billing Code		

REQUIRED DGS OFAM FORMS

1. DGS OFAM 201 – Surplus Property Program Application
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam201.pdf>)
2. DGS OFAM 202 – Resolution
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam202.pdf>)
3. DGS OFAM 203 – Non-Discrimination Certification
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam203.pdf>)
4. DGS OFAM 204 – Racial and National Origins Certification
(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam204.pdf>)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
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This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 Code of Federal Regulations (CFR) 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.

A. The Donee certifies that:

1. It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
2. The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the California State Agency for Surplus Property (CSASP).
3. Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
4. Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
5. If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5).

B. The Donee Agrees to the following Federal conditions:

1. All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year of receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.

2. Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
 3. In the event the Donee does not use the property as required by *Sections C (1) and (2)* below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.
- C. The Donee agrees to the following conditions applicable to items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, regardless of cost except vessels 50 feet or more in length and aircraft regardless of acquisition cost:
1. The property shall be place in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
 2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
 3. In the event the property is not so used as required by *Sections C (1) and (2)*, at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.
- D. The Donee agrees to the following terms, reservations and restrictions:
1. From the date it receives the property and throughout the time period(s) imposed by *Sections B and C* (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by *Sections C or D* as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
 2. If, at any time, from the date the Donee receives the property throughout the time periods by *Sections B and C* as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee

or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.

3. The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
4. At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

E. The Donee agrees to the following conditions, applicable to all items of property:

1. The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
2. If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

F. Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 feet or more in length having an acquisition cost of \$5,000 or more regardless of the purpose for which acquired.

Signature	Date
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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Donee Applicant

Name and Title of Authorized Representative

Signature	Date
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STATE OF CALIFORNIA
**RACIAL AND NATIONAL ORIGINS
CERTIFICATION**
DGS OFAM 204 (Revised 08/2019)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the U.S. Census to determine the racial makeup of your service area on American FactFinder at <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native:	<u>2.7</u> %	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian/ Pacific Islander:	<u>1.4</u> %	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black	<u>8.6</u> %	Persons having origins in any of the black racial groups of Africa.
Hispanic:	<u>18.7</u> %	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White:	<u>65.8</u> %	Persons having origins in any of the original people of Europe, North Africa, or the Middle East.
Other (specify):	<u>2.7</u> %	_____

Name	Title	Signature	Date
Richard Egan	County Administrator		

Donee Organization	Mailing Address	City	State	Zip Code
County of Lassen	220 S. Lassen St.	SUsanville	CA	96130

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

County of Lassen _____, (hereafter called the "donee"),
Name of Donee Organization

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Donee Organization	President/Chairman of the Board or comparable authorized official
County of Lassen	Aaron Albaugh, Board Chairman
Signature	Date