

--

Grant recipients must receive **prior approval** from the DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchase of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with **2 CFR 200.313** and **2 CFR 200.439**.

--

--

--

--

Select one of the below options

[illegible]

--

Certified by:	
	III-1

Authorized Representative

Property Listing Form Instructions

General Instructions

Recipients must use the Property Listing Form to provide a final property report for closeout of Federal assistance awards. The completion of this form communicates important information pertaining to items purchased using award funds and assists in determining, if necessary, the specific disposition instructions for handling Federally owned property and acquired equipment.

Generally, at the end of a Federal assistance award, recipients are required to:

- a. submit a report of Federally owned property.
- b. provide a listing of equipment items, with a current fair market value of \$5,000 or more, when the awarding agency has reserved the right to transfer title of the equipment to the Federal Government or a third party.
- c. Compensate the awarding agency for residual unused supplies, with a total aggregate fair market value greater than \$5,000, that are not needed for any other Federally sponsored programs or projects.

Specific Instructions

The Property Listing Form should be completed as follows:

- A. **Grant Recipient:** Enter the complete grant recipient name as it was listed in the grant application.
- B. **Grant Number:** Enter the full grant award number.
- C. **Date:** Input the date that the document was completed in this block.
- D. **Grant Period:** Input the start and end date of the grant's period of performance.
- E. **Inventory:**

For each item of property, enter the following information in the appropriate column of the table provided.

1. **Item No.:** i.e., 1, 2, 3, etc.
2. **Item Description:** Describe the property, e.g., van.
3. **Serial No.:** Provide the serial number or any other identification number for the item.
4. **Acquisition Date:** Date on which the grant recipient assumed responsibility for the property.
5. **Purchase Price:** Enter the item's original purchase value.
6. **Current Fair Market Value:** Enter the item's current fair market value.
7. **Condition:** Provide the condition of the item:
 - i. Good
 - ii. Fair
 - iii. Poor

8. Indicate your organization's intention regarding this item:

- i. Retain for Current Grant Purposes
- ii. Retain for Other Federally Sponsored Purposes
- iii. Retain for Non-Federal Use
- iv. Sell
- v. Scrap

F. Remarks: Provide any necessary explanations or additional information in this block.

G. Certified by: Print the first and last name of the Authorized Representative for the recipient organization in this block.