

**LOUISIANA PROPERTY ASSISTANCE AGENCY**

1059 Brickyard Ln. Baton Rouge, LA 70802 (225) 342-6849 <https://www.doa.la.gov/oa/ogs/louisiana-property-assistance-agency/>

**APPLICATION FOR ELIGIBILITY**

To Participate in the LPAA Preference Buyer Program

**I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:**

Name of Organization:

Mailing Address (PO Box #, Street, City, State & Zip Code):

Street Address/Location (if different than mailing address):

Email Address:

Parish:

Telephone #:

Fax:

Fax #:

EIN (Tax ID):

**II. APPLICANT STATUS (CHECK ONLY ONE)**

First Preference- For surplus computer equipment only-public elementary and secondary schools in the state, and community and technical colleges under the management and control of the Board of Supervisors of Louisiana Community and Technical Colleges (state agencies are automatically approved as First Preference Buyers)

Second Preference- Political subdivisions of the State of Louisiana; other governmental agencies; private elementary, secondary, or proprietary schools housing authorities or independent colleges or universities

Third Preference- Charitable, educational, or religious organizations (see definitions on page 3)

**III. PROVIDE A WRITTEN DESCRIPTION OF PROGRAMS OR SERVICES OFFERED**

(Required) Describe programs, services, and facilities. Attach additional pages if necessary.

**IV. SOURCES OF FUNDING**

Tax Supported

Grant

Contributions

Other (Specify):

**HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501?**

Yes

No

**V. SIGNATURES**

Print Name & Title of Head of Agency or Organization:

Date: Application Prepared by (Print):

Signature of Head of Agency or Organization:



## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM**

(Application MUST be typed. Handwritten forms will not be accepted)

**SECTION I** Provide the full legal name of your organization on the first line of this section. Provide the mailing address of your organization as recognized by the US Postal Service including ZIP Code. Provide the street address if different from mailing address or provide directions if located on a rural route or other remote area. List the parish in which the organization is located and a business telephone number with area code. Provide the organization's IRS Federal EIN (Tax ID).

**SECTION II** Check the appropriate box which describes your organization. (If you are unable to determine which status to check, please contact the LPAA Compliance Section for assistance at (225) 342-6849).

**SECTION III** A comprehensive written description of all programs and/or services provided is required. A description of the operational facilities should also be included. Be sure to include information on date of establishment, staff and staff qualifications, hours of operation, services and programs offered, population of enrollment, fees charged, etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include complete copy of Articles of Incorporation with all filing certificates and amendments, and a copy of your current by-laws.

**SECTION IV** Check the appropriate box which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

**SECTION V** All applicants answering 'Yes' must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Code of 1954. The name of the organization on this IRS letter must match the name provided in Section I of this application. If the name does not match, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificate to establish an 'audit trail' of names showing the legal connection.

**SECTION VI** Applicant's chief administrator must sign and date the application wherever indicated with his/her original signature. No photocopied, rubber stamped, machine produced, carbon, or other facsimile type signatures are acceptable.

### **ADDITIONAL REQUIRED DOCUMENTATION**

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**SECOND PREFERENCE:** All independent colleges, universities and proprietary schools must submit a copy of their most recent accreditation. All schools, if not listed in the LA School Directory, must submit a copy of their certificate of approval by the State Board of Elementary and Secondary Education (BESE).

**THIRD PREFERENCE:** Delegation of authority or board resolution empowering a named individual(s) to contract and make purchase on behalf of the agency/organization. Current charter, Articles of Incorporation, by-laws, Mission statement, Narrative w/Services, Persons Served, Facilities, etc.

### **THIRD PREFERENCE DEFINITIONS**

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**EDUCATIONAL ORGANIZATION** means an organization authorized and doing business in the State of Louisiana with its primary purpose being the imparting of knowledge or skill through systematic instruction by the teaching of structured courses at regularly scheduled intervals.

**CHARITABLE ORGANIZATION** means an organization authorized and doing business in the State of Louisiana with its primary purpose being assistance to the needy by providing direct assistance or indirect assistance through an institution, organization, or fund established to assist the needy. Said organization must have and maintain an IRS Section 501 status (501(c)(3)).

**RELIGIOUS ORGANIZATION** means an organization authorized and doing business in the State of Louisiana with its primary purpose pertaining to or teaching a generally accepted and practiced religion within the State.