



Sample self-determination of eligibility email

During the extent of the COVID-19 emergency declaration, state and local government entities, including instrumentalities, may make self-determinations of eligibility. Prior to submitting a self-determination of eligibility, please review the listing of current eligible entities and eligibility information at gsa.gov/eligibilitydeterminations.

Email self-determinations of eligibility to gsaeligibilitydetermination@gsa.gov. For your convenience, a sample self-determination of eligibility email is provided below.

Subject: Self-Determination of Eligibility for [insert name of entity]

This email is submitted in accordance with the instructions provided at gsa.gov/eligibilitydeterminations concerning how state and local government entities, including instrumentalities, can seek eligibility during the COVID-19 declared emergency.

[Insert name of entity] considers itself to be a ***[state/local]*** government instrumentality according to ***[insert applicable paragraph]*** of [GSA Order 4800.2I](#), and thereby eligible to use GSA Federal Supply Schedules. This self-determination is based upon the following:

[insert information to support the statement, provide any other statement(s), and close with contact information in case any questions or additional information is needed, etc].